

ITEM	3
MANAGER'S REPORT NO.	68
COUNCIL MEETING	84/10/29

RE: RENOVATIONS TO MUNICIPAL HALL

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the recommendation of the Chairman, Project Coordination Committee be adopted.

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TO: MUNICIPAL MANAGER 1984 OCTOBER 23  
FROM: CHAIRMAN, PROJECT COORDINATION COMMITTEE  
SUBJECT: RENOVATIONS TO MUNICIPAL HALL

RECOMMENDATION:

1. THAT this report be received for information purposes.

BACKGROUND:

At its regular meeting of 1984 April 24, Council adopted the Manager's recommendations regarding general approval and implementation of the Strategic Plan for Information Management prepared by Management Consultants, Robert Liley & Associates in their report dated 1984 April.

In addition to the major purchase of new computer equipment which is the subject of a further report to Council, implementation requires the formation of an M.I.S. Division under the newly appointed Information Services Director.

The housing of this new Information Services Division and the provision of space for the new computer equipment with its complementary electronic network within the Municipal Hall is the subject of this report.

REPORT:

Current Work

The existing 4th floor mapping area will become available for use by the M.I.S. Division in 1985 February when Engineering Department mapping personnel are reassigned to space within the Engineering Department's main floor office area and the existing mapping computer is removed. The vacated space, when consolidated with approximately 150 square feet taken from the south end of the 4th floor Conference Room, will total approximately 1,100 square feet of floor area and will provide office

space for seven M.I.S. personnel, including the Information Services Director, his Secretary, two Client Service Analysts and three Business Systems Analysts. Relocation of the south wall of the 4th floor Conference Room to a position approximately 8 feet farther north will not detract from the usefulness of the room and should improve its proportions for its customary use by modestly sized groups. A sketch of the proposed 4th floor arrangement is attached. The cost of the intended changes has been estimated by the Project Co-ordinator at \$23,500, with a further \$6,000 required for miscellaneous office furniture.

The changes necessary to assimilate the present Engineering Department mapping staff and their associated plotting equipment into the main floor Engineering Department are still being analyzed by that department and are expected to cost in the order of \$20,000.

The eleven operational M.I.S. staff will be housed within the existing financial computer area in the basement where several of the staff are already located.

Minor alterations will be necessary in order to provide working space for the added staff and in preparation for the new computer equipment which must be positioned adjacent to the existing financial computer until 1986 March. The changes attributable to positioning the new equipment are to be finalized in consultation with the chosen supplier and their cost will depend greatly upon the mechanical and electrical requirements imposed by the manufacturer. To cover the cost of building modifications for staff and equipment, \$30,000 is suggested as an approximate figure for budgetting purposes.

Precise estimates are difficult to achieve because of many unknown factors including the cost of maintaining departmental operations while the work progresses and including the unknown condition and effect of a layer of asbestos acoustic fibre adhering to the underside of the concrete floor slab above the existing suspended ceilings at both the basement and 4th floor levels.

The renovation work described, estimated to cost approximately \$79,500, will be started immediately using funds taken from the existing M.I.S. Reserve Fund.

#### Future Work

The installation of approximately 155 computer display screens and terminals of varying types within the existing Municipal Hall office space will have a considerable impact upon existing working conditions. It is imperative that the installation be handled in a sensitive and efficient manner, giving full consideration to operating conditions and space requirements. With this in mind, three interior design consultants specializing in office arrangements encompassing computer terminal installations have been approached for design proposals.

Upon review of the submissions, the Project Coordination Committee has agreed to retain the Seeton Shinkewski Design Group for this phase of the system implementation. The fee for such service has been estimated by that firm as not exceeding \$19,500 with, however, the possible requirement of additional mechanical and electrical consulting engineering services in connection with any required office changes. A further \$6,000 has been allocated for this possible need. Copies of the three proposals are available from the Municipal Purchasing Agent for review by Council.

Funds to finance the work will be taken from the existing M.I.S. Reserve Fund.

The recommendations to be put forward by the interior design consultant will take into account such items as minor renovations, screening, new furniture for work stations, anti-glare considerations, improved sound absorption characteristics and lighting changes. These ergonomic considerations will be the subject of a further report to Council once the selected consultant's report has been received and reviewed by the Committee.

ITEM	3
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Summary of estimated costs available at this time are as follows:


Current Work

- |   |               |           |
|---|---------------|-----------|
| 1. Modifications to 4th floor mapping area to accommodate M.I.S. administrative personnel             | \$ 23,500     |           |
| 2. Miscellaneous office furniture for M.I.S. administrative personnel                                 | 6,000         |           |
| 3. Alterations to basement computer area to house new computer equipment and M.I.S. operational staff | 30,000        |           |
| 4. Changes required in Engineering Department draughting area to accommodate mapping personnel        | <u>20,000</u> | \$ 79,500 |

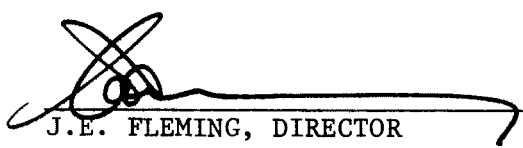
Future Work

- |  |              |                  |
|--|--------------|------------------|
| 1. Interior design services for computer display screens and terminals throughout the Municipal Hall - upset fee | \$ 19,500    |                  |
| 2. Provision for mechanical and electrical consulting services required in connection with item 5                | <u>6,000</u> | <u>25,500</u>    |
| Total  |              | <u>\$105,000</u> |

This report is for information purposes.

  
A.L. PARR, Chairman  
DIRECTOR PLANNING &  
BUILDING INSPECTION

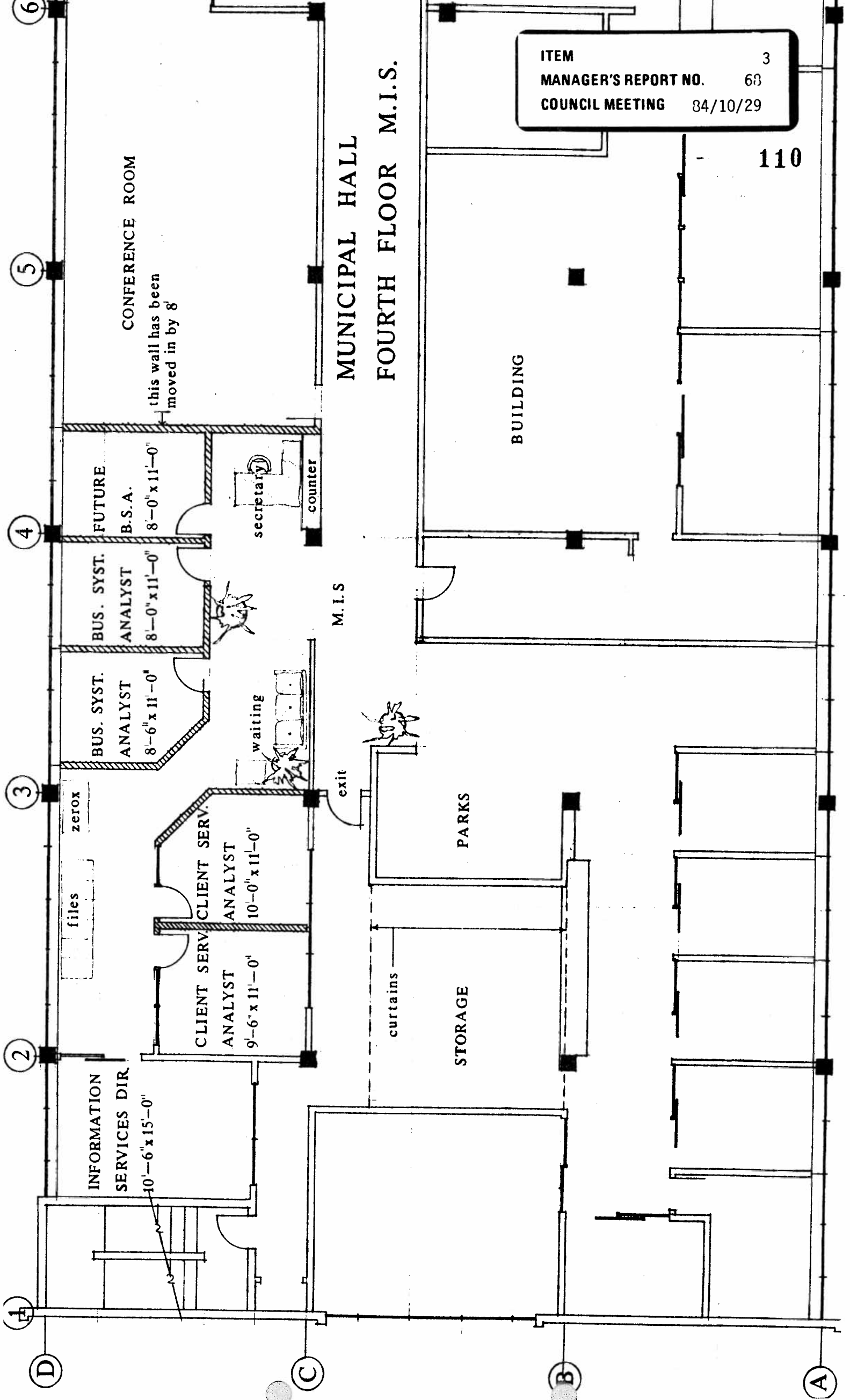
  
E.E. OLSON, DIRECTOR ENGINEERING

  
J.E. FLEMING, DIRECTOR  
ADMINISTRATIVE &  
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FRM:lm  
Enc.

c.c. DIRECTOR FINANCE

F.R. Mehling  
PROJECT CO-ORDINATOR



MUNICIPAL HALL  
FOURTH FLOOR M.I.S.

ITEM 3  
 MANAGER'S REPORT NO. 68  
 COUNCIL MEETING 84/10/29

110