TOWN OF COBOURG
2020 OPERATING ESTIMATES

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***COUNCIL*** ACCOUNT #: **1000.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
217,306	175,224	175,167	100010	Payroll Salaries & Wages	220,577			224,437	228,365
0	242	589	100011	Payroll Overtime	0	*		0	
55,000	44,959	45,229	100030	Payroll Fringe Benefits	59,556	*		65,087	70,793
0	0	0	1000290	Honourarium - Town Crier / Poet Laurette	1,000			1,000	1,000
272,306	220,425	220,985		SUB TOTAL SALARIES, WAGES & BENEFITS	281,133	*	0	290,524	300,158
1,000	2,401	596	1000150	Office Supplies	1,000			1,000	1,000
4,400	5,475	4,216	1000180	Telephone & Answer Svc	4,400			4,400	4,400
2,725	5,177	2,918	1000210	Advertising & Promotions	590			600	600
10,000	1,382	9,337	1000211	Citizen Engagement	0			0	0
800	1,315	1,146	1000220	Printing	1,300	*		1,300	1,300
100	0	12	1000240	Postage & Couriers	100			100	100
10,875	8,818	9,907	1000250	Memberships & Subscrip'ns	12,325	*		13,000	13,500
3,500	2,839	1,519	1000270	Travel Expense	3,000			3,000	3,000
8,000	13,825	4,308	1000330	Receptions	8,000			8,000	8,000
7,000	6,710	4,425	1000340	Presentations	7,500	*		7,500	7,500
10,000	9,236	3,784	1000350	Election	10,000			10,000	10,000
3,500	3,056	1,228	1000370	Meals & Refreshments	3,500			3,500	3,500
21,000	5,890	7,909	1000380	Conference & Conventions	21,000			21,000	21,000
6,760	6,604	9,948	1000399	Public Relations	10,000	*		10,000	10,000
8,000		9,787	1000851	Special Projects - Strategic Planning	0			4,000	0
0	2,440	0	1000854	Special Project - Mayor's 150th Project	0	*		0	0
0	4,019	0	1000856	Special Project - Council Chamber Gallery Chairs	0	*		0	0
1,700	0	2,640	1000857	Special Project - Town Crier	1,500			1,500	1,500
10,000	0	0	1000853	Special Project - Human Resources	0			0	0
0	0	0 NEW		Special Project - Carpet Replacement	12,000	*		0	0
0	0	0 NEW		Special Project - Organizational Review	60,000				
-7,718	-7,604	-7,718	1000955	Building Dept. - Indirect Costs	-7,862	*		-7,981	-8,100
0	0	0	1000912	Transfer from/to Election Reserve	0	*		0	0
0	0	0 NEW		Transfer from Building Efficiences Fund	-60,000				
101,642	71,583	65,962		SUB TOTAL MATERIALS	88,353		0	80,919	77,300
373,948	292,008	286,947		TOTAL COUNCIL	369,486		0	371,443	377,458

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***COUNCIL*** ACCOUNT#: ***1000.100***

STATEMENT OF PURPOSE:
To provide expenses and remuneration for the Mayor's Office and Members of Council, including expenditures required for Council activities.

PERFORMANCE DATA:

HIGHLIGHTS/EXPLANATIONS:

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

TOWN OF COBOURG
2020 OPERATING ESTIMATES

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***ADMINISTRATION - CAO*** ACCOUNT #: **1100.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
195,196	187,917	163,084	110010	Payroll Salaries & Wages	194,727			198,135	201,602
0	242	783	110011	Payroll Overtime	0			0	0
48,000	48,269	38,734	110030	Payroll Fringe Benefits	53,000	*		54,100	57,350
243,196	236,428	202,601		SUB TOTAL SALARIES, WAGES & BENEFITS	247,727		0	252,235	258,952
750	596	560	1100150	Office Supplies	750			750	750
1,000	860	524	1100180	Telephone & Answering Svc	1,000			1,000	100
200	2,268	61	1100220	Printing	200			200	200
2,000	1,882	1,965	1100250	Memberships & Suscrip'ns	2,000			2,000	2,000
2,000	366	1,711	1100260	Training & Courses	2,100	*		2,100	2,100
1,500	1,434	1,294	1100270	Travel Expense	1,500			1,500	1,500
200	466	208	1100370	Meals & Refreshments	200			200	200
250	1,865	45	1100380	Conferences & Conventions	250			250	250
-1,718	-1,693	-1,718	1100955	Building Dept. - Indirect Costs	-1,750			-1,777	-1,803
6,182	8,044	4,650		SUB TOTAL MATERIALS	6,250		0	6,223	5,297
249,378	244,472	207,251		TOTAL ADMINISTRATION	253,977		0	258,458	264,249

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***CAO*** ACCOUNT #: ***1100.100***

STATEMENT OF PURPOSE:
Directs the provision of Municipal services through Division Directors. Ensures implementation of Council decisions; general management of Municipal Administration and provides personnel service.

PERFORMANCE DATA:

HIGHLIGHTS/EXPLANATIONS:

YEAR	CODE	OBJECT	DETAILS
2020	1100250	Memberships & Subscriptions	Municipal Engineers Assoc. - $120 OMAA Membership - $400 Professional Engineers Dues - $250 Ontario Good Roads - $1,200
2020	1100260	Training & Courses	Spring OMAA Registration/Accommodations - $950 Fall OMAA Registration / Accommodations - $950 Miscellaneous Day Courses - $200
2020	1100270	Travel Expenses	Annual Car Allowance - $1,000 Spring OMAA - $192 Fall OMAA - $269
2020	1100370	Meals & Refreshments	Spring OMAA - $100 Fall OMAA - $100
2020	1100380	Conferences & Conventions	Miscellaneous - $250

TOWN OF COBOURG
2020 OPERATING ESTIMATES

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***ADMINISTRATION - COMMUNICATIONS DEPT*** ACCOUNT #:

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
119,312	85,731	83,407	130010	Payroll Salaries & Wages	136,747	*		140,300	143,925
0	260	337	130015	Payroll Part-time Salaries & Wages	0			0	0
3,367	3,661	3,745	130011	Payroll - Overtime	3,367			3,426	3,486
34,600	32,682	24,387	130030	Payroll Fringe Benefits	39,933			43,836	47,909
0	0	0	130031	Payroll Part-time Benefits	0			0	0
157,279	122,334	111,876		SUB TOTAL SALARIES, WAGES & BENEFITS	180,047	*	0	187,562	195,320
0	0	1,285	1300150	Office Supplies	400	*		400	400
19,500	20,079	18,345	1300171	Software Maintenance	32,400			32,400	32,400
1,200	609	464	1300180	Telephone & Answering Svc	1,200			1,200	1,200
29,000	32,417	22,920	1300210	Advertising & Promotions	30,900	*		32,000	32,000
0	0	121	1300220	Printing	2,500	*		2,500	2,500
400	305	339	1300250	Memberships & Suscrip'ns	950	*		950	950
400	0	113	1300260	Training & Courses	400			400	400
200	59	0	1300270	Travel Expense	250	*		300	350
1,200	2,091	0	1300280	Conferences & Conventions	2,400	*		2,400	2,400
51,900	55,560	43,587		SUB TOTAL MATERIALS	71,400	*	0	72,550	72,600
0	11,887	3,358	1300851	Special Project - Website	0		0	0	0
0	0	0	NEW	Special Project - Hometown Hockey	15,000			0	0
0	11,887	3,358		SUB TOTAL OTHER CHARGES & TRANSFERS	15,000	*	0	0	0
209,179	189,781	158,821		TOTAL ADMINISTRATION	266,447	*	0	260,112	267,920

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***COMMUNICATIONS*** ACCOUNT #:

STATEMENT OF PURPOSE:

To ensure that communications across the Town of Cobourg are well co-ordinated, effectively managed and responsive to the diverse information needs of the public.

PERFORMANCE DATA:

HIGHLIGHTS/EXPLANATIONS:

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

TOWN OF COBOURG
2020 OPERATING ESTIMATES

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***CLERKS DEPARTMENT*** ACCOUNT #: **1150.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
-6,500	-5,000	-3,250	8701	General License	-6,800			-7,000	-7,500
-16,000	-15,246	-13,968	8702	Marriage License	-16,000	*		-16,000	-16,000
-110,000	-108,944	-91,344	8703	Lottery License	-110,000	*		-110,000	-110,000
-12,000	-11,604	-6,660	87017	Dog Tags & Fines	-12,000	*		-12,000	-12,000
-8,000	-74,092	-97,778	87013	General Income	-8,000	*		-8,000	-8,000
-200	-37	-5	87014	Printing Chargebacks	-200	*		-200	-200
-6,000	-4,535	-1,842	8704	Taxi License	-4,000	*		-4,000	-4,000
-4,000	-4,155	-3,635	87035	Burial Permits	-4,000	*		-4,000	-4,000
-15,000	-15,985	-15,000	87060	Wedding Solemnization Services	-17,000			-17,000	-17,000
0	0	0	87071	FOI / Comm of Oath	-1,500			-1,500	-1,500
-177,700	-239,598	-233,482		TOTAL CLERKS DEPARTMENT REVENUE	-179,500		0	-179,700	-180,200

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***CLERKS DEPARTMENT*** ACCOUNT #: ***1150.100***

STATEMENT OF PURPOSE:

Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.

PERFORMANCE DATA:

Function	2017	2018	2019
Lotteries	92,766	108,943	82,016
Business Licenses	4,900	5,000	3,250
Marriage Licenses	13,244	15,431	13,505
Civil Ceremonies (new	13,550	15,684	14,400
Taxi Licences	2,363	4,535	1,602
Dog Tag Sales	7,646	11,604	6,565
Burial Permits	3,415	4,155	3,200

HIGHLIGHTS/EXPLANATIONS:

YEAR	CODE	OBJECT	DETAILS
2020	8701	Business Licences	Refreshment Vehicles, Itinerant Vendors, Second Hand Goods, Horse and Carriage
2020	8702	Marriage Licences	Marriage Licence processed on behalf of Province of Ontario
2020	8703	Lottery Licensing	Includes: Bingos, Raffles, Nevada Licences
2020	8704	Taxi Licensing	Annual Taxi Licence (Owner/Operator) Renewals Annual Taxi Driver Licence Renewals
2020	87017	Dog Tag Sales	2020 Dog Tag Sales with new DocuPet Online Application Process, with potential to increase dog tag sales and compliance with the licencing process.
2020	87013	General Income	General Income, Commission of Oaths, FOI Requests
2020	87035	Burial Permits	Vital Statistics - Processing and Registration of Certificates (Death)
2020	87060	Wedding Solemnization Services	Marriage Ceremonies performed by Town of Cobourg Marriage Officiant - B Larmer, Julie Behan-Jones back-up As part of regular salary, includes courtroom or Council Chambers. (300 On-Site and 350 Off-Site).

TOWN OF COBOURG
2020 OPERATING ESTIMATES

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***CLERKS DEPARTMENT*** ACCOUNT #: **1150.100**

2019 BUDGET	2018 YTD	2019 YTD		CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
282,425	263,236	226,963		115010	Payroll Salaries & Wages	331,257			286,523	295,331
0	3,676	1,504		115011	Payroll - Overtime	0			0	0
0	90	0		115020	Payroll Part-time Salaries & Wages	0	*		0	0
88,221	83,975	67,652		115030	Payroll Fringe Benefits	94,161	*		92,795	101,497
370,646	350,977	296,119			SUB TOTAL SALARIES, WAGES & BENEFITS	425,418	*	0	379,318	396,828
2,500	2,482	1,765		1150150	Office Supplies	2,500			2,500	2,500
6,200	1,011	4,639		1150160	Office Equipment Purchase	2,000			2,000	2,000
800	752	576		1150170	Office Equip Maintenance	800			2,000	2,000
5,000	4,767	9,111		1150171	Software Maintenance	5,000			5,000	5,000
22,000	23,655	19,599		1150180	Telephone & Answering Svc	22,000			22,000	22,000
500	63	39		1150210	Advertising & Promotions	500			500	500
1,500	971	371		1150220	Printing	1,500			1,500	1,500
10,000	11,435	9,139		1150230	Photocopier Expense	10,000			10,000	10,000
0	196	0		1150231	Accessibility Expenses	0	*		0	0
9,500	5,929	20,687		1150240	Postage & Couriers	10,000	*		10,000	10,000
1,000	590	708		1150250	Memberships & Subscripn's	1,000			1,000	1,000
3,000	1,849	2,466		1150260	Training & Courses	3,000			3,000	3,000
1,000	1,116	589		1150270	Travel Expenses	1,000			1,000	1,000
500	465	90		1150370	Meals & Refreshments	500			500	500
2,000	2,140	1,508		1150380	Conferences & Conventions	2,000			2,000	2,000
-2,820	-2,778	-2,820		1150955	Building Dept. - Indirect Costs	-2,873			-2,916	-2,960
62,680	54,643	68,467			SUB TOTAL MATERIALS	58,927		0	60,084	60,040
0	0	0		1150750	Contracts - Archives County	0	*		0	0
6,000	6,000	6,000		1150750	Contracts - Archive Rent CPL	6,000			6,000	6,000
25,000	0	15,001		1150850	Special Project - Record Management Software	154,000	*		154,000	0
0	0	0	NEW		Transfer from Building Efficiencies Grant	-154,000			0	0
31,000	6,000	21,001	*		SUB TOTAL CONTRACTED SERVICES	6,000		0	160,000	6,000
464,326	411,620	385,587			TOTAL CLERKS DEPARTMENT	490,345	*	0	599,402	462,868

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***CLERKS DEPARTMENT*** ACCOUNT #: ***1150.100***

STATEMENT OF PURPOSE:
Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.

PERFORMANCE DATA:

HIGHLIGHTS/EXPLANATIONS:

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

TOWN OF COBOURG
2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***CLERKS DEPARTMENT*** ACCOUNT #: ***1150.100***

STATEMENT OF PURPOSE:
Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.

PERFORMANCE DATA:

HIGHLIGHTS/EXPLANATIONS:

YEAR	CODE	OBJECT	DETAILS
2020	1150750	Archives	Remove - Archives on County Tax levy Rent to Cobourg Public Library - $6,000 (moved from Org Grants)
2020	1150850	Sp Project - Record Management Software	TOMRMS Filehold Record Management Software. All departments will benefit and utilize the software. Work to review entire Records Retention By-law and compliance with the Legislation including training.

TOWN OF COBOURG
2020 OPERATING ESTIMATES

COMMITTEE: *GENERAL GOVERNMENT* FUNCTION/ACTIVITY: ***FINANCE*** ACCOUNT #: **1200.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
-18,000	-16,135	-16,840	87038	Tax Certificates	-18,000	*		-18,000	-18,000
-18,000	-16,135	-16,840		TOTAL FINANCE DEPARTMENT REVENUE	-18,000		0	-18,000	-18,000

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING ESTIMATES

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***FINANCE*** ACCOUNT #: **1200.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
475,353	448,378	401,214	120010	Payroll Salaries & Wages	487,112	*		497,057	505,756
6,867	6,071	21,756	120011	Payroll - Overtime	8,479	*		8,627	8,778
500	0	871	120020	Other Salaries & Wages	500			500	500
136,000	133,151	114,019	120030	Payroll Fringe Benefits	145,000	*		147,900	150,850
618,720	587,600	537,860		SUB TOTAL SALARIES, WAGES & BENEFITS	641,091	*	0	654,084	665,884
2,400	2,345	998	1200150	Office Supplies	2,400			2,500	2,600
500	285	0	1200160	Office Equip Purchase	500			500	500
4,500	3,531	4,593	1200170	Office Equip Maintenance	4,500			4,500	4,500
34,000	18,682	30,001	1200171	Software Maintenance	37,500	*		42,750	44,500
1,450	1,416	905	1200180	Telephone & Answer Serv	1,450			1,500	1,550
250	0	0	1200210	Advertising & Promotion	250			250	250
6,500	4,875	3,134	1200220	Printing	6,500			7,000	7,000
6,000	5,784	5,265	1200230	Photocopier Expense	6,000			6,000	6,000
19,000	18,428	14,299	1200240	Postage & Couriers	18,500			19,000	19,000
3,700	3,760	3,429	1200250	Memberships & Subscrip'ns	3,800	*		3,900	4,000
4,000	2,843	1,495	1200260	Training & Courses	4,500	*		5,000	5,500
2,000	2,265	963	1200270	Travel Expense	2,000			2,000	2,000
200	50	0	1200370	Meals & Refreshments	200			200	200
4,500	1,260	3,510	1200380	Conferences & Conventions	4,500			4,500	4,500
-8,232	-8,110	-8,232	1200955	Building Dept. - Indirect Costs	-8,385			-8,511	-8,639
-38,600	-33,600	-13,600	1200991	Recoveries	-38,600	*		-38,600	-38,600
42,168	23,814	46,760		SUB TOTAL MATERIALS	45,615	*	0	52,489	54,861
0	3,391	109	1200850	Special Project - Upgrade to Vailtech Security	17,000	*		0	0
500	1,465	0	1200300	Legal Fees	500			500	500
500	4,856	109		SUB TOTAL CONTRACTED SERVICES	17,500	*	0	500	500
661,388	616,270	584,729		TOTAL FINANCE DEPARTMENT	704,206	*	0	707,073	721,245

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING ESTIMATES

FINANCE RECOVERIES

RECOVERIES	2020	2021	2022
Transit	3,600	3,600	3,600
Parking	10,000	10,000	10,000
Northam Industrial Park	25,000	25,000	25,000
Total Recoveries	38,600	38,600	38,600

TOWN OF COBOURG
2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***FINANCE*** ACCOUNT #: ***1200.100***

STATEMENT OF PURPOSE:

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.

PERFORMANCE DATA:

Perf Data	2017	2018	2019
			to Nov 18/19
Tax Bills Issued	16456	16518	16744
Tax Cert. Issued	474	463	493
Tax Appeal Proc	42	36	
A/C Payable - Cheques	2743	2888	2491
A/C Payable - EFT	3105	3192	2655
Misc. Rev Inv.	1483	1745	1504

HIGHLIGHTS/EXPLANATIONS:

YEAR	CODE	OBJECT	DETAILS
2020	1200170	Office Equipment Maintenance	Includes leasing of folding machine, yearly shredding
2020	1200171	Software Maintenance	Annual software maintenance contracts: Vailtech - $15,500 increases for 2021/22 licensing Great Plains - $22,000
2020	1200180	Telephone	Includes 2 cell phones
2020	1200220	Printing	Envelopes, tax bills, letterhead, paper and toner kits
2020	1200230	Photocopier	Lease plus maintenance cost
2020	1200240	Postage	Postage is based on usage, this includes postage for tax bills, accounts receivable invoices, reminders notices, accounts payable cheques.
2020	1200250	Memberships & Subscriptions	Municipal Finance Officers - $400 Ont. Municipal Revenue & Tax Collector - $220 CPA Dues (2) - $2,250 CPA PSAB Handbook - $150 AMTCO - $395 Canadian Payroll - $275
2020	1200260	Training & Courses	Canadian Payroll Association - year end CA required courses Payroll Designation courses
2020	1200380	Conferences & Conventions	Great Plains Conference - 2 Attendees MFOA Conference - 2 Attendees
2020	1200850	Sp Project - Upgrade Vailtech	Upgrade Vailtech software to meet security

TOWN OF COBOURG
2020 OPERATING ESTIMATES

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***INFORMATION TECHNOLOGIES*** ACCOUNT #: **1210.100**

2019 BUDGET	2018 YTD	2019 YTD		CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
91,561	78,452	64,282		121010	Payroll Salaries & Wages	95,031	*		98,730	100,457
3,112	15,346	11,877		121011	Payroll - Overtime	3,112			3,166	3,222
24,555	25,081	20,259		121030	Payroll Fringe Benefits	27,000	*		31,078	33,696
119,228	118,879	96,418			SUB TOTAL SALARIES, WAGES & BENEFITS	125,143	*	0	132,974	137,375
1,000	874	1,407		1210150	Office Supplies	1,000			1,000	1,000
5,000	6,313	1,941		1210170	Office Equipment	4,000			4,500	5,000
2,500	3,277	2,443		1210180	Telephone and Answ Svc	3,000	*		3,000	3,000
0	0	0		1210220	Printing	0	*		0	
0	0	0		1210250	Memberships & Subscrip'ns	0	*		0	
2,000	0	0		1210260	Training & Courses	2,000			2,000	2,000
1,000	715	741		1210270	Travel Expense	1,000			1,000	1,000
0	0	0	NEW		Special Project - Firewall Upgrade	6,000	*		0	0
0	4,070	0		1210853	Special Project - Adobe Professional	0			0	0
40,000	0	0		1210850	Special Project - IT Strategy Plan	0			0	0
-9,632	-9,490	-9,632		1210955	Building Dept. - Indirect Costs	-9,813			-9,960	-10,109
41,868	5,759	-3,100			SUB TOTAL MATERIALS	7,187		0	1,540	1,891
6,500	5,651	5,698		1210171	Software Maintenance	7,500	*		8,000	8,500
156,380	67,277	129,278		1210175	Web / Security Enhancement Contract	166,200			172,200	177,200
36,000	41,650	37,752		1210750	Support Contract	24,000			24,000	24,000
0	0	0		1210751	Technical Support Contract	12,000			12,000	12,000
198,880	114,578	172,728			SUB TOTAL CONTRACTED SERVICES	209,700	*	0	216,200	221,700
0	0	0	NEW		Insurance	6,500			6,500	6,500
0	0	0		1210912	Transfer to Computer Reserve	0			0	0
-40,000	0	0		1210913	Transfer from Computer Reserve	-6,000			0	0
-40,000	0	0			SUB TOTAL OTHER CHARGES & TRANSFERS	500		0	6,500	6,500
319,976	239,216	266,046			TOTAL INFORMATION TECHNOLOGIES	342,530	*	0	357,214	367,466

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***INFORMATION TECH.*** ACCOUNT #: ***1210.100***

STATEMENT OF PURPOSE:
Computer systems support.

PERFORMANCE DATA:

Systems Supported:

10 Complete Network Systems (VPN's)
10 Routers/Gateway Systems
4 E-mail Gateway/Virus Scanning System
12 Servers
150 Desktop Computers
51 Desktop and network printers
6 Networked Copiers
36 Laptop Computers
GIS System - 3 Servers
Financial Systems

HIGHLIGHTS/EXPLANATIONS:

YEAR	CODE	OBJECT	DETAILS
2020	1210170	Office Equipment	Misc spare parts, UPS, monitors, cables, previously shown as part of capital
2020	1210171	Software Maintenance	Annual Costs - Anti virus subscriptions - $6,000 - Regular software maintenance costs - $1,500
2020	1210175	Web / Internet Costs	Exchange Server - $22,000 Barracuda Spam - $3,500 Eagle DSL Connection - $28,000 Fortinet Analyzer - $7,700 Firewall Annual Renewal - $5,900 Cloud Backup/Recovery - $6,200 Nable System Monitoring Software - $10,700 Hosted Servers - $15,000 Splunk Security Monitoring Intelligence $5,600/month
2020	1200180	Telephone	Cell phone costs for two staff
2020	1200250	Memberships & Subscriptions	MISA, other associations
2020	1210260	Training & Courses	Various training for staff
2020	1210270	Travel Allowance	Travel allowance
2020	NEW	Insurance	Cyber Insurance
2020	1210750	Support Contract	Simnet Technical Support - Contract $2,000/month
2020	NEW	Technical Support Contract	Technical Support - $12,000 includes all time and material contractors
2020	NEW	Sp Project - Firewall Upgrades	Upgrades to the Firewall at WPCP #1 & #2, and McGill St Pumping Station, Building 7

TOWN OF COBOURG
2020 OPERATING ESTIMATES

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***ADMIN. BUILDING VICTORIA HALL*** ACCOUNT #: **1400.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
219,873	205,868	178,985	140010	Payroll Salaries & Wages	223,612			227,494	231,449
12,250	11,607	7,618	140011	Payroll - Overtime	12,500	*		12,750	13,000
16,726	15,751	14,421	140012	Payroll - Standby	16,944			17,241	17,542
7,520	10,949	6,588	140015	Payroll - Part Time Wages	9,931			10,105	10,282
40,000	39,921	36,047	140020	Other Salaries & Wages	45,000	*		50,000	55,000
72,000	68,204	57,411	140030	Payroll Fringe Benefits	80,205	*		86,759	93,518
1,278	1,227	650	140030	Payroll Part-time Fringe Benefits	1,738	*		1,970	2,211
1,600	1,462	1,049	140050	Clothing	1,600			1,600	1,600
600	810	810	140060	Footwear	600			600	600
371,847	355,799	303,579		SUB TOTAL SALARIES, WAGES & BENEFITS	392,130	*	0	408,519	425,202
400	378	323	1400150	Office Supplies	400			400	450
2,100	2,082	1,236	1400180	Cell Phone Expenses	2,100			2,100	2,200
300	191	191	1400190	Communication Equipment	400	*		500	600
1,500	366	550	1400260	Training & Courses	1,500			1,500	2,000
20,000	20,857	14,266	1400450	Heat	20,000			20,000	20,000
162,500	163,515	131,861	1400460	Utilities	175,000	*		175,000	175,000
65,000	76,099	82,704	1400470	Building Maintenance	65,000			65,000	65,000
9,000	11,382	10,095	1400500	Custodial/Cleaning Supplies	9,000			9,000	9,500
1,500	0	0	1400570	Property Maintenance & Improvements	1,500			1,500	1,500
2,000	3,854	3,018	1400600	Vehicle Maint & Repair	3,000	*		3,000	3,000
1,500	1,528	1,271	1400650	Gasoline	1,500			1,500	1,500
1,000	1,968	3,410	1400680	Other Equip Maint/Repair	1,000			1,000	1,500
2,473	2,473	2,473	1400930	Transfer to Vehicle Reserve	2,473			2,473	2,473
-24,002	-23,647	-24,002	1400955	Building Dept. - Indirect Costs	-24,451			-24,818	-25,190
0	0	0	1400992	Recoveries - Dressler House	0	*		0	0
-18,500	-18,466	-15,856	1400993	Recoveries - Commissionaires Wages	-19,000			-21,000	-22,000
-7,000	-7,665	-464	1400994	Recoveries - Library Maintenance	-7,000			-7,000	-7,000
219,771	234,915	211,076		SUB TOTAL MATERIALS	232,422	*	0	230,155	230,533

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING ESTIMATES

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***ADMIN. BUILDING VICTORIA HALL*** ACCOUNT #: **1400.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
21,000	19,884	-44,598	1400320	Liability Insurance	21,700	*		21,700	21,700
5,000	4,988	5,574	1400480	Garbage Removal	5,000			5,000	5,000
62,000	80,270	79,492	1400550	System Contracts/Repairs	69,500	*		71,000	73,000
5,000		0	1400850	Library Maintenance	5,000			5,000	5,000
0	3,231	0	1400851	Dressler House Maintenance	0	*		0	0
1,500	1,292	3,918	1400852	Special Projects - Christmas Magic	1,500			1,500	2,000
94,500	109,665	44,386		SUB TOTAL CONTRACTED SERVICES	102,700	*	0	104,200	106,700
0		-29,917	1400913	Transfer to/from Reserve	0			0	0
0	0	-29,917		TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
686,118	700,379	529,124		TOTAL ADMIN. BUILDING VICTORIA HALL	727,252	*	0	742,874	762,435

TOWN OF COBOURG
2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***VICTORIA HALL BUILDING*** ACCOUNT #: ***1400.100***

STATEMENT OF PURPOSE:

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.

PERFORMANCE DATA:

HIGHLIGHTS/EXPLANATIONS:

YEAR	CODE	OBJECT	DETAILS
2020	140020	Other Salaries & Wages	Building security contractor
2020	1400180	Telephone Expenses	Cell phones for staff on call for emergencies
2020	1400190	Communications Equipment	Hand radios, base station, licence
2020	1400260	Training & Courses	Retraining certifications as required by the Ministry of Labour
2020	1400470	Building Maintenance	Regular Maintenance - $65,000
2020	1400480	Garbage Removal	2 yr contract garbage bins, recycling bin 1 year contract
2020	1400550	System Contracts	Air Handling and Heating System - $20,000 Chiller Service Agreement - $6,000 Elevator - $15,000 Boiler - $2,000 TSSA Inspections - $1,000 Fire Protection System - $2,500 Sprinkler Systems - $1,000 Generator Annual Inspection - $1,000 Fire Extinguishers Inspection - $1,000 Alarm Monitoring - $1,500 Contingency - $11,000 Upgrade to Chemical fee system - $5,000 Concert Blinds Yearly Service - $1,500 Clock Tower Mechanism Service - $1,000
2020	1400600	Vehicle Maint & Repairs	Truck aging so more repairs required
2020	1400650	Gasoline	Fuel for truck, lawn and snow equipment and generator
2020	1400850/994	Library Maintenance	Services provided and billed back to library by Victoria Hall staff
20/21/22	NEW	Transfer to Reserve Victoria Hall Mtce	Develop a reserve account for emergency maintenance / repairs.

TOWN OF COBOURG
2020 OPERATING ESTIMATES

COMMITTEE: *GENERAL GOVERNMENT* FUNCTION/ACTIVITY: *FINANCIAL* ACCOUNT #: *1500.100*

2019 BUDGET	2018 YTD	2019 YTD		CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
25,000	23,187	45,546		1500300	Legal Fees	25,000			25,000	25,000
6,000	0	14,572		1500360	Legal Fees - Ombudsman Complaints	6,000			6,000	6,000
0	0	0	NEW		Legal Fees - Integrity Commissioner	25,000			25,000	25,000
1,000	949	0		1500305	Collection Fee	1,000			1,000	1,000
40,000	33,313	43,584		1500310	Audit Fees	40,000			40,000	40,000
65,000	68,538	1,414,909		1500320	Liability Insurance	67,500	*		67,500	67,500
0	2,006	0		1500852	Special Project - Development Charges Study	0			0	0
60,000	10,532	5,775		1500853	Special Project - Asset Management Plan	35,500			15,000	15,000
0	0	0		1500913	Recoveries - Holdco Reserve	0			0	0
0	0	0		1500913	Recoveries - Development Charges	0			0	0
197,000	138,525	1,524,386			SUB TOTAL CONTRACTED SERVICES	200,000		0	179,500	179,500
25,000	66,806	25,816		1500321	Insurance - Reserve for claims	25,000			25,000	25,000
12,500	10,480	7,768		1500912	POS, Modem and Other Bank Fees	12,500			12,500	12,500
10,000	0	0		1500913	Trans to Reserve - Contingency	10,000			10,000	10,000
10,000	0	0		1500912	Contingency Non-Union / Union Changes	0			0	0
200,000	205,437	754		1500916	Interest Expenses / Internal Reserve Accounts	200,000			200,000	200,000
0	16,147	7,739		1500924	Municipal Payment in Lieu Payments	0	*		0	0
257,500	298,870	42,077			SUB TOTAL FINANCIAL	247,500		0	247,500	247,500
657,500	606,968	-530,625		1500925	Transfer to Reserve - Holdco	410,400			410,400	410,400
0	0	0		1500926	Transfer to Reserve - Northam	0	*		0	0
600,000	589,848	884,716		1500927	Transfer Federal Gas Tax Reserve	600,000			600,000	600,000
50,000	50,000	0		1500930	Transfer to Development Charges Reserve	50,000			50,000	50,000
-45,000	0	0		1500910	Transfer from Holdco Reserve - AMP	-35,500			-15,000	-15,000
0	0	0		1500910	Transfer from Northam Reserve - Tax Cancellations	0			0	0
-15,000	0	-5,775		1510910	Transfer from Development Charges - AMP	0			0	0
-300,000	-487,100	0		8715	Northam Dividend - Regular	-350,000			-350,000	-350,000
-150,000	-150,000	-150,000		8716	Holdco Dividend	-150,000			-150,000	-150,000
-507,500	-507,500	-380,625		8717	Holdco Interest	-260,400			-260,400	-260,400
-600,000	-589,848	-884,716		8718	Federal Gas Tax Rebate	-600,000			-600,000	-600,000
-310,000	-487,632	-1,067,025			TOTAL OTHER CHARGES & TRANSFERS	-335,500		0	-315,000	-315,000
144,500	-50,237	499,438			TOTAL FINANCIAL	112,000		0	112,000	112,000

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***FINANCIAL*** ACCOUNT #: ***1500.100***

STATEMENT OF PURPOSE:
To provide for various transfers and expenses. Investment income is received and then transferred to reserves.

PERFORMANCE DATA:

HIGHLIGHTS/EXPLANATIONS:

YEAR	CODE	OBJECT	DETAILS
2020	1500360	Legal Fees - Ombudsman Complaints	Costs of legal fees
2020	1500321	Insurance Deductible	Plan to establish new reserve if funds not required in 2015 and then able to reduce future amounts to reserve
2020	1500912	POS, modem, and other bank fees	Cost of doing business as more municipal locations are offering debit and credit cards as methods of payment.
2020	1500912	Contingency Non-Union/Union Changes	Contingency for reviews at 6 months of positions moved from Non-Union to Union
2020	1500310	Audit Fees	KPMG quote of $45,000 less $5,000 allocated to Northam Industrial Park
2020	1500926	Transfer to Northam Reserve	Northam reserve used to fund projects as approved each year in the capital budget or special projects in the operating budget.
2020	1500930	Transfer to Development Charges Reserve	To fund non statutory development charge exemptions from prior years.
2020	1500853	Assessment Management Plan	2020 - Asset Management Software Licence - $11,000/yr - Software Support - $4,000/yr - Software Training - $13,000/yr - Data Importation - $7,500/yr

TOWN OF COBOURG
2020 OPERATING ESTIMATES

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

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
148,110	142,884	117,618	190010	Payroll Salaries & Wages	197,361	*		153,501	156,187
5,824	8,506	4,098	190011	Payroll - Overtime	5,822			5,924	6,028
42,641	49,120	26,698	190030	Benefits	52,793	*		48,625	52,720
20,000	2,486	0	190035	Future Benefits/Neer Surcharge	15,000			15,000	0
3,200	3,056	1,813	190050	Clothing	4,200	*		4,200	4,200
219,775	206,052	150,227		TOTAL SALARIES, WAGES & BENEFITS	275,176	*	0	227,250	219,135
1,500	898	349	1900150	Office Supplies	1,500			1,500	1,500
700	670	412	1900180	Telephone Expense	700			700	700
2,500	1,181	2,349	1900210	Advertising	2,500			2,500	2,500
500	74	0	1900220	Printing	500			500	500
1,200	2,231	963	1900250	Memberships & Subscrip'ns	1,650	*		1,700	1,750
3,000	3,539	0	1900260	Training & Courses	3,000			3,000	3,000
1,000	154	144	1900270	Travel Expense	1,000			1,000	1,000
1,500	785	2,289	1900330	Receptions - Retirements	1,500			1,500	1,500
2,500	975	1,161	1900380	Conferences & Conventions	2,500			2,500	2,500
500	0	0	1900391	Negotiation Expense	1,000	*		1,000	1,000
-3,210	-3,162	-3,210	1900955	Building Dept. - Indirect Costs	-3,270			-3,319	-3,369
11,690	7,345	4,457		TOTAL MATERIALS	12,580	*	0	12,581	12,581
6,000	13,520	6,480	1900300	Legal Fees	6,000			6,000	6,000
1,500	0	0	1900360	Consultant Fees	1,500			1,500	1,500
26,000	21,635	21,965	1900361	Employee Assistant Program	22,500			23,000	23,500
95,000	68,812	63,931	1900362	Retiree Benefits	95,000			95,000	95,000
7,000	6,381	5,981	1900399	Management Team Training	10,000	*		10,000	10,000
25,000	19,646	12,775	1900850	Sp Proj - Non-Union Job Evaluation/Pay Equity Plan	175,000	*		0	0
160,500	129,994	111,132		TOTAL CONTRACTED SERVICES	310,000	*	0	135,500	136,000
-10,000	-10,000	0	1900913	Transfer from Building Efficiencies	-54,405			0	0
-10,000	-10,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-54,405		0	0	0
381,965	333,391	265,816		TOTAL PERSONNEL	543,351	*	0	375,331	367,716

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

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

STATEMENT OF PURPOSE:
Administration of personnel policies; conduct negotiations and administer collective agreements with two bargaining units and two non-union groups. Provide advice on personnel and organizational matters.

PERFORMANCE DATA:

HIGHLIGHTS/EXPLANATIONS:

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

TOWN OF COBOURG
2020 OPERATING ESTIMATES

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

STATEMENT OF PURPOSE:
Administration of personnel policies; conduct negotiations and administer collective agreements with two bargaining units and two non-union groups. Provide advice on personnel and organizational matters.

PERFORMANCE DATA:

HIGHLIGHTS/EXPLANATIONS:

YEAR	CODE	OBJECT	DETAILS
2020	1900850	Sp Project - Non-Union Job Evaluation/Pay Equity Plan	Estimated amount of market and pay equity adjustments. Presentation to be made to Council by consultant.
2020	1900391	Negotiation Expense	Bargaining for Full Time Fire Association
2020	1900399	Management Team Training	Training to support and reflect performance review results.
2020/2021	1900850	Special Project - Non-Union Job Evaluation and Pay Equity	Compensation Review and Job Evaluation / Pay Equity Non-Union

TOWN OF COBOURG
2020 OPERATING ESTIMATES

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***HEALTH AND SAFETY*** ACCOUNT #: **1950.100**

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
4,500	4,500	4,500	195010	Payroll Salaries & Wages	4,500			4,500	4,500
0	0	0	195034	Flu Clinic	0			0	0
4,500	4,500	4,500		SUB TOTAL SALARIES, WAGES & BENEFITS	4,500		0	4,500	4,500
200	475	0	1950150	Office Supplies	200			200	200
3,500	3,354	6,710	1950251	Memberships & Subscriptions	3,500			3,500	3,500
2,000	1,040	1,801	1950260	Training & Courses	2,000			2,000	2,000
0	0	0	1950262	Wellness Committee / Initiatives	0			0	0
450	277	0	1950370	Meals & Refreshments	450			450	450
200	377	0	1950850	Special Project - Fire Extinguishers	200			200	200
0	0	0	1950851	Special Project - Asbestos Reassessment	0			0	0
2,000	0	0	1950852	Special Project - First Aid Kits	2,000			2,000	2,000
8,350	5,523	8,511		SUB TOTAL MATERIALS	8,350		0	8,350	8,350
12,850	10,023	13,011		TOTAL HEALTH & SAFETY	12,850		0	12,850	12,850

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***GENERAL GOVERNMENT*** FUNCTION/ACTIVITY: ***HEALTH AND SAFETY*** ACCOUNT #: ***1950.100***

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

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	**3. PROJECT DETAIL & JUSTIFICATION:**		
DEPARTMENT: Information Technologies	Computer Upgrades Server Upgrades		
1. PROJECT NAME & DESCRIPTION To provide for computerization for the Corporation.	Public Consultation Process **No**		
2. COMMITMENTS MADE:	**4. EFFECTS ON FUTURE OPERATING BUDGETS:**		
	2020	**2021**	**2022**
5. EXPENDITURES			
CONTRACTUAL	35,000	35,000	35,000
CAPS BASED ON $			
DIRECT REVENUES			
GRANTS & SUBSIDIES			
OTHER			
6. NET REQUIREMENTS:	35,000	35,000	35,000
TO BE FINANCED FROM:			
DEBENTURES			
OWNERS			
RESERVES - Computer Reserve	-35,000	-35,000	-35,000
OTHER			
7. ANNUAL TAX REQUIREMENT	0	0	0

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	**3. PROJECT DETAIL & JUSTIFICATION:**		
DEPARTMENT: Information Technologies	New servers to replace aging hardware and to expand capacity.		
1. PROJECT NAME & DESCRIPTION New Server - Theatre Manager, Vailtech, Corp, Corp2 Records Management	2020 - Theatre Manager, Vailtech, Corp, Corp2 2021 - Records Management Public Consultation Process **No**		
2. COMMITMENTS MADE:	**4. EFFECTS ON FUTURE OPERATING BUDGETS:**		
	2020	**2021**	**2022**
5. EXPENDITURES CONTRACTUAL CAPS BASED ON $ DIRECT REVENUES GRANTS & SUBSIDIES OTHER	35,000	40,000	
6. NET REQUIREMENTS: **TO BE FINANCED FROM:** DEBENTURES OWNERS RESERVES OTHER	35,000	40,000	0
7. ANNUAL TAX REQUIREMENT	35,000	40,000	0

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	3. PROJECT DETAIL & JUSTIFICATION:		
DEPARTMENT: Information Technologies	Replace the aged and non repairable microphones in the Council Chambers.		
1. PROJECT NAME & DESCRIPTION Council Chamber - Microphones	Public Consultation Process **No**		
2. COMMITMENTS MADE:	4. EFFECTS ON FUTURE OPERATING BUDGETS:		
	2020	**2021**	**2022**
5. EXPENDITURES CONTRACTUAL CAPS BASED ON $ DIRECT REVENUES GRANTS & SUBSIDIES OTHER	15,000		
6. NET REQUIREMENTS: TO BE FINANCED FROM: DEBENTURES OWNERS RESERVES OTHER	15,000	0	0
7. ANNUAL TAX REQUIREMENT	15,000	0	0

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	**3. PROJECT DETAIL & JUSTIFICATION:**		
DEPARTMENT: Information Technologies	To purchase Budgeting Software to increase efficiencies when compiling the annual operating & capital budgets. The software will include a position, salary and benefit section, a forecasting section, workflows and approvals, and audits features.		
1. PROJECT NAME & DESCRIPTION Budgeting Software	Public Consultation Process **No**		
2. COMMITMENTS MADE:	**4. EFFECTS ON FUTURE OPERATING BUDGETS:** Additional Annual Support - 8,000		
	2020	**2021**	**2022**
5. EXPENDITURES CONTRACTUAL CAPS BASED ON $ DIRECT REVENUES GRANTS & SUBSIDIES OTHER		60,000	
6. NET REQUIREMENTS: **TO BE FINANCED FROM:** DEBENTURES OWNERS RESERVES OTHER	0	60,000	0
7. ANNUAL TAX REQUIREMENT	0	60,000	0

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	**3. PROJECT DETAIL & JUSTIFICATION:**		
DEPARTMENT: Victoria Hall Building Maintenance	Issues with the roof leaking and cedar shingles lifting over the past winter has caused minor damage inside. Minor repairs have been made to get us through the winter. Recommendation from Ontario roof consultants is the roof be replaced. As the Town has an agreement with Ontario Heritage Trust we must replace with cedar shakes. Current roof is approx. 30 years old. EUL of cedar roof is 30 years.		
1. PROJECT NAME & DESCRIPTION Market Building - Roof Replacement	Public Consultation Process **No**		
2. COMMITMENTS MADE:	**4. EFFECTS ON FUTURE OPERATING BUDGETS:**		
	2020	**2021**	**2022**
5. EXPENDITURES CONTRACTUAL CAPS BASED ON $ DIRECT REVENUES GRANTS & SUBSIDIES OTHER	235,000		
6. NET REQUIREMENTS: **TO BE FINANCED FROM:** DEBENTURES OWNERS RESERVES OTHER	235,000	0	0
7. ANNUAL TAX REQUIREMENT	235,000	0	0

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	**3. PROJECT DETAIL & JUSTIFICATION:**		
DEPARTMENT: Victoria Hall Building Maintenance	The cedar shakes on the Dressler House roof are curling and disintegrating. Ontario Roof consultants have assessed the damage to the front and back roofs as the center was replaced under economic development in 2016. On-going issues will continue if not replaced. This property is under the Commercial Core Heritage Conservation District. Permission was granted for a composite cedar shake to match those installed in 2016.		
1. PROJECT NAME & DESCRIPTION Dressler House Roof Replacement	Public Consultation Process **No**		
2. COMMITMENTS MADE:	**4. EFFECTS ON FUTURE OPERATING BUDGETS:**		
	2020	**2021**	**2022**
5. EXPENDITURES CONTRACTUAL CAPS BASED ON $ DIRECT REVENUES GRANTS & SUBSIDIES OTHER	100,000		
6. NET REQUIREMENTS: **TO BE FINANCED FROM:** DEBENTURES OWNERS RESERVES OTHER	100,000	0	0
7. ANNUAL TAX REQUIREMENT	100,000	0	0

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	3. PROJECT DETAIL & JUSTIFICATION:		
DEPARTMENT: Victoria Hall Building Maintenance	The heating system has surpassed its life span and needs replacing. As this is a Town owned building and it is under Ontario Heritage Trust we must maintain this building. System is comprised of 3 boiler packs and a pump. New system would replace existing boilers and zone the building for more efficient control floor to floor. Northumberland Players have a lease on the building to maintain the interior.		
1. PROJECT NAME & DESCRIPTION Second Street Fire Hall Heating System	Public Consultation Process **No**		
2. COMMITMENTS MADE:	4. EFFECTS ON FUTURE OPERATING BUDGETS:		
	2020	**2021**	**2022**
5. EXPENDITURES CONTRACTUAL CAPS BASED ON $ DIRECT REVENUES GRANTS & SUBSIDIES OTHER	40,000		
6. NET REQUIREMENTS: **TO BE FINANCED FROM:** DEBENTURES OWNERS RESERVES OTHER	40,000	0	0
7. ANNUAL TAX REQUIREMENT	40,000	0	0

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	**3. PROJECT DETAIL & JUSTIFICATION:**		
DEPARTMENT: Victoria Hall Building Maintenance	The back interior walls have had plenty of time to dry out. Now its time for the inferior walls on the back east and west stairs to be repaired. The area would include the walls outside the Council Chambers public gallery and the west side 3rd floor outside the Art Gallery. This has been a budget item for a number of years.		
1. **PROJECT NAME & DESCRIPTION** Plaster Work - Back East / West Staircase	Public Consultation Process **No**		
2. **COMMITMENTS MADE:**	**4. EFFECTS ON FUTURE OPERATING BUDGETS:**		
	2020	**2021**	**2022**
5. **EXPENDITURES** CONTRACTUAL CAPS BASED ON $ **DIRECT REVENUES** GRANTS & SUBSIDIES OTHER	18,500		
6. **NET REQUIREMENTS:** **TO BE FINANCED FROM:** DEBENTURES OWNERS RESERVES OTHER	18,500	0	0
7. **ANNUAL TAX REQUIREMENT**	18,500	0	0

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	**3. PROJECT DETAIL & JUSTIFICATION:**		
DEPARTMENT: Victoria Hall Building Maintenance	The sandstone on the pillars and around the front of Victoria Hall is deteriorating. Before this can be done the issue of the leaking speakers balcony has to be addressed first. Fishburn Sheridan consultants have been contracted to oversee the project.		
1. PROJECT NAME & DESCRIPTION Sandstone Work - Front Entrance Victoria Hall	Public Consultation Process **No**		
2. COMMITMENTS MADE: Consulting fee as paid by Victoria Hall Maintenance Trust.	**4. EFFECTS ON FUTURE OPERATING BUDGETS:**		
	2020	**2021**	**2022**
5. EXPENDITURES			
CONTRACTUAL	270,000		
CAPS BASED ON $			
DIRECT REVENUES			
GRANTS & SUBSIDIES			
OTHER - Victoria Hall Volunteers	-20,000		
6. NET REQUIREMENTS:	250,000	0	0
TO BE FINANCED FROM:			
DEBENTURES			
OWNERS			
RESERVES			
OTHER			
7. ANNUAL TAX REQUIREMENT	250,000	0	0

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	**3. PROJECT DETAIL & JUSTIFICATION:**		
DEPARTMENT: Victoria Hall Building Maintenance	During a yearly inspection the TSSA inspector found there to be water in the elevator shafts. The water that keeps coming in it will do damage to the electrical components that are located in the pit. At any point TSSA can give the Town of Cobourg an order to comply or mandate.		
1. PROJECT NAME & DESCRIPTION Elevator Pit Waterproofing	Public Consultation Process **No**		
2. COMMITMENTS MADE:	**4. EFFECTS ON FUTURE OPERATING BUDGETS:**		
	2020	**2021**	**2022**
5. EXPENDITURES CONTRACTUAL CAPS BASED ON $ DIRECT REVENUES GRANTS & SUBSIDIES OTHER	70,000		
6. NET REQUIREMENTS: **TO BE FINANCED FROM:** DEBENTURES OWNERS RESERVES OTHER	70,000	0	0
7. ANNUAL TAX REQUIREMENT	70,000	0	0

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	**3. PROJECT DETAIL & JUSTIFICATION:**		
DEPARTMENT: Victoria Hall Building Maintenance	Replacement of sprinkler heads was recommended due to the age of Victoria Hall. In 2019 the Concert Hall was completed. To continue this project we have 561 heads to still be replaced. As these are individual heads the project could be split.		
1. PROJECT NAME & DESCRIPTION Sprinkler Head Replacement - 561 remaining heads	Public Consultation Process **No**		
2. COMMITMENTS MADE:	**4. EFFECTS ON FUTURE OPERATING BUDGETS:**		
	2020	**2021**	**2022**
5. EXPENDITURES CONTRACTUAL CAPS BASED ON $ DIRECT REVENUES GRANTS & SUBSIDIES OTHER		50,000	50,000
6. NET REQUIREMENTS: **TO BE FINANCED FROM:** DEBENTURES OWNERS RESERVES OTHER	0	50,000	50,000
7. ANNUAL TAX REQUIREMENT	0	50,000	50,000

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	**3. PROJECT DETAIL & JUSTIFICATION:**		
DEPARTMENT: Victoria Hall Building Maintenance	The exterior woodwork on the windows/doors/transoms and soffit are in need of repairs/repainting. This project is slightly more involved by the confirmed presence of lead in the paint requiring special abatement.		
1. PROJECT NAME & DESCRIPTION Market Building - Exterior Restoration Woodwork	Public Consultation Process **No**		
2. COMMITMENTS MADE:	**4. EFFECTS ON FUTURE OPERATING BUDGETS:**		
	2020	**2021**	**2022**
5. EXPENDITURES CONTRACTUAL CAPS BASED ON $ **DIRECT REVENUES** GRANTS & SUBSIDIES OTHER		80,000	
6. NET REQUIREMENTS: **TO BE FINANCED FROM:** DEBENTURES OWNERS RESERVES OTHER	0	80,000	0
7. ANNUAL TAX REQUIREMENT	0	80,000	0

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	**3. PROJECT DETAIL & JUSTIFICATION:**		
DEPARTMENT: Victoria Hall Building Maintenance	The current generator is on a trailer on site. Victoria Hall is an ECG centre and hub of The Town's computer systems. The generator is temporarily set up to auto start. Permanently mounting would place it on the site in an appropriate enclosure to match its surroundings. This project was part of the Victoria Square project to clear up the parking lot behind Victoria Hall. This project has been given approval by the Ontario Heritage Trust.		
1. PROJECT NAME & DESCRIPTION Generator - Permanent Site Location	Public Consultation Process **No**		
2. COMMITMENTS MADE:	**4. EFFECTS ON FUTURE OPERATING BUDGETS:**		
	2020	**2021**	**2022**
5. EXPENDITURES			
CONTRACTUAL		35,000	
CAPS BASED ON $			
DIRECT REVENUES			
GRANTS & SUBSIDIES			
OTHER			
6. NET REQUIREMENTS:	0	35,000	0
TO BE FINANCED FROM:			
DEBENTURES			
OWNERS			
RESERVES			
OTHER			
7. ANNUAL TAX REQUIREMENT	0	35,000	0

TOWN OF COBOURG
CAPITAL BUDGET 2020 - 2022

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	**3. PROJECT DETAIL & JUSTIFICATION:**		
DEPARTMENT: Victoria Square	To establish a vibrant, flexible and accessible old-world square and central focal point for the community to enjoy special events, music, recreation, visual and performing arts and the Cobourg Farmers Market.		
1. PROJECT NAME & DESCRIPTION Victoria Square Phase IV	Completion of the final phase of the improvement of the grounds surrounding Victoria Hall that began in 1999. Project is dependent on federal/provincial grants. Public Consultation Process **Yes**		
2. COMMITMENTS MADE:	**4. EFFECTS ON FUTURE OPERATING BUDGETS:**		
	2020	**2021**	**2022**
5. EXPENDITURES			
CONTRACTUAL	1,500,000		
CAPS BASED ON $			
DIRECT REVENUES			
GRANTS & SUBSIDIES - Federal / Provincial	-1,000,000		
OTHER			
6. NET REQUIREMENTS:	500,000	0	0
TO BE FINANCED FROM:			
DEBENTURES			
OWNERS			
RESERVES			
OTHER			
7. ANNUAL TAX REQUIREMENT	500,000	0	0

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: ***COMMERCIAL*** FUNCTION/ACTIVITY: ***HENLEY ARCADE*** ACCOUNT#: ***7900.100***

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
1,000	931	638	7901460	Utilities	1,000			1,000	1,000
500	3,072	1,871	7901470	Building Maintenance	1,500	*		1,500	1,500
0	0	0	7901570	Special Project - Henley Arcade Improvements	0			0	0
0	0	0	7901913	Recoveries - Holdco	0			0	0
1,500	4,003	2,509		SUB TOTAL MATERIALS	2,500	*	0	2,500	2,500
2,000	1,884	-4,142	7901320	Insurance	2,100	*		2,100	2,100
2,000	1,884	-4,142		SUB TOTAL CONTRACTED SERVICES	2,100	*	0	2,100	2,100
3,500	5,887	-1,633		TOTAL HENLEY ARCADE	4,600	*	0	4,600	4,600

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***COMMERCIAL*** FUNCTION/ACTIVITY: ***HENLEY ARCADE***

STATEMENT OF PURPOSE:
To fund utilities and other maintenance items per agreement with Victoria Operetta Society.

PERFORMANCE DATA:

Clear snow / ice
Maintain winter / summer

HIGHLIGHTS/EXPLANATIONS:

YEAR	CODE	OBJECT	DETAILS
2020	7901470	Building Maintenance	Snow removal from walkway

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: ***COMMERCIAL*** FUNCTION/ACTIVITY: ***SECOND STREET FIRE HALL*** ACCOUNT#: ***7900.200***

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
1,000	859	4,932	7902470	Building Maintenance	2,000	*		2,000	2,000
1,000	859	4,932		SUB TOTAL MATERIALS	2,000	*	0	2,000	2,000
5,500	5,414	-12,080	7902320	Insurance	5,625	*		5,625	5,625
5,500	5,414	-12,080		SUB TOTAL CONTRACTED SERVICES	5,625	*	0	5,625	5,625
6,500	6,273	-7,148		TOTAL SECOND STREET FIRE HALL	7,625	*	0	7,625	7,625

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: *COMMERCIAL*

FUNCTION/ACTIVITY: *SECOND STREET FIRE HALL*

STATEMENT OF PURPOSE:

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.

PERFORMANCE DATA:

HIGHLIGHTS/EXPLANATIONS:

YEAR	CODE	OBJECT	DETAILS
2020	7902470	Building Maintenance	Exterior maintenance is the responsibility of the Town. Minor items not impacted by capital work. Maintenance is on call 24/7 for fire system

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

COMMITTEE: ***COMMERCIAL*** FUNCTION/ACTIVITY: ***DRESSLER HOUSE*** ACCOUNT#: ***7900.300***

2019 BUDGET	2018 YTD	2019 YTD	CODE	OBJECT	2020 DEPT REQUEST	*	2020 FINAL APPROVED	2021 FORECAST	2022 FORECAST
0	0	183	7903185	OPX Alarm Line Charges	450			450	450
3,000	3,168	3,798	7903460	Utilities	0			0	0
4,000	0	4,596	7903470	Building Maintenance	4,000			4,000	4,000
2,000	0	2,738	7903570	Property Improvements	2,000			2,000	2,000
9,000	3,168	11,315		SUB TOTAL MATERIALS	6,450		0	6,450	6,450
800	0	0	7903320	Insurance	825	*		825	825
800	0	0		SUB TOTAL CONTRACTED SERVICES	825	*	0	825	825
9,800	3,168	11,315		TOTAL DRESSLER HOUSE	7,275		0	7,275	7,275

2019-11-20

*Indicates increase over previous year

TOWN OF COBOURG
2020 OPERATING BUDGET ESTIMATES

BUDGET JUSTIFICATION

COMMITTEE: ***COMMERCIAL*** FUNCTION/ACTIVITY: DRESSLER HOUSE

STATEMENT OF PURPOSE:

Maintenance and operations of Dressler House building currently housing the Marie Dressler Museum operated by the Foundation.

PERFORMANCE DATA:

HIGHLIGHTS/EXPLANATIONS:

YEAR	CODE	OBJECT	DETAILS
2020	7930185	OPX Alarm Line Charges	Town is responsible for security alarm line charges
2020	7930460	Utilities	Utility bills are now paid by the Marie Dressler Foundation
2020	7903470	Building Maintenance	Maintenance of the building plus spring/summer/fall maintenance of the grounds. Winter maintenance Monday - Friday - Maintenance Dept Week-end/holidays done by contractor
2020	7903320	Insurance	Insurance of the building only. Contents insured by the Marie Dressler Foundation.