

New City Hall Project Steering Committee Meeting held March 21, 2018

A meeting of the New City Hall Project Steering Committee is held this day commencing at 2:00 o'clock p.m. in the Walkerville Meeting Room, 3rd floor, City Hall, there being present the following members:

Mayor Drew Dilkens, Chair
Councillor Paul Borrelli
Councillor Jo-Anne Gignac
Councillor Hilary Payne
Councillor Ed Sleiman

Also present are the following resource personnel:

Wadah Al-Yassiri, Project Administrator
Valerie Critchley, City Clerk
Josie Liburdi, Technologist I
Joe Mancina, Chief Financial Officer, City Treasurer
Cathy Masterson, Manager Cultural Affairs
Dave Soave, Project Accountant
France Isabelle Tunks, Senior Manager Development Projects
Alex Vucinic, Purchasing Manager
Mark Winterton, City Engineer
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 2:00 o'clock p.m. and the Steering Committee considers the Agenda being Schedule "A" attached hereto, matters which are dealt with as follows:

2. Declarations of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Sleiman, seconded by Councillor Gignac,
That the minutes of the New City Hall Project Steering Committee of its meeting held November 23, 2017 **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Project Update

W. Al-Yassiri provides the following status of related works that have been completed and/or on-going:

- Underground work is closely coordinated between the construction team, various City departments and municipal utilities (including Water, Electrical, District Energy, etc) to ensure smooth transitions for all services before/after construction (on-going).
- Coordination with the Move Committee representatives from various City departments (on-going).
- Survey obsolete furniture and equipment from the old City Hall (on-going).
- Start working on the Demolition RFP for the existing City Hall in order to select a Demolition Consultant as a first step (on-going).
- Coordinating with City Facilities and Recreation & Culture regarding some existing furniture and art work that need to be relocated to the New City Hall (on-going).
- Working on a corporate wide janitorial supplies contract which will include the New City Hall (no started).

A. Vucinic advises the city is looking to have a master agreement for the purchase of janitorial products for the 400 Building and the new City Hall at a corporate wide cost of \$500,000 once the new building is completed. He indicates the janitorial service will remain as status quo and in the near future will issue a solicitation through a Request for Proposals. He adds there will be retrofit costs at the time the new vendor(s) is selected.

In response to a question asked by Councillor Gignac regarding the demolition of the existing City Hall, W. Al-Yassiri responds there are preliminary records regarding the location of the asbestos, but there is also lead. In order to distinguish these materials, a designated substance survey must be undertaken and from that, the cost for the abatement work and demolition will be known.

In terms of furniture for the New City Hall, W. Al-Yassiri indicates the furniture will be provided and assembled by Monarch Basic.

A. Vucinic states an on-line auction to sell the contents of the existing City Hall will be held and undertaken once the building is vacant. He notes the auction will not include the purchase of doors or fixed items.

Councillor Payne requests administration provide a report for the next meeting regarding the methodology on how to maximize the revenue of items to be auctioned on-line in order to reduce overrun.

Moved by Councillor Payne, seconded by Councillor Borrelli,
That Administration **BE REQUESTED** to provide a report for the next meeting of the New City Hall Project Steering Committee regarding the methodology on how to maximize the revenue of items from the existing City Hall to be auctioned on-line in order to reduce overrun.

Carried.

Moved by Councillor Gignac, seconded by Councillor Sleiman,
That the report of the Project Administrator dated March 12, 2018 entitled "New City Hall Project Update, March 2018" **BE RECEIVED**.

Carried.

4.2 Financial Summary Update

W. Al-Yassiri reports the demolition of the existing city hall and the construction of the New City Hall is one project. The Civic Plaza will be a separate project that will allow people to gather around City Hall and the 400 Building.

Moved by Councillor Sleiman, seconded by Councillor Borrelli,
That the report of the Manager, Operating Budget Development & Financial Administration entitled "New City Hall Financial Summary Update" **BE RECEIVED**.

Carried.

5. New City Hall Project Executive Committee Minutes

Moved by Councillor Payne, seconded by Councillor Sleiman,
That the minutes of the New City Hall Project Executive Committee of its meetings held November 7, 2017 and February 13, 2018 **BE RECEIVED**.

Carried.

6. Other Business

In response to a question asked by Councillor Gignac regarding the public entrance into the New City Hall, W. Al-Yassiri responds there are two main entrances – west and south that will bring people to the main reception area.

Councillor Gignac asks if the public has business on the upper floors, i.e. the Mayor's Office what is the process. W. Al-Yassiri provides three options for the public as follows:

- The public may go to the main reception area on the first floor and the receptionist will triage the person to the proper department.

- The public may take the elevator/stairs to the 5th floor as in the example of the Mayor's Office and will utilize the directory in the waiting room to call the appropriate department/staff.
- The public will bypass the main reception desk, the use of the directory in the waiting room and will go directly to the Mayor's Office reception area.

W. Al-Yassiri reports the audio visual system in the Council Chambers has been upgraded with robotic cameras placed in the ceiling and sidewalls. Representatives from Cogeco will be positioned in an area outside of the Chambers to control the broadcast.

V. Critchley adds voting by the Councillors will be displayed on a screen.

W. Al-Yassiri indicates the Mayor, CAO, City Clerk, and the Corporate Leadership Team will have built-in monitors to view the presentations at the Council meetings.

7. Date of Next Meeting

The next meeting will be held at the call of the Chair.

8. Adjournment

There being no further business, the meeting is adjourned at 2:50 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

**THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY ENGINEER- Engineering**



MISSION STATEMENT:

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive and focused on the brightest future we can create together."

Author's Name: Wadah Al-Yassiri	Report Date: July 16, 2018
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: July 25, 2018
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall Project

Subject: New City Hall - Project Update, July 2018

1. RECOMMENDATION: City Wide: _____ Ward(s): _____

That the Project Update **BE RECEIVED FOR INFORMATION; AND**

THAT the New City Hall Steering Committee **RECEIVE** a report as **INFORMATION** on how to maximize the revenue of items from the existing City hall in order to reduce overrun.

EXECUTIVE SUMMARY: N/A

2. BACKGROUND:

Council approved a total Gross Project Budget (prior to corporate recoveries) of \$43,937,000.

On May 30, 2016 City Council approved the General Contractor and the Furniture supplier (CR350/2016 & CR351/2016) which is summarized below:

- *Oscar Construction Company Ltd*
 - *BASE TENDER: \$28,543,290 (excl. H.S.T.)*
 - *ALL PROVISIONAL ITEMS: \$1,135,500 (excl. H.S.T.)*
 - *Total construction cost to \$29,678,790 (excl. H.S.T.)*
- *Monarch Basics for the New City Hall Furniture in the amount of \$1,171,652 (excl. H.S.T.) to be assigned to Oscar Construction as a change order in the amount of \$1,218,518 (excl. H.S.T.)*

Construction started June 2016 and Substantially Performed April 2018 with Occupancy obtained on May 2018.

To date, the following Consultant(s) have been retained with work underway:

- Environmental and Soil consultant; Golder & Associates
- Design Consultants; Moriyama & Teshima and Architectura Architects
- Cost Consultant; A. W. Hooker
- Archeological and Vibration Monitoring and testing Consultant; Amec Foster Wheeler (recently Wood Plc)
- Commissioning Agent; Morrison Hershfield
- Move Consultant; Colliers Project Leaders
- Obsolete Furniture vender; Contents Processing Centre (CPC)
- DST Consulting Engineers for the demolition of Old City Hall (OCH)

3. DISCUSSION:

Following the New City Hall Ground Breaking ceremony on June 2016, the overall project is well underway and remained on schedule.

The construction progress as of Mid-July 2018 is reflected in the following table;

DESCRIPTION	% complete
Concrete & Rebar Works	100
Masonry Works	100
Metal Works	100
Wood, Plastics & Composites	100
Thermal & Moisture Projection	100
Openings, Doors, Hardware & Glazing	100
Finishes Inc. drywall & Flooring	100
Specialties, (visual display, signage, HD filing system & Solar shading)	100
Equipment's	100
Furnishings	100
Conveying equipment	100
Sprinkler system	100
District Energy	100
Mechanical	99
Electrical	100
Earthwork	100
City Hall Sq. E Streetscaping	100
Green Roof	90

In addition to construction of the building envelope, the following outlines the status of other related works that have been completed and/or on-going;

- Underground work is closely coordinated between the construction team, various City departments and municipal utilities (including Water, Electrical, District Energy supply etc...), to ensure smooth transitions for all services before/after construction (Complete)
- Reviewing and transition of District Energy agreement for existing and New City Hall (on-going)
- Coordination with the Move Committee representatives from various City departments (Complete)
- Survey obsolete furniture and equipment from the old City Hall (on-going)
- Start working on the Demolition task for the OCH in coordination with Demolition Consultant (DST)
- Coordinating with City Facilities and Recreation & Culture regarding some existing furniture and art work that need to be relocated to the NCH (on-going)

Overall Project Milestones:

Milestones	Target Dates	Comments
1. Construction Phase	June 2016 – April 2018	Substantial Performance reached on April 20, 2018
2. Furniture & Fit-up installation	April – May 2018	Complete on schedule
3. Occupancy permit	May 2018	Obtained on May 18, 2018
4. Move Date	May 18, 2018	May 18-20 th , 2018
5. Decommission and Demolition of Old City Hall building: i) Consulting Service (DST) ii) DSS work iii) Demolition Tender iv) Demolition work	April – August 2019 Sep. 2018 Oct. / Nov. 2018 Jan – July 2019	On-going
6. Civic Plaza Improvement	Oct. 2019 – Oct. 2020	Not In Scope

SURPLUS MAXIMAZATION

Freestanding Surplus Materials

The Purchasing By Law 93-2012 requires administration to identify any surplus items which may be of use to other City Departments. If the surplus items cannot be used by City Departments, the City may dispose of them by any of the following methods:

- a. offered for sale to public agencies;
- b. sold by external advertisement, including by tender, quotation, public auction or online auction;
- c. sold or traded to the original supplier or others in that line of business;
- d. donated to a charitable organization;
- e. recycled;

Pursuant to the Purchasing By-Law the City conducted an inventory list of all surplus items from the existing City Hall and identified 2,960 items.

Historical costs of capital assets are often readily determined from contracts, purchase vouchers and other transaction documents from the time of acquisition. However due to the age of the building the original purchase documents were not be available. Administration used a direct costing approach where items were identified based on today’s replacement costs for an identical or similar item. The City reviewed each item on its condition, brand, model, approximate age and determined a value based on depreciation. The items if purchased brand new would cost approximately \$1,200,000 but in their current state are valued at approximately \$62,000.

Based on the findings it is in the City’s best interest to retain as much inventory as possible for use in other City Departments and future developments.

Following charts identifies sum totals of surplus:

Surplus Retained by the City for Use

Amount of Items	New Replacement Cost	Current Value of Surplus
1019	\$414,640	\$20,732

Surplus Items to be Auctioned

Amount of Items	New Replacement Cost	Current Value of Surplus
1941	\$826,575	\$41,763

In order to maximize revenue from the surplus items the City uses an online auction process. GovDeals is a liquidity services marketplace which has a global reach and is an online auction exclusively for surplus assets, equipment and materials of governments, government agencies and select not-for-profits. It currently has 1,000 employees in 25+ Countries, over 3 million registered bidders and auctions over \$3.3 billion in gross merchandise value. They have 9,000 client sellers – all levels of government, and over \$250 million in annual sales. GovDeals provides auction strategy advice and best practices, implementation support, marketing and advertising to drive the right traffic for specific surplus assets.

Non-freestanding Surplus Materials

Demolition waste is a major environmental issue. Improving resource efficiency and minimising waste can result in cost reductions.

Demolition materials can be recovered through reuse and recycling. In order for materials to be reusable, contractors generally must remove them intact (doors, windows and frames, plumbing fixtures, floors and ceiling tiles) or in large pieces (drywall, lumber). Some materials may require additional labour before they can be reused or sold off for profit. For example, lumber may need to be de-nailed and window frames may need some new panes. In order to be recyclable, materials must be separated from contaminants (eg. nails, broken glass). This can be accomplished during the demolition phase but it would require additional labour.

It is a common misconception that recycling services should be essentially free of charge. This is however not the reality and it is very rare that commercial construction recycling will be provided free of charge. Money will still need to be spent on removing 'waste' materials from site either to be landfilled or recycled. The benefits arise when there is a cost differential between the labour required to recycle materials and those going to landfill.

Benefits of recovering construction and demolition materials are:

1. Reduced disposal costs.
2. Revenue from sale of salvaged items.

Revenue from salvaged items is often generated from high value fittings and hardwoods that are recovered. Revenue can also be generated by recovering steel reinforcing from concrete and crushing the concrete into aggregate.

A significant proportion of demolition waste is generated at the demolition stage. Generating cost savings during a demolition can only be accomplished if the City makes it a requirement during the tendering process. Adding waste minimisation requirements at the tender stage could generate cost savings through bidder credits or percentage of revenue generation of recyclable materials. The tender process will generate competition, the bidders would be required to evaluate the cost differential between the labour required to recycle materials and those going to landfill. The tender process should directly give the City the highest probability of cost savings for non-freestanding materials if there are any savings available based on the current market. Any other form of recycling or cost recovery would be offset by the internal recourse required to undertake such a task.

4. RISK ANALYSIS:

Risks are inherent in any project. Building a large facility such as the one being proposed inherently carries a degree of risk. However, Administration has undertaken prudent measures including a Project Governance structure that includes a Working Committee, Executive Committee and Steering Committee to minimize potential risks. These Committees will identify risks (if any) and provide an opportunity to identify and mitigate them in a timely manner throughout the project.

5. FINANCIAL MATTERS:

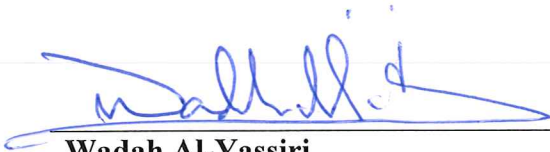
Financial Matters are subject of a separate report.

6. CONSULTATIONS:

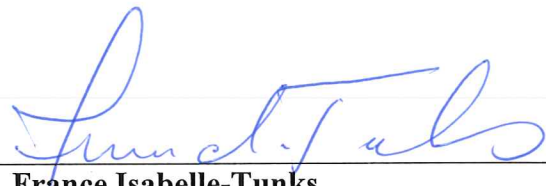
Moriyama & Teshima Architects in Joint Venture with Architecttura Inc.
Oscar Construction Ltd.
Alex Vucinic, Purchasing Manager

7. CONCLUSION:

- The project is completed on schedule and on budget in accordance with the Executive and Steering Committee's approvals.
- In order to maximize revenue generation from surplus materials administration recommends the following:
 1. Retain as much inventory as possible for use in other City Departments and future developments;
 2. All remaining freestanding items should be sold through an online auction process; and,
 3. The City should add waste minimisation requirements in the demolition tender for all non-freestanding materials in order to take advantage of the competitive process.



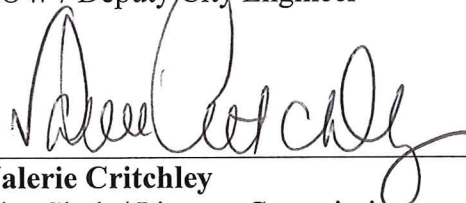
Wadah Al-Yassiri
Project Administrator



France Isabelle-Tunks
Senior Manager of Development, Projects &
ROW / Deputy City Engineer



Mark Winterton
City Engineer and Corporate Leader
Environmental Protection and Transportation
Project Sponsor, New City Hall Project



Valerie Critchley
City Clerk / Licence Commissioner and
Corporate Leader Public Engagement and
Human Services
Co-Project Sponsor, New City Hall Project

WAY/lp

APPENDICES:

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION ;

Name	Address	Email Address	Telephone	FAX
Moriyama & Teshima Architects	117 George Street, Toronto, ON, M5A 2N4	dnash@mtarch.com OR ctai@mtarch.com	416.925.4484	416.925.4637
Architectura Inc.	180 Eugenie Street West, Windsor, ON, N8X 2X6	dan@architectura-inc.com OR carmen@architectura-inc.com	519.258.1390	519.258.2921
Oscar Construction Ltd.	2025 Blackacre Drive P.O. Box 21, Oldcastle, ON, N0R 1L0	oscarcst@mnsi.net	519.737.0350	519.737.0355

Subject: New City Hall Financial Summary Update

Reference:

Date to Committee: July 25, 2018

Author: David Soave

Manager, Operating Budget Development & Financial Administration

519-255-6110 ext 1911

dsoave@citywindsor.ca

Financial Planning

Report Date: July 17, 2018

Clerk's File #:

To: Steering Committee – New City Hall

Recommendation:

THAT the New City Hall Steering Committee **RECEIVE** for information the financial summary and preliminary estimated project variance for the New City Hall as at June 15, 2018.

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

City Council approved a Total Gross Project Budget (Prior to Corporate Recoveries) for the construction of a New City Hall of \$43,937,000 as per the following resolutions.

Resolution	Amount	Description
M95/2011	\$12,000,000	Transfer from ISF surplus.
B5/2013	\$4,750,000	Transfer from Capital Project surplus funds.
B26/2013	\$18,000,000	Transfer from 2013 Approved Capital Budget.
M222-2015	\$4,450,000	Transfer from 2016 Approved Capital Budget.
CR161/2015	\$4,400,000	Transfer from 2016 Approved Capital Budget.
CR130/2016	\$337,000	Transfer from Capital Project – Civic Esplanade.
Total	\$43,937,000	

DISCUSSION:

As of June 15, 2018, the project has incurred expenditures of **\$33,913,740**. A full list of budgeted line items and corresponding expenditures is included below in **Table A: 350 CITY HALL SQUARE – FINANCIAL SUMMARY as at June 15, 2018**.

RISK ANALYSIS:

Risks related to this project have been detailed in previous reports to City Council pertaining to this project.

FINANCIAL MATTERS:

Project-to-date expenditures totalling **\$33,913,740** (as at June 15, 2018) are summarized in the table below along with a preliminary projected surplus, estimated to be approximately **\$620,000**.

Table A: 350 CITY HALL SQUARE – FINANCIAL SUMMARY as at June 15, 2018

<i>Line-Item Description</i>	<i>Budget</i>	<i>Actuals</i>	<i>Variance</i>	<i>Estimated Project Total</i>	<i>Estimated Project Variance</i>
<u>Design / Permit / Administration:</u>					
1 Consultants	\$2,206,468	\$1,869,255	\$337,213	\$2,206,468	\$0
2 Project Management Costs	\$486,281	\$468,152	\$18,129	\$486,281	\$0
3 Permits (Building, SPC, etc.)	\$147,000	\$200,492	(\$53,492)	\$200,492	(\$53,492)
4 Geotechnical Report	\$75,000	\$74,628	\$372	\$75,000	\$0
5 Advertising (Procurement)	\$5,000	\$4,902	\$98	\$5,000	\$0
Sub-Total	\$2,919,749	\$2,617,429	\$302,320	\$2,973,241	(\$53,492)
<u>Construction:</u>					
6 Base Building	\$30,201,137	\$27,933,996	\$2,267,141	\$30,201,137	\$0
7 Relocation of Hydro Transformer	\$687,000	\$401,191	\$285,809	\$437,000	\$250,000
8 Connecting Canopy	\$210,000	\$0	\$210,000	\$600,000	(\$390,000)
Sub-Total	\$31,098,137	\$28,335,187	\$2,762,950	\$31,238,137	(\$140,000)
<u>Furniture:</u>					
9 Furniture, Equip. & Fit-Up	\$1,670,000	\$1,253,724	\$416,276	\$1,670,000	\$0
Sub-Total	\$1,670,000	\$1,253,724	\$416,276	\$1,670,000	\$0
<u>Miscellaneous:</u>					
10 Project Contingency	\$3,757,771	\$1,564,442	\$2,193,329	\$2,257,771	\$1,500,000
11 Demolition Costs	\$2,649,500	\$504	\$2,648,996	\$4,149,500	(\$1,500,000)
12 Interim Financing	\$714,343	\$0	\$714,343	\$0	\$714,343
13 Parking	\$420,000	\$0	\$420,000	\$420,000	\$0
14 External Legal Costs	\$300,000	\$12,347	\$287,653	\$300,000	\$0
15 Public Art/Communications/Events	\$250,000	\$43,639	\$206,361	\$150,000	\$100,000
16 Moving Costs	\$157,500	\$86,468	\$71,032	\$157,500	\$0
Sub-Total	\$8,249,114	\$1,707,400	\$6,541,714	\$7,434,771	\$814,343
Total	\$43,937,000	\$33,913,740	\$10,023,260	\$43,316,149	\$620,851

1. **Consultants:** Consultant costs related to the demolition of the old city hall are anticipated which will likely eliminate the current variance in this line item.
2. **Project Management Costs:** No anticipated variance.
3. **Permits (Building, SPC, etc.):** The budget for permits related to this project has exceeded the budget by (\$53,492); however, this additional expenditure amount will be fully offset by internal recoveries.
4. **Geotechnical Report:** No anticipated variance.
5. **Advertising (Procurement):** No anticipated variance.
6. **Base Building:** No anticipated variance.
7. **Relocation of Hydro Transformer:** An anticipated variance of approximately \$250,000 is anticipated in this line item which should assist in offsetting the anticipated deficit related to the Connecting Canopy.
8. **Connecting Canopy:** The cost related to the Connecting Canopy is anticipated to be higher than initially estimated and is projected to result in a cost overrun to this line item by approximately (\$390,000).
9. **Furniture, Equipment & Fit-Up:** Costs related primarily to renovations and fit-up of vacated space for relocation of staff to 400 CHS are ongoing which will eliminate the surplus in this line item.
10. **Project Contingency:** The Project Contingency has been utilized to offset several change-orders to date, as can be anticipated with a project of this magnitude. In addition to the \$1,564,000 spent to date, there are commitments totalling approximately \$455,000 still outstanding. It is recommended that a balance of approximately \$239,000 or 6% of the total contingency be maintained for unplanned expenditures prior to closing the project. As a result, an estimated surplus of approximately \$1,500,000 or 40% of the total project contingency is projected.

Total Contingency - Spent To Date	\$1,564,441	42%
Total Contingency - Committed To Date	\$454,532	12%
Total Contingency - Balance of the Project	\$238,798	6%
Total Contingency - Anticipated Surplus	\$1,500,000	40%
Total Contingency	\$3,757,771	100%

11. **Demolition Costs:** The Demolition Cost of the existing City Hall Building is anticipated to be higher than first estimated by approximately (\$1,500,000). This is based on a revised demolition estimation report prepared by a demolition consultant who was retained by the City of Windsor to complete a demolition cost evaluation for the existing 350 City Hall Square West. Driving the cost higher than previously estimated are primarily 1) Demolition Boundaries; The demolition boundaries will result in a very constricted work area so as to not impact existing structures. This

will cause demolition work to be less efficient, requiring more time for demolition work, debris management and off-site transportation of waste materials. 2) Asbestos Abatement; A pre-demolition Designated Substance Survey (DSS) has not been completed and therefore, full asbestos abatement costs are currently unknown. The consultant has however, concluded that it is likely that additional asbestos materials, other than those currently known, will be present and will contribute to the subject cost of demolition.

12. Interim Financing: Initially anticipated Interim Financing costs will not be required as available project funding is being timed to anticipated expenditures, resulting in a surplus of \$714,343 in this line-item.

13. Parking: The budgeted line-item for Parking totalling \$420,000 was initially intended to offset costs associated with the temporary relocation of staff parking resulting from the construction of the New City Hall. As this cost did not come to fruition, consideration is being given to utilizing the surplus to address traffic congestion around City Hall and the flow of vehicles to and from the 400 CHS under-ground parking facility. Utilization of these funds for this purpose will be the subject of a future Council report and therefore, the surplus within this line-item is not included in the overall project projections at this time.

14. External Legal Costs: While there are no significant legal costs anticipated at this time as it relates to the construction of the new city hall, a projected surplus is not being projected at this time given the upcoming demolition of the old city hall and any potential unforeseen legal requirements that may arise prior to finalizing this project.

15. Public Art / Communications / Events: A projected surplus of approximately \$100,000 is projected.

16. Moving Costs: No anticipated variance is projected at this time as costs related to the moving of staff from old city hall to 400 CHS are still forthcoming.

CONSULTATIONS:

N/A

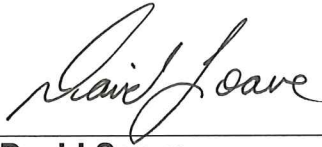
PLANNING ACT MATTERS:

N/A

CONCLUSION:

Included in this report are the budgeted line items, corresponding expenditures and preliminary estimated variances relating to the New City Hall Project. These budget projections are being provided to the New City Hall Steering Committee for information purposes. As at June 15, 2018, the project to construct a New City Hall is progressing within expected project timelines and is preliminarily estimated to be under budget by approximately \$620,000.

APPROVALS:



David Soave
Manager, Operating Budget
Development & Financial Administration



Onorio Colucci
Chief Administrative Officer



Joe Mancina
Chief Financial Officer/City Treasurer
and Corporate Leader Finance and
Technology



Wadah Al-Yassiri
Project Administrator

NOTIFICATIONS:

Name	Address	Email

Appendices: N/A

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

March 6, 2018

350 City Hall Sq. E., Walkerville Room

In Attendance:

Executive

Committee: Mark Winterton – Project Sponsor/Chair – City Engineer
Joe Mancina – City Treasurer
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW

Regrets:

Onorio Colucci – Chief Administrative Officer
Valerie Critchley – Co-Sponsor/Deputy Chair – City Clerk
Shelby Askin Hager – City Solicitor
Thom Hunt – City Planner
Harry Turnbull – Executive Director of Information

Working

Team:

Wadah Al-Yassiri – Project Administrator
David Soave – Project Accountant
Alex Vucinic – Purchasing Manager
Jason Moore – Communications Resource
Tom Graziano – Facilities
Neil Robertson – Planning Resource
Stacey McGuire – Projects Resource
Josie Liburdi - Projects Resource
Leslie Prieur – Administrative Support

Regrets:

Lori Boston – Customer Service
Jill Braidon – Communications Resource
Alena Sleziak – Customer Service

1. Approval of Minutes/Action Items (February 13, 2018)

New City Hall Executive Committee meeting minutes dated February 13, 2018 are approved.

There are no action items arising from these minutes.

2. Project Update

Wadah reviews the Project Update.

Construction is ongoing. He estimates the building is approximately 90% overall complete. Fit up is expected to begin in late March 2018 and take approximately 6 weeks. Wadah is working closely with Monarch Basics (furniture vendor) to confirm furniture layout and totals. Occupancy remains on schedule.

Move into the new building is scheduled to start at 4 pm on May 18, 2018 and continue through the long weekend.

The City received three submissions to the move RFP. They are being evaluated and Wadah will update the Committee at the next meeting.

High density file installation has begun.

A Construction Progress Table dated February, 2018 is included in the project update for reference.

The RFP for a demolition consultant is being prepared.

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

Dave Soave reviews the financial report.

There is \$1,913,090.57 remaining in contingency.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List.

Tom Graziano states he has received the draft terms and conditions and draft rates for the new agreement with District Energy. This is currently being reviewed. It is unlikely that a signed agreement will be in place prior to the move into the new building.

The design and wording of the plaque for the New City Hall is with the Mayor's office for approval.

5. New Business

1. Wadah explains that the construction contract includes a stainless anti-slip tactile surface for the outside ramp on the south entrance of the building as well as stairs in the council chambers. Operations and Gayle Jones have indicated they wish to be consistent in outdoor areas and recommended the City Standard (yellow polymer tactile surface) used for the outside ramp on the south entrance of the building.

Wadah further notes that the construction contract includes stainless anti-slip tactile at strategic locations within the building. Further to concerns with the stainless, he is proposing the internal locations be replaced with an alternate ivory polymer tactile surface on the feature staircase and the council chambers.

The Executive Committee approves this change. Wadah will contact the consultant to process this change.

2. Public Works, Building and Planning will be located on the second floor. Presently each of these departments has a separate general line. Mark Winterton suggests there should be one general line for these areas. Wadah will discuss at the next move committee meeting and report back to the Executive Committee.

(Action: W. Al-Yassiri)

3. Josie Liburdi is working on the 400 building renovations to accommodate ETS, By-law Enforcement, Projects and Borderlink. The tender results are expected by the end of April. The results will be brought back to the Executive Committee for funding approval.
4. Alex advises that currently janitorial supplies are ordered on an as needed basis. There is no formal solicitation required. After reviewing all the corporate facilities, he states that Purchasing will likely issue an RFP for janitorial supplies in the future. However, there is no time to have this done before moving to the New City Hall. He notes that suppliers provide fixtures for products (paper towel dispensers, toilet roll holders and soap dispensers) to fit their products therefore, they are not standard across City facilities. In the future these may need to be changed, depending on the outcome of the RFP.

Alex will advise the Steering Committee that janitorial supplies will be status quo for New City Hall and that Purchasing intends to solicit proposals in the future for corporate wide janitorial supplies.

6. Next Meeting

The next New City Hall Executive Committee meeting is April 3, 2018 at 1:00 pm in the Walkerville Room, 350 City Hall Square.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

APRIL 3, 2018

350 City Hall Sq. E., Walkerville Room

In Attendance:

Executive

Committee:

Mark Winterton – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair – City Clerk
Joe Mancina – City Treasurer
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW
Harry Turnbull – Executive Director of Information
Onorio Colucci – Chief Administrative Officer

Regrets:

Shelby Askin Hager – City Solicitor
Thom Hunt – City Planner

Working

Team:

Wadah Al-Yassiri – Project Administrator
David Soave – Project Accountant
Alex Vucinic – Purchasing Manager
Jason Moore – Communications Resource
Jill Braido – Communications Resource
Lori Boston – Customer Service
Tom Graziano – Facilities
Neil Robertson – Planning Resource
Stacey McGuire – Projects Resource
Josie Liburdi - Projects Resource
Leslie Prieur – Administrative Support

Regrets:

Alena Sleziak – Customer Service

1. Approval of Minutes/Action Items (March 6, 2018)

New City Hall Executive Committee meeting minutes dated March 6, 2018 are approved.

Action Item 1

Public Works, Building and Planning will be located on the second floor. Presently each of these departments has a separate general line. Mark Winterton suggests there should be one general line for these areas. Wadah will discuss at the next move committee meeting and report back to the Executive Committee.

Wadah states this was discussed at the Move Committee. It was agreed that one general line will be answered by the receptionist. It is proposed that the main number be 519-255-6267 (currently the Building general line). COMPLETE

2. Project Update

Wadah reviews the Project Update.

Construction is ongoing. He estimates the building is approximately 95% overall complete. Wadah notes that the contractor is working weekends to meet the schedule. Representatives from City Facilities and IT are attending the construction meetings.

A Construction Progress Table dated March, 2018 is included in the project update for reference.

The deficiency list for the 5th & 4th floor is being corrected now. Deficiencies lists on the remaining floors will be worked on in descending order.

There will be a dry run on building systems and technology approximately two weeks prior to the move.

Upon move in, safe access to the building will be provided but other outside work including the streetscape between the new building and 400 CHS will be ongoing after the move.

Furniture delivery and installation began April 2, 2018 on the 5th floor. Wadah is working closely with Monarch Basics (furniture vendor) to confirm furniture layout and totals. Occupancy remains on schedule. It is noted that storing the furniture in the future growth space has saved time and money for the project.

The move into the new building is scheduled to start at 4 pm on May 18, 2018 and continue through the long weekend.

The successful proponent for the move RFP is Office MovePro. The price for the City Hall move May 18-22 is \$69,445.00 plus HST and the price for the second move of approximately 30 staff from old City Hall to 400 City Hall Square is \$2,900.00 plus HST for a total price of \$72,345.00 plus HST. The PO will be issued soon.

A Request for Proposal for consulting services for the demolition of the Old City Hall will close on April 12, 2018.

The project team continues to work with Purchasing on the disposal of obsolete furniture. Select furniture items will be moved to the new building and some will be salvaged and stored for future use. The balance will be disposed of through an online auction.

It is noted that other city offices have made inquiries regarding the obsolete furniture. Stacey is tracking the requests. There will be a two week period after the move where departments may identify items they require for the new space. Alex Vucinic will provide an inventory list to departments so they can indicate what they want so that these items will not be included in the sale.

Planning is underway to retrofit the future vacated space (Employment Training Services, Planning Department and Asset Planning areas) within the 400 City Hall Square building to accommodate the relocation of the divisions that are not moving to the New City Hall (By-law, Payroll, ETS, BorderLink and Corporate Projects). The construction tender is expected to go out mid April. Work is expected to begin on these areas as soon as the move to the New City Hall is complete.

Stacey states that the Move Committee is now meeting every two weeks. A few employees from Building and Elections will remain in the Old City Hall for a day or two to ensure uninterrupted delivery of service to the public.

Communications on the project status are being provided to staff through the City Circuit and on dashboard. Move captains are encouraged to update their staff. There will also be a 'move guide' provided for staff which is expected to be distributed before the end of April.

Jason Moore has prepared a general write up that will be posted on doors and provided to the staff. He will send the draft out for review. (Action: J. Moore)

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

Dave Soave reviews the financial report. He reviews the detailed variance information provided. The project will not incur interim financing charges.

There is \$1,837,451.70 remaining in contingency.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List.

Tom Graziano states it is unlikely that a signed agreement will be in place with District Energy prior to the move into the new building. An interim agreement is currently being reviewed and should be ready to sign soon.

The design and wording of the plaque for the New City Hall has been approved by the Mayor's office.

The Mayor's office is working on the grand opening ceremony for the New City Hall building and is expected to be held in conjunction with the Mayor's walk on Saturday May 26, 2018.

5. New Business

1. Future growth space needs on the 3rd floor – this item will be deferred until the next meeting.
2. Additional customer service window/counter space for each the Mayor, CAO and City Clerk's reception areas on the 5th floor has been identified. Wadah has put in change directives to have this work completed prior to the move. The cost for this work is approximately \$10,000. Wadah will advise of the exact amount when known.
(Action: W. Al-Yassiri)
3. Wadah states that the print room flooring was changed from carpet to tile due to anticipated wear and tear. The cost for this change is \$9,928.46 plus HST. Facilities will keep the surplus carpet tiles.
4. Wadah notes that there was a change requested in Council Chambers to the seating area for Deputy City Clerks. Wadah issued a change directive to order the mill work so that it will be ready for the move in date. He will provide exact costs when known.
(Action: W. Al-Yassiri)
5. Jason Moore states that the media has requested tours of the building prior to move in. He suggest we do a media tour soon. This can be limited to the floors where the furniture has been installed. He will discuss this with the Mayor.
(Action: J. Moore)

6. Next Meeting

The next New City Hall Executive Committee meeting is May 1, 2018 at 1:00 pm in the Walkerville Room, 350 City Hall Square.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

May 10, 2018

350 City Hall Sq. E., Walkerville Room

In Attendance:

Executive

Committee:

Mark Winterton – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair – City Clerk
Shelby Askin Hager – City Solicitor
Joe Mancina – City Treasurer
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW
Earl Larking for Harry Turnbull – Executive Director of Information
Onorio Colucci – Chief Administrative Officer

Regrets:

Harry Turnbull – Executive Director of Information
Thom Hunt – City Planner

Working

Team:

Wadah Al-Yassiri – Project Administrator
David Soave – Project Accountant
Alex Vucinic – Purchasing Manager
Jason Moore – Communications Resource

Lori Boston – Customer Service
Tom Graziano – Facilities
Neil Robertson – Planning Resource
Stacey McGuire – Projects Resource
Leslie Prieur – Administrative Support

Regrets:

Alena Sleziak – Customer Service
Jill Braido – Communications Resource

Guests:

AM Raz – Oscar Construction
Tony Lapico – Oscar Construction
Carmen Brunone - Architecttura Architects

Wadah introduces Raz, Tony and Carmen, representatives from Oscar Construction and Architecttura Architects.

He notes that through the hard work of the entire project team the building is close to completion. This project remains on budget and on schedule. Staff will be moving into the new building over the weekend of May 19-21.

The following items have been encountered:

- There is 260 sq ft of damaged or missing planks for the wood soffit of the building canopy. These are being shipped from Holland and are expected in mid-June.
- There is an issue with the timely delivery of the auditorium seating. The seating is being produced in the U.S. and the contractor was informed in mid-April, 2018 that there would be a one month delay on the seating. Raz followed up many times with the supplier and he has now received notification that the seating will be ready to be picked up in Laredo Texas on May 16th. He has arranged to have a truck pick up the seating and deliver them to the site. Installers are scheduled to begin work on May 18th and he hopes to have the installation completed by May 23 or 24th. **Post Meeting Note: The seats were on site on May 17 and fully installed by end of day May 18, 2018.**

The Executive Committee thanks the contractor and architect for their diligence and hard work on this project. Special thanks are given to Wadah as project manager for his hard work and attention to details.

1. Approval of Minutes/Action Items (April 3, 2018)

New City Hall Executive Committee meeting minutes dated April 3, 2018 are approved.

Action Item 1

Jason Moore has prepared a general write up that will be posted on doors and provided to the staff. He will send the draft out for review. **COMPLETE**

Action Item 2

Additional customer service window/counter space for each the Mayor, CAO and City Clerk's reception areas on the 5th floor has been identified. Wadah has put in change directives to have this work completed prior to the move. The cost for this work is approximately \$10,000. Wadah will advise of the exact amount when known.

This will be dealt with in the Project Update. **COMPLETE**

Action Item 3

Wadah notes that there was a change requested in Council Chambers to the seating area for Deputy City Clerks. Wadah issued a change directive to order the mill work so that it will be ready for the move in date. He will provide exact costs when known.. COMPLETE

Action Item 4

Jason Moore states that the media has requested tours of the building prior to move in. He suggest we do a media tour soon. This can be limited to the floors where the furniture has been installed. He will discuss this with the Mayor.

Media tour is scheduled for May 15th at 1:00 pm. COMPLETE

2. Project Update

Wadah reviews the Project Update.

Construction is ongoing. The furniture will be 100% installed by Monday May 14th.

Wadah states that the following will be completed before the grand opening:

- Customer service desk for the Mayor and CAO office. (The glass window for the Mayor and CAO customer service desk will not be installed by the grand opening date.)
- Three breakout rooms for security reasons including custom service millwork.

Wadah will provide the exact cost for this work when known.

A Construction Progress Table dated April, 2018 is included in the project update for reference.

A staff open house is scheduled on May 15th from 4:30 to 6:00 pm.

The move into the new building is scheduled to start at 4 pm on May 18, 2018 and continue through the long weekend. The movers will do a pre-move on Thursday May 17th, beginning with the basement area and including department file areas. This will allow staff to start to unpack the files on Friday May 18th.

The successful bidder on the RFP for consulting services for demolition of old city hall was DST Consulting Engineers.

The project team continues to work with Purchasing on the disposal of obsolete furniture. Select furniture items will be moved to the new building and some will be salvaged and stored for future use. The balance will be disposed of through an online auction.

Planning is underway to retrofit the future vacated space (Employment Training Services, Planning Department and Asset Planning areas) within the 400 City Hall Square building to accommodate the relocation of the divisions that are not moving to the New City Hall (By-law, Payroll, ETS, Corporate Projects and possibly BorderLink).

The construction tender to retrofit the future vacated space closes May 24, 2018. France states \$200,000 has been previously approved from a separate funding source for ETS/Payroll relocations. It is estimated that the work required to relocate all the divisions is \$300,000. France asks the Executive Committee to approve an upset limit of \$100,000 from contingency to cover the remainder of these costs.

Motion:

The New City Hall Executive Committee **APPROVES** the additional cost to relocate the remaining divisions to the 400 City Hall Square building to an upset limit of \$100,000 plus taxes to be charged to project contingency. Administration is instructed to report back on the actual costs incurred.

Carried.

Stacey states that the Move Committee is now meeting weekly. Measures are in place to ensure public service is unaffected on opening day. A queuing system will be in place for the first and second floor. It is being tested at this time and feedback is good. Managers will be on hand in case there are any issues. Staff from IT, Facilities and the movers will be on site the morning of May 22nd to assist where needed.

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

Dave Soave reviews the financial report. He reviews the detailed variance information provided. The project will not incur interim financing charges.

Dave states there is a \$1.5 million project contingency surplus.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List.

Tom Graziano states it is unlikely that a signed agreement will be in place with District Energy prior to the move into the new building. He notes that the interim agreement was sent back to District Energy with comments.

The plaque for the New City Hall is being fabricated and Jason expects to have it very soon.

Portraits of previous Windsor mayors will be installed along three walls in the new City Hall. Wadah notes there will not be space for a display case. This item will be placed on hold.

Grand opening for the new City Hall is confirmed for May 26, 2018. Wadah notes that the site will be ready for the public by May 26th. The majority of site work remaining is on the east side of the building.

5. New Business

1. Future growth space needs on the 3rd floor – this item will be deferred until after the building is in use.
2. Stacey notes that the museum staff has cataloged corporate art and international gifts have been documented. Some items will be going to the new City Hall but questions remain regarding art available to install in individual department areas and meeting rooms. She suggests that a group be created to review the process for installing art in the new building. Wadah will add this to the Issues List.
(Action: W. Al-Yassiri)
3. Wadah advises that the City will be meeting with All Saints and St. Alphonsus Churches regarding vibrations on the site before demolition work starts for old City Hall. He notes that this issue will be handled as it was during the NCH and 400 City Hall Square building's construction.
4. Tom Graziano states that the company commissioning the outdoor lights at new City Hall installed pre-loaded light sequences for holidays throughout the year. Tom will provide a list of the holidays and the suggested lighting sequences to the Steering Committee for approval.
(Action: T. Graziano)

6. Next Meeting

The next New City Hall Executive Committee meeting is June 5, 2018 at 1:00 pm in Meeting Room 140, 350 City Hall Square.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri

NEW CITY HALL EXECUTIVE COMMITTEE

Minutes

June 5, 2018

350 City Hall Sq. W., Room 140

In Attendance:

Executive

Committee:

Mark Winterton – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair – City Clerk
Shelby Askin Hager – City Solicitor
Joe Mancina – City Treasurer
Thom Hunt – City Planner
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW
Earl Larking for Harry Turnbull – Executive Director of Information
Onorio Colucci – Chief Administrative Officer

Regrets:

Harry Turnbull – Executive Director of Information

Working

Team:

Wadah Al-Yassiri – Project Administrator
David Soave – Project Accountant
Jason Moore – Communications Resource
Lori Boston – Customer Service
Tom Graziano – Facilities
Neil Robertson – Planning Resource
Stacey McGuire – Projects Resource
Josie Liburdi – Projects Resource
Leslie Prieur – Administrative Support

Regrets:

Alex Vucinic – Purchasing Manager
Alena Sleziak – Customer Service
Jill Braido – Communications Resource

1. Approval of Minutes/Action Items (May 10, 2018)

New City Hall Executive Committee meeting minutes dated May 10, 2018 are approved.

Action Item 1

Stacey notes that the museum staff has cataloged corporate art and international gifts have been documented. Some items will be going to the new City Hall but questions remain regarding art available to install in individual department areas and meeting rooms. She suggests that a group be created to review the process for installing art in the new building. Wadah will add this to the Issues List.

This item will be placed on the Issues List. COMPLETE

Action Item 2

Tom Graziano states that the company commissioning the outdoor lights at new City Hall installed pre-loaded light sequences for holidays throughout the year. Tom will provide a list of the holidays and the suggested lighting sequences to the Steering Committee for approval.

This item will be placed on the Issues List. COMPLETE

2. Project Update

Wadah reviews the Project Update.

A Construction Progress Table dated May, 2018 is included in the project update for reference.

The move into the new building went well and departments were open for business at noon on May 22, 2018.

Wadah notes the following next steps:

- Continue with finalizing any outstanding deficiency from the construction.
- Work on the green roof will begin in the next few weeks.
- Project team continues to work with Purchasing on the disposal of existing furniture.
- Tender is closed for the retrofit of the future vacated space (Planning & Asset Planning and ETS areas) within the 400 City Hall Square building to accommodate the relocation of the divisions that are not moving to the New City Hall (Bylaw, Projects, Payroll and ETS). The lowest bid received is from Vince Ferro Construction Ltd. for a total price of \$189,248.00 +HST (under overall budget). We are awaiting cost from Monarch to rework/relocate existing cubicles.

- A painted plywood fence will be installed along the north side of the new city hall to ensure protection of people and the new building during the demolition of the old city hall. Wadah will advise the Executive Committee of the exact cost once known. Wadah will work with Communications to determine possible ways to decorate the fence.

(Action: W. Al-Yassiri)

The successful bidder on the RFP for consulting services for demolition of old city hall was DST Consulting Engineers. There is a preliminary site meeting scheduled for June 6, 2018.

Wadah states that although the Civic Plaza is a separate project, he hopes that preliminary planning will begin soon so that work can begin once the demolition of the old city hall is complete.

Thom Hunt explains that the design will not be finalized until the building is demolished. However, we should begin to do the capital planning and create the project team to start on the preliminary work. He suggests that the City retain consultants to perform costing for proposed design.

Mark asks Thom to bring forward a work plan for the Civic Plaza indicating:

- Resources required
- Design ideas
- Committee structure (Executive/Steering)
- Capital resources
- Master Plan for esplanade (and Park & Goyeau St., etc.)

(Action: T. Hunt)

France explains that the closure of City Hall Square East has posed a problem for cars exiting the 400 City Hall Square surface and underground parking lot. It is suggested that an additional exit from the parking lot directly to McDougall should be installed. This is separate from this project. The Site Plan area will lead this process.

(Action: Planning)

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

Dave Soave reviews the financial report. He reviews the detailed variance information provided.

Dave states there is a \$1.5 million project contingency surplus. He states possible additional project surpluses will be identified in the next couple of months.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List.

Tom Graziano states that a DOA is being signed to approve the interim District Energy agreement for signature.

Stacey McGuire advises that she has received +150 requests for furniture and cabinets remaining in the old City Hall. The requests were vetted through the move captains and area supervisor/managers. Joe Mancina wants to ensure that departments are using what is available rather than purchasing items in the future. Shelby Askin Hager states that the requests should be approved by the area Executive Director or CLT. She asks Stacey to provide a list of the requests, broken down by area, to their respective EDs or CLT for approval.

(Action: S. McGuire)

Stacey notes that departments outside of City Hall have expressed interest in some of the remaining furniture and fixtures. The Executive Committee instructs that these requests also be approved by the area Executive Director or CLT.

Portraits of previous Windsor mayors have been installed on first floor lobby walls in the new City Hall. Wadah notes there will not be space for a display case in this area. It is agreed that this item will be dealt with by the committee that will review the process for art installation at new City Hall.

5. New Business

1. New City Hall – Public stair access to 1st, 2nd, 3rd, 4th, and 5th floors

Wadah explains that originally the public was not allowed access to the 3rd, 4th and 5th floors so the stairs had card access for employees only. A few months ago the business plan was changed and public access to these floors was allowed. The Executive Committee agrees that public access be allowed in the east staircase from 8:30 am to 4:30 pm with no public access to the basement or penthouse. Wadah will ensure programming is changed.

(Action: W. Al-Yassiri)

2. New City Hall – Additional new furniture purchases by departments

Joe Mancina asks all new city hall departments to create a list of items they wish to purchase (NEW furniture) for their space showing prices prior to purchase. These

requests will have to be approved by the Executive Director or CLT for the area. Stacey will advise the move captains.

(Action: S. McGuire)

3. New City Hall – Frosting treatment for all department meeting rooms

Wadah states that departments are finding the uncovered glass in the meeting room is distracting and they have asked for some way to provide privacy. Wadah is proposing 40 full width window panels installed as a block in the middle of each window. This will provide some coverage and still allow light in. He has received a quote for \$7,500 plus HST for this work.

Motion

The New City Hall Executive Committee APPROVES the installation of 40 full width window panels for department waiting rooms at a cost of \$7,500.00 plus HST.

Carried.

4. Old City Hall – Old mail chute on the main floor by the elevators

Canada Post has requested the old mail chute. They intend to use it for display purposes. The Executive Committee puts this request on hold until the City determines if the City has a need for this item. Wadah will contact appropriate areas to determine any need for this item.

(Action: W. Al-Yassiri)

5. Old City Hall – Exterior wall at old city hall inscribed with a biblical quote

Wadah notes he has had inquiries about this biblical quote. He asks if this quote should be saved during the demolition. Mark Winterton expresses concern that there must be a planned location for this quote if it is to be saved. Thom Hunt states that the heritage value of the quote is for it to remain in its current location. The Executive Committee asks administration to include saving this quote in the RFP for demolition of old City Hall with a plan to reinstall it on the Civic Plaza.

6. Old City Hall – use of existing cubicle skeletons for future needs

Josie Liburdi states that some of the remaining cubicles in the old building could be taken down, stored in the 4th floor future growth space and the skeletons re-used when needed in the future growth space. They would be reinstalled with new fabric panels. The Executive Committee asks administration to provide the committee with the cost to disassemble and reassemble the cubicles together with the purchase of the new fabric

panels and also the projected amount expected from the sale of these cubicles in their current state.

(Action: W. Al-Yassiri)

7. Standardizing Phone List in Waiting Rooms (3rd, and 4th floors)

The preferred process is for the public to go to the reception desk on the 1st floor and the receptionist will call up to the department before sending the visitor to the floor. However, if the public goes to the floors unannounced, there is a phone in the waiting room with a list of extensions to call. There is a question as to whether the phone list should include staff names and/or job titles. After some discussion, the Executive Committee asks that the phones in the 3rd and 4th floor waiting rooms be configured to dial the receptionist on the 1st floor and asks that signage be installed to reflect this.

(Action: F. Isabelle-Tunks)

8. Stacey indicates that after the building opened to the public, additional signage needs were noted. She and Wadah will work with Lori Boston on this issue.

(Action: W. Al-Yassiri)

6. Next Meeting

The next New City Hall Executive Committee meeting is August 1, 2018 at 11:00 am in Meeting Room 140, 350 City Hall Square.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri