

Type of Decision									
Meeting Date	Friday, September 30, 2016				Report Date	Wednesday, September 21, 2016			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Office Renovation - Report #30/09/16/1102									

Subject:

Review of employee planning as directed by Council at September meeting.

RECOMMENDATION:

Staff have met with CBO, Robert Labre and Darryl Francoeur, Mackey Construction to discuss renovation plans.

The following includes suggestions/considerations and is being presented to Council for input, amendment and further direction. Committee of the Whole to make recommendations to Council for final approval.

Draft floor plans and cost estimate attached.

BACKGROUND/EXECUTIVE SUMMARY:

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Mayor Gibson's Recommendations

Here are my initial thoughts:

- A much larger entrance way that serves the "gatekeeper" position well with perhaps room for a couple of visitor chairs and room for two people to work without tripping over each other.
- Privacy offices for clerk and treasurer.
- At least two spare roomy offices with large desks and at least three chairs where staff or others can bring people in to do business. This would also provide working room for temporary staff/summer students, auditors etc.
- A dedicated room for office supplies, photocopying, fax etc.
- A room for municipal file storage
- An intercom system.
- A less intrusive access way to get to the library.
- A much more attractive facade for the whole front of the building.

Important Process Issues

1. Office closed for 2 weeks in February/early March to complete internal renovations of existing office including changing entrance door but not building the new entrance. Staff can work from home, in hall or library depending on preferences and tasks to be completed.
2. A full file purge will occur prior to moving – designating files to current, archival or shredding.
3. Large desks/pieces of furniture will be stored (garage maybe) until after total reno is completed.
4. Work to begin on new section and entrance once weather permits. With Homecoming in 2017 – staff will require an uninterrupted workspace late spring and summer.
5. There are two/three projects budgeted for 2016 which will be deferred to occur with renovation.
 - a. Hard wiring of office computers to share programs – taxation/accounting

- b. Installation of generator for emergency mgmt. purposes
- c. Repair of office roof

Building/Structure Improvements

1. Accommodation and accessibility
2. Hvac system? Where? On roof? Outside building? Existing.
3. Air exchanger? Improved circulation.
4. HVAC improvements - separate from hall systems? Darryl says the system we have will service an extension of this size. To segregate the systems all we would need is a new hot water tank/boiler for the existing "furnace" room.
5. Individual climate control in each room – vents and windows to open/close
6. Backup generator installed with building process
7. Security aspects – break-proof film on windows etc.
8. Refinish outside cladding – replace brown tin – coordinate with existing brick and new siding on kitchen update
9. Install a proper entrance with professional appearance – brick/stone/siding combination to blend with existing and new
 - a. Cover/mask ac at new entrance, relocate it?
10. Two door air lock type entrance, both full sized commercial glass doors – separated by 4-5 feet alcove
11. Hardwired computers for sharing of info – networking
12. Green technology? Building materials?
13. solid commercial doors with keyed locks for each office
14. Reroof entire office roof when addition is put on
15. Telephone system with intercom capabilities
16. Speaker/recording system in chambers? Location of phone line outlets? How many are needed with handsets?
17. Many power outlets – some desk height? Some built into floor in middle of council chamber room.
18. Space for security system/monitors in vault
19. Council chambers exterior door keyed separately so others can use chambers for meetings.

Process Suggestions

1. Reinstate office open Thursdays
2. Set hours for rec equipment pick up and return
3. Set hours for senior staff office drop in – mornings only? Afternoons only?
 - a. Staff preference would be afternoon – can concentrate better in the morning
4. Front counter accessible/open all day
5. Trang security code access for regular cleaning of offices – at least once every two weeks
6. Staff scheduling
 - a. Scheduling weeks in advance – try to ensure there are always 2 people in the office
 - b. Once Gayle retires – need to discuss how to cover Crystal's vacation? – Noella? Melinda no longer knows how to do much of Treasurer's work?

Temporary employee for back up? Summer students? Take vacation during summer so student can cover?

- c. Schedule Staff Lunches - at least once per week,
 - i. ensure that breaks are taken

Tips and Hints of Organizing a Workstation, Small Office – various sources

1. Have a space to get away from your desk, in your own office; or a separate room.
2. Private and collaborative workspaces
 - a. Sound buffers?
3. Brighter colours. Brighter furniture/decoration.
4. Plants – throughout the office.
5. Natural light
 - a. large windows which open in each office and chambers room.
 - b. No crank windows. Double hung or slide preferable for cleaning and opening.
 - c. Better lighting –desk lamps as well as fluorescents – dimmable switches.
6. Thermal window coverings. Keep heat and cold out.
 - a. Honeycomb blinds.
 - b. Blinds or curtains – don't need to be the same colour/shade in each room.
7. Keep existing flooring – can have rugs in rooms to break up areas, personalize. Bring stuff from home – diy.
8. Have staff pick office orientation and personalize space
 - a. can be a professional office but different in some aspects – same materials/colours/themes etc.
 - b. Couches, soft chairs, coffee area to remove staff from their desks for short periods of time?
9. Binder/bookshelf hutches for on top of each desk – reduce need for floor space.

Personal Suggestions

1. Give each staff member a certain group of options – budget limit to decorate/arrange their own space to accommodate individual needs
2. Reduce, reuse, recycle
3. Paint existing file cabinets – colour makes a difference
4. Come up with a colour scheme – provide colour family cards – coordinating and contrasting – each room can be slightly different
5. Current floors are good quality – good colour? Roomba to keep them clean?

What's Important?

1. Ability to do distraction-free solo work
2. Support for impromptu interactions
3. Support for meetings and undistracted group work
4. Workspace comfort, ergonomics and enough space for work tools
5. Workspace to allow side-by-side work and “dropping in to chat”
6. Workplace has good places for breaks

7. Access to needed technology
8. Quality lighting and access to daylight – windows and desk lights
9. Temperature control and air quality
10. Kitchenette
11. Offices to have one legal size two drawer cabinet (under desk/pedestal cabinet) for working files all others stored centrally

General Office Priorities Renovation Will Meet

1. More direct access to library and hall
2. Private offices for Clerk and Treasurer
3. Council chambers
4. Secure storage space
5. Accommodation for 3 full time staff and 1-2 temporary, part—time, seasonal staff
6. Professionalism

Reception Area

1. Proper/professional façade/entrance – build to complement existing brick
2. Coat hooks on wall for visitors?
3. Full wall display for all size materials/pamphlets.
4. Framed bulletin boards for public notices
5. Waste baskets, recycling bins.

Crystal's Office - Reception

1. Open concept between offices
2. Under counter filing cabinet? Storage for items available for the public – water bottles, smoke alarms etc.
3. Filing for paperwork available for public – trailer permits, fire etc.
4. Security system button at desk
5. Small desk file drawer for current personal files
6. Double desk work station, shared hutch, large windows for natural light

Gayle's Office

1. Open concept.
2. File cabinets with general current files in this office – two from Clerk's office, one from Treasurer's.
3. Half wall to open to reception area

Spare Office

1. Shelving for Council mail
2. File slots for staff mail
3. Bulletin board for staff notices
4. Spare desk for Council, summer student and CBO use
5. Small table/chairs for private meetings and/or lunch breaks.
6. Wall hooks for coats

7. Bob's file cabinet
8. Crystal's desk w a hutch added

File/Break Room

1. Kitchenette – counter, sink, coffee maker, toaster, microwave?
 - a. Upper cupboards along wall over counter and Xerox machine
2. Xerox – dedicated outlet
3. Paper and Xerox and office supplies in cabinets
4. Proper recycling containers for all products – paper, plastic bags, all other

Noella's Office

1. Under desk filing
2. Over desk hutch

Melinda's Office

1. One wall painted a dark colour – burgundy, dark blue, black?
 - a. Rug and chairs to provide colour– buy rug myself.
2. Speakers I can place away from my computer. – wireless?
3. High windows – natural light – open for fresh air.
4. Book shelf to double as a standing desk
5. Comfortable chair for reading/break.

Vault Room

1. Concrete walls, Fire, water etc. proof.
2. Adequate lighting – no windows
3. Floor to ceiling shelving to support boxes of archived files
4. File box shelving and/or racks on rail – space saver
5. Area for binders/ledgers
6. Area for storing maps flat - drawers
7. Center aisle shelving for lighter materials
8. Solid 3 step ladder for access
9. Rolling cart for moving/sorting/searching
10. Vs. off-site storage? Cost/benefit. Access challenges?
11. Storage for emergency management supplies and equipment.
12. Room to grow.
13. Current storage in hall can be separated and turned over to the library board, rec and cleaning supplies/purposes (currently stored in kitchen).

Council Chambers

1. 14'-17' x 18' (or more)?
2. Microphone and/or recording system? – not currently in plans
3. Wall mounted tv/monitor to attach laptop – hdmi cable and flat screen tv instead of a projector system. We have a number of laptops – all we need is an HDMI cable to attach and can use it as a large computer monitor.

- a. Smart tv with wifi built in would be able to show anything on-line and/or shared via Bluetooth from any device?
4. Black out (honeycomb) curtains/blinds for showing video.
5. Dimmable lighting.
6. Exterior door for use as boardroom
 - a. Separately keyed
 - b. Library and other meetings could then occur here – board room rentals? Washroom access? Staff on site during rental?
 - c. security doors on both sides of council chambers room
7. Emergency Management Office Space – desks, phone jacks
 - a. Large wall mounted white boards – multi-purpose
8. Wall length chair rail high cupboards/credenza for storage of board room materials – 16”-18” deep. – paper, markers, etc. under screen and white boards
9. Separate desks for each council member?
 - a. Search modular or training tables or desks – have power built in. Can move for various uses.
 - b. 12-16 foot – can be separated for Council and staff – put together for larger meetings.
10. Existing oak table for staff?

Financial Considerations/Budget Impact:

Research to date has not turned up any current capital funding opportunities. There is rumour that Trillium may announce a capital program for 2017. Staff will continue to investigate opportunities.

High level estimates of expansion, renovation, equipment and furniture totals \$147,730.
A list of available funding is provided below.

How Do We Fund It?

Funding	Amount	Location
Facility Management (Hall/Office upgrades)	\$36,000.00	Reserves
Hall-Office Replacement	\$34,051.88	Reserves
Hall-Office Repair/Maintenance	\$30,000.00	Reserves
Office Technology - Office Equipment Replacement	\$12,000.00	Reserves
IT Office Technology	\$14,250.00	Reserves
Gas Tax – pre 2016 not used	\$10,616.00	Budget 2016
Gas Tax – 2016 – not used	\$7,144.00	Deferred Revenue
Gas Tax – 2017	\$7,144.00	Deferred Revenue
Hardwiring IT (move to reserves to use in 2017)	\$6,000.00	Budget 2016
OCIF – 2017 up to \$50,000 for road work	\$20,000.00	
2016 Surplus		
Borrow against Reserves?		
Staff to search for Grants – Nothing Available Currently		
Total Available without 2016 surplus	\$177,205.88	
Required from Surplus/Other source	\$5,709.62	
Current Project Estimate	\$182,915.50	

Policy Impact:

As per policy.

Others Consulted/Resources:

Bob Labre, Chief Building Official

Darryl Francoeur, Mackey Construction

Mayor Gibson, Office staff

Quotes obtained through on-line catalogue – National Business Furniture

<http://www.nationalbusinessfurniture.ca/>

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

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