

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM: P-1

DATE: September 24, 2009

SUBJECT: Draft Facility Assessment Report

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

Review the draft facility assessment report prepared and submitted by Driftmier Architects. Mr. Rick Driftmier will be at the meeting to present the report and answer questions.

STAFF RECOMMENDATION:

Review the draft facility assessment. Direct Mr. Driftmier and staff to questions and/or areas of concern in the report. Council comments will be incorporated into the final report submitted for council approval in October.

SUMMARY:

The City of Sultan owns, operates and maintains a variety of buildings housing government and non-profit services. City facilities include city hall, food bank, boys & girls club, public works shop, police station, post office, and visitor information center.

The City Council established a building maintenance fund in the 2009 budget. The fund has approximately \$75,000. The City issued a request for qualifications (Attachment C) on June 1, 2009 requesting proposals from qualified firms to conduct a facility condition assessment and inventory of key city facilities. A contract was awarded to Driftmier Architects on June 25, 2009.

The City's interest is to use the information generated by the study to predict major systems replacement schedules and budget accordingly to better manage the maintenance of the City's real estate assets. The primary deliverables of the study include a comprehensive inventory for each building; comprehensive condition assessment and lifecycle assessment of major systems; and repair/replacement costs.

In keeping with the City's sustainability goals, the study results will also identify opportunities for replacing, repairing or upgrading various building components and systems using the most sustainable and energy efficient technology available.

Facility Assessment

The draft report is divided into three sections:

- A. Executive summary (letter)
- B. Facility Assessment Study
- C. Exhibits – maintenance and capital improvement plan for each building, priority recommendations, detailed reports from technical sub-consultants.

Executive Summary

The executive summary provides a two page written overview of the report and a matrix that identifies each building and its condition at a glance.

Overall city hall, police station, visitor information center and post office are worth significant investment as necessary. Fortunately, only the post office building needs serious work at this time.

The other buildings including the boys and girls club, food bank and public works shop have less value and future investment in these building should be tempered with the knowledge that they are nearing the end of their useful service life.

There are several issues identified as “life safety issues”. The largest single item identified in the report is study and abatement of asbestos and hazardous materials.

Facility Assessment Study

The results of the surveyed buildings are provided and prioritized in the Facility Assessment Study which is the main body of the report. The report findings are based on two inspections (July 24, 2009 and August 20, 2009)

Driftmier staff and sub-consultants made observations related to building envelopes, water intrusions, egress and the general conditions of the structure. The architect’s building inspection notes and mechanical and electrical reports from Interface Engineering are included.

Limited visual structural integrity review was included. Mechanical, electrical and plumbing systems of the buildings were assessed.

The report groups maintenance repair and improvements into logical groups including:

	Description	Cost Estimate	City Hall	Post Office	Visitor Information	Police Station	Food Bank	Boys and Girls Club	Public Works Shop
High Priority/Life Safety									
Asbestos/Environmental Testing	Test building materials	\$6,000		x			x	x	
Address existing life safety issues	Install and replace stairways, ramps, exit signs, lighting, emergency exits	\$130,000	X	X			X	x	x
Urgent Maintenance									
Roofing repairs/replacement	Flashing repairs, brick tuck pointing, checking for leaks, repair/replace gutters, repair/replace roof and roof materials	TBD ¹			x	x	X	X	x
Lighting repairs/replacement	Repair and replace interior and exterior lighting	TBD							
Interior ceiling	Work on ceiling showing water damage	TBD		X					
Exterior Finish	Paint and repair siding, brick, and fascia boards	TBD		X			X	X	x
General electric work	Upgrade outlets to GFCI, add occupancy sensing controls, review and test current electrical systems	TBD		X			X		X

¹ TBD items will be provided with the final report.

	Description	Cost Estimate	City Hall	Post Office	Visitor Information	Police Station	Food Bank	Boys and Girls Club	Public Works Shop
Important Maintenance (2-5 years)									
Exterior finish and upgrades	Paid and/or repair exterior features such as brick, siding, window decay and wood trim	TBD	X	X	X	X	X	X	X
Site work updates, repair and maintenance	Driveways, access roads, parking lots and sidewalks	TBD	X			X	X	X	
Energy efficiency lighting replacement	Upgrade/replace existing interior and exterior light fixtures	TBD		X			X	X	X
Long-Term Recommendations (5-10 years)									
Post office renovation	Replace mechanical and electrical systems, update building shell and interior space.	\$1,190,000		X					
Public Works Site and Shop Buildings	Paving, replace utilities, stormwater system, fence/security upgrades. Roof repair, energy upgrades, door and window upgrades and new restroom facilities	\$980,000							X
Food Bank	Replace mechanical and electrical systems, update building shell and interior space.	\$420,000					x		
Boys and Girls Club Youth Center (2-story)	Replace mechanical and electrical systems, update building shell and interior space.	\$770,000						x	
Boys and Girls Club Pre-school (one-story)	Replace mechanical and electrical systems, update building shell and interior space.	\$240,000						x	

Exhibits

The Exhibits sections contains the detailed reports

Maintenance and improvement matrix for each building and cost estimates for recommended repairs and improvements.

Interface Engineering - Facility Condition Assessment of mechanical, plumbing, fire and life safety, and electrical systems.

FISCAL IMPACT:

There is no direct impact from reviewing the report. The city council budgeted \$16,290 for the study from the building maintenance and repair fund. There is approximately \$75,000 in the fund to pay for the study. After the study, the city council will need to prioritize its investment in maintenance repair and improvements.

Prioritizing maintenance and repair improvements will be a discussion item at the council's budget retreat on Wednesday, October 7, 2009.

ALTERNATIVES:

1. Review the draft facility assessment. Direct staff to return to council on October 8, 2009 to accept the final report. This alternative implies the city council accepts the report with any proposed changes and is prepared to move forward with final acceptance at the next meeting.
2. Review the draft facility assessment report. Do not direct staff to return to council on October 8, 2009. This alternative implies the city council either needs additional time to review the draft report or has major questions regarding the report that must be answered prior to final acceptance.

RECOMMENDED ACTION:

Review the draft facility assessment. Direct Mr. Driftmier and staff to questions and/or areas of concern in the report. Incorporate staff and council comments into the final report. Return on October 8 submitted for council approval.

ATTACHMENTS

A – Draft Facility Assessment Report