

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, October 14, 2016				Report Date	Saturday, October 1, 2016			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Office Renovation - Report #14/10/16/1103-02</b>									

**Subject:**

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

**RECOMMENDATION:**

The following includes amendments from Committee of the Whole and is being presented to Council for final approval and additional amendment if required.

Draft floor plans and cost estimate attached.

**WHEREAS** Council, sitting as Committee of the Whole at its September meeting, reviewed office renovation and extension plans prepared by staff;

**AND WHEREAS** the amendments suggested by Committee are reflected in the new floor plan and budget estimate presented at this meeting;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby approve the plans presented and authorize staff to tender for a contractor to complete plans as presented/amended, implementing slight modifications as might occur during a normal construction process funded through the following reserves:

- \$36,000 from the Facility Management (Hall/Office upgrades)
- \$34,000 from Hall-Office Replacement Reserves
- \$30,000 from Hall-Office Repair/Maintenance Reserves and
- \$12,000 from Office Technology Reserves;

**FURTHER THAT** the \$6,000 IT changes budgeted for 2016 be deferred to occur during the renovation;

**AND THAT** \$10,616 from pre 2016 Gas Tax funds and \$14,000 from Gas Tax funds for 2016 and 2017 be allocated to this renovation;

**AND THAT** staff work with contractors to schedule the construction and renovation process to best suit office demands recognizing that the office will likely need to be closed for a period of at least two weeks.

## BACKGROUND/EXECUTIVE SUMMARY:

Project background information was presented at the Committee of the Whole meeting of September 30, 2016.

Changes/amendments include:

1. Removal of council chamber furniture;
2. Reducing the expansion by 4 feet to 24' by 28'. (Darryl suggests that 12" extension are more cost effective.)
3. Increasing the size of the Clerk's and Treasurer's offices by approximately 2 feet each.
4. Changing the dimensions of the vault storage room.

## 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 \$138,727 detailed below.

## How Do We Fund It?

<b>Funding</b>	<b>Amount</b>	<b>Location</b>
Facility Management (Hall/Office upgrades)	<b>\$36,000.00</b>	Reserves
Hall-Office Replacement	<b>\$34,051.88</b>	Reserves
Hall-Office Repair/Maintenance	<b>\$30,000.00</b>	Reserves
Office Technology - Office Equipment Replacement	<b>\$12,000.00</b>	Reserves
Gas Tax – pre 2016 not used	<b>\$10,616.00</b>	Budget 2016
Gas Tax – 2016 – not used	<b>\$7,144.00</b>	Deferred Revenue
Gas Tax – 2017	<b>\$7,144.00</b>	Deferred Revenue
Hardwiring IT (move to reserves to use in 2017)	<b>\$6,000.00</b>	Budget 2016
<b>Revised Project Estimate</b>	<b>\$142,955.88</b>	

Item	Cost	Number	Total
Building Addition 24' x 28'	\$ 100.00	672	\$ 67,200.00
Renovation of Existing	\$ 10,000.00	1	\$ 10,000.00
Entrance upgrade	\$ 10,000.00	1	\$ 10,000.00
Vault room enforcement	\$ 5,000.00	1	\$ 5,000.00
L shaped desk	\$ 2,000.00	2	\$ 4,000.00
desk top hutch/binder shelf	\$ 1,200.00	5	\$ 6,000.00
2 shelf under desk pedestal files	\$ 600.00	2	\$ 1,200.00
Desk Chairs - ergonomic	\$ 350.00	4	\$ 1,400.00
Reception chairs	\$ 250.00	2	\$ 500.00
Reception table	\$ 200.00	1	\$ 200.00
Vault storage shelving	\$ 500.00	4	\$ 2,000.00
	\$ 2,500.00	1	\$ 2,500.00
white boards - chambers	\$ 450.00	2	\$ 900.00
break room cupboards - sink - counter	\$ 1,000.00	1	\$ 1,000.00
break room table and chairs	\$ 1,200.00	1	\$ 1,200.00
blinds/shades/curtains	\$ 125.00	11	\$ 1,375.00
chairs - clerk's office	\$ 250.00	2	\$ 500.00
Desk lamps	\$ 75.00	4	\$ 300.00
miscellaneous	\$ 1,000.00	1	\$ 1,000.00
security and re-keying	\$ 750.00	1	\$ 750.00
wheeled cart for storage room	\$ 300.00	1	\$ 300.00
wall shelves with coat hooks	\$ 125.00	4	\$ 500.00
desk return	\$ 650.00	1	\$ 650.00
<b>Sub Total</b>			<b>\$ 117,025.00</b>
Contingency	\$11,703	1	\$ 11,702.50
landscaping and drainage - road currently drain	\$ 10,000.00	1	\$ 10,000.00
<b>Total</b>			<b>\$ 138,727.50</b>

### Others Consulted/Resources:

Council sitting as Committee of the Whole

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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