

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 19, 2017

Item 7, Report No. 4, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on April 19, 2017.

**7 BUDGET AMENDMENT FOR PLANNING AND GROWTH MANAGEMENT PORTFOLIO
 OFFICE RENOVATIONS**

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Deputy City Manager, Planning and Growth Management and the Chief Financial Officer and City Treasurer, dated April 3, 2017:

Recommendation

The Deputy City Manager, Planning and Growth Management and the Chief Financial Officer and City Treasurer, recommend:

1. THAT the 2017 capital budget be amended to add a capital project for office renovations within the Planning and Growth Management Portfolio in the amount of \$262,100, inclusive of applicable taxes, administration recoveries and contingency funded from the Planning Reserve; and
2. THAT the inclusion of this matter on a Public Committee or Council Agenda with respect to amending the capital budget as identified as Budget Amendment for Planning and Growth Management Portfolio Office Renovations is deemed sufficient notice pursuant to Section 2(1)(c) of By-Law 394-2002 as amended.

Contribution to Sustainability

N/A

Economic Impact

The total estimated cost to complete the office renovations is approximately \$262,100, inclusive of applicable taxes, administration recoveries and contingency. The project will reconfigure existing cubicle spaces to create 11 additional furnished workstations and provide filing storage capacity. The new cubicle spaces will accommodate growth-related ARRs approved in the 2017 budget process for Development Planning and Policy Planning and Environmental Sustainability departments and will provide sufficient space for future growth.

As the need for additional space accommodation is being driven by growth-related staffing requirements to support the development planning process, the proposed funding source for the office renovations is the Planning Reserve. The reserve currently has a balance of approximately \$1 million and can accommodate the above funding request. The reserve has not been actively used in recent years so there are currently no other commitments for the remaining balance. The reserve will be reviewed as part of the Financial Sustainability project and its future use will be determined as part of this review.

Communications Plan

N/A

Purpose

The purpose of this report is to seek Council approval to amend the 2017 capital budget to include a project in the amount of \$262,100 to complete required departmental office renovations in the Planning and Growth Management Portfolio.

CITY OF VAUGHAN

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Background - Analysis and Options

The City continues to grow at an accelerated rate resulting in the need for more staff to support the delivery of programs and services. In order to accommodate growth, it has been recently identified that renovations are required to create the needed workstations in both Development Planning and Policy Planning and Environmental Sustainability departments within the Planning and Growth Management Portfolio. The departments are challenged to begin recruitment for vacant positions and new ARRs which were approved in the 2017 budget cycle due to space accommodation constraints. The departmental renovations would create 11 new furnished workstations which would accommodate approved new complement and account for future growth.

The table below captures the Financial Summary for the current request:

Table 1: Estimated office renovation project costs:

	Amount
Contractors	\$ 18,850
Furniture and Equipment	\$ 195,000
Miscellaneous	\$13,350
Contingency (approx. 10%)	\$ 22,800
Sub-total	\$ 250,000
HST (1.76% non-refundable)	\$ 4,400
3% Administration Recovery	\$ 7,700
Total project budget	\$ 262,100

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This report is related to the Term of Council Service Excellence Strategy Map Strategic Initiatives of Operational Performance and Staff Engagement.

Regional Implications

N/A

Conclusion

The accelerated growth of the City requires additional staffing in the Planning and Growth Management Portfolio in order to deliver on the Term of Council Priorities and provide programs and services to our growing population. Staff require workstations and as such interior office renovations are required to accommodate departmental needs.

Attachments

N/A

Report prepared by:

Michelle Sirizzotti, Manager of Special Projects, ext. 8704
Rita Selvaggi, Manager of Financial Planning & Analysis, ext. 8438
Wendy Lam, Senior Financial Analyst, ext. 8462

**BUDGET AMENDMENT FOR PLANNING AND GROWTH MANAGEMENT PORTFOLIO
OFFICE RENOVATIONS**

Recommendation

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As the need for additional space accommodation is being driven by growth-related staffing requirements to support the development planning process, the proposed funding source for the office renovations is the Planning Reserve. The reserve currently has a balance of approximately \$1 million and can accommodate the above funding request. The reserve has not been actively used in recent years so there are currently no other commitments for the remaining balance. The reserve will be reviewed as part of the Financial Sustainability project and its future use will be determined as part of this review.

Communications Plan

N/A

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Respectfully submitted,

JOHN MACKENZIE
Deputy City Manager
Planning and Growth Management

LAURA MIRABELLA-SIDDALL
Chief Financial Officer and City Treasurer