
CITY OF KELOWNA

MEMORANDUM

Date: September 27, 2001
File No.: 0760-20
To: City Manager
From: Civic Properties Manager
Subject: Renovations to City Hall, Second Floor and Council Offices

RECOMMENDATION:

THAT City Council approve the planned renovations to the Planning and Development Services Department on the second floor and Council offices on the third floor of City Hall.

AND THAT the project be funded from the funds already approved in the 2001 budget.

BACKGROUND:

The City's 1999/2000 Strategic Plan identified, under Facilities and Technology, a need to "provide appropriate technology, spaces and places to support our programs, staff and volunteers". More specifically the direction was "To undertake a five year staffing forecast and estimated changes to our business practices and develop options that ensure we have sufficient and appropriate space to meet our anticipated needs". In forecasting future needs many influences need to be taken into consideration including; business changes 'one window concept', need for increased security, technology changes/needs and present and future space requirements. In addition, with the increased public involvement in civic related business there is a growing need to improve the quantity and ease of access to meeting space.

Renaissance Architecture was retained to do a space review and schematic planning of City Hall. An initial general review of City Hall space was conducted and then refocused on the most immediate needs within the Hall. Planning and Development Services (second floor) and Council offices (third floor) were identified as areas needing immediate attention.

The current second floor Planning and Development Services layout is one that has evolved over time and has reached a stage where efficiency, security and customer services are not adequately met. New programs like the "One Window" can't adequately be instituted. Renaissance Architecture has done various schematic layouts through consultation with Planning and Development Services management and staff. Having reached a consensus we have a final floor plan that not only addresses the overall efficiency and effectiveness of the Department, it also improves security and increases ease of public access to meeting space in the Department.

Council space in its current location has developed by default as other locations are being used to meet the needs of staff. The space as it exists does not address the current needs of Council. Additional office space is required to provide Councilors with confidentiality in dealing with constituent topics and concerns. Two proposed layouts have been developed and these will be discussed with Council to determine the best solution.

Jim Waugh
Civic Properties Manager

JRW/cm

cc: Acting Director of Parks and Leisure Services
Director of Planning & Development Services
Deputy Director of Finance