

TOWN OF COBOURG

2019 CURRENT OPERATING BUDGET SUMMARY

	2018 BUDGET	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
DIRECT CONTROL NET EXPENDITURES	17,428,143	18,601,465	6.7	18,510,091	6.2	24,117,923	22,645,472
DIRECT CONTROL REVENUE	-375,100	-749,100	99.7	-749,100	99.7	-719,200	-710,600
DIRECT NET COST	<u>17,053,043</u>	<u>17,852,365</u>	4.7	<u>17,760,991</u>	4.2	<u>23,398,723</u>	<u>21,934,872</u>
POLICE - NET - OPERATING	6,032,105	6,199,538	2.8	6,199,538	2.8	6,473,047	6,573,873
- CAPITAL	75,000	25,000	(66.7)	25,000	(66.7)	0	0
POLICE NET COST	<u>6,107,105</u>	<u>6,224,538</u>	1.9	<u>6,224,538</u>	1.9	<u>6,473,047</u>	<u>6,573,873</u>
TOTAL FOR MUNICIPAL LEVY	<u>23,160,148</u>	<u>24,076,903</u>	4.0	<u>23,985,529</u>	3.6	<u>29,871,770</u>	<u>28,508,745</u>
						Note 1	Note 1
IMPACT OF NEW ASSESSMENT GROWTH		<u>463,200</u>	2.0	<u>463,200</u>	2.0		
IMPACT ON PRIOR EXISTING ASSESSMENT		<u>23,613,703</u>	2.0	<u>23,522,329</u>	1.6		

Note 1:

Readers are cautioned that the 2020 and 2021 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

2019 CURRENT OPERATING BUDGET SUMMARY

FUNCTION	2018 BUDGET	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
NET EXPENDITURES							
GENERAL GOVERNMENT	2,868,370	3,301,428	15.1	3,307,928	15.3	3,427,350	3,472,115
PROTECTION - OTHER	3,481,705	3,539,051	1.6	3,539,051	1.6	3,754,482	3,995,933
PUBLIC WORKS	4,245,688	4,294,227	1.1	4,300,927	1.3	4,570,990	4,503,893
ENVIRONMENTAL	37,825	37,425	(1.1)	37,425	(1.1)	38,025	38,625
SOCIAL & FAMILY	21,500	21,500	0.0	196,500	814.0	0	0
PARKS & RECREATION	3,505,076	3,559,915	1.6	3,559,915	1.6	3,860,219	4,016,780
CULTURE & COMMUNITY	1,479,480	1,666,373	12.6	1,672,319	13.0	1,716,319	1,759,377
PLANNING & RESIDENTIAL	423,229	456,097	7.8	456,097	7.8	502,085	503,714
COMMERCIAL & ECO. DEV.	613,467	728,249	18.7	660,229	7.6	846,253	858,335
TOTAL OPERATING	16,676,340	17,604,265	5.6	17,730,391	6.3	18,715,723	19,148,772
CAPITAL LEVY	266,203	346,500	30.2	129,000	(51.5)	4,759,500	2,943,000
LONG TERM DEBT CHARGES	485,600	650,700	34.0	650,700	34.0	642,700	553,700
TOTAL CAPITAL FORMATION	751,803	997,200	32.6	779,700	3.7	5,402,200	3,496,700
TOTAL DIRECT CONTROL	17,428,143	18,601,465	6.7	18,510,091	6.2	24,117,923	22,645,472

TOWN OF COBOURG

2019 CURRENT OPERATING BUDGET SUMMARY

FUNCTION	2018 BUDGET	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
REVENUE SUMMARY							
REVENUE							
SUPPLEMENTARY TAXES	375,000	500,000	33.3	500,000	33.3	450,000	450,000
PENALTY & INTEREST	400,000	370,000	(7.5)	370,000	(7.5)	400,000	400,000
TAX CANCELLATIONS	-600,000	-350,000	(41.7)	-350,000	(41.7)	-350,000	-350,000
TOTAL	175,000	520,000	197.1	520,000	197.1	500,000	500,000
PROVINCIAL GRANTS							
UNCONDITIONAL - TOWN	37,600	37,600	0.0	37,600	0.0	37,700	37,800
UNCONDITIONAL - OMPF	79,500	67,500	(15.1)	67,500	(15.1)	57,500	48,800
TOTAL	117,100	105,100	(10.2)	105,100	(10.2)	95,200	86,600
OTHER GRANTS							
OTHER GRANTS IN LIEU	23,000	24,000	4.3	24,000	4.3	24,000	24,000
TOTAL	23,000	24,000	4.3	24,000	4.3	24,000	24,000
OTHER							
OTHER REVENUE	60,000	100,000	66.7	100,000	66.7	100,000	100,000
TOTAL	60,000	100,000	66.7	100,000	66.7	100,000	100,000
TOTAL REVENUE	375,100	749,100	99.7	749,100	99.7	719,200	710,600

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

REVENUE SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
TAXATION								
MILL RATE	23,160,148	23,141,647	24,076,903	4.0	23,985,529	3.6	29,871,770	28,508,745
OTHER	775,000	902,903	870,000	12.3	870,000	12.3	850,000	850,000
TAX CANCELLATIONS	-600,000	-420,703	-350,000	(41.7)	-350,000	(41.7)	-350,000	-350,000
TOTAL	23,335,148	23,623,847	24,596,903	5.4	24,505,529	5.0	30,371,770	29,008,745
PROVINCIAL GRANTS								
UNCONDITIONAL - TOWN	37,600	34,726	37,600	0.0	37,600	0.0	37,700	37,800
UNCONDITIONAL - OMPF	79,500	79,500	67,500	(15.1)	67,500	(15.1)	57,500	48,800
TOTAL	117,100	114,226	105,100	(10.2)	105,100	(10.2)	95,200	86,600
OTHER GRANTS								
OTHER GRANTS IN LIEU	23,000	12,066	24,000	4.3	24,000	4.3	24,000	24,000
TOTAL	23,000	12,066	24,000	4.3	24,000	4.3	24,000	24,000
OTHER								
OTHER REVENUE	60,000	116,328	100,000	66.7	100,000	66.7	100,000	100,000
TOTAL	60,000	116,328	100,000	66.7	100,000	66.7	100,000	100,000
TOTAL REVENUE	23,535,248	23,866,467	24,826,003	5.5	24,734,629	5.1	30,590,970	29,219,345

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **TAXATION**

ACCOUNT #: **860**

2018	2017	2018			2019		2019		2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
23,160,148	22,611,697	23,141,647	8601	Taxation - Municipal	24,076,903	*	23,985,529	*	29,871,770	28,508,745
375,000	303,108	560,571	8604	Supplementary	500,000	*	500,000	*	450,000	450,000
400,000	331,498	342,332	8606	Penalty and Interest on Taxes	370,000		370,000		400,000	400,000
-600,000	-1,050,000	-420,703	8609	Tax Cancellations	-350,000	*	-350,000	*	-350,000	-350,000
23,335,148	22,196,303	23,623,847		TOTAL TAXATION	24,596,903		24,505,529		30,371,770	29,008,745

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

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

ACCOUNT #: **862**

2018	2017	2018			2019		2019		2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
23,000	12,180	12,066	8621	Canada	24,000	*	24,000		24,000	24,000
23,000	12,180	12,066		TOTAL OTHER GRANTS IN LIEU	24,000		24,000		24,000	24,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **REVENUES**

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

ACCOUNT#: **862**

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

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

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

ACCOUNT #: **863**

2018 BUDGET	2017 YTD	2018 YTD	CODE	OBJECT	2019 DEPT REQUEST	*	2019 FINAL APPROVED	*	2020 FORECAST	2021 FORECAST
4,600	4,641	4,710	8631	LCBO	4,600		4,600		4,700	4,800
200	279	306	8638	MTO	200		200		200	200
4,600	4,600	4,329	8634	Ontario Correctional - Brookside	4,600		4,600		4,600	4,600
8,200	8,200	8,015	8636	Northumberland Hills Hospital	8,200		8,200		8,200	8,200
20,000	17,500	17,366	8637	O.P.P.	20,000		20,000		20,000	20,000
37,600	35,220	34,726		TOTAL PROVINCIAL GRANTS IN LIEU	37,600		37,600		37,700	37,800

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

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

ACCOUNT #: **864**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
79,500	93,500	79,500	8641	OMPF- Direct	67,500	67,500	57,500	48,800
79,500	93,500	79,500		TOTAL PROV GRANTS UNCONDITIONAL	67,500	67,500	57,500	48,800

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **REVENUES**

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

ACCOUNT#: **864**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
	CODE	OBJECT	DETAILS
<p>Grants from the Province to offset downloading including a grant which formerly came to Municipality and now goes directly to the County.</p>	8641	OMPF	<p>The 2019 OMPF allocation has not yet been announced by Province of Ontario. (2018 - 79,500). Assume this grant is being reduced by 15% per year by the Province of Ontario.</p>
PERFORMANCE DATA:			
2018	79,500.00		
2017	93,500.00		
2016	109,900.00		
2015	129,200.00		
2014	161,500.00		
2013	189,900.00		
2012	210,900.00		
2011	318,300.00		
2010	353,600.00		
2009	442,000.00		
2008	442,000.00		
2007	442,000.00		

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **OTHER REVENUE**

ACCOUNT #: **871**

2018	2017	2018			2019		2019		2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
35,000	40,148	116,328	8711	Interest Income	100,000	*	100,000		100,000	100,000
25,000	0		8712	Surplus	0		0		0	0
60,000	40,148	116,328		TOTAL OTHER REVENUE	100,000	*	100,000		100,000	100,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

GENERAL GOVERNMENT SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
COUNCIL	303,427	293,828	367,448	21.1	373,948	23.2	384,878	383,394
CAO	243,850	239,872	249,378	2.3	249,378	2.3	255,060	260,813
COMMUNICATIONS	188,228	181,652	209,179	11.1	209,179	11.1	252,673	263,034
CLERKS								
Administration	429,734	412,306	464,326	8.0	464,326	8.0	461,680	463,611
General Revenue	-20,200	-20,685	-22,500	11.4	-22,500	11.4	-22,800	-23,000
Lottery Revenue	-109,500	-108,943	-110,000	0.5	-110,000	0.5	-110,000	-110,000
Dog Tag Revenue	-10,000	-11,604	-12,000	20.0	-12,000	20.0	-12,000	-12,000
General Revenue	-32,700	-98,749	-33,200	1.5	-33,200	1.5	-33,200	-33,200
NET CLERK	257,334	172,325	286,626	11.4	286,626	11.4	283,680	285,411
FINANCE	650,122	609,019	661,388	1.7	661,388	1.7	681,832	699,258
Revenue	-18,800	-16,135	-18,000	(4.3)	-18,000	(4.3)	-18,000	-18,000
NET FINANCE	631,322	592,884	643,388	1.9	643,388	1.9	663,832	681,258
INFORMATION TECH	237,044	238,124	319,976	35.0	319,976	35.0	325,718	331,748
VICTORIA HALL	660,981	703,292	686,118	3.8	686,118	3.8	710,332	727,228
FINANCIAL	-34,500	237,775	144,500	518.8	144,500	(518.8)	170,000	149,500
PERSONNEL	368,584	334,061	381,965	3.6	381,965	3.6	368,327	376,879
HEALTH & SAFETY	12,100	10,025	12,850	6.2	12,850	6.2	12,850	12,850
TOTAL EXPENSES	3,059,570	3,259,954	3,497,128	14.3	3,503,628	14.5	3,623,350	3,668,315
TOTAL REVENUE	-191,200	-256,116	-195,700	2.4	-195,700	2.4	-196,000	-196,200
NET TO TOWN	2,868,370	3,003,838	3,301,428	15.1	3,307,928	15.3	3,427,350	3,472,115
DEBT CHARGES	0	0	0	-	0	-	0	0

**Detail in Long Term Debt Charges Section

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT #: **1000.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
178,954	164,771	175,224	100010	Payroll Salaries & Wages	217,306	*	217,306	221,652	226,085
0	581	242	100011	Payroll Overtime	0		0	0	0
51,002	46,398	45,995	100030	Payroll Fringe Benefits	55,000	*	55,000	58,000	60,000
229,956	211,750	221,461		SUB TOTAL SALARIES, WAGES & BENEFITS	272,306	*	272,306	279,652	286,085
500	1,814	2,401	1000150	Office Supplies	1,000	*	1,000	1,000	1,000
4,200	4,533	5,475	1000180	Telephone & Answer Svc	4,400	*	4,400	4,400	4,400
3,400	2,484	5,177	1000210	Advertising & Promotions	2,725		2,725	2,725	2,725
	0	1,216	1000211	Citizen Engagement	10,000		10,000	20,000	20,000
800	528	1,315	1000220	Printing	800		800	800	800
100	12	0	1000240	Postage & Couriers	100		100	100	100
10,875	5,991	8,818	1000250	Memberships & Subscrip'ns	10,875		10,875	10,875	10,875
3,500	1,408	2,839	1000270	Travel Expense	3,500		3,500	3,500	3,500
12,000	10,404	14,776	1000330	Receptions	8,000		8,000	8,000	8,000
5,500	6,740	6,710	1000340	Presentations	7,000	*	7,000	7,000	7,000
10,000	10,000	9,236	1000350	Election	10,000		10,000	10,000	10,000
3,300	1,488	3,056	1000370	Meals & Refreshments	3,500	*	3,500	3,700	3,900
16,200	14,500	5,889	1000380	Conference & Conventions	16,200		21,000	22,200	22,200
6,700	7,144	6,604	1000399	Public Relations	6,760		6,760	6,760	6,760
0	5,132	0	1000851	Special Projects - Strategic Planning	8,000		8,000	0	4,000
0	5,743	2,440	1000854	Special Project - Mayor's 150th Project	0		0	0	0
4,000	0	4,019	1000856	Special Project - Council Chamber Gallery Chairs	0		0	0	0
			1000857	Special Project - Town Crier	0		1,700	0	0
0	0	0	1000853	Special Project - Human Resources	10,000		10,000	0	0
0	0	0 -		Special Project - Carpet Replacement			0	12,000	0
0	0	0	1000912	Transfer from/to Election Reserve	0		0	0	0
-7,604	-7,491	-7,604	1000955	Building Dept. - Indirect Costs	-7,718		-7,718	-7,834	-7,951
73,471	70,430	72,367		SUB TOTAL MATERIALS	95,142	*	101,642	105,226	97,309
303,427	282,180	293,828		TOTAL COUNCIL	367,448	*	373,948	384,878	383,394

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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.	2019	100010	Salaries & Wages	As per bylaw #037-18 - July 18, 2018 for Council increase
	2019	1000210	Advertising & Promotions	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:	2019	2019	Citizen Engagement	Bang the Table On-line Engagement Tool - \$10,000
	2019	1000250	Memberships & Subscriptions	AMO - \$9,575, ROMA/OGRA - \$1,300
	2019	1000330	Receptions	Mayor's Levee - \$1,000, 25 yr Reception - \$2,500 Staff Christmas Reception - \$3,200 Business Achievement Awards - \$1,300
	2019	1000340	Presentations	Framing - \$500, Merchandise - \$700 Long Service Recognition Gifts - \$5000 J D Burnett - \$500, Bereavement Flowers - \$500 Christmas Cards - \$300
	2019	1000380	Conferences & Conventions	Mayor - \$3,000 Deputy Mayor & Councillors - \$3,000/each x 6 = \$18,000
	2019	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
	2019	2100857	Special Project - Town Crier	Assist with the cost of hosting the 2019 Provincial competition jointly with Alnwick / Haldimand
	2019	2100853	Special Project - Human Resources	Senior staff recruitment
	2020	NEW	Special Project - Carpet Replacement	Replacement Council Chamber carpet

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMINISTRATION - CAO**

ACCOUNT #: **1100.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
190,823	189,433	187,917	110010	Payroll Salaries & Wages	195,196	*	195,196	198,904	202,683
0	581	241	110011	Payroll Overtime	0		0	0	
46,000	48,880	43,670	110030	Payroll Fringe Benefits	48,000	*	48,000	50,000	52,000
236,823	238,894	231,828		SUB TOTAL SALARIES, WAGES & BENEFITS	243,196	*	243,196	248,904	254,683
750	204	596	1100150	Office Supplies	750		750	750	750
900	1,109	860	1100180	Telephone & Answering Svc	1,000	*	1,000	1,000	1,000
100	478	2,268	1100220	Printing	200	*	200	200	200
1,970	1,975	1,882	1100250	Memberships & Suscrip'ns	2,000		2,000	2,000	2,000
2,000	908	366	1100260	Training & Courses	2,000		2,000	2,000	2,000
2,000	901	1,434	1100270	Travel Expense	1,500		1,500	1,500	1,500
750	652	466	1100370	Meals & Refreshments	200		200	200	200
250	1,976	1,865	1100380	Conferences & Conventions	250		250	250	250
-1,693	-1,668	-1,693	1100955	Building Dept. - Indirect Costs	-1,718		-1,718	-1,744	-1,770
7,027	6,535	8,044		SUB TOTAL MATERIALS	6,182		6,182	6,156	6,130
243,850	245,429	239,872		TOTAL ADMINISTRATION	249,378	*	249,378	255,060	260,813

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CAO**

ACCOUNT #: **1100.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Directs the provision of Municipal services through Division Directors. Ensures implementation of Council decisions; general management of Municipal Administration and provides personnel service.	2019	1100250	Memberships & Subscriptions	Municipal Engineers Assoc. - \$120 OMAA Membership - \$400 Professional Engineers Dues - \$250 Ontario Good Roads - \$1,200
	2019	1100260	Training & Courses	Spring OMAA Registration/Accommodations - \$950 Fall OMAA Registration / Accommodations - \$950 Miscellaneous Day Courses - \$200
	2019	1100270	Travel Expenses	Annual Car Allowance - \$1,000 Spring OMAA - \$192 Fall OMAA - \$269
	2019	1100370	Meals & Refreshments	Spring OMAA - \$100 Fall OMAA - \$100
	2019	1100380	Conferences & Conventions	Miscellaneous - \$250
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #:

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
83,459	69,883	85,731	130010	Payroll Salaries & Wages	119,312	*	119,312	153,412
7,840	0	260	130015	Payroll Part-time Salaries & Wages	0		0	0
3,175	4,549	3,661	130011	Payroll - Overtime	3,367		3,430	3,496
24,691	24,362	24,782	130030	Payroll Fringe Benefits	34,600	*	46,214	50,626
1,333	0	0	130031	Payroll Part-time Benefits	0		0	0
120,498	98,794	114,434		SUB TOTAL SALARIES, WAGES & BENEFITS	157,279	*	198,723	207,534
21,900	15,081	20,079	1300171	Software Maintenance	19,500		20,000	20,000
1,200	462	609	1300180	Telephone & Answering Svc	1,200		1,200	1,200
27,500	30,640	32,188	1300210	Advertising & Promotions	29,000		30,500	32,000
380	305	305	1300250	Memberships & Suscrip'ns	400	*	400	400
400	156	0	1300260	Training & Courses	400		400	400
150	215	60	1300270	Travel Expense	200	*	250	300
1,200	1,017	2,090	1300280	Conferences & Conventions	1,200		1,200	1,200
52,730	47,876	55,331		SUB TOTAL MATERIALS	51,900		53,950	55,500
15,000	16,751	11,887	1300851	Special Project - Website	0		0	0
15,000	16,751	11,887		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0
188,228	163,421	181,652		TOTAL ADMINISTRATION	209,179	*	252,673	263,034

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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.	2019/2020/2021	1300171	Software Maintenance	Annual Webhosting Esolutions - \$4,200 / yr Icompass Video Streaming - \$5,600 / yr Annual E-Commerce Gateway - \$3,500 / yr Annual Ebook Module Service Fee - \$500 Annual CLUDO Service Fee - \$700 Web/Intranet Enhancements - \$5,000
	PERFORMANCE DATA:			
	2019	1300210	Advertising & Promotions	Includes all block ad advertising and department promotion. Also includes transit advertisements and various marketing promotional material.
	2019	1300250	Memberships & Subscriptions	IABC Membership - \$340 US CMP Designation - \$500
	2019	1300260	Training & Courses	Digital Marketing Workshop
	2019	1300270	Travel Expense	Travel to Conference and Workshop
	2019	1300380	Conferences	Municipal Communications Conference 2019 Registration, travel, meals & accommodation

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-6,200	-5,100	-5,000	8701	General License	-6,500		-6,500	-6,800	-7,000
-14,000	-14,014	-15,685	8702	Marriage License	-16,000		-16,000	-16,000	-16,000
-109,500	-110,076	-108,943	8703	Lottery License	-110,000	*	-110,000	-110,000	-110,000
-10,000	-10,256	-11,604	87017	Dog Tags & Fines	-12,000		-12,000	-12,000	-12,000
-8,000	-42,438	-74,338	87013	General Income	-8,000	*	-8,000	-8,000	-8,000
-200	-1	-37	87014	Printing Chargebacks	-200	*	-200	-200	-200
-6,000	-5,617	-4,535	8704	Taxi License	-6,000	*	-6,000	-6,000	-6,000
-3,500	-4,250	-4,155	87035	Burial Permits	-4,000		-4,000	-4,000	-4,000
-15,000	-15,650	-15,684	87060	Wedding Solemnization Services	-15,000	*	-15,000	-15,000	-15,000
-172,400	-207,402	-239,981		TOTAL CLERKS DEPARTMENT REVENUE	-177,700		-177,700	-178,000	-178,200

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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:			
2019	8702	Marriage Licences	Marriage Licence processed on behalf of Province of Ontario				
Function	2016	2017	2018	2019	8703	Lottery Licensing	Includes: Bingos, Raffles, Nevada Licences
Lotteries	101,221	92,766	108,943	2019	8704	Taxi Licensing	Annual Taxi Licence (Owner/Operator) Renewals Annual Taxi Driver Licence Renewals
Business Licences	5,115	4,900	5,000	2019	87017	Dog Tag Sales	2018 and 2019 dog tag sales (imitating sales November 1, 2018).
Marriage Licences	13,552	13,244	15,431	2019	87013	General Income	General Income, Commission of Oaths, FOI Requests
Civil Ceremonies (new)	11,980	13,550	15,684	2019	87035	Burial Permits	Vital Statistics - Processing and Registration of Certificates (Death), Increase fee in 2017
Taxi Licences	5,275	2,363	4,535	2019	87060	Wedding Solemnization Services	Marriage Ceremonies performed by Town of Cobourg Marriage Officiant - B Larmer, Julie Behan-Jones back-up As part of regular salary, includes courtroom or Council Chambers. (300 On-Site and 350 Off-Site).
Dog Tag Sales	9,820	7,646	11,604				
Burial Permits	2,185	3,415	4,155				

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2018	2017	2018		2019		2019	2020	2021	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
281,084	274,310	263,236	115010	Payroll Salaries & Wages	282,425		282,425	291,742	299,516
0	1,230	3,676	115011	Payroll - Overtime	0		0	0	0
0	12,645	90	115020	Payroll Part-time Salaries & Wages	0	*	0	0	0
79,128	93,205	84,663	115030	Payroll Fringe Benefits	88,221	*	88,221	93,000	98,000
360,212	381,390	351,665		SUB TOTAL SALARIES, WAGES & BENEFITS	370,646	*	370,646	384,742	397,516
2,500	2,605	2,678	1150150	Office Supplies	2,500		2,500	2,500	2,500
2,000	1,369	1,011	1150160	Office Equipment Purchase	6,200	*	6,200	2,000	2,000
800	1,268	752	1150170	Office Equip Maintenance	800		800	800	2,000
5,000	4,391	4,767	1150171	Software Maintenance	5,000		5,000	5,000	5,000
22,000	23,983	23,655	1150180	Telephone & Answering Svc	22,000		22,000	22,000	22,000
500	-48	63	1150210	Advertising & Promotions	500		500	500	500
1,500	1,140	971	1150220	Printing	1,500		1,500	1,500	1,500
10,000	10,685	11,434	1150230	Photocopier Expense	10,000		10,000	10,000	10,000
9,000	7,306	5,929	1150240	Postage & Couriers	9,500	*	9,500	10,000	10,000
1,000	694	590	1150250	Memberships & Subscripn's	1,000		1,000	1,000	1,000
3,000	961	1,849	1150260	Training & Courses	3,000		3,000	3,000	3,000
1,000	834	1,116	1150270	Travel Expenses	1,000		1,000	1,000	1,000
500	466	464	1150370	Meals & Refreshments	500		500	500	500
2,000	1,938	2,140	1150380	Conferences & Conventions	2,000		2,000	2,000	2,000
-2,778	-2,737	-2,778	1150955	Building Dept. - Indirect Costs	-2,820		-2,820	-2,862	-2,905
58,022	54,855	54,641		SUB TOTAL MATERIALS	62,680	*	62,680	58,938	60,095
5,500	5,037	0	1150750	Contracts - Archives County	0		0	0	0
6,000	6,000	6,000	1150750	Contracts - Archive Rent CPL	6,000		6,000	6,000	6,000
0	0	0	1150850	Special Project - Record Management Software	25,000		25,000	12,000	0
11,500	11,037	6,000		SUB TOTAL CONTRACTED SERVICES	31,000	*	31,000	18,000	6,000
429,734	447,282	412,306		TOTAL CLERKS DEPARTMENT	464,326	*	464,326	461,680	463,611

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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.	2019	1150150	Office Supplies	Purchase of office supplies for Clerks, Mayor, CAO, Bylaw, Communications and HR. Provincial rate - Coop Purchasing with County
	PERFORMANCE DATA:			
	2019	1150160	Office Equipment Purchase	Office furnishings, and Municipal Clerk desk replacement
	2019	1150170	Office Equipment Maintenance	Small office equipment repairs, shredding (Prov rate), licence agreements, contracts
	2019	1150171	Software Maintenance	Civic Web Annual Fee, Max Galaxy, MOMRMS Records Management
	2019	1150180	Telephone & Answering Services	Telephones, Service Provider, Cell Phone
	2019	1150210	Advertising	Municipal Information, Council Meetings, Notices
	2019	1150220	Printing	Stationery, letterhead, business cards, labels, brochures, booklets, signs
	2019	1150250	Photocopier Expenses	Photocopier rental service agreement, maintenance, toner and photocopy paper
	2019	1150250	Memberships & Subscriptions	AMCTO Annual Membership (1) - \$400 TOMRMS - \$300 Flip Book Software - Shared WHMIS - Shared Municipal Web Subscription - shared
	2019	1150260	Training & Courses	AMCTO - Provincial Offences, Lotteries, Elections, Legislation, Freedom of Information, Records Management, Civic Web/Icompass/Records Management
	2019	1150380	Conferences & Conventions	Annual AMCTO Conference

**TOWN OF COBOURG
2019 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.	2019	1150750	Archives	Remove - Archives on County Tax levy Rent to Cobourg Public Library - \$6,000 (moved from Org Grants)
	2019	1150850	Sp Project - Record Management Software	TOMRMS Filehold Record Management Software. All departments will benefit and utilize the software. Work to review entire Records Retention By-law and compliance with the Legislation including training.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2018 BUDGET	2018 YTD	2018 YTD	CODE	OBJECT	2019 DEPT REQUEST	*	2019 FINAL APPROVED	2020 FORECAST	2021 FORECAST
-18,800	-16,520	-16,135	87038	Tax Certificates	-18,000	*	-18,000	-18,000	-18,000
-18,800	-16,520	-16,135		TOTAL FINANCE DEPARTMENT REVENUE	-18,000		-18,000	-18,000	-18,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
457,100	441,162	448,378	120010	Payroll Salaries & Wages	475,353	*	475,353	500,258
5,182	6,974	6,071	120011	Payroll - Overtime	6,867		6,998	7,130
500	151	0	120020	Other Salaries & Wages	500		500	500
135,000	125,988	129,291	120030	Payroll Fringe Benefits	136,000		140,000	143,000
597,782	574,275	583,740		SUB TOTAL SALARIES, WAGES & BENEFITS	618,720	*	618,720	650,888
2,200	1,785	2,345	1200150	Office Supplies	2,400	*	2,400	2,600
500	0	285	1200160	Office Equip Purchase	500		500	500
4,500	3,372	3,531	1200170	Office Equip Maintenance	4,500		4,500	4,500
35,000	25,886	18,682	1200171	Software Maintenance	34,000		37,000	38,000
1,300	1,271	1,416	1200180	Telephone & Answer Serv	1,450	*	1,450	1,500
250	0	0	1200210	Advertising & Promotion	250		250	250
7,000	6,598	4,875	1200220	Printing	6,500		7,000	7,000
7,000	4,645	5,784	1200230	Photocopier Expense	6,000		6,000	6,000
19,000	18,015	18,428	1200240	Postage & Couriers	19,000		19,000	19,000
3,600	2,837	3,760	1200250	Memberships & Subscrip'ns	3,700	*	3,700	3,900
3,000	1,727	2,843	1200260	Training & Courses	4,000	*	4,500	5,000
1,500	905	2,265	1200270	Travel Expense	2,000	*	2,000	2,000
200	46	50	1200370	Meals & Refreshments	200		200	200
2,000	787	1,260	1200380	Conferences & Conventions	4,500	*	4,500	4,500
-8,110	-7,990	-8,110	1200955	Building Dept. - Indirect Costs	-8,232		-8,354	-8,480
-33,600	-33,600	-33,600	1200991	Recoveries	-38,600		-38,600	-38,600
45,340	26,284	23,814		SUB TOTAL MATERIALS	42,168		46,246	47,870
6,500	0		1200850	Special Project - Upgrade to GP 2017	0		0	0
500	1,022	1,465	1200300	Legal Fees	500		500	500
7,000	1,022	1,465		SUB TOTAL CONTRACTED SERVICES	500		500	500
650,122	601,581	609,019		TOTAL FINANCE DEPARTMENT	661,388		681,832	699,258

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

FINANCE RECOVERIES

RECOVERIES	2019	2020	2021
<i>Transit</i>	3,600	3,600	3,600
<i>Parking</i>	10,000	10,000	10,000
<i>Northam Industrial Park</i>	25,000	25,000	25,000
<i>Total Recoveries</i>	38,600	38,600	38,600

**TOWN OF COBOURG
2019 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																												
				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Perf Data</th> <th style="text-align: center;">2016</th> <th style="text-align: center;">2017</th> <th style="text-align: center;">2018</th> </tr> </thead> <tbody> <tr> <td>Tax Bills Issued</td> <td style="text-align: center;">16362</td> <td style="text-align: center;">16456</td> <td style="text-align: center;">16518</td> </tr> <tr> <td>Tax Cert. Issued</td> <td style="text-align: center;">447</td> <td style="text-align: center;">474</td> <td style="text-align: center;">463</td> </tr> <tr> <td>Tax Appeal Proc</td> <td style="text-align: center;">72</td> <td style="text-align: center;">42</td> <td style="text-align: center;">36</td> </tr> <tr> <td>A/C Payable - Cheques</td> <td style="text-align: center;">2604</td> <td style="text-align: center;">2743</td> <td style="text-align: center;">2888</td> </tr> <tr> <td>A/C Payable - EFT</td> <td style="text-align: center;">2670</td> <td style="text-align: center;">3105</td> <td style="text-align: center;">3192</td> </tr> <tr> <td>Misc. Rev Inv.</td> <td style="text-align: center;">1423</td> <td style="text-align: center;">1483</td> <td style="text-align: center;">1745</td> </tr> </tbody> </table>				Perf Data	2016	2017	2018	Tax Bills Issued	16362	16456	16518	Tax Cert. Issued	447	474	463	Tax Appeal Proc	72	42	36	A/C Payable - Cheques	2604	2743	2888	A/C Payable - EFT	2670	3105	3192	Misc. Rev Inv.	1423	1483	1745
Perf Data	2016	2017	2018																																
Tax Bills Issued	16362	16456	16518																																
Tax Cert. Issued	447	474	463																																
Tax Appeal Proc	72	42	36																																
A/C Payable - Cheques	2604	2743	2888																																
A/C Payable - EFT	2670	3105	3192																																
Misc. Rev Inv.	1423	1483	1745																																
				2019	1200171	Software Maintenance	Annual software maintenance contracts: Vailtech - \$12,000 includes Oracle Annual Renewal Great Plains - \$22,000																												
				2019	1200180	Telephone	Includes 2 cell phones																												
				2019	1200220	Printing	Envelopes, tax bills, letterhead, paper and toner kits																												
				2019	1200230	Photocopier	Lease plus maintenance cost																												
				2019	1200240	Postage	Postage is based on usage, this includes postage for tax bills, accounts receivable invoices, reminders notices, accounts payable cheques.																												
				2019	1200250	Memberships & Subscriptions	Municipal Finance Officers - \$400 Ont. Municipal Revenue & Tax Collector - \$220 CPA Dues (2) - \$2,250 CPA PSAB Handbook - \$150 AMTCO - \$395 Canadian Payroll - \$275																												
				2019	1200260	Training & Courses	Canadian Payroll Association - year end CA required courses																												
				2019	1200380	Conferences & Conventions	Great Plains Conference - 2 Attendees MFOA Conference - 2 Attendees																												

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECHNOLOGIES**

ACCOUNT #: **1210.100**

2018	2017	2018		2019	2019	2020	2021		
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
79,712	73,211	78,452	121010	Payroll Salaries & Wages	91,561	*	91,561	93,377	95,227
3,054	7,450	15,346	121011	Payroll - Overtime	3,112		3,112	3,171	3,231
23,588	22,738	23,989	121030	Payroll Fringe Benefits	24,555	*	24,555	26,747	29,014
106,354	103,399	117,787		SUB TOTAL SALARIES, WAGES & BENEFITS	119,228	*	119,228	123,295	127,472
2,000	1,418	874	1210150	Office Supplies	1,000		1,000	1,000	1,000
0	0	6,313	1210170	Office Equipment	5,000		5,000	5,000	5,000
7,500	4,335	5,651	1210171	Software Maintenance	6,500		6,500	6,500	6,500
101,180	75,110	67,277	1210175	Web / Internet Costs	89,180		89,180	91,000	93,000
2,500	3,295	3,277	1210180	Telephone and Answ Svc	2,500		2,500	2,500	2,500
200	0	0	1210220	Printing	0		0	0	0
300	0	0	1210250	Memberships & Subscrip'ns	0		0	0	0
4,000	4,060	0	1210260	Training & Courses	2,000		2,000	2,000	2,000
1,300	648	715	1210270	Travel Expense	1,000		1,000	1,000	1,000
0	2,035	0	1210852	Special Project - Window Update Server	0		0	0	0
4,200	0	4,070	1210853	Special Project - Adobe Professional	0		0	0	0
16,000	0	0	1210854	Special Project - VM Ware Upgrade to Current	0		0	0	0
			1210850	Special Project - IT Strategy Plan	0		40,000		
-9,490	-9,350	-9,490	1210955	Building Dept. - Indirect Costs	-9,632		-9,632	-9,777	-9,924
129,690	81,551	78,687		SUB TOTAL MATERIALS	97,548		137,548	99,223	101,076
36,000	33,460	41,650	1210750	Support Contract	36,000		36,000	36,000	36,000
0	0		1210175	Security Enhancement Contract	67,200		67,200	67,200	67,200
36,000	33,460	41,650		SUB TOTAL CONTRACTED SERVICES	103,200	*	103,200	103,200	103,200
-35,000	0	0	1210912	Transfer to Computer Reserve	0		0	0	0
0	0	0	1210913	Transfer from Computer Reserve	0		-40,000	0	0
-35,000	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	-40,000	0	0
237,044	218,410	238,124		TOTAL INFORMATION TECHNOLOGIES	319,976	*	319,976	325,718	331,748

**TOWN OF COBOURG
2019 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.	2019	1210170	Office Equipment	Misc spare parts, UPS, monitors, cables, previously shown as part of capital
	2019	1210171	Software Maintenance	Annual Costs - Anti virus subscriptions - \$5,000 - Regular software maintenance costs - \$1,500
PERFORMANCE DATA:				
Systems Supported:				
10 Complete Network Systems (VPN's)	2019	1210175	Web / Internet Costs	Exchange Server - \$16,800
10 Routers/Gateway Systems				Barracuda Spam - \$3,500
4 E-mail Gateway/Virus Scanning System				Eagle DSL Connection - \$28,000
20 Servers (1 Unix, 6 NT 4.0, 5 2000, 3 Novell)				Fortinet Analyzer - \$7,700
92 Desktop Computers				Firewall Annual Renewal - \$4,000
51 Desktop and network printers				Cloud Backup/Recovery - \$6,200
6 Networked Copiers				Nable System Monitoring Software - \$7,980
36 Laptop Computers				Hosted Servers - \$15,000
GIS System - 3 Servers				
Financial Systems				
Roadpartner System - Salt Trucks	2019	1200180	Telephone	Cell phone costs for two staff
Monitoring of 6 phone systems	2019	1200250	Memberships & Subscriptions	MISA, other associations
	2019	1210260	Training & Courses	Various training for staff
	2019	1210270	Travel Allowance	Travel allowance
	2019	1210750	Support Contract	Simnet Technical Support - Contract \$2,000/month Technical Support - Contract \$1,000/month
	2019	1210175	Security Enhancement Contract	Splunk Security Monitoring Intelligence \$5,600/month
	2019	1210850	Special Project - IT Strategic Plan	IT Strategic Plan to be completed in 2019 and funded from the Computer Reserve.

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #: **1400.100**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
213,422	196,625	205,868	140010	Payroll Salaries & Wages	219,873	*	219,873	228,310
12,000	12,020	11,607	140011	Payroll - Overtime	12,250		12,483	12,719
16,735	14,927	15,751	140012	Payroll - Standby	16,726		17,043	17,366
7,520	8,560	10,949	140015	Payroll - Part Time Wages	7,520		8,020	8,172
35,000	35,043	39,921	140020	Other Salaries & Wages	40,000	*	45,000	50,000
72,000	67,202	69,138	140030	Payroll Fringe Benefits	72,000		74,000	78,000
1,278	959	1,228	140030	Payroll Part-time Fringe Benefits	1,278		1,524	1,716
1,600	522	1,462	140050	Clothing	1,600		1,600	1,600
600	720	810	140060	Footwear	600		600	600
360,155	336,578	356,734		SUB TOTAL SALARIES, WAGES & BENEFITS	371,847	*	384,321	398,483
400	1,100	378	1400150	Office Supplies	400		400	400
1,200	1,648	2,082	1400180	Cell Phone Expenses	2,100	*	2,100	2,100
400	0	0	1400185	OPX / Alarm Line Charges	0		0	0
500	191	191	1400190	Communication Equipment	300		400	500
1,500	1,821	366	1400260	Training & Courses	1,500		1,500	1,500
15,000	16,754	20,857	1400450	Heat	20,000	*	20,000	20,000
160,000	159,218	163,515	1400460	Utilities	162,500		165,000	170,000
55,000	77,453	76,719	1400470	Building Maintenance	65,000	*	65,000	65,000
9,000	11,053	11,382	1400500	Custodial/Cleaning Supplies	9,000		9,000	9,000
1,500	1,120	0	1400570	Property Maintenance & Improvements	1,500		1,500	1,500
1,000	2,635	3,854	1400600	Vehicle Maint & Repair	2,000	*	2,000	2,000
1,500	1,281	1,528	1400650	Gasoline	1,500		1,500	1,500
1,000	503	1,968	1400680	Other Equip Maint/Repair	1,000		1,000	1,000
2,473	2,473	2,473	1400930	Transfer to Vehicle Reserve	2,473		2,473	2,473
-23,647	-23,298	-23,647	1400955	Building Dept. - Indirect Costs	-24,002		-24,362	-24,728
-1,000	0	0	1400992	Recoveries - Dressler House	0	*	0	0
-15,000	-12,323	-17,108	1400993	Recoveries - Commissionaires Wages	-18,500		-19,000	-21,000
-5,000	-6,544	-7,665	1400994	Recoveries - Library Maintenance	-7,000		-7,000	-7,000
205,826	235,085	236,893		SUB TOTAL MATERIALS	219,771	*	221,511	224,245

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #: **1400.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
20,500	19,810	19,884	1400320	Liability Insurance	21,000	*	21,000	21,000	21,000
4,000	3,676	4,988	1400480	Garbage Removal	5,000	*	5,000	5,000	5,000
62,000	70,736	80,270	1400550	System Contracts/Repairs	62,000		62,000	62,000	62,000
5,000	0	0	1400850	Library Maintenance	5,000		5,000	5,000	5,000
2,000	3,005	3,231	1400851	Dressler House Maintenance	0		0	0	0
1,500	1,597	1,292	1400852	Special Projects - Christmas Magic	1,500		1,500	1,500	1,500
95,000	98,824	109,665		SUB TOTAL CONTRACTED SERVICES	94,500		94,500	94,500	94,500
0	0	0		Transfer to Reserve	0		0	10,000	10,000
0	0	0		TOTAL OTHER CHARGES & TRANSFERS	0	*	0	10,000	10,000
660,981	670,487	703,292		TOTAL ADMIN. BUILDING VICTORIA HALL	686,118	*	686,118	710,332	727,228

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **VICTORIA HALL BUILDING**

ACCOUNT #: **1400.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>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.</p> <p>PERFORMANCE DATA:</p>	2019	140020	Other Salaries & Wages	Building security contractor
	2019	1400180	Telephone Expenses	Cell phones for staff on call for emergencies
	2019	1400190	Communications Equipment	Hand radios, base station, licence
	2019	1400260	Training & Courses	Retraining certifications as required by the Ministry of Labour
	2019	1400470	Building Maintenance	Regular Maintenance - \$65,000
	2019	1400480	Garbage Removal	2 yr contract garbage bins, recycling bin 1 year contract
	2019	1400550	System Contracts	Air Handling and Heating System - \$20,000 Chiller Service Agreement - \$6,000 Elevator - \$15,000 Boiler - \$2,000 TSSA Inspections - \$1,000 Fire Protection System - \$2,500 Sprinkler Systems - \$1,000 Generator Annual Inspection - \$1,000 Fire Extinguishers Inspection - \$1,000 Alarm Monitoring - \$1,500 Contingency - \$11,000 Total - \$62,000
	2019	1400650	Gasoline	Fuel for truck, lawn and snow equipment and generator
	2019	1400850/994	Library Maintenance	Services provided and billed back to library by Victoria Hall staff
	2019	1400851	Dressler House Maintenance	moved to separate budget
2020/2021	NEW	Transfer to Reserve Victoria Hall Mtce	Develop a reserve account for emergency maintenance / repairs.	

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
25,000	27,074	23,188	1500300	Legal Fees	25,000	25,000	25,000	25,000
	0		1500360	Legal Fees - Ombudsman Complaints	6,000	6,000	6,000	6,000
1,000	388	949	1500305	Collection Fee	1,000	1,000	1,000	1,000
40,000	48,406	33,313	1500310	Audit Fees	40,000	40,000	40,000	40,000
52,500	53,961	68,538	1500320	Liability Insurance	65,000	65,000	65,000	65,000
0	52,669	2,006	1500852	Special Project - Development Charges Study	0	0	0	0
0	0	10,532	1500853	Special Project - Asset Management Plan	60,000	60,000	35,500	15,000
0	0	0	1500913	Recoveries - Holdco Reserve	0	0	0	0
0	-52,669	0	1500913	Recoveries - Development Charges	0	0	0	0
118,500	129,829	138,526		SUB TOTAL CONTRACTED SERVICES	197,000	197,000	172,500	152,000
25,000	115,476	66,806	1500321	Insurance - Reserve for claims	25,000	25,000	25,000	25,000
12,000	10,293	10,480	1500912	POS, Modem and Other Bank Fees	12,500	12,500	12,500	12,500
20,000	6,422	0	1500913	Trans to Reserve - Contingency	10,000	10,000	10,000	10,000
	0	0	1500912	Contingency Non-Union / Union Changes	10,000	10,000	0	
90,000	109,099	204,586	1500916	Interest Expenses / Internal Reserve Accounts	200,000	200,000	200,000	200,000
0	15,256	7,377	1500924	Municipal Payment in Lieu Payments	0	0	0	0
147,000	256,546	289,249		SUB TOTAL FINANCIAL	257,500	257,500	247,500	247,500
707,500	695,271	617,500	1500925	Transfer to Reserve - Holdco	657,500	657,500	657,500	657,500
250,000	241,000	250,000	1500926	Transfer to Reserve - Northam	0	0	0	0
589,848	563,037	589,848	1500927	Transfer Federal Gas Tax Reserve	600,000	600,000	600,000	600,000
50,000	0	50,000	1500930	Transfer to Development Charges Reserve	50,000	50,000	50,000	50,000
-150,000	-375,000	0	1500910	Transfer from Holdco Reserve - AMP	-45,000	-45,000	0	0
-200,000	-200,000	-200,000	1500910	Transfer from Northam Reserve - Tax Cancellations	0	0	0	0
	0	0	1510910	Transfer from Development Charges - AMP	-15,000	-15,000		
-250,000	-241,000	-250,000	8715	Northam Dividend - Regular	-300,000	-300,000	-300,000	-300,000
-200,000	-200,000	-150,000	8716	Holdco Dividend	-150,000	-150,000	-150,000	-150,000
-507,500	-507,500	-507,500	8717	Holdco Interest	-507,500	-507,500	-507,500	-507,500
-589,848	-563,037	-589,848	8718	Federal Gas Tax Rebate	-600,000	-600,000	-600,000	-600,000
-300,000	-587,229	-190,000		TOTAL OTHER CHARGES & TRANSFERS	-310,000	-310,000	-250,000	-250,000
-34,500	-200,854	237,775		TOTAL FINANCIAL	144,500	144,500	170,000	149,500

**TOWN OF COBOURG
2019 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.	2019	1500360	Legal Fees - Ombudsman Complaints	Costs of legal fees
	2019	1500321	Insurance Deductible	Plan to establish new reserve if funds not required in 2015 and then able to reduce future amounts to reserve
PERFORMANCE DATA:	2019	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.
	2019	1500912	Contingency Non-Union/Union Changes	Contingency for reviews at 6 months of positions moved from Non-Union to Union
	2019	1500310	Audit Fees	KPMG quote of \$45,000 less \$5,000 allocated to Northam Industrial Park
	2019	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.
	2019	1500930	Transfer to Development Charges Reserve	To fund non statutory development charge exemptions from prior years.
	2019	1500853	Assessment Management Plan	2019 - Condition Assessments - \$60,000 2020 - Asset Management Software Licence - \$11,000/yr - Software Support - \$4,000/yr - Software Training - \$13,000/yr - Data Importation - \$7,500/yr

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
141,640	137,480	138,384	190010	Payroll Salaries & Wages	148,110	*	148,110	153,792
3,182	2,632	8,506	190011	Payroll - Overtime	5,824		5,935	6,047
41,274	38,837	33,124	190030	Benefits	42,641	*	46,626	50,747
20,000	78,632	2,486	190035	Future Benefits/Neer Surcharge	20,000		20,000	20,000
3,200	2,049	3,078	190050	Clothing	3,200		3,200	3,200
209,296	259,630	185,578		TOTAL SALARIES, WAGES & BENEFITS	219,775	*	219,775	233,786
1,500	215	894	1900150	Office Supplies	1,500		1,500	1,500
700	549	670	1900180	Telephone Expense	700		700	700
2,500	4,605	1,181	1900210	Advertising	2,500		2,500	2,500
500	61	74	1900220	Printing	500		500	500
1,200	1,007	2,231	1900250	Memberships & Subscrip'ns	1,200		1,200	1,200
1,000	407	3,539	1900260	Training & Courses	3,000	*	3,000	3,000
550	372	154	1900270	Travel Expense	1,000	*	1,000	1,000
1,500	791	785	1900330	Receptions - Retirements	1,500		1,500	1,500
1,000	796	975	1900380	Conferences & Conventions	2,500	*	2,500	2,500
2,000	2,473	0	1900391	Negotiation Expense	500		500	500
-3,162	-3,116	-3,162	1900955	Building Dept. - Indirect Costs	-3,210		-3,258	-3,307
9,288	8,160	7,341		TOTAL MATERIALS	11,690	*	11,690	11,593
3,000	2,624	12,246	1900300	Legal Fees	6,000	*	6,000	6,000
1,500	4,630	0	1900360	Consultant Fees	1,500		1,500	1,500
25,500	21,342	21,635	1900361	Employee Assistant Program	26,000		27,500	29,000
95,000	72,034	81,234	1900362	Retiree Benefits	95,000		95,000	95,000
5,000	11,321	6,381	1900399	Management Team Training	7,000		10,000	10,000
30,000	0	19,646	1900850	Sp Proj - Non-Union Job Evaluation/Pay Equity Plan	25,000		0	0
160,000	111,951	141,142		TOTAL CONTRACTED SERVICES	160,500		140,000	141,500
-10,000	0	0	1900913	Transfer from Dept Benefit Reserve	-10,000		-10,000	-10,000
-10,000	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-10,000	*	-10,000	-10,000
368,584	379,741	334,061		TOTAL PERSONNEL	381,965	*	368,327	376,879

**TOWN OF COBOURG
2019 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.	2019	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 on the experience of other employers in our rate group. Year end balances are placed in a reserve account.
	PERFORMANCE DATA:			
	2019	190050	Clothing	40 Employees eligible for clothing purchase - \$100 each
	2019	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
	2019	1900260	Training & Courses	\$1,500 each for training / courses provided throughout the year, 2019 Enrolment in Loyalist Leading in Municipal Environment.
	2019	1900300	Legal Fees	Amount for possible grievances
	2019	1900380	Conferences & Conventions	Fire Association Labour Conference - Jan 2019 OMHRA Conference
	2019	1900361	Employee Assistant Program	Rate adjustment - CPI increase effective April 1, 2019 Service - 1.6%
	2019	1900362	Retiree Benefits	Calculation based on current retirees anticipated retirements in 2019. Fire - 1 retirement Cupe - 3 possible retirements Non-Union - 2 retirements

**TOWN OF COBOURG
2019 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.	2019	1900391	Negotiation Expense	Bargaining for Full Time Fire Association
	2019	1900399	Management Team Training	Training to support and reflect performance review results.
	2019/2020/2021	1900850	Special Project - Non-Union Job Evaluation and Pay Equity	Compensation Review and Job Evaluation / Pay Equity Non-Union
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

2018	2017	2018		2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
			OBJECT				
4,500	4,500	4,500	195010 Payroll Salaries & Wages	4,500	4,500	4,500	4,500
750	373	0	195034 Flu Clinic	0	0	0	0
5,250	4,873	4,500	SUB TOTAL SALARIES, WAGES & BENEFITS	4,500	4,500	4,500	4,500
200	931	475	1950150 Office Supplies	200	200	200	200
3,000	3,265	3,355	1950251 Memberships & Subscriptions	3,500	3,500	3,500	3,500
2,500	1,263	1,041	1950260 Training & Courses	2,000	2,000	2,000	2,000
500	0	0	1950262 Wellness Committee / Initiatives	0	0	0	0
450	657	277	1950370 Meals & Refreshments	450	450	450	450
200	0	377	1950850 Special Project - Fire Extinguishers	200	200	200	200
0	9,972	0	1950851 Special Project - Asbestos Reassessment	0	0	0	0
0	0	0	1950852 Special Project - First Aid Kits	2,000	2,000	2,000	2,000
6,850	16,088	5,525	SUB TOTAL MATERIALS	8,350	8,350	8,350	8,350
12,100	20,961	10,025	TOTAL HEALTH & SAFETY	12,850	12,850	12,850	12,850

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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>	2019	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
	PERFORMANCE DATA:			
	2019	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.
	2019	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.
	2019	1950850	Special Project - Fire Extinguishers	Fire extinguisher - \$200 for refills and spares to use for training.
	2019	1950852	Special Project - First Aid Kits	Contract for First Aid Kits with a monthly service to ensure they are filled and complete

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

PROTECTION SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
POLICE OPERATING								
GENERAL	5,588,358	5,754,145	5,668,111	1.4	5,668,111	1.4	5,912,919	5,996,216
COURT SECURITY	271,133	995,408	359,612	32.6	359,612	32.6	370,622	388,151
FACILITIES	149,100	198,435	155,800	4.5	155,800	4.5	169,200	169,200
SUB TOTAL	6,008,591	6,947,988	6,183,523	2.9	6,183,523	2.9	6,452,741	6,553,567
MISC REVENUE	-55,000	-64,306	-65,000	18.2	-65,000	18.2	-65,000	-65,000
POLICE BOARD	78,514	256,328	81,015	3.2	81,015	3.2	85,306	85,306
POLICE TOTAL EXP	6,087,105	7,204,316	6,264,538	2.9	6,264,538	2.9	6,538,047	6,638,873
POLICE TOTAL REVENUE	-55,000	-64,306	-65,000	18.2	-65,000	18.2	-65,000	-65,000
TOTAL POLICE	6,032,105	7,140,010	6,199,538	2.8	6,199,538	2.8	6,473,047	6,573,873
BUSINESS SERVICES	0	1,548,518	0	-	0	-	0	0

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

PROTECTION SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
FIRE								
EXPENSES	2,908,338	2,885,109	2,940,731	1.1	2,940,731	1.1	3,136,511	3,362,402
REVENUE	-20,000	-12,344	-13,500	(32.5)	-13,500	(32.5)	-13,500	-13,500
NET FIRE	2,888,338	2,872,765	2,927,231	1.3	2,927,231	1.3	3,123,011	3,348,902
EMERGENCY MANAGEMENT	132,835	109,683	129,645	(2.4)	129,645	(2.4)	137,197	145,157
BUILDING INSPECTION								
EXPENSES	410,000	389,793	410,000	0.0	410,000	0.0	410,000	415,000
BUILDING REVENUE	-410,000	-734,061	-410,000	0.0	-410,000	0.0	-410,000	-415,000
NET BUILDING INSPECTION	0	-344,268	0	-	0	-	0	0
BYLAW DEPT								
EXPENSES	96,146	71,732	96,921	0.8	96,921	0.8	100,181	104,263
BYLAW REVENUE	-19,000	-13,647	-19,000	0.0	-19,000	0.0	-19,000	-19,000
NET BYLAW DEPT	77,146	58,085	77,921	1.0	77,921	1.0	81,181	85,263
CONSERVATION AUTHORITY	210,531	210,513	248,903	18.2	248,903	18.2	250,000	250,000
ANIMAL CONTROL	97,754	97,678	99,748	2.0	99,748	2.0	101,600	103,600
BYLAW ENFORCEMENT	50,101	49,553	55,603	11.0	55,603	11.0	61,493	63,011
COMMUNICATION CENTRE	25,000	209,536	0	(100.0)	0	(100.0)	0	0
OTHER TOTAL EXP	3,930,705	4,023,597	3,981,551	1.3	3,981,551	1.3	4,196,982	4,443,433
OTHER TOTAL REVENUE	-449,000	-760,052	-442,500	(1.4)	-442,500	(1.4)	-442,500	-447,500
TOTAL PROTECTION - OTHER	3,481,705	3,263,545	3,539,051	1.6	3,539,051	1.6	3,754,482	3,995,933

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **87015**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-55,000	-49,661	-64,306	87016	Police Receipts	-65,000	-65,000	-65,000	-65,000
-55,000	-49,661	-64,306		TOTAL POLICE GENERAL REVENUE	-65,000	-65,000	-65,000	-65,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2018	2017	2018		2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
			OBJECT				
3,811,762	3,291,301	3,148,424	210010 Payroll Salaries & Wages	3,910,092	*	3,910,092	4,036,210
	0	0	210010 Recoveries - Salary Business Services	-171,977		0	0
100,000	204,183	29,099	210011 Payroll - Overtime	100,000		100,000	100,000
37,944	72,651	107,895	210012 Payroll Part Time Wages	40,382	*	40,892	41,411
9,500	7,906	4,594	210013 Payroll - Shift Differt'l	13,000	*	13,000	13,000
25,000	80,579	107,515	210014 Payroll - Acting Pay	25,000		25,000	25,000
89,005	67,523	75,205	210015 Payroll - Responsibility Pay	94,886	*	94,886	96,404
0	9,516	704	210016 Payroll - Ride	0		0	0
53,203	44,056	29,894	210017 Student Program Administration	56,003	*	56,003	56,003
7,000	6,164	7,110	210018 Payroll - Specialist & Service Pay	8,300	*	8,300	8,300
0	0	0	210019 Payroll - Overtime Special Events	0		0	0
0	0	0	210020 Payroll - Banked Overtime	0		0	0
34,035	0	0	210010 Payroll - Survivor Top-up	34,035		34,035	34,035
1,073,745	942,641	985,794	210030 Payroll Fringe Benefits	1,121,790	*	1,121,790	1,157,975
6,261	21,554	26,603	210031 Payroll - Part-time Benefits	6,865		6,865	8,696
84,168	85,094	3,033	210032 Payroll Retired Employees	84,168		84,168	84,168
2,946	7,125	7,651	210033 Payroll 10% in lieu of Benefits	3,190	*	3,241	3,293
20,000	89,403	142,509	210035 WSIB - Employee Claims	20,000		20,000	20,000
25,000	14,483	26,787	210036 YMCA Membership Benefit	30,000		30,000	30,000
10,000	7,734	7,438	210050 Clothing Allowance	10,000		11,000	11,000
1,500	975	3,701	210060 Footwear Allowance	2,000	*	1,500	1,500
0	252	561	210061 Gloves	0	*	0	0
1,500	1,757	1,549	210070 Cleaning Allowance	1,500		1,500	1,500
700	0	0	210080 Employee Meal Allowance	700		700	700
15,000	77,829	28,200	210090 Uniforms	30,000	*	30,000	30,000
5,408,269	5,032,726	4,744,266	SUB TOTAL SALARIES, WAGES & BENEFITS	5,419,934		5,675,898	5,759,195
							0

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2018	2017	2018		2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	DEPT	* FINAL	FORECAST	FORECAST
			OBJECT	REQUEST	APPROVED		
14,000	27,303	14,720	2100150 Office Supplies	8,000	8,000	9,000	9,000
5,000	11,244	4,128	2100160 Office Equipment Purchase	4,000	4,000	5,000	5,000
28,000	31,166	27,365	2100170 Software Maintenance	30,000 *	30,000	28,000	28,000
0	0	12,415	2100172 RCMP Fingerprint Equipment	0	0	0	0
20,000	24,261	23,176	2100180 Telephone	22,000 *	22,000	25,000	25,000
0	0	0	2100182 Telephone Monthly Service Rent	4,000	4,000	0	0
18,000	22,154	34,816	2100189 Blackberry Data Charges	22,000	22,000	25,000	25,000
0	0	0	2100190 Fleetnet	0	0	0	0
0	0	0	2100204 Radio Licence - Communications	4,200	4,200	0	0
3,500	12,143	14,616	2100210 Advertising & Promotion	5,000 *	5,000	5,000	5,000
8,000	8,984	9,627	2100231 Photocopier Contract	10,000 *	10,000	10,000	10,000
0	0	0	2100232 Photocopier Materials	0 *	0	1,500	1,500
0	384	597	2100241 Postage Fees	1,000 *	1,000	1,000	1,000
500	837	1,016	2100242 Courier Charges	1,000 *	1,000	1,000	1,000
3,500	4,265	8,010	2100250 Memberships & Subscrip'ns	8,000 *	8,000	3,500	3,500
12,000	18,610	13,613	2100261 Courses - Alymer	15,000 *	15,000	12,000	12,000
0	0	0	2100262 Courses - Ottawa	0 *	0	0	0
0	0	0	2100263 Courses - Niche Training	0 *	0	0	0
3,000	1,390	2,748	2100264 Seminars	5,000 *	5,000	3,000	3,000
15,000	52,088	96,465	2100265 Training	20,000 *	20,000	15,000	15,000
7,500	8,574	8,458	2100266 Block Training	10,000 *	10,000	7,500	7,500
20,000	32,948	25,261	2100267 Senior Career Development Training	22,000	22,000	20,000	20,000
2,000	3,654	2,120	2100270 Travel Expense	2,000	2,000	3,000	3,000
0	0	0	2100271 Auxiliary Travel Expense	1,000 *	1,000	0	0
3,500	5,786	5,356	2100330 Recognition Awards	5,000 *	5,000	4,500	4,500
7,000	13,111	15,633	2100370 Meals & Refreshments	10,000 *	10,000	7,000	7,000
18,000	36,199	47,906	2100380 Conferences & Conventions	25,000 *	25,000	20,000	20,000
3,000	539	7,669	2100601 Maint & Repair - #Reserve-04	3,000	3,000	3,000	3,000
0	3,768	1,570	2100602 Maint & Repair - #07-01	0 *	0	0	0
3,000	1,513	642	2100604 Maint & Repair - #07-02	3,000	3,000	4,000	4,000
3,000	219	2,352	2100605 Maint & Repair - #07-03	3,000	3,000	4,000	4,000
3,000	4,845	3,439	2100606 Maint & Rep - Admin	3,000	3,000	4,000	4,000
3,000	3,185	3,788	2100607 Maint & Rep - CIB	3,000	3,000	4,000	4,000
2,000	2,959	4,352	2100608 Maint & Rep - Comm Service	3,000 *	3,000	2,000	2,000
2,000	0	0	2100609 Maint & Rep - Volunteer Van	0	0	2,000	2,000
3,000	4,498	0	2100610 Maint & Repair - Auxiliary	0	0	0	0
	9,991	15,696	2100611 CIB Lease Payments / Refunds	0	0		
2,000	2,350	1,379	2100620 Vehicle - Cleaning	2,000	2,000	2,500	2,500
3,000	948	131	2100621 Vehicle Equipment	1,500	1,500	2,000	2,000
55,000	53,253	53,610	2100650 Gasoline	50,000	50,000	55,000	55,000

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2018	2017	2018		2019	2019	2020	2021	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
4,500	14,097	22,294	2100670	Other Equipment Purchases	8,831	8,831	4,500	4,500
3,000	793	3,297	2100680	Other Equipment Maintenance & Repair	3,000	3,000	3,000	3,000
1,500	2,133	3,566	2100710	Lab Supplies	2,000	2,000	2,000	2,000
0	0	1,634	2100711	Lab Supplies - Equipment	2,000	2,000	2,000	2,000
2,500	0	0	2100752	Computer Repairs	2,500	2,500	2,500	2,500
2,500	2,071	20,408	2100753	Consulting Fees	5,000	5,000	5,000	5,000
0	0	0	2100754	Identification Services - Peterborough	20,000	20,000	20,000	20,000
5,000	0	204	2100755	Website Maintenance	5,000	5,000	5,000	5,000
3,000	8,686	4,870	2100756	Health & Wellness	4,000	4,000	3,000	3,000
10,000	37,770	32,674	2100820	Other Operating Materials	10,000	10,000	10,000	10,000
45,500	56,059	61,063	2100821	OPTIC Costs	50,000	50,000	45,500	45,500
0	18,565	2,629	2100853	Community Services Project	0	0	0	0
20,000	11,454	10,505	2100854	Special Project - Other Covert	25,000	25,000	25,000	25,000
32,000	0	56,148	2100856	Special Project - Outwear	32,000	32,000	32,000	32,000
25,000	0	25,000	2100857	Special Project - Rebound	25,000	25,000	25,000	25,000
6,000	5,348	0	2100858	Special Project - Promotional Items	6,000	6,000	6,000	6,000
15,000	17,906	43,272	2100859	Special Project - Police Ambassador	15,000	15,000	45,000	45,000
7,500	11,782	0	2100860	Special Project - Surveillance	7,500	7,500	7,500	7,500
25,000		37,202	2100867	Special Project - Active Shooter Program	25,000	25,000	25,000	25,000
25,000	25,426	25,000	2100862	Special Project- Domestic Violence Enhancement	30,000	30,000	30,000	30,000
50,000	17,461	40,145	2100863	Special Project - CERT Program	35,000	35,000	50,000	50,000
100,000	0	78,117	2100864	Special Project - Mobile Data Project	0	0	0	
10,000	0	10,461	2100865	Special Project- K9 Special Therapy Program	0	0	0	
10,000	0	9,698	2100866	Special Project - Respectful Workplace Project	10,000	10,000	0	
	0	0	2100868	Special Project - Pipe Band	45,000	45,000	45,000	45,000
5,000	1,176	1,099	2100919	Bank Service Fees	5,000	5,000	5,000	5,000
-178,000	-269,193	-143,971	871142100	Recoveries (include 6 grants)	-178,000	-178,000	-178,000	-178,000
-53,023	0	0	871142100	Recoveries - Student Program	-53,023	-53,023	-53,023	-53,023
-137,989	0	0	871142100	Recoveries - Secondments	0	0	0	
309,488	364,703	807,989		SUB TOTAL MATERIALS	447,508	447,508	455,477	455,477
55,000	58,205	92,661	2100300	Legal Fees	55,000	55,000	55,000	55,000
45,000	39,774	47,941	2100320	Liability Insurance	45,000	45,000	45,000	45,000
0	0	0	2100540	Water Tower Rental	10,000	10,000	10,000	10,000
45,000	52,221	48,204	2100750	Information Technology Support	55,000	55,000	55,000	55,000
6,500	238	0	2100751	Support Contract - Sidewinder Firewall	6,500	6,500	6,500	6,500
0	0	0	2100913	Bus Services Loan Repayment - Transfer to Reserve	0	0	0	0
	0	0	2100869	Pay Equity	20,000	20,000	0	0
208,296	170,514	0	2100998	Contracts - Communications	207,421	207,421	208,296	208,296
359,796	320,952	188,806		SUB TOTAL CONTRACTED SERVICES	398,921	398,921	379,796	379,796

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2018 BUDGET	2017 YTD	2018 YTD	CODE	OBJECT	2019 DEPT REQUEST	*	2019 FINAL APPROVED	2020 FORECAST	2021 FORECAST
-489,195	0	0	2100913	Recoveries - Business Services Revenue	-598,252		-598,252	-598,252	-598,252
	2,896	13,084	2100991	Recoveries	0		0		
-489,195	2,896	13,084		SUB TOTAL OTHER CHARGES & TRANSFERS	-598,252		-598,252	-598,252	-598,252
5,588,358	5,721,277	5,754,145		TOTAL POLICE GENERAL	5,668,111		5,668,111	5,912,919	5,996,216

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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
						2019	210010	Payroll Salary & Wages	Contractual increase to salary
						2019	210012	Payroll Salary & Wages - Part-time	Contractual increase to part-time wages
PERFORMANCE DATA:						2019	210013	Shift Differential	Reflect actuals
Calls for Service:						2019	210015	Responsibility Pay	Reflect actuals
2014	2015	2016	2017	2018	2019	210017	Student Program Admin	Increase in minimum wage - offset by increase to grant	
6780	6861	7792			2019	210018	Specialist & Service Pay	Contractual - service pay now applicable to part-time members	
						2019	210030	Payroll Fringe Benefits	Contractual increase in salary lines
						2019	210033	10% in Lieu of Benefits	Contractual increase to part-time wages
						2019	210060	Footwear Allowance	Increase to reflect actuals
						2019	210090	Uniforms	Increase offset by Business Services revenue
						2019	2100170	Software Maintenance	Increase to reflect actuals
						2019	2100182	Telephone Monthly Service Rent	Moved from Communications budget as combined
						2019	2100210	Advertising & Promotions	Increase to reflect actuals
						2019	2100231	Photocopier Contract	Increase to reflect actuals
						2019	2100241	Postage Fees	Increase to reflect actuals
						2019	2100821	Courier Charges	Increase to reflect actuals
						2019	2100250	Memberships & Subscriptions	Increase to reflect actuals
						2019	2100261	Courses - Aylmer	Expected increase

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - GENERAL**

ACCOUNT #: **2100.100**

STATEMENT OF PURPOSE:						HIGHLIGHTS/EXPLANATIONS:			
The protection of life, property and the prevention of crime. Apprehension of offenders.						YEAR	CODE	OBJECT	DETAILS
						PERFORMANCE DATA:			
2019	2100265	Training	Expected increase						
Calls for Service:						2019	2100266	Block Training	Expected increase
						2019	2100271	Auxiliary Travel Expense	Expected increase
2014	2015	2016	2017	2018	2019	2100300	Legal Fees	Expected increase	
6780	6861	7792			2019	2100370	Meals & Refreshment	Increase to reflect actuals	
					2019	2100330	Recognition Awards	Increase to reflect actuals	
					2019	2100380	Conference & Conventions	Increase to reflect actuals	
					2019	2100540	Water Tower Rental	Moved from Communications Budget	
					2019	2100608	Maint & Rep - Comm Service	Increase to reflect actuals	
					2019	2100670	Other Equipment Purchases	Moved additional \$4,331 from Communications Budget GPS - \$2,00 CAD Map Upgrade - \$2,231	
					2019	2100711	Lab Supplies - equipment	Increase to reflect actuals	
					2019	2100753	Consulting Fees	Increase to reflect actuals	
					2019	2100754	Identification Services - Peterborough	change from Durham - use of equipment / office	
					2019	2100750	Information Technology Support	Increase to IT support hours	
					2019	2100821	OPTIC Costs	Increase in users	

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **2100.120**

2018	2017	2018		2019	2019	2020	2021	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
169,711	324,302	214,860	212010	Payroll Salaries & Wages	138,382	138,382	140,596	142,846
2,000	0	21,524	212011	Payroll - Overtime	2,000	2,000	2,000	2,000
0	146	43	212013	Payroll - Shift Differential	0	0	0	0
406,317	611,214	911,730	212015	Part-time Salaries & Wages	568,010	568,010	577,098	586,332
5,742	15,806	6,952	212016	Responsibility Pay	0	0	0	0
0	0	0	212017	Payroll - Security Officers	0 *	0	0	0
0	0	0	212018	Payroll - Cell Monitoring	0 *	0	0	0
540	660	1,525	212019	Service Pay	2,000	2,000	2,000	2,000
49,799	103,929	72,156	212030	Payroll Fringe Benefits	42,898	42,898	46,397	49,996
67,042	104,273	155,942	212031	Payroll Part-time Benefits	93,722	93,722	95,222	96,745
40,631	47,575	75,987	212033	Payroll 10% in Lieu of Benefits	56,801 *	56,801	57,710	58,633
2,000	728	2,346	212090	Clothing & Uniforms	2,000	2,000	2,000	2,000
900	8,992	10,828	212050	Clothing Allowance	0	0	0	0
744,682	1,217,625	1,473,893		SUB TOTAL SALARIES, WAGES & BENEFITS	905,813 *	905,813	923,023	940,552
3,000	3,257	5,752	212095	Prisoner Meals	6,000 *	6,000	3,000	3,000
1,000	677	522	2120150	Office Supplies	600	600	1,000	1,000
500	582	646	2120180	Telephone Expenses	600	600	500	500
1,500	2,042	5,358	2120230	Photocopier Contract	4,500	4,500	1,500	1,500
0	0	211	2120231	Photocopier Materials	0	0	0	0
0	1,145	2,518	2120260	Training & Courses	2,500 *	2,500	2,500	2,500
0	0	132	2120603	Maint & Repair - #833	500 *	500	0	0
-72,049	-85,397	-44,632	871142120	Recoveries - Province	-26,953 *	-26,953	-26,953	-26,953
-1,000	0	0	871142120	Recoveries - Prisoner Meals	-1,000 *	-1,000	-1,000	-1,000
-406,500	-501,765	-448,992	2120995	Recoveries - Northumberland County	-532,948	-532,948	-532,948	-532,948
-473,549	-579,459	-478,485		SUB TOTAL MATERIALS	-546,201	-546,201	-552,401	-552,401
						*		
271,133	638,166	995,408		TOTAL COURT SERVICES	359,612 *	359,612	370,622	388,151

**TOWN OF COBOURG
2019 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.	2019	212033	Payroll 10% in lieu of benefits	Increase due to increase in part time members
	2019	212095	Prisoner Meals	Increase to reflect actuals
	2019	2120260	Training & Courses	Increase to reflect actuals
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **2100.150**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
676,534	642,495	1,029,059	215015	Payroll Salaries & Wages	1,553,665	*	1,553,665	1,628,979	1,628,979
0	0	4,145	215011	Payroll - Overtime	0		0	0	0
121,224	102,648	189,050	215031	Payroll Fringe Benefits	271,976	*	271,976	280,265	280,265
60,957	57,206	65,600	215033	Payroll Benefits Vac Lieu	123,717		123,717	125,696	125,696
1,000	0	0	215050	Clothing Allowance	1,000		1,000	1,000	1,000
859,715	802,349	1,287,854		SUB TOTAL SALARIES, WAGES & BENEFITS	1,950,358	*	1,950,358	2,035,940	2,035,940
3,000	4,709	9,816	2150150	Office Supplies	6,000	*	6,000	6,000	6,000
2,000	412	15,544	2150160	Office Equipment Purchases	2,000		2,000	2,000	2,000
2,000	1,403	4,911	2150180	Telephone	5,000	*	5,000	5,000	5,000
	0	0	2150211	Marketing	20,000		20,000	20,000	20,000
5,000	2,760	2,692	2150230	Photocopier Expenses - Materials	5,000		5,000	5,000	5,000
11,000	13,754	14,423	2150231	Photocopier Lease	15,000		15,000	15,000	15,000
4,000	0	0	2150241	Postage	4,000		4,000	4,000	4,000
5,000	4,837	4,631	2150240	Courier Charges	5,000		5,000	5,000	5,000
2,000	131	1,216	2150260	Training & Courses	15,000		15,000	15,000	15,000
	355	1,343	2150270	Travel Expense	0		0	0	0
3,000	1,662	5,645	2150370	Meals / Meetings	6,000		6,000	6,000	6,000
5,000	2,490	3,865	2150850	Audit Travel Expense	15,000		15,000	15,000	15,000
0	10,584	9,891	2150919	Banking Fees	10,000		10,000	10,000	10,000
0	0	0	2150992	Recoveries - Contracts	0		0	0	0
42,000	43,097	73,977		SUB TOTAL MATERIALS	108,000	*	108,000	108,000	108,000
0	0	0	2150751	IT	50,000		50,000	50,000	50,000
0	0	0	2150360	Consultant	15,000		15,000	15,000	15,000
45,000	0	31,101	2150460	Utilities - Venture 13	45,000		45,000	45,000	45,000
100,000	0	54,070	2150750	Contracts - Business Development	150,000		150,000	150,000	150,000
145,000	0	85,171		SUB TOTAL CONTRACTED SERVICES	260,000		260,000	260,000	260,000
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
-1,166,715	-2,244,152	-18,484	2150912	Transfer from Reserve	-2,438,358		-2,438,358	-2,523,940	-2,523,940
0	1,518,706	0	2150913	Transfer to Communications Reserve	0		0	0	0
-1,046,715	-725,446	101,516		SUB TOTAL OTHER CHARGES & TRANSFERS	-2,318,358		-2,318,358	-2,403,940	-2,403,940
0	120,000	1,548,518		TOTAL BUSINESS SERVICES DEPARTMENT	0	*	0	0	0

**TOWN OF COBOURG
2019 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
	2019	215015	Payroll Salaries & Wages	Contractual wage increase, increase in staff New - increase in staff
	2019	215031	Payroll Fringe Benefits	Increase due to wage increase and additional staff
PERFORMANCE DATA:	2019	2150150	Office Supplies	Increase to reflect actuals
	2019	2150180	Telephone	Increase to reflect actuals

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - FACILITIES**

ACCOUNT #: **2100.130**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
11,000	9,678	10,808	2130450	Heat	12,000	*	12,000	13,000
54,000	44,822	51,100	2130461	Utilities - Electrical	53,000		53,000	55,000
4,000	4,124	4,128	2130462	Utilities - Water	5,000		5,000	5,300
500	0	0	2130470	Building Maintenance	500		500	500
4,000	1,645	1,617	2130500	Custodial/Clean Supplies	2,200		2,200	2,800
12,300	11,132	12,699	2130505	Cell Cleaning	13,500		13,500	14,000
6,500	10,812	10,943	2130510	Electrical Repairs	9,400	*	9,400	9,500
7,500	4,340	2,783	2130515	Heat Repairs	3,000		3,000	4,000
5,000	2,327	4,576	2130520	Plumbing Repairs	6,500	*	6,500	7,000
2,000	1,458	7,818	2130521	Door Repairs	2,000		2,000	2,000
3,300	2,622	2,768	2130522	Fire Safety	3,700		3,700	3,800
1,700	1,836	1,170	2130523	Biohazard Bin	1,600		1,600	1,900
6,000	9,075	8,628	2130524	Snow Removal	7,500		7,500	7,500
117,800	103,871	119,038		SUB TOTAL MATERIALS	119,900		119,900	126,300
7,000	6,709	7,091	2130320	Liability Insurance	7,000		7,000	7,000
4,600	5,328	5,723	2130480	Garbage Removal	5,700	*	5,700	5,800
18,500	17,842	18,151	2130550	Service Contract	18,000		18,000	18,500
32,000	30,854	35,420	2130552	Contractor Cleaning	36,000		36,000	36,400
5,000	5,728	11,791	2130554	Minor Repairs	8,000		8,000	9,000
3,000	0	1,221	2130555	Minor Repairs - Painting	0		0	5,000
70,100	66,461	79,397		SUB TOTAL CONTRACTED SERVICES	74,700		74,700	81,700
-38,800	0		2130913	Transfer - Business Service Revenue	-38,800		-38,800	-38,800
-38,800	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-38,800	*	-38,800	-38,800
149,100	170,332	198,435		TOTAL POLICE FACILITIES	155,800	*	155,800	169,200

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - FACILITIES**

ACCOUNT #: **2100.130**

STATEMENT OF PURPOSE: To provide for maintenance of the police facility.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2019	2130480	Garbage Removal	Increase to reflect actuals
	2019	2130510	Electrical Repairs	Increase to reflect actuals
PERFORMANCE DATA:	2019	2130520	Plumbing Repairs	Increase to reflect actuals
	2019	2130480	Garbage Removal	Increase to reflect actuals

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
15,000	16,109	18,274	210115	Payroll Part Time Wages	17,160	*	17,160	18,000
13,500	12,877	6,887	210130	Payroll Fringe Benefits	2,446		2,446	3,313
	0	0	210131	Payroll 10% in Lieu of Benefits	1,716		1,716	1,800
25,414	25,345	23,557	2101290	Payroll Honorarium	34,593	*	34,593	34,593
53,914	54,331	48,718		SUB TOTAL SALARIES, WAGES & BENEFITS	55,915	*	55,915	57,706
0	3	530	2101150	Office Supplies	500		500	500
100	0	514	2101210	Advertising & Promotion	100		100	100
3,000	1,970	3,895	2101250	Memberships & Subscrip'ns	3,000		3,000	3,600
2,000	88	1,019	2101260	Training & Courses	2,000		2,000	2,000
1,000	0	0	2101261	Per Diem Training	1,000		1,000	1,000
500	0	485	2101280	Car Allowance	500		500	500
2,000	1,116	3,516	2101340	Presentations	2,000		2,000	2,500
5,000	0	4,896	2101360	Labour Relations Consultants	5,000		5,000	5,000
5,000	2,279	3,491	2101380	Conferences & Conventions	5,000		5,000	6,000
1,000	942	486	2101780	Meeting Expense	1,000		1,000	1,400
19,600	6,398	18,832		SUB TOTAL MATERIALS	20,100	*	20,100	22,600
5,000	42,017	188,778	2101300	Legal Fees	5,000		5,000	5,000
5,000	42,017	188,778		SUB TOTAL CONTRACTED SERVICES	5,000		5,000	5,000
78,514	102,746	256,328		TOTAL POLICE SERVICES BOARD	81,015	*	81,015	85,306

**TOWN OF COBOURG
2019 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.	2019	210115	Part-time Wages	Increase in hours
	2019	2101290	Payroll Honourarium	Increase By-Law #037-2018
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **87015**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-10,000	-3,980	-10,262	87015	Fire Receipts	-10,000 *	-10,000	-10,000	-10,000
-10,000	-5,620	-2,082	87072	Reports / Permits	-3,500	-3,500	-3,500	-3,500
-20,000	-9,600	-12,344		TOTAL FIRE DEPARTMENT REVENUE	-13,500	-13,500	-13,500	-13,500

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2018	2017	2018		2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,714,279	1,594,460	1,657,209	200010 Payroll Salaries & Wages	1,727,097	1,727,097	1,849,467	1,979,974
261,300	222,503	256,511	200011 Payroll Salaries Volunteer	268,700	268,700	275,418	282,303
30,000	21,695	23,997	200012 Payroll Overtime	40,000	40,000	40,000	40,000
0	22,904	26,011	200013 Payroll - OT Fire Emergency	0	0	0	0
0	9,090	11,929	200014 Payroll - Overtime Training	0	0	0	0
80,500	70,401	68,383	200016 Recognition Pay	75,600	75,600	77,112	78,654
488,569	452,425	488,049	200030 Payroll Fringe Benefits	500,858	500,858	573,335	653,391
44,421	23,419	20,755	200031 Payroll - Part-time Benefits	25,000	25,000	27,000	30,000
14,500	26,662	14,684	200050 Protective Clothing	15,000	15,000	15,500	16,000
3,500	2,635	3,350	200060 Footwear	3,800	3,800	4,000	4,000
3,700	2,341	2,521	200070 Cleaning Allowance	3,800	3,800	3,900	4,000
6,900	5,568	6,746	200090 Uniforms	7,000	7,000	7,100	7,200
2,647,669	2,454,103	2,580,145	SUB TOTAL SALARIES, WAGES & BENEFITS	2,666,855	2,666,855	2,872,832	3,095,522
2,500	2,542	1,019	2000150 Office Supplies	2,500	2,500	2,500	2,500
4,400	4,716	4,208	2000180 Telephone & Answering Svc	4,500	4,500	4,600	4,700
4,500	5,588	7,211	2000200 Communication Equip Rep	4,500	4,500	4,600	4,700
650	264	385	2000210 Advertising & Promotions	650	650	650	650
500	450	420	2000220 Printing	500	500	500	500
1,000	1,641	1,342	2000230 Photocopier Expense	1,500	1,500	1,500	1,500
100	237	210	2000240 Postage	200	200	300	300
13,500	9,255	9,063	2000250 Memberships & Subscrip'ns	11,000	11,000	12,000	12,000
15,500	11,214	13,925	2000260 Training & Courses	15,500	15,500	15,500	15,500
2,400	1,447	1,542	2000280 Car Allowance	2,000	2,000	2,000	2,000
2,900	3,730	4,259	2000370 Meals & Refreshments	3,500	3,500	3,600	3,700
8,500	6,507	8,485	2000380 Conferences & Conventions	9,000	9,000	9,500	10,000
12,500	8,997	12,907	2000450 Heat	12,000	12,000	12,500	12,500
14,000	13,224	11,471	2000460 Utilities	12,000	12,000	12,000	12,000
8,400	7,952	8,182	2000470 Building Maintenance	8,400	8,400	8,500	8,600
2,000	3,476	1,035	2000500 Custodial/Cleaning Supplies	2,000	2,000	2,000	2,000
4,800	3,990	1,064	2000570 Property Improvements	5,000	5,000	5,200	5,400
4,000	6,594	4,230	2000590 Other Maint & Repairs - Snow Removal	4,100	4,100	4,200	4,300
26,500	53,392	72,699	2000600 Vehicle Maint & Repair	27,000	27,000	27,500	28,000
14,000	13,174	17,044	2000650 Gasoline	15,000	15,000	15,000	15,000
12,000	12,845	17,481	2000670 Other Equip Purchases	12,500	12,500	13,000	13,500
10,000	12,477	10,872	2000680 Other Equip Maint/Repair	10,500	10,500	11,000	11,500
3,200	2,398	4,442	2000681 Medical Supplies	3,300	3,300	3,400	3,500
5,500	3,146	3,359	2000760 Fire & Crime Prevention	4,000	4,000	4,500	5,000
2,400	2,229	3,476	2000780 General Administrative Supplies	2,500	2,500	2,600	2,700

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE:

FIRE DEPARTMENT

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2018	2017	2018		2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
			OBJECT				
0	0	0	2000852 Special Project - IT Upgrades	15,000	15,000	0	0
0	0	0	2000853 Special Project - Bunker Gear Replacement	36,200	36,200	22,000	22,000
-12,881	-12,691	-12,881	2000955 Building Dept. - Indirect Costs	-13,074	-13,074	-13,271	-13,470
162,869	178,794	207,450	SUB TOTAL MATERIALS	211,776 *	211,776	187,379	190,580
2,000	0	1,776	2000300 Legal Fees	2,000	2,000	2,000	2,000
18,500	17,571	18,438	2000320 Liability Insurance	19,000 *	19,000	19,000	19,000
20,500	17,571	20,214	SUB TOTAL CONTRACTED SERVICES	21,000 *	21,000	21,000	21,000
8,600	8,600	8,600	2000930 Transfer to Admin Vehicle Reserve	8,600	8,600	8,600	8,600
18,700	18,700	18,700	2000931 Transfer to Small Equipment Reserve	0	0	0	0
50,000	50,000	50,000	2000932 Transfer to Large Vehicle Reserve	50,000	50,000	50,000	50,000
0	0	0	2000913 Recovery - Development Charges	-12,000	-12,000	0	0
0	0	0	2000913 Transfer from Small Equipmet Reserve	-5,500	-5,500	-3,300	-3,300
77,300	77,300	77,300	SUB TOTAL OTHER CHARGES & TRANSFERS	41,100	41,100	55,300	55,300
2,908,338	2,727,768	2,885,109	TOTAL FIRE DEPARTMENT	2,940,731	2,940,731	3,136,511	3,362,402

**TOWN OF COBOURG
2019 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.	2019	200010	Payroll Salaries & Wages	Anticipated contractual obligations
	2019	200011	Payroll Salaries Volunteer	Anticipated contractual obligations
	2019	200030	Payroll Fringe Benefits	Anticipated contractual obligations
PERFORMANCE DATA:				
Responses:				
2013 Actual 1241 Incidents	2019	200050	Protective Clothing	Additional VFF's added last year
2014 Actual 1191 Incidents	2019	2000250	Memberships & Subscriptions	Records Management Software - \$3,500
2015 Actual 1215 Incidents				Ontario Fire Cheifs - \$560
2016 Actual 1158 Incidents				Northumberland County Fire Chiefs - \$800
2017 Actual 1395 Incidents				Mutual Aid - \$100
2018 Actual 1666 Incidents				Ontario Fire Prevention Officers - \$150
Fire Inspections:				Fire Marshall Prevention Safety Council - \$100
2013 Actual 500 Activities				NFPA Codes - \$1,800
2014 Actual 531 Activities				EMP Canada - \$50
2015 Actual 565 Activities				Radio Licences - \$1,500
2016 Actual 468 Activities				Trade/Training Publications & Manuals - \$2,440
2017 Actual 518 Activities				
2018 Actual 355 Activities	2019	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
Training:				
2013 Actual 299 Sessions	2019	2000570	Property Improvements	Ongoing refurbishment of grounds and buiding
2014 Actual 287 Sessions				
2015 Actual 225 Sessions	2019	2000852	Special Project - IT Upgrades	Upgrades to numerous computers and building WIFI system required to facilitate optimization of records management system capabilities
2016 Actual 223 Sessions				
2017 Actual 233 Sessions				
2018 Actual 246 Sessions				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
83,140	72,909	67,754	270010	Payroll Salaries and Wages	79,725		79,725	83,700	87,900
23,695	13,866	21,150	270030	Payroll Benefits	23,120		23,120	25,947	29,007
106,835	86,775	88,904		SUB TOTAL SALARIES, WAGES & BENEFITS	102,845		102,845	109,647	116,907
300	15	151	2700150	Office Supplies	300		300	300	300
1,000	773	2,035	2700160	Equipment Purchases	1,000		1,000	1,000	1,000
5,000	4,499	4,498	2700180	Telephone	5,000		5,000	5,000	5,000
250	0	28	2700210	Advertising	250		250	250	250
250	0	74	2700220	Printing	250		250	250	250
250	410	335	2700230	Photocopier Expense	250		250	250	250
1,400	1,765	904	2700250	Memberships & Subscriptions	1,400		1,400	1,400	1,400
2,000	1,979	1,365	2700260	Training	2,000		2,000	2,000	2,000
1,500	0	0	2700261	Training - Risk Management New	3,000		3,000	3,000	3,000
250	462	223	2700270	Mileage	250		250	250	250
550	817	598	2700370	Meals & Refreshments	600		600	600	600
2,500	1,558	2,291	2700380	Conferences	3,250	*	3,250	3,500	3,700
750	316	822	2700852	Special Project - Emergency Exercise	750		750	750	750
16,000	12,594	13,324		SUBTOTAL MATERIALS	18,300	*	18,300	18,550	18,750
10,000	8,253	7,455	2700170	Equipment Maintenance - Generators	8,500		8,500	9,000	9,500
10,000	8,253	7,455		SUBTOTAL CONTRACTED SERVICES	8,500		8,500	9,000	9,500
132,835	107,622	109,683		TOTAL EMERGENCY MEASURES	129,645		129,645	137,197	145,157

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide funding for projects associated with major emergencies and the municipal emergency control group as set forth in the Town's emergency plan.	2019	270010	Payroll Salaries & Wages	Emergency Planners position removed from non-union into CUPE. Salary adjustment.
	2019	2700261	Risk Management	Emergency Planner is now responsible for implementing a Risk Management Program. Anticipated course costs.
PERFORMANCE DATA:				
The Town of Cobourg has achieved compliance with provincial legislation and international best practices.	2019	2700380	Conferences	CEMC and Emergency Planner need to stay current with Emergency Management and Risk Management legislation and trends.

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **870**

2018 BUDGET	2017 YTD	2018 YTD	CODE	OBJECT	2019 DEPT REQUEST	*	2019 FINAL APPROVED	2020 FORECAST	2021 FORECAST
-410,000	-442,929	-734,061	8707	Building Permits	-410,000		-410,000	-410,000	-415,000
-410,000	-442,929	-734,061		SUBTOTAL BUILDING REVENUE	-410,000		-410,000	-410,000	-415,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
186,530	167,025	184,500	260010	Payroll Salaries & Wages	188,962	188,962	192,552	196,211
5,000	2,911	1,817	260011	Payroll - Overtime	6,000	6,000	6,000	6,000
5,000	0	0	260015	Payroll - Part-time	5,000	5,000	5,000	5,000
57,592	53,374	56,556	260030	Payroll Fringe Benefits	60,626	60,626	65,629	70,800
700	484	853	260060	Footwear / Clothing	750	750	800	850
254,822	223,794	243,726		SUB TOTAL SALARIES, WAGES & BENEFITS	261,338	261,338	269,981	278,861
500	314	916	2600150	Office Supplies	700	700	700	725
700	594	156	2600170	Office Equipment Mtce	700	700	700	730
7,500	7,500	7,500	2600171	Software Maintenance - AMS/PLL	7,500	7,500	7,500	7,500
1,300	1,733	4,425	2600180	Telephone Expenses	2,000	2,000	2,000	2,000
250	0	0	2600210	Advertising Promotions	250	250	250	0
1,500	1,069	1,065	2600220	Printing	1,000	1,000	1,200	1,200
3,000	1,595	1,621	2600250	Memberships & Subscrip'ns	3,000	3,000	3,000	3,000
10,000	7,150	5,918	2600260	Training & Courses	10,000	10,000	12,000	12,000
1,000	942	1,024	2600280	Car Allowance	1,000	1,000	1,000	1,000
2,500	897	0	2600380	Conference & Conventions	2,500	2,500	2,600	2,700
2,000	1,644	554	2600600	Vehicle Maintenance	2,000	2,000	2,000	2,000
900	346	417	2600650	Gasoline	600	600	750	775
0	7,528	0	2600853	Special Project - Office Renovations	0	0	0	0
97,563	167,473	97,563	2600955	Building Dept. - Indirect Costs	99,027	99,027	100,512	102,020
128,713	198,785	121,159		SUB TOTAL MATERIALS	130,277	130,277	134,212	135,650
10,000	4,431	9,072	2600300	Legal Fees	10,000	10,000	10,000	12,000
10,000	9,918	9,836	2600320	Liability Insurance	13,000	13,000	14,000	14,000
20,000	14,349	18,908		SUB TOTAL CONTRACTED SERVICES	23,000	23,000	24,000	26,000
465	0	0	2600913	Transfer Reserve	-10,615	-10,615	-24,193	-31,511
6,000	6,000	6,000	2600930	Transfer to Vehicle Reserve	6,000	6,000	6,000	6,000
6,465	6,000	6,000		SUB TOTAL OTHER CHARGES & TRANSFERS	-4,615	-4,615	-18,193	-25,511
410,000	442,928	389,793		TOTAL BUILDING DEPT	410,000	410,000	410,000	415,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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
PERFORMANCE DATA:				2019	260020	Other Salaries	Additional staff or overtime to cover workload
				2019	2600171	Software Maintenance	Annual Licence AMS/PLL - Building Portion
2017 Rev 2018 Val 2018 Rev				2019	2600180	Telephone Services	3 Phones for Building staff
\$ Res Permits 347,948 16,958,573 229,700				2019	2600250	Memberships & Subscriptions	Pine Ridge Chapter - 3 x \$75 OBOA - 3 x \$305 Building Code Identification Number - 3 x \$107
\$ Comm Permits 110,584 5,909,963 115,182							Northumberland Today - \$75
\$ Institutional Permits 27,005 9,000 405							Ontario Building Code - 3 new codes with amendments
\$ Indust. Permits 15,264 3,112,070 27,300				2019	2600260	Training & Courses	Grow OP Updates OBOA Training Sessions - 3 Building Officials Continuous learning
Demolition Permits 2,855 568,722 5,999				2019	2600280	Car Allowance	.55/km use personal vehicle for inspections
Total Permit Value 65,048,308				2019	2600380	Conferences/Conventions	OBOA Annual Conference
Total Fees 545,879 734,061				2019	2600955	Building Dept. - Indirect Costs	Building Department share of other departments overhead costs in support of the Building Department as justified in the building permit fee study.
Heritage Rebates -4,950							
Other Rebates -68,461							
Other Revenue 0 0							
Total Revenue 0 660,650							
Total Permits 231 222							
New Dwellings 118 156							

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **870**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-13,000	-14,150	-9,200		87045 Sign Permits	-13,000 *	-13,000	-13,000	-13,000
-3,000	-4,977	-697		87048 Property Standards Inspection	-3,000 *	-3,000	-3,000	-3,000
-800	-700	-100		87057 Liquor License Fee	-800 *	-800	-800	-800
-2,200	-900	-2,150		87067 Pool Permit	-2,200 *	-2,200	-2,200	-2,200
0	0	-1,500		87068 Moving Permit (Public Works)	0 *	0	0	0
-19,000	-20,727	-13,647		SUBTOTAL BYLAW DEPT REVENUE	-19,000	-19,000	-19,000	-19,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #:

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
59,919	57,175	48,753	261010	Payroll Salaries & Wages	59,241	59,241	60,367	61,514
0	357	588	261011	Payroll - Overtime	0	0	0	0
17,077	17,378	16,581	261030	Payroll Fringe Benefits	17,180	17,180	18,714	20,299
375	66	34	261060	Footwear / Clothing	375	375	375	400
77,371	74,976	65,956		SUB TOTAL SALARIES, WAGES & BENEFITS	76,796	76,796	79,456	82,213
250	118	9	2610150	Office Supplies	250	250	250	275
250	0	0	2610170	Office Equipment Mtce	250	250	250	275
250	0	0	2610210	Advertising Promotions	0	0	0	0
500	449	335	2610220	Printing	350	350	350	400
600	72	0	2610250	Memberships & Subscrip'ns	450	450	475	475
1,900	222	0	2610260	Training & Courses	2,500	2,500	2,750	2,800
300	292	185	2610280	Car Allowance	500	500	700	750
1,025	0	0	2610380	Conference & Conventions	1,525	1,525	1,600	1,700
300	206	221	2610650	Gasoline	300	300	350	375
1,000	455	971	2610989	Icicle Removal Recoverable Expenses	1,000	1,000	1,000	1,000
6,500	7,351	3,205	2610990	Weed Cutting Recoverable Expenses	6,500	6,500	6,500	6,500
-1,000	0	-1,233	2610991	Icicle Removal Recoveries	-1,000	-1,000	-1,000	-1,000
-6,500	-9,674	-4,473	2610992	Weed Cutting Recoveries	-6,500	-6,500	-6,500	-6,500
5,375	-509	-780		SUB TOTAL MATERIALS	6,125	6,125	6,725	7,050
10,000	13,988	3,278	2610300	Legal Fees	10,000	10,000	10,000	11,000
3,400	3,306	3,278	2610320	Liability Insurance	4,000	4,000	4,000	4,000
13,400	17,294	6,556		SUB TOTAL CONTRACTED SERVICES	14,000	14,000	14,000	15,000
96,146	91,761	71,732		TOTAL BYLAW DEPT	96,921	96,921	100,181	104,263

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

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

ACCOUNT #:

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
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	2019	2610250	Memberships & Subscriptions	Ontario Association of Property Standards Officers 3 memberships
	2019	2610260	Training & Courses	Property standards and Grow Ops - 2 people/yr
	2019	2610280	Car Allowance	.51/km use personal vehicle for inspections
	2019	2610280	Conferences / Conventions	Ontario Association of Property Standards Officers Conference for 2 Officials
PERFORMANCE DATA:				
	2017			2018
Signs Permits	146			121
Liquor License	6			1
Pool Permits	6			10

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION AUTHORITY**

ACCOUNT #: **2300.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
210,531	213,153	210,513	2300940	Grants & Transfers	248,903	*	248,903	250,000	250,000
210,531	213,153	210,513		SUB TOTAL OTHER CHARGES & TRANSFERS	248,903	*	248,903	250,000	250,000
210,531	213,153	210,513		TOTAL CONSERVATION	248,903	*	248,903	250,000	250,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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 2019 levy to Cobourg - \$248,902.89
PERFORMANCE DATA:				Includes new Asset Levy in the amount of - \$33,108.31
2018 - \$210,531				
2017 - \$213,153				
2016 - \$207,666				
2015 - \$201,297				
2014 - \$198,606				
2013 - \$198,150				
2012 - \$193,317				
2011 - \$186,663				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **JOINT ANIMAL CONTROL**

ACCOUNT #: **2400.10**

2018	2017	2018		2019		2019	2020	2021	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
550	305	474	2410240	Postage	600		600	600	600
0	0	0	2410390	Admin Operating Materials	0	*	0	0	0
550	305	474		SUB TOTAL MATERIALS	600	*	600	600	600
97,204	93,465	97,204	2410750	Contracts - Animal Control	99,148		99,148	101,000	103,000
97,204	93,465	97,204		SUB TOTAL CONTRACTED SERVICES	99,148		99,148	101,000	103,000
97,754	93,770	97,678		TOTAL JOINT ANIMAL CONTROL	99,748	*	99,748	101,600	103,600

**TOWN OF COBOURG
2019 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.	2019	2410240	Postage & Couriers	Reduction in 2017 by sending notices through LUSI rather than Canada Post Mail Out.
	2019	2410750	Contracts - Animal Control	Municipal Animal Services - JACS Board Budget
	2019	2410752	Contracts - Provincial Offences Court Costs	Prosecutions conducted in house
PERFORMANCE DATA:				
	2016	2017	2018	
Dog Tags Issued	978	1007	1063	
Dog Tag Revenue	9820	7646	11554	
Cobourg - 35%				
Port Hope - 32%				
Hamilton Township - 21%				
Alnwick/Haldimand - 12%				
Cramahe - Fixed Rate - \$9,303				
Alderville - Fixed Rate - \$1,500				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW ENFORCEMENT SERVICES**

ACCOUNT #: **2800.100**

2018	2017	2018		2019		2019	2020	2021	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
45,682	45,774	44,461	280010	Payroll Salaries and Wages	49,462	*	49,462	53,593	54,611
-18,000	-18,000	-18,000	280010	Recoveries - From Parking Enforcement	-18,000		-18,000	-18,000	-18,000
0	568	449	280011	Payroll - Overtime	0		0	0	0
13,019	12,567	12,352	280030	Payroll Benefits	13,741	*	13,741	14,900	15,200
500	132	680	280050	Clothing Allowance	700		700	700	700
41,201	41,041	39,942		SUB TOTAL SALARIES, WAGES & BENEFITS	45,903	*	45,903	51,193	52,511
500	521	564	2800150	Office Supplies	700	*	700	700	700
500	224	0	2800210	Advertising & Promotions	500		500	500	500
1,500	612	1,526	2800220	Printing	1,000		1,000	1,000	1,000
1,300	922	99	2800250	Memberships & Subscriptions	1,300		1,300	1,300	1,300
0	0	524	2800600	Vehicle Maintenance	700		700	800	1,000
800	550	928	2800650	Gasoline	1,000		1,000	1,000	1,000
1,000	0	155	2800380	Conference & Conventions	1,000		1,000	1,000	1,000
2,300	1,251	3,525	2800260	Training & Courses (Paralegal)	1,500		1,500	1,500	1,500
7,900	4,080	7,321		TOTAL MATERIALS	7,700		7,700	7,800	8,000
1,000	2,080	2,290	2800300	Legal Fees	2,000		2,000	2,500	2,500
0	9,416	0	2800750	Contracts	0	*	0	0	0
1,000	11,496	2,290		TOTAL CONTRACTED SERVICES	2,000	*	2,000	2,500	2,500
50,101	56,617	49,553		TOTAL BYLAW ENFORCEMENT DEPT	55,603	*	55,603	61,493	63,011

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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)	2019	280010	Payroll Salaries and Wages Recoveries - From Parking Enforcement	By-law Officer - 50% 25% of Manager of Legislative Services - for prosecutions and administration
	2019	2800220	Printing	By-law booklet for public education
PERFORMANCE DATA:				
Prosecutions/Trials	2016	2017	2018	
Parking (Part II)	51	65	60	2019
By-law General	12	16	10	
By-laws Prepared /				
Passed by Council	8	5	2	2019
Tribunals - Property				
Strd / Animal Ctrl	2	0	4	2019
Main General / Parking Enforcement Bylaws				
Parks By-law				2019
Dog Park By-law				
Bicycles / Skateboards / In-Line Skates on Sidewalks				
Display of Wares on Sidewalk				2019
Animal Control By-law				
Taxi Regulating By-law				2019
Itinerant Vendor By-law				
Parking By-law				2019
Refreshment Vehicle By-law				
Boulevard By-law				
Smoking By-law				
Feeding of Waterfowl / Wildlife				
Fishing By-law				
Depositing of Waste				
Cleaning Yard and Lot Maintenance				
Electric Sign				
Sign By-law				
				2019

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION** FUNCTION/ACTIVITY: **COMMUNICATIONS CENTRE** ACCOUNT #: **2200.100**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
16,522	-167,094	0	220010	Payroll Salaries & Wages	0	0	0	0
0	0	0	220011	Payroll Overtime	0	*	0	0
0	0	0	220013	Payroll Shift Differt'l	0	*	0	0
0	0	0	220015	Payroll Part Time Wages	0	*	0	0
5,094	0	0	220030	Payroll Fringe Benefits	0		0	0
0	0	0	220031	Payroll - Part-time Benefits	0		0	0
0	4,698	0	220033	Payroll 10% in Lieu of Benefits	0	*	0	0
0	0	0	220035	WSIB - Employee Claims	0	*	0	0
21,616	-162,396	0		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0
4,000	9,826	4,844	2200182	Telephone Mthly Svc Rent	0		0	0
0	0	0	2200183	Telephone Maintenance & Repairs	0	*	0	0
0	0	0	2200185	OPX / Alarm Line Charges	0		0	0
0	0	7,665	2200200	Communic'n Equip Repairs	0	*	0	0
2,100	3,080	1,058	2200670	GPS	0		0	0
4,200	4,166	3,545	2200204	Radio License	0		0	0
0	0	0	2200260	Training & Courses	0	*	0	0
0	10,481	0	2200671	Communication Equipment Purchase	0	*	0	0
0	0	0	2200851	Special Project - CAD Map upgrade	0		0	0
0	0	0	2200991	Recoveries	0	*	0	0
-208,296	-428,158	0	2200912	Transfer from Business Services - Loan	0		0	0
-197,996	-400,605	17,112		SUB TOTAL MATERIALS	0	*	0	0
0	0			- Water Tower Rental	0		0	0
201,380	195,561	192,424	2200750	Contracts - Owen Sound Communications	0		0	0
201,380	195,561	192,424		SUB TOTAL CONTRACTED SERVICES	0		0	0
25,000	-367,440	209,536		TOTAL COMMUNICATIONS CENTRE	0		0	0

* 2019 Budget Estimates moved to Police Administration Budget

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **COMMUNICATIONS CENTRE**

ACCOUNT #: **2200.100**

<p>STATEMENT OF PURPOSE: 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.</p>	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>PERFORMANCE DATA:</p>				
			<p>2019 Budget Estimates moved to Police Administration Budget</p>	

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

PUBLIC WORKS SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
ENGINEERING								
ADMINISTRATION	350,085	307,101	327,698	(6.4)	311,398	(11.1)	543,754	356,460
GIS	179,573	179,725	191,719	6.8	191,719	-	189,468	197,675
SUB TOTAL	529,658	486,826	519,417	(1.9)	503,117	(5.0)	733,222	554,135
PUBLIC WORKS								
ADMINISTRATION	2,059,358	1,866,571	2,104,878	2.2	2,127,878	3.3	2,150,475	2,216,279
ROADS - GENERAL	340,400	585,482	330,900	(2.8)	330,900	(2.8)	333,900	336,900
ROADS - WINTER	149,500	306,526	181,500	21.4	181,500	21.4	163,500	163,500
SUB TOTAL	2,549,258	2,758,579	2,617,278	2.7	2,640,278	3.6	2,647,875	2,716,679
SIDEWALKS	46,480	132,095	51,800	11.4	51,800	11.4	52,800	53,800
ENG & PUBLIC WORKS EXP	3,125,396	3,377,500	3,188,495	2.0	3,195,195	2.2	3,433,897	3,324,614
ENG & PUBLIC WORKS REV	0	0	0	-	0	-	0	0
NET ENG & PUBLIC WORKS	3,125,396	3,377,500	3,188,495	2.0	3,195,195	2.2	3,433,897	3,324,614
CROSSING GUARDS	67,734	72,049	77,458	14.4	77,458	14.4	81,105	84,173
STREET LIGHTS	464,160	465,679	346,730	(25.3)	346,730	(25.3)	344,300	341,870
TRANSIT								
EXPENSES	939,398	990,678	1,046,444	11.4	1,046,444	11.4	1,092,988	1,138,411
REVENUE	-351,000	-321,637	-364,900	4.0	-364,900	4.0	-381,300	-385,175
NET TRANSIT	588,398	669,041	681,544	15.8	681,544	15.8	711,688	753,236
TOTAL EXPENSES	4,596,688	4,905,906	4,659,127	1.4	4,665,827	1.5	4,952,290	4,889,068
TOTAL REVENUES	-351,000	-321,637	-364,900	4.0	-364,900	4.0	-381,300	-385,175
NET TO TOWN	4,245,688	4,584,269	4,294,227	1.1	4,300,927	1.3	4,570,990	4,503,893
ROADS - DEBT CHARGES	272,600	271,208	309,000	13.4	309,000	13.4	430,500	430,500
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

TRANSPORTATION SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
PARKING								
EXPENDITURES	442,225	415,536	516,470	16.8	516,470	16.8	526,275	533,092
REVENUES	-655,000	-500,678	-615,000	(6.1)	-615,000	(6.1)	-638,000	-697,000
TO PARKING RESERVE	-212,775	-85,142	-98,530	-	-98,530	-	-111,725	-163,908

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT#: **3000.005**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
282,545	135,744	240,371	300510	Payroll Salaries & Wages	240,881	240,881	263,498	272,325
0	149	137	300511	Payroll - Overtime	0	0	0	0
0	0	0	300512	Payroll - Standby	0	0	0	0
85,791	36,202	67,926	300530	Payroll Fringe Benefits	83,291	83,291	92,151	100,702
250	0	0	300550	Clothing	2,205	2,205	1,830	2,205
350	297	320	300560	Footwear	935	935	935	935
368,936	172,392	308,754		SUB TOTAL SALARIES, WAGES & BENEFITS	327,312	327,312	358,414	376,167
1,300	174	238	3005150	Office Supplies	1,000	1,000	1,000	1,000
1,000	0	483	3005160	Office Equipment Purchase	1,000	1,000	1,000	1,000
2,000	0	731	3005180	Telephone & Answering Svc	2,000	2,000	2,000	2,000
500	0	0	3005210	Advertising	500	500	500	500
0	0	0	3005211	Marketing/Public Relation	300	300	400	500
500	238	888	3005220	Printing	500	500	500	500
5,000	2,711	2,723	3005230	Photocopier Expenses	5,000	5,000	5,000	5,000
1,000	0	0	3005231	Accessibility Expenses	1,000	1,000	1,000	1,000
2,000	2,551	2,401	3005240	Postage & Couriers	2,000	2,000	2,000	2,000
600	0	1,344	3005250	Memberships & Subscip'ns	1,680	1,680	1,680	1,680
5,000	39	928	3005260	Training & Courses	5,000	5,000	5,000	5,000
1,800	115	514	3005270	Travel Expense	1,800	1,800	1,800	1,800
15,000	14,642	15,230	3005851	Sp Project - Downtown Christmas Lights	16,300	0	16,300	16,300
-9,551	-9,410	-9,550	3005955	Building Dept. - Indirect Costs	-9,694	-9,694	-9,840	-9,987
0	0	0	3005853	Sp Project - Accessibility	20,000	20,000	0	0
0	0	0	3005854	Sp Project - Brook Creek Flood Reduction	0	0	25,000	0
0	0	0	3005855	Sp Project - Massey Creek EA Renewal	0	0	5,000	0
0	0	0	3005856	Sp Project - Transportation Master Plan	0	0	75,000	0
0	0	0	3005857	Sp Project - Kerr St Environmental Assessment	0	0	100,000	0
-58,000	0	-22,781	87073	Recoveries - Engineering Review Fees	-60,000	-60,000	-60,000	-60,000
-31,851	11,060	-6,851		SUB TOTAL MATERIALS	-11,614	-27,914	173,340	-31,707
3,000	0	1,198	3005300	Legal Fees / Consultant	2,000	2,000	2,000	2,000
4,000	4,000	4,000	3005320	Liability Insurance	4,000	4,000	4,000	4,000
6,000	2,405	0	3005360	Engineering Consultant	6,000	6,000	6,000	6,000
13,000	6,405	5,198		SUB TOTAL CONTRACTED SERVICES	12,000	12,000	12,000	12,000
350,085	189,857	307,101		TOTAL ENGINEERING ADMINISTRATION	327,698	311,398	543,754	356,460

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT #: **3000.05**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
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.	2019	300550	Clothing	2019: 5 staff x \$421, 1 x \$100 2020: 5 staff x \$346, 1 x \$100
	2019	300560	Footwear	3 x \$225 + 2 x \$130
PERFORMANCE DATA:	2019	3005210	Advertising & Promotions	Promoting pitch in and miscellaneous ads/online parking permit ads
	2019	3005231	Accessibility Expenses	Accessibility Advisory Committee incidentals
	2019	3005240	Postage & Couriers	Postage allocated from Legislative Services
	2019	3005250	Memberships & Subscriptions	OACETT - \$215 x 3 Ontario Traffic Council - \$270 Professional Engineers - \$250 MEA - \$145 TAC - \$370
	2019	3005260	Training & Courses	TRIECA, MEA courses/conferences Parking, Transit, engineering courses/conferences
	2019	3005300	Legal Fees / Consultant	Review contracts, parking trials
	2019	3005360	Engineering Consultant	Incidental engineering not tagged to a capital project.
	2019	3005853	Sp Project - Accessibility	Town wide accessible projects: 2019 may be a building audit cost estimate (consultant)
	2020	3005854	Sp Project - Brook Creek Flood Reduction Phase II	Develop a contract for engineering services to further develop a master flood reduction plan for Brook Creek as initiated by GRCA. This plan is important for the Town to have in place to assist with development strategies and to be prepared for when funding becomes available for construction.
	2020	3005856	Sp Project - Transportation Master Plan	The last TMP update was in 2011 and is typically renewed every 5 years or as development evolves.
2020	3005857	Sp Project - Massey Creek Flood Reduction Study - EA Renewal	The Massey Creek Flood reduction study EA was filed in 2011 and show be renewed within 10 years.	

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

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

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
63,306	62,300	63,295	300810	Payroll Salaries & Wages	64,743	*	64,743	65,973	67,226
3,000	51	367	300815	Student Payroll Salaries & Wages	9,900		9,900	1,500	1,500
20,258	15,671	16,216	300830	Payroll Fringe Benefits	21,689	*	21,689	23,420	25,210
0	0	0	300831	Student Fringe Benefits	1,428		1,428	0	0
100	0	0	300850	Clothing	100		100	100	100
150	0	0	300860	Footwear	150		150	150	150
86,814	78,022	79,878		SUB TOTAL SALARIES, WAGES & BENEFITS	98,010	*	98,010	91,143	94,186
93,800	80,904	88,370	3008170	Software Purchase / Maintenance	98,300	*	98,300	100,000	103,000
11,216	0	17,131	3008172	Hardware Maintenance / Server Hosting	9,250		9,250	11,250	13,500
1,300	1,784	942	3008220	Printing	1,300		1,300	1,300	1,300
2,500	235	2,443	3008260	Training & Courses	1,500		1,500	2,500	2,500
500	186	439	3008270	Mileage	500		500	500	500
500	0	91	3008851	Special Project - Air Photos	0		0	0	0
-5,557	-5,475	-5,557	3008955	Building Dept. - Indirect Costs	-5,641		-5,641	-5,725	-5,811
-500	-396	-326	87074	Recoveries - Maps	-500	*	-500	-500	-500
-3,500	-4,618	-3,686	87075	Recoveries - LUSI	-3,500		-3,500	-3,500	-3,500
0	0	0	3008993	Recoveries - Past Capital Budget	0		0	0	0
0	0	0	3008995	Recoveries - Chargeback Developers	0		0	0	0
-7,500	0	0	3008170	Recoveries - Building PLL Portion	-7,500		-7,500	-7,500	-7,500
92,759	72,620	99,847		SUB TOTAL MATERIALS	93,709		93,709	98,325	103,489
179,573	150,642	179,725		TOTAL GIS DEPARTMENT	191,719	*	191,719	189,468	197,675

**TOWN OF COBOURG
2019 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>	2019	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.
		NEW	Student	Proposed Cityworks admin students to work on integrating front line staff with service requests across the whole town in order to track all public inquires and ensure they are addressed and documented as such.
	2019	3008170	Software Purchase / Maintenance	ESRI maintenance - \$31,000 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 2019 - \$66,300 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.
	2019	3008172	Hardware Maintenance / Server Hosting	\$768/month server hosting at Simnet data centre for a total of \$9,216 / yr Leftover funds to be moved to new GIS hardware.
	2019	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.
	2019	3008260	Training & Courses	ESRI International User Conference SQL Server Training, Crystal Reports Training ESRI Training in Toronto, Cityworks

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
972,006	751,070	649,418	301010	Payroll Salaries & Wages - Unallocated	948,544	948,544	969,792	991,479
50,752	18,621	28,772	301011	Payroll - Overtime	63,294	63,294	64,497	65,722
46,469	39,753	43,452	301012	Payroll - Standby	46,358	46,358	47,238	48,136
16,539	9,264	11,810	301015	Payroll Part Time Wages	17,005	36,665	17,328	17,657
362,868	228,937	196,440	301030	Payroll Fringe Benefits	383,384	383,384	414,951	447,625
2,812	1,010	1,245	301031	Payroll Fringe Benefits Part-time	2,891	6,231	3,292	3,708
4,600	9,207	8,611	301050	Clothing	6,315	6,315	5,290	6,315
3,600	2,999	3,359	301060	Footwear	3,375	3,375	3,375	3,375
650	272	367	301070	Cleaning Allowance	650	650	650	650
2,000	1,608	1,916	301080	Employee Meal Allowance	2,000	2,000	2,000	2,000
1,462,296	1,062,741	945,390		SUB TOTAL SALARIES, WAGES & BENEFITS	1,473,816	1,496,816	1,528,413	1,586,667
5,000	5,794	5,236	3010150	Office Supplies	5,000	5,000	5,000	5,000
1,200	1,007	2,741	3010160	Office Equipment Purchase	1,200	1,200	1,200	1,200
3,000	2,931	3,445	3010170	Software - Hours of Service Tracking	3,000	3,000	3,000	3,000
10,000	12,997	11,986	3010180	Telephone & Answering Svc	12,000	12,000	12,000	12,000
1,000	0	0	3010183	Communications	0	0	0	0
400	0	0	3010185	OPX / Alarm Line Charges	0	0	0	0
1,700	1,965	2,319	3010190	Communication Equipment	1,700	1,700	1,700	1,700
500	56	116	3010200	Communication Equip Rep	500	500	500	500
500	0	0	3010210	Advertising	0	0	0	0
3,000	2,179	1,627	3010250	Memberships & Subscriptn's	900	900	900	900
14,500	14,848	8,482	3010260	Courses & Conferences	9,000	9,000	9,000	9,000
2,300	4,299	7,331	3010261	Courses - Certification Training	7,500	7,500	7,500	7,500
600	854	581	3010270	Car Allowance	600	600	600	600
12,500	14,774	20,595	3010450	Heat / Utilities	20,000	20,000	20,000	20,000
14,000	10,312	33,965	3010460	Utilities - 390 King St W	14,300	14,300	14,600	14,900
10,000	10,310	30,688	3010470	Building Maintenance	20,000	20,000	12,000	14,000
0	0	863	3010471	Building Maintenance - 390 King St	1,000	1,000	1,000	1,000
15,000	8,176	13,867	3010500	Custodial/Clean Supplies	15,400	15,400	15,800	16,200
1,000	0	0	3010570	Property Improvements	6,500	6,500	1,000	1,000
143,000	156,990	267,025	3010600	Vehicle Maint & Repair	145,000	145,000	147,000	150,000
105,000	102,082	107,450	3010650	Gasoline	110,000	110,000	112,200	114,450
3,000	7,076	3,474	3010670	Other Equip Purchases	3,100	3,100	3,200	3,300
31,000	27,411	36,979	3010680	Other Equip Maint & Rep	31,000	31,000	31,000	31,000
2,000	1,625	2,502	3010853	Sp Projects - Health & Safety Supplies	2,000	2,000	2,000	2,000
2,000	0	2,099	3010856	Sp Project - AED Unit	0	0	0	0
-22,500	-33,849	-6,181	87076	Recoveries	-23,000	-23,000	-23,500	-24,000
359,700	351,837	557,190		SUB TOTAL MATERIALS	386,700	386,700	377,700	385,250

04-23-19

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
133,000	129,915	134,629	3010320	Liability Insurance	140,000	*	140,000	140,000	140,000
5,000	5,000	5,000	3010750	Contracts - Environmental Monitoring	5,000		5,000	5,000	5,000
138,000	134,915	139,629		SUB TOTAL CONTRACTED SERVICES	145,000	*	145,000	145,000	145,000
-125,000	-124,459	0	3010992	Recoveries - Town Equipment - Sanitary	-125,000		-125,000	-125,000	-125,000
224,362	224,362	224,362	3010911	Transfer to Vehicle Reserve	224,362		224,362	224,362	224,362
99,362	99,903	224,362		SUB TOTAL CHARGES & TRANSFERS	99,362		99,362	99,362	99,362
2,059,358	1,649,396	1,866,571		TOTAL PUBLIC WORKS ADMINISTRATION	2,104,878	*	2,127,878	2,150,475	2,216,279

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWER**

ACCOUNT #: **3000.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Salaries of Public Works staff operating and maintenance cost for Public Works yard and all vehicles/equipment.	2019	301010	Payroll Salaries & Wages	Contractual obligations Additional staff - Fulltime Stores Attendant for new combined Parks and Public Works Facility to be funded by Marina transfer. Not a new position, now budgeting for wage premium. Lead Hand - not a new position, now budgeting for wage premium
	PERFORMANCE DATA:			
	2019	301050	Clothing	13 GUW / 2 Managers x (2019: \$421/each 2020: \$346/each) + 1 x 100
	2019	301060	Footwear	15 x \$225
	2019	301080	Meal Allowance	Contractual obligations when overtime carried out
	2019	3010250	Memberships & Subscriptions	Northumberland Road Builders - \$580 Association of Ontario Road Supervisors - \$320
	2019	3010260	Courses & Conferences	Includes Road School and OGRA conference
	2019	3010261	Courses - Certified Training	Working at heights, confined space, chainsaw/chipper, book 7 etc.
	2019	3010470	Building Maintenance	Increase reflects actual costs, gull control PW share \$455/month Additional \$10,000 for sprinkler head replacement in 2019.
	2019	3010500	Custodial Supplies	Cleaning service at Public Works yard, increase reflects actual costs. PW share for cleaning services \$570/month
	2019	3010570	Property Improvements	General Maintenance, 2019 minor improvements proposed including cone storage room and new door between garage and offices.
	2019	3010750	Contracts - Environmental Monitoring	GRCA chargeback for environmental monitoring of creeks for salt management plan.
	2019	3010853	Special Project - Health & Safety	Confined Space Rescue Team - regular maintenance and repair on the rescue team equipment.
	2019	87076	Recoveries	Chargeback services for private works & utilities

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT#: **3100.50**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	2,993	1,065	310510	Payroll Salaries & Wages	0	*	0	0	0
0	135	116	310515	Payroll Part-time Wages	0		0	0	0
0	1,118	262	310530	Payroll - Fringe Benefits	0	*	0	0	0
0	16	10	310531	Payroll - Fringe Benefits Part-time	0		0	0	0
0	4,262	1,453		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
400	234	1,374	3105691	Equipment Rentals	400		400	400	400
750	0	0	3105820	Other Operating Materials	750		750	750	750
1,150	234	1,374		SUB TOTAL MATERIALS	1,150		1,150	1,150	1,150
1,150	4,496	2,827		TOTAL BRIDGES & CULVERTS	1,150		1,150	1,150	1,150

**TOWN OF COBOURG
2019 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
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.110**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	7,310	8,323	311010	Payroll Salaries & Wages	0	*	0	0	0
0	2,494	1,623	311015	Payroll Part-Time	0		0	0	0
0	2,531	2,596	311030	Payroll Fringe Benefits	0	*	0	0	0
0	265	180	310131	Payroll Fringe Benefits Part-Time	0		0	0	0
0	12,600	12,722		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
0	12,600	12,722		TOTAL ROADSIDE GRASS & WEEDS	0	*	0	0	0

**TOWN OF COBOURG
2019 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
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORM DRAIN SYSTEM**

ACCOUNT#: **3100.130**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	36,911	59,950	311310	Payroll Salaries & Wages	0	*	0	0
0	1,204	1,526	311311	Payroll - Overtime	0		0	0
0	1,135	2,754	311315	Payroll Part Time Wages	0	*	0	0
0	13,724	20,751	311330	Payroll Fringe Benefits	0	*	0	0
0	111	296	311331	Payroll Part Time Benefits	0	*	0	0
0	53,085	85,277		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
10,000	2,907	8,698	3113691	Equipment Rentals	10,000		10,000	10,000
6,200	20,608	32,062	3113820	Operating Materials	25,000	*	25,000	25,000
-5,000	-4,943	-11,026	87077	Recoveries	-5,000		-5,000	-5,000
11,200	18,572	29,734		SUB TOTAL MATERIALS	30,000	*	30,000	30,000
10,000	30,249	50,307	3113750	Contracts	30,000	*	30,000	30,000
10,000	30,249	50,307		SUB TOTAL CONTRACTED SERVICES	30,000	*	30,000	30,000
21,200	101,906	165,318		TOTAL STORM DRAIN SYSTEM	60,000	*	60,000	60,000

**TOWN OF COBOURG
2019 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
<p>To provide preventative emergency maintenance for the storm drain system.</p> <p>PERFORMANCE DATA:</p> <p>Storm Drainage account now contains:</p> <ul style="list-style-type: none"> - Entrance Culvert and Roadside Ditching - Roadside Catchbasins and Gutter Maintenance 	2019	3113570	Contracts	Third party contracts for roadway storm sewer work such as curb installation and paving. Increase reflects actual requirements.
	2019	3113691	Equipment Rentals	Gradall rental for ditches
	2019	3113820	Materials	Storm iron works, culverts, gravel, concrete
	2019	3113991	Recoveries	Chargebacks for services performed by Public Work staff for curb cuts, flushing culverts, and catchbasin cleaning for County.

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.150**

2018 BUDGET	2018 YTD	2018 YTD	CODE	OBJECT	2019 DEPT REQUEST	*	2019 FINAL APPROVED	2020 FORECAST	2021 FORECAST
0	30,890	33,643	311510	Payroll Salaries & Wages	0	*	0	0	0
0	176	1,979	311511	Payroll - Overtime	0		0	0	0
0	784	1,200	311515	Payroll Part Time Wages	0	*	0	0	0
0	12,375	11,851	311530	Payroll Fringe Benefit	0	*	0	0	0
0	123	117	311531	Payroll Part Time Benefits	0	*	0	0	0
0	44,348	48,790		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
1,100	882	0	3115691	Equipment Rentals	1,100		1,100	1,100	1,100
7,100	5,309	7,116	3115850	Waterfront Festival Tipping Fees	0		0	0	0
8,200	6,191	7,116		SUB TOTAL MATERIALS	1,100		1,100	1,100	1,100
45,000	32,431	32,475	3115750	Contracts	45,000		45,000	45,000	45,000
-5,000	-6,001	-203	87078	Recoveries	-5,000		-5,000	-5,000	-5,000
40,000	26,430	32,272		SUB TOTAL CONTRACTED SERVICES	40,000		40,000	40,000	40,000
48,200	76,969	88,178		TOTAL MTCE ROADSIDE DEBRIS & LITTER PICKUP	41,100		41,100	41,100	41,100

**TOWN OF COBOURG
2019 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.	2019	3115750	Contracts	Screening street sweeping by contractor and DBIA wage subsidy for downtown sidewalk clearing (\$12,500). Extra litter collection throughout downtown area from Victoria Day to Labour Day. (contracted) on Sundays on top of regular pick up Tues / Fri. Street sweeping for private works.
PERFORMANCE DATA: Note: Account now contains: - Mtce Roadside Debris & Litter Pickup - Mtce Hardtop Sweeping	2019	87078	Recoveries	

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.200**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	52,909	53,853	312010	Payroll Salaries & Wages	0	*	0	0	0
0	419	438	312011	Payroll - Overtime	0		0	0	0
0	819	2,135	312015	Payroll Part Time Wages	0	*	0	0	0
0	17,720	18,893	312030	Payroll Fringe Benefits	0	*	0	0	0
0	76	229	312031	Payroll Part Time Benefits	0	*	0	0	0
0	71,943	75,548		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
1,200	6,204	3,062	3120680	Other Equip Maint & Rep	3,000	*	3,000	3,000	3,000
1,500	1,023	505	3120691	Equipment Rentals	1,500		1,500	1,500	1,500
30,000	29,652	26,404	3120820	Other Operating Materials	36,500	*	36,500	37,000	37,500
32,700	36,879	29,971		SUB TOTAL MATERIALS	41,000	*	41,000	41,500	42,000
110,000	38,453	47,393	3120750	Contracts	70,000		70,000	75,000	80,000
0	-16,532	-22,395	87079	Recoveries - Hardtop Maintenance	-18,000		-18,000	-18,000	-18,000
110,000	21,921	24,998		SUB TOTAL CONTRACTED SERVICES	52,000		52,000	57,000	62,000
142,700	130,743	130,517		TOTAL MTCE - PAVEMENT REPAIRS	93,000		93,000	98,500	104,000

04-23-19

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.200**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:									
	YEAR	CODE	OBJECT	DETAILS						
<p>To provide preventive maintenance and emergency maintenance to asphalt roads using crack filling and patching.</p>	2019	3120750	Contracts	Northumberland County Agreement Pavement Repairs, micro sealing						
	2019	3120820	Other Operating Materials	Crack fill material, gravel, cold mix.						
	2019	87079	Recoveries - Hardtop Maintenance	Chargebacks for asphalt repairs for private works						
<p>PERFORMANCE DATA:</p> <table style="margin-left: 20px;"> <tr> <td></td> <td style="text-align: center;">2017</td> <td style="text-align: center;">2018</td> </tr> <tr> <td>Micro Sealing</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1.15 km</td> </tr> </table> <p>2017 - County could not complete due to weather and commitments</p> <p>Note: Account now contains: - Mtce - Pavement Repairs - Mtce - Loosetop Gravel / Shoulders</p>		2017	2018	Micro Sealing	0	1.15 km				
	2017	2018								
Micro Sealing	0	1.15 km								

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **WINTER MAINTENANCE**

ACCOUNT#: **3200.100**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	44,451	92,170	320110	Payroll Salaries & Wages	0	*	0	0
0	10,921	25,660	320111	Payroll - Overtime	0		0	0
0	1,622	5,593	320115	Payroll Part Time Wages	0	*	0	0
0	15,371	35,161	320130	Payroll Fringe Benefits	0	*	0	0
0	162	550	320131	Payroll Part Time Benefits	0	*	0	0
0	72,527	159,134		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
1,500	1,615	941	3201680	Equipment Maintenance	1,500		1,500	1,500
43,000	30,419	29,393	3201750	Contracts	35,000		35,000	35,000
2,000	0	8,084	3201691	Equipment Rentals	20,000	*	20,000	2,000
111,000	150,585	130,361	3201820	De-icing Materials	140,000	*	140,000	140,000
-8,000	-12,334	-21,387	87081	Recoveries	-15,000		-15,000	-15,000
149,500	170,285	147,392		SUB TOTAL MATERIALS	181,500	*	181,500	163,500
149,500	242,812	306,526		TOTAL WINTER SNOWPLOWING, SANDING & SALTING	181,500	*	181,500	163,500

**TOWN OF COBOURG
2019 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.	2019	3201750	Contracts	Snow removal contract for cul-de-sacs & downtown	
	2019	3201691	Equipment Rentals		
PERFORMANCE DATA: Salt Historical (tonnes) 2010 672 to Nov 1 2011 144 to Nov 1 2012 960 to Nov 1 2013 965 to Nov 1 2014 1775 to Nov 1 2015 1560 to Nov 1 2016 1235 to Nov 1 2017 400 Nov 1 -Dec 31 - Fire could not track salt 2018 730 - Jan 1 - Nov 1 259 lane kms. Plus all development lands that have not been assumed that are currently being charged back to owners.	2019	3201820	De-icing Materials	Salt & Brine	
	2019	3201991	Recoveries	Chargebacks to Developers from snow removal	

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.400**

2018 BUDGET	2017 YTD	2018 YTD	CODE	OBJECT	2019 DEPT REQUEST	*	2019 FINAL APPROVED	2020 FORECAST	2021 FORECAST
0	32,095	40,031	314010	Payroll Salaries & Wages	0	*	0	0	0
0	2,965	3,693	314011	Payroll - Overtime	0		0	0	0
0	2,607	3,934	314015	Payroll Part Time Wages	0	*	0	0	0
0	11,330	13,482	314030	Payroll Fringe Benefits	0	*	0	0	0
0	282	439	314031	Payroll Part Time Benefits	0	*	0	0	0
0	49,279	61,579		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
1,250	509	0	3140470	Maintenance - Relamping Traffic Lights	1,250		1,250	1,250	1,250
12,000	2,014	3,339	3140680	Other Equip Maint & Rep	12,000		12,000	12,000	12,000
8,000	22,019	14,086	3140820	Operating Materials	8,000		8,000	8,000	8,000
25,500	22,290	20,276	3140840	Utilities	22,000		22,000	22,000	22,000
-600	-4,209	-5,168	87080	Recoveries	-600		-600	-600	-600
0	0	0		NEW Sp Project - Speed Radar Sign	0		0	2,500	0
0	0	0	3140850	Sp Project - Flashing Light Sign King / Abbott	5,000		5,000	0	0
46,150	42,623	32,533		SUB TOTAL MATERIALS	47,650	*	47,650	45,150	42,650
39,000	33,994	42,635	3140750	Contracts	38,000		38,000	38,000	38,000
42,000	39,002	49,173	3140751	Contracts - Line Painting	50,000		50,000	50,000	50,000
81,000	72,996	91,808		SUB TOTAL CONTRACTED SERVICES	88,000	*	88,000	88,000	88,000
127,150	164,898	185,920		TOTAL SAFETY DEVICES	135,650	*	135,650	133,150	130,650

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.400**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Maintenance of regulatory and advisory signage, traffic signals and lane marking.	2019	3140470	Maintenance - Relamping Lights	Relamping pedestrian crossing signals from incandescent bulbs to energy efficient LEDs
	2019	3140750	Contracts	Signage, Maintenance CN & CP crossings traffic light maintenance - 50% per Railway Act Pedestrian counter.
PERFORMANCE DATA: Note: Account now contains: - Street Name Signs - Parking on Streets	2019	3140751	Contracts - Line Painting	Line Painting Contract
	2019	3140820	Operating Materials	General maintenance & repairs - \$8,000
	2020	NEW	Sp Project - Speed Sign	Increasing demand from residents to do speed checks. Proposed to share expense with Police department 50/50. (\$2,500)
	2019	3140850	Sp Project - Flashing Lights King / Abbott	Speed is an issue along the frontage of the school on King. Police speed sign has been permanently installed in this location to help reduce speeds. Signs will be similar to what is on Elgin where lights flash during times when kids are coming and going from school.
	2019	87080	Recoveries	Repairs to traffic signal posts and signs due to accidents.

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT#: **3600.10**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	49,996	42,485	360110	Payroll Salaries & Wages	0	*	0	0
0	637	175	360111	Payroll - Overtime	0		0	0
0	1,834	7,442	360115	Payroll Part Time Wages	0	*	0	0
0	17,788	16,152	360130	Payroll Fringe Benefits	0	*	0	0
0	191	766	360131	Payroll Part Time Benefits	0	*	0	0
0	70,446	67,020		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
1,500	458	936	3601751	Weed Control - King Street	1,500		1,500	1,500
5,000	0	5,378	3601570	Property Improvements	5,000		5,000	5,000
180	282	3,686	3601680	Other Equip Maint & Rep	300	*	300	300
300	1,672	428	3601691	Equipment Rentals	500	*	500	500
33,000	51,296	28,356	3601820	Other Operating Materials	33,000		33,000	34,000
0	0	0	3601850	Special Project - Downtown Paver Stone Repairs	50,000		50,000	50,000
0	0	0	3601913	Recoveries - Federal Gas Tax	-50,000		-50,000	-50,000
-3,500	-18,294	-2,077	87082	Recoveries	-3,500		-3,500	-3,500
36,480	35,414	36,707		SUB TOTAL MATERIALS	36,800		36,800	37,800
10,000	20,225	28,368	3601750	Contracts	15,000	*	15,000	15,000
10,000	20,225	28,368		SUB TOTAL CONTRACTED SERVICES	15,000	*	15,000	15,000
46,480	126,085	132,095		TOTAL SIDEWALKS	51,800	*	51,800	52,800

04-23-19

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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.	2019	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:			
	2019	3601570	Property Improvements	Replacement of downtown litter and recycling containers, as several containers are beyond repair. This will be approx. 5 containers per year. Matched by DBIA.
	2019	3601750	Contracts	Street furniture repair, asphalt repair to sidewalk projects, sidewalk pumping.
	2019	3601820	Other Operating Materials	Concrete, gravel, topsoil, sod, grass seed, etc.
	2019	3601850	Special Project - Downtown Paver Stones	Pavers underneath the hanging flower baskets are sinking due to water draining on them constantly. Multi-year contract to work away to completing all. 40 locations on King Street alone plus Second, Third, Division, and others.
	2019	87082	Recoveries	Chargeback for sidewalk replacement or repair for private and utilities

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT#: **3900.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
56,867	51,475	65,166	390015	Payroll Part Time Wages	67,699	*	67,699	71,349	72,705
9,667	5,095	6,694	390030	Payroll Fringe Benefits	7,509		7,509	8,556	10,268
66,534	56,570	71,860		SUB TOTAL SALARIES, WAGES & BENEFITS	75,208	*	75,208	79,905	82,973
1,200	1,325	189	3900820	Other Operating Materials	2,250	*	2,250	1,200	1,200
1,200	1,325	189		SUB TOTAL MATERIALS	2,250	*	2,250	1,200	1,200
67,734	57,895	72,049		TOTAL CROSSING GUARDS	77,458	*	77,458	81,105	84,173

**TOWN OF COBOURG
2019 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>	2019	390015	Payroll Part Time Wages	In 2017, incident on King Street initiated another crossing and guard at King/Abbott. Extra person was not accounted for in 2018. Town has 8 guards and 1 spare for 7 crossings (2 at Elgin / D'Arcy)
<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 King Street @ Abbott Blvd</p>	2019	3900820	Other Operating Materials	Handheld flashing stop signs - 8 - \$280 each

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT#: **3950.100**

2018	2017	2018		2019	2019	2020	2021	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
300,000	297,582	271,029	3950840	Utilities	275,000	275,000	275,000	275,000
300,000	297,582	271,029		SUB TOTAL MATERIALS	275,000	275,000	275,000	275,000
90,000	120,681	165,490	3950861	Other Maintenance	0	0	0	0
90,000	120,681	165,490		SUB TOTAL CONTRACTED SERVICES	0	0	0	0
74,160	31,590	29,160	3950950	Debenture Payment	71,730	71,730	69,300	66,870
74,160	31,590	29,160		SUB TOTAL OTHER CHARGES & TRANSFERS	71,730	71,730	69,300	66,870
464,160	449,853	465,679		TOTAL STREET LIGHTING	346,730	346,730	344,300	341,870

**TOWN OF COBOURG
2019 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.	2019	3950861	Maintenance	New capital project to address maintenance issues.
	2019	3950950	Debenture Payment	Repayment over a 20 year period to CNI through 2029
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
11,500	22,053	5,011	380010	Payroll Salaries & Wages	42,377	*	42,377	43,561
3,278	3,532	460	380030	Payroll Fringe Benefits	8,954	*	8,954	10,580
14,778	25,585	5,471		SUB TOTAL SALARIES, WAGES & BENEFITS	51,331	*	51,331	54,141
500	728	710	3800150	Office Supplies	750	*	750	1,000
2,800	0	6,366	3800171	Software Maintenance	14,000		14,000	15,000
500	60	470	3800210	Advertising & Promotions	500		500	500
1,200	184	1,200	3800220	Printing	1,300	*	1,300	1,200
2,000	2,300	2,199	3800250	Memberships & Subscrip'ns	2,600	*	2,600	2,600
1,500	1,079	0	3800260	Training & Courses	1,500		1,500	1,500
12,000	8,754	16,251	3800570	Shelter Maintenance	15,000	*	15,000	15,000
3,000	3,010	5,457	3800680	Other Equip Maint & Rep	3,000		3,000	3,000
0	0	0	3800852	Special Project - Signage / Mapping	4,000	*	4,000	4,000
2,000	6,869	1,883	3800854	Special Project - Events	0		0	0
25,500	22,984	34,536		SUB TOTAL MATERIALS	42,650	*	42,650	43,800
13,000	11,997	15,125	3800320	Liability Insurance	15,000	*	15,000	15,000
0	0	0	3800751	Contracts - Accessible Transit			72,000	0
771,050	798,907	820,476	3800750	Contracts	797,463	*	797,463	825,470
784,050	810,904	835,601		SUB TOTAL CONTRACTED SERVICES	812,463	*	884,463	840,470
115,070	115,070	115,070	3800930	Transfer to Vehicle Reserve	140,000	*	140,000	200,000
0	0	0	3800913	Transfer - Federal Gas Tax			-72,000	0
115,070	115,070	115,070		SUB TOTAL OTHER CHARGES & TRANSFERS	140,000	*	68,000	200,000
939,398	974,543	990,678		TOTAL TRANSIT	1,046,444	*	1,046,444	1,138,411

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-72,000	-63,620	-63,145		87021 Fares	-72,000		-72,000	-79,000	-79,000
-46,000	-41,295	-39,322		87022 Passes	-43,900		-43,900	-47,800	-51,675
-41,000	-32,647	-26,720		87042 Tickets	-41,000		-41,000	-46,500	-46,500
-3,000	-3,388	-3,450		87054 Bench Advertising	-3,000		-3,000	-3,000	-3,000
-189,000	-187,000	-189,000	8701143801	Provincial Subsidy	-205,000	*	-205,000	-205,000	-205,000
-351,000	-327,950	-321,637		SUB TOTAL RECOVERIES	-364,900	*	-364,900	-381,300	-385,175
588,398	646,593	669,041		NET TO TOWN	681,544	*	681,544	711,688	753,236

**TOWN OF COBOURG
2019 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: 2018 109,565 2017 113,772 2016 112,862 2015 111,155 2014 109,244 2013 112,561 2012 107,642 2011 101,930 2010 95,319 2009 77,014 2008 72,000	2019	3800750	Contracts	Conventional Service Monday - Friday - 13.5 hrs x 2 x 5 days x \$67.93/hr \$9,170.55 / wk x 52 = \$476,868.60 Saturday Service - 10.5 hrs x 2 days x \$67.93/hr \$1,426.53 x 52 wks = \$74,179.56 Sunday Service - 7 hrs x 2 days x \$67.93/hr \$951.02 x 52 wks = \$49,453.04 Total Conventional = \$600,501.20 Wheels Service Monday - Friday - 7.5 hrs x 5 days x \$50.89/hr \$1,908.37 x 52 wks = \$99,235.24 Shuttle - Port Hope Transit \$20,000 Taxi Wheels \$5,777.18 x 12 months = \$69,326.16 Dispatch Services after Hours \$2,400 Total = \$797,462.60
	2019	3800150	Office Supplies	Membership cards, ink for printer/pvc cards
	2019	3800171	Software Maintenance	Annual maintenance fees for AODA requirements, automated passenger counters, hosted virtual server Routematch specialized scheduling software annual fees Simnet server hosting monthly fees.
	2019	3800250	Subscriptions & Memberships	CUTA (Canadian Urban Transit Association) OPTA (Ontario Public Transit Association)
	2019	3800570	Shelter Maintenance / Property Improv	Transit shelters - snow / window cleaning
	2019	3800852	Sp Project - Signage / Mapping	Metal cards with Where's My Bus QR codes
	2019	3800854	Special Project - Special Events	Waterfront & Sandcastle Event Shuttles
	2019	3800992	Provincial Subsidy	Provincial Gas Tax monies
	2019	3800930	Transfer to Vehicle Reserve	Re-evaluation in 2018 requires \$236,000 (gradual increase)
		2019		Revenues

**TOWN OF COBOURG
2019 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	
	2019	3800751	Contracts - Accessible Transit	Additional funding of \$8.000 per month to extend the hours of operation of the Accessible Transit service such that it operates from 6:30 a.m. to 11:00 p.m. - 7 days per week from April through December 2019.
PERFORMANCE DATA:	2019	3800913	Transfer Federal Gas Tax	Transfer Federal Gas Tax to the additional hours of service for Accessible Transit.
Number of Rides:				
2018	109,565			
2017	113,772			
2016	112,862			
2015	111,155			
2014	109,244			
2013	112,561			
2012	107,642			
2011	101,930			
2010	95,319			
2009	77,014			
2008	72,000			
	2019		Revenues	Based on Council approving a rate increase for fares

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ON LOTS**

ACCOUNT#: **3700.2**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
3,100	4,189	5,289	370210	Payroll Salaries & Wages	3,170	*	3,170	3,225	3,292
0	176	397	370215	Payroll -Part-time Salaries	0		0	0	0
0	463	2,210	370230	Payroll Fringe Benefits	0	*	0	0	0
0	18	42	370231	Payroll Part-time Benefits	0		0	0	0
3,100	4,846	7,938		SUB TOTAL SALARIES, WAGES & BENEFITS	3,170	*	3,170	3,225	3,292
7,100	1,322	4,885	3702680	Other Equipment Repair	7,100		7,100	7,100	7,100
3,400	2,224	1,587	3702840	Utilities	3,400		3,400	3,450	3,500
10,500	3,546	6,472		SUB TOTAL MATERIALS	10,500		10,500	10,550	10,600
30,000	51,140	69,525	3702750	Contracts	65,000	*	65,000	65,000	65,000
30,000	51,140	69,525		SUB TOTAL CONTRACTED SERVICES	65,000	*	65,000	65,000	65,000
51,000	51,329	55,606	3702540	Rents	56,000	*	56,000	56,000	56,000
51,000	51,329	55,606		SUB TOTAL FINANCIAL	56,000	*	56,000	56,000	56,000
94,600	110,861	139,541		TOTAL PARKING ON LOTS	134,670	*	134,670	134,775	134,892

**TOWN OF COBOURG
2019 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.	2019	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:	2019	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 D'Arcy, Ontario / William, Burnham / Riddell, All parking lots, New Amherst, etc. Snow removal - all municipal parking lots (previously included in the winter maintenance account)

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3700.3**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
40,000	56,840	43,920	370310	Payroll Salaries & Wages	51,500	*	51,500	51,500
50,000	29,194	37,084	370320	Other Salaries & Wages	55,000	*	55,000	60,000
0	316	1,206	370330	Payroll Fringe Benefits	0	*	0	0
100	0	0	370370	Cleaning Allowance	100		100	100
90,100	86,350	82,210		SUB TOTAL SALARIES, WAGES & BENEFITS	106,600	*	106,600	111,600
1,800	1,114	630	3703150	Office Supplies	1,800		1,800	1,800
16,750	14,449	13,633	3703171	Software Maintenance	22,500		22,500	22,500
2,500	2,854	2,086	3703180	Cell Phone - Handheld Devices	2,500		2,500	2,500
5,000	3,742	4,705	3703220	Printing	5,000		5,000	5,000
700	0	366	3703250	Membership & Subscrip'ns	700		700	700
1,000	0	0	3703260	Training & Courses	1,000		1,000	1,000
7,000	10,149	5,683	3703680	Other Equip Maint & Rep	7,000		7,000	8,000
2,000	1,121	1,637	3703681	Pay & Display	2,000		2,000	2,000
	0	0	3703850	Special Project - Meter Covers for Sp Events	6,500		6,500	6,500
206,775	204,250	158,057	3703913	Transfer to Parks/Marina	209,300		209,300	211,900
3,500	2,396	6,988	3703919	Bank Service Charges	5,400		5,400	5,600
247,025	240,075	193,785		SUB TOTAL MATERIALS	263,700	*	263,700	267,400
212,775	68,171	158,057	3703912	Transfer to/from Reserve	98,530		98,530	111,725
212,775	68,171	158,057		SUB TOTAL OTHER CHARGES & TRANSFERS	98,530		98,530	111,725
10,500	2,508	0	3703550	Payment-in-Lieu of Taxes	11,500		11,500	12,500
10,500	2,508	0		SUB TOTAL FINANCIAL	11,500		11,500	12,500
560,400	397,104	434,052		TOTAL PARKING ADMIN & ENFORCEMENT	480,330		480,330	503,225
-70,000	-44,298	-35,314	87026	Parking Lot Revenue - Parking Passes	-70,000		-70,000	-83,000
-140,000	-136,764	-96,114	87027	Parking Fines - Parking Tickets	-100,000		-100,000	-110,000
-260,000	-172,129	-220,184	87053	Coin Revenue - Victoria Park	-260,000		-260,000	-260,000
-185,000	-154,176	-149,066	87069	Parking Revenue - Downtown	-185,000		-185,000	-185,000
-655,000	-507,367	-500,678		TOTAL REVENUE	-615,000		-615,000	-638,000

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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:			DETAILS
	YEAR	CODE	OBJECT	
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 2019.
	2018	3703250	Memberships & Subscriptions	Ontario Traffic Council - \$350
	2018	3703680	Other Equip Maint & Rep	Parts / service / travel to repair pay & display machines
	2019	3703850	Sp Project - Meter Covers for Special Events / Road Closures	Covers for meters in the Downtown Core will offset time for Public Works informed crews to set up for Special Events / Road Closures. Meter bags will say No Parking with by-law number so that residents/ visitors are clearly informed.
	2018	3703913	Transfer to Parks	Beach Washrooms - 2019 - \$69,300 Parks Revenue - 2019 - \$100,000 Marina - 2019 - \$40,000
	2018	3703919	Bank Service Charges	AIMS Web - parking payments / permit sales will increase payments / parking tickets / paid parking. **** Parking lot revenues are based on proposed rate increases

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

PERFORMANCE SUMMARY PARKING ENFORCEMENT

CATEGORY	2018 ACTUAL	2019 ESTIMATE	2020 ESTIMATE	2021 ESTIMATE
PARKING SPACES PATROLLED				
ON STREET	238	238	238	238
PARKING LOTS	527	527	527	527
TOTAL SPACES	765	765	765	765
NUMBER OF OFFICERS	2/4	2/4	2/4	2/4
ENFORCEMENT STATS				
POLICE DEPARTMENT	100	100	100	100
FIRE	20	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	96,114	100,000	110,000	115,000
PARKING PERMITS	35,314	70,000	83,000	100,000
DOWNTOWN COIN REVENUE	149,066	185,000	185,000	222,000
COIN REVENUE - VICTORIA PARK	220,184	260,000	260,000	260,000
DBIA	0	0	0	0
TOTAL REVENUE	500,678	615,000	638,000	697,000

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

ENVIRONMENTAL SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
STORM SEWERS	30,725	15,340	30,325	(1.3)	30,325	(1.3)	30,925	31,525
GARBAGE COLLECTION	7,100	3,458	7,100	0.0	7,100	0.0	7,100	7,100
TOTAL EXPENDITURES	37,825	18,798	37,425	(1.1)	37,425	(1.1)	38,025	38,625
LONG TERM DEBT CHARGES	0	0	118,500	-	118,500	-	89,000	0
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

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

ACCOUNT#: **4200.10**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
2,000	0	371	4200185	OPX / Alarm Line Charges	1,500		1,500	1,500	1,500
2,500	0	0	4200470	Building Maintenance - Exterior	2,500		2,500	2,500	2,500
2,500	4,397	678	4200681	144 Division Storm Maint	2,500		2,500	2,500	2,500
3,500	3,799	2,104	4200682	519 Division Storm Maint	3,500		3,500	3,500	3,500
3,500	2,768	1,356	4200683	505 William Storm Maint	3,500		3,500	3,500	3,500
13,000	12,569	10,831	4200840	Utilities	13,000		13,000	13,500	14,000
27,000	23,533	15,340		SUB TOTAL MATERIALS	26,500		26,500	27,000	27,500
3,725	3,621	0	4200541	Payment-in-Lieu Taxes	3,825	*	3,825	3,925	4,025
3,725	3,621	0		SUB TOTAL FINANCIAL	3,825	*	3,825	3,925	4,025
30,725	27,154	15,340		TOTAL STORM SYSTEM PUMP HOUSES	30,325		30,325	30,925	31,525

**TOWN OF COBOURG
2019 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.	2019	4200185	Alarm Line Charges	Annual monitoring and reporting fee for alarms at Storm Pump Stations.
	2019	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.	2019	4200681	144 Division St - Division South PS	General repair and upkeep of pump station
	2019	4200682	519 Division St - Division North PS	General repair and upkeep of pump station
	2019	4200683	505 William St Pump Station	General repair and upkeep of pump station
	2019	4200840	Utilities	Cost of heat and hydro at pump stations

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **GARBAGE COLLECTION**

ACCOUNT#: **4300.10**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	981	55	431010	Payroll Salaries & Wages	0	*	0	0	0
0	286	14	431030	Payroll Fringe Benefits	0	*	0	0	0
0	1,267	69		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
2,100	57	29	4310680	Other Equipment Maintenance & Repair	2,100		2,100	2,100	2,100
2,100	57	29		SUB TOTAL MATERIALS	2,100		2,100	2,100	2,100
5,000	5,358	3,360	4310480	Garbage Removal	5,000		5,000	5,000	5,000
5,000	5,358	3,360		SUB TOTAL CONTRACTED SERVICES	5,000		5,000	5,000	5,000
7,100	6,682	3,458		TOTAL GARBAGE COLLECTION	7,100		7,100	7,100	7,100

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **GARBAGE COLLECTION**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Municipal curbside collection program and operation of Municipal Transfer Station.	2019	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:	2019	4310480	Garbage Removal	Public Works bin

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

SOCIAL AND FAMILY SERVICES SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
GRANTS & TRANSFERS	21,500	21,454	21,500	0.0	21,500	0.0	0	0
PHYSICIAN RECRUITMENT	0	0	0	-	0	-	0	0
HOSPICE	0	0	0	-	0	-	0	0
AFFORDABLE HOUSING ASSISTANCE	0	0	0		175,000		0	0
TOTAL GRANTS & TRANSFERS	21,500	21,454	21,500	0.0	196,500	814.0	0	0

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

ACCOUNT#: **6100.100**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
21,500	44,055	21,454	6100940	Grants & Transfers - St Peters Court Apartments	21,500	21,500	0	0
21,500	44,055	21,454		SUB TOTAL OTHER CHARGES & TRANSFERS	21,500	21,500	0	0
21,500	44,055	21,454		TOTAL ST. PETER'S COURT APARTMENTS	21,500	21,500	0	0

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To fund realty taxes for St. Peter's Court. They pay the first \$1,600 of annual tax bill based on agreements which expire in 2017 and 2019. The Town of Cobourg pay the balance of the realty taxes.</p>	2019	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>				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

ACCOUNT#: **6200.100**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
17,100	17,100	17,100	6200940	Physician Recruitment	17,100	17,100	19,300	19,300
-17,100	-17,100	-17,100	6200913	Recoveries	-17,100	-17,100	-19,300	-19,300
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0 *	0	0	0
0	0	0		TOTAL PHYSICIAN RECRUITMENT	0 *	0	0	0

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide the physician recruitment organization with funding to support a professional recruitment program.	2019 / 20 / 21	6200991	Recoveries	Funding provided from Northam Industrial Park transfer.
PERFORMANCE DATA: Net Joint Board formed in 2019 to carry on with Physician Recruitment and Retention.				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

ACCOUNT#: **6300.100**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	0	6300940	Hospice Care Centre	60,000	*	60,000	60,000
0	0		6300913	Recoveries - Northam	-60,000		-60,000	-60,000
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0
0	0	0		TOTAL HOSPICE	0	*	0	0

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide capital contribution to the new hospice.	2019 / 2020	6300940	Hospice Care Centre	Town Capital contribution to new hospice. \$60,000 a year for 4 years
	2019 / 2020	6300913	Recoveries - Northam	Funded from Northam reserve
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **AFFORDABLE HOUSING ASSISTANCE**

ACCOUNT#: 6400

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	0	0	6400940	Affordable Housing Assistance		*	250,000		
			6400913	Recoveries - Holdco			-75,000		
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	175,000	0	0
0	0	0		TOTAL AFFORDABLE HOUSING ASSISTANCE	0	*	175,000	0	0

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To fund incentives for the creation of new affordable rental housing.	2019	6400940	Affordable Housing Assistance	Town contribution to assist local groups in obtaining CMHC grants and long term capital financing for the construction of new affordable rental housing.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

PARKS AND RECREATIONAL FACILITIES SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
PARKS								
ADMINISTRATION	1,666,286	1,466,730	1,590,579	(4.5)	1,590,579	(4.5)	1,647,221	1,698,106
OPERATING	534,075	772,718	557,458	4.4	557,458	4.4	569,636	579,699
SUBTOTAL PARKS EXP.	2,200,361	2,239,448	2,148,037	(2.4)	2,148,037	(2.4)	2,216,857	2,277,805
PARKS REVENUE	-136,490	-112,703	-141,000	3.3	-141,000	3.3	-145,000	-146,000
NET PARKS	2,063,871	2,126,745	2,007,037	(2.8)	2,007,037	(2.8)	2,071,857	2,131,805
AQUATICS LIFEGUARDS								
	208,000	234,488	224,300	7.8	224,300	7.8	205,000	210,000
OUTDOOR RINK								
	31,000	29,534	28,500	(8.1)	28,500	(8.1)	39,700	30,700
LEGION FIELDS								
LEGION FIELDS EXP.	46,800	51,991	49,900	6.6	49,900	6.6	38,200	40,200
LEGION FIELDS REVENUE	-47,000	-38,030	-42,000	(10.6)	-42,000	(10.6)	-45,000	-49,000
NET LEGION FIELDS	-200	13,961	7,900	3850.0	7,900	(4050.0)	-6,800	-8,800
MARINA								
MARINA EXPENDITURES	706,030	656,756	760,140	7.7	760,140	7.7	772,340	783,440
MARINA REVENUE	-706,030	-750,892	-760,140	7.7	-760,140	7.7	-772,340	-783,440
NET MARINA	0	-94,136	0	0.0	0	0.0	0	0
DREDGE								
DREDGE EXPENDITURES	50,000	79,988	147,000	194.0	147,000	194.0	166,028	194,021
DREDGE REVENUE	-50,000	-77,884	-147,000	194.0	-147,000	194.0	-50,000	-50,000
NET MARINA	0	2,104	0	0.0	0	0.0	116,028	144,021
CAMPGROUND								
CAMPGROUND EXP.	148,181	119,950	164,905	11.3	164,905	11.3	248,488	254,572
CAMPGROUND REVENUES	-285,420	-311,872	-310,700	8.9	-310,700	8.9	-317,876	-323,464
NET CAMPGROUND	-137,239	-191,922	-145,795	6.2	-145,795	6.2	-69,388	-68,892
BEACH WASHROOMS								
	0	17,405	0	-	0	-	0	0

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

PARKS AND RECREATIONAL FACILITIES SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
HARBOUR	57,718	63,343	156,692	171.5	156,692	171.5	193,826	199,141
ARENA								
ARENA EXPENDITURES	322,343	328,097	332,899	3.3	332,899	3.3	341,538	347,370
ARENA REVENUE	-148,057	-140,693	-146,900	(0.8)	-146,900	(0.8)	-148,750	-148,750
NET ARENA	174,286	187,404	185,999	6.7	185,999	6.7	192,788	198,620
COMMUNITY CENTRE								
COMMUNITY CENTRE EXP	2,277,400	2,112,006	2,330,911	2.3	2,330,911	2.3	2,387,863	2,454,709
COMMUNITY CENTRE REV	-1,247,695	-1,284,876	-1,345,699	7.9	-1,345,699	7.9	-1,389,070	-1,399,070
NET COMMUNITY CENTRE	1,029,705	827,130	985,212	(4.3)	985,212	(4.3)	998,793	1,055,639
SENIORS ACTIVITY CENTRE								
SENIORS ACTIVITY CENTRE EXP	161,810	148,396	196,280	21.3	196,280	21.3	207,125	215,256
SENIORS ACTIVITY CENTRE REVENUE	-83,875	-84,840	-86,210	2.8	-86,210	2.8	-88,710	-90,710
NET SENIORS ACTIVITY CENTRE	77,935	63,556	110,070	41.2	110,070	41.2	118,415	124,546
TOTAL PARKS & RECREATION								
TOTAL PARKS & REC EXP	6,209,643	6,081,402	6,539,564	5.3	6,539,564	5.3	6,816,965	7,007,214
TOTAL PARKS & REC REVENUE	-2,704,567	-2,801,790	-2,979,649	10.2	-2,979,649	10.2	-2,956,746	-2,990,434
NET PARKS & RECREATION	3,505,076	3,279,612	3,559,915	1.6	3,559,915	1.6	3,860,219	4,016,780
LONG TERM DEBT CHARGES	253,000	245,500	263,200	4.0	263,200	4.0	163,200	163,200

** Detail in Long Term Debt Charges Section

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS - REVENUE**

ACCOUNT#: **880**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-17,490	-15,929	-17,699	8802	Victoria Park Canteen	-22,000	-22,000	-26,000	-26,000
-100,000	-100,000	-76,439	8804	Parking Revenue	-100,000 *	-100,000	-100,000	-100,000
-12,000	-9,879	-11,072	8806	User Fees	-12,000 *	-12,000	-12,000	-12,500
-5,000	-5,000	-5,000	8809	Donation From DBIA - For Baskets	-5,000 *	-5,000	-5,000	-5,000
-2,000	-1,234	-2,493	88011	Beach Rentals	-2,000	-2,000	-2,000	-2,500
-136,490	-132,042	-112,703		TOTAL PARKS RECEIPTS	-141,000	-141,000	-145,000	-146,000
2,200,361	2,040,173	2,239,448		TOTAL PARKS EXPENDITURES	2,148,037	2,148,037	2,216,857	2,277,805
2,063,871	1,908,131	2,126,745		COST TO TOWN	2,007,037	2,007,037	2,071,857	2,131,805

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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.	2019	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.
	2019	8806	User Fees	Rentals for Pavilion in Victoria Park
	2019	8809	Donation from DBIA	To assist with downtown beautification flower baskets
	2019	88011	User Fees	Beach Rentals
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT#: **7200.20**

2018	2017	2018		2019	2019	2020	2021	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	FINAL APPROVED	FORECAST	FORECAST
864,215	481,158	744,585	721010	Payroll Salaries & Wages	789,319	789,319	804,046	820,123
26,432	37,160	70,217	721011	Payroll - Overtime	26,013	26,013	27,526	28,049
18,122	11,139	8,329	721012	Payroll - Standby	0	0	0	0
172,715	61,445	81,401	721015	Payroll - Part-time	184,583	184,583	195,383	199,095
273,040	140,509	219,264	721030	Payroll Fringe Benefits	266,235	266,235	288,143	310,829
29,362	7,135	9,432	721031	Payroll Fringe Benefits - Part-time	31,379	31,379	37,123	41,810
4,000	6,793	8,256	721050	Clothing	4,000	4,000	4,500	4,700
	0	0	721051	Personal Protective Equipment	4,000	4,000	4,500	4,700
2,500	2,139	1,621	721060	Footwear	2,500	2,500	2,500	2,500
2,000	2,060	1,893	721080	Meal Allowance	2,000	2,000	2,000	2,000
1,392,386	749,538	1,144,998		SUB TOTAL SALARIES, WAGES & BENEFITS	1,310,029	1,310,029	1,365,721	1,413,806
5,000	16,284	6,012	7210150	Office Supplies	5,000	5,000	5,000	5,000
4,800	7,511	5,652	7210180	Telephone & Answering Svc	4,800	4,800	4,800	4,800
1,000	0	0	7210190	Communication License	1,000	1,000	1,000	1,000
400	0	0	7210210	Advertising & Promotion	400	400	400	400
700	2,670	2,696	7210250	Memberships & Subscrip'ns	700	700	700	700
10,000	13,168	5,030	7210260	Training & Courses	10,000	10,000	10,000	10,000
12,500	16,471	16,457	7210450	Heat	12,750 *	12,750	13,000	13,500
14,000	18,849	19,089	7210460	Utilities	14,300 *	14,300	14,600	14,900
10,000	15,238	24,327	7210470	Building Maintenance	14,000 *	14,000	14,000	14,000
15,000		15,358	7210500	Custodial / Cleaning Supplies	15,400	15,400	15,800	15,800
50,000	64,690	64,825	7210600	Vehicle Maintenance	50,000	50,000	50,000	52,000
40,000	39,446	54,628	7210650	Gasoline	40,000	40,000	40,000	40,000
6,000	9,157	3,169	7210670	Small Equipment Purchases	6,000	6,000	6,000	6,000
3,000	2,812	2,527	7210850	Special Project - Blue Flag	3,000	3,000	3,000	3,000
0	3,170	0	7210851	Special Project - YMCA PCC - Feasibility Study	0	0	0	0
0	0	0	7210912	Recoveries - Holdco	0	0	0	0
172,400	209,466	219,770		SUB TOTAL MATERIALS	177,350 *	177,350	178,300	181,100
31,500	30,849	31,962	7210320	Liability Insurance	33,200 *	33,200	33,200	33,200
31,500	30,849	31,962		SUB TOTAL CONTRACTED SERVICES	33,200 *	33,200	33,200	33,200
70,000	70,000	70,000	7210930	Transfer to Vehicle Reserve	70,000	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
1,666,286	1,059,853	1,466,730		TOTAL PARKS ADMINISTRATION	1,590,579	1,590,579	1,647,221	1,698,106

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT #: **7200.20**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To manage and maintain the Parks System for the Corporation.	2019	721010	Payroll Salaries & Wages	New Deputy Director for Division Eliminated the Parks Supervisor
	2019	721051	Personal Protective Equipment	Sharps containers, gloves, hard hats
PERFORMANCE DATA: Responsible for all park facilities and employees.	2019	7210250	Memberships & Subscriptions	Ontario Parks Association - \$691
	2019	7210260	Training & Courses	Horticultural, chainsaw, steer skidder and Book 7 MTO training & courses, 0 - 5 Ton Crane Management Training
	2019	7210450	Heat	Increased building footage
	2019	7210460	Utilities	Increased building footage
	2019	7210470	Building Maintenance	Additional Maintenance of \$6,000 to keep birds off the building - health hazard.
	2019	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
	2019	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
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT#: **7200.30**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	165,555	64,086	723010	Payroll Salaries & Wages	0	*	0	0
0	16,550	11,508	723011	Payroll - Overtime	0		0	0
0	53,779	62,668	723015	Payroll Part Time Wages	0	*	0	0
0	57,421	26,110	723030	Payroll Fringe Benefits	0	*	0	0
0	6,200	7,203	723031	Payroll Part Time Benefit	0	*	0	0
0	299,505	171,575		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
65,000	62,529	73,629	7230460	Utilities	70,000	*	70,000	72,500
17,500	4,056	12,135	7230470	Building Maintenance	15,000		15,000	15,000
3,000	1,082	4,997	7230475	Signs	3,000		3,000	3,200
10,000	3,299	7,336	7230500	Cleaning Maintenance	10,000		10,000	10,000
7,500	3,770	5,153	7230510	Electrical Repairs	7,500		7,500	7,500
5,000	616	5,546	7230520	Plumbing Repairs	5,000		5,000	5,000
15,000	25,608	16,350	7230570	Property Improvements	15,000		15,000	15,000
4,000	-108	5,796	7230691	Equipment Rental	10,000	*	10,000	10,000
127,000	100,852	130,942		SUB TOTAL MATERIALS	135,500	*	135,500	138,200
29,000	18,483	30,198	7230480	Garbage Removal	25,000		25,000	29,000
0	0	0	7230751	Parks Maintenance Contracts	10,000		10,000	12,000
25,000	29,728	24,585	7230750	Bylaw Enforcement	30,000		30,000	34,000
0	0	0	7230850	Special Project - Victoria Park Bandshell	10,000		10,000	0
0	0	0	7230851	Special Project - Splashpad Repairs	6,000		6,000	0
54,000	48,211	54,783		SUB TOTAL CONTRACTED SERVICES	81,000	*	81,000	75,000
18,400	19,655	19,537	7230540	Rent - Dog Park	18,400		18,400	18,400
18,400	19,655	19,537		SUB TOTAL FIINANCIAL	18,400		18,400	18,400
199,400	468,223	376,837		TOTAL PARKS MAINTENANCE	234,900	*	234,900	231,600

**TOWN OF COBOURG
2019 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.	2019	7230470	Building Maintenance	Regular Maintenance - \$12,500 Additional Projects: Maintenance/Repairs - \$5,000
	PERFORMANCE DATA:			
Beach Groomings (20 Small Parks)	2019	7230540	Rent - Dog Park	Rental of Dog Park - \$1,526.40 / month
Canteens				
Buildings	2019	7230570	Property Improvements	To keep ongoing stock of tables and benches - \$5,000 Additional: Repair garbage containers, parks maintenance upgrades, install parking barriers and paint buildings.
Playgrounds				
Centennial Swimming Pool - Start/Close				
Garbage Pick Up				
Special Events	2019	7230691	Equipment Rentals	General Maintenance - \$4,000 Rental of Mowers and Weed Controller - \$6,000
Spray Pad				
	2019	7230751	Parks Maintenance Contractor	Maintenance of shrubs and beds
	2019	7230750	Bylaw Enforcement	Increased due to new contract to lock/unlock Transit shelter manually
	2019	7230850	Special Project - Splashpad Repairs	Repairs required as per Health & Safety audit
	2019	7230851	Special Project - Victoria Park Bandshell	Refurbish the exterior of the bandshell. Repair exterior cladding and repaint exterior and stage.

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HORTICULTURE**

ACCOUNT#: **7200.20**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	74,525	15,806	722010	Payroll Salaries & Wages	0 *	0	0	0
0	9,379	624	722011	Payroll - Overtime	0	0	0	0
0	23,606	40,243	722015	Payroll Part Time Wages	0 *	0	0	0
0	24,639	5,446	722030	Payroll Fringe Benefits	0 *	0	0	0
0	2,733	4,796	722031	Payroll Students Benefits	0 *	0	0	0
0	134,882	66,915		SUB TOTAL SALARIES, WAGES & BENEFITS	0 *	0	0	0
16,600	14,932	15,971	7220450	Heat	16,700	16,700	16,800	16,900
5,200	5,177	4,903	7220460	Utilities	5,300	5,300	5,400	5,800
6,000	18,508	3,835	7220470	Building Maintenance	6,000	6,000	6,000	6,500
0	649	66	7220475	Ecology Garden Maintenance	0	0	0	0
28,000	28,108	25,382	7220505	Horticulture Supplies	27,000	27,000	29,000	30,000
20,000	24,896	21,602	7220550	Horticulture - Downtown Beautification	15,000	15,000	15,000	15,000
1,000	9,943	946	7220850	Special Project - Communities in Bloom	0	0	0	0
76,800	102,213	72,705		SUB TOTAL MATERIALS	70,000	70,000	72,200	74,200
76,800	237,095	139,620		TOTAL HORTICULTURE	70,000	70,000	72,200	74,200

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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.	2019	7220470	Building Maintenance	Regular maintenance
	2019	7220505	Horticultural Supplies	This line item includes: Seed Cuttings Fertilizer Plant Medium Containers Biological Control Seniors Program Plants, bulbs, shrubs and trees
PERFORMANCE DATA: 3 season planting Downtown beautification Greenhouse complex Sensory Garden	2019	7220550	Property Improvements - Annual Beautification	Downtown baskets Replace old shrubs / beds

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT#: **3100.110**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
61,970	68,102	78,805	311110	Payroll Salaries & Wages	63,396	*	63,396	64,596	65,824
2,500	7,616	4,249	311111	Payroll - Overtime	2,500		2,500	2,550	2,600
9,380	4,288	4,412	311115	Payroll Part Time Wages	9,380		9,380	10,050	10,241
20,630	22,925	25,816	311130	Payroll Fringe Benefits	21,087	*	21,087	22,830	24,633
1,595	496	447	311131	Payroll Part Time Benefits	1,595		1,595	1,910	2,151
0	0	203	311160	Footwear	200		200	200	200
96,075	103,427	113,932		SUB TOTAL SALARIES, WAGES & BENEFITS	98,158	*	98,158	102,136	105,649
250	548	350	3111150	Office Supplies	250		250	250	250
650	531	545	3111250	Memberships & Subscriptions	650		650	650	750
1,500	1,457	868	3111260	Training & Courses	1,500		1,500	1,500	2,000
2,500	137	146	3111650	Gasoline	2,500		2,500	2,500	2,500
2,500	2,312	2,094	3111680	Other Equip Maint & Repairs	2,500		2,500	2,500	2,500
20,000	24,091	20,257	3111853	Special Project - Emerald Ash	20,000		20,000	20,000	20,000
5,000	6,452	3,911	3111854	Special Project - Open Space Maintenance	5,000		5,000	5,000	5,000
3,000	994	4,364	3111855	Special Project - Forest Inventory Program	4,000		4,000	4,000	4,250
1,000	2,721	3,048	3111856	Special Project - Neighbor Wood Program	0		0	0	0
36,400	39,243	35,583		SUB TOTAL MATERIALS	36,400		36,400	36,400	37,250
50,000	56,128	42,945	3111750	Contracts - Tree Planting	50,000		50,000	50,000	50,000
12,000	7,350	5,910	3111751	Contracts - Emergency Removals Hazards	12,000		12,000	12,000	12,000
30,000	34,486	30,015	3111753	Contracts - Tree Maintenance	30,000		30,000	30,000	30,000
92,000	97,964	78,870		SUB TOTAL CONTRACTED SERVICES	92,000		92,000	92,000	92,000
-25,000	-10,000	-25,000	3111852	Transfer - Tree Levy Reserve	-25,000		-25,000	-25,000	-25,000
-25,000	-10,000	-25,000		SUB TOTAL OTHER CHARGES & TRANSFERS	-25,000	*	-25,000	-25,000	-25,000
199,475	230,634	203,385		TOTAL ROADSIDE TREE TRIMMING	201,558		201,558	205,536	209,899

04-23-19

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT #: **3100.110**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To ensure no trees are a potential risk/liability. To replace/plant new trees in areas where trees have been removed/not provided.	2019	3111250	Memberships & Subscriptions	ISA Dues - \$400 ISAO - \$250
	2019	3111260	Training & Courses	Industry standards - specific training for new bug species.
PERFORMANCE DATA:				
Trees	2016	2017	2018	
Removed	96	80	81	
Planted	175	151	208	
Feed/Preserve	1325	382	697	
Prune	520	692	596	
Mulch	394	625	605	
Service Requests	174	395	290	
Inspections	744	721	756	
Mulch - Right of Way and Parks trees				
	2019	3111853	Special Project - Emerald Ash	Education and removal of Ash trees. Replacement of Ash Trees in Tree Planting #3111750
	2019	3111854	Special Project - Open Space Maintenance	Maintain open space
	2019	3111855	Special Project - Forest Inventory Program	GIS inventory for maintenance of public trees.

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ATHLETIC FACILITIES**

ACCOUNT#: **7200.40**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	0	724010	Payroll Salaries & Wages	0	*	0	0
0	0	0	724011	Payroll - Overtime	0		0	0
0	0	0	724015	Payroll Part Time Wages	0	*	0	0
0	0	0	724030	Payroll Fringe Benefits	0	*	0	0
0	0	0	724031	Payroll Part Time Benefit	0	*	0	0
0	0	0		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
16,500	17,409	12,961	7240475	Athletics Field Mtce	16,500		16,500	17,000
5,000	0	3,365	7240570	Property Improvements	2,500		2,500	3,000
21,500	17,409	16,326		SUB TOTAL MATERIALS	19,000		19,000	20,000
9,000	10,848	7,327	7240551	Port-A-Potties	7,500		7,500	8,500
9,000	10,848	7,327		SUB TOTAL CONTRACTED SERVICES	7,500		7,500	8,500
30,500	28,257	23,653		TOTAL PARKS ATHLETIC FACILITIES	26,500		26,500	28,500

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **ATHLETIC FACILITIES**

ACCOUNT #: **7200.40**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To manage and maintain all ball diamonds located within our Parks System.</p>	2019	7240475	Athletic Field Maintenance	<p>Supplies and material for sporting and playground facilities</p> <p>Field talc Line Paint Surfacing Materials Playground Equipment Irrigation</p>
<p>PERFORMANCE DATA:</p> <p>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</p>	2019	7240551	Port-A-Potties	<p>2 additional port-a-potties at Donegan Park New locations Peace Park and Victoria Park</p>
	2019	7240570	Property Improvements	<p>Ongoing purchase of clay to replenish at Legion Fields and Donegan.</p>

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT#: **7200.50**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	93	111	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	42	52	725030	Payroll Fringe Benefits	0	*	0	0
0	0	0	725031	Payroll Part Time Benefit	0	*	0	0
0	135	163		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
8,000	6,806	15,636	7250600	Vehicle & Equipment Mtce	8,000		8,000	9,000
0	0	0	7250850	Special - Rebuild Wide Area Mower	18,000		0	0
0	0	0	7250913	Recoveries - Equipment Reserve	-18,000		0	0
8,000	6,806	15,636		SUB TOTAL MATERIALSS	8,000		8,000	9,000
8,000	6,941	15,799		TOTAL PARKS TURF MAINTENANCE	8,000		8,000	9,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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
To manage and maintain all Turf areas under our jurisdiction. Including all roadside cutting.	2019	7250600	Vehicle & Equipment Maintenance	Additional Maintenance - due to vandalism
	2019	7250850	Special Project - Wide Area Mower Rebuild	Frequent repairs were made during the 2018 season. 16' wide area mower - reburish rather than replace. Replacement cost is approximately \$180,000. Repair will extend life 3 years.
PERFORMANCE DATA: Cutting and trimming approximately 280 acres of turf: <ul style="list-style-type: none"> - Fertilizing - Weed Control - Aerating - Top Dressing - IPM Program - ODC 				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT#: **7200.60**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
5,000	5,338	3,954	7260450	Heat	5,000	5,000	5,000	5,000
8,400	7,128	6,433	7260460	Utilities	7,000	7,000	7,500	7,500
9,500	0	3,037	7260570	Property Improvements	7,500	7,500	10,000	10,000
4,000	3,704	0	7260580	Materials Repair	4,000	4,000	4,000	4,000
-7,000	-7,000	0	7260913	Recoveries - Holdco Reserve	-7,000	-7,000	0	0
19,900	9,170	13,424		SUB TOTAL MATERIALS	16,500	16,500	26,500	26,500
19,900	9,170	13,424		TOTAL CENTENNIAL POOL	16,500	16,500	26,500	26,500

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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	Front Door and Water Heater
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: AQUATICS LIFEGUARDS

ACCOUNT#: **7650.100**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
198,000	175,000	198,000	7650750	Lifeguards & Supplies	189,300	189,300	195,000	200,000
10,000	20,000	10,000	7650751	Grants & Transfers	10,000	10,000	10,000	10,000
12,000	0	26,488	7650850	Special Project - Lifeguard Chairs	25,000	25,000	0	0
-12,000	-12,000	0		Recoveries - 2017 Lifeguard Chair	0	0	0	0
208,000	183,000	234,488		SUB TOTAL OTHER CHARGES & TRANSFERS	224,300 *	224,300	205,000	210,000
208,000	183,000	234,488		TOTAL AQUATICS LIFEGUARDS	224,300 *	224,300	205,000	210,000

**TOWN OF COBOURG
2019 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.	2019	7650940	Lifeguards & Supplies	Lifeguarding services at Victoria Beach and Centennial Pool.
	2019	7650941	Grants & Transfers	To assist with the cost of subsidized user fees.
	2019	7650850	Special Project - Lifeguard chairs	Replacing 2 lifeguard stations
PERFORMANCE DATA:				
Funding History				
1999	138,155			
2000	138,155			
2001	138,155			
2002	150,195			
2003	150,195			
2004	150,195			
2005	150,195			
2006	150,195			
2007	150,195			
2008	160,000			
2009	160,000			
2010	162,000			
2011	166,500			
2012	167,584			
2013	177,613			
2014	185,585			
2015	170,000			
2016	165,000			
2017	175,000			
2018	198,000			

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT#: **7200.70**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	0	727015	Payroll Full Time Wages	0	*	0	0
0	0	0	727011	Overtime	0		0	0
0	0	0	727031	Payroll FT Time Benefits	0	*	0	0
0	0	0		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0
17,000	19,042	11,098	7270460	Utilities	14,000		14,000	15,000
500	1,026	5,560	7270600	Vehicle Maint & Repairs	1,000	*	1,000	1,000
2,300	313	426	7270670	Other Equipment Purchases	2,300		2,300	2,500
1,500	12,107	4,156	7270680	Other Equipment Maint & Repairs	2,500	*	2,500	2,500
8,000	8,687	6,652	7270681	Setup / Tear Down	7,000		7,000	7,000
0	8,955	0	7270851	Special Project - Butterfly Wings Replacement	0		0	10,000
29,300	50,130	27,892		SUB TOTAL MATERIALS	26,800		26,800	38,000
1,700	1,581	1,642	7270320	Liability Insurance	1,700		1,700	1,700
1,700	1,581	1,642		SUB TOTAL CONTRACTED SERVICES	1,700		1,700	1,700
31,000	51,711	29,534		TOTAL OUTDOOR RINK	28,500		28,500	39,700

**TOWN OF COBOURG
2019 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.	2019	7270320	Liability Insurance	Allocation of liability insurance to this budget.
	2019	7270680	Other Equipment Maint & Repairs	Repairs as per regular maintenance schedule.
	2020	7270851	Special Project - Butterfly Wings Repl	Replacing 16 butterfly wings
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **882**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-7,000	-10,488	-6,452	8821	Regular Season Play	-7,000	-7,000	-7,000	-8,000
-5,000	-1,250	-3,626	8822	Tournaments	-5,000	-5,000	-5,000	-6,000
-35,000	-31,431	-27,952	8824	Canteen	-30,000	-30,000	-33,000	-35,000
-47,000	-43,169	-38,030		TOTAL LEGION FIELDS REVENUE	-42,000	-42,000	-45,000	-49,000
46,800	69,365	51,991		TOTAL LEGION FIELDS EXPENDITURES	49,900 *	49,900	38,200	40,200
-200	26,196	13,961		NET TO TOWN	7,900 *	7,900	-6,800	-8,800

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: **7450.100**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	0	745010	Payroll Full Time Wages	0 *	0	0	0
0	0	0	745011	Payroll - Overtime	0	0	0	0
0	16,984	12,665	745015	Payroll Part Time Wages	0 *	0	0	0
0	0	0	745030	Payroll Full Time Benefits	0 *	0	0	0
0	1,580	1,184	745031	Payroll Part Time Benefit	0 *	0	0	0
0	18,564	13,849		SUB TOTAL SALARIES, WAGES & BENEFITS	0 *	0	0	0
3,800	3,010	3,825	7450450	Heat	3,900 *	3,900	4,000	4,200
7,500	7,168	12,160	7450460	Utilities	7,600	7,600	7,700	8,000
2,000	2,054	1,247	7450470	Building Maintenance	1,500	1,500	2,000	2,300
1,000	1,198	1,152	7450500	Cleaning Supplies	1,000	1,000	1,000	1,300
400	4,708	2,200	7450510	Electrical Repairs	2,000 *	2,000	800	1,000
400	1,335	2,017	7450520	Plumbing Repairs	2,000 *	2,000	800	1,000
4,500	5,528	447	7450570	Diamond Maintenance	4,500	4,500	4,500	5,000
25,000	23,661	12,869	7450830	Consummable Supplies	15,000	15,000	15,000	15,000
44,600	48,662	35,917		SUB TOTAL MATERIALS	37,500	37,500	35,800	37,800
2,200	2,139	2,225	7450320	Liability Insurance	2,400	2,400	2,400	2,400
0	0	0	7450850	Special Project - Legion Fields Pedstrian Bridge	10,000	10,000	0	0
2,200	2,139	2,225		SUB TOTAL CONTRACTED SERVICES	12,400 *	12,400	2,400	2,400
46,800	69,365	51,991		TOTAL LEGION FIELDS	49,900 *	49,900	38,200	40,200

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: 7450.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To manage and maintain a (3) three softball diamond facility.	2019	8824	Canteen Revenue	Town running the canteen, budgeted amount reflects 2018 actuals.
	2019	74503220	Liability Insurance	Allocation of liability insurance to this budget.
PERFORMANCE DATA: Hosted numerous provincial and OASA tournaments	2019	7450470	Building Maintenance	General maintenance - \$1,500
	2019	7450510	Electrical Repairs	General maintenance - \$800
	2019	7450520	Plumbing Repairs	General maintenance - \$800
	2019	7450830	Consumables Supplies	Supplies purchased to run the canteen Reflect 2018 actuals.
	2019	7450850	Special Project - Legion Fields Pedstrian Bridge	Replace all decking boards as old boards are showing signs of significant wear. Repair trip hazards and water ponding where path meets bridge.

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **883**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-140,000	-94,733	-144,782	8831	Transient Fees	-145,000	-145,000	-148,000	-150,000
-275,000	-279,345	-274,263	8832	Seasonal Fees	-280,000 *	-280,000	-285,000	-290,000
-35,000	-36,039	-40,837	8833	Winter Storage	-35,000 *	-35,000	-35,000	-35,000
-6,150	-3,105	-4,836	8834	Sewage Pumpout Fees	-5,000 *	-5,000	-5,100	-5,200
-167,000	-129,276	-193,001	8835	Fuel Sales	-190,000	-190,000	-193,800	-197,700
-8,000	-8,545	-10,602	8836	Miscellaneous	-8,200	-8,200	-8,400	-8,400
-4,000	-8,505	-6,126	8837	Launching Fees	-4,000 *	-4,000	-4,000	-4,000
-14,000	-26,270	-32,576	8838	Liftout - in	-30,000	-30,000	-30,000	-30,000
-2,000	-2,071	-1,399	8839	Vending Revenue	-2,000 *	-2,000	-2,000	-2,000
-2,880	-2,572	-2,340	88310	Marina Brochure Advertising	-2,880	-2,880	-2,880	-2,880
-100	-16	-89	88311	Finance Charges	-100	-100	-100	-100
-3,800	-4,102	-6,265	88312	Reservation Fees	-6,000	-6,000	-6,100	-6,200
-8,600	-7,635	-7,635	88313	Facility Rentals	-8,600	-8,600	-8,600	-8,600
-32,000	-40,000	-24,461	88314	Parking Fees	-40,000	-40,000	-40,000	-40,000
-7,500	-7,695	-1,680	88315	Summer Wage Grant	-3,360	-3,360	-3,360	-3,360
-706,030	-649,909	-750,892		TOTAL MARINA REVENUES	-760,140	-760,140	-772,340	-783,440
706,030	649,910	656,756		TOTAL MARINA EXPENDITURES	760,140 *	760,140	772,340	783,440
0	1	-94,136		NET TO TOWN	0 *	0	0	0

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: 7300.10

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
140,612	136,502	117,070	731010	Payroll - Full-time Wages	109,789	109,789	120,107	129,442
0	8,478	9,660	731011	Payroll - Overtime	4,000	4,000	4,000	4,000
91,309	67,056	82,967	731015	Payroll Part Time Wages	92,085	92,085	93,835	95,617
40,074	50,350	47,896	731030	Payroll - Full-time Benefits	33,527	33,527	39,226	44,954
15,523	7,061	8,609	731031	Payroll Part Time Benefit	15,654	15,654	17,829	20,080
1,200	584	1,098	731050	Clothing	1,200	1,200	1,200	1,200
288,718	270,031	267,300		SUB TOTAL SALARIES, WAGES & BENEFITS	256,255	256,255	276,197	295,293
800	733	263	7310150	Office Supplies	800	800	800	800
1,350	1,101	1,072	7310175	Internet Costs	1,400	1,400	1,400	1,400
2,100	2,728	1,853	7310180	Telephone & Answering Svc	2,100	2,100	2,100	2,100
3,000	3,172	2,636	7310210	Advertising & Promotions	3,000	3,000	3,000	3,000
1,500	1,945	752	7310220	Printing	2,000 *	2,000	2,000	2,000
300	237	59	7310240	Postage	300	300	300	300
1,100	1,649	579	7310250	Membership & Subscrip'ns	1,400 *	1,400	1,100	1,100
5,000	1,044	1,295	7310260	Training & Courses	5,000	5,000	5,000	5,000
1,500	473	649	7310270	Travel Expense	1,500	1,500	1,500	1,500
1,250	816	561	7310380	Conferences & Conventions	2,000 *	2,000	2,000	2,000
2,500	3,098	3,541	7310392	Ice Purchase	2,500	2,500	2,500	2,500
5,000	3,845	4,798	7310450	Heat	5,000	5,000	5,000	5,000
25,000	19,729	22,039	7310460	Utilities	25,500 *	25,500	26,000	26,000
10,000	10,030	4,265	7310470	Building Maintenance	10,000	10,000	10,000	10,000
6,500	5,202	2,689	7310500	Custodial/Cleaning Supplies	5,000	5,000	5,000	5,000
35,000	27,421	17,278	7310551	Dock Repair & Maintenance	71,000 *	71,000	53,000	53,000
19,500	50,000	31,057	7310552	Common Harbour Dredging Contribution	19,500	19,500	19,500	19,500
133,600	107,738	161,036	7310650	Gasoline	152,000 *	152,000	155,040	158,141
3,200	5,172	2,548	7310670	Other Equipment Purchases	3,200	3,200	3,200	3,200
7,700	2,726	5,069	7310680	Other Equip Maint & Rep	7,000	7,000	7,000	7,000
1,500	837	117	7310691	Small Equip Maint & Rep	1,500	1,500	1,500	1,500
2,000	2,168	1,603	7310830	Beverage Purchase	1,400	1,400	1,400	1,400
1,500	1,680	0	7310851	Special Project - Wireless Internet	3,000	3,000	0	0
0	2,754	0	7310855	Special Project - Online Reservation Software	0	0	0	0
13,000	12,203	16,676	7310919	Bank Service Fees Visa / MC / POS	16,000	16,000	17,000	18,000
0	3,148	0	7310853	Special Project - Surveillance System	0	0	0	0
5,000	0	0	7310856	Special Project - Air Conditioning Reception	15,000	15,000	0	0
288,900	271,649	282,435		SUB TOTAL MATERIALS	357,100 *	357,100	325,340	329,441

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **7300.10**

2018 BUDGET	2017 YTD	2018 YTD	CODE	OBJECT	2019 DEPT REQUEST	*	2019 FINAL APPROVED	2020 FORECAST	2021 FORECAST
9,000	8,391	8,794	7310320	Liability Insurance	9,200	*	9,200	9,200	9,200
2,100	1,847	2,262	7310480	Garbage Removal	2,200	*	2,200	2,300	2,300
9,294	6,319	6,596	7310550	Security Contract	9,958	*	9,958	10,000	10,000
2,100	3,325	1,209	7310750	Contracts	2,100		2,100	2,100	2,100
12,500	18,830	25,160	7310751	Liftout - In	24,000	*	24,000	24,000	24,000
34,994	38,712	44,021		SUB TOTAL CONTRACTED SERVICES	47,458	*	47,458	47,600	47,600
30,418	69,518	0	7310912	Transfer to/From Reserve Funds	64,327	*	64,327	123,203	111,106
63,000	0	63,000	7310910	Transfer to Harbour	35,000		35,000	0	0
93,418	69,518	63,000		SUB TOTAL OTHER CHARGES & TRANSFERS	99,327	*	99,327	123,203	111,106
706,030	649,910	656,756		TOTAL MARINA	760,140	*	760,140	772,340	783,440

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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
			2019	88314	Parking Revenue	Transfer parking revenue from 2 Esplanade and Marina Parking Lots and bottom of Division to Marina Enhanced Marina signage
PERFORMANCE DATA:			2019	7310175	Internet Costs	Monthly fees for internet usage
YEAR	TRANSIENT VISITORS	DOLLARS	2019	7310220	Printing	Increase due to additional signage at the Marina
1997	4180	\$102,019	2019	7310250	Memberships & Subscriptions	Boating Association - \$600 Technical Standards Safety Inspection - \$100 Technical Standards Safety Licence - \$250 Assoc of Marina Industries - \$200 Receiver General - \$50 Clean Marine - \$200
1998	4400	\$114,420				
1999	4500	\$111,800				
2000	4400	\$105,420				
2001	4500	\$105,480				
2002	4600	\$107,100				
2003	4500	\$105,590				
2004	4600	\$110,372	2019	7310550	Security Contract	Increase due to rate increase
2005	4700	\$116,022				
2006	4500	\$114,984	2019	7310552	Marina Dredging	Change description to Harbour Dredging contribution. Cost divided between Marina & Harbour
2007	4600	\$121,543				
2008	4400	\$118,164				
2009	4500	\$137,758	2019	7310551	Dock Repairs	Deck, stringer repairs and 3 dock anchors
2010	4500	\$139,894				
2011	4000	\$128,343	2019	7310751	Liftout-In	To reflect change in CYC invoicing procedure
2012	3800	\$131,141				
2013	3873	\$139,306	2019	7320850	Special Project - Wireless Internet	Budget for 2 replacement access point
2014	3724	\$125,868				
2015	Unavailable	\$128,690	2019	7320856	Special Project - Reception Air Conditioner	Air conditioner for reception area, project budgeted in 2018 but not completed.
2016	3413	\$154,561				
2017	2200	\$94,444				
2018	3002	\$142,822	2019	7310910	Transfer to Harbour	Eliminate boater subsidy of public facility maintenance.

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-50,000	-111,487	-77,884	8881	Dredging Revenue	-147,000 *	-147,000	-50,000	-50,000
-50,000	-111,487	-77,884		TOTAL DREDGING REVENUE	-147,000 *	-147,000	-50,000	-50,000
50,000	129,404	79,988		TOTAL DREDGING EXPENDITURES	147,000 *	147,000	166,028	194,021
0	17,917	2,104		NET TO TOWN	0 *	0	116,028	144,021

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
9,482	10,634	27,813	736010	Payroll Salaries & Wages	53,439	53,439	60,460	65,385
	0	0	736015	Payroll Part-time Salaries & Wages	1,129	1,129	1,150	1,172
	0	0	736030	Payroll - Full-time Benefits	17,060	17,060	20,549	23,568
	0	0	736031	Payroll Part-time Benefits	192	192	219	246
38,400	44,829	5,065	736020	Other Salaries & Wages	0	0	0	0
47,882	55,463	32,878		SUB TOTAL SALARIES, WAGES & BENEFITS	71,820 *	71,820	82,378	90,371
2,300	964	309	7360150	Administrative Services	2,300	2,300	2,300	2,300
600	391	437	7360180	Telephone & Answering	350	350	350	350
1,500	254	0	7360210	Advertising	1,600 *	1,600	1,500	1,500
5,500	5,505	3,440	7360650	Gasoline	9,000	9,000	6,500	6,500
11,000	44,425	17,084	7360680	Routine Maintenance	11,500 *	11,500	12,000	12,000
11,000	13,328	17,211	7360681	Equipment Setup	32,500	32,500	12,000	12,000
31,900	64,867	38,481		SUB TOTAL MATERIALS	57,250 *	57,250	34,650	34,650
9,000	9,074	8,629	7360320	Insurance	9,000	9,000	9,000	9,000
9,000	9,074	8,629		SUB TOTAL CONTRACTED SERVICES	9,000	9,000	9,000	9,000
-38,782	0	0	7360912	Transfer from/to Reserve	8,930	8,930	40,000	60,000
-38,782	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	8,930	8,930	40,000	60,000
50,000	129,404	79,988		TOTAL DREDGING	147,000 *	147,000	166,028	194,021

**TOWN OF COBOURG
2019 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.	2019	8881	Dredging Revenue	Cobourg Harbour Entrance Project - \$50,000 Prince Edward County - \$97,000																																																								
	2019	736010	Payroll Salaries & Wages	Revised wage structure due to restructuring																																																								
	2019	7360680	Routine Maintenance	Additional setup cost for PYC Project																																																								
PERFORMANCE DATA:																																																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">Cost</td> <td style="width: 10%;">Site</td> <td></td> </tr> <tr> <td>1999</td> <td>22,300</td> <td>Fuel Dock</td> <td></td> </tr> <tr> <td>2000</td> <td>45,600</td> <td>Entrance</td> <td></td> </tr> <tr> <td>2003</td> <td>33,063</td> <td>Entrance</td> <td></td> </tr> <tr> <td>2006</td> <td>86,600</td> <td>Entrance</td> <td></td> </tr> <tr> <td>2008</td> <td>125,639</td> <td>Entrance</td> <td></td> </tr> <tr> <td>2010</td> <td colspan="2">Dredged entrance with Cobourg Dredge</td> <td></td> </tr> <tr> <td>2011</td> <td colspan="2">Dredged entrance with Cobourg Dredge</td> <td></td> </tr> <tr> <td>2012</td> <td colspan="2"></td> <td></td> </tr> <tr> <td>2013</td> <td colspan="2">Dredged Wellington, Port Hope and Cobourg entrance & inner harbour</td> <td></td> </tr> <tr> <td>2014</td> <td colspan="2">Dredge Port Hope & Cobourg Entrance</td> <td></td> </tr> <tr> <td>2015</td> <td colspan="2">Dredge Cobourg Entrance</td> <td></td> </tr> <tr> <td>2016</td> <td colspan="2">Dredge Wellington, Cobourg Entrance &</td> <td></td> </tr> <tr> <td>2017</td> <td colspan="2">Whitby Harbour & Cobourg Harbour Entrance</td> <td></td> </tr> </table>		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						
	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
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **884**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-40,000	-35,950	-34,019	8841	Seasonals	-28,800	-28,800	-29,376	-29,964
-215,000	-231,194	-240,948	8842	Transient Trailers	-250,000 *	-250,000	-255,000	-260,000
-10,000	-11,735	-12,515	8843	Transient Tents	-11,000 *	-11,000	-12,000	-12,000
-1,120	-1,104	-1,555	8845	Sewage Pumpouts	-1,500 *	-1,500	-1,500	-1,500
-5,800	-5,676	-6,369	8846	Miscellaneous	-5,900	-5,900	-6,000	-6,000
-13,500	-14,716	-14,786	8847	Reservation Fee	-13,500	-13,500	-14,000	-14,000
0	0	-1,680	88413	Federal Grants - Wages	0	0	0	0
-285,420	-300,375	-311,872		TOTAL TOURIST PARK REVENUES	-310,700 *	-310,700	-317,876	-323,464
148,181	118,300	119,950		TOTAL TOURIST PARK EXPENDITURES	164,905 *	164,905	248,488	254,572
-137,239	-182,075	-191,922		NET TO TOWN	-145,795 *	-145,795	-69,388	-68,892

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **7300.20**

2018	2017	2018		2019	2019	2020	2021	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
33,767	22,756	39,275	732010	Payroll - Full-time Wages	47,538	47,538	49,420	50,509
35,936	35,734	22,456	732015	Payroll Part Time Wages	36,594	36,594	38,309	39,037
9,624	5,013	9,779	732030	Payroll Full-time Benefits	13,786	13,786	15,320	16,668
6,109	3,925	2,579	732031	Payroll Part-time Benefits	6,221	6,221	7,279	8,198
200	142	115	732050	Clothing	200	200	200	200
85,636	67,570	74,204		SUB TOTAL SALARIES, WAGES & BENEFITS	104,339 *	104,339	110,528	114,612
500	72	124	7320150	Office Supplies	500	500	500	500
1,350	1,347	1,072	7320175	Internet Costs	1,350	1,350	1,350	1,350
1,000	1,003	1,005	7320180	Telephone & Answering Svc	1,100 *	1,100	1,100	1,100
500	499	144	7320220	Printing	500	500	500	500
700	0	0	7320240	Postage	300	300	300	300
210	0	0	7320380	Training	210	210	210	210
1,500	1,775	1,600	7320390	Firewood Purchase	1,500	1,500	1,500	1,500
1,400	625	770	7320392	Ice Purchase	1,400	1,400	1,400	1,400
18,000	17,582	16,548	7320460	Utilities	18,000	18,000	20,000	22,000
2,500	1,004	600	7320470	Building Maintenance	1,500	1,500	1,500	1,500
2,300	1,322	1,740	7320500	Custodial/Cleaning Supplies	2,300	2,300	2,500	2,500
3,000	1,635	1,966	7320510	Electrical Repairs	3,000	3,000	3,000	3,000
1,800	2,545	1,571	7320520	Plumbing Repairs	1,800	1,800	1,800	1,800
6,300	3,198	1,060	7320570	Property Improvements	4,300	4,300	4,300	4,300
2,000	3,613	337	7320670	Other Equipment Purchases	2,000	2,000	2,000	2,000
3,200	975	2,396	7320680	Other Equip Maint & Rep	3,200	3,200	3,200	3,200
1,500	0	0	7320850	Special Project - Wireless Internet	0	0	0	0
0	0	0	7320852	Special Project - Management Software	0	0	25,000	0
4,600	5,583	6,897	7320919	Bank Service Fees	7,000	7,000	7,000	7,000
0	0	0	7320991	Recoveries	0	0	0	0
52,360	42,778	37,830		SUB TOTAL MATERIALS	49,960	49,960	77,160	54,160
500	377	393	7320320	Liability Insurance	500	500	500	500
3,800	2,268	2,878	7320480	Garbage Removal	3,800	3,800	3,800	3,800
5,885	5,307	4,645	7320750	Contracts - Security	6,306 *	6,306	6,500	6,500
10,185	7,952	7,916		SUB TOTAL CONTRACTED SERVICES	10,606 *	10,606	10,800	10,800
0	0		7320912	Transfer to Reserve	0 *	0	50,000	75,000
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0 *	0	50,000	75,000
148,181	118,300	119,950		TOTAL TOURIST PARK	164,905 *	164,905	248,488	254,572

**TOWN OF COBOURG
2019 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
			PERFORMANCE DATA:			2019
			2019	8842	Transient Trailers	Increased to reflect additional 3 transient sites
			2019	7310175	Internet Costs	Monthly fees for internet usage
YEAR	FUNCTION	REVENUE	2019	7320240	Postage	Reduced to better reflect 2018 actual
2013	18 Season Lots	\$46,640	2019	7320852	Special Project - Management Software	To develop software to do online bookings
	Transient Trailers	\$165,287	2020 / 2021	7320912	Transfer to Reserve	Increase transfer to reserve in preparation for campground enhancements as per WUNA & DD
	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	\$36,850				
	Transient Trailers	\$229,817				
	Transient Tents	\$11,655				
2018	11 Season Lots	\$33,900				
	Transient Trailers	\$240,230				
	Transient Tents	\$12,515				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT#: **7300.40**

2018 BUDGET	2017 YTD	2018 YTD	CODE	OBJECT	2019 DEPT REQUEST	* 2019 FINAL APPROVED	2020 FORECAST	2021 FORECAST
4,000	4,000	0	734010	Payroll Salaries & Wages	0	0	0	0
4,000	4,000	0		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
1,775	256	256	7340450	Utilities	1,800	1,800	1,900	2,100
5,000	9,867	8,546	7340470	Building Maintenance	5,500 *	5,500	4,600	4,000
	0	0	7340510	Electrial Repairs	2,000	2,000	2,000	2,000
	0	0	7340520	Plumbing Repairs	2,000	2,000	2,000	2,000
9,000	12,936	9,317	7340500	Cleaning Supplies	10,000 *	10,000	11,000	12,000
15,775	23,059	18,119		SUB TOTAL MATERIALS	21,300 *	21,300	21,500	22,100
47,000	46,089	50,328	7340551	Cleaning Contract	48,000	48,000	49,000	50,000
47,000	46,089	50,328		SUB TOTAL CONTRACTED SERVICES	48,000 *	48,000	49,000	50,000
-66,775	-64,250	-51,042	7340912	Transfer Parking Revenue	-69,300	-69,300	-70,500	-72,100
-66,775	-64,250	-51,042		SUB TOTAL OTHER CHARGES & TRANSFERS	-69,300	-69,300	-70,500	-72,100
0	8,898	17,405		TOTAL BEACH WASHROOMS	0 *	0	0	0

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT #: **7300.40**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To keep washrooms at Victoria Park clean.	2019	7340470	Building Maintenance	Allowance for routine maintenance of building Reduced by \$2,000 to help offset the new accounts for Electrical and Plumbing repairs.
PERFORMANCE DATA: 2003 - Kept clean (very few complaints) 2004 - Not clean (many complaints) 2005 - Not clean (many complaints) 2006 - Not clean (many complaints) 2007 - Kept clean (few complaints less damage) 2008 - Kept clean (few complaints less damage) 2009 - Kept clean (few complaints less damage) 2010 - Kept clean (no complaints less damage) 2011 - Kept clean (no complaints less damage) 2012 - Kept clean (no complaints less damage) 2013 - Kept clean (no complaints less damage) 2014 - Kept clean (no complaints less damage) 2015 - Kept clean (no complaints less damage) 2016 - Kept clean (minimal complaints & damage) 2017 - Kept clean (minimal complaints & damage) 2018 - Kept clean (minimal complaints & damage)	2019	7340510	Electrical Repairs	Allowance for routine electrical repairs
	2019	7340520	Plumbing Repairs	Allowance for routine plumbing repairs
	2019	7340551	Cleaning Contract	Public washroom cleaning services contracted out on per hour rate based on hours of operation
	2019	7340912	Transfer Parking Revenue	Revenue transfer to partially fund public washroom expense

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HARBOUR**

ACCOUNT#: 7300.50

2018	2017	2018		2019	2019	2020	2021	
BUDGET	YTD	YTD	CODE	DEPT	* FINAL	FORECAST	FORECAST	
			OBJECT	REQUEST	APPROVED			
45,660	42,661	58,686	735010	Payroll Salaries & Wages	65,991 *	65,991	67,495	69,052
0	0	0	735015	Payroll Part Time Wages	43,260	43,260	44,082	44,919
8,763	4,064	6,217	735030	Payroll Full-time Benefits	19,137 *	19,137	20,923	22,787
0	0	0	735031	Payroll Part-time Benefits	7,354	7,354	8,376	9,433
620	0	134	735050	Clothing	620	620	620	620
55,043	46,725	65,037		SUB TOTAL SALARIES, WAGES & BENEFITS	136,362 *	136,362	141,496	146,811
160	0	50	7350150	Office Supplies	160	160	160	160
270	0	198	7350175	Internet Costs	270	270	270	270
420	0	0	7350180	Telephone & Answering Svc	420	420	420	420
300	0	122	7350220	Printing	800	800	800	800
1,000	0	0	7350260	Training & Courses	1,000	1,000	1,000	1,000
300	0	0	7350270	Travel Expenses	300	300	300	300
250	0	0	7350380	Conference & Conventions	250	250	250	250
1,000	0	0	7350450	Heat	1,000	1,000	1,000	1,000
4,900	0	0	7350460	Utilities	4,900	4,900	4,900	4,900
0	3,956	0	7350470	Building Maintenance	2,000	2,000	2,000	2,000
19,800	0	10,952	7350470	Harbour Maintenance	12,000	12,000	12,000	12,000
3,250	0	2,468	7350500	Custodial / Cleaning Supplies	3,250	3,250	3,250	3,250
30,500	0	47,543	7350552	Common Harbour Dredging Contribution	30,500	30,500	30,500	30,500
640	0	1,095	7350670	Other Equipment Purchases	640	640	640	640
1,540	0	1,048	7350680	Other Equip Maint & Rep	1,540	1,540	1,540	1,540
300	0	26	7350681	Small Equip Maint & Rep	300	300	300	300
0	0	0	7350850	Special Project - Life Safety Audits	3,000 *	3,000	0	0
64,630	3,956	63,502		SUB TOTAL MATERIALS	62,330	62,330	59,330	59,330
1,700	0	0	7350320	Liability Insurance	0	0	0	0
5,000	4,577	2,573	7350480	Garbage Removal	3,000	3,000	3,000	3,000
1,925	0	991	7350550	Security Contract	0	0	0	0
420	0	355	7350750	Contracts	0	0	0	0
9,045	4,577	3,919		SUB TOTAL CONTRACTED SERVICES	3,000	3,000	3,000	3,000
-8,000	0	-6,115	87096	Parking Revenue Transfer	-10,000	-10,000	-10,000	-10,000
-63,000	0	-63,000	7350910	Transfer from Marina	-35,000	-35,000	0	0
-71,000	0	-69,115		SUB TOTAL OTHER CHARGES & TRANSFERS	-45,000 *	-45,000	-10,000	-10,000
57,718	55,258	63,343		TOTAL HARBOUR	156,692 *	156,692	193,826	199,141

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HARBOUR**

ACCOUNT #: **7300.50**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
To keep walkway clean and maintained.	YEAR	CODE	OBJECT	DETAILS
	2019	735010	Payroll Salaries & Wages	To reflect allocation of Administrative staff. New shared General Utility Works
	2019	735015	Payroll Part-time Salaries & Wages	New student labour cost
PERFORMANCE DATA:	2019	7350470	Harbour Maintenance	Allowance for ongoing maintenance & repairs to lighting and paver stones.
	2019	7350480	Garbage Removal	To reflect cost of disposal of garbage generated by the general public at the waterfront
	2019	7350552	Dredging Costs	To reflect portion of dredging cost applicable to common harbour area.
	2019	7350552	Transfer from Marina	Maintenance and operation of this public facility to be funded from tax base
	2019	7350850	Special Project - Life Safety Audits	Consultants report on best practices for open water recreational activities

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **881**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-5,500	-4,429	-3,272	8813	Vending Machines	-3,000	-3,000	-3,000	-3,000
-17,828	-84,814	-34,564	8817	Miscellaneous Ice Rentals	-30,000 *	-30,000	-30,000	-30,000
-73,100	-16,438	-66,899	8819	NMHA	-73,100	-73,100	-73,100	-73,100
-42,579	-53,151	-30,283	88112	Girl's Hockey	-30,000	-30,000	-30,000	-30,000
-3,050	-3,150	-1,175	88114	Floor Rentals	-1,200	-1,200	-3,050	-3,050
0	0	0	88116	Curling	-3,600	-3,600	-3,600	-3,600
-6,000	-6,000	-4,500	88117	Solar Rental	-6,000	-6,000	-6,000	-6,000
-148,057	-167,982	-140,693		TOTAL ARENA REVENUE	-146,900	-146,900	-148,750	-148,750
322,343	299,314	328,097		TOTAL ARENA EXPENDITURES	332,899 *	332,899	341,538	347,370
174,286	131,332	187,404		NET COST TO TOWN	185,999 *	185,999	192,788	198,620

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT#: **7400.100**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
106,862	95,329	127,431	740010	Payroll Salaries & Wages	111,051 *	111,051	113,315	115,640
6,834	3,588	9,781	740011	Payroll - Overtime	8,100	8,100	8,250	8,410
5,250	970	856	740012	Payroll - Standby	0	0	0	0
0	971	7,755	740015	Payroll - Part-time Wages	0	0	0	0
27,646	20,692	34,764	740030	Payroll Fringe Benefits	39,497 *	39,497	42,722	46,069
0	68	586	740031	Payroll Fringe Part-time Benefits	0	0	0	0
600	1,444	1,063	740050	Clothing	600	600	600	600
400	1,885	2,504	740060	Footwear	400	400	400	400
147,592	124,947	184,740		SUB TOTAL SALARIES, WAGES & BENEFITS	159,648 *	159,648	165,287	171,119
50	35	57	7400150	Office Supplies	50	50	50	50
650	591	575	7400180	Telephone & Answering Svc	650	650	650	650
1,000	2,055	2,118	7400260	Training & Courses	1,000	1,000	1,000	1,000
8,000	6,589	10,381	7400450	Heat	9,000 *	9,000	10,000	10,000
56,000	54,312	53,708	7400460	Utilities	58,000 *	58,000	60,000	60,000
8,500	7,571	1,770	7400470	Building Maintenance	6,500	6,500	6,500	6,500
2,100	2,037	1,399	7400500	Custodial/Cleaning Supplies	2,100	2,100	2,100	2,100
4,000	4,585	447	7400510	Electrical Repairs	3,000	3,000	3,000	3,000
4,000	3,326	1,140	7400520	Plumbing Repairs	3,000	3,000	3,000	3,000
8,000	10,696	5,137	7400550	Bldg Maintenance Contracts	8,000	8,000	8,000	8,000
7,500	5,823	1,776	7400570	Property Improvements	7,500	7,500	7,500	7,500
15,000	11,490	10,744	7400580	Systems Maint & Repairs	15,000	15,000	15,000	15,000
5,000	12,280	1,979	7400600	Vehicle Maint & Repairs	4,000	4,000	4,000	4,000
300	778	297	7400650	Gasoline	300	300	300	300
500	1,094	0	7400670	Other Equipment Purchases	500	500	500	500
2,000	1,506	997	7400680	Other Equip Maint & Rep	2,000	2,000	2,000	2,000
500	603	0	7400691	Equipment Rentals	500	500	500	500
3,000	2,603	1,215	7400830	Consumable Supplies	2,000	2,000	2,000	2,000
126,100	127,974	93,740		SUB TOTAL MATERIALS	123,100	123,100	126,100	126,100

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT#: **7400.100**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
43,300	40,944	43,494	7400320	Liability Insurance	44,800	*	44,800	44,800
500	598	1,272	7400480	Garbage Removal	500		500	500
43,800	41,542	44,766		SUB TOTAL CONTRACTED SERVICES	45,300	*	45,300	45,300
4,851	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
322,343	299,314	328,097		TOTAL ARENA	332,899	*	332,899	341,538

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **889**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-25,000	-30,851	0	8891	Special Events	-25,000	-25,000	-25,000	-25,000
-102,000	-100,710	-104,427	8892	Warm Side - Rentals Medium / Minor Events	-105,000 *	-105,000	-105,000	-105,000
-110,000	-147,720	-108,568	8893	Canteen Rental / Café	-110,000	-110,000	-110,000	-110,000
-75,000	-112,132	-49,133	8894	Vending Machine Sales	-75,000	-75,000	-75,000	-75,000
-4,500	-4,500	-4,500	8895	Skate sharpening Pro Shop	-4,500	-4,500	-4,500	-4,500
-520	-5,376	-695	8896	Misc Receipts	-520	-520	-520	-520
-225,000	-299,177	-271,579	8897	General Ice Rentals	-260,000 *	-260,000	-265,000	-270,000
-263,690	-209,629	-282,160	8898	NMHA	-270,000 *	-270,000	-297,000	-297,000
-40,500	-50,007	-42,345	8899	Cougars	-42,500 *	-42,500	-42,500	-42,500
-101,742	-112,789	-103,555	88912	WNGHL	-108,279 *	-108,279	-112,000	-112,000
-19,838	-5,883	-14,145	88913	Floor Rentals	-20,000	-20,000	-20,000	-20,000
-40,000	-52,412	-53,963	88916	Warm Side Seniors	-55,000	-55,000	-55,000	-55,000
-79,975	-84,226	-77,184	88917	Board Advertising	-80,000	-80,000	-80,000	-80,000
-4,080	-4,958	-6,006	88918	Public Skating	-6,500	-6,500	-6,500	-6,500
-28,000	-18,882	-21,550	88919	Ice Program Revenue	-28,000	-28,000	-28,000	-28,000
-2,500	-2,089	0	88920	ATM Rebate	-2,500	-2,500	-2,500	-2,500
-20,500	-22,047	-27,173	88922	Warm Side Seniors - Drop In	-25,550	-25,550	-25,550	-25,550
-35,000	-35,000	-36,500	88924	Solar Rent	-35,000	-35,000	-35,000	-35,000
-22,350	-14,589	-14,077	88925	Warm Side - Program Revenue	-22,350	-22,350	-25,000	-25,000
-47,500	-49,636	-57,931	88926	Camp Revenue	-60,000	-60,000	-65,000	-70,000
0	0	-9,385	88927	Bar Sales	-10,000	-10,000	-10,000	-10,000
-1,247,695	-1,362,613	-1,284,876		TOTAL CCC REVENUE	-1,345,699 *	-1,345,699	-1,389,070	-1,399,070
2,277,400	2,261,769	2,112,006		TOTAL CCC EXPENDITURES	2,330,911 *	2,330,911	2,387,863	2,454,709
1,029,705	899,156	827,130		NET COST TO TOWN	985,212	985,212	998,793	1,055,639

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE REVENUE**

ACCOUNT#: 889

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To provide multi-purpose facilities for all phases of recreation and cultural activities.</p> <p>PERFORMANCE DATA:</p>	2019	88916	Seniors Centre Registered Programs	Increase to membership numbers will translate to more registrations in programs.
	2019	88922	Senior Centre Drop-in	Increase to membership numbers will translate to more participation in drop in programs.
	2019	88925	Recreation Programs	Holding the line for 2019 - looking for revenue in 2020 and 2021 with better marketing and program development. All classes will have a set minimum of participants to cover at least instructor fees.
	2019	88926	Camp Revenue	Based on actuals from 2018 with the allocation of more dedicated camp space and expansion of camp participant spaces.

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CCC**

ACCOUNT#: **7410.100**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
714,715	686,965	626,544	741010	Payroll Salaries & Wages	764,517	764,517	779,893	795,611
20,996	38,300	30,415	741011	Payroll - Overtime	14,400	14,400	14,673	14,952
39,514	7,116	6,813	741012	Payroll - Standby	0	0	0	0
114,943	190,287	181,663	741015	Payroll Part Time Wages	134,738	134,738	137,825	140,970
27,720	0	0	741016	Payroll Part Time Wages - Camp Instructors	27,720	27,720	27,720	27,720
900	0	0	741020	Other Salaries & Wages	900	900	900	900
253,547	196,619	185,417	741030	Payroll Fringe Benefits	254,893	254,893	275,874	297,606
24,253	17,614	18,084	741031	Payroll Part Time Benefit	27,618	27,618	31,453	35,425
4,300	4,946	2,557	741050	Clothing	4,300	4,300	4,300	4,300
1,800	0	0	741060	Footwear	1,800	1,800	1,800	1,800
0	0	57	741080	Employee Meal Allowance	100	100	100	100
1,202,688	1,141,847	1,051,550		SUB TOTAL SALARIES, WAGES & BENEFITS	1,230,986	1,230,986	1,274,538	1,319,384
3,000	3,544	6,141	7410150	Office Supplies	3,000	3,000	3,000	3,000
1,750	1,814	3,470	7410155	Program Supplies	2,000	2,000	2,200	2,200
17,300	23,962	40,925	7410156	Instructor Fees	20,000	20,000	20,000	20,000
5,000	8,937	7,391	7410157	Camp Supplies	7,500	7,500	7,500	7,500
10,200	4,546	15,433	7410171	Software Maintenance	10,400	10,400	10,600	10,600
5,500	5,252	2,700	7410175	Internet	3,100	3,100	3,100	3,100
9,000	11,193	9,012	7410180	Telephone & Answering Svc	9,000	9,000	9,000	9,000
6,500	5,185	4,879	7410210	Advertising & Promotion	6,500	6,500	6,500	6,500
3,750	4,609	4,835	7410230	Photocopier	3,750	3,750	3,750	3,750
500	823	584	7410240	Postage & Couriers	500	500	500	500
3,328	3,042	3,961	7410250	Memberships & Subscrip'ns	3,500	3,500	3,500	3,500
3,500	3,701	9,144	7410260	Training & Courses	5,000	5,000	5,000	5,000
2,000	727	6	7410270	Travel Expense	2,000	2,000	2,000	2,000
2,000	1,778	1,159	7410380	Conference & Conventions	4,000	4,000	2,000	2,000
36,500	34,509	34,276	7410450	Heat	36,500	36,500	38,000	40,000
540,000	532,416	541,020	7410460	Utilities	545,000	545,000	560,000	570,000
50,000	50,000	50,000	7410912	Utilities Payback	50,000	50,000	50,000	50,000
66,659	30,891	4,537	7410470	Building Maintenance	50,000	50,000	55,000	60,000
20,000	21,953	18,259	7410500	Custodial/Cleaning Supplies	20,000	20,000	20,000	20,000
12,500	21,781	8,075	7410510	Electrical Repairs	12,500	12,500	12,500	12,500
6,000	2,694	4,310	7410520	Plumbing Repairs	4,500	4,500	4,500	4,500
50,000	65,425	108,154	7410550	Bldg Maintenance Contracts	65,000	65,000	70,000	75,000
16,500	12,937	984	7410570	Property Mtce - Landscaping, Grass cutting	12,500	12,500	12,500	12,500
24,500	40,782	13,907	7410580	Systems Maint & Repairs	25,000	25,000	25,500	25,500
4,500	5,122	5,705	7410600	Vehicle Maint & Repairs	4,500	4,500	4,500	4,500
1,500	2,191	933	7410650	Gasoline	1,500	1,500	1,500	1,500
8,500	11,663	2,757	7410670	Other Equipment Purchases	8,500	8,500	8,500	8,500
4,000	4,038	1,679	7410680	Other Equip Maint & Rep	4,000	4,000	4,000	4,000

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,500	3,420	0	7410691	Equipment Rentals	1,500	1,500	1,500	1,500
85,000	106,521	89,273	7410830	Consumable Supplies	85,000	85,000	85,000	85,000
0	0	4,837	7410831	Consumable Supplies - Alcohol	5,000	5,000	5,000	5,000
25,000	33,786	979	7410850	Special Events - General	25,000	25,000	25,000	25,000
4,000	4,750	7,526	7410919	Bank Service Charges	7,500	7,500	7,500	7,500
2,500	0	0	7410989	SOCAN Recoverable	3,000	3,000	3,000	3,000
750	0	0	7410990	Café Rebate	0	0	0	0
-2,500	-62	0	7410991	SOCAN Recoveries	-2,500	-2,500	-2,500	-2,500
-8,500	0	-300	7410991	Recoveries - Senior Activity Centre	-8,500	-8,500	-8,500	-8,500
-3,500	0	0	871147410	Recoveries - Grants Wages	-3,500	-3,500	-3,500	-3,500
1,018,737	1,063,930	1,006,551		SUB TOTAL MATERIALS	1,032,250	1,032,250	1,057,650	1,079,650
0	0	470	7410300	Legal Fees	0	0	0	0
42,000	40,500	42,375	7410320	Liability Insurance	44,000	44,000	44,000	44,000
5,800	7,317	2,885	7410480	Garbage Removal	3,500	3,500	3,500	3,500
0	0	0	7410856	Special Project - Gym Floor Repairs	12,000	12,000	0	0
47,800	47,817	45,730		SUB TOTAL CONTRACTED SERVICES	59,500	59,500	47,500	47,500
8,175	8,175	8,175	7410930	Transfer to Vehicle Reserve	8,175	8,175	8,175	8,175
0	0	0	7410912	Transfer From Vehicle Reserve	0	0	0	0
8,175	8,175	8,175		SUB TOTAL OTHER CHARGES & TRANSFERS	8,175	8,175	8,175	8,175
2,277,400	2,261,769	2,112,006		TOTAL CCC	2,330,911	2,330,911	2,387,863	2,454,709

**TOWN OF COBOURG
2019 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
	2019	741015	Software Maintenance	Max Galaxy
	2019	7410171	Software Maintenance	Max Galaxy
PERFORMANCE DATA:	2019	7410156	Instructor Fees	Slight increase to instructor fees based on number of programs. All classes will have a set minimum of participants to cover at least instructor fees.
	2019	7410157	Camp Supplies	Increase to number of camp participants directly resulting in an increase in camp supplies.
	2019	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
	2019	7410260	Training & Courses	ORFA (3) - Basic Refrigeration and Ice Technician Increased to reflect actuals
	2019	7410380	Conferences & Conventions	PRO & ORFA

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

STATEMENT OF PURPOSE: To provide multi-purpose facilities for all phases of recreation and cultural activities.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2019	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
	2019	7410570	Property Maintenance & Landscaping	General Maintenance - \$5000 Close Storage Area - \$2,500 Spare Motor - Cooling Tower - \$3,000 Cover entrance, event entry walls with FRP panels - \$2,000
	2019	7410580	Systems Maintenance & Repairs	All ammonia, glycol, heating, water systems -
	2019	7410691	Equipment Rentals	Rental of equipment, zoom boom
	2019	7410919	Bank Service Charges	Increased to reflect actuals
	2019	7410830	Vending Stock	All vending & café supplies Increased due to additional major events.
	2019	7410856	Special Project - Gym Floor Repairs	Gym floor needs to be sanded, repaired and leveled

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2018	2017	2018			2019	2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-21,875	-24,297	-28,823	8854	Membership Fees	-27,500	-27,500	-30,000	-32,000
-42,700	-42,700	-42,700	871147420	Provincial Subsidy	-42,700	-42,700	-42,700	-42,700
-13,650	-2,866	-9,360	871147420	Provincial Subsidy - Special Grant	-9,360	-9,360	-9,360	-9,360
-1,650	0	0	87030	Senior Market Building Activity Fee	-1,650	-1,650	-1,650	-1,650
-2,000	-2,206	-3,267	8851	Tournaments	-3,000 *	-3,000	-3,000	-3,000
-2,000	-450	-690	8852	Active Living Fair	-2,000	-2,000	-2,000	-2,000
-83,875	-72,519	-84,840		TOTAL SENIORS ACTIVITY CENTRE REVENUE	-86,210 *	-86,210	-88,710	-90,710
161,810	113,930	148,396		TOTAL SENIORS ACTIVITY CENTRE EXPENDITURES	196,280 *	196,280	207,125	215,256
77,935	41,411	63,556		NET COST TO TOWN	110,070 *	110,070	118,415	124,546

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
58,148	43,674	56,525	742010	Payroll Salaries & Wages	87,926	*	87,926	91,197	92,930
33,624	8,047	18,951	742015	Payroll Salaries & Wages Part - Time	24,501		24,501	24,869	25,242
16,572	12,811	14,567	742030	Payroll Fringe Benefits	28,188	*	28,188	31,084	33,533
5,716	6,287	7,529	742031	Payroll Fringe Benefits Part-Time	4,165		4,165	4,725	5,301
114,060	70,819	97,572		SUB TOTAL SALARIES, WAGES & BENEFITS	144,780	*	144,780	151,875	157,006
1,250	588	41	7420150	Office Supplies	1,250		1,250	1,250	1,250
10,250	8,841	10,973	7420155	Program Costs - Supplies	10,500	*	10,500	10,750	10,750
18,500	27,395	26,685	7420156	Instructors Fees	20,000		20,000	23,000	26,000
1,500	0	0	7420180	Telephone & Internet Services	1,500		1,500	1,500	1,500
4,000	3,338	3,918	7420210	Advertising & Promotions	5,000		5,000	5,000	5,000
600	1,130	729	7420250	Memberships & Subscrip'ns	600		600	600	600
1,000	945	941	7420260	Training & Courses	1,000		1,000	1,000	1,000
650	208	248	7420270	Travel Expense	650		650	650	650
1,500	763	1,326	7420380	Conferences & Conventions	1,500		1,500	1,500	1,500
4,000	0	0	7420460	Utilities	4,500		4,500	5,000	5,000
3,500	0	0	7420500	Repair & Maintenance	3,500		3,500	3,500	3,500
1,500	1,406	1,965	7420850	Special Project - Active Living Fair	1,500		1,500	1,500	1,500
0	0	5,475	7420854	Special Project - Hello My Name	0		0	0	0
-500	-357	-2,039	8853	Recoveries	-500		-500	-500	-500
-2,500	-3,611	-2,000	8855	Recoveries - Active Living Fair	-2,500		-2,500	-2,500	-2,500
45,250	40,646	48,262		SUB TOTAL MATERIALS	48,500	*	48,500	52,250	55,250
2,500	2,465	2,562	7420320	Insurance	3,000	*	3,000	3,000	3,000
2,500	2,465	2,562		SUB TOTAL CONTRACTED SERVICES	3,000		3,000	3,000	3,000
161,810	113,930	148,396		TOTAL SENIORS ACTIVITY CENTRE	196,280	*	196,280	207,125	215,256

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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:	2019	8854	Membership Fees	Based on 1100 past membership at \$25/membership
	2019	871147420	Provincial Subsidy	MOHLC Annual Grant
	2019	871147420	Provincial Grant - Special	Reduced to \$9,360 from \$13,000 in 2018
	2019	8851	Tournament	Planned Pickle Ball and Table Tennis Tournament The Table Tennis will be a bi-annual event..
	2019	8852	Registration	Registration fees for Active Living Fair held in October
	2019	8853	Recoveries	General recoveries for the centre.
	2019	742010	Payroll Salaries	Contract position moved the CUPE
	2019	7420155	Program Supplies	This account is used to provide supplies for the 35+ programs that we provide to our members.
	2019	7420156	Instructor Fees	Slight increase to instructors fees based on number of programs. All classes will have a set minimum of participants to cover at least instructor fees.
	2019	7420210	Advertising & Promotion	Improved marketing
	2019	7420250	Membership & Subscriptions	OACAO membership - \$600
	2019	7420380	Conferences & Conventions	OACAO conference and PRO conference
2019	7420850	Active Living Fair	\$2,000 grant that has been received for the past four years and will be applied for again in 2019	

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

CULTURE AND COMMUNITY SERVICES SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
CULTURAL ADMINISTRATION	167,400	200,238	101,929	(39.1)	101,929	(39.1)	104,798	107,740
CONCERT BAND	20,300	19,978	20,500	1.0	20,500	1.0	20,550	20,550
MARKET BUILDING								
MARKET BUILDING EXP.	19,200	14,961	18,200	(5.2)	18,200	(5.2)	18,200	18,200
MARKET BUILDING REV.	-20,000	-21,720	-22,000	10.0	-22,000	10.0	-22,000	-22,000
NET MARKET BUILDING	-800	-6,759	-3,800	375.0	-3,800	375.0	-3,800	-3,800
ART GALLERY								
ART GALLERY EXP.	75,000	160,000	160,000	113.3	160,000	113.3	180,000	200,000
ART GALLERY REV.	-45,000	-45,000	-45,000	0.0	-45,000	0.0	-45,000	-45,000
NET ART GALLERY	30,000	115,000	115,000	283.3	115,000	283.3	135,000	155,000
CONCERT HALL								
CONCERT HALL EXP.	317,024	325,109	359,659	13.4	359,659	13.4	368,384	378,299
CONCERT HALL REV.	-166,150	-148,625	-166,850	0.4	-166,850	0.4	-180,850	-180,850
NET CONCERT HALL	150,874	176,484	192,809	27.8	192,809	27.8	187,534	197,449
COMMUNITY GRANTS	43,184	34,860	45,000	4.2	50,946	18.0	45,000	45,000
CIVIC AWARDS	0	2,171	0	0.0	0	0.0	0	0
SPECIAL EVENTS DEPT	207,054	228,147	290,430	40.3	290,430	40.3	301,237	311,438
LIBRARY								
OPERATING	861,468	881,279	904,505	5.0	904,505	5.0	926,000	926,000
NET LIBRARY	861,468	881,279	904,505	5.0	904,505	5.0	926,000	926,000
TOTAL CULTURE & COMMUNITY								
TOTAL EXPENDITURES	1,710,630	1,866,743	1,900,223	11.1	1,906,169	11.4	1,964,169	2,007,227
TOTAL REVENUE	-231,150	-215,345	-233,850	1.2	-233,850	1.2	-247,850	-247,850
NET CULTURE & COMMUNITY	1,479,480	1,651,398	1,666,373	12.6	1,672,319	13.0	1,716,319	1,759,377
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
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CULTURAL ADMIN**

ACCOUNT#: 7000.100

2018	2017	2018		2019	2019	2020	2021	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
124,107	46,858	124,894	700010	Payroll Salaries & Wages	75,139	75,139	76,567	78,022
35,793	12,232	35,444	700030	Payroll Fringe Benefits	21,790	21,790	23,231	24,718
159,900	59,090	160,338		SUB TOTAL SALARIES, WAGES & BENEFITS	96,929	96,929	99,798	102,740
7,500	3,682	373	7000150	Administrative Expenses	5,000	5,000	5,000	5,000
0	63	549	7000180	Telephone Services	0	0	0	0
90,000	0	38,978	7000850	Special Project - Cultural Master Plan	0	0	0	0
-90,000	0	0	7000913	Recoveries - Federal Gas Tax	0	0		
7,500	3,745	39,900		SUB TOTAL MATERIALS	5,000	5,000	5,000	5,000
167,400	62,835	200,238		TOTAL CULTURAL ADMIN	101,929	101,929	104,798	107,740

**TOWN OF COBOURG
2019 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	15% Director of Community Services 15% Administrative Assistant 25% Manager of Recreation & Culture 50% Project Assistant
PERFORMANCE DATA:	2018	7000150	Administrative Expenses	Budget for Director office expenses, conferences, etc.

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

ACCOUNT#: **7660.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
2,050	1,498	1,599	7660450	Heat	2,100	*	2,100	2,100	2,100
1,250	1,382	1,370	7660460	Utilities	1,300	*	1,300	1,350	1,350
0	0	0	7660570	Property Improvements	0		0	0	0
3,300	2,880	2,969		SUB TOTAL MATERIALS	3,400	*	3,400	3,450	3,450
800	777	809	7660320	Liability Insurance	900		900	900	900
800	777	809		SUB TOTAL MATERIALS	900	*	900	900	900
16,200	16,200	16,200	7660940	Grants & Transfers	16,200		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
20,300	19,857	19,978		TOTAL CONCERT BAND	20,500		20,500	20,550	20,550

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

STATEMENT OF PURPOSE: Aid in funding the Cobourg Concert Band.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2019	7660450	Heat	Band building located at 612 D'Arcy St
	2019	7660460	Utilities	Band building located at 612 D'Arcy St
PERFORMANCE DATA: Band provides many musical services to the citizens (parades, concerts, etc.) with no fees charged.	2019	7660570	Property Improvements	No building improvements requested this year.

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **MARKET BUILDING**

ACCOUNT#: **7630.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
500	443	438	7630180	Telephone Expense	500		500	500	500
5,500	6,296	7,198	7630460	Heat / Utilities	5,500		5,500	5,500	5,500
5,000	11,182	5,715	7630470	Building Maintenance	10,000	*	10,000	10,000	10,000
1,000	0	0	7630570	Property Improvements	1,000		1,000	1,000	1,000
6,000	0	427	7630850	Special Project - New Chairs	0		0	0	0
18,000	17,921	13,778		SUB TOTAL MATERIALS	17,000		17,000	17,000	17,000
1,200	1,169	1,183	7630320	Liability Insurance	1,200		1,200	1,200	1,200
1,200	1,169	1,183		SUB TOTAL OTHER CHARGES & TRANSFERS	1,200		1,200	1,200	1,200
19,200	19,090	14,961		TOTAL MARKET BUILDING	18,200		18,200	18,200	18,200
-20,000	-19,342	-21,720	87029	Market Building Revenue	-22,000	*	-22,000	-22,000	-22,000
-20,000	-19,342	-21,720		TOTAL MARKET BUILDING REVENUE	-22,000		-22,000	-22,000	-22,000
-800	-252	-6,759		NET TO TOWN MARKET BUILDING	-3,800		-3,800	-3,800	-3,800

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **MARKET BUILDING**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To fund utilities, expenditures, service and maintain furnace. Purchase of minor supplies and insurance.	2019	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.	2019	7630470	Building Maintenance	The building is currently cleaned by town staff five to six days a week and if additional cleaning is required the user groups and charged back.
		7630570	Property Improvements	
	2019	87029	Market Building Revenue	Legislative Services responsible for the booking and renting of specific rooms in Victoria Hall. Process fees, sign contracts, correspond with rental parties.

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

ACCOUNT#: **7640.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
160,000	75,000	160,000	7640940	Grants & Transfers	160,000		205,000	180,000	200,000
-85,000	0		7640913	Recoveries - Holdco			-45,000	0	0
75,000	75,000	160,000		SUB TOTAL OTHER CHARGES & TRANSFERS	160,000	*	160,000	180,000	200,000
-45,000	-45,000	-45,000	87085	Art Gallery Rent	-45,000		-45,000	-45,000	-45,000
30,000	30,000	115,000		TOTAL ART GALLERY COST TO TOWN	115,000	*	115,000	135,000	155,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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>	2019	7640940	Grants & Transfers	<p>Net grant towards operating costs of the AGN after deducting value of rent \$160,000 (last year \$95,000). Recognizing the Gallery's permanent collection as a significant Cobourg cultural and tourism asset of national significance, new operating funding is being provided to stabilize the organization financially. A New Memorandum of Understanding to be developed.</p>
	2019	87085	Art Gallery Rent	<p>Exchange of cheques for rental value Victoria Hall space \$45,000</p>
	2019		Recoveries - Holdco	<p>To partially fund the increase in funding to the AGN by a transfer from Holdco Reserve.</p>

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

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

ACCOUNT#: **886**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-20,000	-26,593	-11,059	8861	Wedding Rentals	-20,000		-20,000	-25,000	-25,000
-55,000	-38,239	-50,102	8862	Bar Receipts	-55,000		-55,000	-60,000	-60,000
-18,000	-26,112	-7,471	8863	Specials Productions	-18,000		-18,000	-18,000	-18,000
-21,000	-29,652	-33,100	8864	Box Office Service Fees	-21,000		-21,000	-25,000	-25,000
-13,000	-6,828	-12,903	8866	Event Service Rentals	-13,000		-13,000	-13,000	-13,000
-700	-125	-400	8869	Meeting Rentals	-700		-700	-700	-700
-35,000	-23,998	-30,739	88610	Concert / Theatre Rentals	-35,000		-35,000	-35,000	-35,000
-1,200	-2,554	-1,500	88611	Banquet / Fundraiser Rentals	-1,200		-1,200	-1,200	-1,200
-750	-1,600	-200	88612	Other Rentals	-750		-750	-750	-750
-1,500	0	0	88613	Citizen's Forum Rentals (Cabaret / Other)	-1,500		-1,500	-1,500	-1,500
0	-428	-400	88815	Bottle Returns	-500		-500	-500	-500
0	-70	-751	88816	Gift Certificates	-200		-200	-200	-200
-166,150	-156,199	-148,625		TOTAL CONCERT HALL REVENUES	-166,850		-166,850	-180,850	-180,850
317,024	321,010	325,109		TO CONCERT HALL EXPENDITURES	359,659		359,659	368,384	378,299
150,874	164,811	176,484		NET COST OF CONCERT HALL	192,809		192,809	187,534	197,449

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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.	2019	8861	Wedding Rentals	Budget will be kept close with the Armistice booking.
	2019	8862	Bar Receipts	Revenue collected from bar at weddings and events
PERFORMANCE DATA:	2019	8863	Special Productions	Special productions
	2019	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.
	2019	8886	Event Service Rentals	Each of these rentals are based on the specific type of rental. Theatre rentals brings in the most. Event Service rentals are for things such as chairs, tables, easels, special lighting etc
		8868	Meeting Rentals	
		88610	Concert / Theatre Rentals	
		88611	Banquet / Fundraising Rentals	
88612		Other Rentals		
88615	Bottle Returns	Tracking of bottle returns		
88616	Gift Certificates	Tracking of gift certificates sold - to be marketed in 2019		

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL FACILITIES**

ACCOUNT#: **7500.100**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
108,883	108,204	111,225	750010	Payroll Salaries & Wages	181,241	*	181,241	188,194
6,115	16,088	20,483	750011	Payroll Salaries & Wages - Overtime	6,000		6,114	6,230
4,901	8,087	9,406	750012	Payroll Standby	10,200		10,394	10,591
63,614	56,736	58,600	750015	Payroll Part Time Wages	9,140		9,815	10,000
5,067	8,575	10,288	750072	Payroll Bar Staff Wages	5,320	*	5,420	5,524
38,368	39,070	40,165	750030	Payroll Fringe Benefits	65,150	*	65,150	75,850
11,676	9,543	10,005	750032	Payroll Part Time Benefit	2,458		2,895	3,260
0	0	234	750060	Footwear	250		250	250
0	0	376	750080		0		0	0
238,624	246,303	260,782		SUB TOTAL SALARIES, WAGES & BENEFITS	279,759	*	279,759	299,899
2,000	1,224	1,589	7500150	Office Supplies	2,000		2,000	2,000
1,600	1,760	1,770	7500181	Telephone - Cellular	1,600		1,600	1,600
5,000	7,100	4,985	7500210	Advertising & Promotions	5,000		5,000	5,000
0	0	492	7500230	Photocopier Expenses	1,000		1,000	1,000
1,500	5,231	710	7500240	Postage & Couriers	1,500		1,500	1,500
0	0	37	7500250	Memberships & Subscrip'ns	0	*	0	0
5,500	36	611	7500260	Training & Courses	2,000		2,000	500
1,000	268	0	7500270	Travel Expense	1,000		1,000	1,000
9,600	7,410	9,041	7500590	Other Maint & Repairs	9,600		9,600	9,600
6,700	2,390	6,228	7500670	Other Equipment Purchases	6,700		6,700	6,700
15,000	20,807	11,227	7500800	Special Events - Sponsored Events	15,000		15,000	15,000
700	667	322	7500830	Consumables Supplies - Bar	700		700	700
2,800	2,076	2,949	7500831	Consumables - Non-alcohol purchase	2,800		2,800	2,800
6,000	5,367	6,139	7500832	Consumables - Beer Purchases	6,000		6,000	6,000
13,000	11,193	10,328	7500833	Consumables - Wine / Liquor Purchases	13,000		13,000	13,000
8,000	9,178	11,395	7500919	Bank Service Charges	12,000		12,000	12,000
0	0	-3,496	7500991	Recoveries	0		0	0
78,400	74,707	64,327		SUB TOTAL MATERIALS	79,900		79,900	78,400
317,024	321,010	325,109		TOTAL CONCERT HALL FACILITIES	359,659	*	359,659	378,299

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL FACILITIES**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide the Town of Cobourg with a cultural facility for community and professional groups. To provide banquet facilities and community meeting rooms.	2019	750012/15	Payroll Salaries & Wages	Contractual Obligations
	2019	750011	Payroll Overtime	Reflects the overtime required to run box office and facility 7 days a week for shows, set-up, weddings
PERFORMANCE DATA:	2019	7500150	Office Supplies	Office supplies including ticket stock
	2019	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.
	2019	7500240	Postage and Couriers	Email newsletters to reduce postage charges
	2019	7500260	Training Courses	2 training days on Theatre Manager
	2019	7500670	Other Equipment Purchases	Consumable supplies for lighting and set-ups, wires required for technical products (screen gels and gobos)

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: COMMUNITY **GRANTS**

ACCOUNT#: **7000.20**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
43,184	45,821	34,860	7020940	General Grants	0		0	0	0
0	0	0	7020942	Concert Hall	0	*	0	0	0
0	0	0		Allowance Community Grants	45,000		50,946	45,000	45,000
0	0	0	7020912	Transfer from Reserve Northam - Hospital					
43,184	45,821	34,860		SUB TOTAL OTHER CHARGES & TRANSFERS	45,000	*	50,946	45,000	45,000
43,184	45,821	34,860		TOTAL ORGANIZATION GRANTS	45,000	*	50,946	45,000	45,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMUNITY GRANTS

	2017 Approved	2018 Request	2018 Approved	2019 Request	2019 Approved
COMMUNITY GRANTS					
<i>Community Care Northumberland</i>	2,000	2,000	2,000	2,000	2,000
<i>Cobourg Museum Foundation - Property Taxes</i>	3,000	3,000	3,000	4,000	4,000
<i>Cobourg Museum Foundation - Capital Grant</i>	4,500	4,500	4,500	4,500	4,500
<i>Northumberland Orchestra</i>	2,000	4,000	2,000	4,000	2,000
<i>Victoria Hall Volunteers</i>	7,500	5,000	5,000	4,500	4,520
<i>OSGA District 12 Senior Games</i>	0	300	300	0	0
<i>Legion - Education Taxes</i>	1,250	1,100	1,100	0	0
<i>Victorian Operetta Society</i>	2,600	5,000	3,000	3,000	1,808
<i>Cornerstone Grant</i>	0	2,000	0	0	0
<i>Art Gallery</i>	20,000	0	0	0	0
<i>Marie Dressler</i>	0	6,200	6,200	1,000	1,000
<i>Cobourg Ecology Garden</i>	1,929	2,000	2,500	2,575	2,000
<i>Cobourg Community Garden Group</i>	700	600	0	0	0
<i>Lions Club of Cobourg</i>	0	30,000	0	0	0
<i>Northumberland 89.7 FM</i>	3,000	4,000	2,500	3,000	1,582
<i>Cobourg & District Historical Society</i>	972	1,084	1,084	1,487	989
<i>Oriana Singers</i>	0	3,000	1,000	3,000	2,000
<i>Cobourg Lawn Bowling Club</i>	0	5,500	5,500	5,500	5,439
<i>Northumberland Film Sundays</i>	0	500	0	0	0
<i>Children's Foundation</i>	0	500	0	0	0
<i>La Jeunesse Choirs</i>	0	2,000	1,000	2,000	1,865
<i>Sound of The Next Generation</i>	0	2,500	2,500	2,500	2,000
<i>Cobourg Highland Games</i>	0	0	0	9,000	3,000
<i>Santa Claus Parade Committee</i>	0	0	0	10,000	10,000
<i>Driftwood Theatre</i>	0	0	0	2,000	0
<i>Fern Blodgett Sunde Commemoration</i>	0	0	0	5,000	0
<i>Les Amis</i>	0	0	0	6,000	2,000
<i>Old Cat Hollow Studio</i>	0	0	0	2,000	0
<i>Therapeutic Paws of Canada</i>	0	0	0	215	243
<i>Transfer from Contingency</i>	-1,500	-34,784			
TOTAL COMMUNITY GRANTS	47,951	50,000	43,184	77,277	50,946

**TOWN OF COBOURG
2019 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
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

ACCOUNT#: **7000.30**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	193	1,765	7030210	Advertising & promotions	1,000		1,000	1,000	1,000
1,000	7	1,031	7030220	Printing	1,000		1,000	1,000	1,000
3,000	3,063	2,875	7030340	Presentations	3,000		3,000	3,000	3,000
-5,000	-5,500	-3,500	7030956	Recoveries	-5,000		-5,000	-5,000	-5,000
0	-2,237	2,171		SUB TOTAL MATERIALS	0	*	0	0	0
0	-2,237	2,171		TOTAL CIVIC AWARDS COMMITTEE	0	*	0	0	0

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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>	2019	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
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
79,712	60,628	64,449	710010	Payroll Salaries & Wages	171,057	*	171,057	180,188
3,054	3,901	4,130	710011	Payroll Overtime	0		0	0
0	14,598	9,665	710015	Payroll Part-time Wages	0		0	0
23,588	19,394	21,020	710030	Payroll Fringe Benefits	50,173	*	50,173	60,050
0	1,630	1,378	710031	Payroll Part-time Benefits	0		0	0
106,354	100,151	100,642		SUB TOTAL SALARIES, WAGES & BENEFITS	221,230	*	221,230	240,238
400	722	11	7100150	Office Supplies	400		400	400
1,500	955	582	7100180	Telephone	1,500		1,500	1,500
4,500	3,743	4,731	7100210	Advertising & Promotion	4,500		4,500	6,000
500	99	48	7100220	Printing	500		500	500
0	0	0	7100230	Photocopier Expense	0	*	0	0
100	0	8	7100240	Postage	100		100	100
1,000	376	590	7100250	Membership & Subscrip'ns	1,000		1,000	1,000
200	0	740	7100260	Training & Courses	200		200	200
2,500	1,400	424	7100270	Travel Expense	2,500		2,500	2,500
2,500	19	903	7100380	Conferences & Conventions	2,500		2,500	2,500
4,000	4,575	3,559	7100850	Sp Project - First Night	4,000		4,000	4,000
5,500	4,864	5,834	7100851	Sp Project - Movies in the Park	5,500		5,500	5,500
23,000	26,855	29,432	7100852	Sp Project - Sandcastle Festival	25,000		25,000	25,000
18,000	15,331	20,210	7100853	Sp Project - Christmas Magic	20,000		20,000	20,000
4,000	0	24	7100854	Sp Project - Winter Festival	4,000		4,000	4,000
4,000	7,349	5,643	7100860	Sp Project - Street Pianos	5,000		5,000	5,000
22,000	38,361	30,617	7100861	Sp Project - Canada Day Celebrations	26,000		26,000	28,000
1,000	6,040	4,347	7100862	Sp Project - Family Day in Cobourg	1,000		1,000	1,000
3,000	2,410	3,094	7100863	Sp Project - Christmas Market	3,000		3,000	3,000
0	56,521	843	7100864	Sp Project - Canada 150	0		0	0
50,000	0	56,081	7100865	Sp Project - Armistice 2018	0		0	0
0	0	0	7100866	Sp Project - 2019 Cultural Event/Festival	30,000		30,000	25,000
0	0	0	87099	Recoveries - 2019 Cultural Event/Festival	-30,000		-30,000	-25,000
-30,000	-25,309	-14,500	87086	Recoveries	-22,500		-22,500	-22,500
-8,000	-5,160	-9,712	87087	Recoveries - Event Permit Fee	-8,500		-8,500	-10,000
-7,500	0	0	871147100	Recoveries - Provincial Grant	0		0	0
	0	-16,000	871137100	Recoveries - Federal Grant	-5,000		-5,000	-5,000
-1,500	-175	-4	87090	Recoveries - Wedding Ceremonies	-1,500		-1,500	-1,500
100,700	138,976	127,505		SUB TOTAL MATERIALS	69,200		69,200	71,200
207,054	239,127	228,147		TOTAL SPECIAL EVENTS DEPT	290,430	*	290,430	311,438

**TOWN OF COBOURG
2019 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>	2019	7100210	Advertising & Promotions	Advertising and promotion of special events within the Town of Cobourg.
	2019	7100250	Memberships & Subscriptions	Festivals and Events Ontario - \$400 IFEA (International Festivals and Events Association) - \$600
	2019	7100851	Movies on the Beach	Budget covers the full movie and rental for three movies each summer and VIP seating
	2019	7100852	Sandcastle Festivals	This budget covers all costs including fireworks for one of the busiest and best weekends in Cobourg. Huge economic impact on Cobourg and downtown.
	2019	7100860	Street Pianos	Will continue the tradition with 3 pianos this summer
	2019	7100862	Family Day in Cobourg	Family day skate at the CCC - Music, face painting and free skate.
	2019	7100866	Sp Project - Holiday Festival	Funding for the coordinating committee and the marketing of a 2019 Cultural event/festival.
	2019	7100863	Christmas Market	3 day Christmas Market working in partnership with DBIA and other groups.
	2019	87090	Wedding Ceremonies	Wedding ceremonies only will now be approved at various locations through the Municipal Event application.
	2019	87086	Recoveries	Reflects sponsorship collected and wristband sales at Sandcastle Festival, grants, etc.
2019	87087	Recoveries - Event Permit Fee	Permit fees from third party approved events 55+ each year.	

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

2019 FESTIVALS

Movies on the Beach (3 movies)

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

13th Annual Sandcastle Festival

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

Christmas Magic

Budget	20,000
Recoveries	-500
TOTAL	19,500

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	3500
Movers	1500
TOTAL	5000

Canada Day

Fireworks	26000
Entertainment, Sound, Parade	6000
Recoveries (Sponsorship and Grants)	(8000)
TOTAL	24000

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

2019 FESTIVALS

Family Day Skate		
Budget		1000
	TOTAL	1000
Christmas Market		
Event related infrastructure/movie/guest chefs		3000
	TOTAL	3000
Recoveries		-22,500

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

ACCOUNT#: **7600.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
12,000	6,976	28,356	7601524	Exterior Maintenance / Snowplowing	12,000		12,000	12,000	12,000
12,000	6,976	28,356		SUB TOTAL MATERIALS	12,000		12,000	12,000	12,000
832,468	804,756	832,468	7601940	Grants & Transfers	871,505	*	871,505	880,000	880,000
7,000	7,000	7,000	7601942	Transfer to/from reserve - Furnace Replacement	7,000		7,000	6,000	6,000
5,000	17,870	5,000	7601942	Transfer to/from reserve - Major Repairs	5,000		5,000	5,000	5,000
0	10,000	0	7601942	Transfer to/from reserve - Integrated Library System	0		0	10,000	10,000
0	0	0	7601942	Transfer to/from reserve - Computers / Printers	5,000		5,000	8,000	8,000
5,000	0	8,455	7601942	Transfer to/from reserve - Furniture	4,000		4,000	5,000	5,000
849,468	839,626	852,923		SUB TOTAL OTHER CHARGES & TRANSFERS	892,505	*	892,505	914,000	914,000
861,468	846,602	881,279		TOTAL LIBRARY	904,505	*	904,505	926,000	926,000

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

STATEMENT OF PURPOSE: To fund share of Library operation costs.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2019	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: Operating grants provided:	2019	7601940	Operating Grant	Amount as approved by the Cobourg Public Library Board for requirement.
2018 - \$832,468	2019	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				
2016 - \$782,581				
2015 - \$753,228				
2014 - \$726,000				
2013 - \$687,340	2019	7601942	Transfer to/from Reserve	New line created in 2017 and future years for furniture replacement.
2012 - \$634,000				
2011 - \$615,366				
2010 - \$538,269 + \$40,000	2019	7601942	Transfer to/from Reserve	New line created in 2018 and future years for computer replacement.
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
2019 OPERATING BUDGET ESTIMATES**

PLANNING & RESIDENTIAL SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2017 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
PLANNING								
PLANNING EXPENDITURES	380,234	399,995	407,769	7.2	407,769	7.2	415,117	422,908
PLANNING REVENUE	-75,000	-67,672	-75,000	0.0	-75,000	0.0	-75,000	-75,000
NET PLANNING	305,234	332,323	332,769	9.0	332,769	9.0	340,117	347,908
COMMITTEE OF ADJUSTMENT								
COMM. OF ADJUSTMENT EXP.	70,368	59,309	73,839	4.9	73,839	4.9	76,008	78,236
COMM. OF ADJUSTMENT REV	-10,000	-10,070	-10,000	0.0	-10,000	0.0	-10,000	-10,000
NET COMMITTEE OF ADJUSTMENT	60,368	49,239	63,839	5.7	63,839	5.7	66,008	68,236
COBOURG HERITAGE COMM	57,627	67,743	59,489	3.2	59,489	3.2	95,960	87,570
TOTAL EXPENDITURES	508,229	527,047	541,097	6.5	541,097	6.5	587,085	588,714
TOTAL REVENUES	-85,000	-77,742	-85,000	0.0	-85,000	0.0	-85,000	-85,000
TOTAL PLANNING & RESIDENTIAL	423,229	449,305	456,097	7.8	456,097	7.8	502,085	503,714

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-10,000	-13,650	-10,070	8709	Committee of Adjustment	-10,000	*	-10,000	-10,000	-10,000
-70,000	-73,720	-63,747	87039	Planning Fees	-70,000		-70,000	-70,000	-70,000
-5,000	-4,530	-3,925	87037	Planning & Zoning Reports	-5,000		-5,000	-5,000	-5,000
-85,000	-91,900	-77,742		TOTAL PLANNING REVENUE	-85,000		-85,000	-85,000	-85,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
264,776	277,953	277,953	800010	Payroll Salaries & Wages	298,454	*	298,454	310,018
3,000	3,649	3,647	800011	Payroll Overtime	3,000		3,000	3,000
85,897	76,269	75,918	800030	Payroll Fringe Benefits	86,000		87,720	89,475
0	0	351	800060	Footwear	350		350	350
353,673	357,871	357,869		SUB TOTAL SALARIES, WAGES & BENEFITS	387,804	*	387,804	402,843
350	663	645	8000150	Office Supplies	600	*	600	600
1,000	1,030	1,030	8000160	Office Equip Purchases	1,000		1,000	1,000
4,000	1,392	1,392	8000180	Telephone Expenses	1,500		1,500	1,500
500	282	282	8000210	Advertising & Promotions	500		500	500
500	98	98	8000220	Printing	250		250	250
4,600	3,461	3,473	8000230	Photocopier Expenses	3,500		3,500	3,500
1,000	1,479	1,317	8000240	Postage & Couriers	1,300	*	1,300	1,300
4,200	2,565	5,065	8000250	Memberships & Subscrip'ns	5,100	*	5,100	5,300
3,500	2,243	1,160	8000260	Training & Courses	3,500		3,500	3,600
2,600	2,234	2,284	8000270	Travel Expense	2,600		2,600	2,700
4,000	3,815	2,682	8000380	Conferences & Conventions	4,000		4,000	4,100
0	7,624	1,225	8000850	Special Project - Office Renovations	0		0	0
0	200	0	8000894	Studies & Reviews #3 - Zoning Bylaw Update	10,000	*	10,000	0
85,000	17,934	62,003	8000895	Studies & Reviews - Official Plan Appeal	0		0	0
0	65,226	26,610	8000897	Studies & Reviews - Tannery Secondary Plan	0		0	0
20,000	0	0	8000898	Studies & Reviews #7 - Development Area C	20,000		20,000	20,000
-13,089	-12,895	-13,089	8000955	Building Dept. - Indirect Costs	-13,285		-13,485	-13,685
0	0	0	8000993	Recoveries - 50% Northam 50% Green Municipal	0		0	0
-20,000	0	0	8000994	Recoveries - Development Area C	-20,000	*	-20,000	-20,000
-85,000	-17,934	-62,003	8000995	Recoveries - Official Plan Appeal - Holdco Reserve	0		0	0
0	0	0	8000913	Recoveries - Zoning Bylaw Update (DC)	-10,000		0	0
-600	-3,229	-523	8000998	Recoveries - Source Water Protection	-600		-600	-600
12,561	76,188	33,651		SUB TOTAL MATERIALS	9,965		9,865	10,065
10,000	6,307	8,145	8000300	Legal Fees	8,000		8,000	8,000
4,000	320	330	8000360	Consultant Fees	2,000		2,000	2,000
14,000	6,627	8,475		SUB TOTAL CONTRACTED SERVICES	10,000		10,000	10,000
380,234	440,686	399,995		TOTAL PLANNING	407,769	*	407,769	422,908

**TOWN OF COBOURG
2019 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:				2019+	800011	Payroll - Overtime	Planning staff OT allocation																				
2019+	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%;">2017</td> <td style="width: 10%;">2018</td> </tr> <tr> <td>Official Plan</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Zoning By-law</td> <td style="text-align: center;">6</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Site Plan</td> <td style="text-align: center;">6</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Subdivision</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Zoning Compliance</td> <td style="text-align: center;">43</td> <td style="text-align: center;">68</td> <td style="text-align: center;">50</td> </tr> </table>				New Applications	2015	2017	2018	Official Plan	2	1	0	Zoning By-law	6	3	1	Site Plan	6	3	3	Subdivision	5	6	2	Zoning Compliance	43	68	50	2019+	8000180	Office Equipment Maintenance	Annual Blackberry charges for 4 staff
				New Applications	2015	2017	2018																								
Official Plan	2	1	0																												
Zoning By-law	6	3	1																												
Site Plan	6	3	3																												
Subdivision	5	6	2																												
Zoning Compliance	43	68	50																												
				2019+	8000220	Printing	Cost for printing large reports, plans, newsletters																								
				2019+	8000230	Photocopier Expenses	Costs shared with Cobourg Heritage Committee																								
				2019+	8000250	Memberships & Subscriptions	OPPI / CIP - \$675 x 4 staff = \$2,700																								
				2019+			Thomson Reuters - \$1,900																								
				2019+			Canadian Urban Institute - \$150																								
				2019+			Misc e.g. Survey Monkey - \$350																								
				2019+	8000240	Postage & Couriers	Allocated to individual departments from Legislative																								
				2019+	8000260	Training & Courses	Professional training for 4 planners																								
				2019+	8000300	Legal Fees	Fees associated with general planning-related legal advice and land registrations (non-recoverable)																								
				2019+	8000360	Consultant Fees	Fees associated with general planning-related advice (non-recoverable)																								
				2019+	8000380	Conferences & Conventions	Annual fees associated with CIP/OPPI/OEMC, etc																								
				2019+	8000894	Zoning Bylaw Update	Consultant expenses associated with the update to to Comprehensive Zoning Bylaw (recoverable DC)																								
				2019+	8000898	Cobourg East Community (Area C)	Expenses associated with review of development proposals in the Cobourg East S. P. (recoverable)																								
				2019+	8000998	Recoveries - Source Water	Recoveries for planning staff time associated with Source Water Protection policy development for County																								

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT #: **8000.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Administration of the Corporation's Land Use Planning Program including Official Plan, Secondary Plans, Zoning By-laws, Site Plans, Subdivisions, etc.	2019+	8000996	Recoveries - Zoning Bylaw Update	Recovery for DC's
	2019+	8000994	Recoveries - Cobourg East Community	Recovery from developers.
PERFORMANCE DATA:				
New Applications	2015	2017	2018	
Official Plan	2	1	0	
Zoning By-law	6	3	1	
Site Plan	6	3	3	
Subdivision	5	6	2	
Zoning Compliance	43	68	50	

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

2018 BUDGET	2017 YTD	2018 YTD	CODE	OBJECT	2019 DEPT REQUEST	*	2019 FINAL APPROVED	2020 FORECAST	2021 FORECAST
44,816	42,101	37,854	810010	Payroll Salaries & Wages	47,169	*	47,169	48,081	49,010
800	902	593	810011	Payroll Overtime	800		800	800	800
13,552	13,132	12,401	810030	Payroll Fringe Benefits	14,670	*	14,670	15,927	17,226
3,850	3,850	3,100	8100290	Honorarium	3,850		3,850	3,850	3,850
63,018	59,985	53,948		SUB TOTAL SALARIES, WAGES & BENEFITS	66,489	*	66,489	68,658	70,886
150	120	280	8100250	Memberships & Subscrip'ns	150		150	150	150
6,000	4,481	4,380	8100260	Training & Courses - Conference	6,000		6,000	6,000	6,000
1,000	716	701	8100270	Travel Expense	1,000		1,000	1,000	1,000
7,150	5,317	5,361		SUB TOTAL MATERIALS	7,150		7,150	7,150	7,150
200	0	0	8100300	Legal Fees	200		200	200	200
200	0	0		SUB TOTAL CONTRACTED SERVICES	200		200	200	200
70,368	65,302	59,309		TOTAL COMMITTEE OF ADJUSTMENT	73,839	*	73,839	76,008	78,236

43,578

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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 <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">2016</td> <td style="width: 15%; text-align: center;">2017</td> <td style="width: 15%; text-align: center;">2018</td> </tr> <tr> <td>Consents</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Variances</td> <td style="text-align: center;">5</td> <td style="text-align: center;">7</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Property Standards App</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> </table>					2016	2017	2018	Consents	2	4	8	Variances	5	7	2	Property Standards App	2	1	2
	2016	2017	2018																				
Consents	2	4	8																				
Variances	5	7	2																				
Property Standards App	2	1	2																				
2019+	8100260	Training & Courses	OACA Conference for CoA members and staff																				
2019+	8100270	Travel expenses	Travel expenses for OACA Conference and site inspections																				
2019+	8100290	Honourarium	Honourarium for quasi-judicial body (Committee of Adjustment and Property Standards)																				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COBOURG HERITAGE COMM**

ACCOUNT#: **7700.100**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
30,288	26,093	20,707	770010	Payroll Salaries & Wages	30,651	30,651	31,262	31,884
1,500	1,132	1,342	770011	Payroll Overtime	1,500	1,500	1,500	1,500
10,172	9,602	6,394	770030	Payroll Fringe Benefits	10,771	10,771	11,631	12,519
41,960	36,827	28,443		SUB TOTAL SALARIES, WAGES & BENEFITS	42,922	* 42,922	44,393	45,903
100	84	333	7700150	Office Supplies	300	* 300	300	300
1,000	226	1,221	7700210	Advertising & Promotions	1,000	1,000	1,000	1,000
200	580	128	7700220	Printing	200	200	200	200
600	0	0	7700230	Photocopier	600	600	600	600
200	4	532	7700240	Postage	200	200	200	200
300	490	273	7700250	Memberships & Subscip'ns	300	300	300	350
4,100	194	1,331	7700260	Training & Courses	4,100	4,100	4,100	4,100
500	428	653	7700270	Travel Expense	700	700	700	750
1,000	183	466	7700850	Plaques	1,000	1,000	1,000	1,000
0	0	0	7700851	Special Proj - Heritage Master Plan	0	0	0	0
0	0	0		NEW Special Proj - Heritage Conservation District Plan	0	0	25,000	25,000
150,000	86,678	26,845	7700852	Special Proj - Downtown CIP Incentive Program	150,000	75,000	150,000	150,000
0	0	0	7700856	Special Proj - Coeey Park Interpretive Display	5,000	5,000	0	0
3,000	0	18	7700853	Special Proj - Heritage District Interpretive Signage	3,000	3,000	0	0
0	9,158	0	7700854	Special Proj - Historical Educational Video Series	0	0	0	0
0	588	0	7700916	Heritage Loan Interest	0	* 0	0	0
5,000	0	5,000	7700912	CAPS Reserve	5,000	5,000	5,000	5,000
-333	-195	0	7700991	Recoveries - Plaques	-333	-333	-333	-333
0	0	0	7700994	Recoveries - Heritage Master Plan DC's	0	0	0	0
0	0	0	7700913	Recoveries - Coeey Park - Parkland Reserve	-5,000	-5,000	0	0
-150,000	-87,266	0	7700995	Recoveries - Downtown Heritage Grant CIP Holdco	-150,000	-75,000	-150,000	-150,000
-3,000	5,000	0	7700913	Recoveries - CAPS Reserve	-3,000	-3,000	0	0
12,667	16,152	36,800		SUB TOTAL MATERIALS	13,067	* 13,067	38,067	38,167
1,500	707	2,500	7700300	Legal Fees	2,500	* 2,500	2,500	2,500
1,500	0	0	7700360	Heritage Consultant	1,000	1,000	1,000	1,000
3,000	707	2,500		SUB TOTAL CONTRACTED SERVICES	3,500	* 3,500	3,500	3,500
0	0	0		NEW Transfer to Reserve - Heritage Conservation District	0	0	10,000	0
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	0	10,000	0
57,627	53,686	67,743		TOTAL COBOURG HERITAGE COMM	59,489	* 59,489	95,960	87,570

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COBOURG HERITAGE COMM**

ACCOUNT #: **7700.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
Promote the preservation of architectural heritage for the Town of Cobourg.				YEAR	CODE	OBJECT	DETAILS
				PERFORMANCE DATA: To November 10, 2018			
Heritage Permits	61	46	78	2019+	7700210	Advertising & Promotions	Misc. expenses associated with public education on heritage matters (i.e.. heritage permits, incentives, newsletters, mail-outs, advertising, heritage awards)
Heritage Permits Waived	61	46	78	2019+	7700250	Memberships & Subscriptions	Professional memberships (CAHP, CHO) & heritage journal subscriptions
				2019+	7700230	Photocopier Expenses	Shared with Planning
				2019+	7700240	Postage	Expenses for bulk mail-outs (i.e.. newsletters, etc.)
				2019+	7700250	Memberships & Subscriptions	Cobourg & District Historical - \$35 Heritage Canada - \$150 Community Heritage - \$75
				2019+	7700260	Training & Courses	Professional training for heritage staff and CHC
				2019+	7700300	Legal Fees	Expenses associated with general heritage legal advice, appeals, etc. and implementation of Heritage Master Plan and Downtown CIP
				2019+	7700360	Heritage Consultant	Consultant expenses associated with general heritage matters, advice, appeals, etc.
				2019+	7700852	Downtown Vitalization CIP Program	Multi-year CIP incentive program to improve the physical condition and appearance of downtown buildings and stimulate economic activity. Funding reduced for 2019 to assist with Affordable Housing Initiative.
				2019+	7700853	Heritage District Interpretative Display	Final year of a 4 yr reserve program to support and promote Town's culture heritage in accordance with strategic recommendation 3 e of the Heritage Master Plan (recoverable from CAPs Reserve)

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COBOURG HERITAGE COMM**

ACCOUNT #: **7700.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Promote the preservation of architectural heritage for the Town of Cobourg.	2019	7700856	Cooley Park Interpretive Display	Implement heritage interpretive display in accordance with Council-approved Landscape Master Plan (recoverable from Parks Reserve)
	2020/21	NEW NEW	Heritage Conservation District Study/Plan Transfer to Reserve - Heritage Conservation District Study / Plan	This is 3 year budget program to establish a new Heritage Conservation District (i.e. Corktown, John St., Walton St., Henry St.) in accordance with Strategic Recommendations 1 c of the Heritage Master Plan
PERFORMANCE DATA:				
To November 10, 2018				
	2016	2017	2018	
Heritage Permits	61	46	78	
Heritage Permits Waived	61	46	78	
	2019+	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	7700913	Recoveries - Cooley Park Interpretive Display	Recoveries from Parks Reserve
	2018/19	7700913	Recoveries - Heritage District Interpretive	Recoveries from CAPS Reserve

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMERCIAL & ECONOMIC DEVELOPMENT SUMMARY

FUNCTION	BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
HENLEY ARCADE	3,400	5,887	3,500	2.9	3,500	2.9	3,500	3,500
SECOND STREET FIRE HALL	6,500	6,273	6,500	0.0	6,500	0.0	6,500	6,500
DRESSLER HOUSE	0	3,168	9,800	-	9,800	-	9,800	9,800
SUB TOTAL COMMERCIAL	9,900	15,328	19,800	100.0	19,800	100.0	19,800	19,800
 ECONOMIC DEVELOPMENT	 274,352	 240,280	 278,703	 1.6	 230,703	 (15.9)	 362,360	 403,550
VENTURE 13	101,728	130,238	197,454	94.1	197,454	94.1	242,217	205,865
TOURISM	227,487	189,110	232,292	2.1	212,272	(6.7)	221,876	229,120
SUB TOTAL ECONOMIC	603,567	559,628	708,449	17.4	640,429	6.1	826,453	838,535
 TOTAL COMMERCIAL & ECONOMIC DEVELOPMENT	 613,467	 574,956	 728,249	 18.7	 660,229	 7.6	 846,253	 858,335

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

ACCOUNT#: **7900.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	821	931	7901460	Utilities	1,000		1,000	1,000	1,000
500	7,218	3,072	7901470	Building Maintenance	500		500	500	500
0	0	0	7901570	Special Project - Henley Arcade Improvements	0		0	0	0
0	0	0	7901913	Recoveries - Holdco	0		0	0	0
1,500	8,039	4,003		SUB TOTAL MATERIALS	1,500		1,500	1,500	1,500
1,900	1,809	1,884	7901320	Insurance	2,000	*	2,000	2,000	2,000
1,900	1,809	1,884		SUB TOTAL CONTRACTED SERVICES	2,000	*	2,000	2,000	2,000
3,400	9,848	5,887		TOTAL HENLEY ARCADE	3,500	*	3,500	3,500	3,500

**TOWN OF COBOURG
2019 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.	2019	7901470	Building Maintenance	Snow removal from walkway
PERFORMANCE DATA: Clear snow / ice Maintain winter / summer				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

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

ACCOUNT#: **7900.200**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	383	859	7902470	Building Maintenance	1,000		1,000	1,000	1,000
1,000	383	859		SUB TOTAL MATERIALS	1,000		1,000	1,000	1,000
5,500	5,342	5,414	7902320	Insurance	5,500		5,500	5,500	5,500
5,500	5,342	5,414		SUB TOTAL CONTRACTED SERVICES	5,500		5,500	5,500	5,500
6,500	5,725	6,273		TOTAL SECOND STREET FIRE HALL	6,500		6,500	6,500	6,500

**TOWN OF COBOURG
2019 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>	2019	7902470	Building Maintenance	Exterior maintenance is the responsibility of the Town. Minor items not impacted by capital work.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **DRESSLER HOUSE**

ACCOUNT#: **7900.300**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	0	3,168	7903460	Utilities	3,000		3,000	3,000	3,000
0	0	0	7903470	Building Maintenance	4,000	*	4,000	4,000	4,000
0	0	0	7903570	Property Improvements	2,000		2,000	2,000	2,000
0	0	3,168		SUB TOTAL MATERIALS	9,000	*	9,000	9,000	9,000
0	0	0	7903320	Insurance	800	*	800	800	800
0	0	0		SUB TOTAL CONTRACTED SERVICES	800	*	800	800	800
0	0	3,168		TOTAL DRESSLER HOUSE	9,800	*	9,800	9,800	9,800

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: DRESSLER HOUSE

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Maintenance and operations of Dressler House building currently housing the Marie Dressler Museum operated by the Foundation.	2019	7903470	Building Maintenance	Maintenance of the building plus summer maintenance of the grounds and winter snow clearing.
	2019	7903570	Property Improvements	Improvement to exterior walkways.
	2019	7903320	Insurance	Insurance of the building only. Contents insured by the Marie Dressler Foundation.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

ACCOUNT#: **8910.100**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
136,314	145,888	133,990	891010	Payroll Salaries & Wages	153,969	*	120,044	207,674
3,304	1,202	7,215	891011	Payroll - Overtime	3,367		3,430	3,496
7,350	537	795	891011	Payroll Summer Students	7,350		7,875	8,025
41,544	37,366	96,968	891030	Payroll Fringe Benefits	45,687	*	31,612	71,990
1,250	1,545	1,744	891031	Payroll Summer Student Benefits	1,250		1,496	1,685
189,762	186,538	240,712		SUB TOTAL SALARIES, WAGES & BENEFITS	211,623	*	163,623	292,870
900	1,959	514	8910150	Office Supplies	900		900	900
5,350	2,571	2,811	8910180	Telephone & Answering Svc	3,300		3,000	3,000
3,100	3,142	3,623	8910210	Advertising & Promotions	3,200	*	4,000	4,000
900	1,577	1,199	8910230	Photocopier Expense	300		300	300
200	9	20	8910240	Postage & Couriers	100		100	100
1,300	-373	2,153	8910250	Memberships & Subscrip'ns	2,640	*	2,640	2,640
800	972	2,249	8910260	Training & Courses	3,300	*	1,000	1,000
1,200	647	1,417	8910270	Travel Expense	1,200		1,200	1,200
100	72	248	8910370	Meals & Refreshments	300		300	300
2,000	564	479	8910380	Conferences & Conventions	2,600	*	2,000	2,000
0	13	0	8910399	Misc Admin Expenses	0	*	0	0
5,500	6,250	2,428	8910460	Utilities	0		0	0
7,000	7,279	5,086	8910470	Building Maintenance	0		0	0
0	0	0	8910990	Recoverable Expense	0	*	0	0
-560	0	-1,680	8910992	Government Grant Wages	-560		-560	-560
27,790	24,682	20,547		SUB TOTAL MATERIALS	17,280		17,280	14,880
800	755	781	8910320	Liability Insurance	800		800	800
45,000	0	0	8910750	Contracted Service - Northumberland County	45,000		45,000	45,000
40,000	77	28,188	8910854	Special Project - Downtown Business Attraction	0		0	0
11,000	29,191	4,895	8910890	Studies & Reviews	15,000	*	50,000	50,000
96,800	30,023	33,864		SUB TOTAL CONTRACTED SERVICES	60,800		60,800	95,800
0	0	0	8910912	Transfer from Holdco Reserve	0		0	0
-40,000	0	0	8910912	Transfer from Economic Development Reserve	-11,000		-11,000	0
0	0	-54,843	871148910	Provincial Grant	0		0	0
0	0	0	8910993	Recoveries - CEDP Grant	0		0	0
-40,000	0	-54,843		SUB TOTAL OTHER CHARGES & TRANSFERS	-11,000	*	-11,000	0
274,352	241,243	240,280		TOTAL ECONOMIC DEVELOPMENT	278,703	0	230,703	403,550

**TOWN OF COBOURG
2019 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>	2019	8910210	Marketing & Promotions	Some items previously accounted for under studies & reviews have been moved into this account.
	2019	8910230	Photocopier Expense	\$80/month avg monthly copy charge N/A due to V13 sponsorship with Red X Technologies. This account reflects only special print jobs.
	2019	8910250	Memberships & Subscriptions	Ontario East Economic Development Corporation - \$440 Northumberland Central Chamber of Commerce - \$200 Northumberland Manufacturers Association - \$2000 * previously under strategic plan budget
	2019	8910260	Training & Courses	Year 2 Economic Dev Program - M Graham - \$2,750 Placeholder for HR Mandatory Training - \$300 BR +E Workshop / Webinars - \$250 *includes mileage, meals & accommodation
	2019	8910270	Travel	Includes local/regional travel for 2 employees
	2019	8910370	Meals & Refreshments	Client meetings, special committee meetings, V13 coffee break into sessions, staff working meetings
	2019	8910380	Conferences & Conventions	EDCO Conference - \$1600 East Municipal Conference - \$1000 - 1 attendee *includes mileage, meals & accommodation
	2019	8910750	Contracted Services - Northumberland County	Manufacturing Attraction Specialist will be hired by Northumberland County on a cost share basis.
	2019	8910890	Studies & Reviews	Economic Development Strategic Plan 2018 - 2022

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT
2019 MARKETING AND PROMOTIONS BUDGET**

<i>Cobourg Street Map Ad featuring new location</i>	300
<i>Domain Name Fees Invest Cobourg; StartHere;</i>	100
<i>Business Achievement Awards</i>	500
<i>Promotional Souvenirs - provided to clients / conferences / trade shows</i>	800
<i>Business & Entrepreneurship Centre Conference Exhibitor Fee</i>	800
<i>Northumberland Manufacturers Association Workshop Sponsorship</i>	700
TOTAL	3200

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT
2019 Strategic Plan New and Ongoing / Outstanding Project Status
Special Project 8910890**

Objective #1 - Execution of Downtown Vitalization Plan:

Downtown Business Attraction Marketing Plan - Council approved budget of \$40,000 in mid 2018. Start Here Ad Campaign continues until spring 2019	\$11,000
Request remaining funds be transferred into a reserve for 2019	
Downtown Marketing Plan - Consumer Attraction, Locals & Tourists (not completed in 2018, TBD for 2019)	
Implement Victoria Square Final Phase (not completed in 2018, TBD in 2019)	
Complete the Cultural Master Plan (see Culture & Recreation Development Budget)	
Subtotal	\$11,000

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 (moved under Marketing & Promotions account)	\$4,000
	\$4,000

Objective #3 - Manufacturing Attraction with Focused Target Markets

Advertising & Promotion (included in contracted services - Northumberland County)	
Ontario East Food Team Membership (membership through Northumberland County)	
Remain active member of Ontario East Economic Development Commission attending quarterly functions (now under memberships & subscription account)	
Subtotal	\$0

Objective #4 - Business Retention & Expansion

NMA Membership, Partnership Support & Business Retention & Expansion Programs (now under memberships & subscriptions)	
Promote Business Advisory Centre Northumberland's Faster Forward Business Success Program, youth programs and small business starts	
Subtotal	\$0

TOTAL	\$15,000
--------------	-----------------

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **VENTURE 13**

ACCOUNT#: **8930.100**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
67,687	0	49,612	893010	Payroll Salaries & Wages	107,400	*	107,400	111,520
19,291	0	12,898	893030	Payroll Fringe Benefits	35,979	*	35,979	41,820
86,978	0	62,510		SUB TOTAL SALARIES, WAGES & BENEFITS	143,379	*	143,379	153,340
0	0	2,216	8910150	Office Supplies	0		0	0
2,500	0	1,457	8930170	Software Maintenance	2,500		2,500	2,500
9,000	0	11,438	8930175	Internet/Telephone Costs	18,500		18,500	18,500
1,000	0	0	8930185	Alarm / Line Charges	600		600	600
10,000	0	29,734	8930210	Advertising & Promotions	30,000	*	30,000	10,000
23,000	0	35,597	8930460	Utilities Contingency	65,000	*	65,000	65,000
5,000	0	22,367	8930470	Building Maintenance	25,000	*	25,000	25,000
20,000	0	5,853	8930500	Custodial/Cleaning Supplies	23,000		23,000	23,000
0	0	2,007	8930919	Bank Service Fees	2,500		2,500	2,500
70,500	0	110,669		SUB TOTAL MATERIALS	167,100	*	167,100	147,100
3,000	0	1,600	8930300	Legal Fees	0		0	0
12,000	0	1,219	8930320	Liability Insurance	1,400		1,400	1,400
0	0	8,523	8930550	Property Maintenance Fees - Delcom	8,000		8,000	8,000
2,250	0	1,410	8930480	Garbage Removal	2,500		2,500	2,500
0	0	0	8930850	Special Project - Chairs/Fountain/Outdoor Signage	7,000		7,000	0
0	0	0	8930851	Special Project - Workforce Development	60,900		60,900	14,500
17,250	0	12,752		SUB TOTAL CONTRACTED SERVICES	79,800	*	79,800	26,400
90,000	0	0	8930540	Rent	0		0	0
-60,000	0	-40,000	8901	Anchor Tenant - Rent Recovery	-60,000		-60,000	-60,000
-30,000	0	-15,693	8902	Transient Tenant - Rent Recovery	-30,000		-30,000	-40,000
-30,000	0	0	8903	CEDP Grant - Promotions/Furniture	-17,000		-17,000	0
0	0	0	8903	RED Grant - Workforce Development	-28,950		-28,950	-7,100
0	0	0	8930991	Recoveries - Internet/Telephone (75%)	-13,875		-13,875	-13,875
-43,000	0	0	8930913	Transfer Economic Reserve	-43,000		-43,000	0
-73,000	0	-55,693		SUB TOTAL OTHER CHARGES & TRANSFERS	-192,825		-192,825	-120,975
101,728	0	130,238		TOTAL VENTURE 13	197,454	0	197,454	205,865

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2019	893010	Salaries & Wages	2 new full-time positions
	2019	8930175	Internet Costs	Includes IP Phones, secondary DSL backup, fibre
	2019	8930550	Property Management Fees - Delcom	Management fees including mechanical / building systems & 24/7 on-call service
	2019	8930460	Utilities	Will be offset by new solar panel installation in 2019
	2019	8930850	Special Project - Chairs/Fountain/Outdoor Signage	Folding chairs required for lecture hall that can be easily stored and moved Purchase and installation of water fountain & bottle refilling station to accommodate summer camp kids and to decrease use of bottled water in the facility. Purchase and installation of a sign with V13 address due to numerous comments that our building cannot be found as no visible address on building. Additional signs also needed to direct visitors to parking area at back of building.
	2019	8930850	Special Project - Workforce Development	2 year project includes hiring of facilitator to develop workforce in the area of STEM & create pathways between high school students, post-secondary institutions, V13 tenants & industry. The goal is to encourage careers in STEM & bring up the profile of careers in manufacturing and innovative / technology based businesses. Total project 24 months \$162,400, a RED grant application in the amount of \$77,200 has been submitted. Project will proceed only in grant received.

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

**VENTURE 13
2019 MARKETING AND PROMOTIONS BUDGET**

Branding Attraction Campaign 2019 (a draft plan has been developed)	20000
-includes participation at innovation conferences / summits	
-promotional materials	
-giveaways	
-summit / conference registration fees, travel & accommodation	
- Go Train Ads	
Venture 13.ca website maintenance and domain name fees	500
Event Promotions:	7000
-Tri-Association Manufacturing & Innovation Conference NEW	
-Ad placements in various mediums including radio/print/on-line	
Meals & Refreshments for special events i.e. coffee break sessions; breakfast workshops etc.	2500
TOTAL	30000

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **TOURISM**

ACCOUNT#: **8920.100**

2018	2017	2018		2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
72,348	85,500	12,955	892010	Payroll Salaries & Wages	84,786	*	84,786	91,118
0	22,232	65,735	8920750	Contracts	0		0	0
2,492	2,827	662	892011	Payroll - Overtime	0		0	0
36,750	55,114	47,956	892015	Payroll Summer Ambassadors	29,400		29,400	33,168
23,949	23,231	4,573	892030	Payroll Fringe Benefits	24,588	*	24,588	30,069
6,248	6,375	5,904	892031	Payroll Summer Ambassadors Benefits	4,998		4,998	6,965
141,787	195,279	137,785		SUB TOTAL SALARIES, WAGES & BENEFITS	143,772		143,772	161,320
500	1,069	38	8920150	Office Supplies	500		500	600
500	1,426	1,135	8920160	Office Equipment Purchase	500		500	600
1,500	1,009	2,381	8920180	Telephone & Answering Svc	1,500		1,500	1,500
79,200	35,817	51,990	8920210	Advertising & Promotions	120,020	*	100,000	100,000
1,000	190	0	8920230	Photocopier Expense	1,000		1,000	1,000
1,500	738	64	8920240	Postage & Couriers	1,500		1,500	1,500
250	0	0	8920250	Membership & Subscrip'ns	250		250	350
1,500	239	0	8920260	Training & Courses	1,500		1,500	1,500
2,000	484	0	8920270	Travel Expense	1,000		1,000	1,000
5,000	0	0	8920380	Conferences & Conventions	2,000		2,000	2,000
3,000	0	2,995	8920390	Souvenir Purchases	2,000		2,000	2,000
500	0	0	8920851	Special Project - Bike Rental Program	500		500	500
750	742	1,366	8920919	Bank Service Fees	750		750	750
-3,000	-7,388	-6,720	8873	Government Grant - Wages	-5,000	*	-5,000	-5,000
-2,000	-9	0	87088	Filming Recoveries	-2,000	*	-2,000	-2,000
0	0	1,467	8920550	Security Contract	0		0	0
92,200	34,317	54,716		SUB TOTAL MATERIALS	126,020	*	106,000	106,300
-1,500	-835	-2,508	8871	Souvenir Sales	-2,500	*	-2,500	-2,500
0	-1,085	-883	8872	Bike Rentals	0		0	0
-5,000	0	0	8874	Ad Revenue	-35,000		-35,000	-36,000
-6,500	-1,920	-3,391		TOTAL REVENUE	-37,500	*	-37,500	-38,500
227,487	227,676	189,110		NET TOURISM	232,292	*	212,272	229,120

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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>	2019	8920210	Advertising & Promotions	<p>New marketing initiatives include, development of a Sports and Recreation Leisure Playbook, detailing all opportunities for Cobourg residents to engage in local programs, team sports, lessons and more. The book's development expenses will be completely offset by local advertising opportunities.</p> <p>Website Redevelopment: Phase two of ExperienceCobourg.ca the re-development will include the set-up of a mailchimp database for email marketing opportunities, work to back-end to increase functionally, SEO Monitoring and reporting and design work to coordinate with new tourism guide.</p> <p>Content Development / Social Media Design: Re-branding of Cobourg Tourism Social Media channels to streamline with re-branding of ExperienceCobourg.ca. Development of video's and promotional materials to be used across all platforms.</p> <p>Recoveries: The addition of paid advertising opportunities in the Experience Guide, website and leisure guide will offset annual website support and fees.</p>
<p>PERFORMANCE DATA:</p> <p>Demographics and Database Management A robust visitor demographics collection strategy was employed in 2018 including surveys, cell phone tracking, web analytics, and laser tracking. Overall, Cobourg is branded first by its beach and second by its multiple event offerings.</p> <p>Visitor Information A pilot program to relocate Visitor Information services to Victoria Hall proved most effective, with a dramatic increase of guest traffic and a higher volume of marketing collateral distribution. Guest surveys indicated that people enjoyed the convenience of the location and were promoted to view the Art Gallery and Court Room attractions.</p> <p>Marketing & Brand Strategy Promoting the new the "Experience Cobourg" brand proved successful in increasing awareness of Cobourg within the GTA, Eastern Ontario and the Capital Region. Postal code tracking through online surveys showed an increase in visitation in each of these regions.</p> <p>Souvenirs Cobourg Tourism engaged Hoselton Sculptures to create a series of historically-significant icons to sell as signature souvenirs. Displayed at Victoria Hall and the Marina offices and on line.</p>	2019	8930380	Conferences/Sport & Conventions	<p>As a critical extension of basic marketing initiatives. It is essential to engage in industry-related trade shows and conferences. This further promotes our brands within the industry and allows for professional networking with our markets that may develop into reciprocal opportunities. For 2019, we recommend attendance at the following shows:</p> <p>TIAO Tourism Industry Conference Festival & Events Conference Ontario Sport Tourism Conference</p>

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

2019 - 2021 MARKETING AND PROMOTIONS BUDGET

	2019	2020	2021
Printed Materials / Guides	32,520	37,000	39,000
Website Redevelopment / Content Development / Social Media Design	14,500	10,000	12,000
External Ad Placements / Promotion	14,000	24,000	26,000
Website Support & Annual Expenses - to be recovered from ad revenue	34,980	35,500	36,000
Photography / Video Production	1,000	2,500	3,000
TODs Signage	3,000	3,000	3,000
Promotional Van (insurance and gas)	0	2,000	2,500
TOTAL	100,000	114,000	121,500

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

CAPITAL PROJECTS SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
CAPITAL LEVY	341,203	341,203	371,500	8.9	154,000	(54.9)	4,759,500	2,943,000

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CAPITAL**

FUNCTION/ACTIVITY: **CAPITAL LEVY**

ACCOUNT#: **9800.10**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
341,203	332,245	341,203	9401911	Transfer to Capital	371,500	*	154,000	4,759,500	2,943,000
341,203	332,245	341,203		SUB TOTAL OTHER CHARGES & TRANSFERS	371,500	*	154,000	4,759,500	2,943,000
341,203	332,245	341,203		TOTAL CAPITAL LEVY	371,500	*	154,000	4,759,500	2,943,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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	31,200
			PROTECTION - POLICE	25,000
			PROTECTION - FIRE	0
			PROTECTION - OTHER	0
PERFORMANCE DATA:			PUBLIC WORKS	0
			PARKS AND RECREATION	82,800
			CULTURE AND COMMUNITY	15,000
			ECONOMIC DEVELOPMENT & TOURISM	0
			TOTAL CAPITAL LEVY	154,000

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

LONG TERM DEBT SUMMARY

FUNCTION	2018 BUDGET	2018 YTD	2019 DEPT REQUEST	%	2019 FINAL APPROVED	%	2020 FORECAST	2021 FORECAST
TRANSPORTATION DEBT	272,600	271,208	309,000	13.4	309,000	13.4	430,500	430,500
ENVIRONMENTAL DEBT	0	0	0	-	0	-	0	0
PARKS & RECREATION DEBT	253,000	245,500	263,200	4.0	263,200	4.0	163,200	163,200
LIBRARY DEBT	-40,000	-40,000	-40,000	0.0	-40,000	0.0	-40,000	-40,000
LANDFILL	0	0	118,500	-	118,500	-	89,000	0
TOTAL DEBT	485,600	476,708	650,700	34.0	650,700	34.0	642,700	553,700

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **TRANSPORTATION**

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

ACCOUNT#: **3300.100**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
673,800	99,500	616,408	3300950	Long Term Debt	760,300	*	760,300	881,800	881,800
-401,200	0	-345,200	3300991	Recoveries	-451,300		-451,300	-451,300	-451,300
272,600	99,500	271,208		SUB TOTAL OTHER CHARGES & TRANSFERS	309,000	*	309,000	430,500	430,500
272,600	99,500	271,208		TOTAL TRANSPORTATION DEBT CHARGES	309,000	*	309,000	430,500	430,500

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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:		
	2019 - Public Works/Parks Facility - 091-17	3,000,000	638,800
	2019 - New - Roads	2,000,000	121,500
	Total	5,000,000	760,300
	Recoveries:		
	Holdco Reserve	-351,300	
	Northam Reserve	-100,000	
		-451,300	
PERFORMANCE DATA:			

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

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

ACCOUNT#: **4800.10**

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
676,000	470,000	455,000	4800950	Long Term Debt	527,600		527,600	586,000	586,000
-676,000	-470,000	-455,000	4800991	Recoveries	-527,600	*	-527,600	-586,000	-586,000
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
0	0	0		TOTAL DEBT CHARGES	0	*	0	0	0

**TOWN OF COBOURG
2019 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	147,600
	Bylaw #50-13	1,500,000	174,000
	2019 - New - Headworks Plant #1	6,000,000	206,000
	Total	9,875,000	527,600
	To be paid from Sewer Reserve		-527,600
	Total		0

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & REC**

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

ACCOUNT#: 7290950

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
658,400	276,000	639,500	7290950	Long Term Debt	595,400		595,400	595,400	595,400
-405,400	-276,000	-394,000	7290991	Recoveries	-332,200		-332,200	-432,200	-432,200
253,000	0	245,500		SUB TOTAL OTHER CHARGES & TRANSFERS	263,200	*	263,200	163,200	163,200
253,000	0	245,500		TOTAL PARKS & RECREATION DEBT CHARGES	263,200	*	263,200	163,200	163,200

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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
	Issued:		
	2013 - Bylaw #27-13	4,000,000	276,000
	2019 - Public Works/Parks Facility - 091-17	1,500,000	319,400
		5,500,000	595,400
	Recoveries:		
	Holdco	-56,200	
	Development Charges	-276,000	
	Total Recoveries	-332,200	
PERFORMANCE DATA:			

**TOWN OF COBOURG
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

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

ACCOUNT#: 7600

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-40,000	-40,000	-40,000	7600950	Long Term Debt	-40,000	*	-40,000	-40,000	-40,000
-40,000	-40,000	-40,000		SUB TOTAL OTHER CHARGES & TRANSFERS	-40,000	*	-40,000	-40,000	-40,000
-40,000	-40,000	-40,000		TOTAL LIBRARY DEBT CHARGES	-40,000	*	-40,000	-40,000	-40,000

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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
2019 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

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

ACCOUNT#: 4420

2018	2017	2018			2019		2019	2020	2021
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
118,500	160,500	117,745	4420950	Long Term Debt	118,500		118,500	89,000	0
-118,500	0	-117,745	4420991	Recoveries	0			0	0
0	160,500	0		SUB TOTAL OTHER CHARGES & TRANSFERS	118,500	*	118,500	89,000	0
0	160,500	0		TOTAL LANDFILL DEBT CHARGES	118,500	*	118,500	89,000	0

2019-04-23

*Indicates increase over previous year

**TOWN OF COBOURG
2019 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	89,000
		1,000,000	89,000
PERFORMANCE DATA:			