

#### 4. PAPANUI YOUTH FACILITY

<b>General Manager responsible:</b>	General Manager, Community Services
<b>Officer responsible:</b>	Lesley Symington, Unit Manager
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##### **PURPOSE OF REPORT**

1. The purpose of this report is to update the Board on the proposed Papanui Youth Facility and to seek a re-allocation of funding previously set aside by the Board towards the Papanui Community/Pool Facility.

##### **EXECUTIVE SUMMARY**

2. The Papanui Youth Facility construction is almost due to begin. The construction will cost \$645,000 with annual operating costs of \$181,460. The building will be owned by Te Papanui Trust on land owned by the Anglican Church (St Pauls, Harewood Road). In turn the building will be rented by Papanui Youth Development Trust which will operate the building as a youth facility. An operational budget has been compiled along with a document detailing the Trust's Outputs and Outcomes for the running of the facility. This report recommends that a fund of \$32,000 presently set aside for the Papanui Community Facility be re-allocated to Papanui Youth Development Trust towards operating costs associated with the Papanui Youth Facility.

##### **FINANCIAL AND LEGAL CONSIDERATIONS**

3. \$32,000 presently sits in the Secretariat Unit budget as a carry forward from 2003/04. This money is an accumulated amount allocated by the Shirley/Papanui Community Board over several years towards the Papanui Community Facility. The Papanui Community Facility will not be proceeding this financial year, consequently the Community Board can consider the re-allocation of this funding to another project.

##### **STAFF RECOMMENDATIONS**

4. It is recommended that the Community Board:
  - (a) Agree to re-allocate the \$32,000 to Papanui Youth Development Trust for salary costs associated with the Papanui Youth Facility.

##### **CHAIRPERSON'S RECOMMENDATIONS**

1. That the staff recommendation be adopted.
2. That the \$8,000 from the 2004/05 project funds allocated to the Papanui Community facility be re-allocated to the Papanui Youth Development Trust for salary costs.
3. That the \$10,000 from the 2004/05 project funds allocated to the outcomes from the Papanui Needs Analysis be re-allocated to the Papanui Youth facility for salary costs for a manager.
4. That the above re-allocations are one off grants for salary costs to establish these positions.

## BACKGROUND

5. Board members will recall that the Papanui Youth Facility has been a vision, both of this Board and the local community, since 1998. Indeed, the Board has advocated for this project through the Annual Plan process and has also committed funds towards fit-out, operational and salary costs of the project.
6. Originally the project looked at renting a building for the purpose, but with a number of such options not coming to fruition, a purpose built building was envisioned.
7. Consequently, in a unique three-way partnership the Papanui Youth Facility will be built on land owned by the Anglican Church (St Pauls, Harewood Road) with the building built and owned by Te Papanui Trust and Papanui Youth Development Trust taking on operational responsibility, leasing the building from Te Papanui Trust.
8. This report will provide information firstly; on construction of the building itself and secondly; on the operational aspects of running the building.
9. Building Construction: The budget for construction of the building is \$1,071,000. \$300,000 of this is the assessed land value. This budgetary item is being contributed by St Pauls, hence the costs of construction itself is \$771,000. The Trust is confident of raising the balance.

### PAPANUI YOUTH FACILITY (BUILDING BUDGET)

#### BUDGETS:

Capital costs to establish debt free Youth Facility:

Item	Cost
Land – assessed as	\$ 300,000
Building (subject to final design and tender outcome)	\$ 654,000
Climbing Wall and Portion of Structure	\$ 50,000
Architectural plus Quantity Surveying plus Contract Management	\$ 47,000
Furniture	\$ 5,000
Sound and Recording Suite	\$ 10,000
Establishment and Other Costs	\$ 5,000
<b>Total (GST exclusive)</b>	<b>\$1,071,000</b>

Sources of Funding to establish Youth Facility:

Item	Cost
Organisation Contribution	
Land – St Paul's (confirmed)	\$ 300,000
Fundraising Events (expected – Rotary)	\$ 50,000
Trustee time/expertise	Not assessed
Donated Materials & Labour (expected)	\$ 40,000
Confirmed Funding (CCC)	\$ 135,000
Confirmed Funding (Community Board)	\$ 35,000
Community Trust Request (confirmed)	\$ 75,000
Scottwood Trust (confirmed)	\$ 10,000
Caversham Trust (confirmed)	\$ 20,000
Southern Trust (confirmed)	\$ 10,000
Requested Funding	
Christchurch City Council (05/06)	\$ 220,000
Other (from pub charities etc. – under action)	\$ 176,000
<b>Total</b>	<b>\$1,071,000</b>

10. The \$220,000 from Christchurch City Council has been allocated (although this is subject to final confirmation of the Annual Plan).
11. At present it is expected that construction can begin late this year, with completion expected in early 2006.

12. **Operational:** Papanui Youth Development Trust will have responsibility for operational aspects of the facility, so that the effectiveness and efficiency of the facility can be monitored and assessed. Papanui Youth Development Trust has drawn up an "Expected Outputs and Outcomes" document (**Appendix 1**). These cover every aspect of the facility; the climbing wall, meeting rooms, offices, craft room, music/recording/video room, the foyer/hall as well as staff and volunteers.
13. The Operational budget (below) shows an annual expenditure of \$181,460. This includes a rental of \$35,000. As noted previously, the building will be in the ownership of Te Papanui Trust and the Papanui Youth Development Trust will rent the building from Te Papanui Trust in order to operate the building as a youth facility. Consequently a fair rental needs to be shown in the budget.

<b>Youth Facility Operational Budget – MAY 2005</b>				
<b>For First Year of Operation</b>				
<b>EXPENSES</b>				
<b>SALARIES</b>				
Events Person	Salary		\$45,000	
	Supervision			\$ 720
	Training			\$ 1,000
	Vehicle		<u>\$ 2,000</u>	
				<u>\$ 48,720</u>
Receptionist				<u>\$ 19,500</u>
Manager (part only, refer paragraph 15)				<u>\$ 10,400</u>
Climbing Instructor				<u>\$ 20,800</u>
Sound/Tech Instructor				<u>\$ 6,240</u>
<b>Salaries Sub Total</b>				<b><u>\$105,660</u></b>
<b>MISCELLANEOUS EXPENDITURE</b>				
Cleaning	Wages	\$5,000		
	Consumables	\$1,500		\$ 6,500
Electricity				<u>\$ 3,000</u>
Hospitality				<u>\$ 1,200</u>
Youth Interns	2 @ \$2,700		\$ 5,400	
Computer Maintenance				<u>\$ 1,000</u>
Computer Network Security			\$ 2,000	
Marketing/Advertising			\$ 2,000	
Kitchen running costs			\$ 1,000	
Stationery/stamps/PC			\$ 1,500	
Photocopier rental/meter costs				\$ 1,000
Phone/Internet				\$ 3,000
<b>PROGRAMME COSTS</b> (holiday, After school, weekends, camps)				
			\$10,000	
Youth Facility Rental			\$35,000	
Insurance				\$ 2,000
- Building				\$ 1,200
- Trust Liabilities				
<b>Expenditure Sub Total</b>				<b><u>\$ 75,800</u></b>
<b>OVERALL TOTAL</b>				<b><u>\$181,460</u></b>

<b>YOUTH FACILITY OPERATIONAL BUDGET</b>				
<b>INCOME</b>				
<b>SALARIES</b>				
	Northlands Mall (Pending)		\$ 25,000	
	Canterbury Community Trust (Confirmed)		\$ 15,000	
	Shirley/Papanui Community Board (05/06 Project Funds) (Confirmed)		\$ 10,000	
	Other Funding Applications (Pending)		\$ 40,000	
	Climbing Wall recoveries		\$ 15,000	
<b>SUB TOTAL</b>			<b>\$105,000</b>	
<b>MISCELLANEOUS INCOME</b> (Programme expenses, room rental etc.)				
	Northlands Mall (Pending)		\$ 5,000	
	Canterbury Community Trust (Confirming)		\$ 10,000	
	Shirley/Papanui Community Board (Confirmed)		\$ 5,000	
	Office Rental 4 offices @ \$75 per week x 52		\$ 15,600	
	Lessee charge for Computer/Photocopier etc.		\$ 5,000	
	Room/Hall rentals		\$ 10,000	
	Music/Recording Room		\$ 10,000	
	PYD Usages/Programme Fees		\$ 7,500	
	Commercial Hire		\$ 5,000	
	Donations		\$ 2,700	
<b>Sub Total</b>				<b>\$ 75,800</b>
<b>TOTAL INCOME</b>				<b>\$180,800</b>

14. Staffing for this facility is key to the achievement of the Projects Outcomes and a Manager is currently in place. This position is a quarter of the Manager of the Papanui Youth Development Trust's position and this shows as a part-salary in the facility's operational budget. The Events Co-ordinator is soon to be appointed. Copies of both these Job Descriptions are attached (Appendix 2 and 3). The intention behind employing the Events Co-ordinator before the building is completed is so that systems, programmes, promotion and liaison can all be in place ready to go from Day One. This position is key to the establishment, promotion and functioning of the facility, and hence needs to be in place well before the opening of the facility.
15. All non-profit groups rely on a variety of funding sources and this funding is not always guaranteed. This project has allowed for some shortfall in income through the possibility of a reduced rental back to Te Papanui Trust.

16. Presently \$32,000 is sitting in the Secretarial Unit budget allocated to the Papanui Community Facility. This is an item originally allocated to that facility by Shirley/Papanui Community Board. As this facility will not proceed in the near future it is suggested that this fund be allocated to Papanui Youth Development Trust for salary costs of the Events Coordinator. As this money is sourced from a roll-over of funds, this grant is a one-off seeding grant to help establish this key position within the project.
17. Please note that the S/P Board has provided \$15,000 from 05/06 Project Funds towards operational costs which is made up of \$10k for salaries and \$5k programme expenses. It is likely that the Trust will seek further ongoing funding from the Board from year to year.

#### **OPTIONS**

18. In relation to the \$32,000 there are two options available to the Board:
  - That the \$32,000 not be re-allocated to Papanui Youth Development Trust.
  - That the \$32,000 originally set aside for the Papanui Community Facility be re-allocated to Papanui Youth Development Trust for salary costs of the Papanui Youth Facility.

#### **PREFERRED OPTION**

19. The preferred option is to re-allocate the \$32,000 to Papanui Youth Development Trust to be used towards operating costs of the Papanui Youth Facility. This preference is based on the following two considerations:
  - The purpose (ie the construction and operation of a community-based facility) is a similar one to that of the Papanui Community Facility.
  - The Shirley/Papanui Community Board has been a major supporter and advocate of the Papanui Youth Facility since the beginning of the project.