



Corporate Report

NO: R013

COUNCIL DATE: FEBRUARY 12, 2007

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **February 7, 2007**
FROM: **Acting General Manager, Planning and Development** FILE: **0800-20 (City Hall)**
General Manager, Finance and Technology
SUBJECT: **City Hall Renovations**

RECOMMENDATION

It is recommended that Council receive this report as information.

INTENT

The purpose of this report is to provide information to Council, regarding actions being taken to address office space needs in the City Hall complex.

BACKGROUND

The sustained rapid growth of the City has resulted in a requirement to hire more staff in support of the day-to-day operation of the City. As such, there is an on-going need to provide additional working space within the City Hall complex. Although, an addition to City Hall (the new West Wing) was recently completed, most of the floor area in the addition was used to repatriate staff to City Hall from other locations (i.e., Parks, Recreation and Culture staff and Realty Services staff). There is an urgent need to undertake renovations and upgrades to existing space at City Hall to ensure that the working environment is reasonable for staff and that the existing floor area is used efficiently.

Currently the City Hall complex contains the following floor area:

City Hall Tower	54,282 square feet
North Wing and Civic Street	41,843 square feet
West Wing (new building)	<u>17,664 square feet</u>
Total	113,789 square feet

A total of 587 staff work at the City Hall complex. In addition, there are six community development/cemetery services staff members currently accommodated in outside offices, whose functions would be made more efficient if their offices could be relocated to the City Hall complex.

At the end of January 2007, the Fraser Health Building, located to the immediate north of City Hall (the "North Annex") has been vacated by the Fraser Health Authority and is now available for use as part of the City Hall complex. It contains approximately 10,500 square feet of office space. Renovation work is underway in this building.

DISCUSSION

In late 2006, Christopher Bozyk Architects, who are specialists in space planning, were engaged by Facilities Division staff to conduct a City Hall space study to address the shorter term City Hall space requirements (i.e., for a minimum of the next five years) and to examine how the North Annex could be utilized once it is vacated.

The consultants have completed their study. It is noted that the recommended work is not focussed on the longer-term requirements for City Hall, but rather on addressing the short-term needs for City Hall space while a longer term plan is developed.

As a result of the space study, the following work is to be undertaken in the next few months:

1. The North Annex is to be renovated for use as City Hall office space;
2. Engineering Survey, Land Development Inspections, Risk Management, Bylaw Enforcement and Cemetery Services will be relocated to the renovated North Annex;
3. The Call Centre will be relocated from the second floor of the (new) West Wing Building to the lowest level of the West Wing;
4. Legal Services will be relocated from North Wing to the second floor of the West Wing Building;
5. Renovations will be completed to the North Wing Building, including the following:
 - Reconfiguration and renovation of office space in the Area Planning Division (east side) with a kitchenette and new standardized workstations to utilize the floor area more efficiently;
 - Reconfiguration and renovations of the office space in the Building Division (west side) to provide standardized work stations for the plan checkers, field inspectors, and other staff, and an expansion into the floor area vacated by Bylaw Enforcement and Legal Services. In addition, a new meeting room, reference library, storage room, and a kitchenette area are to be provided in Building Division area.

The total cost of the above-noted work is \$1,320,000 (excluding applicable taxes) and is to be completed over the course of the next six months. The necessary funding is available from reserves and the 2006 and 2007 approved budgets.

The renovations will be undertaken in phases. It is expected that the work, as proposed, will satisfy the space needs at City Hall for a minimum of five years.

CONCLUSION

To address the office space needs at City Hall for the next five years, renovations to some areas of the City Hall complex are scheduled to be undertaken starting this month as, documented in this report. These works will include renovations to the North Annex for use as part of City Hall. The work will be undertaken in phases over the next six months and disruptions to the day-to-day operations will be minimized. Funding for the work is available from reserves and the 2006 and 2007 approved budgets.

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