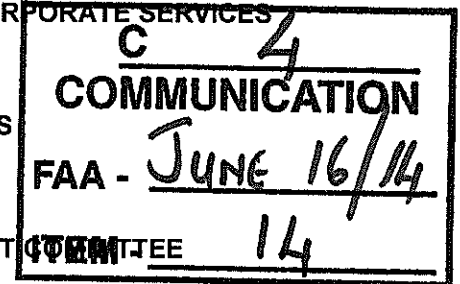


**TO:** HONOURABLE MAYOR AND MEMBERS OF COUNCIL  
**FROM:** JOSEPH PITTARI, COMMISSIONER OF STRATEGIC AND CORPORATE SERVICES  
**CC:** SENIOR MANAGEMENT TEAM  
 MICHAEL SHATIL, DIRECTOR OF BUILDING AND FACILITIES  
**DATE:** JUNE 13, 2014  
**SUBJECT:** COMMUNICATION – FINANCE, ADMINISTRATION AND AUDIT COMMITTEE MEETING, JUNE 16, 2014



**ITEM 14 - BUDGET AMENDMENT - CITY HALL VARIOUS DEPARTMENTAL RENOVATIONS**

**Purpose**

To provide additional details with respect to the requested renovations at City Hall

**Background**

On June 12, 2014, correspondence was received from Regional Councillor Di Biase requested additional information pertaining to renovation requests for the various departments. Further, he asked for clarification on the validity of the funding sources recommended for the budget amendment.

The report notes the growth pressure facing the Corporation to provide programs and services to the increasing population. The 2014 budget alone included the approval of 70 new positions. For clarity purposes, there is not a need for new work stations for all the 70 approved FTEs in the 2014. The request for renovations and work stations is based in requests from departments. The renovations are to deal with existing logistic challenges, not new initiatives or required due to changes in service levels but rather providing staff with an environment to conduct their activities.

The departments who have requested renovations, workstations, furniture, offices, space modifications and work space in the last 12 months are detailed below including the project description and stage:

| Department              | Project description                                                                        | Stage                               |
|-------------------------|--------------------------------------------------------------------------------------------|-------------------------------------|
| Engineering (East side) | Convert 24 work station into 32 (net new is 8)                                             | Reviewing drawings and estimate     |
| Human Resources         | Convert 6 work stations into 12 (net new is 6)                                             | Quote process                       |
| City Clerks             | 2 new work stations                                                                        | Completing Drawings                 |
| Purchasing              | 2 new work space                                                                           | Not Started                         |
| Finance                 | Office renovation and realignment of work stations (may include up to 6 new work stations) | Not started                         |
| Planning                | 4 new work stations                                                                        | Furniture arrival and quote process |
| Access Vaughan          | 2 new work stations                                                                        | Quote process                       |

| Department                             | Project description                      | Stage             |
|----------------------------------------|------------------------------------------|-------------------|
| Legal Services/Building and Facilities | 3 new offices and 4 new work stations    | Quote process     |
| I.C.I                                  | 2 new work stations and one meeting area | Just Completed    |
| ITM                                    | 2 new work desks                         | Quote process     |
| Parks Development                      | 2 new work stations                      | Creating Drawings |
| Recreation & Culture                   | Glass enclosure to create a new office   | Creating Drawings |

The projects noted above, result in the establishment of up to 45 new work stations. Some of these departments had available funding, while many do not. The costing details for the projects that require a funding source are detailed below:

**Legal Services/Building and Facilities Depts. Additional Work Stations and Offices**

|                         |                     |
|-------------------------|---------------------|
| Furniture Total         | \$55,860.60         |
| Construction Total      | \$37,000            |
| Electrical & Data Total | \$7,610             |
| Miscellaneous Total     | \$10,675            |
| <b>Total:</b>           | <b>\$111,145.60</b> |
| 10% Contingency         | \$11,114.56         |
| <b>Project Estimate</b> | <b>\$122,260.16</b> |

**Parks Development Dept. Additional Work Stations**

|                         |                    |
|-------------------------|--------------------|
| Furniture Total         | \$13,058.30        |
| Electrical & Data Total | \$3,600            |
| Miscellaneous Total     | \$3,340            |
| <b>Total:</b>           | <b>\$19,998.30</b> |
| 10% Contingency         | \$1,999.83         |
| <b>Project Estimate</b> | <b>\$21,998.13</b> |

**Recreation & Culture Dept. New Office**

|                         |                    |
|-------------------------|--------------------|
| Construction Total      | \$10,000.00        |
| <b>Total:</b>           | <b>\$10,000.00</b> |
| 10% Contingency         | \$1,000.00         |
| <b>Project Estimate</b> | <b>\$11,000.00</b> |



## memorandum

### **Purchasing Dept. Additional Work Stations**

|                         |                         |
|-------------------------|-------------------------|
| Furniture Total         | \$14,000 - \$20,000     |
| Electrical & Data Total | Approx. \$2,000         |
| Miscellaneous Total     | Approx. \$3,000         |
| <b>Total:</b>           | <b>Approx. \$25,000</b> |
| 10% Contingency         |                         |
| <b>Project Estimate</b> | <b>\$30,000.00</b>      |

### **Engineering Dept. Additional Work Stations**

|                         |                     |
|-------------------------|---------------------|
| Furniture Total         | \$79,178.80         |
| Electrical & Data Total | \$11,900            |
| Miscellaneous Total     | \$11,140            |
| <b>Total:</b>           | <b>\$102,218.80</b> |
| 10% Contingency         | \$10,221.88         |
| <b>Project Estimate</b> | <b>\$112,440.68</b> |

### **Finance Dept. Additional Work Stations / Offices**

|                         |                    |
|-------------------------|--------------------|
| Furniture Total         | TBD                |
| Electrical & Data Total | TBD                |
| Miscellaneous Total     | TBD                |
| <b>Total:</b>           | <b>TBD</b>         |
| 10% Contingency         |                    |
| <b>Project Estimate</b> | <b>\$60,000.00</b> |

**Estimated total: \$357,698.97**

### **Conclusion:**

The exponential growth of the City requires additional staffing to provide programs and services to a growing population. Staff require work stations and as such interior renovations are required to accommodate departmental needs. There would be no economic impact as the funds required to complete the works are available in existing open capital project 37-2-04 and from completed capital projects for which funds have been returned to the Buildings & Facilities Infrastructure Reserve and Capital from Taxation.



# memorandum

Communication prepared by:

Joseph Pittari  
Commissioner, Strategic and Corporate Services

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'JPittari', written over a horizontal line.

Joseph Pittari, MSc  
Commissioner, Strategic and Corporate Services

c: SMT  
Michael Shatil, Director, Buildings and Facilities  
Jeffrey Abrams, City Clerk