

TOWN OF COBOURG

2016 CURRENT OPERATING BUDGET SUMMARY

	2015 BUDGET	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
DIRECT CONTROL NET EXPENDITURES	16,681,622	17,155,307	2.8	0	(100.0)	21,130,299	19,152,207
DIRECT CONTROL REVENUE	-1,109,600	-1,024,400	(7.7)	0	(100.0)	-1,002,700	-990,000
DIRECT NET COST	<u>15,572,022</u>	<u>16,130,907</u>	3.6	<u>0</u>	(100.0)	<u>20,127,599</u>	<u>18,162,207</u>
POLICE - NET - OPERATING	5,856,424	5,948,716	1.6	0	(100.0)	6,356,649	6,501,328
- CAPITAL	92,000	100,000	8.7		(100.0)	100,000	0
POLICE NET COST	<u>5,948,424</u>	<u>6,048,716</u>	1.7	<u>0</u>	(100.0)	<u>6,456,649</u>	<u>6,501,328</u>
TOTAL FOR MUNICIPAL LEVY	<u>21,520,446</u>	<u>22,179,623</u>	3.1	<u>0</u>	(100.0)	<u>26,584,248</u>	<u>24,663,535</u>
IMPACT OF NEW ASSESSMENT GROWTH		<u>291,000</u>	1.5				
IMPACT ON PRIOR EXISTING ASSESSMENT		<u>21,888,623</u>	1.6	<u>0</u>	(100.0)		

TOWN OF COBOURG

2016 CURRENT OPERATING BUDGET SUMMARY

FUNCTION	2015 BUDGET	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
NET EXPENDITURES							
GENERAL GOVERNMENT	3,145,552	3,060,360	(2.7)	0	(100.0)	3,234,885	3,272,316
PROTECTION - OTHER	3,302,869	3,414,005	3.4	0	(100.0)	3,442,441	3,576,305
PUBLIC WORKS	4,197,879	4,341,387	3.4	0	(100.0)	4,408,588	4,509,414
ENVIRONMENTAL	51,093	40,796	(20.2)	0	(100.0)	41,997	43,199
SOCIAL & FAMILY	42,750	43,000	0.6	0	(100.0)	21,500	0
PARKS & RECREATION	2,571,252	2,926,297	13.8	0	(100.0)	3,052,043	3,145,937
CULTURE & COMMUNITY	1,211,047	1,327,619	9.6	0	(100.0)	1,274,315	1,295,764
PLANNING & RESIDENTIAL	444,615	401,571	(9.7)	0	(100.0)	436,533	441,035
COMMERCIAL & ECO. DEV.	584,449	588,822	0.7	0	(100.0)	616,730	624,103
TOTAL OPERATING	15,551,506	16,143,857	3.8	0	(100.0)	16,529,032	16,908,073
CAPITAL LEVY	312,916	297,550	(4.9)	0	(100.0)	3,877,867	1,518,334
LONG TERM DEBT CHARGES	817,200	713,900	(12.6)	0	(100.0)	723,400	725,800
TOTAL CAPITAL FORMATION	1,130,116	1,011,450	(10.5)	0	(100.0)	4,601,267	2,244,134
TOTAL DIRECT CONTROL	16,681,622	17,155,307	2.8	0	(100.0)	21,130,299	19,152,207

TOWN OF COBOURG

2016 CURRENT OPERATING BUDGET SUMMARY

FUNCTION	2015 BUDGET	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
REVENUE SUMMARY							
REVENUE							
SUPPLEMENTARY TAXES	350,000	350,000	0.0	0	(100.0)	375,000	375,000
PENALTY & INTEREST	625,000	600,000	(4.0)	0	(100.0)	600,000	600,000
TAX CANCELLATIONS	-225,000	-200,000	(11.1)	0	(100.0)	-225,000	-225,000
TOTAL	750,000	750,000	0.0	0	(100.0)	750,000	750,000
PROVINCIAL GRANTS							
UNCONDITIONAL - TOWN	36,400	37,500	3.0	0	(100.0)	37,700	38,000
UNCONDITIONAL - OMPF	129,200	109,900	(14.9)	0	(100.0)	93,000	80,000
TOTAL	165,600	147,400	(11.0)	0	(100.0)	130,700	118,000
OTHER GRANTS							
OTHER GRANTS IN LIEU	74,000	22,000	(70.3)	0	(100.0)	22,000	22,000
TOTAL	74,000	22,000	(70.3)	0	(100.0)	22,000	22,000
OTHER							
OTHER REVENUE	120,000	105,000	(12.5)	0	(100.0)	100,000	100,000
TOTAL	120,000	105,000	(12.5)	0	(100.0)	100,000	100,000
TOTAL REVENUE	1,109,600	1,024,400	(7.7)	0	(100.0)	1,002,700	990,000

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

REVENUE SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
TAXATION								
MILL RATE	21,520,446	21,527,712	22,179,623	3.1	0 (100.0)		26,584,248	24,663,535
OTHER	975,000	836,641	950,000	(2.6)	0 (100.0)		975,000	975,000
TAX CANCELLATIONS	-225,000	-274,101	-200,000	(11.1)	0 (100.0)		-225,000	-225,000
TOTAL	22,270,446	22,090,252	22,929,623	3.0	0 (100.0)		27,334,248	25,413,535
PROVINCIAL GRANTS								
UNCONDITIONAL - TOWN	36,400	36,670	37,500	3.0	0 (100.0)		37,700	38,000
UNCONDITIONAL - OMPF	129,200	129,200	109,900	(14.9)	0 (100.0)		93,000	80,000
TOTAL	165,600	165,870	147,400	(11.0)	0 (100.0)		130,700	118,000
OTHER GRANTS								
OTHER GRANTS IN LIEU	74,000	85,891	22,000	(70.3)	0 (100.0)		22,000	22,000
TOTAL	74,000	85,891	22,000	(70.3)	0 (100.0)		22,000	22,000
OTHER								
OTHER REVENUE	120,000	73,283	105,000	(12.5)	0 (100.0)		100,000	100,000
TOTAL	120,000	73,283	105,000	(12.5)	0 (100.0)		100,000	100,000
TOTAL REVENUE	22,630,046	22,415,296	23,204,023	2.5	0 (100.0)		27,586,948	25,653,535

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE:

REVENUES

FUNCTION/ACTIVITY: **TAXATION**

ACCOUNT #: **860**

2015	2015			2016		2016		2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
21,520,446	21,527,712	8601	Taxation - Municipal	22,179,623	*	0		26,584,248	24,663,535
350,000	343,916	8604	Supplementary	350,000				375,000	375,000
625,000	492,725	8606	Penalty and Interest on Taxes	600,000				600,000	600,000
-225,000	-274,101	8609	Tax Cancellations	-200,000	*		*	-225,000	-225,000
22,270,446	22,090,252		TOTAL TAXATION	22,929,623		0		27,334,248	25,413,535

3/17/16

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

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

2015	2015			2016		2016		2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
21,500	21,279	8621	Canada	22,000	*			22,000	22,000
52,500	64,612	8622	Municipal	0				0	0
74,000	85,891		TOTAL OTHER GRANTS IN LIEU	22,000		0		22,000	22,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **REVENUES**

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

ACCOUNT#: **862**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
Payments of grants in lieu by federal & municipal governments.	CODE	OBJECT	DETAILS
	8621	Canada	Canada Post Building
PERFORMANCE DATA:	8622	Municipal	East Pier Centre Pier Covert Street Parking Lot - included in taxes

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

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

2015	2015			2016		2016		2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
4,000	4,341	8631	LCBO	4,500	*			4,500	4,500
200	94	8638	MTO	200				200	200
5,500	4,571	8634	Ontario Correctional - Brookside	4,600				4,600	4,600
8,200	8,131	8636	General Hospital	8,200				8,200	8,200
18,500	19,533	8637	O.P.P.	20,000	*			20,200	20,500
36,400	36,670		TOTAL PROVINCIAL GRANTS IN LIEU	37,500	*	0		37,700	38,000

3/17/16

*Indicates increase over previous year

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

COMMITTEE: **REVENUES**

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

ACCOUNT #: **864**

2015	2015			2016		2016		2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
129,200	129,200	8641	OMPF- Direct	109,900				93,000	80,000
129,200	129,200		TOTAL PROV GRANTS UNCONDITIONAL	109,900		0		93,000	80,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **REVENUES**

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

ACCOUNT#: **864**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
	CODE	OBJECT	DETAILS
Grants from the Province to offset downloading including a grant which formerly came to Municipality and now goes directly to the County.	8641	OMPF	The 2016 OMPF allocation has been announced by Province of Ontario as 2015 - 129,200. Reduced by 15% for 2016. Anticipate annual reduction of 15% for 2017 and 2018.
PERFORMANCE DATA:			

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES** FUNCTION/ACTIVITY: **OTHER REVENUE** ACCOUNT #: **871**

2015	2015			2016		2016		2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
85,000	73,283	8711	Interest Income	75,000				75,000	75,000
35,000	0	8712	Surplus	30,000				25,000	25,000
120,000	73,283		TOTAL OTHER REVENUE	105,000		0		100,000	100,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

GENERAL GOVERNMENT SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
COUNCIL	296,474	292,232	287,870	(2.9)	0	(100.0)	327,300	335,441
CAO	233,299	230,945	240,173	2.9	0	(100.0)	249,474	258,350
COMMUNICATIONS	165,971	171,651	178,795	7.7	0	(100.0)	172,170	176,125
CLERKS								
Administration	439,835	435,984	455,845	3.6	0	(100.0)	474,637	494,245
General Revenue	-18,000	-19,347	-20,000	11.1	0	(100.0)	-20,500	-20,500
Lottery Revenue	-105,000	-109,367	-107,000	1.9	0	(100.0)	-107,000	-107,000
Dog Tag Revenue	-14,000	-11,035	-12,000	(14.3)	0	(100.0)	-12,000	-12,000
General Revenue	-25,400	-31,104	-32,400	27.6	0	(100.0)	-32,400	-32,400
NET CLERK	277,435	265,131	284,445	2.5	0	(100.0)	302,737	322,345
FINANCE	610,940	592,744	642,482	5.2	0	(100.0)	659,125	674,027
Revenue	-14,500	-15,895	-16,000	10.3	0	(100.0)	-16,000	-16,000
NET FINANCE	596,440	576,849	626,482	5.0	0	(100.0)	643,125	658,027
INFORMATION TECH	228,243	227,441	231,420	1.4	0	(100.0)	286,817	242,315
VICTORIA HALL	647,956	647,030	638,498	(1.5)	0	(100.0)	663,335	681,314
FINANCIAL	375,000	398,047	249,000	(33.6)	0	(100.0)	261,800	263,000
PERSONNEL	308,484	297,896	310,477	0.6	0	(100.0)	314,627	321,699
HEALTH & SAFETY	16,250	9,161	13,200	(18.8)	0	(100.0)	13,500	13,700
TOTAL EXPENSES	3,322,452	3,303,131	3,247,760	(2.2)	0	(100.0)	3,422,785	3,460,216
TOTAL REVENUE	-176,900	-186,748	-187,400	5.9	0	(100.0)	-187,900	-187,900
NET TO TOWN	3,145,552	3,116,383	3,060,360	(2.7)	0	(100.0)	3,234,885	3,272,316
DEBT CHARGES	0	0	0	-	0	-	0	0

**Detail in Long Term Debt Charges Section

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT #: **1000.100**

2015	2015		2016		2016	2017	2018	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
166,735	163,127	100010	Payroll Salaries & Wages	167,744		170,680	173,667	
0	596	100011	Payroll Overtime	0		0	0	
46,686	46,106	100030	Payroll Fringe Benefits	47,807	*	52,911	58,178	
213,421	209,829		SUB TOTAL SALARIES, WAGES & BENEFITS	215,551		0	223,591	231,845
500	588	1000150	Office Supplies	500		500	500	
4,000	4,546	1000180	Telephone & Answer Svc	4,000		4,200	4,200	
5,200	10,331	1000210	Advertising & Promotions	5,900	*	5,900	5,900	
800	889	1000220	Printing	800		800	800	
100	38	1000240	Postage & Couriers	100		100	100	
7,500	13,601	1000250	Memberships & Subscrip'ns	12,800	*	12,800	12,800	
3,500	3,352	1000270	Travel Expense	3,500		3,500	3,500	
9,000	8,649	1000330	Receptions	8,200		8,200	8,200	
10,500	9,779	1000340	Presentations	6,200		6,200	6,200	
10,000	10,000	1000350	Election	10,000		10,000	10,000	
3,000	3,035	1000370	Meals & Refreshments	3,000		3,300	3,300	
18,000	13,746	1000380	Conference & Conventions	18,000		18,000	18,000	
11,000	4,896	1000399	Public Relations	6,700		6,700	6,700	
10,000	8,892	1000851	Special Projects - Strategic Planning	0		6,000	6,000	
0	0	1000852	Special Projects - Comm Plan	0		0	0	
0	0	1000853	Special Projects - Tom MacMillan Committee	0		0	0	
0	0 NEW		Special Project - Cultural Master Plan	0		25,000	25,000	
0	0	1000912	Transfer from/to Election Reserve	0		0	0	
-10,047	-9,939	1000955	Building Dept. - Indirect Costs	-7,381		-7,491	-7,604	
83,053	82,403		SUB TOTAL MATERIALS	72,319		0	103,709	103,596
296,474	292,232		TOTAL COUNCIL	287,870		0	327,300	335,441

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT#: **1000.100**

STATEMENT OF PURPOSE: To provide expenses and remuneration for the Mayor's Office and Members of Council, including expenditures required for Council activities.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2016	1000210	Advertising & Promotions	Crime Stoppers - \$170, MADD - \$315 Make a Wish - \$125, Shelter Valley Folk Festival - \$100 Town Crier (costume) \$2,477, Cleaning \$60 Misc. Advertising - \$500, Legion Vet. Publication - \$275 Poet Laureate Annual - \$500, Town Crier Ann. - \$500 Civic Awards Radio - \$570, GRCA Dinner - \$290
	2016	1000250	Memberships & Subscriptions	AMO - \$9,571, ROMA/OGRA - \$1,300 Municipal Information Network - \$800 MIN Electronic Subscription - \$887 Northumberland Today - \$200
	2016	1000330	Receptions	Mayor's Levee - \$1,000, 25 yr Reception - \$1,800 Staff Christmas Reception - \$3,100, Misc., \$1,000 Business Achievement Awards - \$1,265
	2016	1000340	Presentations	Framing - \$500, Merchandise - \$700 Long Service Recognition Gifts - \$3000 J D Burnett - \$500, Bereavement Flowers - \$500 Christmas Cards - \$300, Misc \$500 Photo Book - \$120
	2016	1000380	Conferences & Conventions	AMO - \$10,500, OSUM - \$2,400, OEMC - \$2,700 Training & Workshops - \$2,400
	2016	100399	Public Relations / Mayor Dis	Rotary Ribfest - \$500, Legion Wreath - \$60 NHH Coffee - \$100, NHH Gala - \$2,500 Cougars - \$2,500, Cougar Crests - \$200, United Way - \$100, Misc. \$740

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **ADMINISTRATION - CAO**

ACCOUNT #: **1100.100**

2015	2015		2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
177,104	177,142	110010	Payroll Salaries & Wages	180,896	*	184,062	187,283
0	1,726	110011	Payroll Overtime	0		0	0
49,589	45,863	110030	Payroll Fringe Benefits	51,000	*	57,059	62,740
226,693	224,731		SUB TOTAL SALARIES, WAGES & BENEFITS	231,896	*	0	250,023
750	440	1100150	Office Supplies	750		750	750
850	676	1100180	Telephone & Answering Svc	900	*	900	900
100	95	1100220	Printing	100		100	100
770	1,878	1100250	Memberships & Suscrip'ns	1,970	*	1,970	1,970
1,935	0	1100260	Training & Courses	2,000	*	2,000	2,000
1,970	1,409	1100270	Travel Expense	2,000		2,000	2,000
700	1,016	1100370	Meals & Refreshments	700		750	750
1,460	2,608	1100380	Conferences & Conventions	1,500	*	1,550	1,550
-1,929	-1,908	1100955	Building Dept. - Indirect Costs	-1,643		-1,667	-1,693
6,606	6,214		SUB TOTAL MATERIALS	8,277	*	0	8,327
233,299	230,945		TOTAL ADMINISTRATION	240,173	*	0	258,350

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CAO**

ACCOUNT #: **1100.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>Directs the provision of Municipal services through Division Directors. Ensures implementation of Council decisions; general management of Municipal Administration and provides personnel service.</p> <p>PERFORMANCE DATA:</p>	2016	1100250	Memberships & Subscriptions	<p>Municipal Engineers Assoc. - \$120</p> <p>OMAA Membership - \$400</p> <p>Professional Engineers Dues - \$250</p> <p>Ontario Good Roads - \$1,200</p>
	2016	1100260	Training & Courses	<p>Spring OMAA Registration/Accommodations - \$950</p> <p>Fall OMAA Registration / Accommodations - \$950</p> <p>Miscellaneous Day Courses - \$200</p>
	2016	1100270	Travel Expenses	<p>Annual Car Allowance - \$1,000</p> <p>Spring OMAA - \$192</p> <p>Fall OMAA - \$269</p> <p>AMO - \$300</p> <p>Miscellaneous Travel - \$250</p>
	2016	1100370	Meals & Refreshments	<p>Spring OMAA - \$100</p> <p>Fall OMAA - \$100</p> <p>AMO - \$200</p> <p>Miscellaneous Travel - \$200</p>
	2016	1100380	Conferences & Conventions	<p>AMO - \$1,210</p> <p>Miscellaneous - \$250</p>

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

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

ACCOUNT #:

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
71,077	68,464	130010	Payroll Salaries & Wages	74,578	*		78,793	80,172
0	5,816	130011	Payroll - Overtime	2,827			2,993	3,045
19,902	20,395	130030	Payroll Fringe Benefits	21,060	*		25,354	27,878
90,979	94,675		SUB TOTAL SALARIES, WAGES & BENEFITS	98,465	*	0	107,140	111,095
0	4,472	1300170	Office Equipment	0			0	0
0	0 NEW		Software Maintenance	0			4,200	4,200
750	1,194	1300180	Telephone & Answering Svc	1,200	*		1,200	1,200
29,000	29,608	1300210	Advertising & Promotions	27,500			27,500	27,500
3,000	0	1300220	Printing	0			0	0
340	379	1300250	Memberships & Suscrip'ns	380	*		380	380
310	1,285	1300260	Training & Courses	400	*		400	400
120	0	1300270	Travel Expense	150	*		150	150
1,472	38	1300280	Conferences & Conventions	1,200			1,200	1,200
34,992	36,976		SUB TOTAL MATERIALS	30,830		0	35,030	35,030
40,000	40,000	1300850	Special Project - Web Rebuild	49,500			0	0
0	0 NEW		Special Project - Digital Signage/Web casting	0			30,000	30,000
40,000	40,000		SUB TOTAL OTHER CHARGES & TRANSFERS	49,500	*	0	30,000	30,000
165,971	171,651		TOTAL ADMINISTRATION	178,795	*	0	172,170	176,125

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COMMUNICATIONS**

ACCOUNT #:

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>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.</p> <p>PERFORMANCE DATA:</p>	2017 / 2018	NEW	Software Maintenance	Annual Support Esolutions - \$4,200 / yr
	2016	1300210	Advertising & Promotions	Includes all block ad advertising and department promotion. Also includes transit advertisements and various marketing promotional material.
	2016	1300250	Memberships & Subscriptions	IABC Membership - \$340 US
	2016	1300260	Training & Courses	Social Media Workshop
	2016	1300270	Travel Expense	Travel to Conference and Workshop
	2016	1300380	Conferences	Municipal Communications Conference 2016 Registration, travel, meals & accommodation
	2016	1300850	Special Project - Web Rebuild	Second year of 2 year project for Municipal website redesign
	2017 / 2018	NEW	Special Project - Digital Signage	The implementation of digital signage across all municipal buildings.

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-5,000	-5,795	8701	General License	-6,500			-6,500	-6,500
-13,000	-13,552	8702	Marriage License	-13,500			-14,000	-14,000
-105,000	-109,367	8703	Lottery License	-107,000	*		-107,000	-107,000
-14,000	-11,035	87017	Dog Tags & Fines	-12,000	*		-12,000	-12,000
-8,000	-7,500	87013	General Income	-8,000	*		-8,000	-8,000
-200	-19	87014	Printing Chargebacks	-200	*		-200	-200
-5,500	-5,155	8704	Taxi License	-6,000			-6,000	-6,000
-1,200	-980	87035	Burial Permits	-1,200			-1,200	-1,200
-10,500	-17,450	87060	Wedding Solemnization Services	-17,000			-17,000	-17,000
-162,400	-170,853		TOTAL CLERKS DEPARTMENT REVENUE	-171,400		0	-171,900	-171,900

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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:							
Function	2013	2014	2015				
Lotteries	92,345	105,446	109,367				
Business Licenses	9,015	7,970	5,795				
Marriage Licenses	19,510	12,474	13,552				
Civil Ceremonies (nev	6,900	7,200	17,450				
Taxi Licences	5,265	4,840	5,155				
Dog Tag Sales		14,520	11,035				

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
250,430	248,761	115010	Payroll Salaries & Wages	255,078			262,577	270,707
0	1,927	115011	Payroll - Overtime	0			0	0
36,488	36,107	115020	Payroll Part-time Salaries & Wages	37,300	*		37,953	38,617
86,811	86,374	115030	Payroll Fringe Benefits	89,264	*		99,244	109,849
373,729	373,169		SUB TOTAL SALARIES, WAGES & BENEFITS	381,642	*	0	399,774	419,173
3,000	2,159	1150150	Office Supplies	3,000			3,000	3,000
3,000	2,268	1150160	Office Equipment Purchase	3,000			3,000	3,000
2,500	861	1150170	Office Equip Maintenance	800			800	800
0	3,663	1150171	Software Maintenance	3,700			3,700	3,700
20,000	19,858	1150180	Telephone & Answering Svc	20,000			20,000	20,000
1,500	0	1150210	Advertising & Promotions	1,000			1,000	1,000
1,000	701	1150220	Printing	1,000			1,000	1,000
20,000	15,859	1150230	Photocopier Expense	18,000			18,000	18,000
5,000	10,415	1150240	Postage & Couriers	8,000	*		8,000	8,000
2,000	1,792	1150250	Memberships & Subscrip'n's	1,400			1,400	1,400
2,500	1,381	1150260	Training & Courses	2,500			2,500	2,500
1,000	509	1150270	Travel Expenses	1,500	*		1,700	1,700
500	225	1150370	Meals & Refreshments	500			500	500
2,000	1,999	1150380	Conferences & Conventions	2,500	*		2,500	2,500
-2,894	-2,863	1150955	Building Dept. - Indirect Costs	-2,697			-2,737	-2,778
61,106	58,827		SUB TOTAL MATERIALS	64,203	*	0	64,363	64,322
5,000	3,988	1150750	Contracts - Archives County	4,000			4,500	4,750
0	0	1150750	Contracts - Archive Rent CPL	6,000			6,000	6,000
5,000	3,988		SUB TOTAL CONTRACTED SERVICES	10,000	*	0	10,500	10,750
439,835	435,984		TOTAL CLERKS DEPARTMENT	455,845	*	0	474,637	494,245

3/17/16

*Indicates increase over previous year

TOWN OF COBOURG 2016 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

STATEMENT OF PURPOSE: Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2016	115010	Payroll Salaries & Wages	Full year new FT Bylaw / Policy Coordinator
	2016	1150150	Office Supplies	Purchase of office supplies for Clerks, Mayor, CAO, Bylaw, Communications and HR. Provincial rate - Coop Purchasing with County
	2016	1150160	Office Equipment Purchase	Office furnishings, typewriter (Marriage Licences), camera for by-law enforcement and bookings
	2016	1150170	Office Equipment Maintenance	Small office equipment repairs, shredding (Prov rate), licence agreements, contracts, Civic Web, TOMRMS
	2016	1150171	Software Maintenance	Civic Web Annual Fee - Eagendas
	2016	1150180	Telephone & Answering Services	Telephones, Service Provider, Blackberry Cell
	2016	1150210	Advertising	Municipal Information, Council Meetings, Notices
	2016	1150220	Printing	Stationery, letterhead, business cards, labels, brochures, booklets, signs
	2016	1150250	Photocopier Expenses	Photocopier rental service agreement, maintenance, toner and photocopy paper
	2016	1150250	Memberships & Subscriptions	AMCTO Annual Membership (2) - \$385 x 2 = 770 MSOnline - \$140 The Information Professionals - \$305 Municipal Law - \$130
	2016	1150260	Training & Courses	AMCTO - Provincial Offences, Lotteries, Licensing Legislation, Freedom of Information, Records Management, Civic Web/icompass
	2016	1150380	Conferences & Conventions	Annual AMCTO Conference June 2016 (Niagara Falls)
	2016	1150750	Archives	Fee to the County - \$4,000 Rent to Cobourg Public Library - \$6,000 (moved from Org Grants)

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-14,500	-15,895	87038	Tax Certificates	-16,000			-16,000	-16,000
-14,500	-15,895		TOTAL FINANCE DEPARTMENT REVENUE	-16,000		0	-16,000	-16,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
439,836	432,916	120010	Payroll Salaries & Wages	445,300			453,092	461,022
0	9,684	120011	Payroll - Overtime	5,182			5,273	5,365
750	49	120020	Other Salaries & Wages	500			500	500
132,632	129,672	120030	Payroll Fringe Benefits	134,172			143,000	150,000
573,218	572,321		SUB TOTAL SALARIES, WAGES & BENEFITS	585,154	*	0	601,865	616,887
2,250	2,869	1200150	Office Supplies	2,500	*		2,500	2,500
500	0	1200160	Office Equip Purchase	500			500	500
18,000	1,415	1200170	Office Equip Maintenance	4,000			4,000	4,000
0	13,748	1200171	Software Maintenance	37,000			37,000	37,000
2,400	1,731	1200180	Telephone & Answer Serv	2,450	*		2,500	2,500
500	0	1200210	Advertising & Promotion	250			250	250
7,000	7,213	1200220	Printing	7,000			7,000	7,000
7,250	8,352	1200230	Photocopier Expense	7,000			7,000	7,000
27,000	15,010	1200240	Postage & Couriers	22,000			22,000	22,000
3,750	3,443	1200250	Memberships & Subscrip'ns	3,900	*		3,900	3,900
3,500	2,201	1200260	Training & Courses	3,500			3,500	3,500
1,250	651	1200270	Travel Expense	1,500	*		1,500	1,500
200	0	1200370	Meals & Refreshments	200			200	200
1,250	1,321	1200380	Conferences & Conventions	1,500	*		1,500	1,500
-9,028	-8,931	1200955	Building Dept. - Indirect Costs	-7,872			-7,990	-8,110
-28,600	-28,600	1200991	Recoveries	-28,600	*		-28,600	-28,600
37,222	20,423		SUB TOTAL MATERIALS	56,828	*	0	56,760	56,640
500	0	1200300	Legal Fees	500			500	500
500	0		SUB TOTAL CONTRACTED SERVICES	500		0	500	500
610,940	592,744		TOTAL FINANCE DEPARTMENT	642,482	*	0	659,125	674,027

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

FINANCE RECOVERIES

RECOVERIES	2016	2017	2018	2019
<i>Transit</i>	3,600	3,600	3,600	3,600
<i>Parking</i>	10,000	10,000	10,000	10,000
<i>Northam Industrial Park</i>	15,000	15,000	15,000	15,000
<i>Total Recoveries</i>	28,600	28,600	28,600	28,600

**TOWN OF COBOURG
2016 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
					2016	1200170	Office Equipment Maintenance	Includes leasing of folding machine, yearly shredding
PERFORMANCE DATA:					2016	1200171	Software Maintenance	Annual software maintenance contracts: Vailtech - \$12,000 includes Oracle Annual Renewal Great Plains - \$25,000
Perf Data	2013	2014	2015		2016	1200180	Telephone	Includes 3 cell phones
Tax Bills Issued	15796	15939	16051		2016	1200180	Telephone	Includes 3 cell phones
Tax Cert. Issued	406	404	447		2016	1200220	Printing	Envelopes, tax bills, letterhead, paper and toner kits
Tax Appeal Proc	64	70	68		2016	1200230	Photocopier	Lease plus maintenance cost
A/C Payable - Cheques	5074	5784	3441		2016	1200240	Postage	Postage is based on usage, this includes postage for tax bills, accounts receivable invoices, reminders notices, accounts payable cheques. Statutory requirements to mail tax information.
A/C Payable - EFT	0	0	1835		2016	1200250	Memberships & Subscriptions	Municipal Finance Officers - \$315 Ont. Municipal Revenue & Tax Collector - \$205 CPA Dues (2) - \$1960 CPA PSAB Handbook - \$150 AMTCO - \$380 Canadian Payroll - \$225 First Reference Inc - \$665
Misc. Rev Inv.	1342	1433	1368					
Parking Paymt Proc	3402	4886	4797					

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **INFORMATION TECHNOLOGIES**

ACCOUNT #: **1210.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
78,349	61,839	121010	Payroll Salaries & Wages	77,084			78,432	79,805
0	2,478	121011	Payroll - Overtime	2,941			2,993	3,045
16,000	14,240	121030	Payroll Fringe Benefits	22,807	*		25,242	27,755
94,349	78,557		SUB TOTAL SALARIES, WAGES & BENEFITS	102,832	*	0	106,667	110,605
2,500	2,337	1210150	Office Supplies	2,500			2,500	2,500
10,500	15,094	1210170	Software Maintenance	13,500	*		14,000	14,500
57,000	55,869	1210175	Web / Internet Costs	59,500			60,700	61,900
2,500	2,829	1210180	Telephone and Answ Svc	2,500			2,500	2,500
200	70	1210220	Printing	200			200	200
300	0	1210250	Memberships & Subscrip'ns	300			300	300
4,000	0	1210260	Training & Courses	4,000			4,000	4,000
1,300	287	1210270	Travel Expense	1,300			1,300	1,300
0	0	1210850	Special Project - IT Strategy	0			50,000	0
-9,406	-9,305	1210955	Building Dept. - Indirect Costs	-9,212			-9,350	-9,490
68,894	67,181		SUB TOTAL MATERIALS	74,588	*	0	126,150	77,710
35,000	51,703	1210750	Support Contract	24,000			24,000	24,000
35,000	51,703		SUB TOTAL CONTRACTED SERVICES	24,000		0	24,000	24,000
30,000	30,000	1210912	Transfer to Computer Reserve	30,000			30,000	30,000
30,000	30,000		SUB TOTAL OTHER CHARGES & TRANSFERS	30,000		0	30,000	30,000
228,243	227,441		TOTAL INFORMATION TECHNOLOGIES	231,420		0	286,817	242,315

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECH.**

ACCOUNT #: **1210.100**

STATEMENT OF PURPOSE: Computer systems support.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2016	1210170	Software Maintenance	Annual Costs - Anti virus subscriptions - \$3,000 - Groupwise Maintenance (150 users) - \$6,000 - Regular software maintenance costs - \$1,500 - Super AntiSpyware subscriptions - \$3,000
PERFORMANCE DATA:				
Systems Supported:	2016	1210175	Web / Internet Costs	Groupwise Support - \$5,000 MailWise Virus and Spam Support - \$5,100 Eagle DSL Connection - \$28,000 Fortinet Analyzer - \$7,700 Firewall Annual Renewal - \$3,500 Cloud Backup/Recovery - \$6,200 Simnet.Ca Staff Support - \$4,000 This includes annual high speed connections at Victoria Hall, Dressler House, Fire Department, WPCP 1, WPCP 2, Arena, Parks, Marina, Town Yards, Tourist Park and Greenhouse. This also includes hosting of Cobourg.ca and various web servers and other hardware at Eagle.ca including the GIS System.
10 Complete Network Systems (VPN's)				
10 Routers/Gateway Systems				
4 E-mail Gateway/Virus Scanning System				
20 Servers (1 Unix, 6 NT 4.0, 5 2000, 3 Novell)				
92 Desktop Computers				
51 Desktop and network printers				
6 Networked Copiers				
36 Laptop Computers				
GIS System - 3 Servers				
Financial Systems				
Roadpartner System - Salt Trucks				
Monitoring of 6 phone systems				
	2016	1200180	Telephone	Cell phone costs for two staff
	2016	1200250	Memberships & Subscriptions	MISA, other associations
	2016	1210260	Training & Courses	Various training for staff
	2016	1210270	Travel Allowance	Travel allowance for two staff
	2016	1210750	Support Contract	Technical Support - Contract \$1,500/month for backup / holiday relief Simnet.ca - Special Projects Wiring / Networking

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

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

ACCOUNT #: **1400.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
218,110	189,909	140010	Payroll Salaries & Wages	203,253			209,158	210,428
0	12,988	140011	Payroll - Overtime	10,146			10,324	10,504
0	15,461	140012	Payroll - Standby	15,439			15,709	15,984
27,000	28,272	140020	Other Salaries & Wages	27,000			27,000	27,000
66,878	66,466	140030	Payroll Fringe Benefits	71,791	*		78,869	86,172
1,500	1,059	140050	Clothing	1,600	*		1,600	1,600
600	657	140060	Footwear	600			600	600
314,088	314,812		SUB TOTAL SALARIES, WAGES & BENEFITS	329,829	*	0	343,260	352,288
300	464	1400150	Office Supplies	300			325	325
1,500	1,937	1400180	Cell Phone Expenses	1,900	*		2,000	2,000
650	307	1400185	OPX / Alarm Line Charges	700	*		750	750
400	507	1400190	Communication Equipment	600	*		625	625
200	0	1400210	Advertising & Promotions	0			0	0
2,500	1,531	1400260	Training & Courses	1,000			2,000	2,000
30,000	30,800	1400450	Heat	30,000			30,000	30,000
140,000	178,218	1400460	Utilities	150,000	*		153,000	157,000
34,500	62,471	1400470	Building Maintenance	49,250	*		55,000	57,500
10,000	9,545	1400500	Custodial/Cleaning Supplies	8,000			8,500	9,000
3,400	852	1400570	Property Maintenance & Improvements	1,500			2,000	2,000
2,000	627	1400600	Vehicle Maint & Repair	1,000			1,000	1,000
3,000	1,524	1400650	Gasoline	1,500			1,500	1,500
1,050	310	1400680	Other Equip Maint/Repair	1,000			1,000	1,000
2,473	2,473	1400930	Transfer to Vehicle Reserve	2,473			2,473	2,473
-26,605	-26,320	1400955	Building Dept. - Indirect Costs	-22,954			-23,298	-23,647
-1,000	-245	1400992	Recoveries - Dressler House	-1,000	*		-1,500	-1,500
-12,500	-6,966	1400993	Recoveries - Commissionaires Wages	-12,500	*		-14,000	-14,000
-4,000	-4,090	1400994	Recoveries - Library Maintenance	-5,000			-5,000	-5,000
187,868	253,945		SUB TOTAL MATERIALS	207,769	*	0	216,375	223,026

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

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

ACCOUNT #: **1400.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
18,000	18,071	1400320	Liability Insurance	18,000			18,000	18,000
7,000	3,419	1400480	Garbage Removal	4,000			4,200	4,500
100,000	44,826	1400550	System Contracts/Repairs	67,600			70,000	72,000
15,000	0	1400850	Library Maintenance	7,500			8,000	8,000
1,500	3,070	1400851	Dressler House Maintenance	1,800	*		2,000	2,000
2,000	3,331	1400852	Special Projects - Christmas Magic	2,000			1,500	1,500
2,500	5,556	1400854	Special Projects - Lenah-Field Fisher Project	0			0	0
146,000	78,273		SUB TOTAL CONTRACTED SERVICES	100,900		0	103,700	106,000
647,956	647,030		TOTAL ADMIN. BUILDING VICTORIA HALL	638,498		0	663,335	681,314

TOWN OF COBOURG 2016 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **VICTORIA HALL BUILDING**

ACCOUNT #: **1400.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To undertake maintenance of Victoria Hall interior, exterior and co-ordinate long term maintenance and repair. Oversee cleaning contracts(new), oversee all maintenance contracts and the everyday operation of Victoria Hall safety regulations and fire code checks. Also includes C. Gordon King Centre, Dressler House, Second Street Fire Hall, Henley Arcade, and Market Building.	2016	140020	Other Salaries & Wages	Building security contractor
	2016	1400180	Telephone Expenses	Blackberries for staff on call for emergencies
	2016	1400190	Communications Equipment	Hand radios, base station, licence
	2016	1400260	Training & Courses	Retraining certifications as required by the Ministry of Labour
PERFORMANCE DATA:	2016	1400470	Building Maintenance	Regular Maintenance - \$35,000 Additional to regular maintenance: Filter system for closed loop A/C side which will extend the life of the pumps - \$1,550 Maintenance plan for reheat valves cleaning and repacking of valves, 5 per year - \$9,000 Replace Town office back door/frame to steel as the bottom of the door is rotting and water has been entering the office area - \$1,500 Two fire doors in west basement need to be replaced as doors are rotten - \$2,200
	2016	1400480	Garbage Removal	2 yr contract garbage bins, recycling bin 1 year contract
	2016	1400550	System Contracts	Air Handling and Heating System - \$20,000 Chiller Service Agreement - \$7,500 Elevator - \$17,000 Boiler - \$5,000 TSSA Inspections - \$850 Fire Protection System - \$2,500 Emergency Lighting - \$500 Sprinkler Systems - \$750 Generator Annual Inspection - \$1,000 Fire Extinguishers Inspection - \$1,000 Alarm Monitoring - \$1,500 Contingency - \$10,000

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **VICTORIA HALL BUILDING**

ACCOUNT #: **1400.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<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>	2016	1400650	Gasoline	This includes fuel for the generator to perform load tests.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

2015	2015		2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
25,000	29,985	1500300	Legal Fees	25,000		25,000	25,000
1,000	1,223	1500305	Collection Fee	1,000		1,000	1,000
39,000	34,817	1500310	Audit Fees	37,500		37,800	39,000
55,000	52,308	1500320	Liability Insurance	54,000		54,000	54,000
0	0 NEW		Special Project - Development Charges Study	30,000		0	0
0	0 NEW		Special Project - Asset Management Plan	25,000		0	0
0	0 NEW		Recoveries - Holdco Reserve	-25,000		0	0
0	0 NEW		Recoveries - Development Charges	-30,000		0	0
120,000	118,333		SUB TOTAL CONTRACTED SERVICES	117,500	0	117,800	119,000
50,000	45,937	1500321	Insurance - Reserve for claims	12,500		25,000	25,000
15,000	13,940	1500912	POS, Modem and Other Bank Fees	14,000		14,000	14,000
30,000	3,300	1500913	Trans to Reserve - Contingency	20,000		20,000	20,000
85,000	90,507	1500916	Interest Expenses	85,000		85,000	85,000
75,000	126,030	1500924	Municipal Payment in Lieu Payments	0		0	0
255,000	279,714		SUB TOTAL FINANCIAL	131,500	0	144,000	144,000
892,500	847,900	1500925	Transfer to Reserve - Holdco	847,900		847,900	847,900
600,000	303,400	1500926	Transfer to Reserve - Northam	250,000		250,000	250,000
536,225	536,225	1500927	Transfer Federal Gas Tax Reserve	563,037		563,037	589,848
-600,000	-303,400	8715	Northam Dividend - Regular	-250,000		-250,000	-250,000
0	0	8715	Northam Dividend - Tannery Tax Allowance	0		0	0
-385,000	-340,400	8716	Holdco Dividend	-340,400		-340,400	-340,400
-507,500	-507,500	8717	Holdco Interest	-507,500		-507,500	-507,500
-536,225	-536,225	8718	Federal Gas Tax Rebate	-563,037		-563,037	-589,848
0	0		TOTAL OTHER CHARGES & TRANSFERS	0	* 0	0	0
375,000	398,047		TOTAL FINANCIAL	249,000	0	261,800	263,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide for various transfers and expenses. Investment income is received and then transferred to reserves.	2016	1500321	Insurance Deductible	Plan to establish new reserve if funds not required in 2015 and then able to reduce future amounts to reserve
	2016	1500912	POS, modem, and other bank fees	Cost of doing business as more municipal locations are offering debit and credit cards as methods of payment.
PERFORMANCE DATA:	2016	1500924	Municipal Payment in Lieu Taxes	Transferred to appropriate Departments: Marina Parking Lot WPCP #1 WPCP #2 Sanitary Sewer System Storm Sewer System
	2016	1500926	Transfer to Northam Reserve	Funds used to offset cost of servicing long-term municipal debt

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
123,862	119,204	190010	Payroll Salaries & Wages	131,453	*		133,753	136,094
0	2,121	190011	Payroll - Overtime	3,058			3,112	3,166
34,681	35,398	190030	Benefits	38,336	*		42,428	46,652
25,000	25,945	190035	Future Benefits/Neer Surcharge	10,000			25,000	25,000
3,200	2,145	190050	Clothing	3,200			3,200	3,200
186,743	184,813		TOTAL SALARIES, WAGES & BENEFITS	186,047		0	207,493	214,112
1,500	1,152	1900150	Office Supplies	1,500			1,500	1,500
700	737	1900180	Telephone Expense	700			700	700
5,500	2,003	1900210	Advertising	3,500			3,500	3,500
500	120	1900220	Printing	500			500	500
1,800	941	1900250	Memberships & Subscrip'ns	1,500			1,500	1,500
1,500	327	1900260	Training & Courses	1,500			1,500	1,500
600	165	1900270	Travel Expense	550			550	550
1,500	1,619	1900330	Receptions - Retirements	1,500			1,500	1,500
2,800	1,493	1900380	Conferences & Conventions	2,500			2,500	2,500
10,000	8,743	1900391	Negotiation Expense	20,500	*		500	500
-1,559	-1,542	1900955	Building Dept. - Indirect Costs	-3,070			-3,116	-3,163
24,841	15,758		TOTAL MATERIALS	31,180	*	0	11,134	11,087
1,500	3,225	1900300	Legal Fees	11,000	*		3,000	3,000
6,300	6,300	1900360	Consultant Fees	1,500			1,500	1,500
19,100	19,293	1900361	Employee Assistant Program	20,750			21,500	22,000
70,000	58,507	1900362	Retiree Benefits	70,000			70,000	70,000
10,000	10,000	1900399	Management Team Training	0			10,000	10,000
106,900	97,325		TOTAL CONTRACTED SERVICES	103,250		0	106,000	106,500
-10,000	0	1900913	Transfer from WSIB Reserve	-10,000			-10,000	-10,000
-10,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-10,000	*	0	-10,000	-10,000
308,484	297,896		TOTAL PERSONNEL	310,477		0	314,627	321,699

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

STATEMENT OF PURPOSE: Administration of personnel policies; conduct negotiations and administer collective agreements with two bargaining units and two non-union groups. Provide advice on personnel and organizational matters.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2016	190035	WSIB Neer - Surcharge	Annual WSIB Neer Rating/Surcharge. Surcharge or refund is determined by WSIB based on claims experience in comparison to premiums paid an the experience of other employers in our rate group. Also includes future benefits liabilities for Health, Dentals and WSIB.
	2015	190050	Clothing	40 Employees eligible for clothing purchase - \$100 each
	2015	1900250	Memberships & Subscriptions	HRPA Membership for HR Officer and Assistant - \$331 OMHRA Membership required with HRPA to continue to work towards CHRP designations. Valuable resources / training available - \$326 x 2 Various other workshops \$500
	2016	1900300	Legal Fees	Additional amount for CUPE arbitration - \$8,000
	2016	1900380	Conferences & Conventions	OMHRA Spring or Fall Conference - 3 days
	2016	1900361	Employee Assistant Program	New contract with EAP Provider, increased due to CPI - \$20,750
	2016	1900362	Retiree Benefits	CUPE Retiree - \$525/month Non-Union Retiree - \$480/month Fire - \$75/month Calculation based on current retirees and 2 anticipated retirements in 2016.
	2016	1900391	Negotiation Expense	Additional amount for Fire arbitration \$20,000 as per our HR lawyer and per Councils motion.
	2016	1900399	Management Team Training	Training to support and reflect performance review results.

**TOWN OF COBOURG
2016 OPERATING ESTIMATES**

COMMITTEE:

GENERAL GOVERNMENT

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
4,500	4,500	195010	Payroll Salaries & Wages	4,500			4,500	4,500
750	420	195034	Flu Clinic	750			750	750
5,250	4,920		SUB TOTAL SALARIES, WAGES & BENEFITS	5,250		0	5,250	5,250
550	6	1950150	Office Supplies	600	*		600	600
4,800	2,859	1950251	Memberships & Subscriptions	3,000			3,000	3,000
2,000	771	1950260	Training & Courses	2,200	*		2,500	2,700
3,000	387	1950262	Wellness Committee / Initiatives	1,500			1,500	1,500
450	218	1950370	Meals & Refreshments	450			450	450
200	0	1950850	Special Project - Fire Extinguishers	200			200	200
11,000	4,241		SUB TOTAL MATERIALS	7,950		0	8,250	8,450
16,250	9,161		TOTAL HEALTH & SAFETY	13,200		0	13,500	13,700

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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> <p>PERFORMANCE DATA:</p>	2016	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
	2016	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 Downloads to conduct general health & safety training. Summer student lunch and learn (Fire Safety) is still conducted each summer. Funds required for cost of lunch.
	2016	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.
	2016	1950850	Special Project - Fire Extinguishers	Fire extinguisher - \$200 for refills and spares to use for training.
	2016	1950262	Wellness Committee/Initiatives	Wellness initiatives to be administered with the health and safety committee. Conduct lunch and learn sessions for staff i.e. dealing with stress, healthy life style, smoking cessation programs, etc.
	2016	195034	Flu Clinic	Annual cost for Flu clinic for all staff.

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

PROTECTION SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
POLICE OPERATING								
GENERAL	5,425,583	5,311,026	5,501,311	1.4	0 (100.0)		5,885,229	6,003,378
COURT SECURITY	218,080	382,524	218,291	0.1	0 (100.0)		232,702	248,712
FACILITIES	172,650	183,447	188,500	9.2	0 (100.0)		197,500	208,000
SUB TOTAL	5,816,313	5,876,997	5,908,102	1.6	0 (100.0)		6,315,431	6,460,090
MISC REVENUE	-40,000	-25,337	-40,000	0.0	0 (100.0)		-40,000	-40,000
POLICE BOARD	80,111	73,011	80,614	0.6	0 (100.0)		81,218	81,238
POLICE TOTAL EXP	5,896,424	5,950,008	5,988,716	1.6	0 (100.0)		6,396,649	6,541,328
POLICE TOTAL REVENUE	-40,000	-25,337	-40,000	0.0	0 (100.0)		-40,000	-40,000
TOTAL POLICE	5,856,424	5,924,671	5,948,716	1.6	0 (100.0)		6,356,649	6,501,328
BUSINESS SERVICES	0	586,303	0	-	0 -		0	0
DEBT CHARGES	137,500	137,971	106,100	(22.8)	0 (100.0)		9,700	0
** Detail in Long Term Debt Charges Section								

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

PROTECTION SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
FIRE								
EXPENSES	2,767,362	2,600,985	2,840,705	2.7	0 (100.0)		2,856,687	2,976,883
REVENUE	-10,000	-10,244	-10,000	0.0	0 (100.0)		-10,000	-10,000
NET FIRE	2,757,362	2,590,741	2,830,705	2.7	0 (100.0)		2,846,687	2,966,883
EMERGENCY MANAGEMENT	104,823	84,482	134,873	28.7	0 (100.0)		138,575	142,381
BUILDING INSPECTION								
EXPENSES	358,408	345,614	350,000	(2.3)	0 (100.0)		379,000	387,000
BUILDING REVENUE	-358,408	-335,614	-350,000	(2.3)	0 (100.0)		-379,000	-387,000
NET BUILDING INSPECTION	0	10,000	0	-	0 -		0	0
BYLAW DEPT								
EXPENSES	84,693	90,584	86,396	2.0	0 (100.0)		89,723	93,123
BYLAW REVENUE	-17,100	-15,700	-17,600	2.9	0 (100.0)		-18,000	-18,400
NET BYLAW DEPT	67,593	74,884	68,796	1.8	0 (100.0)		71,723	74,723
CONSERVATION AUTHORITY	201,300	201,297	208,000	3.3	0 (100.0)		212,500	218,000
ANIMAL CONTROL	90,600	86,631	90,000	(0.7)	0 (100.0)		90,000	90,000
BYLAW ENFORCEMENT	56,191	50,018	56,631	0.8	0 (100.0)		57,956	59,318
COMMUNICATION CENTRE	25,000	1,748,513	25,000	0.0	0 (100.0)		25,000	25,000
OTHER TOTAL EXP	3,688,377	5,208,124	3,791,605	2.8	0 (100.0)		3,849,441	3,991,705
OTHER TOTAL REVENUE	-385,508	-361,558	-377,600	(2.1)	0 (100.0)		-407,000	-415,400
TOTAL PROTECTION - OTHER	3,302,869	4,846,566	3,414,005	3.4	0 (100.0)		3,442,441	3,576,305

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **87015**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-40,000	-25,337	87016	Police Receipts	-40,000	*		-40,000	-40,000
-40,000	-25,337		TOTAL POLICE GENERAL REVENUE	-40,000		0	-40,000	-40,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
3,306,623	3,479,029	210010	Payroll Salaries & Wages	3,301,795			3,480,458	3,567,469
140,000	343,824	210011	Payroll - Overtime	140,000			140,000	140,000
59,010	79,109	210012	Payroll Part Time Wages	86,535	*		88,698	90,916
13,000	8,348	210013	Payroll - Shift Differt'l	9,000			9,000	9,000
28,000	52,534	210014	Payroll - Acting Pay	25,000			25,000	25,000
88,269	36,024	210015	Payroll - Responsibility Pay	95,000	*		100,000	100,000
0	5,956	210016	Payroll - Ride	0			0	0
42,007	43,140	210017	Student Program Administration	48,000	*		48,000	48,000
9,500	6,980	210018	Payroll - Specialist & Service Pay	7,000			7,000	7,000
15,000	0	210019	Payroll - Overtime Special Events	20,000			20,000	20,000
0	0	210020	Payroll - Banked Overtime	0			0	0
938,154	979,172	210030	Payroll Fringe Benefits	913,045			935,871	959,268
0	21,497	210031	Payroll - Part-time Benefits	14,105			14,458	14,819
77,224	78,303	210032	Payroll Retired Employees	89,575	*		89,575	99,853
3,810	5,619	210033	Payroll 10% in lieu of Benefits	6,527	*		6,690	6,858
45,000	9,218	210035	WSIB - Employee Claims	20,000			20,000	20,000
0	7,498	210036	YMCA Membership Benefit	25,000			30,000	30,000
10,000	7,542	210050	Clothing Allowance	10,000			10,000	11,000
3,000	3,254	210060	Footwear Allowance	3,000			3,000	3,000
1,000	2,128	210061	Gloves	1,000			1,000	1,000
2,000	1,291	210070	Cleaning Allowance	2,000			2,000	2,000
700	265	210080	Employee Meal Allowance	700			700	1,000
30,000	41,859	210090	Uniforms	30,000			30,000	30,000
4,812,297	5,212,590		SUB TOTAL SALARIES, WAGES & BENEFITS	4,847,282		0	5,061,450	5,186,183

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
14,000	18,854	2100150	Office Supplies	14,000			14,000	14,000
5,000	16,072	2100160	Office Equipment Purchase	5,000			5,000	5,000
15,000	16,127	2100170	Software Maintenance	15,000			15,000	15,000
30,000	22,748	2100180	Telephone	25,000			25,000	25,000
25,000	21,797	2100189	Blackberry Data Charges	25,000			25,000	25,000
35,000	38,517	2100190	Fleetnet	35,000			0	0
5,000	5,699	2100210	Advertising & Promotion	5,000			5,000	5,000
10,000	7,814	2100231	Photocopier Contract	10,000			10,000	10,000
1,500	0	2100232	Photocopier Materials	1,500			1,500	1,500
150	61	2100241	Postage Fees	150			150	150
1,500	926	2100242	Courier Charges	1,000			1,000	1,000
6,000	3,271	2100250	Memberships & Subscrip'ns	6,000			6,000	6,000
8,000	25,435	2100261	Courses - Alymer	12,000	*		8,000	8,000
3,000	3,466	2100262	Courses - Ottawa	5,000	*		3,000	3,000
3,000	1,354	2100263	Courses - Niche Training	3,000			3,000	3,000
4,000	10,723	2100264	Seminars	5,000	*		4,000	4,000
13,000	30,009	2100265	Training	15,000	*		15,000	15,000
8,000	9,605	2100266	Block Training	9,000	*		9,000	9,000
15,000	19,542	2100267	Senior Career Development Training	15,000			15,000	15,000
2,000	0	2100268	Crime Analyst Training	0			0	0
7,000	9,127	2100270	Travel Expense	8,000	*		8,000	8,000
1,200	2,792	2100271	Auxiliary Travel Expense	5,000	*		1,200	1,200
4,500	4,714	2100330	Recognition Awards	6,000	*		4,500	4,500
0	100	2100340	Presentation Service Awards	0			0	0
7,500	10,771	2100370	Meals & Refreshments	8,000	*		8,000	8,000
16,000	20,596	2100380	Conferences & Conventions	16,000			16,000	16,000
1,500	0	2100399	Unforeseen Expenses	0			0	0
4,000	6,588	2100601	Maint & Repair - #Reserve-04	4,000			4,000	4,000
4,000	5,482	2100602	Maint & Repair - #07-01	4,000			4,000	4,000
4,000	4,760	2100604	Maint & Repair - #07-02	4,000			4,000	4,000
4,000	2,372	2100605	Maint & Repair - #07-03	4,000			4,000	4,000
4,000	3,807	2100606	Maint & Rep - Admin	4,000			4,000	4,000
4,000	3,846	2100607	Maint & Rep - CIB	4,000			4,000	4,000
2,000	1,093	2100608	Maint & Rep - Comm Service	2,000			2,000	2,000
0	548	2100609	Maint & Rep - Volunteer Van	2,000	*		2,000	2,000
3,000	5,711	2100610	Maint & Repair - Auxiliary	3,000			3,000	3,000
3,000	2,004	2100620	Vehicle - Cleaning	2,500			2,500	2,500

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
4,000	1,997	2100621	Vehicle Equipment	4,000			4,000	4,000
63,500	53,988	2100650	Gasoline	65,000	*		65,000	65,000
4,500	5,488	2100670	Other Equipment Purchases	4,500			4,500	4,500
3,000	1,590	2100680	Other Equipment Maintenance & Repair	3,000			3,000	3,000
1,500	517	2100710	Lab Supplies	1,500			1,500	1,500
1,500	485	2100711	Lab Supplies - Film	1,500			1,500	1,500
5,000	3,663	2100752	Computer Repairs	5,000			5,000	5,000
5,000	4,378	2100753	Consulting Fees	5,000			5,000	5,000
1,000	0	2100754	Identification Services - DRPS	1,000			1,000	1,000
5,000	5,808	2100755	Website Maintenance	5,000			5,000	5,000
3,000	3,090	2100756	Health & Wellness	3,000			3,000	3,000
10,000	24,084	2100820	Other Operating Materials	10,000			10,000	10,000
40,000	35,160	2100821	OPTIC Costs	40,000			42,000	42,000
5,000	6,411	2100853	Community Services Project	5,000			5,000	5,000
5,000	1,733	2100854	Special Project - Other Covert	25,000			25,000	25,000
0	-1,089	2100855	Special Project - Safety Village	0			0	0
10,500	6,605	2100856	Special Project - Outwear	30,000			0	0
5,000	3,799	2100857	Special Project - Bikes	5,000			0	0
5,000	4,527	2100858	Special Project - Promotional Items	5,000			0	0
0	0 NEW		Special Project - Police Ambassador	15,000			0	0
0	0 NEW		Special Project - Surveillance	7,500			0	0
0	0 NEW		Special Project - Radar Project	6,000			0	0
3,000	5,888	2100919	Bank Service Fees	4,000			4,000	4,000
-225,000	-218,118	2100991	Recoveries (include 6 grants)	-225,000	*		-165,000	-165,000
-45,454	-48,426	2100993	Recoveries - Student Program	-48,000			-48,000	-48,000
-211,737	-245,664	2100994	Recoveries - Secondments	-64,584			0	0
-27,841	-7,755		SUB TOTAL MATERIALS	196,566	*	0	207,350	207,350
5,000	6,165	2100300	Legal Fees	5,000			5,000	5,000
35,000	27,220	2100320	Liability Insurance	32,000			32,000	32,000
70,000	67,820	2100750	Information Technology Support	55,000			55,000	55,000
6,500	4,986	2100751	Support Contract - Sidewinder Firewall	6,500			6,500	6,500
0	0		NEW Bus Services Loan Repayment - Transfer to Reserve	0			0	371,994
570,127	0	2100998	Contracts - Communications	477,463			567,929	189,351
686,627	106,191		SUB TOTAL CONTRACTED SERVICES	575,963		0	666,429	659,845
-45,500	0	2100913	Recoveries - Business Services Revenue	-118,500			-50,000	-50,000
-45,500	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-118,500		0	-50,000	-50,000
5,425,583	5,311,026		TOTAL POLICE GENERAL	5,501,311		0	5,885,229	6,003,378

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - GENERAL**

ACCOUNT #: **2100.100**

STATEMENT OF PURPOSE: The protection of life, property and the prevention of crime. Apprehension of offenders.						HIGHLIGHTS/EXPLANATIONS:			
						YEAR	CODE	OBJECT	DETAILS
						2016	210012	Payroll Part Time Wages	Additional administrative assistant for Senior staff
						2016	210015	Payroll - Responsibility Pay	Increase in number of qualified officers
PERFORMANCE DATA: Calls for Service:						2016	210017	Student Program Administration	Ministry mandated wage increase
						2016	210032	Payroll Retired Employees Benefits	Increase in retirees
2011	2012	2013	2014	2015		2016	210033	Payroll 10% in lieu of Benefits	Increase in part-time members
8022	7616	6703	6780	6861		2016	2100250	Memberships & Subscriptions	Inter. Assoc of Chiefs of Police - \$195 Ontario Assoc of Chiefs of Police - \$1,725 Canadian Assoc of Chiefs of Police - \$770 Ontario Women in Law - \$315 Ontario Municipal Managers - \$150 AMCTO - \$380 OPTVA - \$680 OACP - CMM Dues - \$135 Visa Annual Fees - \$75
						2016	2100261	Courses - Alymer	Increase in fees, reflects actuals
						2016	2100262	Courses - Ottawa	Increase in fees, reflects actuals
						2016	2100264	Seminars	Increase in fees, reflects actuals
						2016	2100265	Training	Increase in fees, reflects actuals
						2016	2100266	Block Training	Increase in fees, reflects actuals
						2016	2100270	Travel Expense	Reflects actuals

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - GENERAL**

ACCOUNT #: **2100.100**

STATEMENT OF PURPOSE:						HIGHLIGHTS/EXPLANATIONS:				
The protection of life, property and the prevention of crime. Apprehension of offenders.						YEAR	CODE	OBJECT	DETAILS	
PERFORMANCE DATA: Calls for Service: <div style="display: flex; justify-content: space-around;"> <div>2011</div> <div>2012</div> <div>2013</div> <div>2014</div> <div>2015</div> </div> <div style="display: flex; justify-content: space-around;"> <div>8022</div> <div>7616</div> <div>6703</div> <div>6780</div> <div>6861</div> </div>						2016	2100271	Auxiliary Travel Expense	Honour guard, Chaplain travel memorial services	
						2016	2100330	Recognition Awards	Increase due to disbandment of communications	
						2016	NEW	Special Project - Police Ambassador	Expenses for representing service at memorials, Police funerals	
						2016	NEW	Special Project - Surveillance	Additional cameras around building	
						2016	NEW	Special Project - Radar Project	Replacing aging radar units	
						2016	2100998	Contracts - Communications	New contract with Owen Sound	
						2018	NEW	Business Service Loan Repayment	Repayment of loan for Communications severances 2016/2017	

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

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

ACCOUNT #: **2100.120**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
160,683	168,588	212010	Payroll Salaries & Wages	164,736	*		168,854	173,076
3,000	2,828	212011	Payroll - Overtime	3,000			3,000	3,000
0	26	212013	Payroll - Shift Differential	0			0	0
8,275	8,423	212016	Responsibility Pay	8,444			8,655	8,874
334,676	460,920	212017	Payroll - Security Officers	347,905	*		356,631	365,547
30,000	0	212018	Payroll - Cell Monitoring	30,000			30,000	30,000
180	540	212019	Service Pay	540			540	540
104,398	126,115	212030	Payroll Fringe Benefits	46,860			48,032	49,232
0	0	212031	Payroll Part-time Benefits	56,713			58,131	59,584
33,468	39,298	212033	Payroll 10% in Lieu of Benefits	34,793	*		33,559	33,559
2,000	1,621	212090	Clothing & Uniforms	2,000			2,000	2,000
0	0 NEW		Clothing Allowance	900			900	900
676,680	808,359		SUB TOTAL SALARIES, WAGES & BENEFITS	695,891	*	0	710,302	726,312
6,000	4,628	212095	Prisoner Meals	6,000			6,000	6,000
3,000	1,625	2120150	Office Supplies	3,000			3,000	3,000
1,000	616	2120160	Office Equip Purchases	1,000			1,000	1,000
1,000	0	2120161	Escort Equipment	1,000			1,000	1,000
1,000	427	2120180	Telephone Expenses	1,000			1,000	1,000
3,000	1,123	2120230	Photocopier Contract	3,000			3,000	3,000
2,000	0	2120231	Photocopier Materials	2,000			2,000	2,000
2,500	264	2120260	Training & Courses	2,500			2,500	2,500
4,000	8,529	2120266	Blocking Training	5,000	*		5,000	5,000
5,000	875	2120603	Maint & Repair - #833	5,000			5,000	5,000
-79,600	-37,674	2120993	Recoveries - Province	-99,600			-99,600	-99,600
-1,000	0	2120994	Recoveries - Prisoner Meals	-1,000	*		-1,000	-1,000
-406,500	-406,248	2120995	Recoveries - Northumberland County	-406,500	*		-406,500	-406,500
-458,600	-425,835		SUB TOTAL MATERIALS	-477,600		0	-477,600	-477,600
					*			
218,080	382,524		TOTAL COURT SERVICES	218,291		0	232,702	248,712

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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.	2016	212010	Payroll Salaries & Wages	Contractual wage increase
	2016	212017	Payroll - Security Officers	Contractual wage increase
	2016	212033	Payroll 10% in Lieu of Benefits	Increase due to wage increase
	2016	2120266	Block Training	Increase due to course fees
PERFORMANCE DATA:				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

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

ACCOUNT #: **2100.150**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
351,259	483,630	215015	Payroll Salaries & Wages	510,311	*		523,094	536,172
0	33,503	215011	Payroll - Overtime	0			0	0
49,920	78,127	215031	Payroll Fringe Benefits	92,512	*		94,825	97,196
30,625	33,681	215033	Payroll Benefits Vac Lieu	44,533			45,646	46,788
0	0 NEW		Clothing Allowance	750			1,000	1,000
431,804	628,941		SUB TOTAL SALARIES, WAGES & BENEFITS	648,106	*	0	664,565	681,156
2,000	3,585	2150150	Office Supplies	3,000	*		2,000	2,000
1,750	3,203	2150160	Office Equipment Purchases	2,000	*		1,750	1,750
1,500	1,686	2150180	Telephone	2,000	*		1,500	1,500
5,000	3,164	2150230	Photocopier Expenses - Materials	5,000			5,000	5,000
10,000	10,351	2150231	Photocopier Lease	10,000			5,000	5,000
7,250	5,068	2150240	Courier Charges	7,250			7,250	7,250
0	0 NEW		Meals / Meetings	5,000			5,000	5,000
5,000	1,254	2150850	Audit Travel Expense	5,000			5,000	5,000
0	2,229	2150850	Special Project - Unbudgeted	0			0	0
-110,000	-158,178	2150992	Recoveries - Contracts	0			0	0
-77,500	-127,638		SUB TOTAL MATERIALS	39,250	*	0	32,500	32,500
30,000	85,000	2150912	Transfer to Computer Reserve	30,000			30,000	30,000
55,000	0	2150912	Transfer to Police Cruiser Reserve	70,000			70,000	70,000
-439,304	0	2150912	Transfer from Reserve	-787,356			-797,065	-813,656
0	0	2150913	Transfer to Communications Reserve	0			0	0
-354,304	85,000		SUB TOTAL OTHER CHARGES & TRANSFERS	-687,356		0	-697,065	-713,656
0	586,303		TOTAL BUSINESS SERVICES DEPARTMENT	0	*	0	0	0

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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
PERFORMANCE DATA:	2016	215015	Payroll Salaries & Wages	Contractual wage increase, increase in staff
	2016	215031	Payroll Fringe Benefits	Increase due to wage increase
	2016	2150150	Office Supplies	Reflects actuals, increase in staff
	2016	2150160	Office Equipment Purchases	Reflect actuals, increase in staff
	2016	2150180	Telephone	Reflect actuals

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE - FACILITIES**

ACCOUNT #: **2100.130**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
12,000	9,151	2130450	Heat	11,000			11,500	12,000
300	0	2130460	Utilities - Water Heater Rental	0			0	0
42,000	52,453	2130461	Utilities - Electrical	54,000			57,000	60,000
6,400	3,238	2130462	Utilities - Water	3,600			3,800	4,000
500	20	2130470	Building Maintenance	500			500	500
3,500	2,387	2130500	Custodial/Clean Supplies	3,500			4,000	4,500
11,400	11,104	2130505	Cell Cleaning	11,700			12,300	13,000
3,500	6,175	2130510	Electrical Repairs	6,000	*		6,500	7,000
6,000	6,765	2130515	Heat Repairs	7,500			7,800	9,000
5,000	4,118	2130520	Plumbing Repairs	5,000			5,500	6,000
2,500	9,308	2130521	Door Repairs	4,500			4,500	5,000
2,500	1,073	2130522	Fire Safety	2,700			3,000	3,300
1,300	1,546	2130523	Biohazard Bin	1,500			1,600	1,700
6,500	7,848	2130524	Snow Removal	6,500			7,000	7,500
103,400	115,186		SUB TOTAL MATERIALS	118,000		0	125,000	133,500
6,500	6,576	2130320	Liability Insurance	6,700	*		6,700	6,700
3,000	3,743	2130480	Garbage Removal	3,800	*		4,000	4,300
17,500	16,525	2130550	Service Contract	18,000	*		18,200	18,500
1,500	30,528	2130552	Contractor Cleaning	32,000			33,600	35,000
5,000	10,832	2130554	Minor Repairs	5,000			5,000	5,000
5,000	57	2130555	Minor Repairs - Painting	5,000			5,000	5,000
30,750	0	2130556	Custodial Cleaning	0			0	0
69,250	68,261		SUB TOTAL CONTRACTED SERVICES	70,500		0	72,500	74,500
172,650	183,447		TOTAL POLICE FACILITIES	188,500	*	0	197,500	208,000

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - FACILITIES**

ACCOUNT #: **2100.130**

STATEMENT OF PURPOSE: To provide for maintenance of the police facility.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2016	2130461	Utilities - Electrical	Increase to reflect actuals, increase in computer etc. for the building due to more CIR clerks
	2016	2130462	Utilities - Water	Decrease to reflect actuals
	2016	2130480	Garbage Removal	Increase to reflect actuals
	2016	2130500	Custodial / Cleaning Supplies	Increase to reflect actuals, includes Contract cleaning
	2016	2130510	Electrical Repairs	Increase to reflect actuals
	2016	2130515	Heat Repairs	Increase to reflect actuals

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE:

PROTECTION

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
15,000	15,854	210115	Payroll Part Time Wages	15,000			15,000	15,000
13,500	11,955	210130	Payroll Fringe Benefits	13,500			13,500	13,500
25,411	25,102	2101290	Payroll Honorarium	25,414			25,618	25,638
53,911	52,911		SUB TOTAL SALARIES, WAGES & BENEFITS	53,914		0	54,118	54,138
100	0	2101210	Advertising & Promotion	100			100	100
3,600	3,446	2101250	Memberships & Subscrip'ns	3,600			3,600	3,600
1,300	2,377	2101260	Training & Courses	2,000	*		2,000	2,000
1,300	0	2101261	Per Diem Training	1,000			1,000	1,000
1,000	0	2101280	Car Allowance	500			500	500
1,500	2,489	2101340	Presentations	2,500	*		2,500	2,500
5,000	78	2101360	Labour Relations Consultants	5,000			5,000	5,000
6,000	1,571	2101380	Conferences & Conventions	6,000			6,000	6,000
1,400	892	2101780	Meeting Expense	1,000			1,400	1,400
21,200	10,853		SUB TOTAL MATERIALS	21,700	*	0	22,100	22,100
5,000	9,247	2101300	Legal Fees	5,000			5,000	5,000
5,000	9,247		SUB TOTAL CONTRACTED SERVICES	5,000		0	5,000	5,000
80,111	73,011		TOTAL POLICE SERVICES BOARD	80,614		0	81,218	81,238

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

STATEMENT OF PURPOSE: To ensure consistent standards of Police Services in Cobourg are met in accordance with the Police Standards of Ontario.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2016	2101250	Subscriptions & Memberships	Ontario Association of Police Services Boards - \$2750 Canadian Association of Police Governance - \$700 Zone 3 - \$50 Visa Annual Fee - \$12
	2016	2101260	Training & Courses	OAPSB Conference Governance & Labour seminar
	2016	2101340	Presentations	Retirement watches for full-time staff

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **87015**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
-10,000	-10,244	87015	Fire Receipts	-10,000	*		-10,000	-10,000
-10,000	-10,244		TOTAL FIRE DEPARTMENT REVENUE	-10,000		0	-10,000	-10,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2015	2015		2016	2016	2017	2018
BUDGET	YTD	CODE	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,598,781	1,574,620	200010 Payroll Salaries & Wages	1,648,342	*	1,694,198	1,741,366
214,600	184,775	200011 Payroll Salaries Volunteer	215,000		219,300	223,686
28,000	18,833	200012 Payroll Overtime	28,000		29,000	30,000
0	17,108	200013 Payroll - OT Fire Emergency	0		0	0
0	7,154	200014 Payroll - Overtime Training	0		0	0
66,780	65,811	200016 Recognition Pay	69,970		72,070	74,231
447,659	435,863	200030 Payroll Fringe Benefits	462,973	*	518,193	576,139
0	19,482	200031 Payroll - Part-time Benefits	35,475		41,667	48,092
10,000	9,250	200050 Protective Clothing	10,000		10,000	10,000
3,100	2,499	200060 Footwear	3,100		3,100	3,100
3,400	2,521	200070 Cleaning Allowance	3,400		3,400	3,400
6,600	9,488	200090 Uniforms	6,700		6,800	6,900
2,378,920	2,347,404	SUB TOTAL SALARIES, WAGES & BENEFITS	2,482,960	*	0	2,597,728
						2,716,914
2,500	1,381	2000150 Office Supplies	2,500		2,500	2,500
4,100	4,670	2000180 Telephone & Answering Svc	4,200	*	4,300	4,400
127,000	22,556	2000190 Fleetnet / Communications	0		0	0
4,000	2,057	2000200 Communication Equip Rep	4,000		4,000	4,000
650	420	2000210 Advertising & Promotions	650		650	650
500	375	2000220 Printing	500		500	500
1,000	907	2000230 Photocopier Expense	1,000		1,000	1,000
0	73	2000240 Postage	100		100	100
10,750	9,179	2000250 Memberships & Subscrip'ns	11,000	*	11,000	11,000
14,000	11,208	2000260 Training & Courses	14,500	*	15,000	15,500
3,500	1,395	2000280 Car Allowance	2,500		2,500	2,500
2,500	2,776	2000370 Meals & Refreshments	2,600	*	2,700	2,800
5,500	4,885	2000380 Conferences & Conventions	6,500	*	7,500	8,500
11,000	9,472	2000450 Heat	11,000		12,000	12,500
13,000	15,593	2000460 Utilities	13,000		13,500	14,000
8,400	8,673	2000470 Building Maintenance	8,400		8,400	8,400
2,000	1,328	2000500 Custodial/Cleaning Supplies	2,000		2,000	200
4,200	2,365	2000570 Property Improvements	4,400	*	4,600	4,800
3,500	4,005	2000590 Other Maint & Repairs - Snow Removal	4,000	*	4,000	4,000
26,000	22,378	2000600 Vehicle Maint & Repair	26,000		26,000	26,000
16,000	12,536	2000650 Gasoline	14,000		14,000	14,000
11,500	10,638	2000670 Other Equip Purchases	11,600		11,700	11,800
8,500	13,157	2000680 Other Equip Maint/Repair	9,000	*	9,000	9,000
3,150	3,324	2000681 Medical Supplies	3,200		3,200	3,200
5,000	5,000	2000760 Fire & Crime Prevention	5,000		5,000	5,000
2,150	2,304	2000780 General Administrative Supplies	2,200	*	2,200	2,200
20,000	20,000	2000850 Special Project - Opticom Repairs	20,000		0	0
0	0 NEW	Special Project - Communications	82,098		0	0
-28,058	-27,757	2000955 Building Dept. - Indirect Costs	-12,503		-12,691	-12,881
-10,000	-21,955	2000991 Recoveries	-10,000		-10,000	-10,000
272,342	142,943	SUB TOTAL MATERIALS	243,445		0	145,669

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **FIRE DEPARTMENT**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
5,000	2,051	2000300	Legal Fees	5,000			5,000	5,000
19,000	16,487	2000320	Liability Insurance	17,000			17,000	17,000
24,000	18,538		SUB TOTAL CONTRACTED SERVICES	22,000		0	22,000	22,000
8,600	8,600	2000930	Transfer to Admin Vehicle Reserve	8,600			8,600	8,600
33,500	33,500	2000931	Transfer to Small Equipment Reserve	33,700			33,700	33,700
50,000	50,000	2000932	Transfer to Large Vehicle Reserve	50,000			50,000	50,000
92,100	92,100		SUB TOTAL OTHER CHARGES & TRANSFERS	92,300		0	92,300	92,300
2,767,362	2,600,985		TOTAL FIRE DEPARTMENT	2,840,705	*	0	2,856,687	2,976,883

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To respond to and provide protection of life and property being threatened by incidents caused by nature and/or persons. To provide Building/Fire Code consultation, interpretation and enforcement for existing occupancies and new development.				YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA: Responses: 2010 Actual 1209 Incidents 2011 Actual 1092 Incidents 2012 Actual 1179 Incidents 2013 Actual 1241 Incidents 2014 Actual 1191 Incidents 2015 Actual 1215 Incidents Fire Inspections: 2010 Actual 110 Inspections 2011 Actual 414 Activities 2012 Actual 483 Activities 2013 Actual 500 Activities 2014 Actual 531 Activities 2015 Actual 565 Activities Training: 2010 Actual 452 Sessions 2011 Actual 411 Sessions 2012 Actual 323 Sessions 2013 Actual 299 Sessions 2014 Actual 287 Sessions 2015 Actual 225 Sessions				2016	200010	Payroll Salaries & Wages	Anticipated contractual obligations account for contingency Emergency Planners salary moved to Emergency Management budget
				2016	200030	Payroll Fringe Benefits	Anticipated contractual obligations
				2016	2000190	Communications/Fleetnet	Move away from Fleetnet and dispatch being moved to County levy eliminates this line item
				2016	2000280	Car Allowance	The purchase of second soft vehicle 2 years ago reducing mileage being paid out
				2016	2000250	Memberships & Subscriptions	Records Management Software - \$3,500 Ontario Fire Chiefs - \$560 Canadian Fire Chiefs - \$750 Northumberland County Fire Chiefs - \$800 Mutual Aid - \$100 Ontario Training Officers - \$150 Ontario Fire Prevention Officers - \$150 Fire Marshall Prevention Safety Council - \$100 NFPA Codes - \$1,800 EMP Canada - \$50 Radio Licences - \$1,500 Newspaper - \$240 Misc subscriptions / trade magazines - \$1,300
				2016	2000260	Training & Courses	\$500 increase to reflect anticipated increase in course costs

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:			
To respond to and provide protection of life and property being threatened by incidents caused by nature and/or persons. To provide Building/Fire Code consultation, interpretation and enforcement for existing occupancies and new development.			YEAR	CODE	OBJECT	DETAILS
			2016	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
			2016	2000590	Other Maint & Repairs - Snow Removal	Anticipated costs
			2016	NEW	Special Project - Communications	Move to Peterborough dispatch and purchase of new radio system - Council approved
PERFORMANCE DATA:						
Responses:						
2010	Actual	1209 Incidents				
2011	Actual	1092 Incidents				
2012	Actual	1179 Incidents				
2013	Actual	1241 Incidents				
2014	Actual	1191 Incidents				
2015	Actual	1215 Incidents				
Fire Inspections:						
2010	Actual	110 Inspections				
2011	Actual	414 Activities				
2012	Actual	483 Activities				
2013	Actual	500 Activities				
2014	Actual	531 Activities				
2015	Actual	565 Activities				
Training:						
2010	Actual	452 Sessions				
2011	Actual	411 Sessions				
2012	Actual	323 Sessions				
2013	Actual	299 Sessions				
2014	Actual	287 Sessions				
2015	Actual	225 Sessions				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
48,299	44,083	270010	Payroll Salaries and Wages	75,932	*		77,309	78,712
13,524	9,158	270030	Payroll Benefits	21,641	*		23,966	26,369
61,823	53,241		SUB TOTAL SALARIES, WAGES & BENEFITS	97,573	*	0	101,275	105,081
300	128	2700150	Office Supplies	300			300	300
2,500	2,608	2700160	Equipment Purchases	2,500			2,500	2,500
6,000	4,852	2700180	Telephone	6,000			6,000	6,000
250	0	2700210	Advertising	250			250	250
250	61	2700220	Printing	250			250	250
250	1,068	2700230	Photocopier Expense	250			250	250
1,700	0	2700250	Memberships & Subscriptions	1,000			1,000	1,000
2,000	350	2700260	Training	2,000			2,000	2,000
0	350	2700261	Training - Risk Management	0			0	0
250	276	2700270	Mileage	250			250	250
500	510	2700370	Meals & Refreshments	500			500	500
2,500	1,860	2700380	Conferences	2,500			2,500	2,500
1,500	1,388	2700852	Special Project - Emergency Exercise	1,500			1,500	1,500
18,000	13,451		SUBTOTAL MATERIALS	17,300		0	17,300	17,300
25,000	17,790	2700170	Equipment Maintenance - Generators	20,000			20,000	20,000
25,000	17,790		SUBTOTAL CONTRACTED SERVICES	20,000		0	20,000	20,000
104,823	84,482		TOTAL EMERGENCY MEASURES	134,873	*	0	138,575	142,381

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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.	2016	270010	Payroll Salaries & Wages	Emergency Planners salary moved completely to this budget to reflect actual job description
	2016	2700250	Memberships & Subscriptions	As the Emergency Planner was new to role, no memberships were taken as we wanted too evaluate what is needed for the 2016 budget cycle
PERFORMANCE DATA: The Town of Cobourg has achieved compliance with provincial legislation and international best practices.				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **870**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
-358,408	-335,614	8707	Building Permits	-350,000			-379,000	-387,000
-358,408	-335,614		SUBTOTAL BUILDING REVENUE	-350,000		0	-379,000	-387,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
189,430	182,145	260010	Payroll Salaries & Wages	190,949			194,291	197,691
0	5,548	260011	Payroll - Overtime	5,000			5,000	5,000
10,000	5,006	260015	Payroll - Part-time	5,000			5,000	5,000
56,035	54,011	260030	Payroll Fringe Benefits	56,870			62,723	68,763
1,050	519	260060	Footwear / Clothing	600			650	700
256,515	247,229		SUB TOTAL SALARIES, WAGES & BENEFITS	258,419		0	267,664	277,154
900	76	2600150	Office Supplies	500			600	700
500	1,117	2600170	Office Equipment Mtce	900	*		1,000	1,100
0	0 NEW		Software Maintenance - AMS/PLL	7,500			7,500	7,500
2,000	785	2600180	Telephone Expenses	1,000			1,100	1,200
600	248	2600210	Advertising Promotions	600			700	750
3,900	3,085	2600220	Printing	3,000			3,100	3,200
2,700	1,691	2600250	Memberships & Subscrip'ns	1,600			1,600	1,600
9,000	4,846	2600260	Training & Courses	10,000	*		11,000	12,000
1,100	1,644	2600280	Car Allowance	1,600	*		1,700	1,800
2,000	1,712	2600380	Conference & Conventions	2,200	*		2,500	2,700
1,200	941	2600600	Vehicle Maintenance	2,000			2,200	2,400
1,200	382	2600650	Gasoline	700			800	900
10,000	4,660	2600851	Special Project - Building Permit Fee Study	0			0	0
112,134	110,931	2600955	Building Dept. - Indirect Costs	94,701			96,122	97,563
147,234	132,118		SUB TOTAL MATERIALS	126,301		0	129,922	133,413
2,500	182	2600300	Legal Fees	1,000			1,000	1,000
9,000	9,747	2600320	Liability Insurance	10,000			10,000	10,000
11,500	9,929		SUB TOTAL CONTRACTED SERVICES	11,000		0	11,000	11,000
-62,841	-49,662	2600913	Transfer Reserve	-51,720			-35,586	-40,567
6,000	6,000	2600930	Transfer to Vehicle Reserve	6,000			6,000	6,000
-56,841	-43,662		SUB TOTAL OTHER CHARGES & TRANSFERS	-45,720	*	0	-29,586	-34,567
358,408	345,614		TOTAL BUILDING DEPT	350,000		0	379,000	387,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To ensure reasonable compliance with codes and By-laws for the protection of citizens and property including enforcement of the Building Codes, Property Standards and Home Loans as well as enforcement of other By-laws.				YEAR	CODE	OBJECT	DETAILS
				2016	260020	Other Salaries	Additional staff or overtime to cover workload
				2016	NEW	Software Maintenance	Annual Licence AMS/PLL - Building Portion
				2016	2600250	Memberships & Subscriptions	Pine Ridge Chapter - \$180 OBOA - 3 x \$305 Building Code Identification Number - 3 x \$105 Northumberland Today - \$75
				2016	2600260	Training & Courses	Ontario Building Code Grow OP Updates OBOA Training Sessions
PERFORMANCE DATA:				2016	2600280	Car Allowance	.55/km use personal vehicle for inspections
	2014 Rev	2015 Val	2015 Rev				
	Dec 31/14	Oct 31/15	Oct 31/15				
\$ Res Permits	345,857						
\$ Comm Permits	132,019						
\$ Institutional Permits	174,304						
\$ Indust. Permits	6,300						
Demolition Permits	350						
Total Permit Value		27,578,861	260,611				
Total Fees	658,830		260,611				
Heritage Rebates	-4,173		-4,876				
Other Rebates	-600						
Other Revenue							
Total Revenue	654,057		255,735				
Total Permits	250		191				
New Dwellings	139		69				
Development Charges	1,174,337		592,410				
Plumbing Permits (to County)	64,287						

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **870**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-13,000	-11,705	87045	Sign Permits	-13,000	*		-13,000	-13,000
-1,500	0	87048	Property Standards Inspection	-1,500	*		-1,500	-1,500
-500	-695	87057	Liquor License Fee	-600			-700	-800
-1,600	-2,300	87067	Pool Permit	-1,800			-2,000	-2,200
-500	-1,000	87068	Moving Permit	-700			-800	-900
-17,100	-15,700		SUBTOTAL BYLAW DEPT REVENUE	-17,600		0	-18,000	-18,400

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #:

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
56,721	55,351	261010	Payroll Salaries & Wages	57,935	*		58,949	59,980
0	1,283	261011	Payroll - Overtime	0			0	0
15,882	18,371	261030	Payroll Fringe Benefits	16,511	*		18,274	20,093
350	117	261060	Footwear / Clothing	375			375	375
72,953	75,122		SUB TOTAL SALARIES, WAGES & BENEFITS	74,821	*	0	77,598	80,448
425	685	2610150	Office Supplies	250			250	250
500	0	2610170	Office Equipment Mtce	250			250	250
425	0	2610210	Advertising Promotions	250			250	250
950	875	2610220	Printing	750			800	900
240	444	2610250	Memberships & Subscrip'ns	400	*		500	600
1,900	40	2610260	Training & Courses	1,900			1,900	1,900
750	170	2610280	Car Allowance	500			600	700
1,350	1,035	2610380	Conference & Conventions	1,425	*		1,500	1,525
200	207	2610650	Gasoline	250			275	300
1,000	3,256	2610989	Icicle Removal Recoverable Expenses	1,000			1,000	1,000
5,000	7,698	2610990	Weed Cutting Recoverable Expenses	5,500			6,000	6,500
-1,000	-4,683	2610991	Icicle Removal Recoveries	-1,000			-1,000	-1,000
-5,000	-6,916	2610992	Weed Cutting Recoveries	-5,500			-6,000	-6,500
6,740	2,811		SUB TOTAL MATERIALS	5,975		0	6,325	6,675
2,000	9,402	2610300	Legal Fees	2,200	*		2,400	2,600
3,000	3,249	2610320	Liability Insurance	3,400			3,400	3,400
5,000	12,651		SUB TOTAL CONTRACTED SERVICES	5,600		0	5,800	6,000
84,693	90,584		TOTAL BYLAW DEPT	86,396	*	0	89,723	93,123

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

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

ACCOUNT #:

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To ensure reasonable compliance with codes and By-laws for the protection of citizens and property including enforcement of the Building Codes, Property Standards and Home Loans as well as enforcement of other				YEAR	CODE	OBJECT	DETAILS
				2016	2610250	Memberships & Subscriptions	Ontario Association of Property Standards Officers
				2016	2610260	Training & Courses	Property standards and Grow Ops
				2016	2610280	Car Allowance	.55/km use personal vehicle for inspections
PERFORMANCE DATA:							
	2014 Rev Dec 31/14	2015 Val	2015 Rev				
Signs	19,110	91,209	12,265				
Property Stds Insp Fee	1,350		1,350				
Liquor License Fee	100		150				
Pool Permits	1,400	230,055	2,125				
Moving Permits	250		1,000				
Weeds							
Total Value		321,264					
Total Fees	22,210		16,890				
Other Rebates	-1,600		-920				
Heritage Rebates	-4,865		-4,490				
Total Revenue	15,745		11,480				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION AUTHORITY**

ACCOUNT #: **2300.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
201,300	201,297	2300940	Grants & Transfers	208,000	*		212,500	218,000
201,300	201,297		SUB TOTAL OTHER CHARGES & TRANSFERS	208,000	*	0	212,500	218,000
201,300	201,297		TOTAL CONSERVATION	208,000	*	0	212,500	218,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION**

ACCOUNT #: **2300.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To provide for the annual operating levy of the Ganaraska Conservation Region Authority. The GCRA have set their 2015 budget at this time.</p>	2016	2300940	Grants & Transfers	<p>Levy as determined by GRCA. Preliminary 2016 levy to Cobourg - \$207,666.49</p>
				<p>2016 Capital Projects funded through Capital Watershed Monitoring - \$5,000</p> <p>Clean Water Healthy Land through LUSI - \$10,000</p>
<p>PERFORMANCE DATA:</p> <p>2016 - \$207,666 2015 - \$201,297 2014 - \$198,606 2013 - \$198,150 2012 - \$193,317 2011 - \$186,663</p>				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **JOINT ANIMAL CONTROL**

ACCOUNT #: **2400.10**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	462	2410240	Postage	1,000			1,000	1,000
600	444	2410390	Admin Operating Materials	500			500	500
1,600	906		SUB TOTAL MATERIALS	1,500		0	1,500	1,500
88,000	85,715	2410750	Contracts - Animal Control	88,000			88,000	88,000
500	10	2410751	Contracts - Tag Seller	0			0	0
500	0	2410752	Contracts - Provincial Offences Court Costs	500			500	500
89,000	85,725		SUB TOTAL CONTRACTED SERVICES	88,500		0	88,500	88,500
90,600	86,631		TOTAL JOINT ANIMAL CONTROL	90,000		0	90,000	90,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **JOINT ANIMAL CONTROL**

ACCOUNT #: **2400.10**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
Animal Control service for 5 area Municipalities. Service administered by Hamilton Township.				YEAR	CODE	OBJECT	DETAILS
				2016	2410240	Postage & Couriers	Reduction in 2016 by sending notices through LUSI
				2016	2410390	Admin Operating Materials	Purchase of metal dog tags annually
				2016	2410750	Contracts - Animal Control	Shelter of Hope - JACS Board Budget
				2016	2410751	Contracts - Tag Seller	Tag seller receives \$5 for every tag sold after discount
				2016	2410752	Contracts - Provincial Offences Court Costs	Prosecution for By-law infractions POA Court
PERFORMANCE DATA:							
	2013	2014	2015				
Dog Tags Issued	679	1337	690				
Dog Tag Revenue	8315	14520	8225				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW ENFORCEMENT SERVICES**

ACCOUNT #: **2800.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
21,497	18,464	280010	Payroll Salaries and Wages	33,798	*		34,389	34,991
0	0 NEW		Recoveries - From Parking Enforcement	-16,899			-17,194	-17,495
0	388	280011	Payroll - Overtime	0			0	0
7,094	5,183	280030	Payroll Benefits	9,632	*		10,661	11,722
28,591	24,035		SUB TOTAL SALARIES, WAGES & BENEFITS	26,531		0	27,856	29,218
500	415	2800150	Office Supplies	500			500	500
500	0	2800210	Advertising & Promotions	500			500	500
1,000	719	2800220	Printing	1,500	*		1,500	1,500
1,100	331	2800250	Memberships & Subscriptions	1,300			1,300	1,300
1,500	333	2800260	Training & Courses (Paralegal)	2,300			2,300	2,300
4,600	1,798		TOTAL MATERIALS	6,100	*	0	6,100	6,100
0	836	2800300	Legal Fees	1,000			1,000	1,000
23,000	23,349	2800750	Contracts	23,000			23,000	23,000
23,000	24,185		TOTAL CONTRACTED SERVICES	24,000	*	0	24,000	24,000
56,191	50,018		TOTAL BYLAW ENFORCEMENT DEPT	56,631		0	57,956	59,318

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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)		2016	280010 NEW	Payroll Salaries and Wages Recoveries - From Parking Enforcement	New Full-time in 2015 (Strategic Plan Objective) Parking Enforcement chargeback 2016
		2016	2800220	Printing	By-law booklet for public education -- \$500
		2016	2800250	Memberships & Subscriptions	P1 Paralegal Licence - \$1,200 Prosecutors Association of Ontario - \$99
		2016	2800260	Training & Courses	CPD Law Society Licence Credits - \$500 AMCTO By-law and Licensing Training - \$1,000 Provincial Offences Training - \$800
		2016	2800270	Travel	Mileage to attend training and meetings
PERFORMANCE DATA: Prosecutions/Trials 2015 Parking (Part II) 45 By-law General 6 By-laws Prepared / Passed by Council 24		2016	2800750	Contracts	By-law Enforcement Officer Service Contract Maxama Protection - 2015-2018
Main General / Parking Enforcement Bylaws Parks By-law Dog Park By-law Bicycles / Skateboards / In-Line Skates on Sidewalks Display of Wares on Sidewalk Animal Control By-law Taxi Regulating By-law Itinerant Vendor By-law Parking By-law Refreshment Vehicle By-law Boulevard By-law Smoking By-law Feeding of Waterfowl / Wildlife Fishing By-law Depositing of Waste					

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

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

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
357,985	1,129,358	220010	Payroll Salaries & Wages	429,582	*		262,320	0
20,000	24,430	220011	Payroll Overtime	30,000	*		0	0
5,500	4,005	220013	Payroll Shift Differt'l	0			0	0
175,895	203,541	220015	Payroll Part Time Wages	35,858			35,857	0
139,621	326,240	220030	Payroll Fringe Benefits	131,666			80,401	0
0	39,624	220031	Payroll - Part-time Benefits	0			0	0
17,589	21,087	220033	Payroll 10% in Lieu of Benefits	0			0	0
100	0	220035	WSIB - Employee Claims	0			0	0
716,690	1,748,285		SUB TOTAL SALARIES, WAGES & BENEFITS	627,106		0	378,578	0
15,000	0	2200182	Telephone Mthly Svc Rent	800			800	800
2,000	16,089	2200183	Telephone Maintenance & Repairs	0			0	0
1,900	0	2200185	OPX / Alarm Line Charges	0			0	0
3,000	593	2200200	Communic'n Equip Repairs	16,000	*		16,000	16,000
0	0 NEW		GPS	2,100			2,100	2,100
3,200	3,239	2200204	Radio License	3,400	*		3,400	3,400
2,500	0	2200260	Training & Courses	33,000	*		0	0
3,400	685	2200671	Communication Equipment Purchase	0			0	0
2,231	682	2200851	Special Project - CAD Map upgrade	2,231			2,231	2,231
-724,921	-21,060	2200991	Recoveries	-477,463			-567,929	-189,351
0	0 NEW		Transfer from Business Services - Loan	-371,994			0	0
-691,690	228		SUB TOTAL MATERIALS	-791,926		0	-543,398	-164,820
0	0 NEW		Contracts - Owen Sound Communications	189,820	*		189,820	189,820
0	0		SUB TOTAL CONTRACTED SERVICES	189,820	*	0	189,820	189,820
25,000	1,748,513		TOTAL COMMUNICATIONS CENTRE	25,000		0	25,000	25,000

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **COMMUNICATIONS CENTRE**

ACCOUNT #: **2200.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide the link between the public and town services. To receive and act upon 911 calls. To dispatch calls for fire and police within the Town of Cobourg. To monitor fire calls in Northumberland. Switchboard for all police business calls.			Police	447,463
			Fire	0
PERFORMANCE DATA:			Public Works	0
			Environmental	0
			Lakefront Utilities	0
			Alnwick / Haldimand	0
			Total	447,463
	2016	220010	Payroll Salaries & Wages	1 year severance for 6 full-time communicators
	2016	220011	Payroll Overtime	Payouts from banks
	2016	220015	Payroll Part Time Wages	50% severance for 4 part-time communicators
	2016	220030	Payroll Fringe Benefits	Full-time only
	2016	2200260	Training & Courses	Severance maximum re-training Relocating due to job loss

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

PUBLIC WORKS SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
ENGINEERING								
ADMINISTRATION	371,613	244,509	325,171	(12.5)	0	(100.0)	331,062	343,274
GIS	108,145	101,106	147,194	36.1	0	-	151,092	155,067
SUB TOTAL	479,758	345,615	472,365	(1.5)	0	(100.0)	482,154	498,341
PUBLIC WORKS								
ADMINISTRATION	1,405,825	1,676,753	1,995,620	42.0	0	(100.0)	2,023,232	2,066,996
ROADS - GENERAL	889,627	795,824	609,454	(31.5)	0	(100.0)	621,632	633,898
ROADS - WINTER	289,216	236,042	145,500	(49.7)	0	(100.0)	147,500	149,500
SUB TOTAL	2,584,668	2,708,619	2,750,574	6.4	0	(100.0)	2,792,364	2,850,394
SIDEWALKS	151,033	124,117	49,460	(67.3)	0	(100.0)	50,070	51,480
ENG & PUBLIC WORKS EXP	3,215,459	3,178,351	3,272,399	1.8	0	(100.0)	3,324,588	3,400,215
ENG & PUBLIC WORKS REV	0	0	0		0		0	0
NET ENG & PUBLIC WORKS	3,215,459	3,178,351	3,272,399		0		3,324,588	3,400,215
CROSSING GUARDS	38,764	44,980	55,204	42.4	0	(100.0)	57,339	59,532
STREET LIGHTS	441,450	407,581	454,020	2.8	0	(100.0)	456,590	464,160
TRANSIT								
EXPENSES	855,206	852,441	893,764	4.5	0	(100.0)	904,071	919,507
REVENUE	-353,000	-333,863	-334,000	(5.4)	0	(100.0)	-334,000	-334,000
NET TRANSIT	502,206	518,578	559,764	11.5	0	(100.0)	570,071	585,507
TOTAL EXPENSES	4,550,879	4,483,353	4,675,387	2.7	0	(100.0)	4,742,588	4,843,414
TOTAL REVENUES	-353,000	-333,863	-334,000	(5.4)	0	(100.0)	-334,000	-334,000
NET TO TOWN	4,197,879	4,149,490	4,341,387	3.4	0	(100.0)	4,408,588	4,509,414
 ROADS - DEBT CHARGES	 436,200	 435,710	 364,300	 -	 0	 -	 429,000	 446,600

** Detail in Long Term Debt Charges Section

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

TRANSPORTATION SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
PARKING								
EXPENDITURES	292,640	149,992	344,794	17.8	0	(100.0)	347,740	350,490
REVENUES	-376,000	-452,306	-441,000	17.3	0	(100.0)	-441,000	-441,000
TO PARKING RESERVE	-83,360	-302,314	-96,206	-	0	-	-93,260	-90,510

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT#: **3000.005**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
290,325	192,025	300510	Payroll Salaries & Wages	238,295			242,674	247,131
0	2,897	300511	Payroll - Overtime	0			0	0
0	2,065	300512	Payroll - Standby	0			0	0
87,116	54,790	300530	Payroll Fringe Benefits	73,347			80,998	88,894
250	0	300550	Clothing	250			250	250
350	270	300560	Footwear	350			350	350
378,041	252,047		SUB TOTAL SALARIES, WAGES & BENEFITS	312,242		0	324,272	336,625
1,000	1,423	3005150	Office Supplies	1,300	*		1,300	1,300
1,000	650	3005160	Office Equipment Purchase	1,000			1,000	1,000
2,000	1,558	3005180	Telephone & Answering Svc	2,000			2,000	2,000
1,000	0	3005210	Advertising	1,000			1,000	1,000
500	0	3005211	Marketing/Public Relation	0			0	0
500	145	3005220	Printing	500			500	500
5,000	6,006	3005230	Photocopier Expenses	5,000			5,000	5,000
500	0	3005231	Photocopy Expense Accessibility	1,000			1,000	1,000
200	2,040	3005240	Postage & Couriers	2,000	*		2,000	2,000
1,500	198	3005250	Memberships & Subscip'ns	600			600	600
5,000	4,097	3005260	Training & Courses	5,000			5,000	5,000
1,800	384	3005270	Travel Expense	1,800			1,800	1,800
9,810	8,442	3005851	Sp Project - Downtown Christmas Lights	6,000			0	0
-6,238	-6,171	3005955	Building Dept. - Indirect Costs	-9,271			-9,410	-9,551
-50,000	-31,826	3005994	Recoveries - Engineering Review Fees	-25,000			-25,000	-25,000
-26,428	-13,054		SUB TOTAL MATERIALS	-7,071	*	0	-13,210	-13,351
6,000	1,516	3005300	Legal Fees / Consultant	6,000			6,000	6,000
4,000	4,000	3005320	Liability Insurance	4,000			4,000	4,000
10,000	0	3005360	Engineering Consultant	10,000			10,000	10,000
20,000	5,516		SUB TOTAL CONTRACTED SERVICES	20,000		0	20,000	20,000
371,613	244,509		TOTAL ENGINEERING ADMINISTRATION	325,171		0	331,062	343,274

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT #: **3000.05**

STATEMENT OF PURPOSE: 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.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2016	3005210	Advertising & Promotions	Promoting pitch in, coffee pods recycling and miscellaneous ads
	2016	3005240	Postage & Couriers	Postage allocated from Legislative Services
	2016	3005250	Memberships & Subscriptions	Northumberland Today - \$70 Ontario Traffic Council - \$270 Professional Engineers - \$250
	2016	3005260	Training & Courses	AMTCO courses - legal and tender writing Parking courses
	2016	3005300	Legal Fees / Consultant	Review contracts, parking trials, wildlife assessment for waterfront
	2016	3005360	Engineering Consultant	Incidental engineering not tagged to a capital project.
	2016	3005851	Sp Project - Downtown Christmas Lights	Buyout of current lease - \$4,500 Additional lights - \$1,500 DBIA to match amount

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

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

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
59,959	59,809	300810	Payroll Salaries & Wages	61,244	*		62,316	63,407
6,000	1,285	300815	Student Payroll Salaries & Wages	6,000			6,000	6,000
19,786	15,443	300830	Payroll Fringe Benefits	19,904			21,811	23,777
0	0	300831	Student Fringe Benefits	0			0	0
100	26	300850	Clothing	100			100	100
130	0	300860	Footwear	150			150	150
85,975	76,563		SUB TOTAL SALARIES, WAGES & BENEFITS	87,398		0	90,377	93,434
29,960	32,495	3008170	Software Purchase / Maintenance	76,000	*		77,000	78,000
1,040	0	3008220	Printing	1,040			1,040	1,040
3,500	1,428	3008260	Training & Courses	2,500			2,500	2,500
1,000	374	3008270	Mileage	1,000			1,000	1,000
0	0	3008851	Special Project - Air Photos	0			0	0
0	0	3008955	Building Dept. - Indirect Costs	-5,394			-5,475	-5,557
-780	-338	3008991	Recoveries - Maps	-500	*		-500	-500
-7,350	-9,416	3008992	Recoveries - LUSI	-7,350			-7,350	-7,350
0	0	3008993	Recoveries - Past Capital Budget	0			0	0
-5,200	0	3008995	Recoveries - Chargeback Developers	0			0	0
0	0 NEW		Recoveries - Building PLL Portion	-7,500			-7,500	-7,500
22,170	24,543		SUB TOTAL MATERIALS	59,796	*	0	60,715	61,633
108,145	101,106		TOTAL GIS DEPARTMENT	147,194	*	0	151,092	155,067

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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>	2016	300815	Part-time Wages	We hire the County GIS fieldwork person for 4 weeks - this works out better as it can be in the fall when there are no leaves on trees.
	2016	3008170	Software Purchase / Maintenance	Backup firewall, Rogers monthly bill with sim cards, ESRI maintenance - \$30,000 Data Cards - \$500 Misc Maintenance - \$500 Annual licensing GIS AMS/PLL - \$45,000 Citiworks PLL centralizes the Town's spatial processes within GIS. All Building & Planning processes are digitized and consolidated into GIS which strengthens our collective reporting, analysis and communicative capabilities.
	2016	3008260	Training & Courses	SQL training, intro and intermediate, crystal reports, ESRI training in Toronto, City Works training

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
505,530	645,319	301010	Payroll Salaries & Wages - Unallocated	953,583	*		960,209	966,949
0	34,583	301011	Payroll - Overtime	48,752			49,605	50,473
0	41,554	301012	Payroll - Standby	26,449			26,911	27,383
2,362	34,328	301015	Payroll Part Time Wages	15,096	*		15,360	15,629
157,187	192,624	301030	Payroll Fringe Benefits	326,288	*		338,270	367,696
0	3,576	301031	Payroll Fringe Benefits Part-time	2,340			2,765	3,204
4,300	8,381	301050	Clothing	4,400	*		4,500	4,600
3,350	3,359	301060	Footwear	3,600	*		3,600	3,600
650	242	301070	Cleaning Allowance	650			650	650
1,800	2,155	301080	Employee Meal Allowance	2,000	*		2,000	2,000
675,179	966,121		SUB TOTAL SALARIES, WAGES & BENEFITS	1,383,158	*	0	1,403,870	1,442,184
4,180	3,675	3010150	Office Supplies	3,500			3,500	3,500
1,200	1,409	3010160	Office Equipment Purchase	1,200			1,200	1,200
2,500	2,852	3010170	Software - Hours of Service Tracking	2,500			2,500	2,500
10,550	9,384	3010180	Telephone & Answering Svc	10,000			10,000	10,000
10,558	0	3010183	Communications	11,000			11,000	11,000
390	379	3010185	OPX / Alarm Line Charges	400			400	400
1,410	1,638	3010190	Communication Equipment	1,700	*		1,700	1,700
850	71	3010200	Communication Equip Rep	500			500	500
1,570	61	3010210	Advertising	500			500	500
3,000	2,017	3010250	Memberships & Subscriptn's	3,000			3,000	3,000
16,185	10,769	3010260	Courses & Conferences	16,500			16,500	16,500
2,220	2,019	3010261	Courses - Certification Training	2,300	*		2,300	2,300
450	599	3010270	Car Allowance	600			600	600
6,120	12,056	3010450	Heat	10,500	*		10,700	10,950
16,000	23,855	3010460	Utilities	20,000	*		20,400	20,800
5,230	6,173	3010470	Building Maintenance	5,300			5,400	5,500
5,230	4,740	3010500	Custodial/Clean Supplies	5,300			5,400	5,500
5,000	2,877	3010570	Property Improvements	2,500			2,500	2,500
156,230	163,464	3010600	Vehicle Maint & Repair	140,000			143,000	145,000
107,000	98,819	3010650	Gasoline	102,000			105,000	107,000
4,775	1,899	3010670	Other Equip Purchases	4,800			4,900	5,000
29,860	29,824	3010680	Other Equip Maint & Rep	30,500	*		31,000	32,000
2,000	1,671	3010853	Sp Projects - Health & Safety Supplies	2,000			2,000	2,000
-21,224	-29,768	3010991	Recoveries	-21,500			-22,000	-22,500
371,284	350,483		SUB TOTAL MATERIALS	355,100		0	362,000	367,450

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
130,000	125,744	3010320	Liability Insurance	128,000			128,000	128,000
5,000	10,043	3010750	Contracts - Environmental Monitoring	5,000			5,000	5,000
135,000	135,787		SUB TOTAL CONTRACTED SERVICES	133,000		0	133,000	133,000
0	0 NEW		Recoveries - Town Equipment - Sanitary	-100,000			-100,000	-100,000
224,362	224,362	3010911	Transfer to Vehicle Reserve	224,362			224,362	224,362
224,362	224,362		SUB TOTAL CHARGES & TRANSFERS	124,362		0	124,362	124,362
1,405,825	1,676,753		TOTAL PUBLIC WORKS ADMINISTRATION	1,995,620	*	0	2,023,232	2,066,996

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWER**

ACCOUNT #: **3000.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Salaries of Public Works staff operating and maintenance cost for Public Works yard and all vehicles/equipment.	2016	301010	Payroll Salaries & Wages	Contractual obligations
	2016	301080	Meal Allowance	Contractual obligations when overtime carried out
PERFORMANCE DATA:	2016	3010185	Communications	Portion of Communications budget.
	2016	3010185	OPX / Alarm Line Charges	Phone line charges from dedicated lines for alarm monitoring
	2016	3010250	Memberships & Subscriptions	Municipal Engineering Association - \$120 x 2 = \$240 Professional Engineers - \$225 x 2 = \$450 OACET - \$215 TAC - \$370 Northumberland Road Builders - \$500 Ontario Good Roads - \$1150
	2016	3010260	Courses & Conferences	Includes Road School and OGRA conference
	2016	3010500	Custodial Supplies	Cleaning service at Public Works yard
	2016/17/18	3010570	Property Improvements	General Maintenance
	2016	3010750	Contracts - Environmental Monitoring	GRCA chargeback for environmental monitoring
	2016	3010853	Special Project - Health & Safety	Confined Space Rescue Team - regular maintenance and repair on the rescue team equipment.
	2016	3010991	Recoveries	Contracted services for developers

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT#: **3100.50**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
2,245	193	310510	Payroll Salaries & Wages	0			0	0
0	76	310515	Payroll Part-time Wages	0			0	0
741	70	310530	Payroll - Fringe Benefits	0			0	0
0	9	310531	Payroll - Fringe Benefits Part-time	0			0	0
2,986	348		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
375	0	3105691	Equipment Rentals	385	*		395	400
600	142	3105820	Other Operating Materials	650	*		700	750
975	142		SUB TOTAL MATERIALS	1,035	*	0	1,095	1,150
3,961	490		TOTAL BRIDGES & CULVERTS	1,035		0	1,095	1,150

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT #: **3100.50**

STATEMENT OF PURPOSE: To provide preventative maintenance for bridges and culverts.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2016	3105820	Other Operating Materials	Minor maintenance as required per inspection results.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.110**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
27,282	6,383	311010	Payroll Salaries & Wages	0			0	0
0	2,497	311015	Payroll Part-Time	0			0	0
9,003	1,959	311030	Payroll Fringe Benefits	0			0	0
0	297	310131	Payroll Fringe Benefits Part-Time	0			0	0
36,285	11,136		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
36,285	11,136		TOTAL ROADSIDE GRASS & WEEDS	0		0	0	0

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.110**

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

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT#: **3100.110**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
74,007	71,338	311110	Payroll Salaries & Wages	59,961			61,010	62,072
0	4,454	311111	Payroll - Overtime	2,500			2,544	2,594
8,757	7,994	311115	Payroll Part Time Wages	8,362			8,508	8,657
24,422	22,796	311130	Payroll Fringe Benefits	20,300			22,244	24,250
1,401	851	311131	Payroll Part Time Benefits	1,296			1,531	1,775
108,587	107,433		SUB TOTAL SALARIES, WAGES & BENEFITS	92,419		0	95,837	99,348
250	243	3111150	Office Supplies	250			250	250
500	736	3111250	Memberships & Subscriptions	650	*		650	650
750	1,243	3111260	Training & Courses	750			750	750
2,500	2,151	3111650	Gasoline	2,500			2,500	2,500
2,500	2,493	3111680	Other Equip Maint & Repairs	2,500			2,500	2,500
40,000	40,403	3111853	Special Project - Emerald Ash	50,000			50,000	50,000
5,000	9,014	3111854	Special Project - Open Space Maintenance	5,000			5,000	5,000
5,000	92	3111855	Special Project - Forest Inventory Program	5,000			5,000	5,000
3,000	78	3111856	Special Project - Neighbor Wood Program	3,000			3,000	3,000
59,500	56,453		SUB TOTAL MATERIALS	69,650	*	0	69,650	69,650
20,000	35,841	3111750	Contracts - Tree Planting	20,000			20,000	20,000
10,400	6,535	3111751	Contracts - Emergency Removals Hazards	11,000			12,000	13,000
50,000	40,314	3111753	Contracts - Tree Maintenance	50,000			50,000	50,000
80,400	82,690		SUB TOTAL CONTRACTED SERVICES	81,000		0	82,000	83,000
-30,000	-30,000	3111852	Transfer - Tree Levy Reserve	-10,000			-10,000	-10,000
-30,000	-30,000		SUB TOTAL OTHER CHARGES & TRANSFERS	-10,000	*	0	-10,000	-10,000
218,487	216,576		TOTAL ROADSIDE TREE TRIMMING	233,069	*	0	237,487	241,998

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT #: **3100.110**

STATEMENT OF PURPOSE:					HIGHLIGHTS/EXPLANATIONS:				
To ensure no trees are a potential risk/liability. To replace/plant new trees in areas where trees have been removed/not provided.					YEAR	CODE	OBJECT	DETAILS	
					2016	3111250	Memberships & Subscriptions	ISA Dues - \$400 ISAO - \$250	
PERFORMANCE DATA:					2016	3111853	Special Project - Emerald Ash	Education, removal and replanting of Ash trees.	
Trees	2013	2014	2015		2016	3111854	Special Project - Open Space Maintenance	Tree rehabilitation on public open spaces	
Removed	21	163 +/-							
Planted	136	2111							
Feed/Preserve	310	300			2016	3111855	Special Project - Forest Inventory Program	GIS inventory for maintenance of public trees.	
Prune	255	740			2016	3111856	Special Project - Neighbor Wood Program	Education program of health of private trees.	
Mulch		908							
Service Requests		360							
Inspections		579							
Mulch - Right of Way and Parks trees									
Planting - Total 2111									
- 91 60-70mm trees, Fall Plant and Donation									
- +/- 2020 TD Grant and GLF Grant									

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORM DRAIN SYSTEM**

ACCOUNT#: **3100.130**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
45,267	40,803	311310	Payroll Salaries & Wages	0			0	0
0	525	311311	Payroll - Overtime	0			0	0
1,993	1,723	311315	Payroll Part Time Wages	0			0	0
14,938	15,710	311330	Payroll Fringe Benefits	0			0	0
319	197	311331	Payroll Part Time Benefits	0			0	0
62,517	58,958		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
23,500	4,969	3113691	Equipment Rentals	24,000	*		24,500	25,000
5,815	6,705	3113820	Operating Materials	6,000	*		6,100	6,200
-10,716	-1,960	3113991	Recoveries	-5,000			-5,000	-5,000
18,599	9,714		SUB TOTAL MATERIALS	25,000	*	0	25,600	26,200
24,250	8,833	3113750	Contracts	25,000	*		26,000	27,000
24,250	8,833		SUB TOTAL CONTRACTED SERVICES	25,000	*	0	26,000	27,000
105,366	77,505		TOTAL STORM DRAIN SYSTEM	50,000		0	51,600	53,200

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORM DRAIN SYSTEM**

ACCOUNT #: **3100.130**

STATEMENT OF PURPOSE: To provide preventative emergency maintenance for the storm drain system.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: Storm Drainage account now contains: - Entrance Culvert and Roadside Ditching - Roadside Catchbasins and Gutter Maintenance	2016	3113570	Contracts	Third party contracts for roadway storm sewer work such as curb installation and paving
	2016	3113691	Equipment Rentals	Gradall rental for ditches
	2016	3113820	Materials	Storm iron works, culverts, gravel, concrete
	2016	3113991	Recoveries	Chargebacks for services performed by Public Work staff to repair storm drain system.

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.150**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
63,829	39,979	311510	Payroll Salaries & Wages	0			0	0
0	898	311511	Payroll - Overtime	0			0	0
241	1,371	311515	Payroll Part Time Wages	0			0	0
21,064	14,003	311530	Payroll Fringe Benefit	0			0	0
39	162	311531	Payroll Part Time Benefits	0			0	0
85,173	56,413		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,085	0	3115691	Equipment Rentals	1,100			1,100	1,100
6,800	6,767	3115850	Waterfront Festival Tipping Fees	6,900			7,000	7,100
7,885	6,767		SUB TOTAL MATERIALS	8,000		0	8,100	8,200
46,000	44,756	3115750	Contracts	47,000	*		48,000	49,000
0	-4,114	3115991	Recoveries	-5,000			-5,000	-5,000
46,000	40,642		SUB TOTAL CONTRACTED SERVICES	42,000		0	43,000	44,000
			TOTAL MTCE ROADSIDE DEBRIS & LITTER PICKUP	50,000		0	51,100	52,200

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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.	2016	3115750	Contracts	Spring / Fall leaf bins, general transfer station tipping fees. Screening street sweeping and DBIA wage subsidy for downtown sidewalk clearing \$12,500. Extra litter collection throughout downtown area from Victoria Day to Labour Day.
PERFORMANCE DATA: Note: Account now contains: - Mtce Roadside Debris & Litter Pickup - Mtce Hardtop Sweeping				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.200**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
50,389	56,133	312010	Payroll Salaries & Wages	0			0	0
0	278	312011	Payroll - Overtime	0			0	0
1,385	3,539	312015	Payroll Part Time Wages	0			0	0
16,628	20,274	312030	Payroll Fringe Benefits	0			0	0
222	413	312031	Payroll Part Time Benefits	0			0	0
68,624	80,637		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
585	2,831	3120680	Other Equip Maint & Rep	1,200	*		1,200	1,200
1,505	0	3120691	Equipment Rentals	1,500			1,500	1,500
34,680	26,042	3120820	Other Operating Materials	35,000			35,500	36,000
36,770	28,873		SUB TOTAL MATERIALS	37,700	*	0	38,200	38,700
106,080	108,245	3120750	Contracts	108,000			110,000	112,500
106,080	108,245		SUB TOTAL CONTRACTED SERVICES	108,000		0	110,000	112,500
211,474	217,755		TOTAL MTCE - PAVEMENT REPAIRS	145,700		0	148,200	151,200

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.200**

STATEMENT OF PURPOSE:					HIGHLIGHTS/EXPLANATIONS:				
To provide preventive maintenance and emergency maintenance to asphalt roads using crack filling and patching.					YEAR	CODE	OBJECT	DETAILS	
					2016	3120750	Contracts	Northumberland County - Tar & Chip Pavement Repairs	
PERFORMANCE DATA:					2016	3120820	Other Operating Materials	Crackfill material, gravel, cold mix.	
	2012	2013	2014	2015					
Tar & Chip	5.2 km	3.7 km	4.2 km	4.0 km					
Note: Account now contains:									
- Mtce - Pavement Repairs									
- Mtce - Loosetop Gravel / Shoulders									

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **WINTER MAINTENANCE**

ACCOUNT#: **3200.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
102,174	55,797	320110	Payroll Salaries & Wages	0			0	0
0	17,164	320111	Payroll - Overtime	0			0	0
1,573	6,784	320115	Payroll Part Time Wages	0			0	0
33,717	18,966	320130	Payroll Fringe Benefits	0			0	0
252	793	320131	Payroll Part Time Benefits	0			0	0
137,716	99,504		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,500	626	3201680	Equipment Maintenance	1,500			1,500	1,500
0	0 NEW		Contracts	43,000			43,000	43,000
45,000	45,489	3201691	Equipment Rentals	2,000			2,000	2,000
105,000	121,928	3201820	De-icing Materials	107,000			109,000	111,000
0	-31,505	3201991	Recoveries	-8,000			-8,000	-8,000
151,500	136,538		SUB TOTAL MATERIALS	145,500		0	147,500	149,500
			TOTAL WINTER SNOWPLOWING, SANDING & SALTING	145,500		0	147,500	149,500

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3200.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To clear snow and ice build-up on roads as per the Town's Policy 5-1-3.	2016	NEW	Contracts	Moved from equipment rentals, as a portion was snow removal
	2016	3201691	Equipment Rentals	Contracted equipment rental to supplement Town equipment.
PERFORMANCE DATA: Salt Historical (tonnes) 2009 1314 to Nov 1 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 Note: Account now contains: - Winter - Snowplowing, Sanding & Salting - Winter Snow Removal - Sidewalk - Snow Clearing 259 lane kms.	2016	3201820	De-icing Materials	Salt & Brine
	2016	3201991	Recoveries	Chargebacks to Developers from snow removal

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.400**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
35,490	28,784	314010	Payroll Salaries & Wages	0			0	0
0	623	314011	Payroll - Overtime	0			0	0
1,322	2,766	314015	Payroll Part Time Wages	0			0	0
11,712	12,160	314030	Payroll Fringe Benefits	0			0	0
212	328	314031	Payroll Part Time Benefits	0			0	0
48,736	44,661		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
6,250	5,994	3140470	Maintenance - Relamping Traffic Lights	6,250			6,250	6,250
15,300	1,539	3140680	Other Equip Maint & Rep	12,000			12,000	12,000
6,275	9,582	3140820	Operating Materials	8,000	*		8,000	8,000
26,110	22,471	3140840	Utilities	25,000			25,500	26,000
0	-1,265	3140991	Recoveries	-600			-600	-600
53,935	38,321		SUB TOTAL MATERIALS	50,650		0	51,150	51,650
37,325	41,838	3140750	Contracts	38,000			39,000	39,500
35,000	43,720	3140751	Contracts - Line Painting	41,000			42,000	43,000
72,325	85,558		SUB TOTAL CONTRACTED SERVICES	79,000	*	0	81,000	82,500
174,996	168,540		TOTAL SAFETY DEVICES	129,650		0	132,150	134,150

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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. PERFORMANCE DATA: Note: Account now contains: - Street Name Signs - Parking on Streets	2016	3140470	Maintenance - Relamping Lights	Relamping pedestrian crossing signals from incandescent bulbs to energy efficient LEDs
	2016	3140680	Other Equip Maint & Rep	General maintenance & repairs - \$7,000 Additional: Install left turn advance for Elgin St at Ontario St traffic - \$5,000
	2016	3140750	Contracts	Signage, Maintenance CN & CP crossings traffic light maintenance
	2016	3140751	Contracts - Line Painting	Line Painting Contract

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT#: **3600.10**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
71,219	61,080	360110	Payroll Salaries & Wages	0			0	0
0	445	360111	Payroll - Overtime	0			0	0
5,140	8,461	360115	Payroll Part Time Wages	0			0	0
23,502	22,840	360130	Payroll Fringe Benefits	0			0	0
822	995	360131	Payroll Part Time Benefits	0			0	0
100,683	93,821		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
0	0 New		Weed Control - King Street	1,500			1,500	1,500
150	222	3601680	Other Equip Maint & Rep	160	*		170	180
200	0	3601691	Equipment Rentals	300	*		300	300
35,000	24,570	3601820	Other Operating Materials	35,700	*		36,000	37,000
0	-6,727	3601991	Recoveries	-3,500			-3,500	-3,500
35,350	18,065		SUB TOTAL MATERIALS	34,160		0	34,470	35,480
15,000	12,231	3601750	Contracts	15,300	*		15,600	16,000
15,000	12,231		SUB TOTAL CONTRACTED SERVICES	15,300	*	0	15,600	16,000
151,033	124,117		TOTAL SIDEWALKS	49,460		0	50,070	51,480

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT #: **3600.10**

STATEMENT OF PURPOSE: Preventative maintenance and emergency repairs and sidewalk reconstruction.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2016	NEW	Weed Control - King Street	Weed spraying in the downtown core June and August Downtown Core, King Street, Albert, First, Second, Third, Division
	2016	3601750	Contracts	Street furniture repair, asphalt repair to sidewalk projects. Note: Contracts reduced by \$12,000 for 2015 as pumping contractors not interested in our minimal amount of pumping required.
	2016	3601820	Other Operating Materials	Concrete, gravel, topsoil, sod, grass seed, etc. Note: Other Operating Materials increased by \$7,000. More replacement of sidewalks due to no pumping contractor.
	2016	3601991	Recoveries	Chargeback for sidewalk replacement or repair.

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT#: **3900.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
32,418	40,180	390015	Payroll Part Time Wages	46,757	*		47,575	48,408
5,187	4,014	390030	Payroll Fringe Benefits	7,247	*		8,564	9,924
37,605	44,194		SUB TOTAL SALARIES, WAGES & BENEFITS	54,004	*	0	56,139	58,332
1,159	786	3900820	Other Operating Materials	1,200	*		1,200	1,200
1,159	786		SUB TOTAL MATERIALS	1,200	*	0	1,200	1,200
38,764	44,980		TOTAL CROSSING GUARDS	55,204	*	0	57,339	59,532

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT #: **3900.100**

STATEMENT OF PURPOSE: To provide a system to control the safe passage of students to and from elementary schools through busy and/or hazardous intersections.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA: Crossings at: William / Burnham / Elgin Notre Dame (Burnham / Burwash) Burnham School (Burnham / Elizabeth) C.R. Gummow (James / D'Arcy) Cottesmore (in front of school) St. Joseph's (D'Arcy / Elgin) x 2				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT#: **3950.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
300,000	306,961	3950840	Utilities	315,000	*		320,000	330,000
300,000	306,961		SUB TOTAL MATERIALS	315,000	*	0	320,000	330,000
60,000	64,170	3950861	Other Maintenance	60,000			60,000	60,000
60,000	64,170		SUB TOTAL CONTRACTED SERVICES	60,000		0	60,000	60,000
81,450	36,450	3950950	Debenture Payment	79,020			76,590	74,160
81,450	36,450		SUB TOTAL OTHER CHARGES & TRANSFERS	79,020		0	76,590	74,160
441,450	407,581		TOTAL STREET LIGHTING	454,020	*	0	456,590	464,160

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT #: **3950.100**

STATEMENT OF PURPOSE: To maintain and operate the Municipal Street Lighting system.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2016	3950861	Maintenance	Maintenance as required performed by LUSI.
	2016	3950950	Debenture Payment	Repayment over a 20 year period to CNI through 2029
PERFORMANCE DATA:				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2015	2015		2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
11,195	5,435	380010	Payroll Salaries & Wages	11,110		11,305	11,500
3,694	921	380030	Payroll Fringe Benefits	2,438		2,671	2,912
14,889	6,356		SUB TOTAL SALARIES, WAGES & BENEFITS	13,548	0	13,976	14,412
500	136	3800150	Office Supplies	500		500	500
2,500	0	3800210	Advertising & Promotions	500		500	500
1,150	0	3800220	Printing	1,200	*	1,200	1,200
2,000	1,918	3800250	Memberships & Subscrip'ns	2,000		2,000	2,000
1,500	739	3800260	Training & Courses	1,500		1,500	1,500
8,325	8,288	3800570	Shelter Maintenance	8,325		8,325	8,325
3,000	2,212	3800680	Other Equip Maint & Rep	3,000		3,000	3,000
6,000	0	3800852	Special Project - Signage / Mapping	5,000		0	0
24,975	13,293		SUB TOTAL MATERIALS	22,025	0	17,025	17,025
12,500	9,985	3800320	Liability Insurance	11,000		11,000	11,000
716,032	735,997	3800750	Contracts	732,121	*	747,000	762,000
728,532	745,982		SUB TOTAL CONTRACTED SERVICES	743,121	* 0	758,000	773,000
86,810	86,810	3800930	Transfer to Vehicle Reserve	115,070	*	115,070	115,070
86,810	86,810		SUB TOTAL OTHER CHARGES & TRANSFERS	115,070	* 0	115,070	115,070
855,206	852,441		TOTAL TRANSIT	893,764	* 0	904,071	919,507

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-85,000	-72,044	87021	Fares	-70,000			-70,000	-70,000
-28,000	-39,545	87022	Passes	-39,000			-39,000	-39,000
-50,000	-31,824	87042	Tickets	-35,000			-35,000	-35,000
-3,000	-3,450	87054	Bench Advertising	-3,000			-3,000	-3,000
-187,000	-187,000	3800992	Provincial Subsidy	-187,000			-187,000	-187,000
-353,000	-333,863		SUB TOTAL RECOVERIES	-334,000		0	-334,000	-334,000
502,206	518,578		NET TO TOWN	559,764	*	0	570,071	585,507

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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: 2015 2014 109,244 2013 112,561 2012 107,642 2011 101,930 2010 95,319 2009 77,014 2008 72,000 2007 70,000				Conventional Service Monday - Friday - 13.5 hrs x 2 x 5 days x \$62.17/hr \$8,392.95 / wk x 52 = 436,433.40 Saturday Service - 10.5 hrs x 2 days x \$62.17/hr \$1,305.57 x 52 wks = \$67,889.64 Sunday Service - 7 hrs x 2 days x \$62.17/hr \$870.38 x 52 wks = 45,259.76 Total Conventional = 549,582.80 Wheels Service Monday - Friday - 7.5 hrs x 5 days x \$46.57/hr \$1,746.38 x 52 wks = \$90,811.76 Shuttle - Port Hope Transit \$20,000 Taxi Wheels \$5,777.18 x 12 months = \$69,326.16 Dispatch Services after Hours \$2,400 Total = \$732,120.72
	2016	3800250	Subscriptions & Memberships	Canadian Urban Transit - \$1,900 CVOR Transit Renewal - \$50
	2016	3800992	Provincial Subsidy	Provincial Gas Tax monies

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ON LOTS**

ACCOUNT#: **3700.2**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
2,932	2,895	370210	Payroll Salaries & Wages	3,000	*		3,050	3,100
0	597	370215	Payroll -Part-time Salaries	0			0	0
968	856	370230	Payroll Fringe Benefits	0			0	0
0	69	370231	Payroll Part-time Benefits	0			0	0
3,900	4,417		SUB TOTAL SALARIES, WAGES & BENEFITS	3,000		0	3,050	3,100
6,900	4,364	3702680	Other Equipment Repair	7,100	*		7,100	7,100
3,300	2,715	3702840	Utilities	3,400	*		3,400	3,400
10,200	7,079		SUB TOTAL MATERIALS	10,500	*	0	10,500	10,500
50,000	26,198	3702750	Contracts	27,000			27,000	27,000
50,000	26,198		SUB TOTAL CONTRACTED SERVICES	27,000		0	27,000	27,000
46,000	46,376	3702540	Rents	51,000	*		51,000	51,000
46,000	46,376		SUB TOTAL FINANCIAL	51,000	*	0	51,000	51,000
110,100	84,070		TOTAL PARKING ON LOTS	91,500		0	91,550	91,600

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ON LOTS**

ACCOUNT #: **3700.2**

STATEMENT OF PURPOSE: Maintenance of off street parking lots.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2016	3702540	Rents	Old Quigley lot - month to month rental increased in in November 2015 Parking lot, east side of outdoor skating rink, 5 year lease. Taxes 185 First Street paid by Town
PERFORMANCE DATA:	2016 / 17 / 18	3702750	Contracts	More equipment and bylaw hours. Parking lot gardens and on-street garden maintenance May 1 - Oct 31.

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3700.3**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
22,000	10,000	370310	Payroll Salaries & Wages	38,899	*		39,194	39,495
38,000	40,505	370320	Other Salaries & Wages	39,000	*		40,000	41,000
7,260	0	370330	Payroll Fringe Benefits	0			0	0
100	0	370370	Cleaning Allowance	100			100	100
67,360	50,505		SUB TOTAL SALARIES, WAGES & BENEFITS	77,999	*	0	79,294	80,595
1,800	1,825	3703150	Office Supplies	1,800			1,800	1,800
0	0	NEW	Software Maintenance	10,750			10,750	10,750
4,000	1,138	3703220	Printing	4,000			4,000	4,000
700	321	3703250	Membership & Subscrip'ns	700			700	700
1,000	473	3703260	Training & Courses	1,000			1,000	1,000
2,000	9,325	3703680	Other Equip Maint & Rep	6,000	*		6,000	6,000
2,000	351	3703681	Pay & Display	2,000			2,000	2,000
101,400	0	3703913	Transfer to Parks	138,340			139,462	140,561
2,280	1,984	3703919	Bank Service Charges	2,300			2,400	2,500
115,180	15,417		SUB TOTAL MATERIALS	166,890	*	0	168,112	169,311
83,360	0	3703912	Transfer to/from Reserve	96,206			93,260	90,510
83,360	0		SUB TOTAL OTHER CHARGES & TRANSFERS	96,206		0	93,260	90,510
0	0	NEW	Payment-in-Lieu of Taxes	8,405			8,784	8,984
0	0		SUB TOTAL FINANCIAL	8,405		0	8,784	8,984
265,900	65,922		TOTAL PARKING ADMIN & ENFORCEMENT	349,500	*	0	349,450	349,400
-31,000	-35,199	87026	Parking Lot Revenue - Parking Passes	-31,000			-31,000	-31,000
-155,000	-156,552	87027	Parking Fines - Parking Tickets	-155,000			-155,000	-155,000
-110,000	-163,544	87053	Coin Revenue - Victoria Park	-165,000	*		-165,000	-165,000
-80,000	-97,011	87069	Parking Revenue - Downtown	-90,000			-90,000	-90,000
-376,000	-452,306		TOTAL REVENUE	-441,000	*	0	-441,000	-441,000

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3700.3**

STATEMENT OF PURPOSE: To enforce Parking Bylaws.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2016	NEW	Software Maintenance	Annual software maintenance fee for new parking management software
	2016	3703250	Memberships & Subscriptions	Ontario Traffic Council - \$350
PERFORMANCE DATA:				

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

PERFORMANCE SUMMARY PARKING ENFORCEMENT

CATEGORY	2015 ACTUAL	2016 ESTIMATE	2017 ESTIMATE	2018 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	73	100	100	100
FIRE	1	20	200	200
BY-LAW UNIT	6,970	7,200	7,200	7,200
TOTAL	7,044	7,320	7,500	7,500
REVENUES				
TICKET REVENUE	156,552	155,000	155,000	155,000
PARKING PERMITS	35,199	31,000	31,000	31,000
DOWNTOWN COIN REVENUE	97,011	90,000	90,000	90,000
COIN REVENUE - VICTORIA PARK	163,544	165,000	165,000	165,000
DBIA	0	0	0	0
TOTAL REVENUE	452,306	441,000	441,000	441,000

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

ENVIRONMENTAL SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
STORM SEWERS	25,000	15,358	29,546	18.2	0	(100.0)	30,597	31,649
GARBAGE COLLECTION	26,093	2,649	11,250	(56.9)	0	(100.0)	11,400	11,550
TOTAL EXPENDITURES	51,093	18,007	40,796	(20.2)	0	(100.0)	41,997	43,199
 LONG TERM DEBT CHARGES	 283,500	 283,759	 283,500	 0.0	 0	 (100.0)	 160,500	 118,500
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

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

ACCOUNT#: **4200.10**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
2,000	0	4200185	OPX / Alarm Line Charges	2,000			2,000	2,000
2,500	0	4200470	Building Maintenance - Exterior	2,500			2,500	2,500
2,500	619	4200681	144 Division Storm Maint	2,500			2,500	2,500
3,500	3,137	4200682	519 Division Storm Maint	3,500			3,500	3,500
3,500	2,374	4200683	505 William Storm Maint	3,500			3,500	3,500
11,000	9,228	4200840	Utilities	12,000	*		13,000	14,000
25,000	15,358		SUB TOTAL MATERIALS	26,000	*	0	27,000	28,000
0			NEW Payment-in-Lieu Taxes	3,546	*		3,597	3,649
0	0		SUB TOTAL FINANCIAL	3,546	*	0	3,597	3,649
25,000	15,358		TOTAL STORM SYSTEM PUMP HOUSES	29,546	*	0	30,597	31,649

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

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

STATEMENT OF PURPOSE: To provide preventive and emergency maintenance of the Storm Sewage Pumphouses.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: 3 pumping stations/6 pumps. Stations beginning to show their age. Extra funds budgeted for repairs.	2016	4200185	Alarm Line Charges	Annual monitoring and reporting fee for alarms at Storm Pump Stations.
	2016	4200470	Building Maintenance - Exterior	Repairs to pump station structure
	2016	4200681	144 Division St - Division South PS	General repair and upkeep of pump station
	2016	4200682	519 Division St - Division North PS	General repair and upkeep of pump station
	2016	4200683	505 William St Pump Station	General repair and upkeep of pump station
	2016	4200840	Utilities	Cost of heat and hydro at pump stations

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **GARBAGE COLLECTION**

ACCOUNT#: **4300.10**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
11,183	420	431010	Payroll Salaries & Wages	0			0	0
3,690	83	431030	Payroll Fringe Benefits	0			0	0
14,873	503		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
2,040	263	4310680	Other Equipment Maintenance & Repair	2,050			2,100	2,150
2,040	263		SUB TOTAL MATERIALS	2,050		0	2,100	2,150
9,180	1,883	4310850	Special Contracts	9,200			9,300	9,400
9,180	1,883		SUB TOTAL CONTRACTED SERVICES	9,200		0	9,300	9,400
26,093	2,649		TOTAL GARBAGE COLLECTION	11,250		0	11,400	11,550

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **GARBAGE COLLECTION**

STATEMENT OF PURPOSE: Municipal curbside collection program and operation of Municipal Transfer Station.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2016	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:	2016	4310850	Special Project	Transfer Station Bin

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

SOCIAL AND FAMILY SERVICES SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
GRANTS & TRANSFERS	42,750	42,294	43,000	0.6		0 (100.0)	21,500	0
PHYSICIAN RECRUITMENT	0	0	0	-		0 -	0	0
TOTAL GRANTS & TRANSFERS	42,750	42,294	43,000	0.6		0 (100.0)	21,500	0

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

ACCOUNT#: **6100.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
42,750	42,294	6100940	Grants & Transfers - St Peters Court Apartments	43,000			21,500	
42,750	42,294		SUB TOTAL OTHER CHARGES & TRANSFERS	43,000		0	21,500	0
42,750	42,294		TOTAL ST. PETER'S COURT APARTMENTS	43,000		0	21,500	0

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To fund realty taxes for St. Peter's Court. They pay the first \$1,600 of annual tax bill based on agreements which expire in 2015 and 2017. The Town of Cobourg pay the balance of the realty taxes.</p>				
<p>PERFORMANCE DATA:</p> <p>2012 actual taxes \$43,347 less \$1,600 amount of grant = 41,747</p> <p>2013 actual taxes \$43,868 less \$1,600 amount of grant = 42,268</p> <p>2014 actual taxes \$43,942 less \$1,600 amount of grant = \$42,342</p>				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

ACCOUNT#: **6200.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
17,100	17,100	6200940	Physician Recruitment	17,100			17,100	
-17,100	-17,100	6200991	Recoveries	-17,100			-17,100	
0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
0	0		TOTAL PHYSICIAN RECRUITMENT	0	*	0	0	0

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide the physician recruitment organization with funding to support a professional recruitment program.	2015/16/17	6200991	Recoveries	Funding provided from Northam Industrial Park transfer.
PERFORMANCE DATA:				
Community Physicians Recruitment and Retention Committee have provided a four year plan for 2015 - 2018.				

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

PARKS AND RECREATIONAL FACILITIES SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
PARKS								
ADMINISTRATION	453,689	672,039	1,375,620	203.2	0	(100.0)	1,469,374	1,515,271
OPERATING	971,296	807,364	342,100	(64.8)	0	(100.0)	323,200	318,300
SUBTOTAL PARKS EXP.	1,424,985	1,479,403	1,717,720	20.5	0	(100.0)	1,792,574	1,833,571
PARKS REVENUE	-106,490	-29,474	-103,990	(2.3)	0	(100.0)	-103,990	-103,990
NET PARKS	1,318,495	1,449,929	1,613,730	22.4	0	(100.0)	1,688,584	1,729,581
FITNESS CENTRE	190,000	190,000	185,000	(2.6)	0	(100.0)	185,000	185,000
OUTDOOR RINK	65,769	44,996	29,600	(55.0)	0	(100.0)	29,600	29,600
LEGION FIELDS								
LEGION FIELDS EXP.	48,503	37,234	21,115	(56.5)	0	(100.0)	19,715	19,815
LEGION FIELDS REVENUE	-11,500	-7,187	-9,000	(21.7)	0	(100.0)	-9,000	-9,000
NET LEGION FIELDS	37,003	30,047	12,115	(67.3)	0	(100.0)	10,715	10,815
MARINA								
MARINA EXPENDITURES	584,400	572,325	618,600	5.9	0	(100.0)	623,400	628,750
MARINA REVENUE	-584,400	-630,783	-618,600	5.9	0	(100.0)	-623,400	-628,750
NET MARINA	0	-58,458	0	0.0	0	0.0	0	0
DREDGE								
DREDGE EXPENDITURES	50,000	61,109	50,000	0.0	0	(100.0)	50,000	50,000
DREDGE REVENUE	-50,000	0	-50,000	0.0	0	(100.0)	-50,000	-50,000
NET MARINA	0	61,109	0	0.0	0	0.0	0	0
TOURIST PARK (TRAILER PARK)								
TOURIST PARK EXP.	149,679	113,527	153,093	2.3	0	(100.0)	156,397	159,808
TOURIST PARK REVENUES	-235,190	-260,902	-261,150	11.0	0	(100.0)	-263,780	-268,920
NET TOURIST PARK	-85,511	-147,375	-108,057	26.4	0	(100.0)	-107,383	-109,112
BEACH WASHROOMS	30,700	56,399	0	(100.0)	0	(100.0)	0	0

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

PARKS AND RECREATIONAL FACILITIES SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
WALKWAY	45,320	40,073	49,812	9.9		0 (100.0)	50,988	52,175
ARENA								
ARENA EXPENDITURES	354,257	379,398	356,315	0.6		0 (100.0)	365,439	374,213
ARENA REVENUE	-251,112	-228,451	-255,212	1.6		0 (100.0)	-258,362	-261,512
NET ARENA	103,145	150,947	101,103	(2.0)		0 (100.0)	107,077	112,701
COMMUNITY CENTRE								
COMMUNITY CENTRE EXP	1,990,036	2,061,100	2,200,603	10.6		0 (100.0)	2,274,074	2,339,971
COMMUNITY CENTRE REV	-1,174,225	-1,142,169	-1,205,620	2.7		0 (100.0)	-1,237,270	-1,257,270
NET COMMUNITY CENTRE	815,811	918,931	994,983	22.0		0 (100.0)	1,036,804	1,082,701
SENIORS ACTIVITY CENTRE								
SENIORS ACTIVITY CENTRE EXP	110,870	93,091	111,861	0.9		0 (100.0)	115,008	117,326
SENIORS ACTIVITY CENTRE REV	-60,350	-56,757	-63,850	5.8		0 (100.0)	-64,350	-64,850
NET SENIORS ACTIVITY CENTRE	50,520	36,334	48,011	(5.0)		0 (100.0)	50,658	52,476
TOTAL PARKS & RECREATION								
TOTAL PARKS & REC EXP	5,044,519	5,128,655	5,493,719	8.9		0 (100.0)	5,662,195	5,790,229
TOTAL PARKS & REC REVENUE	-2,473,267	-2,355,723	-2,567,422	3.8		0 (100.0)	-2,610,152	-2,644,292
NET PARKS & RECREATION	2,571,252	2,772,932	2,926,297	13.8		0 (100.0)	3,052,043	3,145,937
LONG TERM DEBT CHARGES	0	36	0	-		0 -	164,200	200,700
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS - REVENUE**

ACCOUNT#: **880**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-17,490	-16,882	8802	Victoria Park Canteen	-17,490	*		-17,490	-17,490
-74,000	0	8804	Parking Revenue	-74,000	*		-74,000	-74,000
-6,500	-6,542	8806	User Fees	-6,500	*		-6,500	-6,500
-5,000	-5,000	8809	Donation From DBIA - For Baskets	-5,000	*		-5,000	-5,000
-3,500	-1,050	88011	Beach Rentals	-1,000			-1,000	-1,000
-106,490	-29,474		TOTAL PARKS RECEIPTS	-103,990	*	0	-103,990	-103,990
1,424,985	1,479,403		TOTAL PARKS EXPENDITURES	1,717,720	*	0	1,792,574	1,833,571
1,318,495	1,449,929		COST TO TOWN	1,613,730	*	0	1,688,584	1,729,581

3/17/16

*Indicates increase over previous year

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***PARKS & RECREATION***

FUNCTION/ACTIVITY: **PARKS REVENUE**

ACCOUNT #: 880

STATEMENT OF PURPOSE: Various park facilities generate revenue to offset some of the operating costs of the parks department.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2016	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.
PERFORMANCE DATA:	2016	8806	User Fees	Rentals for Pavilion in Victoria Park
	2016	8809	Donation from DBIA	To assist with downtown beautification flower baskets

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT#: **7200.20**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
168,310	273,284	721010	Payroll Salaries & Wages	709,045	*		765,605	779,003
0	15,464	721011	Payroll - Overtime	26,182			26,640	27,106
0	6,783	721012	Payroll - Standby	10,105			10,282	10,462
0	26,965	721015	Payroll - Part-time	143,514			146,025	148,580
49,779	71,302	721030	Payroll Fringe Benefits	236,129	*		269,137	294,261
0	2,903	721031	Payroll Fringe Benefits - Part-time	22,245			26,285	30,459
2,700	4,247	721050	Clothing	2,700			2,700	2,700
1,200	1,441	721060	Footwear	1,200			1,200	1,200
0	0 NEW		Meal Allowance	1,000			1,000	1,000
221,989	402,389		SUB TOTAL SALARIES, WAGES & BENEFITS	1,152,120	*	0	1,248,874	1,294,771
600	929	7210150	Office Supplies	600			600	600
3,000	4,902	7210180	Telephone & Answering Svc	4,800	*		4,800	4,800
600	1,097	7210190	Communication License	1,000	*		1,000	1,000
400	286	7210210	Advertising & Promotion	400			400	400
600	691	7210250	Memberships & Subscrip'ns	700	*		700	700
4,200	5,599	7210260	Training & Courses	4,200			4,200	4,200
4,300	10,173	7210450	Heat	8,500	*		8,500	8,500
7,100	11,358	7210460	Utilities	8,500	*		8,500	8,500
600	8,691	7210470	Building Maintenance	1,000	*		1,000	1,000
34,000	51,596	7210600	Vehicle Maintenance	45,000	*		45,000	45,000
43,000	37,960	7210650	Gasoline	40,000			40,000	40,000
4,300	12,381	7210670	Small Equipment Purchases	4,300			4,300	4,300
0	1,549	7210850	Special Project - Blue Flag - NEW	4,500			1,500	1,500
102,700	147,212		SUB TOTAL MATERIALS	123,500	*	0	120,500	120,500
36,000	29,517	7210320	Liability Insurance	30,000			30,000	30,000
36,000	29,517		SUB TOTAL CONTRACTED SERVICES	30,000		0	30,000	30,000
23,000	22,921	7210540	Rents	0			0	0
23,000	22,921		SUB TOTAL FINANCIAL	0		0	0	0
70,000	70,000	7210930	Transfer to Vehicle Reserve	70,000			70,000	70,000
70,000	70,000		SUB TOTAL OTHER CHARGES & TRANSFERS	70,000		0	70,000	70,000
453,689	672,039		TOTAL PARKS ADMINISTRATION	1,375,620	*	0	1,469,374	1,515,271

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT #: **7200.20**

STATEMENT OF PURPOSE: To manage and maintain the Parks System for the Corporation.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: Responsible for all park facilities and employees.	2016	721010	Payroll Salaries & Wages	New position - Director of Parks & Recreation Additional Parks Attendant to replace person which moved to supervisor In 2016 all salaries parks salaries placed in this line item
	2016	7210250	Memberships & Subscriptions	Ontario Parks Association - \$691
	2016	7210260	Training & Courses	Horticultural, chainsaw, steer skidder and Book 7 MTO training & courses
	2016	7210450	Heat	Increased building footage
	2016	7210460	Utilities	Increased building footage
	2016	7210600	Vehicle Maintenance	Maintenance of parks department vehicle fleet, dump trucks, 1/2 tons, mower, beach rake, diamond groomer, etc.
	2016	7210850	Special Project - Blue Flag	International Beach Destination of High Standards project approved by Council, monies for signage and flags

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HORTICULTURE**

ACCOUNT#: **7200.20**

2015	2015		2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
122,310	77,578	722010	Payroll Salaries & Wages	0		0	0
0	11,636	722011	Payroll - Overtime	0		0	0
30,699	36,271	722015	Payroll Part Time Wages	0		0	0
40,362	25,816	722030	Payroll Fringe Benefits	0		0	0
4,912	4,244	722031	Payroll Students Benefits	0		0	0
198,283	155,545		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
15,500	14,599	7220450	Heat	16,000	*	16,300	16,600
4,800	5,477	7220460	Utilities	5,000	*	5,100	5,200
1,000	5,427	7220470	Building Maintenance	6,000	*	1,000	1,000
3,000	3,223	7220475	Ecology Garden Maintenance	3,000		3,000	3,000
25,000	22,985	7220505	Horticulture Supplies	25,000		25,000	25,000
15,000	13,622	7220550	Horticulture - Downtown Beautification	15,000		15,000	15,000
0	0 NEW		Special Project - Communities in Bloom	10,000		10,000	10,000
64,300	65,333		SUB TOTAL MATERIALS	80,000	*	75,400	75,800
262,583	220,878		TOTAL HORTICULTURE	80,000	0	75,400	75,800

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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.	2016	7220470	Building Maintenance	Regular maintenance \$1,000 Additional maintenance of re-skinning the greenhouse - \$5,000
	2016	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	2016	7220550	Property Improvements - Annual Beautification	Downtown baskets
	2016	NEW	Special Project - Communities in Bloom	The cost to belong to Communities in Bloom is about \$650 annually. Staff feel that to participate in this program \$10,000 is needed in 2016, 2017, and 2018 for community involvement and to set up a working group. Council motion approved.

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT#: **7200.30**

2015	2015		2016	2016	2017	2018		
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
190,260	150,761	723010	Payroll Salaries & Wages	0		0	0	
0	11,571	723011	Payroll - Overtime	0		0	0	
30,319	55,183	723015	Payroll Part Time Wages	0		0	0	
62,786	56,557	723030	Payroll Fringe Benefits	0		0	0	
4,851	6,489	723031	Payroll Part Time Benefit	0		0	0	
288,216	280,561		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0	
55,000	59,832	7230460	Utilities	62,000	*	63,000	64,000	
12,000	8,315	7230470	Building Maintenance	24,500	*	20,000	12,500	
3,000	3,372	7230475	Signs	3,000		3,000	3,000	
2,500	8,094	7230500	Cleaning Maintenance	2,500		2,500	2,500	
7,500	8,032	7230510	Electrical Repairs	7,500		7,500	7,500	
8,200	15,187	7230520	Plumbing Repairs	8,200		8,200	8,200	
4,000	13,020	7230570	Property Improvements	7,000		4,000	4,000	
4,000	443	7230691	Equipment Rental	4,000		4,000	4,000	
96,200	116,295		SUB TOTAL MATERIALS	118,700	*	0	112,200	105,700
27,000	20,587	7230480	Garbage Removal	28,000	*		29,000	30,000
45,000	43,333	7230750	Bylaw Enforcement	45,000			45,000	45,000
72,000	63,920		SUB TOTAL CONTRACTED SERVICES	73,000		0	74,000	75,000
18,400	20,339	7230540	Rent - Dog Park	18,400			18,400	18,400
18,400	20,339		SUB TOTAL FIINANCIAL	18,400		0	18,400	18,400
474,816	481,115		TOTAL PARKS MAINTENANCE	210,100		0	204,600	199,100

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT #: **7200.30**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To manage and maintain all large and small parks and all buildings and facilities located therein including the operations building.	2016	7230470	Building Maintenance	Regular Maintenance - \$12,500 Additional Projects: Maintenance/Repairs - \$7,000 Fencing at Ashland Ivey Park & Optimist - \$5,000
PERFORMANCE DATA: Beach Groomings (20 Small Parks) Canteens Buildings Playgrounds Centennial Swimming Pool - Start/Close Garbage Pick Up Special Events Spray Pad	2016	7230540	Rent - Dog Park	Rental of Dog Park - \$1,526.40 / month
	2016	7230570	Property Improvements	To keep ongoing stock of tables and benches. New water fill up station - \$3,000
	2016	7230750	Bylaw Enforcement	Enhanced parking and bylaw enforcement for Victoria Park per Council directive.

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ATHLETIC FACILITIES**

ACCOUNT#: **7200.40**

2015	2015		2016	2016	2017	2018	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
49,830	1,159	724010	Payroll Salaries & Wages	0		0	0
0	316	724011	Payroll - Overtime	0		0	0
30,446	17,966	724015	Payroll Part Time Wages	0		0	0
16,444	825	724030	Payroll Fringe Benefits	0		0	0
4,871	2,066	724031	Payroll Part Time Benefit	0		0	0
101,591	22,332		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
15,000	23,209	7240475	Athletics Field Mtce	15,000		15,000	15,000
0	0 NEW		Property Improvements	8,000		0	0
15,000	23,209		SUB TOTAL MATERIALS	23,000	*	0	15,000
4,000	4,854	7240551	Port-A-Potties	6,000		4,000	4,000
4,000	4,854		SUB TOTAL CONTRACTED SERVICES	6,000	*	0	4,000
120,591	50,395		TOTAL PARKS ATHLETIC FACILITIES	29,000	0	19,000	19,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **ATHLETIC FACILITIES**

ACCOUNT #: **7200.40**

STATEMENT OF PURPOSE: To manage and maintain all ball diamonds located within our Parks System.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: 15 Ball Diamonds (2 with lights) 10 Soccer Fields (1 with lights) 6 Tennis Courts (lights) 1 Basketball Court at Fitzhugh 13 Playgrounds maintained and inspected to CAW / CSA Z614-98 Beach Volleyball Splash Pad Rugby Field	2016	7240475	Athletic Field Maintenance	Supplies and material for sporting and playground facilities Field talc Line Paint Surfacing Materials Playground Equipment Irrigation
	2016	7240551	Port-A-Potties	2 additional port-a-potties at Donegan Park
	2016	NEW	Property Improvements	Wooden Fence at Donegan Park - \$8,000

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT#: **7200.50**

2015	2015		2016	2016	2017	2018	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
54,360	13,627	725010	Payroll Salaries & Wages	0		0	0
0	228	725011	Payroll Overtime				
19,834	11,611	725015	Payroll Part Time Wages	0		0	0
17,939	4,073	725030	Payroll Fringe Benefits	0		0	0
3,173	1,358	725031	Payroll Part Time Benefit	0		0	0
95,306	30,897		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
4,000	6,811	7250600	Vehicle & Equipment Mtce	6,000	*	6,000	6,000
4,000	6,811		SUB TOTAL MATERIALSS	6,000	*	0	6,000
99,306	37,708		TOTAL PARKS TURF MAINTENANCE	6,000	0	6,000	6,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT #: **7200.50**

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

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT#: **7200.60**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
5,000	1,314	7260450	Heat	5,000			6,000	6,000
6,000	8,113	7260460	Utilities	8,000	*		8,200	8,400
0	0		NEW Property Improvements	20,000			0	0
3,000	7,841	7260580	Materials Repair	4,000	*		4,000	4,000
0	0		NEW Recoveries - Holdco Reserve	-20,000			0	0
14,000	17,268		SUB TOTAL MATERIALS	17,000	*	0	18,200	18,400
14,000	17,268		TOTAL CENTENNIAL POOL	17,000	*	0	18,200	18,400

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT #: **7200.60**

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

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FITNESS CENTRE**

ACCOUNT#: **7650.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
170,000	170,000	7650940	Lifeguards & Supplies	165,000			165,000	165,000
20,000	20,000	7650941	Grants & Transfers	20,000			20,000	20,000
190,000	190,000		SUB TOTAL OTHER CHARGES & TRANSFERS	185,000		0	185,000	185,000
190,000	190,000		TOTAL FITNESS CENTRE	185,000		0	185,000	185,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FITNESS CENTRE**

ACCOUNT#: 7650.100

STATEMENT OF PURPOSE:		HIGHLIGHTS/EXPLANATIONS:		
To provide lifeguarding services at Victoria Beach and Centennial Pool.		YEAR	CODE	OBJECT
		DETAILS		
		2016	7650940	Lifeguards & Supplies
				Lifeguarding services at Victoria Beach and Centennial Pool.
		2016	7650941	Grants & Transfers
				To assist with the cost of subsidized user fees.
PERFORMANCE DATA:				
Funding History				
1998	138,155			
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				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT#: **7200.70**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
27,180	8,675	727015	Payroll Full Time Wages	0			0	0
0	4,714	NEW	Overtime	0			0	0
8,969	4,582	727031	Payroll FT Time Benefits	0			0	0
36,149	17,971		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
17,000	15,850	7270460	Utilities	17,000			17,000	17,000
320	0	7270600	Vehicle Maint & Repairs	300			300	300
2,300	152	7270670	Other Equipment Purchases	2,300			2,300	2,300
1,500	916	7270680	Other Equipment Maint & Repairs	1,500			1,500	1,500
7,000	8,750	7270681	Setup / Tear Down	7,000			7,000	7,000
28,120	25,668		SUB TOTAL MATERIALS	28,100		0	28,100	28,100
1,500	1,357	7270320	Liability Insurance	1,500			1,500	1,500
1,500	1,357		SUB TOTAL CONTRACTED SERVICES	1,500		0	1,500	1,500
65,769	44,996		TOTAL OUTDOOR RINK	29,600		0	29,600	29,600

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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.	2016	7270320	Liability Insurance	Allocation of liability insurance to this budget.
	2016	7270680	Other Equipment Maint & Repairs	Repairs as per regular maintenance schedule.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **882**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-3,500	-2,815	8821	Regular Season Play	-3,500			-3,500	-3,500
-5,000	-3,725	8822	Tournaments	-5,000			-5,000	-5,000
-3,000	-647	8824	Canteen	-500			-500	-500
-11,500	-7,187		TOTAL LEGION FIELDS REVENUE	-9,000		0	-9,000	-9,000
48,503	37,234		TOTAL LEGION FIELDS EXPENDITURES	21,115		0	19,715	19,815
37,003	30,047		NET TO TOWN	12,115		0	10,715	10,815

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: **7450.100**

2015	2015		2016	2016	2017	2018		
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
9,060	1,694	745010	Payroll Full Time Wages	0		0	0	
0	1,065	745011	Payroll - Overtime	0		0	0	
15,033	10,834	745015	Payroll Part Time Wages	0		0	0	
2,990	644	745030	Payroll Full Time Benefits	0		0	0	
2,405	1,292	745031	Payroll Part Time Benefit	0		0	0	
29,488	15,529		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0	
3,500	3,162	7450450	Heat	3,600	*	3,700	3,800	
7,500	13,312	7450460	Utilities	7,500		7,500	7,500	
1,000	1,112	7450470	Building Maintenance	2,500	*	1,000	1,000	
215	0	7450500	Cleaning Supplies	215		215	215	
400	840	7450510	Electrical Repairs	400		400	400	
400	300	7450520	Plumbing Repairs	400		400	400	
4,000	973	7450570	Diamond Maintenance	4,500	*	4,500	4,500	
17,015	19,699		SUB TOTAL MATERIALS	19,115	*	0	17,715	17,815
2,000	2,006	7450320	Liability Insurance	2,000		2,000	2,000	2,000
2,000	2,006		SUB TOTAL CONTRACTED SERVICES	2,000		0	2,000	2,000
48,503	37,234		TOTAL LEGION FIELDS	21,115		0	19,715	19,815

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: 7450.100

STATEMENT OF PURPOSE: To manage and maintain a (3) three softball diamond facility.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA: Hosted numerous provincial and OASA tournaments	2016	74503220	Liability Insurance	Cobourg and Port Hope baseball have amalgamated into one league. Will use Legion Fields. Allocation of liability insurance to this budget.
	2016	7450460	Utilities	Water controller wasn't working properly in 2015
	2016	7450470	Building Maintenance	General maintenance - \$1,000 Additional - Hot Water Tank - \$1,500

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **883**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-125,000	-129,405	8831	Daily Fees	-130,000			-130,000	-130,000
-234,000	-265,269	8832	Yearly Fees	-267,000			-270,000	-275,000
-40,000	-27,955	8833	Winter Storage	-30,000	*		-30,000	-30,000
-5,000	-5,383	8834	Sewage Pumpout Fees	-5,000	*		-5,800	-6,150
-145,000	-174,782	8835	Gas Sales	-160,000			-160,000	-160,000
-9,000	-7,784	8836	Miscellaneous	-7,000	*		-8,000	-8,000
-2,500	-2,967	8837	Launching Fees	-2,000	*		-2,000	-2,000
-18,800	-13,856	8838	Liftout - in	-14,000	*		-14,000	-14,000
-1,500	-1,503	8839	Beverage Revenue	-1,500	*		-1,500	-1,500
-2,600	-1,785	88310	Marina Brochure Advertising	-1,800			-1,800	-1,800
-1,000	-94	88311	Finance Charges	-300			-300	-300
-584,400	-630,783		TOTAL MARINA REVENUES	-618,600		0	-623,400	-628,750
584,400	572,325		TOTAL MARINA EXPENDITURES	618,600	*	0	623,400	628,750
0	-58,458		NET TO TOWN	0	*	0	0	0

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: 7300.10

2015	2015		2016	2016	2017	2018	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	FINAL APPROVED	FORECAST	FORECAST
0	110,754	731010	Payroll - Full-time Wages	128,754		131,000	133,300
0	240	731011	Payroll - Overtime	0		0	0
219,449	109,955	731015	Payroll Part Time Wages	83,686		85,151	86,641
0	33,018	731030	Payroll - Full-time Benefits	41,412		45,833	50,395
51,289	19,044	731031	Payroll Part Time Benefit	12,971		15,327	17,761
1,100	917	731050	Clothing	1,200 *		1,200	1,200
271,838	273,928		SUB TOTAL SALARIES, WAGES & BENEFITS	268,023	0	278,511	289,297
800	637	7310150	Office Supplies	800		800	800
1,500	810	7310175	Internet Costs	1,350		1,350	1,350
2,100	1,902	7310180	Telephone & Answering Svc	2,100		2,100	2,100
3,060	2,760	7310210	Advertising & Promotions	3,000		3,000	3,000
2,000	1,433	7310220	Printing	1,500		1,500	1,500
0	784	7310240	Postage	300		300	300
990	799	7310250	Membership & Subscrip'ns	1,100 *		1,100	1,100
5,000	359	7310260	Training & Courses	5,000		5,000	5,000
1,530	1,108	7310270	Travel Expense	1,500		1,500	1,500
1,250	813	7310380	Conferences & Conventions	1,250		1,250	1,250
2,200	2,480	7310392	Ice Purchase	2,500 *		2,500	2,500
5,000	4,700	7310450	Heat	5,000		5,000	5,000
23,620	25,163	7310460	Utilities	24,000		24,500	25,000
14,000	9,067	7310470	Building Maintenance	10,000		10,000	10,000
5,800	6,181	7310500	Custodial/Cleaning Supplies	6,500 *		6,500	6,500
18,000	31,097	7310551	Dock Repair & Maintenance	25,000 *		25,000	25,000
0	0 NEW		Dredging Harbour	50,000		50,000	50,000
128,000	148,960	7310650	Gasoline	135,000 *		135,000	135,000
3,120	2,542	7310670	Other Equipment Purchases	3,000		3,000	3,000
8,320	14,656	7310680	Other Equip Maint & Rep	7,700		7,700	7,700
1,540	341	7310691	Small Equip Maint & Rep	1,500		1,500	1,500
1,500	1,703	7310830	Beverage Purchase	1,400		1,400	1,400
5,000	7,654	7310851	Special Project - Wireless Internet	0		0	0
10,000	4,574	7310852	Special Project - Management Software	0		0	0
12,480	11,950	7310919	Bank Service Fees Visa / MC / POS	13,000		13,000	13,000
-8,600	-20,610	7310991	Recoveries	-8,600		-8,600	-8,600
0	0 NEW		Special Project - Surveillance System	10,000		0	0
0	0 NEW		Special Project - West Harbour Plan	15,000		0	0
248,210	261,863		SUB TOTAL MATERIALS	318,900 *	0	294,400	294,900

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **7300.10**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
7,300	8,050	7310320	Liability Insurance	8,200	*		8,200	8,200
6,250	6,031	7310480	Garbage Removal	1,500			1,500	1,500
7,283	6,415	7310550	Security Contract	7,300			7,300	7,300
2,000	1,981	7310750	Contracts	2,100	*		2,100	2,100
12,500	14,057	7310751	Liftout - In	12,500			12,500	12,500
35,333	36,534		SUB TOTAL CONTRACTED SERVICES	31,600		0	31,600	31,600
29,019	0	7310912	Transfer to/From Reserve Funds	77			18,889	12,953
29,019	0		SUB TOTAL OTHER CHARGES & TRANSFERS	77		0	18,889	12,953
584,400	572,325		TOTAL MARINA	618,600	*	0	623,400	628,750

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT #: **7300.100**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:		
Operation of a small craft Marina. at Rotary Waterfront Park.			YEAR	CODE	OBJECT
			2016	8831	Daily Fees
			2016	8832	Yearly Fees
			2016	7310175	Internet Costs
PERFORMANCE DATA:			2016	7310240	Postage
			2016	7310250	Memberships & Subscriptions
			2016	7310480	Garbage Removal
			2016	7310551	Dock Repair & Maintenance
			2016	NEW	Dredging Harbour
			2016	NEW	Special Project - Surveillance System
			2015	NEW	Special Project - Waterfront Master Plan
YEAR	TRANSIENT VISITORS	DOLLARS			
1997	4180	\$102,019			
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			
2005	4700	\$116,022			
2006	4500	\$114,984			
2007	4600	\$121,543			
2008	4400	\$118,164			
2009	4500	\$137,758			
2010	4500	\$139,894			
2011	4000	\$128,343			
2012	3800	\$131,141			
2013	3873	\$139,306			
2014	3724	\$125,868			
2015	Unavailable	\$128,690			

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-50,000	0	8881	Dredging Revenue	-50,000			-50,000	-50,000
-50,000	0		TOTAL DREDGING REVENUE	-50,000		0	-50,000	-50,000
50,000	61,109		TOTAL DREDGING EXPENDITURES	50,000		0	50,000	50,000
0	61,109		NET TO TOWN		0 *	0	0	0

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2015	2015		2016	2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	FINAL APPROVED	FORECAST
0	0 NEW		Payroll Salaries & Wages	8,270		8,415
30,000	35,271	736020	Other Salaries & Wages	30,000		30,000
30,000	35,271		SUB TOTAL SALARIES, WAGES & BENEFITS	38,270 *	0	38,415
2,300	30	7360150	Administrative Services	2,300		2,300
350	320	7360180	Telephone & Answering	350		350
2,100	1,758	7360210	Advertising	2,100		2,100
5,000	4,134	7360650	Gasoline	5,000		5,000
10,000	8,935	7360680	Routine Maintenance	10,000		10,000
10,000	7,296	7360681	Equipment Setup	10,000		10,000
29,750	22,473		SUB TOTAL MATERIALS	29,750	0	29,750
3,570	3,365	7360320	Insurance	3,500		3,500
3,570	3,365		SUB TOTAL CONTRACTED SERVICES	3,500	0	3,500
-13,320	0	7360912	Transfer from/to Reserve	-21,520		-21,665
-13,320	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-21,520	0	-21,665
50,000	61,109		TOTAL DREDGING	50,000	0	50,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT #: **7300.60**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:			
Dredge purchase in 2009 to perform dredging of the Cobourg Harbour and other contract work.			YEAR	CODE	OBJECT	DETAILS
			2016	NEW	Payroll Salaries & Wages	To reflect cost of Marina Manager management of Dredge Operations
PERFORMANCE DATA:						
	Cost	Site				
1999	22,300	Fuel Dock				
2000	45,600	Entrance				
2003	33,063	Entrance				
2006	86,600	Entrance				
2008	125,639	Entrance				
2010	Dredged entrance with Cobourg Dredge					
2011	Dredged entrance with Cobourg Dredge					
2012						
2013	Dredged Wellington, Port Hope and Cobourg entrance & inner harbour					
2014	Dredge Port Hope & Cobourg Entrance					
2015	Dredge Cobourg Entrance					

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **TOURIST PARK (TRAILER PARK)**

ACCOUNT#: **884**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-47,090	-43,238	8841	Seasonals	-45,000			-46,000	-47,000
-163,600	-188,764	8842	Transient Trailers	-190,000	*		-190,000	-192,500
-8,000	-9,016	8843	Transient Tents	-8,500	*		-9,000	-9,500
-1,000	-1,365	8845	Sewage Pumpouts	-1,050	*		-1,080	-1,120
-5,500	-6,303	8846	Miscellaneous	-5,600			-5,700	-5,800
-10,000	-12,216	8847	Reservation Fee	-11,000			-12,000	-13,000
-235,190	-260,902		TOTAL TOURIST PARK REVENUES	-261,150	*	0	-263,780	-268,920
149,679	113,527		TOTAL TOURIST PARK EXPENDITURES	153,093	*	0	156,397	159,808
-85,511	-147,375		NET TO TOWN	-108,057	*	0	-107,383	-109,112

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **TOURIST PARK (TRAILER PARK)**

ACCOUNT#: **7300.20**

2015	2015		2016	2016	2017	2018	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	14,398	732010	Payroll - Full-time Wages	27,079		27,553	28,035
58,192	25,480	732015	Payroll Part Time Wages	33,884		34,477	35,080
0	5,340	732030	Payroll Full-time Benefits	7,718		8,541	9,392
12,297	2,816	732031	Payroll Part-time Benefits	5,252		6,206	7,191
200	137	732050	Clothing	200		200	200
70,689	48,171		SUB TOTAL SALARIES, WAGES & BENEFITS	74,133	* 0	76,977	79,898
600	220	7320150	Office Supplies	500		500	500
0	540	NEW	Internet Costs	1,350		1,350	1,350
1,060	1,510	7320180	Telephone & Answering Svc	1,000		1,000	1,000
600	60	7320220	Printing	500		500	500
0	0	NEW	Postage	700		700	700
210	0	7320380	Training	210		210	210
1,500	1,110	7320390	Firewood Purchase	1,200		1,200	1,200
1,000	1,268	7320392	Ice Purchase	1,400	*	1,400	1,400
16,650	17,712	7320460	Utilities	18,000	*	18,360	18,750
2,650	486	7320470	Building Maintenance	2,500		2,500	2,500
2,000	1,196	7320500	Custodial/Cleaning Supplies	2,000		2,000	2,000
3,200	360	7320510	Electrical Repairs	3,000		3,000	3,000
1,700	1,173	7320520	Plumbing Repairs	1,800	*	1,800	1,800
6,300	1,240	7320570	Property Improvements	6,300		6,300	6,300
2,120	29	7320670	Other Equipment Purchases	2,000		2,000	2,000
3,180	2,530	7320680	Other Equip Maint & Rep	3,200		3,200	3,200
3,000	5,978	7320850	Special Project - Wireless Internet	0		0	0
0	1,960	7320852	Special Project - Management Software	0		0	0
4,250	4,408	7320919	Bank Service Fees	4,300		4,300	4,300
0	-3,200	7320991	Recoveries	0		0	0
50,020	38,580		SUB TOTAL MATERIALS	49,960	0	50,320	50,710
500	355	7320320	Liability Insurance	500		500	500
3,800	2,184	7320480	Garbage Removal	3,800		3,800	3,800
4,670	4,237	7320750	Contracts - Security	4,700		4,800	4,900
8,970	6,776		SUB TOTAL CONTRACTED SERVICES	9,000	0	9,100	9,200
20,000	20,000	7320912	Transfer to Reserve	20,000		20,000	20,000
20,000	20,000		SUB TOTAL OTHER CHARGES & TRANSFERS	20,000	0	20,000	20,000
149,679	113,527		TOTAL TOURIST PARK	153,093	* 0	156,397	159,808

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **TOURIST PARK (TRAILER PARK)**

ACCOUNT #: **7300.20**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:		
Operate Cobourg Campground. Total of 70 lots.			YEAR	CODE	OBJECT
			2016	NEW	Internet Costs
			2016	NEW	Postage
PERFORMANCE DATA:					
YEAR	FUNCTION	REVENUE			
2010	25 Season Lots	\$54,050			
	Transient Trailers	\$146,261			
	Transient Tents	\$7,032			
2011	25 Season Lots	\$54,100			
	Transient Trailers	\$148,030			
	Transient Tents	\$7,583			
2012	19 Season Lots	\$51,000			
	Transient Trailers	\$155,388			
	Transient Tents	\$9,097			
2013	18 Season Lots	\$46,640			
	Transient Trailers	\$165,287			
	Transient Tents	\$7,087			
2014	17 Season Lots	\$47,089			
	Transient Trailers	\$172,811			
	Transient Tents	\$9,657			
2015	17 Season Lots	\$41,500			
	Transient Trailers	\$196,003			
	Transient Tents	\$9,092			

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT#: **7300.40**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
0	0 NEW		Payroll Salaries & Wages	4,140	*		4,212	4,286
0	0		SUB TOTAL SALARIES, WAGES & BENEFITS	4,140	*	0	4,212	4,286
1,600	1,789	7340450	Utilities	1,700			1,750	1,775
5,500	1,672	7340470	Building Maintenance	4,000			4,000	4,000
7,500	6,841	7340500	Cleaning Supplies	7,500			7,500	7,500
14,600	10,302		SUB TOTAL MATERIALS	13,200		0	13,250	13,275
43,500	46,097	7340551	Cleaning Contract	47,000	*		48,000	49,000
43,500	46,097		SUB TOTAL CONTRACTED SERVICES	47,000	*	0	48,000	49,000
-27,400	0	7340912	Transfer Parking Revenue	-64,340			-65,462	-66,561
-27,400	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-64,340		0	-65,462	-66,561
30,700	56,399		TOTAL BEACH WASHROOMS	0		0	0	0

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT #: **7300.40**

STATEMENT OF PURPOSE: To keep washrooms at Victoria Park clean.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
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	NEW	Payroll Salaries & Wages	To reflect allocation of 5% of Marina Manager Salary to Beach Washroom Management Cost
	2016	7340470	Building Maintenance	Allowance for routine maintenance of building
	2016	7340551	Cleaning Contract	Public washroom cleaning services contracted out on per hour rate based on hours of operation
	2016	7340912	Transfer Parking Revenue	Revenue transfer to partially fund public washroom expense

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **WALKWAY**

ACCOUNT#: 7300.50

2015	2015		2016	2016	2017	2018	
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
23,552	23,642	735015	Payroll Salaries & Wages	28,098	*	28,600	29,090
3,768	2,686	735031	Payroll Fringe Benefits	3,714		4,388	5,085
27,320	26,328		SUB TOTAL SALARIES, WAGES & BENEFITS	31,812	*	0	32,988
							34,175
13,000	13,745	7350470	Walkway Maintenance	13,000		13,000	13,000
5,000	0	7350850	Special Project - Repairs Pergola	0		0	0
18,000	13,745		SUB TOTAL MATERIALS	13,000		0	13,000
							13,000
0	0 NEW		Garbage Removal	5,000	*	5,000	5,000
0	0		SUB TOTAL CONTRACTED SERVICES	5,000	*	0	5,000
							5,000
45,320	40,073		TOTAL WALKWAY	49,812	*	0	50,988
							52,175

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **WALKWAY**

ACCOUNT #: **7300.50**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
To keep walkway clean and maintained. PERFORMANCE DATA:	YEAR	CODE	OBJECT	DETAILS
	2016	735010	Payroll Salaries & Wages	To reflect allocation of 5% of Marina Manager Salary to Walkway Management Cost
	2016	7350470	Walkway Maintenance	Allowance for maintenance & repairs to lighting and paver stones
	2015	7350480	Garbage Removal	To reflect cost of disposal of walkway generated garbage

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **881**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-500	-270	8811	Advertising Signs	-500			-500	-500
-5,500	-4,903	8813	Vending Machines	-5,500			-5,500	-5,500
-25,500	-70,600	8817	Miscellaneous Ice Rentals	-17,500			-18,000	-18,500
-54,500	-20,543	8819	NMHA	-71,000	*		-72,500	-74,000
-50,000	-47,581	88112	Girl's Hockey	-56,600			-57,750	-58,900
-3,500	-2,100	88114	Floor Rentals	-1,500			-1,500	-1,500
-96,612	-77,712	88116	Curling	-96,612			-96,612	-96,612
-15,000	-4,742	88117	Solar Rental	-6,000			-6,000	-6,000
-251,112	-228,451		TOTAL ARENA REVENUE	-255,212		0	-258,362	-261,512
354,257	379,398		TOTAL ARENA EXPENDITURES	356,315		0	365,439	374,213
103,145	150,947		NET COST TO TOWN	101,103		0	107,077	112,701

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT#: **7400.100**

2015	2015		2016	2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	FINAL APPROVED	FORECAST
						FORECAST
112,907	67,185	740010	Payroll Salaries & Wages	108,117		111,895
0	2,694	740011	Payroll - Overtime	6,710		6,981
0	1,024	740012	Payroll - Standby	1,000		1,040
0	13,185	740015	Payroll - Part-time Wages	0		0
36,699	14,370	740030	Payroll Fringe Benefits	37,187		44,496
0	1,987	740031	Payroll Fringe Part-time Benefits	0		0
600	739	740050	Clothing	600		600
400	1,531	740060	Footwear	400		400
150,606	102,715		SUB TOTAL SALARIES, WAGES & BENEFITS	154,014 *	0	165,412
50	0	7400150	Office Supplies	50		50
1,600	1,444	7400180	Telephone & Answering Svc	1,500		1,500
800	0	7400260	Training & Courses	800		800
28,000	25,467	7400450	Heat	24,500		25,500
75,500	102,394	7400460	Utilities	77,500 *		80,500
8,500	6,749	7400470	Building Maintenance	8,500		8,500
2,000	2,010	7400500	Custodial/Cleaning Supplies	2,000		2,000
2,500	3,225	7400510	Electrical Repairs	2,500		2,500
2,500	2,965	7400520	Plumbing Repairs	2,500		2,500
6,850	8,343	7400550	Bldg Maintenance Contracts	7,000 *		8,000
7,500	6,801	7400570	Property Improvements	7,500		7,500
11,000	56,161	7400580	Systems Maint & Repairs	11,500 *		13,000
5,000	760	7400600	Vehicle Maint & Repairs	5,000		5,000
1,000	586	7400650	Gasoline	800		800
500	1,295	7400670	Other Equipment Purchases	500		500
1,500	10,745	7400680	Other Equip Maint & Rep	2,000 *		2,000
500	0	7400691	Equipment Rentals	500		500
2,750	4,202	7400830	Consumable Supplies	3,000 *		3,000
158,050	233,147		SUB TOTAL MATERIALS	157,650	0	164,150

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT#: **7400.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
40,000	37,475	7400320	Liability Insurance	38,600			38,600	38,600
750	1,210	7400480	Garbage Removal	1,200	*		1,200	1,200
40,750	38,685		SUB TOTAL CONTRACTED SERVICES	39,800		0	39,800	39,800
4,851	4,851	7400950	Transfer to Vehicle Reserve	4,851			4,851	4,851
4,851	4,851		SUB TOTAL OTHER CHARGES & TRANSFERS	4,851		0	4,851	4,851
354,257	379,398		TOTAL ARENA	356,315		0	365,439	374,213

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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.	2016	8817	Miscellaneous Ice Rentals	Decrease due to 3 groups no longer using facility
	2016	8819	NMHA	Increase due to newly formed NMHA and the additional teams
PERFORMANCE DATA:	2016	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
	2016	7400450	Heat	Reflect actuals
	2016	7400580	Systems Maintenance & Repairs	All ammonia, glycol, heating and water systems Compressors were rebuilt in 2015
	2016	7400830	Vending Stock	All vending & café supplies

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **889**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
-25,000	0	8891	Special Events	-25,000			-25,000	-25,000
-114,000	-105,482	8892	Warm Side - Rentals Medium / Minor Events	-105,000			-106,000	-107,000
-73,680	-97,009	8893	Canteen Rental / Café	-89,000	*		-90,000	-91,000
-58,900	-73,315	8894	Vending Machine Sales	-59,000			-59,000	-59,000
-2,250	-2,500	8895	Skate sharpening Pro Shop	-2,250			-2,250	-2,250
-520	-35	8896	Misc Receipts	-520			-520	-520
-258,500	-345,002	8897	General Ice Rentals	-250,000			-255,000	-260,000
-222,500	-86,883	8898	NMHA	-235,000	*		-243,000	-250,000
-35,000	-38,125	8899	Cougars	-41,000	*		-41,500	-42,000
-106,500	-120,726	88912	WNGHL	-117,000	*		-125,000	-127,500
-10,000	-11,848	88913	Floor Rentals	-13,500	*		-13,500	-13,500
-11,000	-15,109	88916	Warm Side Seniors	-12,000			-13,000	-14,000
-90,000	-87,431	88917	Board Advertising	-84,650			-90,000	-90,000
-6,500	-6,631	88918	Public Skating	-6,500			-6,500	-6,500
-30,000	-32,065	88919	Ice Program Revenue	-36,000			-36,000	-36,000
-2,150	-2,690	88920	ATM Rebate	-2,500			-2,500	-2,500
-17,500	-19,133	88922	Warm Side Seniors - Drop In	-18,000			-18,500	-19,000
-40,000	-35,000	88924	Solar Rent	-35,000			-35,000	-35,000
-34,375	-26,331	88925	Warm Side - Program Revenue	-35,000			-36,000	-37,000
-35,850	-36,854	88926	Camp Revenue	-38,700			-39,000	-39,500
-1,174,225	-1,142,169		TOTAL CCC REVENUE	-1,205,620	*	0	-1,237,270	-1,257,270
1,990,036	2,061,100		TOTAL CCC EXPENDITURES	2,200,603	*	0	2,274,074	2,339,971
815,811	918,931		NET COST TO TOWN	994,983	*	0	1,036,804	1,082,701

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE REVENUE**

ACCOUNT#: 889

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

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CCC**

ACCOUNT#: **7410.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
675,916	604,113	741010	Payroll Salaries & Wages	740,915			753,882	767,075
0	31,548	741011	Payroll - Overtime	19,471			19,811	20,158
0	6,995	741012	Payroll - Standby	7,322			7,450	7,580
82,659	126,373	741015	Payroll Part Time Wages	84,777			86,261	87,770
26,374	0	741016	Payroll Part Time Wages - Camp Instructors	26,759			27,227	27,703
900	0	741020	Other Salaries & Wages	900			900	900
212,234	180,792	741030	Payroll Fringe Benefits	240,650			264,390	288,888
17,445	20,485	741031	Payroll Part Time Benefit	17,288			20,428	23,672
4,200	5,318	741050	Clothing	4,300			4,300	4,300
1,800	0	741060	Footwear	1,800			1,800	1,800
1,021,528	975,624		SUB TOTAL SALARIES, WAGES & BENEFITS	1,144,182		0	1,186,449	1,229,846
2,500	2,233	7410150	Office Supplies	2,500			2,500	2,500
5,500	1,476	7410155	Program Supplies	5,000			5,000	5,000
32,000	35,566	7410156	Instructor Fees	33,000			34,000	35,000
5,000	6,199	7410157	Camp Supplies	5,000			5,000	5,000
4,800	8,941	7410171	Software Maintenance	9,800			10,000	10,000
3,000	3,058	7410175	Internet	3,050			3,100	3,200
8,100	7,645	7410180	Telephone & Answering Svc	8,100			8,100	8,100
6,000	3,803	7410210	Advertising & Promotion	6,000			6,000	6,000
3,750	2,560	7410230	Photocopier	3,750			3,750	3,750
250	113	7410240	Postage & Couriers	250			250	250
2,000	1,004	7410250	Memberships & Subscrip'ns	1,200			1,200	1,200
2,400	2,034	7410260	Training & Courses	3,000			3,000	3,000
5,000	661	7410270	Travel Expense	5,000			5,000	5,000
1,450	1,820	7410380	Conference & Conventions	2,000			2,000	2,000
64,500	59,667	7410450	Heat	68,000			69,500	70,900
468,500	549,802	7410460	Utilities	425,000			500,000	515,000
0	0	NEW	Utilities Payback	70,000			70,000	70,000
68,000	71,080	7410470	Building Maintenance	83,000			68,000	68,000
18,500	19,194	7410500	Custodial/Cleaning Supplies	19,500			20,000	20,500
18,000	11,701	7410510	Electrical Repairs	14,000			12,500	13,000
3,500	4,461	7410520	Plumbing Repairs	4,000			4,500	5,000
49,833	62,395	7410550	Bldg Maintenance Contracts	50,000			52,000	54,000
8,000	7,229	7410570	Property Mtce - Landscaping, Grass cutting	6,250			6,500	6,750
18,000	31,544	7410580	Systems Maint & Repairs	44,846			18,500	18,750
5,500	10,587	7410600	Vehicle Maint & Repairs	6,500			6,500	6,500
4,000	2,788	7410650	Gasoline	4,000			4,000	4,000
2,000	20,128	7410670	Other Equipment Purchases	13,000			4,500	4,500
2,000	7,515	7410680	Other Equip Maint & Rep	2,500			2,500	2,500

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
1,500	1,448	7410691	Equipment Rentals	1,500			1,500	1,500
72,000	79,912	7410830	Consumable Supplies	74,050			75,550	76,500
25,000	12,149	7410850	Special Events - General	25,000			25,000	25,000
4,000	4,705	7410919	Bank Service Charges	4,000			4,000	4,000
2,500	175	7410989	SOCAN Recoverable	2,500			2,500	2,500
750	77	7410990	Café Rebate	750			750	750
-2,500	0	7410991	SOCAN Recoveries	-2,500			-2,500	-2,500
-3,500	-2,752	7410992	Recoveries - Grants Wages	-3,500			-3,500	-3,500
911,833	1,030,918		SUB TOTAL MATERIALS	1,000,046		0	1,031,200	1,053,650
43,000	41,625	7410320	Liability Insurance	42,500			42,500	42,500
5,500	4,758	7410480	Garbage Removal	5,700			5,750	5,800
48,500	46,383		SUB TOTAL CONTRACTED SERVICES	48,200		0	48,250	48,300
8,175	8,175	7410930	Transfer to Vehicle Reserve	8,175			8,175	8,175
8,175	8,175		SUB TOTAL OTHER CHARGES & TRANSFERS	8,175		0	8,175	8,175
1,990,036	2,061,100		TOTAL CCC	2,200,603		0	2,274,074	2,339,971

**TOWN OF COBOURG
2016 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:	2016	7410171	Software Maintenance	Max Galaxy
	2016	7410250	Memberships & Subscriptions	ORFA Membership - \$670 MOE - HWIN Membership - \$50 TSSA - \$50 CSTA (Sport Tourism) - \$305
	2016	7410470	Building Maintenance	General Maintenance - \$67,975 Additional Repairs: - Motorized dampers prevent boiler freezing - \$7,100 - Recoat gym floor - \$7,925
	2016	7410510	Electric Repairs	\$2,000 additional TV Great Room wiring
	2016	7410550	Building Maintenance Contracts	Alliance Security - Fire System & AED Canadian Industrial - Emergency Lighting Inspections Carmichaels - Boilers Castle Rock Crane & Hoist - Gym BB Nets CIMCO - Ice Plants & Desiccants Corflex - Gym Dividers & Multi-purpose rooms Dimarco Water Solutions - Water Treatment Culligan - R/O and salts Howes Your Yard - snow removal HVAC Systems - air conditioning, boilers Lift Truck & Scissor Lift - annual inspection Peterborough Fire - fire extinguishers Rowley Electric - generator Schindler - elevator Troy - fire alarms & systems TSSA VCI - building automated system controls TJ Window Cleaning - cleaning windows

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide multi-purpose facilities for all phases of recreation and cultural activities.	2016	7410570	Property Maintenance & Landscaping	Cutting grass, etc.
	2016	7410580	Systems Maintenance & Repairs	All ammonia, glycol, heating, water systems - \$18,500 Additional improvements: - Dampers - \$17,846 - Roof Drain south east corner - \$8,500
PERFORMANCE DATA:	2016	7410670	Other Equipment Purchases	General Maintenance - \$5,200 Lacrosse nets - \$4,800 Great Hall furniture - \$3,000
	2016	7410691	Equipment Rentals	Rental of equipment, zoom boom
	2016	7410919	Bank Service Charges	Increased to reflect actuals
	2016	7410830	Vending Stock	All vending & café supplies
	2016	7410919	Bank Service Charges	Increased to reflect actuals

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2015	2015			2016	2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-16,000	-17,615	7420992	Membership Fees	-17,500		-18,000	-18,500
-42,700	-39,142	7420993	Provincial Subsidy	-42,700		-42,700	-42,700
-1,650	0	87030	Senior Activity Fee	-1,650		-1,650	-1,650
0	0 NEW		Tournaments	-1,500	*	-1,500	-1,500
0	0 NEW		Registration	-500	*	-500	-500
-60,350	-56,757		TOTAL SENIORS ACTIVITY CENTRE REVENUE	-63,850	*	0	-64,850
110,870	93,091		TOTAL SENIORS ACTIVITY CENTRE EXPENDITURES	111,861		0	117,326
50,520	36,334		NET COST TO TOWN	48,011		0	52,476

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
49,294	49,481	742010	Payroll Salaries & Wages	50,203			51,082	51,976
4,124	188	742015	Payroll Salaries & Wages Part - Time	4,199			4,272	4,347
14,462	15,733	742030	Payroll Fringe Benefits	14,308			15,835	17,412
0	0	742031	Payroll Fringe Benefits Part-Time	651			769	891
67,880	65,402		SUB TOTAL SALARIES, WAGES & BENEFITS	69,361	*	0	71,958	74,626
1,250	951	7420150	Office Supplies	1,250			1,250	1,250
10,000	12,122	7420155	Program Costs - Supplies	10,000			10,000	10,000
14,000	15,113	7420156	Instructors Fees	14,500			15,000	15,500
1,500	0	7420180	Telephone & Internet Services	1,500			1,500	1,500
3,500	3,453	7420210	Advertising & Promotions	3,500			3,500	3,500
600	350	7420250	Memberships & Subscrip'ns	600			600	600
1,000	567	7420260	Training & Courses	1,000			1,000	100
650	253	7420270	Travel Expense	650			650	650
1,500	0	7420380	Conferences & Conventions	1,500			1,500	1,500
3,590	0	7420460	Utilities	3,600			3,650	3,700
3,500	1,662	7420500	Repair & Maintenance	3,500			3,500	3,500
1,500	0	7420850	Special Projects - Active Living Fair	1,500			1,500	1,500
-500	-7,053	7420991	Recoveries	-500			-500	-500
-1,500	-2,049	7420995	Recoveries - Active Living Fair	-2,500			-2,500	-2,500
40,590	25,369		SUB TOTAL MATERIALS	40,100		0	40,650	40,300
2,400	2,320	7420320	Insurance	2,400			2,400	2,400
2,400	2,320		SUB TOTAL CONTRACTED SERVICES	2,400		0	2,400	2,400
110,870	93,091		TOTAL SENIORS ACTIVITY CENTRE	111,861		0	115,008	117,326

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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:	2016	7420992	Membership Fees	Based on 775 members for 2016 at \$22.12/person+HST
	2016	7420993	Provincial Subsidy	MOHLC Annual Grant
	2016	NEW	Tournament	Planned Pickle Ball Tournament for 2016
	2016	NEW	Registration	Registration fees for Active Living Fair held in October
	2016	7420155	Program Supplies	This number can remain the same as the previous budget year 2015. This account is used to provide supplies for the 35+ programs that we provide to our members
	2016	7420156	Instructor Fees	Due to continued rise in attendance to our drop-in programs we require more certified instructors as we have had a decline in volunteer instructors. We currently average 550 members a week during peak season (September - April)
	2016	7420210	Advertising & Promotion	Newsletter is produced three times a year. This serves as our main marketing tool for the seniors centre
	2016	7420250	Membership & Subscriptions	OACAO membership is \$600 for 2016
	2016	7420380	Conferences & Conventions	OACAO conference and PRO conference (neither were attended this year)
	2016	7420850	Active Living Fair	\$2,000 grant that has been received for the past four years and will be applied for again in 2016
	2016	7420991	Recoveries	General recoveries for the centre. There was a \$2,500 donation made to the centre this year and also the pickle ball tournament was placed in this account

TOWN OF COBOURG 2016 OPERATING BUDGET ESTIMATES

CULTURE AND COMMUNITY SERVICES SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
CONCERT BAND	20,200	20,181	20,300	0.5		0 (100.0)	20,450	20,525
MARKET BUILDING								
MARKET BUILDING EXP.	17,400	21,811	18,200	4.6		0 (100.0)	18,400	18,500
MARKET BUILDING REV.	-11,000	-12,952	-12,000	9.1		0 (100.0)	-12,500	-13,000
NET MARKET BUILDING	6,400	8,859	6,200	(3.1)		0 (100.0)	5,900	5,500
ART GALLERY								
ART GALLERY EXP.	75,000	75,000	75,000	0.0		0 (100.0)	75,000	75,000
ART GALLERY REV.	-45,000	-45,001	-45,000	0.0		0 (100.0)	-45,000	-45,000
NET ART GALLERY	30,000	29,999	30,000	0.0		0 (100.0)	30,000	30,000
CONCERT HALL								
CONCERT HALL EXP.	298,120	322,478	298,912	0.3		0 (100.0)	306,121	314,294
CONCERT HALL REV.	-162,485	-174,250	-165,950	2.1		0 (100.0)	-166,200	-166,200
NET CONCERT HALL	135,635	148,228	132,962	(2.0)		0 (100.0)	139,921	148,094
COMMUNITY GRANTS	37,735	34,661	153,135	305.8		0 (100.0)	34,850	34,850
CIVIC AWARDS	0	-2,526	0	0.0		0 0.0	0	0
SPECIAL EVENTS DEPT	163,049	191,086	158,441	(2.8)		0 (100.0)	166,194	164,795
LIBRARY								
OPERATING	818,028	817,037	826,581	1.0		0 (100.0)	877,000	892,000
NET LIBRARY	818,028	817,037	826,581	1.0		0 (100.0)	877,000	892,000
TOTAL CULTURE & COMMUNITY								
TOTAL EXPENDITURES	1,429,532	1,479,728	1,550,569	8.5		0 (100.0)	1,498,015	1,519,964
TOTAL REVENUE	-218,485	-232,203	-222,950	2.0		0 (100.0)	-223,700	-224,200
NET CULTURE & COMMUNITY	1,211,047	1,247,525	1,327,619	9.6		0 (100.0)	1,274,315	1,295,764
LIBRARY LONG TERM DEBT	-40,000	-40,000	-40,000	0.0		0 (100.0)	-40,000	-40,000

** Detail in Long Term Debt Charges Section

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

ACCOUNT#: **7660.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
2,000	1,728	7660450	Heat	2,000			2,100	2,150
1,250	1,523	7660460	Utilities	1,300	*		1,350	1,375
0	0	NEW	Property Improvements	0			0	0
3,250	3,251		SUB TOTAL MATERIALS	3,300		0	3,450	3,525
750	730	7660320	Liability Insurance	800			800	800
750	730		SUB TOTAL MATERIALS	800	*	0	800	800
16,200	16,200	7660940	Grants & Transfers	16,200			16,200	16,200
16,200	16,200		SUB TOTAL OTHER CHARGES & TRANSFERS	16,200		0	16,200	16,200
20,200	20,181		TOTAL CONCERT BAND	20,300		0	20,450	20,525

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Aid in funding the Cobourg Concert Band.	2016	7660450	Heat	Band building located at 612 D'Arcy St
	2016	7660460	Utilities	Band building located at 612 D'Arcy St
	2016	NEW	Property Improvements	Installation of new air conditioning unit
PERFORMANCE DATA: Band provides many musical services to the citizens (parades, concerts, etc.) with no fees charged.				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **MARKET BUILDING**

ACCOUNT#: **7630.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
500	427	7630180	Telephone Expense	500			500	500
4,000	6,220	7630460	Heat / Utilities	4,500	*		4,700	4,800
10,500	14,047	7630470	Building Maintenance	10,500			10,500	10,500
1,500	173	7630570	Property Improvements	1,500			1,500	1,500
16,500	20,867		SUB TOTAL MATERIALS	17,000	*	0	17,200	17,300
900	944	7630320	Liability Insurance	1,200	*		1,200	1,200
900	944		SUB TOTAL OTHER CHARGES & TRANSFERS	1,200	*	0	1,200	1,200
17,400	21,811		TOTAL MARKET BUILDING	18,200	*	0	18,400	18,500
-11,000	-12,952	87029	Market Building Revenue	-12,000	*		-12,500	-13,000
-11,000	-12,952		TOTAL MARKET BUILDING REVENUE	-12,000		0	-12,500	-13,000
6,400	8,859		NET TO TOWN MARKET BUILDING	6,200		0	5,900	5,500

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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.	2016 / 17 / 18	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.	2016 / 17 / 18	7630470	Building Maintenance	The building is currently cleaned five to six days a week and if additional cleaning is required the user groups are charged back.
		7630570	Property Improvements	
	2016	87029	Market Building Revenue	Revenue collected from weekly rentals, Jacks and Jill's, other evening events, and the dog school.
	2016	87030	Seniors Activity Fee	Move to Seniors Activity Centre Revenue page

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

ACCOUNT#: **7640.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
75,000	75,000	7640940	Grants & Transfers	75,000			75,000	75,000
75,000	75,000		SUB TOTAL OTHER CHARGES & TRANSFERS	75,000		0	75,000	75,000
-45,000	-45,001	7640991	Art Gallery Rent	-45,000			-45,000	-45,000
30,000	29,999		TOTAL ART GALLERY COST TO TOWN	30,000		0	30,000	30,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
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.	2016	7640940	Grants & Transfers	Cash grant towards operating costs of the AGN \$30,000
	2016	7640991	Art Gallery Rent	Exchange of cheques for rental value Victoria Hall space \$45,000
PERFORMANCE DATA:				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

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

ACCOUNT#: **886**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-15,000	-23,827	8861	Wedding Rentals	-20,000	*		-20,000	-20,000
-53,500	-52,216	8862	Bar Receipts	-54,000			-54,000	-54,000
-18,000	-22,466	8863	Specials Productions	-18,000			-18,000	-18,000
-17,500	-27,531	8864	Box Office Service Fees	-20,000	*		-20,000	-20,000
-14,735	-11,140	8865	Rentals - Council Grants	-14,550			-14,550	-14,550
-12,000	-11,956	8866	Event Service Rentals	-12,000			-12,000	-12,000
-1,500	-700	8869	Meeting Rentals	-700			-700	-700
-20,000	-19,319	88610	Concert / Theatre Rentals	-20,000			-20,000	-20,000
-1,200	-2,280	88611	Banquet / Fundraiser Rentals	-1,200			-1,200	-1,200
-750	0	88612	Other Rentals	-500			-750	-750
-1,000	0	88613	Citizen's Forum Rentals (Cabaret / Other)	-1,000			-1,000	-1,000
-7,300	-2,815	88614	Ghost Walks	-4,000			-4,000	-4,000
-162,485	-174,250		TOTAL CONCERT HALL REVENUES	-165,950	*	0	-166,200	-166,200
298,120	322,478		TO CONCERT HALL EXPENDITURES	298,912	*	0	306,121	314,294
135,635	148,228		NET COST OF CONCERT HALL	132,962	*	0	139,921	148,094

3/17/16

*Indicates increase over previous year

TOWN OF COBOURG 2016 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.	2016	8861	Wedding Rentals	Budget will be kept close to the same based on current bookings.
	2016	8862	Bar Receipts	Revenue collected from bar at weddings and events
PERFORMANCE DATA: Concert Hall staff have seen a decline this past year in bookings and liquor sales however are booked completely for 2016. Annual attendance figures are kept for each event and the main box office continues to develop partnership with outside agencies to become an extension service and offer their ticketing system. April 2015 month long performance by a user group was cancelled and staff were able to produce some shows however this will be reflected in the 2015 revenues. 2016 is booked up. The special productions Bob Trennum etc produced by the Concert Hall staff are selling out.	2016	8863	Special Productions	Special productions includes the Sweet Water Show, Bob Trennum and other events produced by the Concert Hall
	2016	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
	2016	8865	Rentals - Council Grants	Councils grants are only given out to those who apply through the Grant application at the Concert Hall
	2016	8886 8868 88610 88611 88612	Event Service Rentals Meeting Rentals Concert / Theatre Rentals Banquet / Fundraising Rentals Other Rentals	Each of these rentals are based on the specific type of rental. Theatre rentals brings in the most (in April 2015) a large month long rental was cancelled however they have booked for 2016 so the amount will remain the same. Event Service rentals are for things such as chairs, tables, easels, special lighting etc
	2016	88614	Ghost Walks	The amount has been lowered to reflect the actual ticket sales for the ghost walks in 2015. The ghost walk was sold out and staff are looking at having this twice a night rather than cemetery walk. Ghost walks were a popular new attraction for Cobourg.

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL FACILITIES**

ACCOUNT#: **7500.100**

2015	2015		2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
107,739	104,040	750010	Payroll Salaries & Wages	105,221		107,063	108,936
6,000	7,935	750011	Payroll Salaries & Wages - Overtime	6,000		6,105	6,212
0	6,160	750012	Payroll Standby	4,810		4,894	4,980
44,772	54,069	750015	Payroll Part Time Wages	45,809	*	46,610	47,427
5,088	6,791	750072	Payroll Bar Staff Wages	4,940		5,026	5,114
37,534	36,849	750030	Payroll Fringe Benefits	37,710		41,322	45,048
8,181	8,517	750032	Payroll Part Time Benefit	7,866		9,295	10,771
209,314	224,361		SUB TOTAL SALARIES, WAGES & BENEFITS	212,356	0	220,315	228,488
4,000	2,247	7500150	Office Supplies	4,000		4,000	4,000
1,600	1,513	7500181	Telephone - Cellular	1,600		1,600	1,600
7,000	6,775	7500210	Advertising & Promotions	7,000		7,000	7,000
5,000	7,463	7500240	Postage & Couriers	5,000		5,000	5,000
206	206	7500250	Memberships & Subscrip'ns	206		206	206
500	79	7500260	Training & Courses	250		500	500
700	429	7500270	Travel Expense	700		700	700
9,600	9,799	7500590	Other Maint & Repairs	9,600		9,600	9,600
6,700	6,211	7500670	Other Equipment Purchases	6,700		6,700	6,700
11,000	20,839	7500800	Special Events - Sponsored Events	15,000	*	15,000	15,000
700	2,177	7500830	Consumables Supplies - Bar	700		700	700
2,800	3,082	7500831	Consumables - Non-alcohol purchase	2,800		2,800	2,800
6,000	5,317	7500832	Consumables - Beer Purchases	6,000		6,000	6,000
13,000	13,643	7500833	Consumables - Wine / Liquor Purchases	13,000		13,000	13,000
12,000	9,070	7500851	Ghost Walks	6,000		5,000	5,000
8,000	9,267	7500919	Bank Service Charges	8,000		8,000	8,000
88,806	98,117		SUB TOTAL MATERIALS	86,556	0	85,806	85,806
298,120	322,478		TOTAL CONCERT HALL FACILITIES	298,912	0	306,121	314,294

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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.	2016	750012/15	Payroll Salaries & Wages	Contractual Obligations
	2016	750011	Payroll Overtime	Reflects the overtime required to run box office and facility 7 days a week for shows, set-up, weddings
PERFORMANCE DATA: Concert Hall staff have seen an increase in wedding use since 2005 and are developing partnerships with other agencies to become the main box office, an extension service for the community. Annual audience attendance is tracked and postal code reports are completed. Final report produced on how bar, facility, etc. is running and where increase can be done. Implementation of new rates in 2016 for all users.	2016	7500150	Office Supplies	Office supplies including ticket stock
	2016	7500210	Advertising and Promotions	Advertising associated with producing newsletters (2 a year) and series of shows produced by the Concert Hall as well as TODs signs, general advertising website and updates etc.
	2016	7500240	Postage and Couriers	Cost of mailing out two newsletters. Postage has been significantly increased in the last few years. New mailing fee will be charged to patrons who wish their tickets mailed to help recover some costs. Potential to only do one newsletter. Data base has over 4600 names.
	2016	7500250	Memberships & Subscriptions	Northumberland Today - \$206
	2016	7500670	Other Equipment Purchases	Consumable supplies for lighting and set-ups, wires required for technical products (screen gels and gobos)
	2016	7500800	Special Events - Sponsored Events	Shows produced specifically by the Concert Hall Sweet Water and Bob Trennum and Christmas Shows increased to reflect more shows / highly popular
	2016	7500851	Ghost Walks	Decrease in the expenses as all the specials events and start up costs were done in 2015

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ORGANIZATION GRANTS**

ACCOUNT#: **7000.20**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
123,000	123,336	7020940	General Grants	145,500	*		80,300	20,300
14,735	11,325	7020942	Concert Hall	14,550			14,550	14,550
0	0 NEW		Allowance Community Grants	93,085			0	0
-100,000	-100,000	7020912	Transfer from Reserve Northam - Hospital	-100,000			0	0
0	0	7020912	Transfer from Reserve Northam	0			-60,000	0
37,735	34,661		SUB TOTAL OTHER CHARGES & TRANSFERS	153,135	*	0	34,850	34,850
37,735	34,661		TOTAL ORGANIZATION GRANTS	153,135	*	0	34,850	34,850

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

ORGANIZATION GRANTS

	2015 Approved	2016 Request	2016 Approved	2017 Forecast	2018 Forecast
SPORTS TOURISM					
Parasport Games	0	0		0	0
Other - Sport Tourism	0	0		0	0
Toronto Torch Relay - Pan Am Games	1,500	0		0	0
Canada 150	0	30,000		60,000	0
SUBTOTAL SPORTS TOURISM	1,500	30,000	0	60,000	0
OTHER					
Northumberland County Archives (moved to Legislative Services budget)	6,000	0		0	0
Cobourg & District Community Care	2,000	2,000		2,000	2,000
Cobourg Museum Foundation - Property Taxes	3,000	3,000		3,000	3,000
Cobourg Museum Foundation - Capital Grant	7,000	7,000		10,000	10,000
Northumberland Orchestra	2,000	2,000		2,000	2,000
Cobourg-Coburg Twinning	0	0		0	0
Northumberland Senior Games	250	250		250	250
Legion - Education Taxes	1,250	1,250		1,300	1,300
Cornerstone Grant / CCC	0	0		0	0
Other - Poetry Festival	0	0		1,750	1,750
Northumberland Hills Hospital - Cardiac Care Monitors	100,000	100,000		0	0
SUB TOTAL OTHER	121,500	115,500	0	20,300	20,300
TOTAL COMMUNITY GRANTS	123,000	145,500	0	80,300	20,300

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

ORGANIZATION GRANTS

	2015 Approved	2016 Request	2016 Approved	2017 Forecast	2018 Forecast
OTHER CONCERT HALL GRANTS:					
Victoria Hall Volunteers	7,000	7,000		7,000	7,000
Cobourg and District Historical Society	900	900		900	900
Art Gallery of Northumberland	185	185		185	185
Victorian Operetta Society	2,500	2,500		2,500	2,500
The Concert Band	2,000	2,000		2,000	2,000
Marie Dressler Foundation	185	185		185	185
Dress for the Cause	185	0		0	0
Youth Theatre	185	185		185	185
Northumberland Film Sundays	225	225		225	225
Humane Society	225	225		225	225
Cornerstone Family Violence Prevention Centre	225	225		225	225
Shelter of Hope	100	100		100	100
Northumberland Players	225	225		225	225
Oriana Singers	225	225		225	225
Cobourg Collegiate Institute	185	185		185	185
TOTAL CONCERT HALL GRANTS	14,550	14,365	0	14,365	14,365
CONTINGENCY FUND	185	185		185	185
TOTAL GRANTS	14,735	14,550	0	14,550	14,550

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **COMMUNITY GRANTS**

STATEMENT OF PURPOSE: To provide grants and/or subsidies to various Community Organizations.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: Grants subject to change based on Grant Policy Establishment of Contingency Fund.	2016	7020940	General Grants	Removal of Toronto Torch Relay, addition of Canada 150 which to be celebrate in 2017.
				All grants at Concert Hall must be approved once applications are sent in and reviewed.

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

ACCOUNT#: **7000.30**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	0	7030210	Advertising & promotions	1,000		1,000	1,000	1,000
1,000	0	7030220	Printing	1,000		1,000	1,000	1,000
3,000	3,689	7030340	Presentations	3,000		3,000	3,000	3,000
-5,000	-6,215	7030991	Recoveries	-5,000		-5,000	-5,000	-5,000
0	-2,526		SUB TOTAL MATERIALS	0	*	0	0	0
0	-2,526		TOTAL CIVIC AWARDS COMMITTEE	0	*	0	0	0

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Recognition of accomplishments of Cobourg Citizens. Annual presentation event.				
PERFORMANCE DATA: The Civic Awards Committee is a self-funding organization. Any surplus of receipts over expenditures goes into a holding account for future use to cover potential deficient.				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
76,874	71,273	710010	Payroll Salaries & Wages	77,084			78,432	79,805
0	4,333	710011	Payroll Overtime	1,000			1,020	1,035
0	1,200	710015	Payroll Part-time Wages	0			0	0
21,525	22,096	710030	Payroll Fringe Benefits	22,807	*		25,242	27,755
0	115	710031	Payroll Part-time Benefits	0			0	0
98,399	99,017		SUB TOTAL SALARIES, WAGES & BENEFITS	100,891	*	0	104,694	108,595
400	497	7100150	Office Supplies	400			400	400
1,500	1,524	7100180	Telephone	1,500			1,500	1,500
4,500	4,936	7100210	Advertising & Promotion	4,500			4,500	4,500
500	459	7100220	Printing	500			500	500
600	534	7100230	Photocopier Expense	600			600	600
100	187	7100240	Postage	150	*		100	100
1,000	456	7100250	Membership & Subscrip'ns	1,000			1,000	1,000
200	0	7100260	Training & Courses	200			200	200
2,800	2,260	7100270	Travel Expense	2,800			2,800	3,000
2,000	3,057	7100380	Conferences & Conventions	2,000			2,500	2,500
4,000	8,654	7100850	Sp Project - First Night	4,000			4,000	4,000
5,000	4,677	7100851	Sp Project - Movies in the Park	5,000			5,500	5,500
39,325	41,716	7100852	Sp Project - Sandcastle Festival	22,000			22,500	23,000
15,000	22,276	7100853	Sp Project - Christmas Magic	18,000			15,000	15,000
13,000	14,321	7100854	Sp Project - Winter Festival	0			0	0
3,500	6,025	7100860	Sp Project - Street Pianos	2,000			2,000	2,000
24,400	27,100	7100861	Sp Project - Canada Day Celebrations	24,000			30,000	24,000
0	0 NEW		Sp Project - Family Day in Cobourg	3,000			3,000	3,000
0	0 NEW		Sp Project - Food Event	6,000			6,000	6,000
-33,100	-23,993	7100991	Recoveries	-32,100			-32,100	-32,100
-2,750	-7,025	7100993	Recoveries - Event Permit Fee	-7,000			-7,000	-7,000
-17,325	-15,592	7100995	Recoveries - Provincial Grant Sandcastle	0			0	0
0	0 NEW		Recoveries - Wedding Ceremonies	-1,000			-1,500	-1,500
64,650	92,069		SUB TOTAL MATERIALS	57,550		0	61,500	56,200
163,049	191,086		TOTAL COMMUNITY DEVELOPMENT DEPT	158,441		0	166,194	164,795

3/17/16

*Indicates increase over previous year

TOWN OF COBOURG 2016 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS DEPT**

STATEMENT OF PURPOSE: To provide the Town of Cobourg with a Special Event Department including staff and resource responsible for organizing and coordinating all aspects of Town events and to act as a liaison with all community events. To provide economic and community impact reports.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: An annual costing report on all events is provided each year. Evaluations will be completed on Town events to provide community and economic impact results and figures.	2016	710010	Payroll Salaries & Wages	Contractual obligations
	2016	7100210	Advertising & Promotions	Promotions of Savoury Celebrations, Driftwood Shakespeare in the park and sponsorship, thank you's associated with volunteers, partners and sponsors. General advertising as required for the event application, award entry packages.
	2016	7100250	Memberships & Subscriptions	Festivals and Events Ontario - \$400 IFEA (International Festivals and Events Association) - \$600
	2016	7100851	Movies on the Beach	Budget covers the full movie and rental for three movies each summer and VIP seating
	2016	7100852	Sandcastle Festivals	Celebrating 11 years this budget covers all costs and continues with the fireworks for one of the busiest and best weekends in Cobourg. Huge economic impact on Cobourg and downtown.
	2016	7100860	Street Pianos	Will continue the tradition with one piano this summer
	2016	NEW	Family Day in Cobourg	Will replace all the activities for Winter Festival to the holiday Monday around the outdoor rink for all to enjoy
	2016	NEW	Food Event - Dine of Division (Date Night)	New food event - part of strategic plan and product development - provincial grant has been applied for to enhance, many community partners
	2016	NEW	Wedding Ceremonies	Wedding ceremonies only will now be approved at various locations through the Municipal Event application
	2016	7100991	Recoveries	Reflects sponsorship collected and wristband sales at Sandcastle Festival
	2016	7100993	Recoveries - Event Permit Fee	Permit fees from third party approved events 55+ each year.

TOWN OF COBOURG 2016 OPERATING BUDGET ESTIMATES

2016 FESTIVALS

Movies on the Beach (3 movies)

Budget	5,000
Recoveries (Sponsorship)	-5,000
TOTAL	0

10th Annual SandCastle Festival

Budget	22,000
Recoveries - Title sponsor	-7,500
Recoveries (supporting sponsor - 1 @ \$500)	-500
Wristband Sales / Entry Fees	-5,000
TOTAL	9,000

Christmas Magic

Budget	18,000
Recoveries	-4,000
TOTAL	14,000

Family Day in Cobourg

Budget - Ice Carving Demo / Interactive Ice Displays	2,500
Activities	500
Sponsor	-500
TOTAL	2,500

First Night

Fireworks	3,500
Music	500
TOTAL	4,000

Street Pianos

Pianos (1) donated	0
Artists fees / supplies	1200
Movers	800
TOTAL	2000

Canada Day

Fireworks	18000
Entertainment, Sound, Parade	6000
Recoveries (Sponsorship and Grants)	(6600)
TOTAL	17400

TOWN OF COBOURG **2016 OPERATING BUDGET ESTIMATES**

2016 FESTIVALS

Food Event

Event related infrastructure/movie/guest chefs

6000

Recoveries (Sponsorship and Grants)

(3000)

TOTAL

3000

Recoveries

-32,100

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

ACCOUNT#: **7600.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
17,000	16,009	7601524	Exterior Maintenance / Snowplowing	17,000			17,000	17,000
17,000	16,009		SUB TOTAL MATERIALS	17,000		0	17,000	17,000
753,228	753,228	7601940	Grants & Transfers	782,581	*		800,000	815,000
12,000	12,000	7601942	Transfer to/from reserve - Furnace Replacement	0			12,000	12,000
5,000	5,000	7601942	Transfer to/from reserve - Major Repairs	5,000			15,000	15,000
25,000	25,000	7601942	Transfer to/from reserve - Integrated Library System	14,000			25,000	25,000
5,800	5,800	7601942	Transfer to/from reserve - Computers / Printers	8,000			8,000	8,000
801,028	801,028		SUB TOTAL OTHER CHARGES & TRANSFERS	809,581		0	860,000	875,000
818,028	817,037		TOTAL LIBRARY	826,581		0	877,000	892,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

STATEMENT OF PURPOSE: To fund share of Library operation costs.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA: Operating grants provided: 2015 - \$753,228 2014 - \$726,000 2013 - \$687,340 2012 - \$634,000 2011 - \$615,366 2010 - \$538,269 + \$40,000 2009 - \$503,888 + \$40,000 2008 - \$489,412 + \$40,000 2007 - \$475,312 + \$30,000 2006 - \$438,812 + \$30,000 2005 - \$438,812 2004 - \$388,812 2003 - \$381,188 + \$20,000 (one time) 2002 - \$366,880 2001 - \$356,540				

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

PLANNING & RESIDENTIAL SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
PLANNING								
PLANNING EXPENDITURES	367,688	382,601	360,584	(1.9)	0	(100.0)	377,321	392,255
PLANNING REVENUE	-53,500	-48,575	-63,500	18.7	0	(100.0)	-63,300	-63,200
NET PLANNING	314,188	334,026	297,084	(5.4)	0	(100.0)	314,021	329,055
COMMITTEE OF ADJUSTMENT								
COMM. OF ADJUSTMENT EXP.	64,222	59,855	64,262	0.1	0	(100.0)	67,928	70,249
COMM. OF ADJUSTMENT REV	-13,000	-10,825	-13,000	0.0	0	(100.0)	-13,000	-13,000
NET COMMITTEE OF ADJUSTMENT	51,222	49,030	51,262	0.1	0	(100.0)	54,928	57,249
COMMITTEE FOR ART IN PUBLIC SPACES	10,500	9,035	0	(100.0)	0	(100.0)	0	0
COBOURG HERITAGE COMM	68,705	111,800	53,225	(22.5)	0	(100.0)	67,584	54,731
 TOTAL EXPENDITURES	 511,115	 563,291	 478,071	 (6.5)	 0	 (100.0)	 512,833	 517,235
TOTAL REVENUES	-66,500	-59,400	-76,500	15.0	0	(100.0)	-76,300	-76,200
 TOTAL PLANNING & RESIDENTIAL	 444,615	 503,891	 401,571	 (9.7)	 0	 (100.0)	 436,533	 441,035

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-13,000	-10,825	8709	Committee of Adjustment	-13,000	*		-13,000	-13,000
-50,000	-45,250	87039	Planning Fees	-60,000			-60,000	-60,000
-3,500	-3,325	87037	Planning & Zoning Reports	-3,500			-3,300	-3,200
-66,500	-59,400		TOTAL PLANNING REVENUE	-76,500		0	-76,300	-76,200

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
248,859	269,822	800010	Payroll Salaries & Wages	254,713	*		259,594	264,561
1,500	3,345	800011	Payroll Overtime	1,500			1,500	1,500
80,000	76,656	800030	Payroll Fringe Benefits	82,386	*		90,922	99,733
330,359	349,823		SUB TOTAL SALARIES, WAGES & BENEFITS	338,599	*	0	352,016	365,794
550	314	8000150	Office Supplies	500			550	550
1,000	0	8000160	Office Equip Purchases	1,000			1,000	1,000
3,800	2,299	8000180	Telephone Expenses	3,800			4,000	4,000
500	0	8000210	Advertising & Promotions	500			500	500
1,000	1,941	8000220	Printing	1,500	*		1,500	1,600
3,600	3,936	8000230	Photocopier Expenses	3,700	*		3,800	3,800
150	953	8000240	Postage & Couriers	750	*		750	800
3,800	2,785	8000250	Memberships & Subscrip'ns	3,240			3,500	4,000
3,500	2,766	8000260	Training & Courses	3,500			3,600	3,700
2,500	2,496	8000270	Travel Expense	2,500			2,600	2,700
3,500	3,072	8000380	Conferences & Conventions	3,600	*		3,700	3,800
10,000	10,000	8000894	Studies & Reviews #3 - Zoning Bylaw Update	0			0	0
10,000	10,695	8000895	Studies & Reviews - Official Plan Review	0			0	0
25,000	0	8000896	Studies & Reviews - Sustainability Plan	25,000			25,000	25,000
80,000	0	8000897	Studies & Reviews - Tannery Secondary Plan	0			0	0
20,000	0	8000898	Studies & Reviews #7 - Development Area C	20,000			20,000	20,000
-16,371	-16,195	8000955	Building Dept. - Indirect Costs	-12,705			-12,895	-13,089
-80,000	0	8000993	Recoveries - 50% Northam 50% Green Municipal	0			0	0
-20,000	0	8000994	Recoveries - Development Area C	-20,000	*		-20,000	-20,000
-25,000	0	8000997	Recoveries - Sustainability Plan (DC / Tax Rebate)	-25,000	*		-25,000	-25,000
-400	-1,282	8000998	Recoveries - Source Water Protection	-2,400			-500	-600
27,129	23,780		SUB TOTAL MATERIALS	9,485		0	12,105	12,761
7,700	5,184	8000300	Legal Fees	9,500	*		10,000	10,200
2,500	3,814	8000360	Consultant Fees	3,000	*		3,200	3,500
10,200	8,998		SUB TOTAL CONTRACTED SERVICES	12,500	*	0	13,200	13,700
367,688	382,601		TOTAL PLANNING	360,584		0	377,321	392,255

3/17/16

*Indicates increase over previous year

TOWN OF COBOURG 2016 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
				2016/17/18	800015	Other Salaries & Wages	Planning staff OT allocation
PERFORMANCE DATA:				2016/17/18	8000160	Office Equipment	Misc. office equipment & upgrades (i.e.. furniture, computer software/hardware, cabinets, chairs)
				2016/17/18	8000180	Office Equipment Maintenance	Annual Blackberry charges for 4 staff
New Applications	2013	2014	2015	2016/17/18	8000220	Printing	Cost for printing large reports, plans, newsletters
Official Plan	2	0	1	2016/17/18	8000230	Photocopier Expenses	Costs shared with Cobourg Heritage Committee
Zoning By-law	9	2	5	2016/17/18	8000250	Memberships & Subscriptions	OPPI / CPI - \$660 x 4 staff = \$2,640 Northumberland Today - \$75 Thomson Reuters - \$375 Canadian Urban Institute - \$150
Site Plan	9	6	7				
Subdivision	8	8	4				
Zoning Compliance	50	46	45				
				2016/17/18	8000240	Postage & Couriers	Allocated to individual departments from Legislative
				2016/17/18	8000260	Training & Courses	Professional training for 4 planners
				2016/17/18	8000300	Legal Fees	Fees associated with general planning-related legal advice (non-recoverable) Additional \$2,000 for Policy Clerk/Bylaw Enforcement performing land registrations
				2016/17/18	8000360	Consultant Fees	Fees associated with general planning-related planning advice (non-recoverable) OP Update for Parks Master Plan/Open Space
				2016/17/18	8000380	Conferences & Conventions	Annual fees associated with CIP/OPPI/OEMC, etc
				2016/17/18	8000896	Integrated Community Sustainability Plan	2016 is 2nd year of multi-year (4 yr) budget allocation (recoverable via Gas Tax Rebate and DC's)
				2016/17/18	8000898	Cobourg East Community (Area C)	Expenses associated with review of development proposals in the Cobourg East S. P. (recoverable)
				2016	8000998	Recoveries - Source Water	Recoveries for planning staff time associated with Source Water Protection policy development for County

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
42,002	40,148	810010	Payroll Salaries & Wages	42,904	*		43,655	44,419
0	391	810011	Payroll Overtime	0			0	0
12,470	12,251	810030	Payroll Fringe Benefits	12,808	*		14,123	15,480
3,850	3,850	8100290	Honorarium	3,850			3,850	3,850
58,322	56,640		SUB TOTAL SALARIES, WAGES & BENEFITS	59,562	*	0	61,628	63,749
500	330	8100250	Memberships & Subscrip'ns	500			700	800
4,300	2,784	8100260	Training & Courses - Conference	3,500			4,400	4,500
1,000	101	8100270	Travel Expense	500			1,000	1,000
5,800	3,215		SUB TOTAL MATERIALS	4,500		0	6,100	6,300
100	0	8100300	Legal Fees	200	*		200	200
100	0		SUB TOTAL CONTRACTED SERVICES	200	*	0	200	200
64,222	59,855		TOTAL COMMITTEE OF ADJUSTMENT	64,262		0	67,928	70,249

42,446

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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
				2016/17/18	8100250	Memberships	OACA Membership for CoA Secretary/members
				2016/17/18	8100260	Training & Courses	OACA Conference for 4 members and staff
				2016/17/18	8100270	Travel expenses	Travel expenses for OACA Conference
				2016/17/18	8100290	Honourarium	Honourarium for quasi-judicial body (Committee of Adjustment and Property Standards)
PERFORMANCE DATA:							
To October 31, 2015							
	2013	2014	2015				
Consents	9	8	8				
Variances	3	8	7				
Property Standards App	0	0	0				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COMMITTEE FOR ART IN PUBLIC SPACES**

ACCOUNT #: **8200.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
500	0	8200399	Misc Administration Expenses	0			0	0
0	0	8200850	Special Project - Rotary Waterfront Park (wings)	0	*		0	0
2,000	2,000	8200851	Special Project - George St Interpretive Panels	0			0	0
3,000	2,035	8200853	Special Project - King St Statue	0			0	0
5,500	4,035		SUB TOTAL MATERIALS	0		0	0	0
5,000	5,000	8200912	CAPS Reserve	0			0	0
5,000	5,000		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
10,500	9,035		TOTAL CAPS	0		0	0	0

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COMMITTEE FOR ART IN PUBLIC SPACES**

ACCOUNT #: **8100.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To administer corporate public art policy.				Moved to Heritage Cobourg Comm in 2016
PERFORMANCE DATA:				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **COBOURG HERITAGE COMM**

ACCOUNT#: **7700.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
28,375	28,447	770010	Payroll Salaries & Wages	28,987	*		29,494	30,010
	1,250	770011	Payroll Overtime	0			0	0
9,363	5,076	770030	Payroll Fringe Benefits	9,421			10,323	11,254
37,738	34,773		SUB TOTAL SALARIES, WAGES & BENEFITS	38,408		0	39,817	41,264
100	0	7700150	Office Supplies	100			100	100
1,000	393	7700210	Advertising & Promotions	1,000			1,000	1,000
200	241	7700220	Printing	250	*		200	200
1,100	0	7700230	Photocopier	600			600	600
200	0	7700240	Postage	200			200	200
800	185	7700250	Memberships & Subscrip'ns	500			500	500
2,200	1,297	7700260	Training & Courses	1,700			1,800	1,900
0	0	7700270	Travel Expense	500			500	500
3,500	81	7700360	Heritage Consultant	1,800			1,800	1,800
1,000	0	7700850	Plaques	1,000			1,000	1,000
25,000	74,732	7700851	Special Proj - Heritage Master Plan	0			0	0
0	0	7700852	Special Proj - Downtown Heritage Grant CIP	50,000			50,000	50,000
0	0	NEW	Special Proj - Cooeys Park Interpretive Display	0			5,000	0
0	0	NEW	Special Proj - Heritage District Interpretive Signage	3,000			3,000	3,000
0	0	NEW	Special Proj - Historical Educational Video Series	0			7,000	0
0	0	NEW	Special Project - Rotary Waterfront Park (wings)	0			10,000	0
500	98	7700916	Heritage Loan Interest	0			0	0
0	0		CAPS Reserve	5,000			5,000	5,000
-333	0	7700991	Recoveries - Plaques	-333			-333	-333
-5,000	0	7700994	Recoveries - Heritage Master Plan DC's	0			0	0
0	0	NEW	Recoveries - Cooeys Park - Parkland Reserve	0			-5,000	0
		NEW	Recoveries - Downtown Heritage Grant CIP	-50,000			-50,000	-50,000
0	0	NEW	Recoveries - Canada 150th	0			-2,500	0
		NEW	Recoveries - CAPS Reserve	-3,000			-3,000	-3,000
30,267	77,027		SUB TOTAL MATERIALS	12,317		0	26,867	12,467
700	0	7700300	Legal Fees	2,500	*		900	1,000
700	0		SUB TOTAL CONTRACTED SERVICES	2,500	*	0	900	1,000
68,705	111,800		TOTAL COBOURG HERITAGE COMM	53,225		0	67,584	54,731

TOWN OF COBOURG 2016 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
					2016/17/18	7700210	Advertising & Promotions	Misc. expenses associated with public education on heritage matters (i.e.. heritage permits, incentives, newsletters, mail-outs, advertising, heritage awards)
PERFORMANCE DATA:					2016/17/18	7700250	Memberships & Subscriptions	Professional memberships (CAHP, CHO) & heritage journal subscriptions
To November 10, 2105					2016/17/18	7700230	Photocopier Expenses	Shared with Planning
	2013	2014	2015		2016/17/18	7700240	Postage	Expenses for bulk mail-outs (i.e.. newsletters, etc.)
Heritage Permits	71	67	65		2016/17/18	7700250	Memberships & Subscriptions	Cobourg & District Historical - \$35 Heritage Canada - \$150 Community Heritage - \$75 BlueBeam Software Licence - \$210
Heritage Permits Waived	71	67	65		2016/17/18	7700260	Training & Courses	Professional training for heritage staff and CHC
					2016/17/18	7700300	Legal Fees	Expenses associated with general heritage legal advice, appeals, etc. and implementation of Heritage Master Plan
					2016/17/18	7700360	Heritage Consultant	Consultant expenses associated with general heritage matters, advice, appeals, etc.
					2017	NEW	Cooey Park Heritage Interpretative Display	\$5,000 to implement heritage interpretative display at new Cooey Park as per Council-approved Landscape Master Plan (recoverable from Parkland Reserve account)
					2016	NEW	Heritage District Interpretative Display	New 4 year program to support and promote Town's cultural heritage in accordance with Council's Strategic Plan Objective 2.3 and Heritage Master Plan
					2017	NEW	Historical Educational Video Series	New program over 2 years to educate and promote the Town's history & cultural heritage leading up to Canada's 150th celebrations

**TOWN OF COBOURG
2016 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	
					2016/17/18	7700853	Downtown Heritage Grant Program	New incentive provides grants &/or loans to downtown landowners/merchants for approved restoration and/or intensification projects in accordance with Council's Strategic Plan Objective 2.1 and Downtown Vitalization Plan	
PERFORMANCE DATA:									
To November 10, 2105									
	2013	2014	2015		2016/17/18	NEW	Recoveries - Downtown Heritage Grant CIP	Recoveries from Holdco	
Heritage Permits	71	67	65						
Heritage Permits Waived	71	67	65		2017	NEW	Recoveries - Canada 150th	Federal 150 Celebration Funding anticipated	

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMERCIAL & ECONOMIC DEVELOPMENT SUMMARY

FUNCTION	BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
HENLEY ARCADE	3,050	8,114	3,300	8.2		0 (100.0)	3,300	3,300
SECOND STREET FIRE HALL	5,300	7,308	6,000	13.2		0 (100.0)	6,000	6,000
SUB TOTAL COMMERCIAL	8,350	15,422	9,300	11.4		0 (100.0)	9,300	9,300
ECONOMIC DEVELOPMENT	350,338	370,967	338,204	(3.5)		0 (100.0)	366,750	367,899
TOURISM	225,761	211,371	241,318	6.9		0 (100.0)	240,680	246,904
SUB TOTAL ECONOMIC	576,099	582,338	579,522	0.6		0 (100.0)	607,430	614,803
TOTAL COMMERCIAL & ECONOMIC DEVELOPMENT	584,449	597,760	588,822	0.7		0 (100.0)	616,730	624,103

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

ACCOUNT#: **7900.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
1,000	1,128	7901460	Utilities	1,000			1,000	1,000
400	161	7901470	Building Maintenance	500	*		500	500
20,000	25,133	7901570	Special Project - Henley Arcade Improvements	0			0	0
-20,000	-20,000	7901913	Recoveries - Holdco	0			0	0
1,400	6,422		SUB TOTAL MATERIALS	1,500	*	0	1,500	1,500
1,650	1,692	7901320	Insurance	1,800	*		1,800	1,800
1,650	1,692		SUB TOTAL CONTRACTED SERVICES	1,800	*	0	1,800	1,800
3,050	8,114		TOTAL HENLEY ARCADE	3,300	*	0	3,300	3,300

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

STATEMENT OF PURPOSE: To fund utilities and other maintenance items per agreement with Victoria Operetta Society.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2016	7901470	Building Maintenance	Snow removal from walkway
PERFORMANCE DATA: Clear snow / ice Maintain winter / summer				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

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

ACCOUNT#: **7900.200**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	2,770	7902470	Building Maintenance	1,000			1,000	1,000
1,000	2,770		SUB TOTAL MATERIALS	1,000		0	1,000	1,000
4,300	4,538	7902320	Insurance	5,000	*		5,000	5,000
4,300	4,538		SUB TOTAL CONTRACTED SERVICES	5,000	*	0	5,000	5,000
5,300	7,308		TOTAL SECOND STREET FIRE HALL	6,000	*	0	6,000	6,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMERCIAL**

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

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>This building is managed by the Northumberland Players. All utilities paid by tenant. Maintain flower boxes in summer months, maintain exterior of building, snow removal, and maintain fire protection systems.</p>				
PERFORMANCE DATA:				

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

ACCOUNT#: **8910.100**

2015 BUDGET	2015 YTD	CODE	OBJECT	2016 DEPT REQUEST	*	2016 FINAL APPROVED	2017 FORECAST	2018 FORECAST
207,742	174,858	891010	Payroll Salaries & Wages	204,907			221,010	224,878
0	6,210	891011	Payroll - Overtime	3,482	*		3,543	3,605
5,152	5,762	891011	Payroll Summer Students	5,240			5,332	5,425
50,000	48,652	891030	Payroll Fringe Benefits	61,803	*		72,065	79,039
824	662	891031	Payroll Summer Student Benefits	812			960	1,112
263,718	236,144		SUB TOTAL SALARIES, WAGES & BENEFITS	276,244	*	0	302,910	314,059
300	465	8910150	Office Supplies	300			300	300
3,350	2,271	8910180	Telephone & Answering Svc	3,350			3,350	3,350
8,330	18,281	8910210	Advertising & Promotions	8,150			8,150	8,150
800	1,183	8910230	Photocopier Expense	900	*		900	900
200	-37	8910240	Postage & Couriers	200			200	200
1,300	978	8910250	Memberships & Subscrip'ns	1,300			1,300	1,300
800	0	8910260	Training & Courses	800			800	800
1,200	1,642	8910270	Travel Expense	1,200			1,200	1,200
100	104	8910370	Meals & Refreshments	100			100	100
2,000	1,320	8910380	Conferences & Conventions	2,000			2,000	2,000
200	169	8910399	Misc Admin Expenses	0			0	0
5,380	5,443	8910460	Utilities	5,500	*		5,500	5,500
9,800	13,349	8910470	Building Maintenance	9,800			9,800	9,800
-22,000	-52,265	8910990	Recoverable Expense	-20,000			-20,000	-20,000
-560	0	8910992	Government Grant Wages	-560			-560	-560
11,200	-7,097		SUB TOTAL MATERIALS	13,040	*	0	13,040	13,040
800	728	8910320	Liability Insurance	800			800	800
93,620	160,192	8910890	Studies & Reviews	152,120	*		50,000	40,000
94,420	160,920		SUB TOTAL CONTRACTED SERVICES	152,920	*	0	50,800	40,800
-19,000	-19,000	8910912	Transfer from Holdco Reserve	-52,000			0	0
0	0 NEW		Recoveries - RED Grant	-52,000			0	0
-19,000	-19,000		SUB TOTAL OTHER CHARGES & TRANSFERS	-104,000		0	0	0
350,338	370,967		TOTAL ECONOMIC DEVELOPMENT	338,204	0	0	366,750	367,899

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
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.	2016	8910210	Advertising & Promotions	2015 surplus in this account as joint radio ad campaign with DBIA did not transpire and visitor guide ad was not necessary due to increased update of local advertisers
PERFORMANCE DATA: Marketing and Promotions Website, promotional ads, business retention activities, community profile promotion and Strategic Plan Implementation.	2016	8910250	Memberships & Subscriptions	Human Resources Professional Association (HRPA) - \$420 Northumberland Central Chamber of Commerce - \$200 Ontario East Economic Development Corporation - \$410 Northumberland Today Newspaper subscription - \$220
	2016	8910260	Training & Courses	Includes place holder of \$300 for HR mandatory training. Also includes fees for Business Retention webinars and OMAFRA workshops. Travel costs are included
	2016	8910270	Travel	Includes local / regional travel & Ontario East general meeting travel. Note: Travel for Business Retention is included in studies & reviews account
	2016	8910380	Conferences & Conventions	Includes fees for 2 staff members to attend Ontario East Municipal Conference. Also includes fees for Eastern Ontario Food Forum and HR Employment Law Conference. Includes travel costs. Note: this account had a 2015 surplus as one staff member did not attend the municipal conference as anticipated.

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT
2016 MARKETING AND PROMOTIONS BUDGET**

<i>Cobourg Street Map Ad</i>	400
<i>Website Maintenance & Hosting Fees</i>	500
<i>Business Achievement Awards Tickets 6 staff members</i>	500
<i>Prosper in Northumberland Event Sponsorship</i>	1500
<i>Christmas Magic Dressler House Decoration</i>	450
<i>Radio Ad Business Ambassador Campaign</i>	3000
<i>Souvenir Giveaways</i>	1800
TOTAL	8150

TOWN OF COBOURG 2016 OPERATING BUDGET ESTIMATES

ECONOMIC DEVELOPMENT 2016 Strategic Plan Budget

Downtown Vitalization:

Community Improvement Venture Initiative Corporation
Retail Business Attraction Campaign

Pending council approval of the business plan
\$104,000 A draft budget has been prepared by the Downtown Marketing Partnership, includes
Business Attraction Officer 2 year contract

Subtotal \$104,000

Manufacturing Attraction:

Trade Alliance Fee (Allergen / Gluten Free / Organic); FDI

\$5,000 Collaboration with Northumberland County, Agri-food Venture Centre & Food & Beverage Ontario and Allergen Control Group. A portion of this budget will also be directed to the Invest Canada alliance to foster Foreign Direct Investment.

Food Sector Team Membership Fee

\$3,000 Ontario East Food Team Sector Fee

Attend American / International Event & Sponsor Event

\$7,000 Trade Shows: Gluten Free; SIAL Toronto: PLMA Chicago

Ontario East Economic Development Commission Quarterly Meetings x 2 staff

\$500 Attend quarterly meetings across Eastern Ontario

Client visitation expenses

\$2,000 Visiting client accommodations; meals; refreshments

Lure Video / Site Selector Lunch N Learns / International Marketing

\$15,000 Enhancement of Economic Development website. Creation of lure video as part of planned outreach strategy to site selectors that will include lunch & learn sessions right in the offices of site selectors. Provide sandwiches, coffee etc. and showcase our Feel Good food Cluster and other key reasons for locating to Cobourg and Northumberland

Subtotal \$32,500

Business Retention & Expansion

Northumberland Manufacturers Association

\$3,500

Northumberland Central Chamber Networking Events

\$120

Subtotal \$3,620

Other:

Innovative Rural Opportunities Sector Team (Ontario East)

\$2,000

Business Success Program / Cobourg Youth Entrepreneurship Strategy

\$8,000

Workforce Development Board Labour Force Project

\$2,000

Subtotal \$12,000

TOTAL

\$152,120

TOWN OF COBOURG 2016 OPERATING BUDGET ESTIMATES

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **TOURISM**

ACCOUNT#: **8920.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
93,166	89,525	892010	Payroll Salaries & Wages	92,732			94,355	96,006
0	4,464	892011	Payroll - Overtime	2,400			2,442	2,485
0	154	892012	Tourism - Standby	0			0	0
30,733	25,342	892015	Payroll Summer Ambassadors	31,444	*		31,995	32,555
30,745	30,506	892030	Payroll Fringe Benefits	30,918			33,879	36,934
4,917	2,902	892031	Payroll Summer Ambassadors Benefits	4,874			5,759	6,674
159,561	152,893		SUB TOTAL SALARIES, WAGES & BENEFITS	162,368		0	168,430	174,654
500	331	8920150	Office Supplies	500			500	500
500	509	8920160	Office Equipment Purchase	500			500	500
2,000	1,262	8920180	Telephone & Answering Svc	1,500			1,500	1,500
56,700	56,137	8920210	Advertising & Promotions	68,700	*		65,000	65,000
1,000	879	8920230	Photocopier Expense	1,000			1,000	1,000
1,500	1,025	8920240	Postage & Couriers	1,500			1,500	1,500
1,500	305	8920250	Membership & Subscrip'ns	0			0	0
500	0	8920260	Training & Courses	500			500	500
2,000	979	8920270	Travel Expense	1,000			2,000	2,000
1,000	964	8920380	Conferences & Conventions	1,000			1,000	1,000
3,000	2,947	8920390	Souvenir Purchases	3,000			3,000	3,000
0	0 NEW		Special Project - Bike Rental Program	4,000			0	0
1,000	891	8920919	Bank Service Fees	750			750	750
-3,000	-6,357	8920991	Government Grant - Wages	-3,000			-3,000	-3,000
-500	-634	8920992	Filming Recoveries	-500	*		-500	-500
67,700	59,238		SUB TOTAL MATERIALS	80,450	*	0	73,750	73,750
-1,500	-760	8871	Souvenir Sales	-1,500			-1,500	-1,500
-1,500	-760		TOTAL REVENUE	-1,500		0	-1,500	-1,500
225,761	211,371		NET TOURISM	241,318	*	0	240,680	246,904

3/17/16

*Indicates increase over previous year

TOWN OF COBOURG 2016 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV**

FUNCTION/ACTIVITY: **TOURISM**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To promote the Town as a tourist destination through marketing and linkages with public and private sector organizations. Maintain relevant tourism-related demographics, database and visitor information and co-ordinate the annual visitors guide. Work with the existing tourism related business to create co-op marketing opportunities.</p> <p>PERFORMANCE DATA:</p> <p>Demographics and Database Management Maintain event listings, visitor demographics, inventory of tourism-related business & services.</p> <p>Visitor Information Keep inventory of local, regional and provincial tourism information, conduct tours, maintain kiosks and other visitor information services.</p> <p>Marketing & Brand Strategy Continue to build on our brand "Ontario's Feel Good Town". Develop and implement strategies that include radio and newspaper advertising, web site & social media.</p> <p>Souvenirs Maintain an inventory of Cobourg souvenirs. Employees and council can purchase items at cost.</p>	2016	8920210	Advertising & Promotions Product Development - Partnership with Port Hope Tourism - Overnighting Campaign Product Development - Partnership with Port Hope Tourism - Cultural Campaign	The aim is to boost tourism brand awareness and visitation revenues through joint marketing campaigns that encourage visits through all four seasons Develop a marketing campaign in partnership with Port Hope Tourism to keep both towns top-of-mind as a premiere cultural destination
	2016	NEW	Special Project - Bike Rental Program	Create a new "feel good" program that increases tourism activity, encourages longer stays and visits to the downtown

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

2016 MARKETING AND PROMOTIONS BUDGET

PARTNERSHIPS / DEVELOPMENT	15,000
BROCHURES	13,000
PRINT ADS	5,500
RADIO	3,000
WEB / SOCIAL MEDIA	8,000
OTHER	24,200
TOTAL	68,700

Other - Details

Ambassador Program - training, uniforms, coffee	3,000
CTM (distribution of guide) includes print and digital	6,500
Kiosk Updates	1,000
Media / FAM Tours	500
Photography	3,000
Signage (TODs & Dressler)	7,500
Writer	2,700
TOTAL	24,200

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

CAPITAL PROJECTS SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
CAPITAL LEVY	404,916	404,916	397,550	(1.8)		0 (100.0)	3,977,867	1,518,334

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

COMMITTEE: **CAPITAL**

FUNCTION/ACTIVITY: **CAPITAL LEVY**

ACCOUNT#: **9800.10**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
404,916		9401911	Transfer to Capital	397,550			3,977,867	1,518,334
404,916	0		SUB TOTAL OTHER CHARGES & TRANSFERS	397,550		0	3,977,867	1,518,334
404,916	0		TOTAL CAPITAL LEVY	397,550		0	3,977,867	1,518,334

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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	45,000
			PROTECTION - POLICE	100,000
			PROTECTION - FIRE	0
			PROTECTION - OTHER	0
			PUBLIC WORKS	80,500
PERFORMANCE DATA:			PARKS AND RECREATION	147,750
			CULTURE AND COMMUNITY	8,300
			ECONOMIC DEVELOPMENT & TOURISM	16,000
			TOTAL CAPITAL LEVY	397,550

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

LONG TERM DEBT SUMMARY

FUNCTION	2015 BUDGET	2015 YTD	2016 DEPT REQUEST	%	2016 FINAL APPROVED	%	2017 FORECAST	2018 FORECAST
POLICE DEBT	137,500	137,971	106,100	(22.8)		0 (100.0)	9,700	0
TRANSPORTATION DEBT	436,200	435,710	364,300	(16.5)		0 (100.0)	429,000	446,600
ENVIRONMENTAL DEBT	0	143	0	-		0 -	0	0
PARKS & RECREATION DEBT	0	36	0	-		0 -	164,200	200,700
LIBRARY DEBT	-40,000	-40,000	-40,000	0.0		0 (100.0)	-40,000	-40,000
LANDFILL	283,500	283,759	283,500	0.0		0 (100.0)	160,500	118,500
TOTAL DEBT	817,200	817,619	713,900	(12.6)		0 (100.0)	723,400	725,800

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE DEBT CHARGES**

ACCOUNT#: 2130

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
200,000	200,471	2130950	Long Term Debt	106,100			9,700	0
-62,500	-62,500	2130991	Recoveries	0	*		0	0
137,500	137,971		SUB TOTAL OTHER CHARGES & TRANSFERS	106,100		0	9,700	0
137,500	137,971		TOTAL PROTECTION POLICE DEBT CHARGES	106,100		0	9,700	0

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION - POLICE**

FUNCTION/ACTIVITY: **POLICE DEBT CHARGES**

ACCOUNT #: **2130.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt for Police Facility related projects.			
		Debt	Repayment
	Projects to be Issued:		
	2005 - Bylaw #48-06	1,250,000	68,100
	2006 - Bylaw #26-07	30,000	38,000
		1,280,000	106,100
PERFORMANCE DATA:	Recoveries		
	Holdco Reserve	0	
	Total Recoveries	0	

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **TRANSPORTATION**

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

ACCOUNT#: **3300.100**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
581,200	580,710	3300950	Long Term Debt	364,300			517,500	462,200
-145,000	-145,000	3300991	Recoveries	0	*		-88,500	-15,600
436,200	435,710		SUB TOTAL OTHER CHARGES & TRANSFERS	364,300		0	429,000	446,600
436,200	435,710		TOTAL TRANSPORTATION DEBT CHARGES	364,300		0	429,000	446,600

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **TRANSPORTATION**

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

ACCOUNT #: **3300.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt for Transportation related projects.			
		Debt	Repayment
PERFORMANCE DATA:	Issued:		
	2005 - Bylaw #48-06	1,900,000	102,100
	2006 - Bylaw #26-07	1,713,000	218,000
	2013 - Bylaw #51-13	208,083	44,200
	Total	3,821,083	364,300
	Recoveries:		
	Holdco Reserve	0	
		0	

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

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

ACCOUNT#: **4800.10**

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
548,000	548,143	4800950	Long Term Debt	470,000			882,000	882,000
-548,000	-548,000	4800991	Recoveries	-470,000	*		-882,000	-882,000
0	143		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
0	143		TOTAL DEBT CHARGES	0	*	0	0	0

03/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **DEBT CHARGES**

ACCOUNT #: **4800.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt issued for sewage related projects.			
		Debt	Repayment
PERFORMANCE DATA:	Issued: Bylaw #81-95		
	Projects to be Issued:		
	Bylaw #51-09	2,375,000	296,000
	Bylaw #50-13	1,500,000	174,000
	Total	3,875,000	470,000
	To be paid from Sewer Reserve		-470,000
	Total		0

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & REC**

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

ACCOUNT#: 7290950

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
276,000	276,036	7290950	Long Term Debt	276,000			484,500	484,500
-276,000	-276,000	7290991	Recoveries	-276,000			-320,300	-283,800
0	36		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	164,200	200,700
0	36		TOTAL PARKS & RECREATION DEBT CHARGES	0	*	0	164,200	200,700

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & REC**

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

ACCOUNT #: **7600.200**

STATEMENT OF PURPOSE: To fund long term debt for Parks & Recreation related projects.	HIGHLIGHTS/EXPLANATIONS:		
		Debt	Repayment
PERFORMANCE DATA:	Issued:		
	2013 - Bylaw #27-13	4,000,000	276,000
		4,000,000	276,000
	Recoveries:		
	Development Charges	-276,000	
	Total Recoveries	-276,000	

TOWN OF COBOURG
2016 OPERATING BUDGET ESTIMATES

COMMITTEE: **CULTURE & COMMUNITY**

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

ACCOUNT#: 7600

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-40,000	-40,000	7600950	Long Term Debt	-40,000	*		-40,000	-40,000
-40,000	-40,000		SUB TOTAL OTHER CHARGES & TRANSFERS	-40,000	*		-40,000	-40,000
-40,000	-40,000		TOTAL LIBRARY DEBT CHARGES	-40,000	*	0	-40,000	-40,000

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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
2016 OPERATING BUDGET ESTIMATES

COMMITTEE: **ENVIRONMENTAL**

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

ACCOUNT#: 4420

2015	2015			2016		2016	2017	2018
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
283,500	283,759	4420950	Long Term Debt	283,500			160,500	118,500
0		4420991	Recoveries	0			0	0
283,500	283,759		SUB TOTAL OTHER CHARGES & TRANSFERS	283,500		0	160,500	118,500
283,500	283,759		TOTAL LANDFILL DEBT CHARGES	283,500		0	160,500	118,500

3/17/16

*Indicates increase over previous year

**TOWN OF COBOURG
2016 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.			
	Issued:		
	2007 - Bylaw #26-07	1,300,000	165,000
	2010 - Bylaw #72-10	1,000,000	118,500
PERFORMANCE DATA:		2,300,000	283,500