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**To:** Richmond City Council **Date:** November 23, 2006  
**From:** Mayor Malcolm D. Brodie **File:** 06-2052-01/Vol 01  
Chair, General Purposes Committee  
**Re:** **RELOCATION OF COMMUNITY BYLAWS AND FIRE PREVENTION STAFF**

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The General Purposes Committee, at its meeting held on Monday, November 20<sup>th</sup>, 2006, considered the attached report, and recommends as follows:

**Committee Recommendation**

- (1) That staff be authorized to expend the budgeted allocation of \$371,877 to relocate the Community Bylaws section from City Hall, 3rd Floor, to 6931 Granville Avenue;*
- (2) That Richmond Fire Rescue relocate the Fire Prevention Office and Community Relations staff from Fire Hall No. 1 to 6931 Granville Avenue and that funding be provided from previously allocated additional level funding for Fire Hall No. 1; and*
- (3) That the matter of the balance of the floor space at 6931 Granville Avenue be reserved for future City expansion, be referred to staff to review and take into account, the needs of the community groups and report to Committee accordingly.*

Mayor Malcolm D. Brodie, Chair  
General Purposes Committee

Attach.

VARIANCE

Please note that staff recommended the following for Part (3):

- (3) That the balance of the floor space at 6931 Granville Avenue be reserved for future City expansion.

## Staff Report

### Origin

At the Council meeting of July 10, 2006, 2005 Surplus Appropriation Recommendation 11.(2)(j) approved the following one-time expenditure of \$371,877 for Facilities & Parking Upgrades and \$150,000 for Fire Rescue space alterations and equipment. The purpose of this report is to outline the nature of the proposed expenditure and seek Council's approval to commence work.

### Background

Early in 2006 staff identified that there is the potential to realize operational efficiencies within City Hall by locating work units within the same department in close proximity. The operational efficiencies would in turn result in customer service improvements and improved response times. Furthermore, through the review it was identified that staff in some departments, who out of the building for the majority of the day performing their duties in the community, could be relocated to provide increased operational efficiencies.

In addition, the shortage of underground parking requires staff to park off site and in some cases causes staff to park in front of City Hall thereby creating parking space shortages for residents and visitors. This shortage is exacerbated by the fact that city vehicles take up parking overnight, but in some cases result in vacant spots for the majority of the day when staff are out in the community performing their duties.

Staff subsequently submitted the request for a one-time expenditure of \$371,877 for Facilities & Parking Upgrades and the request was supported by Council on July 10, 2006.

### Analysis

#### City Hall

After considering a number of alternatives, it was determined that the most effective relocation would be the Community Bylaws group. This relocation affects 20 staff members and 12 patrol cars. As a result of this relocation, in addition to office space being vacated on the 3<sup>rd</sup> floor of City Hall by Community Bylaws Staff, 12 reserved parking spaces for the patrol cars are being freed and 14 personal employee vehicles will not need to be accommodated. Parking enforcement staff spends most of their day away from the building leaving floor space within City Hall unoccupied.

With vacated space in City Hall there will be the ability to relocate staff within the floors bringing work teams together. Presently, staff teams are not able to be located with effective adjacencies to each other creating ineffective productivity particularly for the Community Safety Department. Building Permits has increased to accommodate new Tree Bylaw staff and inspectors. A section of Building Permits will be relocated to the 3<sup>rd</sup> floor vacated by Community Bylaws in order to bring the new staff in close proximity to the balance of their team. The Community Safety Department will then join the second floor with close adjacency to the CAO and GM administration offices.

While staff have been reviewing the implications of relocating the Community Bylaws group to the Works Yard, the potential opportunity to relocate them to the City owned 6931 Granville Avenue building arose.

### **Fire Hall No. 1**

Alterations to Fire Hall #1 are required to meet the recommendations from the recent of Fire Rescue by Vince Ready, which will also result in operational efficiencies and customer service improvements. Changes will be made to office facilities, the training classrooms and as per the recommendations from Vince Ready, equal access to privacy in the resting, changing and washroom facilities for all Fire Hall staff will be provided. There is currently insufficient space in the existing building to adequately accommodate the required functions and improve the privacy issues.

The original concept was to bring the modular building presently at Fire Hall #4 to Fire Hall #1 and remodel it to be a classroom. The existing Educational Development Centre (EDC) at Fire Hall #1 would be converted to office space and would allow renovation of the resting, changing, washroom facilities to create privacy for individual fire fighters. This was considered to be a temporary measure until such time as a new headquarters building is complete.

At the Council meeting of July 10, 2006, Council supported a one-time expenditure from the 2005 Surplus Appropriation of \$150,000 for the foregoing Fire Rescue changes.

While staff were developing the concepts for this option and reviewing the implications of relocating the modular building, the potential opportunity to relocate some Fire Hall functions to the City owned 6931 Granville Avenue building arose.

### **6931 Granville Avenue**

The property and associated building located at 6931 Granville Avenue is City owned. The original intent was to have a facility to accommodate future City functions as required. It was subsequently leased, has recently been vacated, and is presently unoccupied.

The building has approximately 10,820 square feet consisting of 2 former court rooms, meeting rooms, office space, and holding cells. The building is in relatively good condition but does require an upgrade to the HVAC system, interior finishes, and general clean up of the central courtyard and grounds.

The building lends itself to City office uses with few renovations required. Both Community Bylaws and the Richmond Fire Rescue Fire Prevention (FPO) and Community Relations (CR) staff could easily be accommodated with approximately 6,000 square feet remaining. The space remaining largely consists of the former courts and holding cells.

### **Options:**

Two locations to accommodate the Community Bylaws Section have subsequently been investigated, the Works Yard and 6931 Granville Avenue, and the following outlines the implications and merits of each option:

Option 1 - Community Bylaws move to Works Yard & Relocate Modular Building to Fire Hall #1

For Community Bylaws to be accommodated at the Works Yard a 2,500 sq. ft. modular building similar to the existing modular buildings on site would be required. Preliminary investigations with modular building companies have indicated that there are relatively few existing ones available on the market that would meet our size, budget and timeline requirements. To have a new modular building, purpose-built, to accommodate Bylaws would delay the relocation into late spring or early summer 2007. New water, sewer, drainage, telephone, and data services would also be required as would an expansion of the parking lot in order to accommodate the additional vehicles at the Works Yard. The estimated cost of this option is \$350,000 leaving a contingency of \$21,877.

The modular building currently located at Fire Hall #4 is currently being used as a dormitory and would require significant renovation after moving it to Fire Hall #1 in order to accommodate the EDC. In addition, the introduction of another structure would impede on the safe and efficient utilization of the site. There are also code requirements to satisfy and additional servicing requirements adding costs to the project. The estimated cost relating to the trailer relocation, servicing, and upgrades is \$50,000. Funding for this option is included in the approved \$150,000 capital budget.

The total estimated cost of this option is \$400,000.

The pros and cons of this option are:

Pros	Cons
<ul style="list-style-type: none"> <li>• Proximity to of Bylaws to Public Works is of benefit given frequent interaction.</li> <li>• There is sufficient room to install a modular building at the Works Yard.</li> <li>• There is secured parking for City vehicles at the Works Yard.</li> <li>• Community Bylaws would be situated in a purpose built facility.</li> <li>• Retaining all RFR functions in close proximity at Fire Hall #1 is of benefit.</li> <li>• FPO staff could be accommodated with Fire Hall #1.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery of a new modular building could delay relocation of Community Bylaws until spring or early summer 2007.</li> <li>• The parking lot at the works yard would require reconfiguring to fit the additional vehicles.</li> <li>• Although the modular building would be purpose built, it would be a temporary modular building.</li> <li>• Introducing another modular building on the site is an impediment.</li> <li>• There is insufficient space to adequately accommodate the access to privacy upgrades.</li> </ul>

Option 2 – Relocation of Community Bylaws and Fire Prevention and Community Relations to 6931 Granville Avenue (Recommended)

The City-owned property at 6931 Granville Avenue has recently been vacated due to the departure of the existing tenant.

For both Community Bylaws and the Fire Prevention and Community Relations staff of Richmond Fire Rescue to be accommodated at 6931 Granville Avenue the internal renovation of approximately 4500 square feet of office space will be required. The departure of the existing tenant makes this option viable in a relatively short time frame, and presents further options to relocate other working groups within the Community Safety Department such as Emergency Programs and the Emergency Operations Centre (EOC). This would begin to create a cohesive departmental working group located in close adjacency. The building is also located across the street from Fire Hall #1, another division with the Community Safety Department. In addition, the property has an existing parking lot capable of providing secure parking space for both City vehicles and personal vehicles.

The main impact of this option lies in the fact that relocating Community Bylaws, FPO and CR to 6931 Granville Avenue will eliminate inventory that can be leased to generate income for the City. The total annual lease amount of the previous tenant was \$86,560, triple net. Although the balance of the facility (6,000 square feet) could be leased subsequently it is recommended that this space be retained and utilized for co-locating other Community Safety staff into a more cohesive group within one building. Other City uses could potentially be accommodated as the need arises.

It is anticipated that Community Bylaws staff could be relocated within three months of the building being vacated. The estimated cost of this option is \$320,000 leaving a contingency of \$51,877 plus building improvements estimated at \$25,000 for Fire Rescue, which are to be funded from the approved \$150,000 budget.

The total estimated cost of this option is \$345,000.

The pros and cons of this option are:

Pros	Cons
<ul style="list-style-type: none"> <li>• There exists a parking lot with adequate capacity to accommodate Community Bylaws, FPO, and CR staff and City vehicles.</li> <li>• The relocation of Community Bylaws</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of the opportunity of potential lease revenue of approximately \$86,560, triple net annually.</li> <li>• There is an additional cost to maintain another building by Facility</li> </ul>

<p>can be completed sooner than Option 1.</p> <ul style="list-style-type: none"> <li>• This is a permanent building and City-owned facility.</li> <li>• Creates adequate space in Fire Hall #1 for access to privacy requirements.</li> <li>• There is no need to rent additional building space or purchase trailers to meet the needs of Community Bylaws and Fire Rescue</li> <li>• Allows for future expansion of facilities to accommodate City space requirements without having to acquire additional facilities.</li> <li>• Proximity to Fire Hall #1 is of benefit.</li> <li>• There is an opportunity to share, and optimize space should additional Community Safety staff co-locate.</li> <li>• Less capital cost as compared to Option 1.</li> <li>• No further costs required to upgrade building for building codes to accommodate multi-tenancy.</li> </ul>	<p>Maintenance and Operations.</p> <ul style="list-style-type: none"> <li>• Additional moving costs would be required to move Emergency Programs and the EOC to 6931 Granville Avenue.</li> </ul>
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**Financial Impact**

Funding from the 2005 Surplus Appropriation was approved by Council on July 10, 2006.

**Conclusion**

Space at City Hall is currently at a premium and locating work teams in close proximity to each other is becoming increasingly difficult. A number of Community Bylaws staff are working in the field most of the day and 12 patrol cars are occupying parking spaces. Relocating the Community Bylaws Section to 6931 Granville Street frees up premium floor space within City Hall and underground parking spaces. This will allow more efficient use of City Hall space.

Relocating FPO and CR staff from Fire Hall #1 to 6931 Granville Street frees up space at Fire Hall #1 to fully accommodate the required access to privacy upgrades as recommended in the Vince Ready report. In addition it does not increase pressure on the Fire Hall #1 outdoor areas for parking and training.

November 9, 2006

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It is recommended to proceed with the proposed relocation of Community Bylaws, FPO and CR to 6931 Granville Street.

A handwritten signature in black ink, appearing to read 'Mary Brunet', written over a horizontal line.

Mary Brunet, MAIBC  
Project Manager  
(1267)