

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 24, 2014**

Item 14, Report No. 8, of the Finance, Administration and Audit Committee, which was adopted, as amended, by the Council of the City of Vaughan on June 24, 2014, as follows:

***By receiving Communication C17 from the Sr. Manager, Corporate Financial Planning & Analysis, dated June 23, 2014.***

#### **14      BUDGET AMENDMENT – CITY HALL VARIOUS DEPARTMENTAL RENOVATIONS**

The Finance, Administration and Audit Committee recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Strategic and Corporate Services and the Director of Building and Facilities, dated June 16, 2014, be approved; and
- 2) That Communication C4, Memorandum from the Commissioner of Strategic and Corporate Services dated June 13, 2014, be received.

#### **Recommendation**

The Commissioner of Strategic and Corporate Services and the Director of Building and Facilities, in consultation with the Commissioner of Finance and City Treasurer, recommend:

1. That a capital budget be added to the 2014 Capital Budget for \$366,900 for required City Hall Office Renovations, inclusive of any applicable taxes and administration recovery;
2. That the project be funded as follows:
  1. \$32,145 from capital project 37-2-04 New Civic Centre
  2. \$274,565 from funds returned to the Building & Facilities Infrastructure Reserve as a result of closed or completed capital projects
  3. \$60,190 from funds returned to Capital from Taxation as a result of closed or completed capital projects; and
3. That the inclusion of this matter on a Public Committee or Council agenda with respect to amending the capital budget identified as Budget Amendment City Hall Various Departmental 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**

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 closed or completed capital projects for which funds have been returned to the Buildings & Facilities Infrastructure Reserve and Capital from Taxation.

#### **Communications Plan**

N/A

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 24, 2014

#### Item 14, Finance Report No. 8 – Page 2

##### Purpose

The purpose of this report is to seek Council approval to amend the 2014 Capital Budget to include a project in the amount of \$366,900 to complete required City Hall office renovations.

##### Background - Analysis and Options

The design of the new Vaughan City Hall began in 2003 and culminated in 2006 when the project was tendered. A certain amount of additional growth capacity was incorporated into the design; however, a significant amount of that additional capacity was already consumed during the construction phase (2007 – 2011), where design changes had to be made to allow for growth. Further, the City continues to grow at an accelerated rate resulting in the need for more staff to support the delivery of programs and services. The 2014 budget alone included the approval of 70 new positions. To accommodate the growth, renovations are required to create the needed work stations in numerous departments. Within the last twelve months, Building and Facilities have received construction, renovation and furniture requests from twelve departments. The cumulative request is approximately forty-five furnished workstations and five offices.

The design of work spaces encompasses a multitude of considerations. While minimizing costs is certainly one of them, it is also very important that synergies are maintained within departments. For that reason, the construction of new work stations sometimes also requires the relocation of existing work stations, meeting rooms and offices (as opposed to simply locating new employees to where space is currently available). An additional design consideration is that every effort is made (within cost and schedule constraints) to maintain the uniformity of the architecture throughout the building.

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

<b>City Hall Office Renovations</b>	
Construction	350,000
HST (1.76%)	6,160
Administration Recovery (3%)	10,740
<b>Total Requirements</b>	<b>366,900</b>
<u>Funding</u>	
37-2-04 New City Hall	32,145
B&F Infrastructure Reserve	274,565
Capital From Taxation	60,190
<b>Total Funding</b>	<b>366,900</b>

Space planning is a common function for an organization; whether it is within a growth period and the addition of new staff or a contraction and negative growth. The process includes assessments with departments to determine the types of positions and respective functions, to best determine the requisite space needs. While space planning is a normal ongoing practice, organizations typically complete more comprehensive longer term space needs assessments on a 5 year cycle. Once key vacancies in Building and Facilities are filled, a working group of staff headed by Building and Facilities will be completing a comprehensive space planning needs assessment for the Corporation.

##### Relationship to Vaughan Vision 2020/Strategic Plan

In consideration of the strategic priorities related to Vaughan Vision 2020, the project(s) touch all three goals within the strategic plan. Additional work space will facilitate organizational excellence by equipping staff with the necessary resources and work areas which ensure a high performing and engaged organization by keeps staff together versus offsite alternatives. An engaged and high performing teams drive service excellence.

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 24, 2014**

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**Regional Implications**

Not Applicable

**Conclusion**

The accelerated 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 closed or completed capital projects for which funds have been returned to the Buildings & Facilities Infrastructure Reserve and Capital from Taxation.

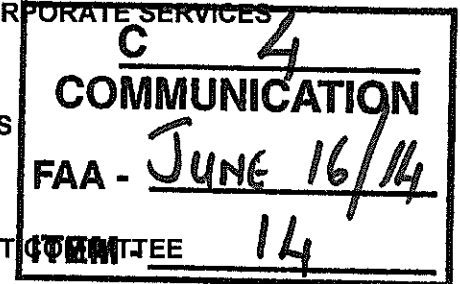
**Attachments**

N/A

**Report prepared by:**

Joseph Pittari, Commissioner of Strategic and Corporate Services, ext. 8009

**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 read '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

## **FINANCE, ADMINISTRATION AND AUDIT COMMITTEE - JUNE 16 2014**

### **BUDGET AMENDMENT – CITY HALL VARIOUS DEPARTMENTAL RENOVATIONS**

#### **Recommendations**

The Commissioner of Strategic and Corporate Services and the Director of Building and Facilities, in consultation with the Commissioner of Finance and City Treasurer, recommend:

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#### **Contribution to Sustainability**

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#### **Communications Plan**

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**Attachments**

N/A

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Joseph Pittari, Commissioner of Strategic and Corporate Services, ext. 8009

Respectfully submitted,

Joseph Pittari  
Commissioner of Strategic and Corporate Services

Michael Shatil  
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