

AGENDA
of the
NEW CITY HALL PROJECT STEERING COMMITTEE
Tuesday, April 16, 2019
1:30 o'clock p.m.
Meeting Room 140 - 350 City Hall Square West

1. **CALL TO ORDER**
2. **DECLARATIONS OF CONFLICT**
3. **ADOPTION OF THE MINUTES**
Adoption of the minutes of the meeting held July 25, 2018 – **attached.**
4. **BUSINESS ITEMS**
 - 4.1 **Project Update**
Report of the Project Manager dated April 2, 2019 entitled "Demolition of Old City Hall – Project Update, April 2019" – **attached.**
 - 4.2 **Financial Summary Update**
Report dated March 18, 2019 entitled "Demolition of Old City Hall Financial Summary Update" – **attached.**
5. **NEW CITY HALL PROJECT EXECUTIVE COMMITTEE MINUTES**
Minutes of the New City Hall Project Executive Committee – **attached.**
Meeting dates:
 - August 1, 2018
 - October 2, 2018
 - September 6, 2018
 - December 4, 2018
6. **OTHER BUSINESS**
7. **DATE OF NEXT MEETING**
To be determined.
8. **ADJOURNMENT**

New City Hall Project Steering Committee - Meeting held July 25, 2018

A meeting of the New City Hall Project Steering Committee is held this day commencing at 2:00 o'clock p.m. in Room 140, 350 City Hall Square West, 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
Onorio Colucci, Chief Administrative Officer
Tom Graziano, Senior Manager Facilities
Joe Mancina, Chief Financial Officer, City Treasurer
Cathy Masterson, Manager Cultural Affairs
Jason Moore, Senior Manager Communications
Norm Synnott, Manager Technology Infrastructure
Dave Soave, Project Accountant
France Isabelle Tunks, Senior Manager Development Projects
Harry Turnbull, Executive Director Information Technology
Alex Vucinic, Purchasing Manager
Mark Winterton, City Engineer
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 2:01 o'clock p.m. and the Steering Committee considers the Agenda being Schedule "A" attached hereto, matters which are dealt with as follows:

2. Declaration of Conflict

None disclosed.

3. Adoption of the Minutes

Moved by Councillor Gignac, seconded by Councillor Sleiman,
That the minutes of the New City Hall Project Steering Committee of its meeting held March 21, 2018 **BE ADOPTED** as presented.

Carried.

4. Business Items

4.1 Project Update

Council Sleiman refers to the statement noted in the Background in the report (page 1 of 7) of the Project Administrator as follows:

“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.).”

Councillor Sleiman asks why the furniture from Monarch Basics in the amount of \$1,171,652 was assigned to Oscar Construction in the amount of \$1,218,518 (a difference of \$46,000). W. Al-Yassiri responds the rate was 4% as opposed to the normal market rate of 10% overhead if the general contractor performs this function. In this situation, it was critical to assign this to Oscar Construction from a coordination point of view; the furniture had to be coordinated on five floors. During the construction phase, in order to meet the deadlines, the furniture was done in coordination with Oscar Construction.

Moved by Councillor Sleiman, seconded by Councillor Payne,
That the report of the Project Administrator dated July 16, 2018 entitled “New City Hall – Project Update, July 2018” outlining how to maximize the revenue of items from the existing City Hall in order to reduce overrun **BE RECEIVED** for information.
Carried.

4.2 Financial Summary Update

In response to a question asked by Councillor Gignac regarding the rising consultant costs related to the demolition of the old city hall, W. Al-Yassiri responds the New City Hall Project has two phases – Phase 1 is the construction and Phase 2 is the demolition. A consultant has been hired for the demolition, which resulted in a slight increased cost.

W. Al-Yassiri indicates once the old city hall building has been demolished, the promenade and esplanade project will commence.

Councillor Gignac questions why the permits for the project exceeded the budget by \$53,492. W. Al-Yassiri replies the increased cost for the permits was due to the change in the Planning Department schedule of fees during the design and construction.

Councillor Gignac refers to the connecting canopy and the projected cost overrun of approximately \$390,000 and asks for an explanation of the increased cost. W. Al-Yassiri provides the following comments in response to Councillor Gignac's question:

- A hook-up with District Energy was required during the construction of 400 CHS. There are four pipes, (2 chilled, 2 hot water) located very close to the location of the future canopy between the New City Hall and 400 CHS.
- Upon consultation, District Energy advised to relocate these four pipes to the north of the proposed canopy location.
- The construction of the canopy will be part of the promenade and civic plaza improvement.
- The total cost of the canopy including the relocation of the D.E. pipes is approximately \$500,000 to \$600,000.

Councillor Gignac alludes to the costs related primarily to renovations and the fit-up of vacated space for relocation of staff to 400 CHS and asks why this is included in the NCH budget. F. Isabelle Tunks responds when a space needs study for the new city hall was undertaken; there was inadequate space for all staff (prior to the inclusion of future expansion space). At that point, the direction was to place some staff divisions in a space where they could operate independently. The Planning Department moved into the new city hall in order to meet the one stop customer service, thus allowing for vacant space in the 400 CHS.

In response to a question by Councillor Gignac regarding the Estimate Project Variance in the total amount of \$620,851 and if includes the contingency fund, W. Al-Yassiri replies this amount includes all expenses including the demolition of the former city hall.

Councillor Sleiman asks if the funds are available for the demolition of the old city hall. The Chair indicates these funds were approved at a previous meeting of the Steering Committee.

Moved by Councillor Gignac, seconded by Councillor Sleiman,
That the Financial Summary and preliminary estimated project variance for the New City Hall as at June 15, 2018 **BE RECEIVED**.
Carried.

5. New City Hall Project Executive Committee Minutes

Moved by Councillor Sleiman, seconded by Councillor Gignac,
That the minutes of the New City Hall Project Executive Committee of its meetings held March 6, 2018, April 3, 2018, May 10, 2018, and June 5, 2018 **BE RECEIVED**.
Carried.

6. Other Business

Councillor Payne expresses concern the desk space for the Councillors in the new Council Chambers is inadequate as the Agenda packages are substantial with large volumes of paper.

W. Al-Yassiri explains the desk space is not so much reduced however, due to the layout, there was an intention to maximize the auditorium (public) seating and to ensure accessibility. He adds the previous desks were straight and standalone in the former city hall; the new desks are curved thereby losing some of the desk space area.

Councillor Payne suggests measurements be taken of the Councillors' desk at the old city hall versus the current space in the new Council Chambers.

Councillor Gignac advises part of the issue regarding the desk space related to the intention of going digital and paperless. She adds she is not certain going digital and paperless will happen in the future.

W. Al-Yassiri states measurements of the Councillors' desks at the former city hall and the new City Hall space will be taken and the results will be shared with Councillor Payne.

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 2:22 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: April 2, 2019
Author's Phone: 519-255-6100 ext. 6494	Date to Steering Committee: April 16, 2019
Author's E-mail: walyassiri@city.windsor.on.ca	

To: Steering Committee – New City Hall Project

Subject: Demolition of Old City Hall - Project Update, April 2019

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

That the Project Update **BE RECEIVED FOR INFORMATION.**

EXECUTIVE SUMMARY: N/A

2. **BACKGROUND:**

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

On January 2, 2019 the CAO APPROVED 178-18, RFT, Old City Hall Building- Demolition Contractor, to Budget Environmental Inc. for the provision of demolition and abatement work for the Old City Hall building, to the amount of \$1,948,500.00 (plus HST); and;

THAT the CAO and City Clerk BE AUTHORIZED to execute an agreement with the lowest compliant bidder, Budget Environmental Inc. for the demolition and abatement work for the Old City Hall building, satisfactory in form to the City Solicitor, in financial content to the City Treasurer, and in technical content to the City Engineer, with costs to be charged to project chartfield 007-5410-7P14-02942-7115001.

Consulting Services

- DST Consulting Engineers

Demolition Contract

- General Contractor: Budget Environmental Inc.
- Abatement Sub-Contractor: Omega Demolition Services Inc.

Overall Project Milestones:

Milestones	Target Dates	Comments
1. New City Hall Construction	June 2016 – April 2018	Complete
3. New City Hall Occupancy	May 2018	Complete
4. Staff Move to New City Hall	May 18, 2018	Complete
5. Decommission and Demolition of Old City Hall building: 1) Consulting Service (DST) 2) DSS work 3) Demolition Tender 4) Demolition work (Budget)	Sep. 2018 – August 2019 Oct. – Nov. 2018 Dec. 2018 January – August 2019	On-going Complete complete On-going
6. Civic Plaza Improvement	Oct. 2019 – Oct. 2020	Not In Scope

Progress to-date:

- Fence & hoarding installed around the site
- Signage and detours implemented
- All loose furniture removed from the old City Hall
- Precondition survey and vibration monitoring equipment implemented in five key buildings surrounding the demolition site
- Set-up of Type 2 Enclosure All Floors
- Soft Demolition of non ACM - 4th, 3rd, and 2nd Floors
- Set-up of Type 3 - 4th Floor / Type 3 Abatement - 4th Floor

Next steps:

- Set-up of Type 3 – 3rd and 2nd Floor
- Type 3 Abatement – 3rd and 2nd Floor

4. RISK ANALYSIS:

Risks are inherent in any project. Demolition of 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:

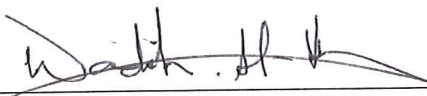
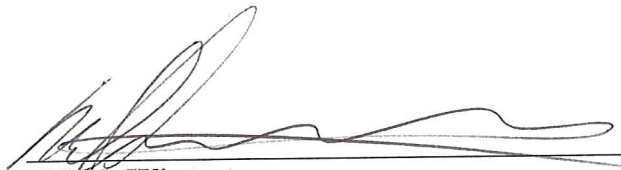
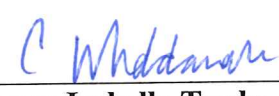
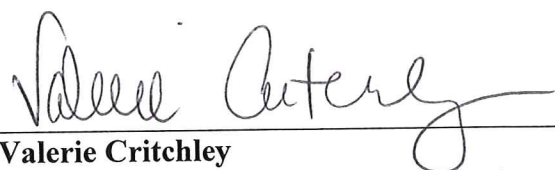
Financial Matters are subject of a separate report.

6. CONSULTATIONS:

DST Consulting Engineers Inc.
Budget Environmental Inc.

7. CONCLUSION:

The project is proceeding on schedule and on budget in accordance with the Executive and Steering Committee's approvals.


Wadah Al-Yassiri
Project Administrator
Mark Winterton
City Engineer and Corporate Leader
Environmental Protection and Transportation
Project Sponsor, New City Hall Project
France Isabelle-Tunks
Senior Manager of Development, Projects &
ROW / Deputy City Engineer
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
DST Consulting Engineers Inc.	203 - 2150 Thurston Drive Ottawa ON, K1G 5T9	gthomas@dstgroup.com OR anaoum@dstgroup.com	1.613.720.6276 OR 1.613.294.2280	1.888.979.6772
Budget Environmental Inc.	375 Gage Ave N, Hamilton, ON, L8L 7B1	kyle@budgetdemolition.ca OR jodi@budgetdemolition.ca	1.905.541.7368 OR 1.289.253.4114	1.289.769.0516

Subject: Demolition of Old City Hall Financial Summary Update

Reference:

Date to Committee: April 16, 2019

Author: David Soave

Manager, Operating Budget Development & Financial Administration

519-255-6110 ext 1911

dsoave@citywindsor.ca

Financial Planning

Report Date: March 18, 2019

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 March 18, 2019.

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 March 18, 2019, the project has incurred expenditures of **\$38,366,512**. A full list of budgeted line items and corresponding expenditures is included below in **Table A: 350 CITY HALL SQUARE – FINANCIAL SUMMARY as at March 18, 2019**.

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 **\$38,366,512** (as at March 18, 2019) are summarized in the table below along with a preliminary projected surplus, estimated to be approximately **\$690,000**.

Table A: 350 CITY HALL SQUARE – FINANCIAL SUMMARY as at March 18, 2019

<i>Line-Item Description</i>	<i>Budget</i>	<i>Actuals</i>	<i>Variance</i>	<i>Estimated Total</i>	<i>Estimated Variance</i>
<u>Design / Permit / Administration:</u>					
1 Consultants	\$2,206,468	\$2,132,430	\$74,038	\$2,206,468	\$0
2 Project Management Costs	\$486,281	\$486,281	\$0	\$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	\$74,628	\$372
5 Advertising (Procurement)	\$5,000	\$4,906	\$94	\$4,906	\$94
Sub-Total	\$2,919,749	\$2,898,737	\$21,012	\$2,972,775	(\$53,026)
<u>Construction:</u>					
6 Base Building	\$30,201,137	\$30,201,039	\$98	\$30,201,039	\$98
7 Relocation of Hydro Transformer	\$687,000	\$452,422	\$234,578	\$487,173	\$199,827
8 Connecting Canopy	\$210,000	\$0	\$210,000	\$600,000	(\$390,000)
Sub-Total	\$31,098,137	\$30,653,461	\$444,676	\$31,288,212	(\$190,075)
<u>Furniture:</u>					
9 Furniture, Equip. & Fit-Up	\$1,670,000	\$1,404,012	\$265,988	\$1,670,000	\$0
Sub-Total	\$1,670,000	\$1,404,012	\$265,988	\$1,670,000	\$0
<u>Miscellaneous:</u>					
10 Project Contingency	\$3,637,771	\$2,911,944	\$725,827	\$3,437,771	\$200,000
11 Demolition Costs	\$2,649,500	\$164,707	\$2,484,793	\$2,649,500	\$0
12 Interim Financing	\$714,343	\$14,169	\$700,174	\$24,169	\$690,174
13 Parking	\$420,000	\$79,401	\$340,599	\$420,000	\$0
14 External Legal Costs	\$300,000	\$12,856	\$287,144	\$300,000	\$0
15 Public Art/Communications/Events	\$250,000	\$104,520	\$145,480	\$250,000	\$0
16 Moving Costs	\$157,500	\$113,136	\$44,364	\$113,136	\$44,364
17 Internal PM Costs	\$120,000	\$9,569	\$110,431	\$120,000	\$0
Sub-Total	\$8,249,114	\$3,410,302	\$4,838,812	\$7,314,576	\$934,538
Total	\$43,937,000	\$38,366,512	\$5,570,488	\$43,245,563	\$691,437

1. **Consultants:** No anticipated variance.
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:** There are no further charges anticipated to this line item, resulting in a surplus of \$372.
5. **Advertising (Procurement):** There are no further charges anticipated to this line item, resulting in a surplus of \$94.
6. **Base Building:** There are no further charges anticipated to this line item, resulting in a surplus of \$98.
7. **Relocation of Hydro Transformer:** An anticipated surplus of approximately \$199,827 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 \$2,911,944 spent to date, there are commitments totalling approximately \$200,000 still outstanding. As the demolition phase of the project is currently under way, it is recommended that a portion of the remaining surplus in this line item (approximately \$300,000) be reserved for unanticipated issues arising as the contractor proceeds with the demolition. This would result in an estimated \$200,000 surplus in this line item.
11. **Demolition Costs:** The Demolition Cost has come in at \$1,948,500 plus applicable taxes, which is less than first anticipated. It is recommended, however, that a surplus not be anticipated at this time given the uncertain nature of the demolition work and a high potential for unanticipated issues that may arise.
12. **Interim Financing:** The initial amount anticipated for Interim Financing costs will not be required as the majority of funding for this project is being timed to anticipated expenditures, resulting in a surplus of approximately \$690,174 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, a projected surplus is not being projected given the ongoing demolition of the old city hall and any potential unforeseen legal requirements that may arise prior to finalizing this project.*

15. Public Relations / Art / Communications / Events: *No anticipated variance.*

16. Moving Costs: *There are no further charges anticipated to this line item, resulting in a surplus of \$44,364.*

17. Internal Project Management Costs: *No anticipated variance.*

CONSULTATIONS:

N/A

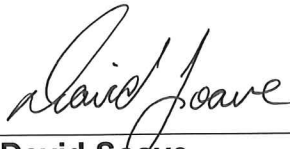
PLANNING ACT MATTERS:

N/A

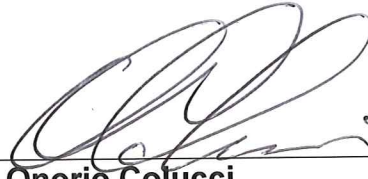
CONCLUSION:

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 provided to the New City Hall Steering Committee for information purposes. As at March 18, 2019, the project to construct a New City Hall and demolish the Old City Hall is progressing within expected project timelines and is preliminarily estimated to be under budget by approximately \$690,000.

APPROVALS:



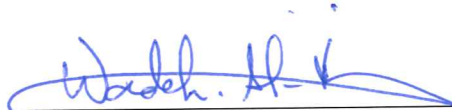
David Soave
Manager, Operating Budget
Development & Financial Administration



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

August 1, 2018

350 City Hall Sq. W., Room 140

In Attendance:

Executive Committee:

Joe Mancina – City Treasurer
Thom Hunt – City Planner
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW
Harry Turnbull – Executive Director of Information

Regrets:

Mark Winterton – Project Sponsor/Chair – City Engineer
Valerie Critchley – Co-Sponsor/Deputy Chair – City Clerk
Shelby Askin Hager – City Solicitor
Onorio Colucci – Chief Administrative Officer

Working Team:

Wadah Al-Yassiri – Project Administrator
Alex Vucinic – Purchasing Manager
Jill Braido – Communications Resource
Lori Boston – Customer Service
Tom Graziano – Facilities
Stacey McGuire – Projects Resource
Leslie Prieur – Administrative Support

Regrets:

David Soave – Project Accountant
Alena Sleziak – Customer Service
Earl Larking – IT Resource
Jason Moore – Communications Resource
Neil Robertson – Planning Resource
Josie Liburdi – Projects Resource

1. Approval of Minutes/Action Items (June 5, 2018)

New City Hall Executive Committee meeting minutes dated June 5, 2018 are approved.

Action Item 1

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.

Fence has been installed. We are working with Vanguard (volunteer group of artists) to decorate the fence. Wadah expects the work to be completed within one weekend.

COMPLETE

Action Item 2

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.)

*This will be a separate project. **COMPLETE***

Action Item 3

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.

*This is deemed to be outside the scope of this project. This item may be dealt with within the Esplanade Project. **COMPLETE***

Action Item 4

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.

Stacey advises that all items have been moved. COMPLETE

Action Item 5

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. **COMPLETE**

Action Item 6

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. **COMPLETE**

Action Item 7

Canada Post has requested the old mail chute located on the main floor by the elevators (old city hall). 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.

Wadah states that no interest was received from City departments on the mail chute. Canada Post is still interested. The Executive Committee agrees to offer it Canada Post with the request that it be kept in Windsor. COMPLETE

Action Item 8

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.

Wadah notes that there are very little cubicle skeletons left. The best quality items have already been used in other areas. COMPLETE

Action Item 9

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.

Stacey asked IT to change the desk phones in the waiting room to dial the receptionist. Stacey will confirm that this has been done. She will also update the signage in the waiting rooms. (Action: S. McGuire)

Action Item 10

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.

Some temporary signage has been installed around new city hall. Wadah notes that this signage looks professional and he feels it is sufficient in employee-only areas. He suggests that additional signage located in public areas be completed by our outside vendor and internal signs continue to be completed by Geomatics. (Action: Ongoing)

2. Project Update

Wadah reviews the Project Update.

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

Wadah notes the following next steps:

New Site

- Continue to finalize any outstanding deficiency from the construction.
- Project team continues to work with Purchasing on the disposal of existing furniture. Complete relocation of the divisions that are not moving to the new city hall. By-law, Projects, & ETS move is complete and Payroll move will be completed today. Full costs for these moves should be available by the next meeting.
- Complete hoarding design/painting along the north side of new city hall to buffer the old city hall during demolition work

Old Site

- Site reconnaissance and site meetings with Fire, utilities and City personnel – August 2018.
- DSS and Hazardous Materials Survey by DST – September, 2018 and is expected to take a couple of months.
- Actual abatement work is scheduled during initial stages of the demolition work – January to March 2019. Note that once abatement starts, no one will be allowed entry into the building.
- Old city hall demolition work to be complete by August 2019.

Wadah advises that the parking lay-by on the west side of old city hall will be closed. Reserved parking spaces have been set aside for the Mayor and Councillors in lot 10. Signage will be installed to mark these spaces.

There will be no access to the flags in their current location during the demolition. Wadah asks about options for temporary flag location. Wadah will contact City Clerks to determine a suitable temporary location.

(Action: W. Al-Yassiri)

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

The financial report is reviewed.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List.

Tom Graziano states that the interim District Energy agreement is being signed now. The final agreement is in negotiation.

Alex gives a brief summary of disposal of obsolete furniture.

- Inventory prepared by outside company.
- Other city departments claimed a large amount of the obsolete furniture for their use
- Almost 50 lots of items were put on Govdeals.org in mid-July
- Online auction closed July 30
- Final totals are:

- 2,757 items in total.
- 817 items were claimed by various city departments.
- 864 items were sold to 7 bidders with a total value of just under \$5,000.
- 1,076 items were not sold. Alex notes the majority of these items were in very poor condition. He is unsure if these items are in a suitable condition for donation.
- Once the abatement testing is complete, Facilities will perform a walkthrough to determine if any remaining items should be stored for future city use.
(Action: T. Graziano)
- Alex will investigate to see if there are companies that will come and take the remaining items for resale or donation at no charge to the City. (Action: A. Vucinic)

Alex notes that this will be complete by August 13th. He will provide a final update on the disposal of obsolete furniture for the Steering Committee.

(Action: A. Vucinic)

It is noted that Council asked if the two doors in the Walkerville Room could be used elsewhere in the City. Tom Graziano will check on this.

(Action: T. Graziano)

Stacey McGuire advises that the Artwork Committee has been formed comprising of representatives from departments in new city hall. Going forward this item will be dealt with on the agenda and removed from the Issues List.

Plans are being developed for the library relocation into the future growth space in new city hall. This will be a separate project.

5. New Business

1. Direct sunlight reflection from the Information Centre building roof on Park St. onto the 2nd floor customer service counter staff

This issue occurs for about one half hour at certain times of day. It is unclear what can be done within new city hall to alleviate. Wadah notes that the Information Centre will be changing the colour of their roof. We will continue to monitor this issue.

2. Noise from male/female restrooms

This concern has been raised on multiple floors.

A noise issue was also raised regarding the Customer Service Centre. Lori Boston is reviewing the Customer Service Centre area to determine possible solutions and will provide information to the Committee when available. It is hoped that the solution will

apply to both noise complaints.

3. Council millwork in Council Chambers and adding guest chairs behind administration seating

Council has asked that this request be dropped. Wadah notes that carts will be added behind the Councillors' seating to provide extra storage space and 3 guest chairs will be added.

4. Additional power door openers (push buttons) at new city hall

Wadah notes that although the building fully adheres to the Ontario Building Code and Windsor FADS, the Accessibility Committee has requests power door openers for 25 additional locations. He will check to see if any power door openers can be relocated from the old city hall building.

5. Temporary Digital Library at new city hall

This is a separate project.

6. **Next Meeting**

The next New City Hall Executive Committee meeting is October 2, 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
October 2, 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
Harry Turnbull – Executive Director of Information
Wadah Al-Yassiri – for France Isabelle-Tunks, Development Projects & ROW

Regrets:

Joe Mancina – City Treasurer
Shelby Askin Hager – City Solicitor
France Isabelle-Tunks – Senior Manager of Development, Projects & ROW
Thom Hunt – City Planner
Onorio Colucci – Chief Administrative Officer

Working

Team:

Alex Vucinic – Purchasing Manager
Earl Larking – IT Resource
Neil Robertson – Planning Resource
Jill Braidon – Communications Resource
Tom Graziano – Facilities
Stacey McGuire – Projects Resource
Leslie Prieur – Administrative Support

Regrets:

David Soave – Project Accountant
Alena Sleziak – Customer Service
Lori Boston – Customer Service
Jason Moore – Communications Resource
Josie Liburdi – Projects Resource

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

New City Hall Executive Committee meeting minutes dated August 1, 2018 are approved.

Action Item 1

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.

Stacey asked IT to change the desk phones in the waiting room to dial the receptionist. Stacey will confirm that this has been done. She will also update the signage in the waiting rooms. Earl Larking will follow up. (Action: E. Larking)

Action Item 2

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.

Some temporary signage has been installed around new city hall. Wadah notes that this signage looks professional and he feels it is sufficient in employee-only areas. He suggests that additional signage located in public areas be completed by our outside vendor and internal signs continue to be completed by Geomatics. COMPLETE

Action Item 3

There will be no access to the flags in their current location during the demolition. Wadah asks about options for temporary flag location. Wadah will contact City Clerks to determine a suitable temporary location.

Wadah advises that the flagpoles will be stored during the demolition. The 3-flagpoles at Charles Clark Square will be used in the interim, beginning January 1, 2019. COMPLETE

Action Item 3

Once the abatement testing is complete, Facilities will perform a walkthrough to determine if any remaining items should be stored for future city use.

Tom Graziano states that Facilities is currently working on removing items from old city hall. He expects this to be complete by the end of the year. COMPLETE

Action Item 4

Alex will investigate to see if there are companies that will come and take the remaining items for resale or donation at no charge to the City.

*The consultant did not recommend a company to provide these services. Alex suggests offering a credit for recycling as part of the demolition tender. **COMPLETE***

Action Item 5

Alex notes that this will be complete by August 13, 2018. He will provide a final update on the disposal of obsolete furniture for the Steering Committee. **COMPLETE**

Action Item 6

It is noted that Council asked if the two doors in the Walkerville Room could be used elsewhere in the City. Tom Graziano will check on this.

This item will be carried forward. (Action: T. Graziano)

2. **Project Update**

Wadah reviews the Project Update.

A Construction Progress Table dated end of September, 2018 is included in the project update for reference. The new city hall construction is deemed complete and is now in the maintenance period.

Wadah notes the following next steps:

New Site

- Continue to deal with any deficiency and/or warranty items.
- Currently working on temperature controls/climate control. Once this is completed, the contractor will repair or replace missing or stained ceiling tiles.
- The issue of direct sunlight on the 2nd floor customer service staff has been resolved at no additional cost.
- Millwork in Council Chambers – complete. Wadah states he is getting quotes on additional speakers for the atrium. He will update at the next meeting.

Old Site

- Review and proceed with the demolition design (66% phase)

- Actual abatement work is scheduled during initial stages of the demolition work – January to March 2019. Note that once abatement starts, no one will be allowed entry into the building.
- Old city hall demolition work to be complete by August 2019. The area will be left as green space.

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

The financial report is reviewed.

The New City Hall Executive Committee accepts the Financial Update.

Issues List

Wadah reviews the Issues List.

Tom Graziano states that the interim District Energy agreement is signed. The final agreement is in negotiation.

Three lockable display cases will be installed in the main lobby area under the mayor's portraits. They are 3' wide, 40" high with wood trim, and they will not block the portraits. Gary Cian's area will be responsible for changing the displays.

Stacey notes that the Artwork Committee is concentrating on staff areas. Departments will pick themes, review the art collections and choose art for their areas. She advises that choosing art for public spaces is on hold pending the library move.

Disposal of obsolete furniture is complete.

4. New Business

1. Wadah advises the Windsor Accessibility Advisory Committee (WAAC) approved a 50/50 cost sharing for installation of additional 23 power door functions at the new city hall. The negotiated quote received from the contractor is \$6,000 per door. The WAAC committee approved \$70,000 for this installation. Mark Winterton expresses concern about the cost of this additional work. Alex Vucinic suggests asking the contractor for a quote stating cost plus mark-up. The Executive Committee approves an upset limit of \$70,000 for this work but asks that Wadah further negotiate with the contractor to reduce the cost.

(Action: W. Al-Yassiri)

The New City Hall Executive Committee **APPROVES** installation of an additional 23 power doors at new city hall to be cost shared with Windsor Accessibility Advisory Committee on a 50/50 basis to an upset budget cost of \$70,000 each, plus taxes.

Approved.

2. Noise masking measures will be installed at the main floor customer service counter and in the kitchenette spaces on the 3rd, 4th and 5th floors at new city hall.
3. Mark Winterton notes that adjustments to the In-Camera room have been approved. This work will be added to the Library tender but paid for from the new city hall budget.
4. Neil advises there have been internal meetings regarding the Civic Plaza to determine scope. They are developing a project charter. They hope to be ready to proceed once the old city hall has been demolished.

5. **Next Meeting**

The next New City Hall Executive Committee meeting is November 6, 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

**November 6, 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
Harry Turnbull – Executive Director of Information
France Isabelle-Tunks – Senior Manager of Development Projects & ROW
Pat Brode for Shelby Askin Hager – City Solicitor
Thom Hunt – City Planner

Regrets:

Joe Mancina – City Treasurer
Shelby Askin Hager – City Solicitor
Onorio Colucci – Chief Administrative Officer

Working Team:

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

Regrets:

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

1. Approval of Minutes/Action Items (October 2, 2018)

New City Hall Executive Committee meeting minutes dated October 2, 2018 are approved.

Action Item 1

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.

Stacey asked IT to change the desk phones in the waiting room to dial the receptionist. Stacey will confirm that this has been done. She will also update the signage in the waiting rooms. Earl Larking will follow up.

Earl confirms that the desk phones in the waiting rooms dial directly to the receptionist.
COMPLETE

Action Item 2

It is noted that Council asked if the two doors in the Walkerville Room could be used elsewhere in the City. Tom Graziano will check on this.

Tom Graziano advises that Facilities will salvage the doors and place them in storage to be used at a future date. **COMPLETE**

Action Item 3

Wadah advises the Windsor Accessibility Advisory Committee (WAAC) approved a 50/50 cost sharing for installation of additional 23 power door functions at the new city hall. The negotiated quote received from the contractor is \$6,000 per door. The WAAC committee approved \$70,000 for this installation. Mark Winterton expresses concern about the cost of this additional work. Alex Vucinic suggests asking the contractor for a quote stating cost plus mark-up. The Executive Committee approves an upset limit of \$70,000 for this work but asks that Wadah further negotiate with the contractor to reduce the cost.

Wadah advises work will be done concurrently with the Library work. He expects this installation will be completed by the end of the year. **COMPLETE**

2. Project Update

Wadah reviews the Project Update.

New City Hall Site

- The construction is complete and under maintenance until June 2020.
- Continue to deal with any deficiency and/or warranty items.

Old City Hall Site

- Demolition design is complete.
- Prequalification for demolition contractors is complete. There are three proponents.
- Demolition tender to go out on November 7, 2018. The tender closes the first week of December 2018.
- Actual abatement work is scheduled during the initial stages of the demolition from January to March 2019.
- Demolition work expected to be complete by August 2019. The area will be left as green space.

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

The financial report is reviewed.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List.

Tom Graziano states that the interim District Energy agreement is signed. The final agreement is in negotiation.

Stacey notes that the Artwork Committee continues to concentrate on staff areas. Departments will pick themes, review the art collections and choose art for their areas. She advises that choosing art for public spaces is on hold pending the library move.

With respect to future growth space needs on the 3rd floor of the new city hall, France Isabelle-Tunks asks the executive committee to approve engineering fees of \$10,000 to prepare design drawings. She notes the building inspectors are being moved to accommodate library staff and it is desirable to have the design completed so they are not moved twice. The Executive Committee defers this request to the Windsor Public Library 2015 Facilities Plan Optimist, Budimir & Sandwich Projects Executive Committee as part of

the new Temporary Digital Library requirements. It is noted that this is a separate project and this item will be removed from the New City Hall Issues List.

(Action: W. Al-Yassiri)

5. New Business

1. Wadah presents two options for the partition wall by the main south entrance of New City Hall.

Option 1 (approximately \$2,500-\$3,000) is not lockable and there is a risk that it could be pushed over.

Option 2 (approximately \$11,000-\$12,000). This option is sturdier, lockable and will have reduced maintenance costs.

A third option of double frosted glass doors is also discussed. This option is more expensive than the previous options. The Executive Committee asks Wadah to provide additional partition wall options, with pricing, for their consideration.

(Action: W. Al-Yassiri)

2. Wadah explains that the current hydro feed for lighting the civic plaza is at the old city hall. He proposes relocating the hydro feed prior to the demolition of the building. He notes that the rough in for this hydro feed is already in place at the new city hall. The price for this work is approximately \$75,000. This work would be complete prior to the start of winter and the demolition contractor being awarded.

The New City Hall Executive Committee **APPROVES** relocating the hydro feed for the civic plaza to the new city hall hydro feed at an upset limit \$75,000 plus applicable taxes to be charged to project contingency.

Carried.

3. Josie Liburdi provides an update on the actual cost for the 400 City Hall Square renovations. The budget for this work was \$300,000 and the actual cost was \$321,230. Josie notes that the project will incur 3% financing charges at an estimated cost of \$5,000 until 2020. She asks the executive committee to approve \$26,230 to cover this variance.

The New City Hall Executive Committee **APPROVES** payment of \$26,230 to cover the variance in the 400 City Hall Square renovation project to be charged to project contingency.

Carried.

6. Next Meeting

The next New City Hall Executive Committee meeting is December 4 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

**December 4, 2018
350 City Hall Sq. W., Room 140**

In Attendance:

Executive Committee:

Mark Winterton – Project Sponsor/Chair – City Engineer
Joe Mancina – City Treasurer
Harry Turnbull – Executive Director of Information
France Isabelle-Tunks – Senior Manager of Development Projects & ROW
Shelby Askin Hager – City Solicitor

Regrets:

Valerie Critchley – Co-Sponsor/Deputy Chair – City Clerk
Thom Hunt – City Planner
Onorio Colucci – Chief Administrative Officer

Working Team:

Wadah Al-Yassiri – Project Administrator
Elaine Castellan for Alex Vucinic – Purchasing Manager
Jason Moore – Communications Resource
Lori Boston – Customer Service
Tom Graziano – Facilities
Stacey McGuire – Projects Resource
Josie Liburdi – Projects Resource
Leslie Prieur – Administrative Support

Regrets:

Alena Sleziak – Customer Service
Alex Vucinic – Purchasing Manager
David Soave – Project Accountant
Neil Robertson – Planning Resource
Earl Larking – IT Resource
Jill Braido – Communications Resource

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

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

Action Item 1

A third option of double frosted glass doors is also discussed. This option is more expensive than the previous options. The Executive Committee asks Wadah to provide additional partition wall options, with pricing, for their consideration.

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

2. Project Update

Wadah reviews the Project Update.

New City Hall Site

- The construction is complete and under maintenance until June 2020.
- Continue to deal with any deficiency and/or warranty items.
- Implementing hydro feed for lighting in the civic plaza prior to demolition of old city hall.

Old City Hall Site

- Demolition tender closes December 5, 2018.
- Actual abatement work is scheduled during the initial stages of the demolition from January to March 2019.
- Demolition work expected to be complete by August 2019. The area will be left as green space.

The New City Hall Executive Committee accepts the Project Update.

3. Financial Update

The financial report is reviewed.

Wadah notes that the costs for the Civic Plaza electrical work and the power door installations are not reflected in the projected project surplus. This will be shown in the next financial update.

The New City Hall Executive Committee accepts the Financial Update.

4. Issues List

Wadah reviews the Issues List.

Tom Graziano states that the interim District Energy agreement is signed. The final agreement is in negotiation.

Stacey notes that three display cases have been installed. Gary Cian's team will be responsible for the displays. The Artwork Committee met this morning. Artwork will be installed in various staff areas over the next few weeks. The Artwork Committee will not meet again until the Digital Library has moved into City Hall.

5. New Business

Wadah presents a third option for the partition wall by the main south entrance of New City Hall. This option is the most expensive at approximately \$15,000. Mark Winterton advises he has discussed this with the Mayor and CAO and they prefer this option. It is noted that a magnetic lock is preferred. Wadah will review to determine if this is an option.

The New City Hall Executive Committee **DIRECTS** administration to proceed with Option 3 for the partition wall by the main south entrance of City Hall and **REPORT BACK** with the final cost.

Carried.

6. Next Meeting

The next New City Hall Executive Committee meeting is February 5, 2019 at 1:00 pm in Meeting Room 140, 350 City Hall Square.

Minutes taken by: Leslie Prieur

Minutes reviewed by: Wadah Al-Yassiri