
CITY OF KELOWNA
MEMORANDUM

Date: January 21, 2009
File No.: 0760-20

To: City Manager

From: Director, Infrastructure Planning & Asset Management

Subject: CITY HALL RENOVATIONS – 4th FLOOR

RECOMMENDATION:

THAT Council receive for information the report by the Director, Infrastructure Planning & Asset Management dated January 21, 2009.

BACKGROUND:

Council approved the implementation of the complete renewal of the City Hall 4th floor in the 2009 budget to deal with building system deficiencies and to improve the effective use of the available space in City Hall. The attached chart was presented to Council during the budget deliberations.

EFFICIENCY ANALYSIS				
	Current	Proposed	Increase	% Increase
Open Work Space	39	51	12	31%
Enclosed Office	14	16	2	14%
Total Work Spaces	53	67	14	26%
(Mtg Room)/Occupants	(4)/40	(13)/106	(9)/66	(225%)/165%
TOTAL OCCUPANTS	93	173	80	86%

One of the meeting rooms planned in this renovation is intended to replace the functions currently accommodated by Meeting Room 3. Meeting Room 3 has several functional shortfalls:

- The room shape is inappropriate for presentations in that ¼ of the seating has its back to the screen.
- The room shape forces an inefficient seating arrangement which is not appropriate to meetings larger than 15, although it uses a footprint which should accommodate over 20.
- The room is often used for meetings open to the public, but it is remote from the public circulation system and puts the public within the staff working area. Not only is this disruptive, but it raises security concerns regarding both documents and personnel safety. In addition, the 'dogleg' public circulation system is wasteful of valuable net usable space within a building which is already overloaded.
- Since it is adjacent to a major mechanical room, the space can be noisy.

A new meeting room has been planned for the 4th floor which addresses these concerns:

- It is immediately adjacent to the public stair and elevator, with ample waiting area equipped with network connected workstations for staff to use while waiting to present.
- The room shape will accommodate over 30 people who would all have visual access to a LCD presentation monitor.
- Adequate kitchen and washroom facilities are available to the room without breaching the staff working zone.
- An acoustically separate room is adjacent to the room which can accommodate unavoidable private phone calls of meeting participants, act as a small break-out room, or even act as a translation booth, if any of these functions were deemed important.
- Better noise control and better day-lighting is available.

Eventually, the existing Meeting Room 3 would be converted into staff workspaces that would increase the capacity of the north wing of the 3rd floor.

Staff will present the overall plan (see attachment) to Council for information and solicit input regarding any specific requirements that need to be considered in the detailed design of this room for current or future installation. An example would be audio/video conferencing capability.

Considerations that were not applicable to this report:


INTERNAL CIRCULATION TO:
LEGAL/STATUTORY AUTHORITY:
LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:
EXISTING POLICY:
FINANCIAL/BUDGETARY CONSIDERATIONS:
PERSONNEL IMPLICATIONS:
TECHNICAL REQUIREMENTS:
EXTERNAL AGENCY/PUBLIC COMMENTS:
ALTERNATE RECOMMENDATION:

Submitted by:



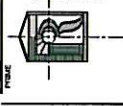
R. Cleveland, Director, Infrastructure Planning & Asset Management

Approved for Inclusion:



Jim Paterson, General Manager, Community Sustainability

cc: Bill Berry, Director, Design & Construction
Doug Gilchrist, Director, Real Estate & Building Services
Stephen Fleming, City Clerk
John Vos, General Manager, Citizen Services
Paul Macklem, General Manager, Corporate Sustainability



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CONTRACT NO.

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NO.	REVISIONS	DATE	BY
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PROJECT
CITY OF KELOWNA
CITY HALL
FOURTH FLOOR
RENOVATIONS
KELOWNA, BRITISH COLUMBIA
DRAWING TITLE
FLOOR PLAN - NEW

DRAWN BY
DT
PROJECT MONTH
CHECKED BY
AK
SCALE
1/8"=1'-0"
DATE
05-01-09
CLIENT PROJECT NO.
CONSULTANT PROJECT NO.
DRAWING NO.
083000.00
DRAWING TITLE
A-103

