



Inter-Faith Council for Social Service

MEMORANDUM

To: Cal Horton

From: Chris Moran

CC: Natalie Ammarell; Town Council members

Date: March 12, 2004

Re: IFC Shelter Relocation Costs

In follow-up to our recent conversation, I am submitting some additional information about IFC relocation costs associated with the Town's plans to renovate the Old Municipal Building:

- **Moving** – We have contracted with Trosa, a non-profit organization, to move most IFC belongings out of the building which will be stored in trailers at their facility. Trosa will move some of our kitchen equipment to St. Joseph's C.M.E. Church where lunch and evening meals will be served. Food and freezers will be moved from the Community Kitchen to IFC's Douglas Building in Carrboro. Costs include the return of IFC belongings back to the Old Municipal Building once renovations are completed. Some kitchen appliances will remain at the OMB and be covered during renovations. IFC was able to lower the initial estimate to \$6,900 by doing all the packing ourselves. Depending on the actual numbers of boxes used, the revised number may decrease slightly.
- **Transportation** – We have promised to transport our 24 shelter guests to host congregations each evening during the renovation period. This agreement helps the transition to be orderly and manageable for IFC staff and host volunteers. Transportation reduces IFC concerns about safety for guests and the difficulty guests might have in locating different host facilities. Orange County Transit has given us an estimate for both morning and evening pickup of 24 guests and a manager, seven days per week.

However, IFC has decided to only contract for evening transportation at a price of approximately \$5,900. At your recommendation, we will encourage our guests to use the regular Chapel Hill Transit System on mornings after they leave host congregations. Since this estimate is based on a six-month period, costs may be reduced depending on the availability of passenger buses and volunteer drivers (requiring chauffeur's licenses), or the early completion of renovations by Town contractors.

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- Utility Work at St. Joseph's – Because of the large increase in the number of meals to be served out of St. Joseph's modest kitchen, some alterations had to be made to their facility. In particular, there was a need for additional circuits for some equipment we are bringing with us, and we needed to do some minimal plumbing for the ice machine. In order to keep these costs down, we supplied the labor for the electrician. No change in the original figure of \$1,300 submitted in our petition.

We will continue to look for ways to keep costs to a minimum. If I can answer any other questions, please let me know.