

**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."

LiveLink REPORT #: 17677	Report Date: April 20, 2015 (PW#4045/lp-04/21/15:eb)
Author's Name: France Isabelle-Tunks	Date to Council: May 4, 2015
Author's Phone: 519 255-6100 ext. 6402	Classification #:
Author's E-mail: ftunks@city.windsor.on.ca	

To: Mayor and Members of City Council

Subject: Windsor Public Library – Facilities Renovation and Expansion Projects

1. RECOMMENDATION:

City Wide: Ward(s): _____

- I. That \$7,298,000 **BE CONFIRMED** as the overall project budget for the various Windsor Public Library facility improvements at the following sites:
 - a) Addition to the Optimist Community Centre (6,500s.f.),
 - b) Addition to the current Budimir Library (+/-6,000s.f.),
 - c) Renovations to the former Sandwich Fire Hall (3,800s.f. on 2 levels),
 - d) Riverside roof replacement and minor public service area improvements,
 and,
- II. That the above projects **BE FUNDED** from:
 1. Previously approved \$7.0 million placeholder within the 2014 Enhanced Capital Budget Plan(CR243/2013), and
 2. Previously approved \$120,000 placeholder within the 2012 Capital Budget (M267/2012) for the construction of a pay and display parking lot on the former Sandwich Fire Hall #6, and
 3. Remaining funding balance of \$178,000 to be funded from the 2014 Enhanced Capital Budget Placeholder amount.
- III. That \$409,000 for planned maintenance works approved in principle as part of the 2015 – Capital Budget -5 Year Plan **BE CONFIRMED** as a pre-commitment to the 2016, 2017 & 2019 capital budgets for maintenance works as detailed within REC-004-07, HCP-002-07, WPL-006-11 and WPL-010-11 identified for both Optimist and Budimir sites and that the respective budgets and scope **BE TRANSFERRED AND COMPLETED** as part of the Budimir & Optimist Expansion projects; and
- IV. That the City Engineer or designate **BE AUTHORIZED** to issue requisite RFP(s) for consulting services, and that the Chief Administrative Officer and City Clerk **BE**

AUTHORIZED to sign the requisite agreement(s) for such services, satisfactory in legal form to the City Solicitor, in technical content to the City Engineer and in financial content to City Treasurer, and

- V. That the City Engineer or designate **BE AUTHORIZED** to issue requisite tenders for the construction works required at each of the sites, and that subject to the tenders falling within the approved capital budget, that the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign an agreement with the successful bidders, satisfactory in legal form to the City Solicitor, in technical content with the City Engineer, and in financial content to City Treasurer, and further, that the results of these tenders be subsequently reported to City Council for information purposes.

EXECUTIVE SUMMARY: N/A

2. BACKGROUND:

On December 2, 2013, Council approved the following resolution;

CR243/2013

*' THAT the report of the City Clerk & Licence Commissioner dated November 18, 2013 entitled "Governance Model for the Windsor Public Library" **BE RECEIVED**; and*

*THAT City Council **AUTHORIZE** Administration to proceed with implementing the reporting structure for the Windsor Public Library arising from implementation of the Mississauga Model of Governance at the Windsor Public Library as documented in this report; and*

*THAT City Council **APPROVE IN PRINCIPLE**, the "Proposed WPL Service Enhancement Model", (the "Plan") which is attached hereto as Appendix "B" and **APPROVE** a placeholder of \$7,000,000.00 within the five year Capital Budget to implement the plan, and as approved in the enhanced capital plan attached as "Appendix A", subject to detailed reports being **BROUGHT BACK** to Council with the details for each project outlined in the Plan; and*

*FURTHER that the necessary capital funding for this amount of \$7 million (as approved in the enhanced capital plan attached as Appendix A) **BE APPROVED** as a pre-commitment of \$337,765 from the current five year capital plan (from various Library projects already included in the Capital plan) plus an additional placeholder of \$6,662,235 bringing the total placeholder funding for this initiative to \$7 million. '*

The overall project included the following facility changes and improvements:

1. Optimist Addition: (9,000 square feet) Creation of a Library Branch in the Walker Road vicinity which will consolidate the Seminole, South Walkerville and Remington park branches;
2. Budimir Expansion: (6,000 square feet) Creation of a district library in the south-west area of the City;
3. Sandwich Library: (total 3,600 square feet) Expansion of the Sandwich Library;
4. Creation of a "satellite" branch in Devonshire Mall of 2,000 square feet; and
5. Purchase and implementation of a Mobile Library Bookmobile.

3. DISCUSSION:

Through further review and discussion on each initiative the scope of each of the facility improvements and updates (as applicable) has been identified as follows:

1. Optimist Addition
 - A building addition (approximately 6,500s.f.) will be built into the existing community centre located at 1075 Ypres Boulevard. After reviewing the space needs, it was identified that 6,500s.f. would meet the space requirements for a stand alone facility.
 - The facility will include a children's area, a teen area (Maker space), internet cafe, community room and space for a 30,000 volume collection.
 - A connection to the community centre
 - Provide a drive through drop off & pick up service window
2. Budimir Expansion
 - A building addition (approximately 6,000s.f.) will be built onto the existing library located at 1310 Grand Marais Road West
 - The expanded facility as a whole will provide for a children's area, a new teen area (Maker space), expanded internet cafe and space for the 50,000 volume collection
 - Relocate parking lot within the site as required
 - Relocate main entrance near parking lot and repurpose existing front entrance
 - Provide a drive through drop off & pick up service window
3. Sandwich Renovation
 - A full heritage building renovation (approximately 3,800s.f. on two levels) of the former Sandwich Fire Hall (main building) located at 363 Mill Street.
 - The facility will include a children's area, a teen area (Maker space), internet cafe, community room and space for a 25,000 volume collection.
 - Construction of a parking lot with pay and display.
 - Demolition of the 3 car garage (*pending approval of Heritage Committee*)
 - A full heritage building renovating (760s.f.) of the Stable structure to allow library programming, expanded local historical collection or additional meeting space if required (*provisional*)
4. Devonshire Satellite Branch
 - A lease agreement (approximately 2-5,000s.f.) within the Devonshire Mall located on Howard Avenue.
 - The facility will include a children's area, a teen area (Maker space), internet cafe, electronic/digital resources and space for a 20,000 volume collection.

Administration approached the Devonshire Mall management firm to discuss a possible lease. Despite protracted discussions there is no opportunity in the foreseeable future for WPL to locate in the mall. Although this is disappointing, WPL can now focus on getting the Optimist project completed as soon as possible as the consolidation of the Remington Park, South Walkerville and Seminole Branches is an imperative step in stabilizing the operating budget pressures experienced by WPL

Should the WPL Board and Council wish to continue with the Devonshire Mall initiative, Administration will continue to pursue lease opportunities with Mall management; however, at this time, as no leasing opportunities are available in the foreseeable future,

the budget dollars for leasehold improvements, fits ups and moving costs have been re-allocated to the Optimist, Sandwich and Budimir building projects.

5. Mobile Library Bookmobile

At this point in time, the development of a mobile service is pre-mature. Upon completion of the recommended projects, this service will be reviewed.

6. Riverside Library Roof Replacement

Pressing maintenance issues have been identified at the Riverside Library. The roof has been leaking for some time and various repairs have taken place over the years. It is recommended that a new roof be installed and related minor interior public service area renovations be carried out. The cost of these works is estimated at \$100,000.

It should be further noted that although the recommendations did not address it, the initial report recommended moving and “right sizing” the Central Library. The facility has now been appraised and the WPL board, in consultation with City Council, will be reviewing needs, options and a process to further this initiative.

Schedule

In depth consideration was give to prioritize the implementation of the facility changes above in order to take advantage of the operational savings.

1 and 2 - Optimist Addition and Budimir Expansion:

The creation of a library at the Optimist Community Centre site and expansion of the Budimir site as a district library will result in direct operational savings, improved service, and as such, are recommended to proceed first.

As the Optimist and Budimir projects are recommended to proceed first, they can proceed in parallel. They are each expected to take approximately 20 months from council approval to occupancy. The key project milestones are estimated as follows;

Milestones	Target Dates
1. Council Approval	May 2015
2. Retain Architect/Consultant	June 2015
3. Design/Construction Document Phase	July – November 2015
4. Tender	November/December 2015
5. Award (if within budget)	January 2016
6. Construction	January 2016-January 2017
7. Occupancy	February 2017

3 - Sandwich Renovation

Before relocating the Sandwich facility, WPL is reviewing the informational and recreational reading needs of the neighbourhood in order to ensure that the location of the branch maximizes usage and the return on investment. It is therefore, further recommended that the Sandwich heritage restoration/renovations proceed following the completion of the review as well as the tender close of both Optimist and Budimir. This will allow for the allocation of current staff resources and will also provide for an overall review and assessment of the budget should the tender results differ from the approved budget. This project is estimated to take approximately 12-18 months to complete the required testing, design, contract documents, and restoration/renovations. If this project begins in January 2016, it is estimated that this would be complete by summer 2017.

4 and 5 - Devonshire and Mobile Bookmobile

As noted, these initiatives are not recommended at this time and could be assessed once the initial phase of facility realignment is complete.

6 - Riverside Roof Replacement

The roof replacement and minor interior renovations at the Riverside branch can proceed immediately.

4. RISK ANALYSIS:

Risks have been evaluated and mitigated as much as possible through preventative means. The recommendation to City Council includes conditions to ensure that risk mitigation can proceed.

Risk Description	Impacted Objective(s)	Risk Level	Mitigating Strategy / Status	Responsibility
Delayed implementation of consolidation of Libraries	Meeting operating budget	Significant	Proceed with Budimir and Optimist first to minimize impact to operating budget	Valerie Critchley Project Sponsor
The impact of the new approved governance model may not have been fully understood. The resulting facility changes may not be seen as enhancing services due to the change in branch locations.	Enhancing Library Services	Moderate	Provide clear communications and regular updates to affected patrons	Kitty Pope Library CEO
Unanticipated expenses during the renovation of a heritage building	Completing the project within the approved budget	Moderate	Included a \$150K heritage contingency within the Sandwich Library Renovation budget	Project Administrator (TBD)

5. FINANCIAL MATTERS:

The estimated cost of each facility improvements are as follows:

BUDGET ESTIMATE	OPTIMIST 6,500sf	BUDIMIR 6,000sf	SANDWICH 3,800sf
Professional Fees			
Architect/Engineering Consultation	\$ 170,000	\$ 160,000	\$ 170,000
Survey, Testing & Inspections	\$ 40,000	\$ 40,000	\$ 70,000
Internal PM Costs	\$ 60,000	\$ 60,000	\$ 70,000
Subtotal Professional Fees	\$ 270,000	\$ 260,000	\$ 310,000
Fit-up Costs			
Furnishings	\$ 90,000	\$ 90,000	\$ 50,000
Shelving	\$ 90,000	\$ 165,000	\$ 50,000
Collections	\$ 180,000	\$ -	\$ -
Processing/Cataloguing	\$ 10,000	\$ -	\$ -
RFID Security System	\$ 50,000	\$ 50,000	\$ 30,000
Signage	\$ 10,000	\$ 5,000	\$ 10,000
Moving Costs	\$ 5,000	\$ -	\$ 5,000
Subtotal Fit-up Costs	\$ 435,000	\$ 310,000	\$ 145,000
Constuction (Building, Demo & Site Works as applicable)	\$ 1,550,000	\$ 1,450,000	\$ 1,706,000
Misc.			
Permits & Approvals	\$ 23,000	\$ 22,000	\$ 20,000
Advertizing/Communications/E	\$ 5,000	\$ 5,000	\$ 5,000
Interim financing	\$ 30,000	\$ 30,000	\$ 12,000
Subtotal Misc.	\$ 58,000	\$ 57,000	\$ 37,000
Heritage Contingency			\$ 150,000
Contingency (10% of construction)	\$ 150,000	\$ 140,000	\$ 170,000
TOTAL BUDGET	\$ 2,463,000	\$ 2,217,000	\$ 2,518,000
GRAND TOTAL			\$ 7,198,000

In addition to the above estimates, \$100,000 has been identified for the Riverside Library roof as well as some minor interior public service area improvements. The cost of these works is estimated at \$100,000.

Thus, the overall cost to complete all the recommended noted facility changes is estimated at \$7,298,000 (including non recoverable HST as applicable). The projects are recommended to be funded as follows:

Funding Source	Funding amount
Previously approved placeholder within the 2014 Enhanced Capital Budget Plan	\$7,000,000
Previously approved placeholder within the 2012 Capital Budget (267/2012) for the construction of a pay and display parking lot at the former Sandwich Fire Hall	\$120,000
Balance from the 2014 Enhanced Capital Budget Placeholder	\$178,000
TOTAL	\$7,298,000

Further to the above works, the following maintenance items have been approved in principle as part of the 2015 – Capital Budget -5 Year Plan at the subject sites:

<u>Optimist Community Centre</u>		
REC-004-07	Recreation Facility Refurbishments	
	2014* Repair Facility Siding	\$ 75,000
	* Painting entire centre	\$ 15,000
	2017 Replace floor tile ABC room	\$ 14,000
	Folding room divider doors in ABC room	\$ 16,000
	Replace tile on stage	\$ 13,000
HCP-002-07	Roof Replacement	
	2016 Optimist Community Centre	\$176,000
		\$309,000

**Item approved within the 2014 Capital Budget*

<u>Budimir Library</u>		
WPL-006-11	Roofing Replacement at WPL	
	2019 Budimir complete replacement	\$ 70,000
WPL-010-11	Flooring at WPL	
	2019 Budimir remove and replace	\$ 30,000
		\$ 100,000

Total planned maintenance works	\$409,000
--	------------------

It is recommended that the funds be pre-committed from the 2016, 2017 and 2019 capital budget and these works be incorporated within the project for cost efficiency and ease of implementation.

Should rental space become available at the Devonshire Mall in the future, it is estimated that a further \$200,000.00 would be required for leasehold improvements, fit ups, collection and moving costs.

6. CONSULTATIONS:

Chris Woodrow – WPL

Tom Graziano – Manager of Facility Operations

Jan Wilson – Executive Director, Recreation & Culture

Victor Ferranti – Manager of Capital Budget & Reserves

Arundhati Mohile – Financial Planning Administrator

7. CONCLUSION:

The new approved Governance Model for the Windsor Public Library as directed by Council (CR243/2013) included a variety of facility improvements. These were identified as 4 main projects: the Optimist Community Centre Library addition, the Budimir expansion, Heritage Sandwich Fire Hall restoration and the Devonshire Mall satellite branch. The two projects recommended to proceed on a priority basis are the Optimist and Budimir sites. The first 2 projects will result in direct operational savings, plus improved service and as such are

recommended on a priority basis. The Sandwich restoration/renovation is recommended to proceed after the commencement of the first two projects in order to effectively manage use of resources.

An additional project has since been identified as requiring urgent attention. The Riverside Branch roof requires replacement as well as there is need to complete some minor public service area improvements. It is recommended that this work proceed as soon as possible to prevent further damage to the facility.

The overall budget has been estimated to be \$7,298,000 for the 4 noted projects which include costs for design, construction and fit-up of each site. This amount does not include the \$200,000 which would be required to complete a Devonshire Mall branch should space become available in the future.

Further broadening the scope of the projects to include related planned maintenance works of \$409,000 for the Optimist and Budimir sites, approved in principle within the 2015 5-year capital budget, is recommended to assist in completing all related works in tandem for cost efficiencies and ease in implementation.

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

Kitty Pope
Chief Executive Officer - Windsor Public Library

Mark Winterton
City Engineer and Corporate Leader Environmental Protection and Transportation

Valerie Critchley
City Clerk/Licence Commissioner and Corporate Leader Public Engagement and Human Services

Onorio Colucci
Chief Financial Officer/City Treasurer and Corporate Leader Finance and Technology

Helga Reidel
Chief Administrative Officer

FIT/p

APPENDICES:

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 **ext.**

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX