

Security Renovations to Mayor's Office Support Area

ISSUE

A request has been made by the Mayor for renovations to be made to increase the security and functionality of the Mayor's Office Support Area, which consists of the offices and workstations occupied by staff reporting directly to the Mayor. Under the *Alterations to City Hall Buildings* policy, City Council approval is required for renovations to City Hall at the request of the Mayor and/or City Councillors. No changes to the Mayor's office itself will be made under the proposed renovations.

This report seeks approval for the project and provides the details, costs, and proposed funding source for the renovations.

RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council:

1. That the proposed scope of work for renovations to the Mayor's Office Support Area as outlined in this report be approved;
2. That a one-time expenditure of \$15,000 from unspent funding within the Mayor's Office operating budget be made to the Civic Building Comprehensive Maintenance Reserve;
3. That existing funding of \$40,000 within Capital Project P.10101, Facilities Corporate Accommodations, be used for this project; and
4. That Capital Project P.10101, Facilities Corporate Accommodations be increased by \$35,000 to be funded from the Civic Building Comprehensive Maintenance Reserve (CBCM) for use on this project.

BACKGROUND

Requests for changes to the Mayor's Office Support Area date back to 2010. Logistical and financial constraints have prevented renovation work from being completed.

Following a renewed request for renovations in 2023, the Facilities Management Department (FMD) worked with the Mayor and his team to develop renovation concepts that address the need for additional private office space, increased functionality, and improved security. The solution proposed is the least-cost option considered and focuses on security and accessibility.

October to November 2024 has been identified as an opportune time to implement the changes necessary to increase the functionality and security of the Mayor's Office Support Area. During the election, this area can be vacated with minimal disruption to operations.

DISCUSSION/ANALYSIS

The renovations will provide improved security and accessibility measures for staff and visitors. Security upgrades include card access to the work area and the addition of a security camera for improved field of view and coverage. Accessibility improvements include an accessible transaction counter at reception.

The renovation will also reduce sound transmission from the reception area to the offices by increasing the proximity between them. The scope of work does not address the request for additional private offices, as the cost for this work would have significantly increased the funding required to complete the project.

The proposed design has been prepared in consultation with Neighbourhood Safety and Planning & Development for CPTED compliance, and also with Corporate Security for input regarding how the changes will support improved physical security for the area. Corporate Security has indicated these renovations align with the physical security concepts of protection, detection, and response outlined in the City of Saskatoon Physical Security Standard under development. These initial improvements will add layers of security and can be enhanced in the future as budget and future planning allows.

The scope of work includes:

Scope	Description
Demolition	~4 linear metres of existing wall
	1 existing door
Patch and repair finishes	Flooring patch
	Walls: patch, paint and touch-ups
Supply & installation of moveable wall system	4.75 m of moveable walls
	1 door with security glazing
Supply & installation of new furniture & components	1 reception workstation with accessible transaction surfaces
Reconfiguration of existing furniture	Reuse of existing
Card Access	Installation of a card reader
Security panel	Upgrade to existing panel and cabling to accommodate new card reader and future capacity
Security Camera	Security camera replacement
Mechanical	HVAC rebalancing
Electrical	Power and data terminations

FINANCIAL IMPLICATIONS

The total project budget proposed is \$75,000. Facilities Corporate Accommodations Capital Project P.10101 has existing funding of \$40,000 available for this project.

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There is \$20,000 available within the CBCM Reserve that can be used for this project and the Administration is recommending that an additional \$15,000 from unspent funding within the Mayor's Office operating budget be transferred into the CBCM Reserve, resulting in a total of \$35,000 from the CBCM to fully fund this project. The unspent funding in the Mayor's Office budget is due to reduced office expenses and equipment savings.

The proposed CBCM budget covers project items that are eligible in accordance with Administrative Procedure US-003 *Civic Building Comprehensive Maintenance Reserve – Eligibility and Reserve Management*. The proposed Facilities Corporate Accommodations Capital Project P.10101 budget covers items that ensure the Department has appropriate facility assets, in accordance with the description of the Capital Project.

OTHER IMPLICATIONS

The proposed renovations are expected to have a prolonged useful life, even if additional future renovations to the area are realized.

Should the renovations be delayed until after the elections, the Mayor's Office operations may be disrupted.

NEXT STEPS

Following approval, FMD will work with Supply Chain Management to engage contractors for the proposed renovations.

Report Approval

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