

# TOWN OF COBOURG 2021 OPERATING BUDGET ESTIMATES

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **VENTURE 13**

ACCOUNT#: **8930.100**

2020 BUDGET	2019 YTD	2020 YTD	CODE	OBJECT	2021 DEPT REQUEST	*	2021 FINAL APPROVED	2022 FORECAST	2023 FORECAST
116,889	100,157	62,336	893010	Payroll Salaries & Wages	101,815			120,529	122,578
27,485	27,233	21,581	893030	Payroll Fringe Benefits	32,112	*		39,994	43,126
144,374	127,390	83,917		SUB TOTAL SALARIES, WAGES & BENEFITS	133,927		0	160,523	165,704
500	540	357	8910150	Office Supplies	500			500	500
10,000	0	1,686	8910155	Programming	9,825			10,325	10,325
1,000	17,216	140	8910160	Office Equipment Mtce	1,000			1,000	1,000
4,700	3,772	1,146	8930170	Software Maintenance	4,700			4,700	4,700
18,500	17,443	16,834	8930175	Internet Costs	18,500			18,500	18,500
1,600	789	884	8930180	Telephone Services	1,600			1,600	1,600
600	601	725	8930185	Alarm / Line Charges	600			600	600
12,500	29,918	0	8930210	Advertising & Promotions	6,300			17,500	20,000
2,000	0	64	8930260	Training & Conferences	2,000			2,000	2,000
300	0	0	8930270	Travel Expenses	300			300	300
0	0	0 NEW		COVID Supplies	500			500	500
57,000	97,194	75,002	8930460	Utilities Contingency	57,000			57,000	57,000
36,000	0	0	8930461	Utilities - Lakefront Solar	36,000			36,000	36,000
-12,000	0	0	8930461	Utilities - Prepaid Solar	-12,000			-12,000	-12,000
37,500	79,609	33,794	8930470	Building Maintenance	31,000			35,000	45,000
23,500	25,321	19,976	8930500	Custodial/Cleaning Supplies	23,500			24,500	25,000
2,500	2,810	1,871	8930919	Bank Service Fees	2,500			2,500	2,500
196,200	275,213	152,479		SUB TOTAL MATERIALS	183,825		0	200,525	213,525
1,425	1,367	1,442	8930320	Liability Insurance	2,000	*		2,100	2,205
0	0	0 NEW		COVID Contracts	4,100			4,100	4,100
2,500	1,756	1,740	8930480	Garbage Removal	2,500			2,500	2,500
8,000	8,127	7,337	8930550	Property Maintenance Fees - Delcom	8,000			8,000	8,000
0	3,153	0	8930850	Special Project - Chairs/Fountain/Outdoor Signage	0			0	0
0	0	0	8930851	Special Project - Workforce Development	0			0	0
0	0	0 NEW		Special Project - Signage	0	*		3,000	0
11,925	14,403	10,519		SUB TOTAL CONTRACTED SERVICES	16,600	*	0	19,700	16,805
-75,000	-60,000	-15,000	8901	Anchor Tenant - Rent Recovery	-15,000			-15,000	-15,000
-47,500	-35,360	-18,862	8902	Transient Tenant - Rent Recovery	-55,000			-65,000	-65,000
0	-4,889	0	8908	Grants Other	0			0	0
-5,000	-1,260	-150	8909	Events / Programming	0			-10,000	-12,500
0	0	-60,000	8930991	Recoveries	-60,000			-60,000	-60,000
0	0	0	8930913	Transfer Economic Reserve	0			0	0
-127,500	-101,509	-94,012		SUB TOTAL OTHER CHARGES & TRANSFERS	-130,000		0	-150,000	-152,500
224,999	315,497	152,903		TOTAL VENTURE 13	204,352		0	230,748	243,534

# TOWN OF COBOURG 2021 OPERATING BUDGET ESTIMATES

## BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2021	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
	2021	8930170	Software Maintenance	Nexdus.com monthly fees - \$2,200 Venture13.ca website maintenance & upgrades - \$2,500
	2021	8930175	Internet Costs	Secondary DSL backup, fibre
	2021	8930180	Telephone Services	IP Phones - Simnet VOIP Services - \$1,600
	2021	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 2021 Marketing & Promotion detail sheet
	2021	8930155	Programming	2021 Programming Budget is designed to fulfill the committee's mandate to engage entrepreneurs, youth and the community. See breakdown of costs on 2021 Programming detail sheet
	2021	8930260	Training & Conference	Collison Conference is a 3 day Tech Conference in Toronto. The conference will provide professional development, market research, lead generation and networking opportunities valuable to The Town of Cobourg, Venture 13 and its partners/clients.
	2021	8930460	Utilities	Will be offset by new solar panel installation in 2019
	2021	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.

**TOWN OF COBOURG  
2021 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

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STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
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PERFORMANCE DATA:	2021	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 2021 Building Maintenance detail sheet.
	2021	NEW	COVID Supplies	PPE, Sanitizer and cleaning supplies
	2021	8930550	Property Management Fees - Delcom	Management fees including mechanical / building systems & 24/7 on-call service
	2021	NEW	COVID Contracts	Increased cleaning due to COVID-19.
	2022	NEW	Sp Project - Signage	Exterior signage for 739 D'Arcy - includes signage for the front, rear and side of the building to aid in directing traffic to the parking lot and pedestrians to the main entrance. This will be deferred until 2022 for wayfinding signage.
	2021	8901	Anchor Tenant - Rent Recovery	CFDC - \$15,000
	2021	8902	Transient Tenant Rent Recovery	This reflects projected revenue from the V13 VentureZone transient tenants as well as revenue received from innovation commons rentals. Flex Office Rental - Town portion - \$28,500 Hot Seat Rental - Town portion - \$6,500 MakerLab User Revenue - \$2,000 Innovation Commons Revenue - \$18,000
	2021	8930991	Recoveries	Cobourg Police - Corporate Services - \$45,000 Cobourg Economic Development - \$15,000

**TOWN OF COBOURG  
2021 OPERATING BUDGET ESTIMATES**

**VENTURE 13  
2021 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)	2000
VentureZone Engagement and Retention (Alumni wall, community board, Vzone culture, Vzone Signage)	1000
<b>TOTAL</b>	<b>6300</b>

# TOWN OF COBOURG 2021 OPERATING BUDGET ESTIMATES

## VENTURE 13 2021 Programming Committee Budget

Fireside Chat Series - quarterly	\$400
Community Outreach Events	\$1,000
- Chamber of Commerce Meet and Greet	
- Strategic Space Rentals to Non-Profits and Professional Organizations	
- NHH Big Coffee Morning	
Speaker Series (two events)	\$1,000
Youth Engagement Programming (quarterly)	\$600
- YEP Pitch Competition	
- 3 X youth coding events	
Mastermind' Entrepreneur Development Group Engagement + Attraction	\$500
Start-Up Entrepreneurship Programming \$500/quarter	\$2,000
TechXpo - Cyber Security Software Development and Talent Attraction Competition	\$500
VentureKids TECHimmersive Program with VentureKids Canada and Northeastern U	\$3,000
- guest speaker fees	
- T-shirt for Youth	
- Marketing Material	
Zoom Annual Account / Webinar Account - For Virtual Programming	\$825
<b>TOTAL</b>	<b>\$9,825</b>

**TOWN OF COBOURG  
2021 OPERATING BUDGET ESTIMATES**

**VENTURE 13  
2021 Building Maintenance**

Lakeland Multi-trade HVAC Service Contract	\$11,600
Lakeland - Heat Pump Replacement deferred from 2020 Budget - Required in 2021	\$5,200
Lakeland Contingency	\$1,500
Elevator Inspection and Maintenance Fees	\$2,800
Fire system Maintenance (Trinity Fire Monitoring, Peterborough Fire Extinguisher Service, High Water Alarm Maintenance)	\$1,600
Electrician Services - Canadian Industrial Services	\$2,500
PWC Water Systems Services	\$700
Plumbing Contingency	\$100
General Fees (Pest Control, Locksmith, Engineering etc)	\$2,500
Contingency Snow Removal	\$500
Landscaping	\$2,000
<b>TOTAL</b>	<b>\$31,000</b>