

Council Office Furnishings

Background Information on Council Office furnishings

Current Council Member furniture was purchased in 1981 and is now 25 years old. Over the years, furniture has been repaired, replaced and removed. Currently four offices have furniture from other sources not conforming to the design standard of the majority of the offices. Offices with original desks are having maintenance problems and do not have ergonomic adjustments for computers. Eventually, all furniture will have to be replaced as it wears out. It is more cost effective to order and install new furniture together rather than a piece at a time. Design standards and consistent ordering procedures help control costs and ensure quality materials and design resulting in a longer furniture life span.

Policy Purpose

- Control short and long-range costs.
- Control quality and design so that offices reflect a professional appearance.
- Establish standards to ergonomically accommodate computer use.
- Create a 3-4 year plan to bring all offices up to the new standard

Policy

1. Consistent with policies governing department heads, and in order to control costs, ergonomics, quality, warranties and professional design, Council Member offices will be provided with office furnishings purchased from the city contract.
2. Furniture will be designed to fit the configurations of the office and will remain in that space and not move with the Council Member.
3. Council Members will have choices from a set of design modifications to fit their business needs.
4. Council Members may add any additional Furnishings to personalize their space. These furnishings may move with the Council Member if they change offices.
5. All variations from this policy, that involve non-standard furnishings, will be personally paid by the Council Member. Costs would include purchase, moving, removing and storage.

Procedure

1. Conversion to the new standard will be phased in over the next 4 years based on available funding.
2. Planning, design and ordering will be managed by the Clerk's office with a team consisting of Council representatives and Public Works Facilities Managers.