CITY OF SULTAN FACILITIES ASSESSMENT STUDY

GENERAL INFORMATION

The purpose of this study is to assist the city in managing the city's real estate assets by assessing the current status of the buildings and developing a list of priority maintenance repair and improvements needed for each of the buildings. This report summarizes the findings of building inspections conducted in July and August 2009 by staff of The Driftmier Architects and Interface Engineering, Inc.

The results of the surveyed buildings are recorded and prioritized as to urgency and timeframe. These observations include issues related to building envelope, water intrusion, egress and the general conditions of the structures. Limited visual structural integrity review is included. Mechanical, electrical and plumbing systems of the buildings were also assessed. These results are incorporated into the report and recommended actions. The report then groups maintenance repair and improvements into logical groupings including high priority/life safety, code and welfare issues; urgent repair and maintenance issues and longer-term repair and maintenance issues. We also discuss long-term utility and possible replacement potential of the various buildings.

Location and Description

The City of Sultan is a small rural community in Eastern Snohomish County that is situated along US Highway 2 on the western approaches to Stevens Pass. The city owns eight major buildings in town that are occupied by city departments, provide city services, as well as community services through other government and non-profit agencies. Those agencies include the US Post Office, Snohomish County Sheriff's Office for police services, Community Food Bank, Sultan Historic Museum and Boys and Girls Clubs. The study reviewed the structures which house all these city services in conjunction with the current use of the building. Were the uses to change, other improvements, code and life safety issues, etc., could come into play. For example, the building that houses the food bank also is used for city archiving and storage. Were the storage portion of the building to be converted to offices or other more intensely occupied use, then several more life safety code issues and environmental quality issues would need to be addressed with the change of use.

The city has rental and lease agreements with the other service agencies that utilize the city's buildings. In the study we did not evaluate the lease agreements nor determine what elements or improvements would likely be the responsibility of the tenant or the city as landlord. Many of the recommended actions will involve both city and tenant participation and cooperation.

Eight major buildings were surveyed including:

1) City Hall / Chamber Council / Library: 12,044 SF on two floors; locally historic brick/steel building constructed in year 2000.

2) Visitor Information Center: 1,736 SF locally historic single-story brick building built in 1928, with an addition on the South end, renovated within the past 10 years.

3) Police Department: 2,445 SF single-story wood structure building built in 1986; Operated by Snohomish Co. Sheriff's Department under contract with the City of Sultan.

4) Sultan Post Office / Museum: 8,220 SF two-story brick/wood building built in 1954. The U.S. Postal Service occupies the main floor, and the Historical Society (Museum) occupies the second floor.

5) Public Works Shop: 2,958 SF one-story wood building with attic, built in 1960.

6) Sultan Food Bank: 2,944 SF two-story wood framed building built in 1960, with a 720 SF metal-on-wood enclosed stockroom building erected adjacent (West of) the original building in 2001.

7) Boys and Girls Club Building – 1-story: 1,200 SF single-story wood framed building, built in 1920, with interior renovation in approximately 2002.

8) Boys and Girls Club Building – 2-story: 5,450 SF two-story wood building built in 1920 and was later updated.

Minor buildings and structures are also briefly mentioned:

1) Detached 1,981 SF Carport located across the open yard from Public Works Shop Building.

2) Public Restrooms, a one-story CMU building located behind the Boys and Girls Club Building.

Contents of This Report

Following this introductory material, the report summarizes the findings of the consultant team after review of materials submitted by the city and the structures in question. Two inspections were conducted to prepare this report. One was on July 24, 2009 and the other was on August 20, 2009. The findings of these inspections are summarized under the Existing Buildings Evaluations section of this report. At the end of this report is a Maintenance and Capital Improvement Plan outline which summarizes recommended priorities and improvements that are needed to the city's facilities.

Attached Materials and Data

A number of report exhibits are attached to this study. We have included the architect's building inspection notes as well as mechanical and electrical reports from Interface Engineering as background information. The summary of city-owned facilities is included as is a series of matrices that summarize the conditions of the various buildings. The Facility Analysis Matrix is a summary of all the buildings and the issues and conditions of the various systems. Each

building also has its own matrix in which all of the maintenance, repair, improvement and life safety critical issues observed are listed and categorized. This last set of matrices also includes ballpark budget costs to address these.

Neighborhood Context

The city is located in the valley bottom and is surrounded by rural agricultural land as well as we the forested slopes of the Cascade Mountains. The Burlington Northern Santa Fe Railroad and US Highway 2 go through the town on primarily its southern side. Most of the development is north of US Highway 2 and Main Street is one block off of the highway.

The city's buildings that are part of this study are located in two different areas. City Hall, Post Office building, Visitor's Center and Police Station are all within one or two blocks of each other along Main Street at the center of town. The Public Works buildings, Food Bank and Boys and Girls Club buildings are located at an old Conservation Corp. camp that is a mile or two to the west and north of the center part of town.

Topography

The town is very flat and lies north of the Skykomish River and east of the Sultan River, which runs along its western border. The city is located in the flood plain. In fact, City Hall and one bank building are the only buildings in the city that have the main floor above the flood plain. The city does flood fairly regularly. Resulting emergency operations are conducted out of City Hall until the flood waters reach the nearby street, at which point emergency operations is moved to a fire department facility on higher ground. The soils appear to be made up of sand and gravel soils and could be very pervious with a high water table.

EXISTING BUILDING EVALUATIONS

Following is a general description of the buildings on site, their condition and the uses that are found within them.

City Hall Building: Administrative Offices, Library and Council Chamber

Use and Occupancy

Constructed about the year 2000, City Hall houses the city's administrative offices on the second floor, the Library for the city on the first floor, as well as the Council Chamber and Meeting Room facilities. The ground floor is raised up from the sidewalk level to keep the main floor above the 100-year flood level. The building is located on the northwest corner of Main Street and 4th Street.

Site Conditions

The building fronts on the sidewalk of both streets and has parking and driveways around the rear of the building on both the north and the east sides. The parking lot and site facilities are in fair to good condition overall.

Building Conditions

As a relatively new building, the building appears to have been built per the codes in place in 2000. The building is constructed of brick exteriors with steel canopies and a concrete wall base. The roofing is a single-ply PVC membrane roofing system. The windows are operable vinyl or PVC clad wood windows. The entrance doors are aluminum storefront entrances and the side doors are insulated hollow metal. The interior finishes for walls, ceilings and floors are generally in good to excellent condition with a few exceptions. Also with a few exceptions, the HVAC system is installed and has significant life left to it. The plumbing system, controls, power, lighting, fire alarm, security, communications, etc. are all in good shape and only need ongoing regular maintenance. The building does not have a full fire sprinkler system.

Evaluation and Recommendations

Overall, with fairly standard maintenance of building systems, the City Hall building will continue to function well for many years to come. There are a couple of significant life safety issues that need to be dealt with at relatively low cost. These include improvements to the two stairwells to the second floor as discussed below.

Unlike the other buildings surveyed, City Hall has some functional deficiencies that city staff desires to correct. These include the lighting provision in the main entry lobby. This area is too dark and needs additional indirect lighting. The other area of concern has to do with the second floor public reception desk and area. The reception desk itself is low and does not discourage access to staff and to staff areas by an agitated customer. This is a safety and security concern which would indicate the need for a reconfigured front counter area in this location. The other element is that the reception desk is less than five feet from the top of the top stair of the main staircase. This creates a bottleneck where customers are being helped as they come up to the top of the stairs and this creates an impediment to staff and other people using the stairs because everybody tends to congregate at the top of the stairs. There is also the perceived concern that a customer being helped at the reception desk might step backwards and topple down the stairs because the distance is so short. The reception area also has thermal comfort issues and problems with HVAC controls at the second floor.

Key Maintenance, Repairs and Improvements Needed

The exit stairwell from both the lower level and the second floor at the northeast corner of the building is deficient for exiting for a couple of reasons. The top landing at the second floor is used for storage. This blocks exiting down the stairs and also blocks access to the electrical panel and the roof ladder at this location. It is imperative that the exit stairwell not be used for storage. It must be maintained as an exit access and egress path. This stairwell also appears to have non-functional lighting. Perhaps it is energized during an emergency alarm situation, but it appeared that the lights were switched by manual switches within the stairwell, which is not an approved lighting situation for egress pathway lighting. On the main stair at the south center portion of the building, the handrails are light duty wood railings with residential brackets to the wall. The railings do not have the code required extensions at the top of the stair and may not have the required extensions at other points down the stairwell. These railings need to be replaced with commercial hand railings with the code required extensions top and bottom of all runs. These items related to the stairwells are significant life safety items that are important to address.

Exterior work includes sealing and restriping of the parking lot in the next few years, roof maintenance, resealing of the cornice elements where shrinkage has opened up cracks, and HVAC repairs and modifications to two of the air handlers. We recommend that a roof inspection be conducted by a factory representative of the roofing system and that the roof drain wells be cleaned out and serviced immediately.

Visitor Center Building

Use and Occupancy

The Visitor Information Center was originally built in 1928 and remodeled significantly in 2005. It is a locally historic building with two sections. The front section was formerly a bank building and is made of brick masonry. The rear section houses storeroom, office and toilet room, and is made of CMU masonry walls. The Visitor Information Center is run by volunteers and is a very pleasant, high-ceilinged open space for which to show off the City of Sultan. The building is located on the southwest corner of Main Street and 4th Street directly across from City Hall.

Site Conditions

The building is on a corner and fronts on both street faces with a sidewalk right next to the building. To the west is a gravel parking lot which serves the building. To the south is another building and the south wall of the Visitor Information Center is a party wall with the adjacent building. On the east side in the right-of-way is a ramp up to the rear exit door from the Visitor's Center. This ramp provides the barrier-free access to the building since the front door is up a couple steps from the sidewalk. The site has marked parking, but not barrier-free parking, and a bicycle rack.

Building Conditions

Because of the renovations in 2005, the building is in very good condition overall. The exterior walls are a combination of brick, stucco and painted brick. A variety of windows are also used from wood windows to vinyl or fiberglass windows. The roofing is an older built-up roof that has had a silver coating painted on to it. The windows are double-pane insulated glass.

Interior carpet and tile in the main Visitor Center area and the backroom floor coverings are in good shape. The toilet room is ADA compliant. The ceilings are ACT in the front room with light soffits on three sides. The building is generally up to code. The HVAC system is a roof-top unit that has 10 years of service life left. The electrical system and lighting is generally code compliant and energy efficient.

Evaluation and Recommendations

With minor maintenance and repair items mentioned herein, this building should last 5 to 10 years before major systems replacements are required. Should the city decide to undertake an expansion or major remodel of the building, then significant upgrades would be necessary including roofing, HVAC, electrical service, and alarms.

Key Maintenance, Repairs and Improvements Needed

A number of improvements and repairs were identified in the building survey that need to be addressed fairly quickly in order to prevent further deterioration or damage to the building. These include:

1. Building tuck pointing of the brick, particularly at the transition between the two roof levels.

2. Flashing repairs, specifically at the scuppers and downspouts.

3. Reattachment of the gooseneck lights along the west wall with stronger, more durable fasteners.

4. Removal and repair of the windowsill rot conditions in the wood windows on the east wall.

Other items are as identified in the attached matrix.

Post Office Building with 2nd Floor Museum

Use and Occupancy

The main entrance to the building is on the middle part of the west wall with a secondary entrance off of Main Street to the north. From the entrance lobby visitors can go either way into post office spaces. The mailboxes are to the north and the main postal lobby is to the south of the main entry. The Sultan post office occupies all of the ground floor and the loading dock out the back. From the main western lobby a stair goes up to the second floor, which houses the Sultan Historical Museum. The museum is open limited hours on specific days of the month.

This building has undergone many changes of use during its life since its construction in 1954. It was originally the fire department and has been the main City Hall building as well.

Site Conditions

The building has lawn and landscaping on the west sides and it fronts close to the street. To the south are an open lot and the highway. The north fronts onto Main Street and the east is the loading dock area which serves the post office function. There are also two steel stairs that go up to second floor exit doors. The site and paving are in fair condition but would need modifications at such time as the entire building is substantially remodeled.

Building Conditions

The building is constructed of structural brick walls, both interior and exterior. These walls are uninsulated for the most part and are exposed brick on several of the faces and painted brick on the south face. The south side of the building has infill wood panel walls at the locations of the old firehouse doors. It is a two-story building with one central interior stair and two steel fire escape type stairs on the back. The building has many needs for upgrading. Some of these are urgent life safety and code issues that need to be addressed immediately. Some are significant safety and utility items that should be addressed immediately as well. Most of these items for maintenance repair, etc. could wait for a general building modernization to follow within a couple of years.

Evaluation and Recommendations

This building is in need of a major overhaul, upgrade and modernization. Once the urgent code and life safety issues are addressed, the building could limp along for a couple of years before this major upgrade occurs.

Key Maintenance, Repairs and Improvements Needed

There are a number of urgent and immediate life safety concerns in this building. First of all, a number of the finishes and materials might contain asbestos, so an environmental survey is warranted for both floors of the building. The second floor museum does not have a legal second exit. Both of the doors to the secondary exterior exit are too short and do not have appropriate hardware for use as a second exit. Additionally, the steel landings and stairs on the exterior of the building are not up to code. One of the stairs ends in the middle of planter and does not continue all the way to the ground. At least one of the secondary exits needs to be upgraded to current code immediately. The other exit may be able to be decommissioned for use as a secondary exit. Exit signs and pathway lighting may need to be added. Also, the main stair may need upgrades to make it legal. Electrically, the service conduit at the exterior of the building has pulled apart from the building. This needs to be reattached as a priority item. On the second floor the ceiling tiles are bowed inward in one location. This needs to be repaired as an urgent item.

Many building systems are at or beyond the end of their service life and need replacement within a two-year period. As part of a general renovation and upgrade a new electrical service distribution is needed along with new HVAC equipment and exhaust fans. The windows are in fair shape, but the exterior entrance doors badly need replacement. From an energy standpoint, the un-insulated walls and slightly insulated roof ceiling system need to be addressed with increased insulation, furring, and vapor control. All the lighting in the building needs replacement with energy efficient fixtures and ballasts. Rebate programs are available to offset some of these costs. Fire and security alarms are warranted for the uses in the building. Interior doors and door hardware need replacement with handicapped accessible units. Toilet and other facilities would need to be brought up to current standards and codes both to be barrier-free and for quantity of plumbing fixtures available to staff and visitors to the space. On the exterior, gutters and roofing repairs are needed. The brick needs to be resealed and/or painted and all the wood siding at the gable ends and the trim need to be repainted, repaired or replaced with fiber cement. See the matrices for a complete description of repairs and maintenance items.

Police Station Building

Use and Occupancy

The police station is a single-story wood-framed structure that is located a few blocks east of the City Hall, Post Office, and Visitor Center along Main Street. The City of Sultan has contracted with the Snohomish County Sheriff's Office for police services. They took over the building in January of this year and painted the interiors at that time. This is a relatively new building and overall is in very good shape.

Site Conditions

The police station is on a fairly constricted site. It fronts on Main Street and 6th street on two sides. There is a small yard to the west and a paved yard service area to the north. The service yard is narrow with just enough room for one or two police vehicles to back into it. The service yard has enclosures for HVAC condensing units and a generator for backup power.

Building Conditions

The building is in very good condition overall. The city needs to address a few maintenance and replacement items as described below. But with that, along with normal routine maintenance, the building should last another 10 to 20 years without major upgrades.

Evaluation and Recommendations

Sidewalk modifications are recommended out at the street corner. A route of travel from the barrier-free parking stall to the front door of the police station that allows access without entering the traffic lanes of the street needs to be completed. We recommend that this be addressed within a one to two year time frame.

Key Maintenance, Repairs and Improvements Needed

Full description of maintenance items in this building is found in the Building Inspection Notes and in the improvements and maintenance matrices. Key items include glass replacement and maintenance of the large picture windows at the police station. These have cracked due to the application of a reflective film onto the existing glazing. The glass units need to be replaced with those that have a reflective coating built in to the glass system. This will then be warranted by the glass manufacturer and direct sunlight will not damage the glass. There are some roof leaks indicated on the interior of the building. It appears that these are from roof penetrations for exhaust fans and vents, etc., that are not fully flashed or weather shielded. One of the toilet rooms needs ADA grab bars installed and the shower access space is taken up by a biohazard unit. The biohazard should be relocated so as to permit use of the shower. Exterior lighting fixtures at the covered entry porch are installed upside down. These should be removed and reinstalled and cleaned at the same time.

Public Works Shop Building

Use and Occupancy

This building is located as part of the west campus with the Food Bank and the Boys and Girls Club buildings. It has a large yard area for the Public Works and city use as well as several outbuildings and storage sheds, etc. We will discuss the yard in conjunction with the Public Works Shop building. The yard and the Public Works Shop building are located behind the Food Bank Building and two-story Boys and Girls Club Building. To the north is the city park, to the west is a natural vegetated area in which flows the river. To the south are some other buildings, structures, and residences.

Site Conditions

The site in and around the public works shop is a fairly large gravel and weed-covered lot that is surrounded with a 6-foot high chain link fence with three strands of barbed wire along the top. It is accessed through a rolling gate that is a manual gate with a padlock. The site contains, aside form the public works shop building, a steel storage and parking building, a pole building for vehicle storage that is open on the front and covered on the other three sides, a hazmat shed, a number of open material storage bins, and a dog kennel.

The yard is used for parking, materials storage, dumpster storage, surplus vehicle parking and sundry equipment. The yard is bare gravel with no stormwater management or water quality control.

The hazmat shed is a small wood frame structure in very poor condition. It houses gasoline canisters, fluids, and other similar materials.

The parking shed is in good condition and functions well for its purpose.

The steel parking and storage shed holds dump trucks, street sweepers and similar wheeled equipment. It has a dirt floor and is in poor condition. The storage shed needs maintenance on the metal roofing and siding panels, refastening and complete painting. The rolling doors along the front need to be repaired for smooth operation and the lighting needs to be replaced. With these modifications, the shed should serve for several more years.

Building Conditions

The Public Works Shop building is an uninsulated wood frame structure that was constructed or last renovated in 1960. It has concrete floor and concrete foundations for its main timber frame structures. It is a two-story building with the second floor running the length of the building down the middle underneath the eaves. The building consists of several parking and storage bays with large wood rolling doors across the front of several of these bays. The east end of the building has workshop and equipment storage areas. The building appears to be structurally sound, but many of it systems are in need of significant repair or modifications to meet current codes.

Evaluation and Recommendations

The Public Works Shop building is worth maintaining and continued use. It will need, however, significant maintenance, repairs and a few modifications to bring it up to code.

Because of the basic structural soundness of the building shell, this building has future utility to the city with significant modifications as described herein. First of all, because this is a wood stick frame building with no sprinklers or other fire protection devices, we recommend that all welding activities and other activities that involve open flame for the protection of sparks be prohibited from this structure. The construction on a non-combustible steel building or covered area for these purposes should suffice. This addition would need to be separated by fire-rated construction from the other buildings on the site.

There is one existing person door at the east end of the building and only one stairway to the second floor storage level. The existing person door is in very poor condition and needs to be replaced with a code complying door, frame and hardware. The second floor may or may not require construction of another exit stair. This is a matter for code review in the future. The western two or three bays are used exclusively for storage rather than vehicle parking. These bays are not accessed on the interior of the building to the eastern portions of the building nor by an exit door to the exterior at any location. In order to bring the building up to code, an exit door is required between the two halves of the building and from the western end of the building to the exterior. The rolling wood doors across the front do not function as exit doors.

If the City decides to remodel the building, structural engineering is needed to determine upgrades necessary for vertical and lateral load conditions on the building. Of particular concern is the north wall which consists almost exclusively of the rolling garage doors. There is very little to no bracing for earthquake and wind loads along this plane.

The building is completely uninsulated and yet has water piping inside of it and a toilet room. The toilet room function is necessary to have for the Public Works staff in the Public Works yard

area. There are no other facilities available. Therefore, we recommend the installation of code complying Men's and Women's single-use toilet facilities within the structure. This means that the structure must be insulated with vapor protection to the level of a semi-heated space to provide freeze protection for the toilet rooms and other plumbing fixtures in the building. Optionally, the building may be more fully insulated and fully heated for use as the shop spaces.

Mechanical, heating and ventilation is lacking and insufficient for the building. Exhaust fans and mechanical ventilation is needed for the use of the building for shop and parking purposes.

The electrical service for this building is combined with other parts of the yard and is completely inadequate for the building. A new electrical service, and possibly a new power pole, is needed to replace the existing service and pole. There is no back-up power provision on the site. When upgrading the electrical system, the city may consider putting in an automatic transfer switch and a connection point for a portable generator such that the site and the facility can operate in non-flood emergency situations. The lighting in the buildings on the site is old and inefficient. Replacement of all site and building lighting is warranted. The cost may be offset by energy and lighting rebates from the power company.

The code compliance and exiting components of our recommendations need to be implemented as quickly as possible. A general renovation of this building can wait one to five years as funding is available.

Key Maintenance, Repairs and Improvements Needed

See paragraphs above.

Two-Story Boys & Girls Club Building with Public Works Office

Use and Occupancy

This building was originally built as dormitories in the 1920's and 30's. Most of the building is used by the Boys & Girls Club of America as a drop-in activity center for the community. The building was well used during the time of inspection. The Boys & Girls Club occupies all of the ground floor and probably two-thirds of the second floor.

To the rear of the building is a covered play area with basketball hoops that consists of a separate structure.

The Public Works staff maintains an office for two to four staff on the second floor that is accessed by a steel stair at the gable end.

Site Conditions

Similar to the Food Bank, the site has paved parking along the street side with sidewalk and then it has fenced areas behind the building to the east.

Building Conditions

Overall the building is in poor condition and in need of significant upgrades.

It is a two-story wood frame structure with composition roof and slab-on-grade floor at the ground floor level. The second floor is accessed by one central internal stair and two add-on steel stairs to doors at both ends of the second floor. It has single-pane wood windows that are at the end of their useable life and are poor performers for energy. There is some insulation in the attic, but the wall insulation is unknown. The building is heated with electrical baseboards and unit heaters. The electrical service is from a shared meter on the city's pole. The exterior doors are of varying types and the interior doors are in need of major maintenance, hardware replacement, or replacement in entirety. Finishes and floor coverings are generally old but serviceable for the most part.

Evaluation and Recommendations

The building needs major upgrade within two to five years. It also has a number of urgent life safety concerns that we recommend the city address immediately. Other concerns can be addressed at the time of a major renovation or remodel.

Key Maintenance, Repairs and Improvements Needed

The first major life safety concern relates to the potential for environmentally harmful materials and asbestos in the construction. We recommend that this building be tested by an environmental firm to determine the presence and risks associated with asbestos-containing material.

The second floor of the building has significant exiting concerns. First of all, the Public Works office area is required to have two separate means of egress and only one is provided. An exit-only door into the Boys & Girls Club space, such that occupants can exit down the central stair, would solve this condition. The door could be alarmed for security purposes. Secondly, the exit from the second floor north exit door to the exterior stair is woefully inadequate and dangerous. The door needs to be replaced with code complying insulated door and panic hardware. The exterior stair and landing needs code complying railings and guard rails installed. The last two risers are on a concrete stair that is non-uniform with the steel stairs. The landing at the base needs to be reconstructed with railings to meet code. The same goes for the stair on the south end of the building that serves the Public Works office area.

Electrically, an urgent need is to restring the service wires that come into the building from the utility pole such that they meet code and do not lie upon the roof.

During a general remodel of the building, current barrier-free code issues can be addressed with restrooms, site and building access, doors and hardware, finishes, etc. Mechanical improvements can be made to the ventilation and HVAC systems as recommended by Interface Engineering. Envelope improvements with additional insulation and window replacement can also be part of the scope of the general renovation.

One Story Boys and Girls Club Preschool Building

Use and Occupancy

This building is used as a preschool/daycare facility.

Site Conditions

Site conditions are similar to the two-story Boys & Girls Club adjacent to it. North of the building is a park and playfield and behind the building is the public restroom facility.

Building Conditions

It is a one-story frame building over a crawlspace with composition shingles and wood siding. The building is in fair shape. We did not inspect the crawlspace so we do not know the condition of the crawlspace or the structural framing of the floor. If mold or deterioration are present here, then this building's utility for future use is significantly compromised. The exterior windows are double-pane thermal windows in good condition. The exterior doors are in very poor condition and are not code compliant. The building entry has a concrete ramp that does not meet code and landings outside of the main door that prevent wheelchair access to the building.

Inside the building the finishes are in fair shape. The space consists of one large open room that can be subdivided by an accordion partition down the middle. There is a small back area kitchen and toilet room.

Evaluation and Recommendations

General renovation of this building is needed within the two to five year time frame. This should be undertaken in conjunction with the Boys & Girls Club with costs and improvements shared appropriately.

A number of urgent code and life safety items need immediate attention. Some other items that are maintenance related also need attention. We recommend the city address these things as soon as practical.

Key Maintenance, Repairs and Improvements Needed

Urgent repair and improvement items include conducting an asbestos survey of the building to determine the presence and condition of asbestos containing materials.

The entrance and exit doors do not meet code and present a real safety hazard to the occupants of the buildings. Specifically, the rear door is non-code complying and the landing and stairs outside of it need complete reconstruction. The door needs replacement with panic hardware. A related exiting issue has to do with the accordion partition. When in the closed position, this partition blocks exiting from half of the building. Opening the partition from the south side is very difficult because the partition covers the face of the reception desk and cannot easily be opened from the reception desk side. This partition should be removed or set so that it cannot completely close off the exit path from the south side of the building to the north.

Food Bank Buildings and City Storage

Use and Occupancy

This building is used by the city for storage and archiving of records. There is one office space on the second floor that was closed. The rest of the building is used by the Food Bank. The Food Bank also has erected a pole building on the back of the main city building, which is also used for Food Bank services. We understand that the pole building was erected and is maintained by the Food Bank on city property but that the city is the owner and landlord of the original 1960-era building. 1960 is when the last major renovation of this building occurred, we believe. However, the building may be original to the 1920 or 1930's CCC camp. The Food

Bank occupies half of the ground floor of the original structure and the add-on building at the back. The city's storage and archive space is the other half of the ground floor and the second floor. The second floor is the central space tucked up underneath the roof rafters.

Site Conditions

The Food Bank is one of the buildings in the Public Works site campus. The building fronts on the street with head-in parking off of the street, and a sidewalk that runs along the front of the parking stalls. The parking is gravel or asphalt paved with undesignated parking stalls. Behind the building is a gravel yard area with access to the back of the Food Bank building and then the Public Works Shops area.

Building Conditions

The front building is in very poor condition and has essentially reached the end of its useful life. Its life can be extended by conducting a number of major maintenance improvements. The back building, owned by the Food Bank, is in serviceable condition and with a number of minor modifications will continue to serve the Food Bank's needs through all four seasons.

The front building is a wood frame building that does have insulation in it. The Food Bank's half of the first floor is well worn and not up to current codes for doors and barrier-free access. The Food Bank half has one toilet room available, which is combined with a kitchenette and break room. This situation is not functional, nor per code. The exteriors are wood siding and the windows are original single-pane, single-hung wood frame windows. The roof is composition shingles, which desperately needs replacement. When the back building was added on, the original downspout and gutters on the joint between the back building and the front building were left as originally designed. This should have been addressed at the time that the back building was constructed, but it was not. Crickets need to be installed, which move the water coming down the front building roof to the ends of the gables. Foundation is concrete and appears to be in good condition. The interior finishes are worn and in need of replacement in the Food Bank portions of the building. As long as the city's portion of the building is only used for archiving and storage, the substandard construction and facilities can remain as is.

Evaluation and Recommendations

While the Food Bank can operate out of this structure, we recommend that the most critical maintenance and improvements be made to the building to keep it in service. This includes putting on a new roof and in conjunction with the Food Bank providing a solution to the joint between the two buildings. We also recommend replacement of the exterior windows, at least in the Food Bank half of the building. The current windows are an energy and security risk. We recommend maintaining and painting the entire building exterior. We recommend that an asbestos and environmental hazard survey be conducted on the structure and that materials found be encapsulated or remediated—at least on the Food Bank side. Our recommendation is that the doors on the Food Bank side of the building be replaced or upgraded with hardware to meet barrier-free standards. We also recommend that the flooring and floor coverings be replaced to meet ADA standards. We recommend that the toilet room be isolated and reconfigured to meet current barrier-free standards. Mechanical and electrical engineers recommend certain modifications both in the back building and the replacement of the HVAC unit in the Food Bank

side of the space. Electrical engineer recommends that a basic fire alarm and security alarm system be installed to protect against fire and intrusion.

Key Maintenance, Repairs and Improvements Needed

Refer to the attached matrix for the Food Bank for a listing of specific improvements for this building and their associated costs.

MAINTENANCE AND CAPITAL IMPROVEMENT PLAN

Process and Priorities:

Once we have collected all the data for each building, the next step is to organize the work into manageable units and prioritize. In this section of the report, we propose groupings of similar maintenance and repair tasks to allow for a timely, cost efficient and coordinated approach. The groupings are then organized by urgency and recommended time frame for completion. The listing below summarizes these tasks.

The priorities used to group the tasks are as follows:

1. Highest Priority Tasks: Life safety and welfare related items that pose a present and real threat to the occupants of the building. Within this category are elements that are not code compliant. Special emphasis is made to those spaces that are used by public visitors and children. Exiting problems are an example.

2. Urgent and Immediate Tasks: Maintenance or Repairs that are needed immediately to provide for the occupants or protect the buildings from imminent degradation. Replacing the Food Bank roof is an example here.

3. Important Tasks: Those maintenance, repairs, replacement or upgrades that will be needed soon in order to continue use of the building. The time frame is two to five years. This category includes those tasks which are related to the correction of building use problems, such as the reconfiguration of the reception area at City Hall.

4. Longer Term Maintenance, Remodel, and Upgrades: This category relates to those tasks that are on the 5 year horizon. Planning for them now is important to do. Decisions related to conducting major renovations or demolition of the older buildings will need to be made.

Long Term Building Utilization:

The long-term retention of the older buildings is a question to be decided by the City. These buildings include the Post Office Building, the Public Works Shops and Yard, the Food Bank Building, and the two Boys and Girls Club buildings. All these buildings need major remodeling and upgrading to continue to be useful beyond another 5 years. Major expenditures will be needed for completely new finishes, window and door replacements, re-siding, roof replacements, electrical upgrades, new HVAC, water line back flow prevention, fire alarms, plumbing fixtures and toilet rooms, lighting replacements , etc.

We recommend reviewing each of the buildings with the tenant agency to determine the needs for the spaces, and determine whether a renovation or replacement would work best. Also, considering the sources of available funding can be a part of the decision.

Cost Analysis:

The costs shown are preliminary budget level construction costs only. The costs do not include soft costs for permits, design, engineering, etc. They were developed base upon the experience and the professional opinions of the staff rather than off a detailed quantity take off or unit price cost analysis. As such, more analysis will be needed once the specific scopes of work are further defined and designed.

Immediate Life-Safety Improvement and Urgent Maintenance Items:

Title: Limited Asbestos/Environmental Survey, Abatement and Repairs

Description: An abbreviated survey and testing of building materials is needed in the tenant occupied areas of the several buildings for the safety of the occupants of those buildings. The survey would identify potential areas of asbestos containing materials (ACM) that are loose, damaged or might otherwise impact current users of the building. These areas would be abated, encapsulated and repaired as a maintenance item in cooperation with the tenants. This is applicable on the following buildings: the Post Office, Food Bank and Boys and Girls Clubs (both buildings).

Cost: $6,000 for consultant survey and report. Abatement cost estimate would be determined after the survey is complete.

Title: Exiting and Major Life Safety Issues on Multiple Buildings

Description: This includes installation, replacement or repair of stairways, ramps, exiting signage and lighting, proper doors and door hardware for egress, additional doors, and new exits. These are applicable on the following buildings: City Hall, Post Office, Public Works Shop, Food Bank, and Boys and Girls Club (both buildings).

Cost: Approximately $130,000 for construction cost. This would address the most critical life safety issues in all the buildings.

Title: Immediate Roofing Repairs/Replacement on Multiple Buildings

Description: Flashing repairs, replacement or repair of gutters, and replacement of roof and construction of roof connections. This item incorporates roof replacement and cricket installation at the Food Bank. It also includes gutter replacement and roof maintenance items for the Post Office, Public Works Shop, and both Boys and Girls Club buildings for which contractor bids would be warranted. The Visitor's Center, City Hall and Police Station buildings have minor roof repair items that can either be handled individually or incorporated, but they have not been incorporated into this item.

Cost:

Title: Lighting Repairs/Replacement

Description: This includes important lighting repairs or replacements that need to occur within the next year. These are applicable on the following buildings: City Hall and Visitor's Center.

Cost:

Title: Post Office Ceiling Repair

Description: This includes work on ceilings that are showing damage to possible roof leaking. This is applicable on the following building: Post Office (Museum).

Cost:

Title: Immediate Exterior Finish Repairs/Upgrades

Description: This includes painting and/or repair of exterior features such as siding, brick, and fascia boards. These are applicable on the following buildings: Post Office, Public Works Shop, Food Bank, and Boys and Girls Clubs (both buildings).

Cost:

Title: Updating General Electric Work

Description: This includes upgrading outlets to GFCI, adding occupancy sensing controls, and reviewing and testing current electrical systems. This is applicable to the following buildings: Post Office, Food Bank and Public Works Shop.

Cost:

Important Maintenance Items to be Completed Soon (2 – 5 Years):

Title: Exterior Finish Repairs/Upgrades

Description: This includes painting and/or repair of exterior features such as siding, brick, window decay and wood trim. These are applicable on the following buildings: City Hall, Visitor Center, Post Office, Public Works Shop, Food Bank, and Boys and Girls Clubs (both buildings).

Cost:

Title: Site Work Updates, Repairs and Maintenance

Description: This includes repairs to be done to driveways, access roads, parking lots and sidewalks. These are applicable on the following buildings: City Hall, Police Station and the street frontage adjacent to the Food Bank and Boys and Girls Club buildings.

Cost:

Title: Energy Efficient Lighting Replacement

Description: Upgrade or replacement of existing interior and exterior light fixtures is recommended for energy savings for those buildings that have old T12 fluorescent and incandescent lamps and inefficient ballasts. The lighting replacement is best suited to those buildings which will be renovated and retained. The work would likely qualify for the utility's current rebate programThis is applicable on the following buildings: Post Office, Food Bank, Public Works Shop, and Boys and Girls Clubs (both buildings).

Cost:

Title: Interior Updates per Barrier Free Codes

Description: Multiple buildings need to be brought up to code in different ways to become accessible per ADA codes. This includes updates/reconfiguring of restrooms, flooring, site and building access, and interior doors. These are applicable on the following buildings: Post Office, Public Works Shop, Food Bank, and Boys and Girls Clubs (both buildings).

Cost:

Title: Roofing Inspections/Repairs/Replacement

Description: This includes the inspections, repairs or replacement of roofing systems, fascias, and downspouts. These are applicable on the following buildings: City Hall, Post Office, Public Works Shop, and Boys and Girls Clubs (both buildings).

Cost:

Title: Window Upgrades/Repairs/Replacement

Description: This includes the upgrades, repairs or replacement of rotted sills, cracked windows, rotted frames, and energy deficient or unsafe windows. These are applicable to the following the buildings: Visitor's Center, Police Station, Post Office, and Food Bank.

Title: Fire Alarm Systems Upgrade

Description: This includes the upgrade to a combined fire/security alarm system in several buildings. The upgrade can be done separately or incorporated into a general building renovation at a later date. This is applicable on the following buildings: Public Works Shop, Food Bank, and Boys and Girls Clubs (both buildings).

Cost:

Longer Term Recommendations for Maintenance Upgrades and Building Remodel Projects (5-10 Year Time Frame):

Title: Full Asbestos/Environmental Testing

Description: When full building renovation and/or demolition is anticipated on the Post Office, Food Bank and both Boys and Girls Clubs buildings, asbestos and environmental testing and abatement will be necessary. Typically, the buildings have to be "clean" prior to start of either demolition or a remodel constructioning. This is applicable on the following buildings:.

Cost: $2,500 to $6,000 environmental consultant survey fee per building for four buildings. $12,000 to $20,000 total for all. Abatement cost estimate would be determined after the survey is complete.

Title: Ongoing Updates/Repairs/Replacement

Description: This includes updates, repairs or replacement to many interior finishes, fixtures, or furniture; including flooring, baseboards, wall paint/finishes, and kitchen appliances. These are applicable on the all of the buildings.

Cost: The cost relates to the specific items included. It is an "a la carte" approach to the longer-term maintenance needs. Exhibits 3 and 4 identify these items.

Title: Post Office Building Major Renovation

Description: If the building is to be retained, then a major renovation is warranted. Many of the mechanical and electrical systems are currently past their useful life so renovation is a high priority. A major renovation affects both building shell and interior spaces so tenant participation s necessary in design and funding.

Cost: $1,190,000 for major renovation. Budget construction cost is estimate at $140 per square foot for renovation. Replacement would likely be around $180

Title: Public Works Site and Shop Buildings Upgrades

Description: If the site and buildings are to be retained, then a significant upgrade and renovation is warranted. Most of the work related to site and yard work to pave the site, install new utilities, storm water management and fence/security upgrades. The main shop building needs roof repairs and replacement, energy upgrades, door and window upgrades as well as functional upgrades such as new toilet rooms. The western metal parking shed needs some upgrades and repairs. The hazmat shed needs replacement with a new structure.

Cost: $660,000 for site improvements plus $380,000 for buildings. Main Shop Building construction cost is estimate at $80 per square foot for renovation. Replacement would likely be around $110. The Metal Parking Shed construction cost is estimated at $60 per square foot.

Title: Food Bank Building Major Renovation

Description: If the building is to be retained, then a major renovation is warranted. Many of the mechanical and electrical systems are currently past their useful life so renovation is a high priority. A major renovation affects both building shell and interior spaces so tenant participation s necessary in design and funding.

Cost: $360,000 to $420,000 for major renovation. Budget construction cost is estimate at $120 per square foot for renovation. Replacement would likely be around $160

Title: Two-Story Boys and Girls Club Building Major Renovation

Description: If the building is to be retained, then a major renovation is warranted. Many of the mechanical and electrical systems are currently past their useful life so renovation is a high priority. A major renovation affects both building shell and interior spaces so tenant participation s necessary in design and funding.

Cost: $660,000 to $770,000for major renovation. Budget construction cost is estimate at $120 to $140 per square foot for renovation. Replacement would likely be around $160 per square foot.

Title: One-Story Boys and Girls Club Preschool Major Renovation

Description: If the building is to be retained, then a major renovation is warranted. Many of the mechanical and electrical systems are currently past their useful life so renovation is a high priority. A major renovation affects both building shell and interior spaces so tenant participation s necessary in design and funding.

Cost: $170,000 to $240,000for major renovation. Budget construction cost is estimate between $140 to $200 per square foot for renovation. Replacement would likely be around $220 per square foot.