

TOWN OF COBOURG 2022 OPERATING BUDGET ESTIMATES

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **VENTURE 13**

ACCOUNT#: **8930.100**

2021 BUDGET	2020 YTD	2021 YTD	CODE	OBJECT	2022 DEPT REQUEST	*	2022 FINAL APPROVED	2023 FORECAST	2024 FORECAST
101,815	66,039	40,005	893010	Payroll Salaries & Wages	121,010	*		123,127	125,282
32,112	21,207	14,813	893030	Payroll Fringe Benefits	38,186	*		39,000	40,000
133,927	87,246	54,818		SUB TOTAL SALARIES, WAGES & BENEFITS	159,196	*	0	162,127	165,282
500	357	510	8930150	Office Supplies	500			500	500
7,000	4,611	0	8930155	Programming	4,175			10,325	10,325
1,000	140	0	8930160	Office Equipment Mtce	1,000			1,000	1,000
18,500	16,054	14,458	8930175	Internet Costs	18,500			18,500	18,500
1,600	884	665	8930180	Telephone Services	1,600			1,600	1,600
600	725	725	8930185	Alarm / Line Charges	600			600	600
4,300	0	1,053	8930210	Advertising & Promotions	4,300			4,500	4,700
2,000	64	0	8930260	Training & Conferences	0			2,000	2,000
300	0	0	8930270	Travel Expenses	0			300	300
57,000	59,369	30,037	8930460	Utilities	57,000			57,000	57,000
36,000	19,027	21,859	8930461	Utilities - Lakefront Solar	36,000			36,000	36,000
-12,000	0	0	8930461	Utilities - Prepaid Solar	-12,000			-12,000	-12,000
31,000	37,487	22,555	8930470	Building Maintenance	31,335			35,000	37,000
23,500	21,883	15,260	8930500	Custodial/Cleaning Supplies	24,500	*		25,000	25,000
500	0	0	8930700	COVID Supplies	500			500	500
2,500	2,016	1,851	8930919	Bank Service Fees	2,500			2,500	2,500
174,300	162,617	108,973		SUB TOTAL MATERIALS	170,510		0	183,325	185,525
4,700	1,285	540	8930171	Software Maintenance	2,200			4,700	4,700
2,000	1,442	0	8930320	Liability Insurance	2,200	*		2,300	2,400
2,500	1,740	1,768	8930480	Garbage Removal	2,500			2,500	2,500
8,000	8,004	6,003	8930550	Property Maintenance Fees - Delcom	8,000			8,000	8,000
4,100	0	6,750	8930701	COVID Contracts	4,100			4,100	4,100
0	0	0 NEW		Sp Project - Antenna / Firewall Upgrades	8,000	*		0	0
21,300	12,471	15,061		SUB TOTAL CONTRACTED SERVICES	27,000	*	0	21,600	21,700
-15,000	-15,000	-11,250	8901	Anchor Tenant - Rent Recovery	-15,000			-15,000	-15,000
-55,000	-15,800	-23,655	8902	Transient Tenant - Rent Recovery	-78,840			-65,000	-65,000
0	0	0	8908	Grants Other	0			0	0
0	-150	0	8909	Events / Programming	-10,000	*		-12,500	-12,500
-60,000	-60,000	0	8930991	Recoveries	-60,000			-60,000	-60,000
0	0	0	8930913	Transfer Economic Reserve	0			0	0
-130,000	-90,950	-34,905		SUB TOTAL OTHER CHARGES & TRANSFERS	-163,840		0	-152,500	-152,500
199,527	171,384	143,947		TOTAL VENTURE 13	192,866		0	214,552	220,007

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2022	8930150	Office Supplies	Printer Paper V13 Staff and VentureZone - \$300 Writing tools, notebooks, binders, etc. - \$100 Special Print Jobs (i.e. Wifi Cards) - \$50 Microphone batteries, etc - \$50
	2022	8930170	Software Maintenance	Nexus.com monthly fees - \$2,200
	2022	8930175	Internet Costs	Secondary DSL backup, fibre
	2022	8930180	Telephone Services	IP Phones - Simnet VOIP Services - \$1,600
	2022	8930210	Advertising & Promotions	Attract and retain entrepreneurs as well as position Community The Venture 13 Marketing & Communications team will utilize the advertising and promotion budget to fulfill the mandate to attract and retain entrepreneurs as well as position Community rental spaces as the go-to professional space rentals in Cobourg. The committee will continue to position Venture 13 as the front-runner for innovation, technology and entrepreneurial services and support in Eastern Ontario. See breakdown of costs on 2022 Marketing & Promotion detail sheet
	2022	8930155	Programming	2022 Programming Budget is designed to fulfill the committee's mandate to engage entrepreneurs, youth and the community. See breakdown of costs on 2022 Programming detail sheet
	2022	8930460	Utilities	Will be offset by new solar panel installation in 2019
	2022	8930461	Utilities - Prepaid Solar	One third of solar purchase of power cost will be set aside each year and recovered in future years as rates increase.
	2022	8930470	Building Maintenance	This budget includes routine maintenance to the building including replacing lights, repairing fixtures, touching up paint, etc service contracts for elevator maintenance and fire monitoring systems. See breakdown of costs on 2022 Building Maintenance detail sheet.

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PERFORMANCE DATA:	2022	8930470	Building Maintenance	This budget includes routine maintenance to the building including replacing lights, repairing fixtures, touching up paint, etc service contracts for elevator maintenance and fire monitoring systems. See breakdown of costs on 2022 Building Maintenance detail sheet.
	2022	8930700	COVID Supplies	PPE, Sanitizer and cleaning supplies
	2022	8930550	Property Management Fees - Delcom	Management fees including mechanical / building systems & 24/7 on-call service
	2022	8930701	COVID Contracts	Increased cleaning due to COVID-19.
	2022	8901	Anchor Tenant - Rent Recovery	CFDC - \$15,000
	2022	8902	Transient Tenant Rent Recovery	This reflects projected revenue from the V13 VentureZone transient tenants at 72% occupancy for 2022 as well as revenue received from Innovation Commons rentals. Flex Office Rental - Town portion - \$32,400 (Projected at 72% capacity or 9/12 offices rented. 9 x \$600/mo 12 months.) Dedicated Desk Rental - Town portion - \$9,000 (Projected at 72% capacity or 10/14 desks rented. 10 x \$150/month.) <i>* Note: Flex Office and Dedicated Desk rental cost increasing in 2022 to following: Flex Office - \$600/month and Dedicated Desk - \$150/month</i> Seminar Room - 1/2 Day - \$60 and Full Day - \$100 MakerLab User Revenue - \$1,000 Innovation Commons Rental Revenue - \$37,440 1/2 Seminar Room half-day rental 2x weekly (\$60/booking) - \$6,240 1/2 Seminar Room half-day rental 1x weekly (\$100/booking) - \$5,200 Lecture Hall half-day rental 1x per week (\$175/booking) - \$9,100 Lecture Hall full day rental 1x per week (\$325/booking) - \$16,900 <i>*Note: Innovations Commons rental cost increasing in 2022 to the following: Lecture Hall 1/2 Day - \$175 and Full Day - \$325 and Seminar Room 1/2 Day - \$60 and Full Day - \$100</i>
	2022	8930991	Recoveries	Cobourg Police - Corporate Services - \$45,000 Cobourg Economic Development - \$15,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

**VENTURE 13
2022 MARKETING AND PROMOTIONS BUDGET**

Creative Content (Sell Sheet, Poster boards, ads)	1000
Printing (Sell Sheets, Poster boards, rack cards)	1000
LUSI inpack (Print + placement)	1000
Social Campaigns	300
Swag (t-shirts, reorder: pens, mugs)	0
VentureZone Engagement and Retention (Alumni wall, community board, Vzone culture, Vzone Signage)	1000
TOTAL	4300

**TOWN OF COBOURG
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**VENTURE 13
2022 Programming Committee Budget**

Fireside Chat Series - quarterly	\$400
Community Outreach Events	\$500
- <i>Chamber of Commerce Meet and Greet</i>	
- <i>Strategic Space Rentals to Non-Profits and Professional Organizations</i>	
- <i>NHH Big Coffee Morning</i>	
Speaker Series (two events)	\$500
Youth Engagement Programming (quarterly)	\$600
- <i>YEP Pitch Competition</i>	
- <i>3 X youth coding events</i>	
Mastermind Entrepreneur Development Group Engagement + Attraction	\$500
Start-Up Entrepreneurship Programming	\$1,675
TOTAL	\$4,175

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**VENTURE 13
2022 Building Maintenance**

Lakeland Multi-trade HVAC Service Contract	\$9,060
Heat Exchanger Fan Motors AC	\$7,160
HVAC Contingency	\$2,000
Elevator Inspection, Maintenance Fees and Prevention Work	\$3,300
Fire system Maintenance (Trinity Fire Monitoring, Peterborough Fire Extinguisher Service, High Water Alarm Maintenance)	\$1,700
Electrical Work and Generator Testing	\$4,980
PWC Water Systems Services	\$635
Plumbing Contingency	\$1,500
General Fees (Pest Control, Locksmith, Engineering etc)	\$1,000
TOTAL	\$31,335