

**Marina and Dredger
2015 Operating Budget**

**TOWN OF COBOURG
2015 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **883**

2014 BUDGET	2014 YTD	CODE	OBJECT	2015 DEPT REQUEST	*	2015 FINAL APPROVED	2016 FORECAST	2017 FORECAST
(150,000)	(125,546)	8831	Daily Fees	(125,000)	*		(126,875)	(128,778)
(223,100)	(266,609)	8832	Yearly Fees	(234,000)			(237,510)	(241,073)
(38,500)	(56,871)	8833	Winter Storage	(40,000)			(40,000)	(40,000)
(5,000)	(5,273)	8834	Sewage Pumpout Fees	(5,000)	*		(5,075)	(5,151)
(192,500)	(181,396)	8835	Gas Sales	(145,000)	*		(147,175)	(149,383)
(9,200)	(9,638)	8836	Miscellaneous	(9,000)	*		(9,000)	(9,000)
(2,000)	(2,860)	8837	Launching Fees	(2,500)			(2,538)	(2,576)
(18,800)	(16,261)	8838	Liftout - in	(18,800)	*		(19,082)	(19,368)
(3,800)	(1,513)	8839	Beverage Revenue	(1,500)	*		(1,523)	(1,545)
(2,600)	(330)	88310	Marina Brochure Advertising	(2,600)			(2,639)	(2,679)
0	0	NEW	Finance Charges	(1,000)			(1,000)	(1,000)
(645,500)	(666,297)		TOTAL MARINA REVENUES	(584,400)	*	0	(592,417)	(600,553)
645,500	566,513		TOTAL MARINA EXPENDITURES	584,400		0	592,417	600,553
0	(99,784)		NET TO TOWN	0	*	0	0	0

4/10/2015

*Indicates increase over previous year

**TOWN OF COBOURG
2015 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: 7300.10

2014 BUDGET	2014 YTD	CODE	OBJECT	2015 DEPT REQUEST	*	2015 FINAL APPROVED	2016 FORECAST	2017 FORECAST
223,502	214,223	731015	Payroll Part Time Wages	219,449			223,289	227,197
51,271	47,711	731031	Payroll Part Time Benefit	51,289			57,769	64,461
990	937	731050	Clothing	1,100	*		1,200	1,200
275,763	262,871		SUB TOTAL SALARIES, WAGES & BENEFITS	271,838		0	282,258	292,858
816	905	7310150	Office Supplies	800			816	832
2,040	2,141	7310180	Telephone & Answering Svc	2,100	*		2,100	2,100
3,500	3,420	7310175	Internet Costs	1,500			1,500	1,500
3,060	2,934	7310210	Advertising & Promotions	3,060			3,121	3,184
816	1,855	7310220	Printing	2,000	*		2,000	2,000
969	974	7310250	Membership & Subscrip'ns	990	*		1,010	1,030
5,000	4,085	7310260	Training & Courses	5,000			5,100	5,202
1,530	1,371	7310270	Travel Expense	1,530			1,561	1,592
7,300	7,453	7310320	Liability Insurance	7,300			7,446	7,300
1,224	813	7310380	Conferences & Conventions	1,250	*		1,250	1,250
4,386	2,777	7310392	Ice Purchase	2,200			2,200	2,200
2,550	1,492	7310399	Beverage Purchase	1,500			1,500	1,500
33,191	30,220		SUB TOTAL ADMINISTRATION	29,230		0	29,604	29,690
5,000	4,721	7310450	Heat	5,000			5,000	5,000
23,153	23,064	7310460	Utilities	23,620	*		24,092	24,574
13,770	6,792	7310470	Building Maintenance	14,000			14,000	14,000
8,000	5,820	7310480	Garbage Removal	6,250			6,375	6,503
5,712	5,176	7310500	Custodial/Cleaning Supplies	5,800			5,916	6,034
7,140	6,640	7310550	Security Contract	7,283	*		7,429	7,577
17,340	37,706	7310551	Dock Repair & Maintenance	18,000	*		18,360	18,727
80,115	89,919		SUB TOTAL BUILDINGS	79,953		0	81,172	82,415

4/10/2015

*Indicates increase over previous year

**TOWN OF COBOURG
2015 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **7300.10**

2014 BUDGET	2014 YTD	CODE	OBJECT	2015 DEPT REQUEST	*	2015 FINAL APPROVED	2016 FORECAST	2017 FORECAST
145,000	163,767	7310650	Gasoline	128,000			130,560	133,171
3,060	4,609	7310670	Other Equipment Purchases	3,120			3,182	3,246
8,160	11,754	7310680	Other Equip Maint & Rep	8,320			8,486	8,656
1,510	1,668	7310691	Small Equip Maint & Rep	1,540			1,571	1,602
157,730	181,798		SUB TOTAL EQUIPMENT	140,980		0	143,799	146,675
4,590	1,350	7310750	Contracts	2,000			2,000	2,000
12,240	12,498	7310751	Liftout - In	12,500	*		12,500	12,500
0	(4,153)	7310851	Special Project - Wireless Internet	5,000			0	0
0	0		NEW Special Project - Management Software	10,000			0	0
69,631	0	7310912	Transfer to/From Reserve Funds	29,019			37,126	30,378
12,240	11,804	7310919	Bank Service Fees Visa / MC / POS	12,480			12,730	12,984
0	(19,794)	7310991	Recoveries	(8,600)			(8,772)	(8,947)
98,701	1,705		SUB TOTAL OTHER CHARGES & TRANSFERS	62,399		0	55,584	48,915
645,500	566,513		TOTAL MARINA	584,400		0	592,417	600,553

4/10/2015

*Indicates increase over previous year

**TOWN OF COBOURG
2015 OPERATING BUDGET ESTIMATES
BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT #: **7300.100**

STATEMENT OF PURPOSE: Operation of a small craft Marina. at Rotary Waterfront Park.			HIGHLIGHTS/EXPLANATIONS:			
			YEAR	CODE	OBJECT	DETAILS
			2015	8831	Daily Fees	Decreased to reflect reduced transient boat traffic
			2015	8832	Yearly Fees	Increased to reflect demand for seasonal slips
			2015	8835	Gas Sales	Adjusted down due to dropping fuel prices
PERFORMANCE DATA:			2015	NEW	Interest Charges	New income source implemented in 2014
YEAR	TRANSIENT VISITORS	DOLLARS	2015	731015	Payroll Salaries & Wages	Allocate 35% of wage to Trailer Park
1997	4180	\$102,019	2015	7310210	Advertising & Promotions	Ports & Waterway Cruising Guide advertising, tote giveaway to clients/visitors
1998	4400	\$114,420				
1999	4500	\$111,800				
2000	4400	\$105,420	2015	7310220	Printing	Signs, brochure
2001	4500	\$105,480				
2002	4600	\$107,100	2015	7310260	Training & Courses	AMI - Marina Management Training - Supervisor
2003	4500	\$105,590				
2004	4600	\$110,372	2015	7310470	Building Maintenance	Allowance for routine maintenance & repairs
2005	4700	\$116,022				
2006	4500	\$114,984	2015	7310550	Security Contract	Security night patrols mid May to early September
2007	4600	\$121,543				
2008	4400	\$118,164	2015	7310551	Dock Repair & Maintenance	Allowance for dock repositioning & repairs
2009	4500	\$137,758				
2010	4500	\$139,894	2015	7310650	Gasoline	Reduced to reflect drop in fuel prices
2011	4000	\$128,343				
2012	3800	\$131,141	2015	7310670	Other Equipment Purchases	Light house batteries, cash drawer and printer
2013	3873	\$139,306				
2014	3724	\$125,868	2015	7310680	Other Equipment Maint & Repairs	Lawn care equipment, work boat, truck & other repairs
			2015	7310691	Small Equipment Maint & Repairs	Allowance for minor equipment maint & repair
			2015	7310750	Contracts	Galcon dock inspections, ramp removal
			2015	7310851	Special Project - Wireless Internet	Complimentary wireless internet for clients
			2015	NEW	Special Project - Management Software	Replacement of Management Software for ease in bookings and docks reservations.
			2015	NEW	Recoveries	Student wage subsidy program

**TOWN OF COBOURG
2015 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2014	2014			2015		2015	2016	2017
BUDGET	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
(212,180)	(89,270)	8881	Dredging Revenue	(50,000)			(50,000)	(50,000)
(212,180)	(89,270)		TOTAL DREDGING REVENUE	(50,000)		0	(50,000)	(50,000)
212,180	123,844		TOTAL DREDGING EXPENDITURES	50,000		0	50,000	50,000
0	34,574		NET TO TOWN		0 *	0	0	0

4/10/2015

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**TOWN OF COBOURG
2015 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2014 BUDGET	2014 YTD	CODE	OBJECT	2015 DEPT REQUEST	*	2015 FINAL APPROVED	2016 FORECAST	2017 FORECAST
79,568	58,613	736020	Other Salaries & Wages	30,000			30,000	30,000
79,568	58,613		SUB TOTAL SALARIES, WAGES & BENEFITS	30,000		0	30,000	30,000
2,601	2,045	7360150	Administrative Services	2,300			2,300	2,300
0	330	7360180	Telephone & Answering	350			350	350
2,081	466	7360210	Advertising	2,100			2,164	2,207
3,570	3,308	7360320	Insurance	3,570			3,570	3,570
8,252	6,149		SUB TOTAL ADMINISTRATION	8,320		0	8,384	8,427
27,540	19,736	7360681	Equipment Setup	10,000			10,000	10,000
16,320	8,901	7360650	Gasoline	5,000			5,000	5,000
29,000	25,549	7360680	Routine Maintenance	10,000			10,000	10,000
72,860	54,186		SUB TOTAL EQUIPMENT	25,000		0	25,000	25,000
15,000	4,896	7360850	Sp Project - Dredge System Upgrade	0			0	0
36,500		7360912	Transfer from/to Reserve	(13,320)			(13,384)	(13,427)
51,500	4,896		SUB TOTAL OTHER CHARGES & TRANSFERS	(13,320)		0	(13,384)	(13,427)
212,180	123,844		TOTAL DREDGING	50,000		0	50,000	50,000

4/10/2015

*Indicates increase over previous year

**Marina and Marina Related
2015 Capital Budget**

**TOWN OF COBOURG
CAPITAL BUDGET 2015 - 2017**

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: Public Works	3. PROJECT DETAIL & JUSTIFICATION:		
DEPARTMENT: Marina	Marina has been unable to meet demand for seasonal docking since 1995. Approximately 275 boaters are under serviced. See "Proposed Cobourg Marina Expansion Plan" report for more information.		
1. PROJECT NAME & DESCRIPTION Marina Expansion - Phase I, II & III	Public Consultation Process Yes		
2. COMMITMENTS MADE: No commitments made	4. EFFECTS ON FUTURE OPERATING BUDGETS: Expanded Marina will fund long term reserves required to fund foreseeable dock replacement and other capital expenditures needed to maintain viable business.		
	2015	2016	2017
5. EXPENDITURES CONTRACTUAL CAPS BASED ON \$ DIRECT REVENUES GRANTS & SUBSIDIES OTHER	1,366,800	1,487,300	
6. NET REQUIREMENTS:	1,366,800	1,487,300	0
TO BE FINANCED FROM: DEBENTURES OWNERS RESERVES OTHER	(1,366,800)	(1,487,300)	
7. ANNUAL TAX REQUIREMENT	0	0	0

**TOWN OF COBOURG
CAPITAL BUDGET 2015 - 2017**

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: Public Works	3. PROJECT DETAIL & JUSTIFICATION:		
DEPARTMENT: Marina	Wooden decking and water system on Docks D & F are approximately 26 years old and badly deteriorated. They require constant maintenance and are often a trip and / or fall hazard. Replacement would enhance overall appearance of marina and improve safety as well as customer satisfaction. E Dock decking replacement was completed in 2014. Dock F was partially completed in 2014 and scheduled to be completed in 2015.		
1. PROJECT NAME & DESCRIPTION Replace all wooden decking and water system on Docks D & F	Public Consultation Process No		
2. COMMITMENTS MADE:	4. EFFECTS ON FUTURE OPERATING BUDGETS: Preventative maintenance will result in long term cost savings and improved risk management practices.		
	2015	2016	2017
5. EXPENDITURES CONTRACTUAL CAPS BASED ON \$ DIRECT REVENUES GRANTS & SUBSIDIES OTHER	10,000	20,000	
6. NET REQUIREMENTS: TO BE FINANCED FROM: DEBENTURES OWNERS RESERVES - Marina OTHER	10,000 (10,000)	20,000 (20,000)	0
7. ANNUAL TAX REQUIREMENT	0	0	0

**TOWN OF COBOURG
CAPITAL BUDGET 2015 - 2017**

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: Public Works	3. PROJECT DETAIL & JUSTIFICATION: Electrical junction box on north wall was noted to be mounted dangerously close to high water level in 2014. It was recommended by an electrical contractor that the junction box be raised to a safer level above high water levels. This work is required to ensure safety of waterfront uses. Public Consultation Process No		
DEPARTMENT: Marina			
1. PROJECT NAME & DESCRIPTION Electrical Junction Box - Remove and replace conduit & Teck Cables between transformer & junction box & replace with new on Dock F & E			
2. COMMITMENTS MADE:	4. EFFECTS ON FUTURE OPERATING BUDGETS: Preventative maintenance will result in long term cost savings and improved risk management practices.		
	2015	2016	2017
5. EXPENDITURES CONTRACTUAL CAPS BASED ON \$ DIRECT REVENUES GRANTS & SUBSIDIES OTHER	15,000		
6. NET REQUIREMENTS: TO BE FINANCED FROM: DEBENTURES OWNERS RESERVES - Marina OTHER	15,000 (15,000)	0	0
7. ANNUAL TAX REQUIREMENT	0	0	0

**TOWN OF COBOURG
CAPITAL BUDGET 2015 - 2017**

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: Public Works	3. PROJECT DETAIL & JUSTIFICATION:		
DEPARTMENT: Marina	Replace single wall pipe from fuel tanks to dispenser with double walled pipe as per TSSA directive. This work must be completed prior to opening Marina for 2015 season. Approved by Council.		
1. PROJECT NAME & DESCRIPTION Fuel Tanks Lines - Replace single wall piping to double wall piping	Public Consultation Process No		
2. COMMITMENTS MADE:	4. EFFECTS ON FUTURE OPERATING BUDGETS: Failure to complete this work will result in higher operating costs.		
	2015	2016	2017
5. EXPENDITURES CONTRACTUAL CAPS BASED ON \$ DIRECT REVENUES GRANTS & SUBSIDIES OTHER	60,000		
6. NET REQUIREMENTS:	60,000	0	0
TO BE FINANCED FROM: DEBENTURES OWNERS RESERVES - Marina OTHER	(60,000)		
7. ANNUAL TAX REQUIREMENT	0	0	0

**TOWN OF COBOURG
CAPITAL BUDGET 2015 - 2017**

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: Public Works	3. PROJECT DETAIL & JUSTIFICATION: Excavate, backfill, compact & resurface section of East Pier with sink holes identified in 2010 ground penetrating radar study. Public Consultation Process No		
DEPARTMENT: Marina			
1. PROJECT NAME & DESCRIPTION East Pier Sink Hole Repairs			
2. COMMITMENTS MADE: No commitments made.	4. EFFECTS ON FUTURE OPERATING BUDGETS: Defects need to be rectified. Postponing repairs will only increase cost.		
	2015	2016	2017
5. EXPENDITURES CONTRACTUAL CAPS BASED ON \$ DIRECT REVENUES GRANTS & SUBSIDIES OTHER - Prior Year Budget	25,000 (25,000)	25,000	25,000
6. NET REQUIREMENTS: TO BE FINANCED FROM: DEBENTURES OWNERS RESERVES OTHER	0	25,000	25,000
7. ANNUAL TAX REQUIREMENT	0	25,000	25,000

**TOWN OF COBOURG
CAPITAL BUDGET 2015 - 2017**

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: Public Works	3. PROJECT DETAIL & JUSTIFICATION:		
DEPARTMENT: Parking	To expand and upgrade the Marina Parking Lot and delineate proper parking spaces with unit pavers that allow grass through. 40 new parking spots.		
1. PROJECT NAME & DESCRIPTION Parking Lot Upgrade - Marina Lot	Public Consultation Process Yes		
2. COMMITMENTS MADE:	4. EFFECTS ON FUTURE OPERATING BUDGETS:		
	2015	2016	2017
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