

COMMITTEE OF THE WHOLE WORKING SESSION – TUESDAY DECEMBER 18, 2001

RENOVATE THE MNR BUILDING TO ACCOMMODATE STAFF

Recommendation

The Commissioner of Community Services, in consultation with the Commissioner of Finance and the Executive Director of Buildings, Facilities and Parks Department and the Director of Reserves and Investment recommends:

1. That the North Building located on the MNR site be renovated.
2. That the North Building located on the MNR site be renovated to accommodate Parks Development staff and the Director of Parks Operations .
3. That furniture and equipment be purchased for Parks Development Department to accommodate the new approved complement positions and existing staff.
4. That the Budget of \$560,000.00 including taxes and administration costs to complete the above listed items be approved and
5. That finance staff be requested to report on a source of funding.

Purpose

To renovate the MNR Building and provide space accommodations for the Parks Development staff.

Background

At the meeting of May 22, 2001, Council approved a new organizational structure that split the functions of the Urban Design Department into "Parks Development and Urban Design." In addition at the meeting of June 25, 2001, Council approved the "Division of Functions and responsibilities between Urban Design and Parks Development" and approved four (4) additional full time positions. The existing space currently occupied by the two departments is crowded, causing safety concerns regarding air quality and it is inefficient as a work environment. The new compliments have been hired, or in the process of being hired with no space to accommodate them.

The Commissioners met with Senior staff in the two areas to discuss the space issue. It was decided that one possible solution was to re-locate the Parks Development section. The issue to lease space off site was discussed with the Manager of Real Estate in consultation with the Deputy City Manager and City Solicitor.

An extensive search was conducted by the Manager of Real Estate, but no suitable space was available around the Civic Centre complex. The Manager of Real Estate also advised that if a suitable space was available the cost would be around \$55,000.00 annually.

The MNR North Building was considered as an option to consolidate the V-EOC and VFRS Communications, Prevention and Administration Divisions. The available space was not adequate for all functions.

The 2001 Operation Budget provided \$100,000.00 for the possible relocation of V-EOC to the MNR North Building. This budgeted amount could be used towards the proposed renovations.

The MNR Building is currently available and could be renovated to accommodate the staffing requirements. The budget of \$560,000.00 includes construction costs, furniture and equipment, phone and data cabling and moving expenses as shown in the table below:

Construction Cost	\$	282,142.00
Furniture Cost	\$	93,600.00
Telephone System	\$	66,000.00
Computers, printers, hub & wiring	\$	73,000.00
Sub-total	\$	514,742.00
GST	\$	36,031.94
3% VCC Administration Cost	\$	8,400.00
Total Estimate Cost	\$	559,173.94

Conclusion

The relocation of the Parks Department to the MNR Building would consolidate the Department. This would improve staff efficiency, provide an improved office environment and solve the space issues with the Urban Design and Parks Development areas. Should Council approve the recommendations, that the renovations begin immediately to resolve the issues identified in this report.

Attachments

As per attached copies.

Report prepared by:

Marlon Kallideen, Ext. 6126

Respectfully submitted,

Marlon Kallideen
Executive Director of Building, Facilities and Parks Department