

THE CORPORATION OF THE DISTRICT OF BURNABY

INTER-OFFICE COMMUNICATION

TO: Municipal Manager DEPARTMENT: DATE: 22 Apr. 1971
FROM: Municipal Treasurer DEPARTMENT: OUR FILE #
SUBJECT: Temporary Quarters for Library Purposes YOUR FILE #

Early in the year, Council reviewed, with the Library Board, their budget for the year 1971. During the discussions, the Board pointed out their need for space for the use of the public in the headquarters building on Kingsway and that this need could be met by relocating the book processing operations elsewhere. As a consequence, Council instructed that a suitable building be located and a lease rental be bargained for.

Available buildings have been examined and the most suitable is a 5,000 square foot portion of a warehouse building on Production Way in Burnaby, owned by the Lake-City Industrial Corp. Ltd. It is under construction and will be ready for occupancy by 1 June, 1971.

This building is a warehouse and requires alterations to provide 2,500 square feet of office and working space, estimated to cost \$21,000. The lessor is willing to do the work and amortize the cost as part of the lease rental as follows:

Lease rental	\$1.35 per square foot per annum
Amortization costs for alterations	.57 per square foot calculated on a ten year amortization cost

\$1.92

In the event the Corporation wished to renew the rental for a further five years, it could be negotiated using \$1.92 as a base, rather than the \$1.35.

In addition, the Corporation would be expected to pay a portion of heat, light, power, property taxes, maintenance, etc. Property taxes and the maintenance of the grounds will amount to 22¢ a year, increasing annually as realty assessments and mill rates increase. During 1971 this extra cost will be lower because the improvements will not be on the tax roll.

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MANAGER'S COPY

FILE No. 22

THE CORPORATION OF THE DISTRICT OF BURBANK

INTER-OFFICE COMMUNICATION

TO: Municipal Manager
 FROM: Municipal Treasurer
 SUBJECT: Temporary Quarters for Library Purposes

DEPARTMENT:
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OUR FILE # L33-3

YOUR FILE #

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Telephones, hydro and janitor service will amount to roughly \$7,500. per annum.

In the current year the costs appear to be:

Rental	\$5,600
Telephones, hydro maintenance	<u>4,375</u>
	<u>\$9,975.</u>

Plus a small amount for taxes.

It is recommended that a lease be signed with Lake City Industrial Corp. Ltd. to rent the space outlined above at the rate of \$1.92 per square foot per annum for a period. The lease would be renewable for a further five years at a rate to be negotiated. Five years should be sufficient for by that time, the Board hopes to have in operation a planned headquarters building located near the Municipal Hall Complex.

The Library Board concurs in these recommendations.

For your information and return to me, attached are sketches of the building and the plan of alterations.

BM:lb
 Encls.

c.c. Chief Librarian
 Land Agent

MUNICIPAL TREASURER

RECEIVED

ITEM No. 22