

THE CORPORATION OF THE DISTRICT OF BURNABY

CIVIC DEVELOPMENT COMMITTEE

HIS WORSHIP, THE MAYOR
AND ALDERMEN

A. PROPOSED MUNICIPAL WORKS YARD ADMINISTRATION BUILDING
UPGRADING

RECOMMENDATIONS:

1. THAT staff be authorized to proceed with the detailed design of the proposed Works Yard Administration Building interim upgrading plan; and,
2. THAT upon the completion of the detailed design, staff report back to the Committee and Council outlining the final plan, possible implementation and funding opportunities.

REPORT

"1.0 INTRODUCTION

In 1989, the Municipality retained an architectural consultant to conduct a functional planning study of the Municipal Works Yard to evaluate the existing Municipal Works Yard facility and identify upgrading alternatives to accommodate both present and future operation needs.

The study concluded that the existing facility is inadequate and identified several interim upgrading alternatives with construction costs varying from \$635,000 to \$1,143,500 that would meet the projected short term administration and storage requirements in the Works Yard. The recommended work was included in the 1991-1995 5 year capital program. However, due to budgetary constraints, the recommended work has been put on hold until funds become available. The study report also indicated that the long term solution to the Works Yard would be the relocation of the facility to a larger and more compatible site.

The purpose of this report is to provide Council with an update of the present spatial requirement in the Engineering Operations division in the Works Yard and to outline a course of action that may be undertaken to provide an interim solution to the current overcrowded work condition.

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AGENDA - 1992 MAY 04

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REPORT
Regular Council Meeting
1992 May 04

2.0 EXISTING SITE CONDITION

The Municipal Works Yard is located at 5780 Laurel Street. Access to the site can be made via Laurel Street from the north and Godwin Avenue from the south as shown in the attached Figure 1. The Works Yard serves as the center for all Engineering Operations as well as the Central Stores and Parks Administration.

Within the Yard, there is a collection of buildings that have been adapted to accommodate the various functions of the outside work force. The main Administration Building for Engineering Operations was constructed originally as garages for Municipal equipment and machinery. It was converted over the years to the present administration use. The building is constructed of concrete blocks and flat gravel roofs, and is presently used to its maximum capacity.

Due to the urgent need to provide proper work space for current staff and to accommodate new service expansion, an interim upgrading program for the Engineering Operations Administration Building must be put in place to resolve the present space shortage problem.

3.0 PRESENT ENGINEERING OPERATIONS

Within the Administration Building, approximately 2,400 square feet are allocated for administration and technical support uses which include the following functions:

- . Training room facility for all meeting and training needs.
- . Offices for nine Public Works, Sanitation, Utilities and Service Centre Superintendents and Design Engineer.
- . Public reception, filing and drawing records systems, and clerical staff of six.

The remaining area of 3,800 square feet within the building is allocated for the Foremen's offices, water meter room, muster stations for the sewer, roads and water crews with approximately 70-80 people, the lunch room and the men's washroom.

Due to the lack of space in the Administration Building, the Safety Officer's office, the sidewalk crew muster station and the first aid station are located elsewhere in the yard, separated from the central operation of the division. From an operation view point, it is desirable to have all Engineering Operations staff located in a central area to enable prompt response to service requests and to maintain the necessary interaction with other divisions.

With respect to employee facilities, there is no washroom facility available for female workers in the Engineering division. The closest women washroom is located in the Parks Administration area.

4.0 POSSIBLE IMPROVEMENT

With limited space in the Administration area, it is difficult to provide additional work space required for new services such as the expanded recycling and sewer monitoring programs approved by Council. In addition, if the current trend of greater demand of more efficient and better services and of infrastructure maintenance works continues, a modest growth in staffing level will take place in the near future which will place a further strain on the spatial allocation problem.

Notwithstanding the long term Works Yard relocation plan, immediate expenditures and upgrading are necessary to accommodate the present operation needs. To achieve an acceptable interim work environment for the administrative and technical staff in the Engineering Operations division, several upgrading alternatives including those identified in the earlier study were examined and compared with respect to costs, flexibility and operational needs.

With the objective of providing a cost effective and flexible facility upgrading scheme that would meet both the present and the immediate future needs, a conclusion was reached that the use of modular units offers the optimum solution. The factory made modular units are economical and can be installed with minimum disruption to existing operations. The estimated cost of the modular units is approximately \$80-100 per square foot including site preparation. This alternative would provide a more modest and cost effective approach than the options identified in the earlier study. The proposed modular units are similar to those that are in use for the Physical Plant office in the Yard.

5.0 RECOMMENDED COURSE OF ACTION

To confirm the feasibility of the proposed design concept and the number of modular units that may be required, staff propose the following course of action be undertaken.

- . Prepare detailed engineering design for the replacement of the existing block building that houses the training room, the Service Centre Administration office and part of the Public Works Administration office with modular units to accommodate the present staffing level and new programs approved by Council.
- . Prepare detailed cost estimates for the proposed improvements and report back to the Committee and Council outlining the possible implementation schedule and funding ramification.

The proposed preliminary building configuration is indicated in Figure 1 attached. The proposed layout will provide a total of 3,600 square feet of work space, an increase of approximately 1,800 square feet over the existing floor area. The upgrading will meet our short term spatial needs and provide an acceptable work environment for the Engineering Administrative staff. Appropriate space will be allocated for meeting, record keeping and washroom facilities in the final design.

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6.0 SUMMARY

With the expansion of services to the community and the demand of higher service level from the public, it is necessary to provide an acceptable facility for the Engineering Operations staff to function efficiently and effectively. The present Engineering Administration Building is undersized for the functions required to be performed and is in dire need of upgrading.

In the preliminary examination of upgrading options to provide additional work space to meet the growing needs, the use of modular units is determined to be the most cost effective and flexible scheme. To confirm the viability and feasibility of the recommended upgrading concept, staff recommend that detailed engineering design and cost estimates be prepared so that the information may be presented in a later report to assist the Committee and Council with its deliberations regarding the implementation schedule and financial commitment."

Respectfully Submitted,

Alderman D.R. Corrigan
Chairman

Alderman E. Nikolai
Member

Alderman D.G. Evans
Member

TRANS CANADA HIGHWAY

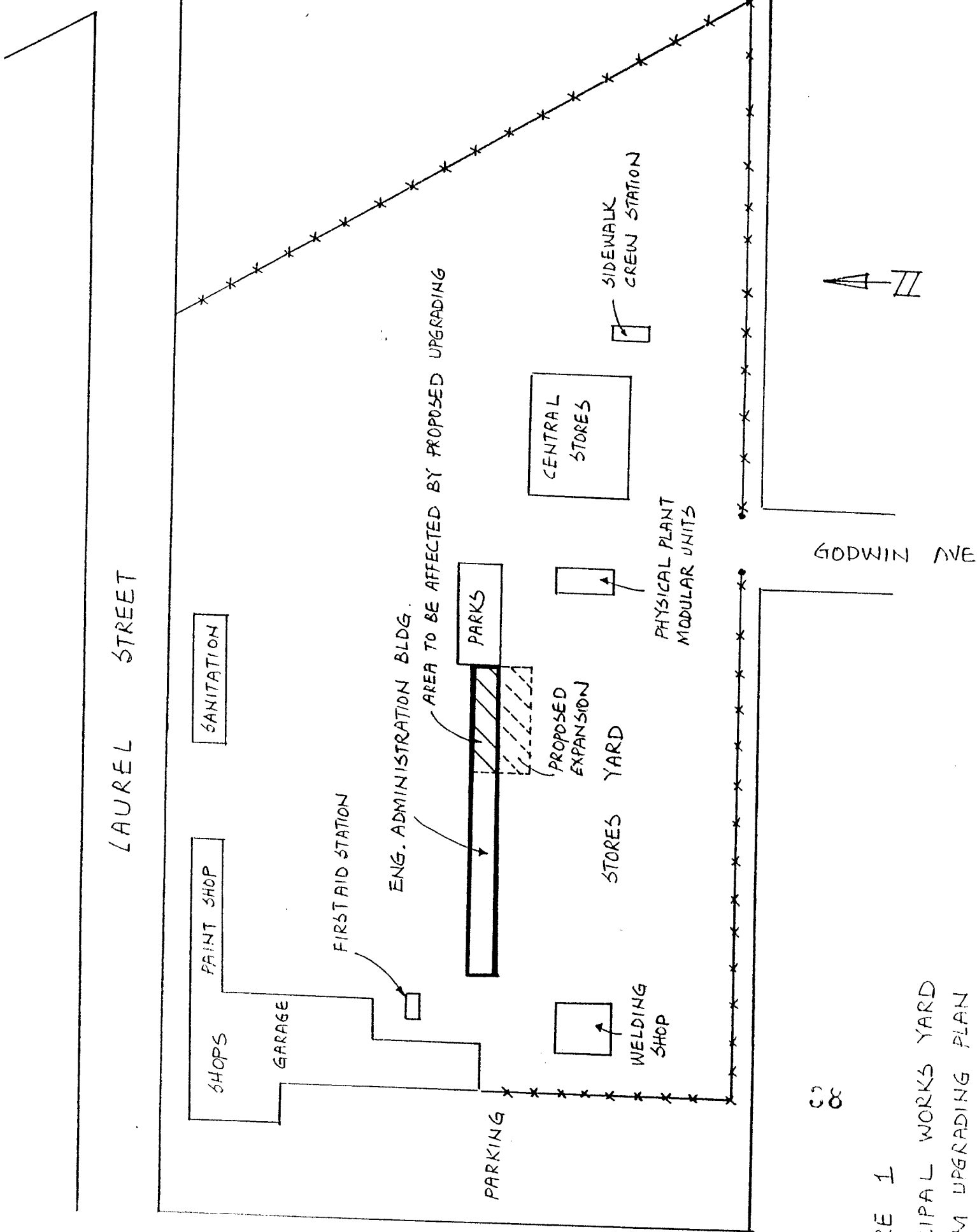


FIGURE 1

FIGURE 1
 MUNICIPAL WORKS YARD
 INTERIM UPGRADING PLAN
 APRIL 1992

