



Report to: Public Works and Transportation Committee, City of Richmond

From: Gateway Theatre Society Board

Re: Gateway Theatre's use of 6560 Gilbert Road (current Family Place Facility)

Date: January 8, 2007

History:

In 2003, Gateway Theatre staff applied to the City of Richmond for a Major Capital upgrade for the Gateway Theatre facility. At that time there were 2 full-time and 4 contract production employees who did not have a workspace. The City responded by conducting an evaluation, assigning a project leader, and completing an engineering report on the project. The project was estimated to cost \$250,000, \$50,000 of which was allocated in 2004 to the project. Additional funds were not available to the project by the end of the fiscal year. Gateway Theatre was encouraged to continue requesting funding for this upgrade to serve the needs of facility.

In September 2005 Gateway Theatre was informed by its storage building that the facility would be torn down by May 2006. Gateway Theatre Board and staff began searching for a new space. We contacted real estate, commercial sponsors, other non-profit organizations, and the City of Richmond. The Theatre required a location that could house over 1 million dollars worth of sets, props and costumes that had been invested in for future use.

In May 2006, the costumes, props and set pieces were moved to a cold, wet location without lighting or pest control. The costumes (valued over \$500,000) and some props sensitive to the cold and wet conditions are beginning to deteriorate and will soon be destroyed.

Rationale for request:

Offices

Gateway Theatre will use the 4 offices to house the 10 staff (4 regular and 6 contractors) without a present workspace. This lack of workspace has caused major communication issues. Each employee either works from home or in a dressing room (not always available) at the theatre. The lack of synergy in the team results in miscommunication, unilateral decision-making, and the inability to collaborate.

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6500 Gilbert Road, Richmond, British Columbia, Canada V7C 3V4
Administration: 604.270.6500 Fax: 604.247.4995 Box Office: 604.270.1812
www.gatewaytheatre.com

Owned by The City of Richmond and operated by The Richmond Gateway Theatre Society



Storage for Costumes

Gateway Theatre will use the common space to store and build costumes, have team meetings, and store some props that are sensitive to the elements.

Local organizations often request the use of Gateway Theatre costumes, which are professionally sewn and made with high caliber materials. In July 2006 Gateway Theatre invested in a costume database to assist us in renting our costumes. The costumes are currently located in boxes in an inaccessible warehouse. This makes it difficult for potential renters to view. The rental of costumes is a potential revenue opportunity for Gateway Theatre.

Gateway Theatre Costume Designers currently rent an office space to build costumes for the productions. Equipment is moved in and out of the space for each production. The cost comes out of the designer's pocket. The facility at 6560 Gilbert would eliminate this cost to the artist, as Gateway Theatre would provide creation space.

The current storage location for the costumes is unsuitable to preserve our investment.

City of Richmond Staff Assessment:

Gateway Theatre has viewed the City Staff report to the General Purposes Committee prepared by Robert Gonzalez in response to the Committee's Staff referral at the December 18th, 2006 meeting:

"That staff submit a report on the potential future uses of the Richmond Family Place Building, including storage and office space"

Gateway Theatre perspective:

The facility at 6560 Gilbert (current Family Place facility) is a community asset. Gateway Theatre feels this community asset should not be destroyed if there are community organizations that are in need. The building needs repair and has operating costs.

The City Staff report does not include Gateway Theatre's interest in collaboration with the City of Richmond to upgrade the building and participate in the ongoing expenses. Also omitted was a detailed rationale for Gateway Theatre's need (described above).

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GATEWAY THEATRE
HOME TO CANADIAN THEATRE

Repairs to the facility:

Below is the chart of repairs in the City Staff report. There are items in this chart that Gateway Theatre would be willing to forego because they are not required for the facility to be structurally sound.

Description	Priority	Cost	Gateway Needs
Replace Roof -	1	\$9,000	Yes
Replace North wall – <i>Rotted and infested with carpenter ants</i>	1	\$13,000	Yes
Replace – <i>rusted /leaking emergency door</i>	1	\$1,000	Yes
Repaint /Stain Exterior – <i>repair wood siding and fascia</i>	1	\$6,500	No
Repair interior walls - <i>repaint prior to new occupancy</i>	2	\$3,000	No
Replace Heating Boiler	2	\$4,500	Yes
Replace DHW tank	2	\$1,500	Yes
Replace bathroom toilet fixtures	2	\$2,000	No
Replace Wood Picket fencing with Chain Link	2	\$6,000	No
Telephone /Computer upgrades to City network	2	\$15,000	Yes
Demolish outdoor equipment and make good landscaping	2	\$2,500	No
Total		\$64,000	
Contingency Allowance 20%		\$12,800	
Permits and City Overheads 10%		\$6,400	
Grand Total		\$83,200	

There are costs in the report that relate to cosmetics that the Gateway Theatre does not need. Any interior upgrades required for the costume creation space and costume storage would be at the cost of the Gateway Theatre Society.

There are 5 items on the above upgrade list that Gateway Theatre does not require and the reasoning for each. They are:

1. Repaint /Stain Exterior – *repair wood siding and fascia*
The exterior of the building may need repair. If the repainting is required for the structural integrity of the building, of course it will be required. If it is cosmetic, it is unnecessary for Gateway Theatre's use.
2. Repair interior walls - *repaint prior to new occupancy*
Gateway Theatre is content with the interior wall colors.

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3. Replace bathroom toilet fixtures
There are usable adult fixtures for our staff.
4. Replace Wood Picket fencing with Chain Link
Gateway Theatre will remove this fence at its own cost without replacement.
5. Demolish outdoor equipment and make good landscaping
Gateway Theatre will remove this equipment at its own cost.

This reduces the upgrade costs to **\$57,200** (includes the City Contingency and Permit allowances).

Gateway Theatre will further apply to the Cultural Spaces Canada granting program through Canadian Heritage. This program covers up to 33% of the upgrade costs of a facility that is being used for cultural purposes. Should this be successful, Gateway Theatre can contract the work for the building and ask that the City contribute also to the cost of upgrade. Should the application not be successful, Gateway Theatre will engage in conversation with the City of Richmond for cost sharing of the upgrade.

Operating the facility:

Below is the chart of operating costs in the City Staff report. The additional column outlines areas that Gateway Theatre feels should be omitted.

Description	Cost / year	Gateway Theatre
Hydro – <i>Present RFP costs</i>	\$1,000	
Terasen Gas – <i>Present RFP costs</i>	\$1,200	
Janitorial Services – <i>Present RFP costs</i>	\$2,500	Gateway
Building Maintenance	\$2,800	
Security – <i>Alarm monitoring</i>	\$300	
Telephone /Internet connection (If not upgraded above) – <i>Present RFP costs</i>	\$3,500	Included in upgrade
Landscape and Grass cutting	\$800	
Total	\$12,100	

As the above upgrade chart includes the cost of upgrading the facility, the Telephone/Internet connection costs would not be required.



Gateway Theatre retains staff for janitorial services. This staff would cover janitorial services for the 6560 Gilbert Road facility.

Removing these two items, the operating costs are reduced to **\$6,100**. Gateway Theatre would be willing to engage in conversation with the City of Richmond on cost sharing of the operating expenses.

Recommendations

That the City of Richmond creates a partnership with the Gateway Theatre Society to upgrade the building at 6560 Gilbert and share operating costs.

The cost to upgrade the building for Gateway Theatre's use is \$57,200, 33% of which Gateway Theatre will attempt to cover. The operating cost of the building is \$6100, a portion of which Gateway Theatre may be able to cover in addition to janitorial services.

Conclusions

The facility at 6560 Gilbert Road is a community asset. Yes, to some it may not have much worth in dollars however replacing the building is quoted at a cost of \$346,500 in the City Staff report.

Gateway Theatre has been requesting additional space for 4 years and is in desperate need of this facility to preserve the investments it has made to costumes and props. These production elements are of value to the community and may generate rental revenue for Gateway Theatre. Furthermore, the synergies of Gateway production team members is an asset that will have cost-saving implications for the organization.

City Staff are recommending that the facility be demolished. Gateway Theatre feels this would be a great loss to the community in addition to the loss of significant investments Gateway Theatre has made in artistic production elements.

Respectfully submitted by
Suzanne Haines, General Manager Gateway Theatre

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