

2020 Capital Budget Amendment – County Hall Furniture**Report Purpose**

To amend the 2020 Capital Budget for an increase in funding for the purchase of department specific furniture purchases.

Recommendation

THAT an amendment to the 2020 Capital Budget to increase the County Hall Renovation project by \$300,000, funded from Municipal Reserves, be approved.

Our Prioritized Strategic Goals

Goal 6 - Provide facilities and services that are available and accessible to residents
Continuously improving the way we work, as one organization, in an agile and sustainable manner

Report

The County Hall main floor renovation project is nearing the first phase of its completion. This work is anticipated to be complete at the end of Q1, 2021.

Final furniture purchases are required prior to Planning and Development Services (PDS), Economic Development and Tourism (EDT) and Procurement Services (PS) and Assessment and Tax (ASMTX) moving into their completed office areas. Within the new space, the office environment has been significantly changed from its prior form and each affected department has its own unique furniture requirements to address their operational requirements that is outside of the furniture purchased from the approved capital budget for the project.

The combined furniture purchases are considered a pooled capital asset under the Tangible Capital Asset policy that requires Council's approval prior to proceeding with the furniture orders. Combining the furniture orders into aggregate supply contracts allows for effective completion of the project and cost savings through bulk buying opportunities. Whenever possible, the repurposing of existing furniture is being done.

With each department's furniture requirements combined, a budget approval of \$300,000 is necessary to proceed with the planned furniture purchase in order to complete the office and public space furniture requirements.

Funds have been set aside into the Municipal Reserve from prior year's operating budgets for the required furniture purchases.

The following table identifies the planned spending for the project:

Year	2020	2021	Total
Expenditure by Year	\$50,000	\$250,000	\$300,000

Council and Committee History

December 5, 2019 Council approved the 2020 Capital Budget
December 6, 2018 Council approved the 2019 Capital Budget

Other Impacts

Author: Diehl Townsley, Facility Services
Director: Diehl Townsley, Facility Services
Associate Commissioner, Division: Lori Cooper, Corporate Services; Gregory J. Yeomans, Chief Financial Officer
Lead Department: Facility Services

Policy: FIN-001-024: Financial Reserves; FIN-001-027: Tangible Capital Assets Financial Reporting Policy

Legislative/Legal: n/a

Interdepartmental: Corporate Finance, Corporate Planning, Facility Services, Planning and Development Services, Assessment and Tax, Economic Development and Tourism, and Procurement Services

Master Plan/Framework: Asset Management Framework

Enclosure

1 Furniture Budget