

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
Office Renovation - Report #14/10/16/1103-02									

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?

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
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
Revised Project Estimate	\$142,955.88	

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
Sub Total			\$ 117,025.00
Contingency	\$11,703	1	\$ 11,702.50
landscaping and drainage - road currently drain	\$ 10,000.00	1	\$ 10,000.00
Total			\$ 138,727.50

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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