

REPORT
Regular Council Meeting
1990 March 26

THE CORPORATION OF THE DISTRICT OF BURNABY
HOUSING AND CIVIC DEVELOPMENT COMMITTEE

HIS WORSHIP, THE MAYOR
AND ALDERMEN

REPORT OF THE HOUSING AND CIVIC DEVELOPMENT COMMITTEE
RECREATION FACILITIES RENOVATIONS AND OFFICE ADDITIONS

A properly constituted quorum of the Housing and Civic Development Committee was **NOT PRESENT** at this meeting.

RECOMMENDATIONS:

1. THAT Council authorize the following renovation expenditures as outlined in this report:
 - a) \$143,388 from the Parks and Recreation 1990-1994 Capital Budget for office renovations at Cameron and Eastburn Recreation Centre prior to the approval of the capital budget; and
 - b) \$562,374 from the current Capital Budget provision for Municipal Buildings.
2. THAT the current Client/Architect agreement with Raymond Letkeman Architects Inc. be amended to cover the revised scope of work required to complete the renovation projects and proceed to working drawings, tender call, and contract administration.

R E P O R T

The Housing and Civic Development Committee, on 1990 March 20 received a report from the Major Civic Building Project Co-ordination Committee providing the Committee of Council with information on the proposed recreation facility renovations that will facilitate improved systems flow, customer services and staff work space requirements.

The report of the Major Civic Building Project Co-ordination Committee reads as follows:

"RECOMMENDATIONS:

1. THAT the Municipal Housing and Civic Development Committee forward a copy of this report to Council for information purposes, and recommend that Council authorize the following renovation expenditures as outlined in this report:
 - a) \$143,388 from the Parks & Recreation 1990-1994 Capital Budget for office renovations at Cameron and Eastburn Recreation Centre prior to the approval of the capital budget; and
 - b) \$562,374 from the current Capital Budget provision for Municipal Buildings.

INTERNAL DISTRIBUTION:

AGENDA 1990 MARCH 26
COPY - MUNICIPAL MANAGER
- DIR. ADMIN. & COMM. SERV.
- DIRECTOR ENGINEERING
- DIR. PL. & BLDG. INSP.

2. THAT the current Client/Architect agreement with Raymond Letkeman Architects Inc. be amended to cover the revised scope of work required to complete the renovation projects and proceed to working drawings, tender call, and contract administration.

R E P O R T

BACKGROUND INFORMATION

Consistent with the Parks & Recreation Department goal of improving services to the public in the municipal recreation centres, staff have over the past two years been reviewing and developing plans with the Architect which will achieve these objectives.

Renovations to certain of the recreation facilities are needed to enhance service delivery speed, accuracy and timeliness of recreation program registration procedures, and in general provide improved access to public information. In addition to the improved service component the proposed changes are expected to result in the upgrading of the staff work environment and communication systems within the Parks & Recreation Commission's recreational facilities.

A preliminary review of the renovation projects' requirements resulted in the allocation in 1988 of \$293,250. Raymond Letkeman Architects Inc. was commissioned in March 1988 following Council approval. The Architects' detailed study and analysis of the facility requirements to meet the improved service and operational objectives has been concluded. Additional requirements were identified as the project proceeded and an increase in funding is required to implement the program. The details of the costs and funding are summarized under Project Cost and Funding.

The proposed projects involve the expansion of reception offices, customer oriented reception counters, the securing of reception areas to prevent theft of electronic equipment, addition of office supply and equipment storage, and in two locations the addition of new and relocated staff offices, which will be displaced as a result of the proposed customer service upgrading space requirements. These modifications will facilitate the needed staff work space and customer service programs; specifically, electronic cash systems and an automated recreation registration system, word processing capability, electronic communication network, and budget account enquiry and statistical reporting opportunities. With the introduction of these services the speed, efficiency and accuracy of public information and registration services will be vastly improved.

Currently the registration process is time consuming and sometimes inconvenient for our patrons. Each facility presently has its own program registration process and is accessed from each individual site or from one facility to the other via telephone. The automated program being developed will facilitate registration for all recreation activities from any one facility.

The automation will overcome the physical and time barriers inherent in the existing systems. Staff communication barriers between recreation facilities and the Municipal Hall offices will be virtually eliminated.

PROJECT STATUS

The architect has completed schematic drawings for renovations to Willingdon Heights Community Centre, Burnaby Arts Centre, Edmonds Community Centre for the Retired, Eastburn Community Centre, Cameron Recreation Centre and Burnaby Mountain Golf Course.

A preliminary plan has been considered for C.G. Brown Pool and a review has been made of Burnaby Lake Arena. These two facilities will proceed at a later date following a review of the potential option to create a common administration area and entrance.

Bonsor Recreation Complex and Confederation Centre for the Retired have been recently built and therefore do not require modifications.

Architect Agreement:

As a result of the additional requirements which has been identified in the review process, it is now necessary to amend the original Client/Architect agreement of \$25,000 to cover the expanded scope of work and fees as outlined in this report under "Project Cost and Funding Sources".

Commission Approval:

At its meeting of 1990 February 21 the Parks & Recreation Commission adopted the recommendation to request Council to give advance approval to spend 1990 Capital funds required for the construction of staff offices at Eastburn and Cameron Centres. The recommended Commission contribution is \$143,388.67. These funds are combined with Municipal building funds to complete the office renovations.

TIMING OF RENOVATIONS

The renovations required in the six facilities must be complete before September 1990 to avoid disruptions to fall program services, general operations and public use of the facilities. To achieve this critical time line, detail drawings and tendering of the projects requires that the Consultants' work proceed immediately.

PROJECT COST AND FUNDING SOURCES

The project costs have been prepared by the architect and based on current market costs and estimates prepared through a quantity survey. The estimates reflect contingency and pricing that should be accurate to April 1990.

I. Costs

A. Construction Estimates:

(1) Burnaby Arts Centre	\$ 26,700
(2) Burnaby Mountain Golf Course Office	29,100
(3) Cameron Centre	109,300
(4) Eastburn Centre	236,600
(5) Edmonds Centre	104,900
(6) Willingdon Centre	<u>99,300</u>
	\$605,900.00

B. Architect Fees:

(1) Completed to Date

"Schematics" developed on 7 facilities
(excludes Burnaby Lake Arena but includes
C.G. Brown Pool which will now be put
on hold) \$ 34,064.67

(2) Still to be Completed

Detail drawings, contract documents
and contract administration on 6
projects, (excludes C.G. Brown Pool
and Burnaby Lake Arena)

\$ 99,862.67

TOTAL COST

\$705,762.67

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II. Funding

A. Capital surplus brought forward (prior to 1989) Funds currently uncommitted	\$210,519.00
B. Reserve funds Funds currently uncommitted	351,855.00
C. 1990 Parks & Recreation Commission Contribution to Capital allocated for facility upgrading and renovations	<u>143,388.67</u>
TOTAL CURRENT FUNDS AVAILABLE	\$705,762.67 =====

CONCLUSION

The specified Parks & Recreation Commission facilities require modifications and in two locations office additions. These improvements will facilitate an effective and efficient work environment and automated systems for the staff and will provide faster, more accurate and complete information and registration procedures for all patrons.

Required funding for the projects total \$705,762 and is designated in the Capital Budget for Municipal Buildings and the Commission's 1990 Contribution to Capital budget.

It is timely and cost effective to tender the above projects as one package in the spring of this year. This will result in the construction work taking place during lower summer demand periods in the recreation centres and thus avoid inconvenience to the patrons.

Respectfully submitted,

Alderman L.A. Rankin
 Chairman

Mayor W.J. Copeland
 Ex Officio Member