

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF NOVEMBER 20, 2012

Item 3, Report No. 12, of the Finance and Administration Committee, which was adopted without amendment by the Council of the City of Vaughan on November 20, 2012.

3 RELOCATION OF MOBILE STORAGE UNITS FROM MNR TO JOC - REPURPOSING OF CAPITAL WORKS PROJECT FUNDS

The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the City Clerk, dated November 12, 2012:

Recommendation

The City Clerk recommends:

1. That the high-density, mobile records storage units currently at the former City Archives facility at the MNR Building be relocated to the Records Centre at the JOC.
2. That the relocation be funded by repurposing existing capital funds available in capital works project account CL-2505-09.

Contribution to Sustainability

The subject high-density, mobile records storage units will optimize the records storage, accessibility, security, and preservation capacity of the City's bulk records storage facility (Records Centre) located at the Joint Operations Centre. The units are presently unused and in the event of demolition of the MNR building would have marginal value as salvage, and present an opportunity to reclaim and reutilize an existing City capital resource.

Economic Impact

The total project cost of \$7,520, excluding HST, could be absorbed via funds available in CL-2505-09, a capital works project account designated for the purchase and installation of high density, mobile records storage systems in the Archives & Records Management facility at City Hall.

Communications Plan

Not applicable to this report

Purpose

The purpose of this report is to obtain Council approval to repurpose a portion of the funds available in capital works project account CL-2505-09 to relocate existing mobile records storage units from the MNR building to the JOC. CL-2505-09 is designated to fund the design engineering, supply, delivery, and installation of high-density, mobile records storage units for the Archives & Records Management facility at City Hall.

Background - Analysis and Options

Proposal Summary

An opportunity presents itself to reclaim and reutilize an existing City capital resource to cost-effectively enhance the City's records accessibility, security, preservation, and storage capacity. The facility formerly occupied by the City of Vaughan Archives at the MNR building contains a system of

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mechanically-assisted, high-density, mobile records storage units. While over 20 years old, the units are in good, serviceable condition and are of a superior build quality. The storage units possess little value as salvage and constitute a potential contribution to landfill.

With a records storage capacity of approximately 225 linear metres (ca. 650-700 standard records boxes), the subject storage units are well suited for redeployment to the climatically-controlled section of the Records Centre at the JOC, which currently stores long-term value City records on standard, static shelving and has reached its maximum capacity. The relocated MNR units would provide a net gain in storage capacity of 85-90% over similar-sized conventional static shelving, while being much more accessible than the present shelving (as records are concentrated in a smaller floor space). Due to the fact that high-density, mobile shelving moves along floor tracks, the need for multiple access aisles associated with static shelves is eliminated, resulting in net space savings. Other benefits of high-density shelving include enhanced security (as boxes are concealed within storage units) and improved resistance to fire, smoke, and water damage relative to conventional shelving due to minimal exposure of records storage boxes.

Financial Context

The cost of records storage system disassembly, component inspection, part cleaning and replacement/refurbishment (as needed), transportation, and reassembly is \$7,520, excluding HST. The records storage units constituting the system were originally purchased for approximately \$20,000, with a current replacement cost of \$18,000, excluding HST. In light of the continued service life and quality of the MNR system, the relocation of the subject records storage units represents a cost-effective opportunity to enhance the City's records accessibility, preservation, security, and storage capacity by redeploying an existing capital asset, while concurrently diverting material from landfill.

It is proposed that the subject storage unit relocation be funded by repurposing a portion of capital works project account CL-2505-09. CL-2505-09 is designated to fund the purchase and installation of high-density, mobile shelving units for the Archives and Records Management Services (ARMS) storage areas at City Hall, the majority of which were installed in 2010-2011. Currently, a total of \$83,860.00 remains in the account (of the original amount of \$206,000.00). This sum is sufficient for the procurement and installation of mobile shelving for the floor space that remains available in the ARMS records storage areas at City Hall, plus absorbing the cost of relocating the MNR mobile storage units to the JOC.

Relationship to Vaughan Vision 2020/Strategic Plan

Organizational Excellence

- Manage Corporate Assets

Service Excellence

- Lead and Promote Environmental Sustainability

Regional Implications

None

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Conclusion

An opportunity exists for the City to enhance its records accessibility, preservation, security, and storage capacity, and at the same time demonstrate environmental consciousness. By repurposing a portion of available capital works project funds to relocate the high-density, mobile records storage units presently at the MNR to the JOC, an existing capital resource can be cost-effectively reclaimed and reutilized, while potentially diverting material from landfill.

Attachments

None

Report prepared by:

Dan Zelenyj, M.A., City Archivist

Ray Barber, Records Management Supervisor

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

FINANCE AND ADMINISTRATION COMMITTEE - NOVEMBER 12, 2012

RELOCATION OF MOBILE STORAGE UNITS FROM MNR TO JOC - REPURPOSING OF CAPITAL WORKS PROJECT FUNDS

Recommendation

The City Clerk recommends:

1. That the high-density, mobile records storage units currently at the former City Archives facility at the MNR Building be relocated to the Records Centre at the JOC.
2. That the relocation be funded by repurposing existing capital funds available in capital works project account CL-2505-09.

Contribution to Sustainability

The subject high-density, mobile records storage units will optimize the records storage, accessibility, security, and preservation capacity of the City's bulk records storage facility (Records Centre) located at the Joint Operations Centre. The units are presently unused and in the event of demolition of the MNR building would have marginal value as salvage, and present an opportunity to reclaim and reutilize an existing City capital resource.

Economic Impact

The total project cost of \$7,520, excluding HST, could be absorbed via funds available in CL-2505-09, a capital works project account designated for the purchase and installation of high density, mobile records storage systems in the Archives & Records Management facility at City Hall.

Communications Plan

Not applicable to this report

Purpose

The purpose of this report is to obtain Council approval to repurpose a portion of the funds available in capital works project account CL-2505-09 to relocate existing mobile records storage units from the MNR building to the JOC. CL-2505-09 is designated to fund the design engineering, supply, delivery, and installation of high-density, mobile records storage units for the Archives & Records Management facility at City Hall.

Background - Analysis and Options

Proposal Summary

An opportunity presents itself to reclaim and reutilize an existing City capital resource to cost-effectively enhance the City's records accessibility, security, preservation, and storage capacity. The facility formerly occupied by the City of Vaughan Archives at the MNR building contains a system of mechanically-assisted, high-density, mobile records storage units. While over 20 years old, the units are in good, serviceable condition and are of a superior build quality. The storage units possess little value as salvage and constitute a potential contribution to landfill.

With a records storage capacity of approximately 225 linear metres (ca. 650-700 standard records boxes), the subject storage units are well suited for redeployment to the climatically-controlled section of the Records Centre at the JOC, which currently stores long-term value City

records on standard, static shelving and has reached its maximum capacity. The relocated MNR units would provide a net gain in storage capacity of 85-90% over similar-sized conventional static shelving, while being much more accessible than the present shelving (as records are concentrated in a smaller floor space). Due to the fact that high-density, mobile shelving moves along floor tracks, the need for multiple access aisles associated with static shelves is eliminated, resulting in net space savings. Other benefits of high-density shelving include enhanced security (as boxes are concealed within storage units) and improved resistance to fire, smoke, and water damage relative to conventional shelving due to minimal exposure of records storage boxes.

Financial Context

The cost of records storage system disassembly, component inspection, part cleaning and replacement/refurbishment (as needed), transportation, and reassembly is \$7,520, excluding HST. The records storage units constituting the system were originally purchased for approximately \$20,000, with a current replacement cost of \$18,000, excluding HST. In light of the continued service life and quality of the MNR system, the relocation of the subject records storage units represents a cost-effective opportunity to enhance the City's records accessibility, preservation, security, and storage capacity by redeploying an existing capital asset, while concurrently diverting material from landfill.

It is proposed that the subject storage unit relocation be funded by repurposing a portion of capital works project account CL-2505-09. CL-2505-09 is designated to fund the purchase and installation of high-density, mobile shelving units for the Archives and Records Management Services (ARMS) storage areas at City Hall, the majority of which were installed in 2010-2011. Currently, a total of \$83,860.00 remains in the account (of the original amount of \$206,000.00). This sum is sufficient for the procurement and installation of mobile shelving for the floor space that remains available in the ARMS records storage areas at City Hall, plus absorbing the cost of relocating the MNR mobile storage units to the JOC.

Relationship to Vaughan Vision 2020/Strategic Plan

Organizational Excellence

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Regional Implications

None

Conclusion

An opportunity exists for the City to enhance its records accessibility, preservation, security, and storage capacity, and at the same time demonstrate environmental consciousness. By repurposing a portion of available capital works project funds to relocate the high-density, mobile records storage units presently at the MNR to the JOC, an existing capital resource can be cost-effectively reclaimed and reutilized, while potentially diverting material from landfill.

Attachments

None

Report prepared by:

Dan Zelenyj, M.A., City Archivist

Ray Barber, Records Management Supervisor

Respectfully submitted,

Jeffrey A. Abrams
City Clerk