



PARKS & PUBLIC WORKS COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING

Tuesday, September 19, 2023, at 5:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Ethan Benson, Chair

Bryan Holloway, Councilmember

Jolyon Johnson, Councilmember

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **867 8554 3964** and Password **1700050121** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.
Press *6 to mute and unmute.

Join by Internet: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#).
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **867 8554 3964**; Enter Password **1700050121**
- 4) Please confirm that your audio works prior to participating.

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS

MINUTES

1. Approval of minutes dated September 6, 2023.

AGENDA BILLS

2. **AB23-116:** Resolution xxxx Declaring Surplus Property and Authorizing the Sale of City Property
3. **AB23-117:** Resolution No. xxxx Awarding the 2023 Sidewalk Repair & Replacement Project to RRI Company LLC.

DISCUSSION

4. **AB23-114:** Old Library Future Use
5. Community Center Update
6. Director Reports:
 - a. Staffing
 - b. Project status

ADJOURNMENT



**PARKS & PUBLIC WORKS COUNCIL COMMITTEE &
COMMITTEE OF THE WHOLE
HYBRID MEETING MINUTES
SEPTEMBER 6, 2023**

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom

CALL TO ORDER

Chair Ethan Benson called the meeting to order at 5:00 pm.

Committee Members: Councilmembers Ethan Benson, Bryan Holloway, and Jo Johnson (remote) were present.

City Staff:

Mike Chambless, Interim City Administrator; Deana Dean, City Clerk (remote); Patrick Fry, Project Engineer; Jeff Hamlin, Interim Parks & Public Works Director; and Andy Latham, IT Support.

AGENDA APPROVAL – The agenda was approved as presented.

PUBLIC COMMENTS – There was no public comment.

MINUTES

1. The minutes from the August 22, 2023, meeting were approved as presented.

AGENDA BILLS

2. **AB23-109:** Introduction of the ADA Transition Plan. Patrick Fry, Project Engineer, reviewed this item via PowerPoint presentation. Topics covered include what an ADA Transition Plan does, how it removes accessibility barriers, provides a barrier removal schedule, and next steps. Discussion held throughout presentation with Jeff Hamlin and Patrick Fry answering committee questions.

DISCUSSION

3. Community Center Expansion – Elevators. Chair Ethan Benson introduced this item. Interim City Administrator Mike Chambless noted his previous comments were based on experience and not specifically to this project. Discussion followed. Committee noted they would like to have updates on design progress as well as updates to Council.

ADJOURNMENT - The meeting was adjourned at 5:46 pm.

Minutes taken by Deana Dean, City Clerk.

Recorded meeting audio is available on the City website after the meeting.

Minutes approved at the _____ Parks & Public Works Committee Meeting.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-116
September 25, 2023
Committee Report

Item 2.

AGENDA BILL INFORMATION

TITLE:	AB23-116: Resolution xxxx Declaring Surplus Property and Authorizing the Sale of City Property	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
PROPOSED ACTION:	Adopt Resolution xxxx Declaring Surplus Property and Authorizing the Sale of City Property	

REVIEW:	Department Director/Peer	Jeff Hamlin	9/13/2023
	Finance	Janna Walker	9/14/2023
	Legal	David Linehan	9/13/2022
	City Administrator	Mike Chambless	9/13/2022

DEPARTMENT:	Parks & Public Works		
STAFF:	Don Harris		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: 09/19/2023	
EXHIBITS:	1. Resolution No. xxxx 2. Jail Van Memo 3. 2018 Ford Van Attachment A		

SUMMARY

INTRODUCTION

The City of Snoqualmie Fleet Department (Snoqualmie Police Department) jointly owns a jail transport van with the City of North Bend. Since the pandemic, it is no longer necessary to transport inmates to their daily court hearings and the van is no longer needed or being utilized. The City of North Bend agrees with disposing of the vehicle.

BACKGROUND

City Council adopted the Financial Management Policies on November 14, 2022 (under Resolution 22-1627), which establishes the procedure for disposing of City property. Titled vehicles with a value of greater than \$5,000 will be surplus by City Council by resolution.

BUDGET IMPACTS

No budgetary impact.

NEXT STEPS

Staff will locate and obtain all title paperwork. Prep, strip, and repurpose all reusable city equipment such as radios, radar, computer equipment and docking for placement on the auction vendor website. Place asset on nationwide auction for a 2 week period at a starting minimum bid at estimated value. Once auction has

closed and highest bid price has been established, documentation and half of the proceeds sent to the City of North Bend as agreed (See Memo from Police Chief Brian L.) from the 501 fund from where the funds are redeposited from the sale of fleet assets.

PROPOSED ACTION

Move to adopt Resolution xxxx Declaring Surplus Property and Authorizing the Sale of City Property.

RESOLUTION NO. xxxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, DECLARING SURPLUS PROPERTY AND AUTHORIZING THE SALE, AWARD OR DISPOSAL OF CITY PROPERTY

WHEREAS, the City Council of the City of Snoqualmie has passed a Resolution establishing a procedure for the sale of surplus City property (Resolution No. 22-1627); and

WHEREAS, said Resolution calls for the City Council to pass a Resolution in order to sell, award or dispose of surplus City property; and

WHEREAS, the City of Snoqualmie finds itself in possession of surplus City property that is no longer useful or has de minimis residual monetary value; and

RESOLVED, by the City Council of the City of Snoqualmie, Washington, as follows:

Section 1. The Snoqualmie Police Department Jail Transport Van is declared surplus.

Section 2. The aforementioned surplus property shall be disposed of by a sale, award or disposal that complies with State Law.

PASSED by the City Council of the City of Snoqualmie, Washington, this ____ day of October 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney



Snoqualmie Police Department
Item 2.
Interim Chief of Police
34825 SE Douglas Street
Snoqualmie, WA 98065
Office: 425-888-3333
Fax: 425-831-6121
www.snoqualmiewa.gov

MEMORANDUM

TO: Don Harris, Fleet Supervisor
FROM: Interim Chief Brian Lynch
DATE: September 13, 2023
SUBJECT: Sale of Jail Van

I would like to move forward with the sale of the police department's transport van as soon as possible as it is no longer needed or being utilized. When the van was first purchased, the department was using it to transport multiple subjects to and from court on a daily basis. Since the COVID pandemic, changes have been made to the way courts function. No longer are we required to pick subjects up from jails and bring them to court. Court is being held virtually, and those inmates are attending their court hearings via video technology.

In addition, the position of the Police Support Officer is not limited to only jail or court transports. That officer is required to respond to non-emergent calls for service, and the transport van is not appropriate for that function.

I have spoken with the City of North Bend about selling the transport van, as they are 50% owners of the vehicle. They are in agreement that the vehicle should be sold if it is not being used as it once was. If you have any further questions on the matter, please do not hesitate to contact me directly.



Don Harris
Fleet & Facilities Supervisor
38194 S.E. Mill Pond Road
PO Box 987
Snoqualmie, WA 98065

Office: 425-831-4919
Cell: 425-766-3186
dharris@snoqualmiewa.gov

ATTACHMENT A

DATE: September 13, 2023
TO: Snoqualmie City Council
FROM: Don Harris, Fleet & Facilities Supervisor
SUBJECT: Declaring and Authorizing the Sale of Surplus Property

City Property Surplus Table:

<u>Year</u>	<u>Asset</u>	<u>Serial/Vin</u>	<u>Mileage</u>	<u>Est. Value</u>
2018	Ford Transit 150 Van Prisoner Transport	1FTYE1CGXJKA970404	27,076	\$35,000.00



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB23-117
September 25, 2023
Consent Agenda**

AGENDA BILL INFORMATION

TITLE:	AB23-117: Resolution No. xxxx Awarding the 2023 Sidewalk Repair & Replacement Project to RRJ Company LLC	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
	RECOMMENDED ACTION:	
	Adopt Resolution No. xxxx Awarding the 2023 Sidewalk Repair & Replacement Project to RRJ Company, LLC.	

DEPARTMENT:	Parks & Public Works	
STAFF:	Michael Chambliss, Parks & Public Works Director Patrick Fry, Project Engineer	
COMMITTEE:	Parks & Public Works	Meeting Date: 09/19/2023
EXHIBITS:	1. AB23-117x1a (Resolution) 2. AB23-117x1b (Agreement) 3. AB23-117x2 (Maps) 4. AB23-117x3 (Bid Tab) 5. AB23-117x4 (CIP)	

AMOUNT OF EXPENDITURE	\$ 189,391
AMOUNT BUDGETED	\$ 431,000
APPROPRIATION REQUESTED	\$ 0 (see budget impact section)

SUMMARY

SUMMARY STATEMENT

Numerous sidewalk panels around the City of Snoqualmie are in need of being repaired or completely replaced. As street trees have matured, their roots are causing sidewalks to fail. The new sidewalk panels will have mitigation measures in place that will allow for roots to continue to grow with less impact to the sidewalk.

The 2023 Sidewalk Repair & Replacement Project was advertised to the small works roster. A total of three bids were received. The low bid came from RRJ Company, LLC. for \$173,912.62 excluding tax, which is below the engineers estimate of \$175,000.

Staff recommend awarding the 2023 Sidewalk Repair & Replacement to RRJ Company, LLC. and authorize the Mayor to sign.

BACKGROUND

The City’s non-utilities 2023-2028 Capital Improvement Plan (CIP) identifies the need for repairing and replacing city sidewalk on a regular basis in order to maintain City of Snoqualmie standards and facilitate safe pedestrian travel. The budget allocated for the Sidewalk Replacement Program over the 6 years is \$1,367,000 or \$211,000 annually. The 2023 Sidewalk Repair & Replacement project is the first Sidewalk Replacement Program to occur during this CIP cycle and the bid from RRJ Company, LLC. Is \$173,912.62.

On September 12th, 2023 three bids were received, opened, and reviewed by City Staff. Staff reviewed bidder qualifications and determined RRJ Company, LLC to be the lowest responsive and responsible bidder. The bid is below engineer’s estimate as well as the CIP budget. The project is currently on schedule for construction in Winter 2023. Award of the construction contract will require City Council approval before construction can begin.

BUDGET IMPACTS

Administration recommends approving a contract with RRJ Company, LLC, in the amount of \$189,391 to repair sidewalks as part of the Sidewalk Replacement Program. The City incorporated this program in the 2023-2028 Capital Improvement Plan (CIP) (see Exhibit #5). The 2023-24 Amended Budget appropriates \$431,000 for this and other similar repair work within the Non-Utilities Capital Fund (#310). Currently, \$8,521 has been spent in the current biennium and there are no outstanding contracts within the program. With the addition of this contract, the remaining budgetary appropriation is \$233,088. Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (Non-Utilities Capital Fund #310) to fund the contract.

Sidewalk Replacement Program

	2023-2024 Biennial Budget	
Beginning Budget	\$	431,000
Expenditures	\$	(8,521)
Outstanding Contract Value	\$	-
Current Available Budget	\$	422,479
Value of this Contract	\$	(189,391)
Available Budget after Resolution	\$	233,088

NEXT STEPS (FUTURE TASKS)

Following Council approval staff will work with the Mayor to execute final contract agreement with RRJ Company, LLC. The contractor is expected to begin construction in Fall 2023.

RECOMMENDED ACTION

Move to Adopt Resolution No. XXXX Awarding 202 Sidewalk Repair & Replacement Project to RRJ Company LLC and authorize the Mayor to sign.

RESOLUTION NO. XXX

A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON DETERMINING THE LOWEST RESPONSIBLE, RESPONSIVE BIDDER, AWARDED A PUBLIC WORKS CONTRACT TO AND AUTHORIZING EXECUTION OF A PUBLIC WORKS CONTRACT WITH RRJ COMPANY LLC. FOR THE 2023 SIDEWALK REPAIR & REPLACEMENT PROJECT.

WHEREAS, pursuant to Ordinance No. 448 as codified in Snoqualmie Municipal Code Section 1.08.010, the City of Snoqualmie has adopted the classification of non-charter code city, retaining the mayor-council plan of government as provided for in Chapter 35A.12 RCW; and

WHEREAS, pursuant to RCW 35A.40.210, procedures for any public work or improvement for code cities shall be governed by RCW 35.23.352; and

WHEREAS, in September 2023, the City advertised the 2023 Sidewalk Repair & Replacement Project (“the Project”) for bid via the small works roster; and

WHEREAS, the City received a total of three bids; and

WHEREAS, the bid of \$173,912.62 (tax exempt) from RRJ Company, LLC was the lowest responsive, responsible bid and was below the engineer’s estimate; and

WHEREAS, City staff has checked references and otherwise determined that RRJ Company, LLC meets the mandatory bidder responsibility criteria established under RCW 39.04.350 and 39.06.020, and the supplemental bidder responsibility criteria in Section 00 04 00 of the contract documents; and

WHEREAS, the Parks and Public Works Director and City Staff recommend award of this contract to RRJ Company, LLC as the lowest responsive, responsible bidder;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE AS FOLLOWS:

Section 1. Determination of Lowest Responsive, Responsible Bidder. Based on the foregoing recitals, which are hereby incorporated as findings of fact, RRJ Company, LLC is the lowest, responsive, responsible bidder for the 2023 Sidewalk Repair & Replacement Project.

Section 2. Award of Public Works Contract. The contract for 2023 Sidewalk Repair & Replacement Project is hereby awarded to RRJ Company, LLC in accordance with its bid proposal.

Section 3. Authorization for Contract Execution. The Mayor is authorized to execute a contract with RRJ Company, LLC. in substantially the form attached hereto as Exhibit A.

Passed, by the City Council of the City of Snoqualmie, Washington, this ____ day of _____, 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David Lineham, City Attorney

Section 00 05 00

AGREEMENT

2023 SIDEWALKS REPAIR AND RESTORATION PROJECT

THIS AGREEMENT is made on this [REDACTED], 2022 between the City of Snoqualmie ("City"), a municipal corporation located in the State of Washington and [REDACTED], ("Contractor").

In consideration of the terms and conditions contained in this Contract and the requirements attached to it, the parties agree as follows:

1. The Contractor shall do all of the work and furnish all of the labor, materials, tools and equipment for the construction of the improvements and shall perform any changes in the work (the "Work"), all in full compliance with the contract documents entitled 2023 Sidewalk Repair and Restoration Project, which include this Agreement (Section 00 05 00); Contractor's executed Form of Bid and Bid Schedule (Section 00 03 00), executed Performance and Payment Bond (Section 00 04 20), executed Retainage Forms (Section 00 05 10); General Terms and Conditions (00 07 00), those portions of the Washington State Department of Transportation (WSDOT) Standard Specifications for Road, Bridge and Municipal Construction, 2022 edition specifically incorporated by reference and/or modified herein, Technical Provisions, Appendices A,B, & C, and any project drawings or plans.
2. The City hereby promises and agrees with the Contractor to employ, and does employ the Contractor to furnish the labor, materials, tools and equipment, and to do and cause to be done the above-described Work, and to complete and finish the same in accordance with the said contract documents and the terms and conditions herein contained, and hereby contracts to pay for the same, according to the said documents, including the schedule of estimated quantities, and unit and lump sum prices in the Form of Bid, the sum of \$ [REDACTED] subject to the actual quantity of Work performed, at the time and in the manner and upon the conditions provided for in this contract.
3. The Contractor hereby promises and agrees to diligently prosecute and obtain Substantial Completion of the Work within 45 working days (the "Contract Time"), and to obtain Physical Completion and Final Acceptance of the Work within the time and as specified in the Contract Documents. The Contractor agrees that Liquidated Damages shall be assessed in the amount of \$100 per day for any failure to complete the Work within the Contract Time, for any failure to meet a Contract Milestone, and for any failure to achieve Physical Completion and Final Acceptance within the time and as required in the Contract Documents.
4. The Contractor for themselves, and for their agents, successors, assigns, subcontractors and/or employees, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.
5. The City hereby appoints and the Contractor hereby accepts the Parks & Public Works Director, as the City's representative for the purpose of administering the provisions of this Contract, including the City's right to receive and act on all reports and documents related to this Contract, to request and receive additional information from the Contractor.
6. This Contract contains terms and conditions agreed upon by the parties. The parties agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Contract.

7. The Contractor agrees to comply with all applicable Federal, State, City or municipal standards for the licensing, certification, operation of facilities and programs, and accreditation and licensing of individuals.
8. The Contractor shall not assign or subcontract any portion of the work provided for under the terms of this Contract without obtaining prior written approval of the City. All terms and conditions of this Contract shall apply to any approved subcontract or assignment related to this Contract.
9. The parties intend that an independent Contractor-City relationship will be created by this Contract. The City is interested only in the results to be achieved, and the implementation of the work will lie solely with the Contractor. No agent, employee, servant, or representative of the Contractor shall be deemed to be an employee, agent, servant, or representative of the City for any purpose. Employees of the Contractor are not entitled to any of the benefits the City provides for City employees. The Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this Contract. In the performance of the work herein contemplated, the Contractor is an independent Contractor with regard to the performance of the details of the work; however, the components of and the results of the work contemplated herein must meet the approval of the City and shall be subject to the general rights of inspection and review to secure the satisfactory completion thereof.
10. The Contractor agrees and covenants to indemnify, defend, and save harmless, the City and those persons who were, now are, or shall be duly elected or appointed officials or employees thereof, hereinafter referred to as the "City" against and from any loss, damage, costs, charge, expense, liability, claims, demands or judgments, of whatsoever kind or nature, whether to persons or to property, arising wholly or partially out of any act, action, neglect, omission, or default on the part of the Contractor, his agents, successors, assignees, subcontractors and/or employees, except only such injury or damage as shall have been caused by or resulted from the sole negligence of the City. In case any suit or cause of action shall be brought against the City on account of any act, action, neglect, omission, or default on the part of the Contractor, his agents, successors, assignees, subcontractors and/or employees the Contractor hereby agrees and covenants to assume the defense thereof and to pay any and all costs, charges, attorney's fees and other expenses and any and all judgments that may be incurred or obtained against the City. In the event the City is required to institute legal action and/or participate in the legal action to enforce this Indemnification and Hold Harmless Clause, the Contractor agrees to pay the City's legal fees, costs and disbursements incurred in establishing the right to indemnification. If the claim, suit, or action for injuries, death, or damages as provided for in the preceding paragraphs of this specification is caused by or results from the concurrent negligence of (a) the indemnitee or the indemnitee's agents or employees and (b) the indemnitor or the indemnitor's agents for employees the indemnity provisions provided for in the preceding paragraphs of this specification shall be valid and enforceable only to the extent of the indemnitor's negligence. The Contractor expressly waives, as respects the City only, all immunity and limitation on liability under any Industrial Insurance Act, including Title 51 RCW, or other workers compensation act, disability act, or other employees benefits of any act of any jurisdiction which would otherwise be applicable in the case of such a claim. BY INITIALING BELOW THE OWNER AND CONTRACTOR CERTIFY THE WAIVER OF IMMUNITY SPECIFIED BY THIS PROVISION WAS MUTUALLY NEGOTIATED.
11. This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is mutually understood and agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action in law, suit and equity or judicial proceedings for the enforcement

of this contract or any provisions thereof, shall be instituted and maintained in the courts of competent jurisdiction located in King County, Washington.

- 12. The failure of the City to insist upon strict performance of any of the covenants and agreements of this Contract or to exercise any option herein conferred in any one or more instances shall not be construed to be a waiver or relinquishment of any such obligation, or any other covenants or agreements, but the same shall be and remain in full force and effect.
- 13. It is understood and agreed by the parties hereto that if any part of this agreement is determined to be illegal, the validity of the remaining portions shall be construed as if the agreement did not contain the particular illegal part.
- 14. No change or addition to this Contract shall be valid or binding upon either party unless such change or addition shall be in writing, executed by both parties.
- 15. The Contractor shall fully comply with all applicable state and federal employment and discrimination laws and regulations. IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor has caused this instrument to be executed by and in the name of the said City, the day and year first above written.

IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor has caused this instrument to be executed by and in the name of the said City, the day and year first above written.

CITY OF SNOQUALMIE ("CITY")

_____ [CONTRACTOR]

By _____

By _____

Typed Name: Katherine Ross _____

Typed Name _____

Its: Mayor _____

Its _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Date: _____

Date: _____

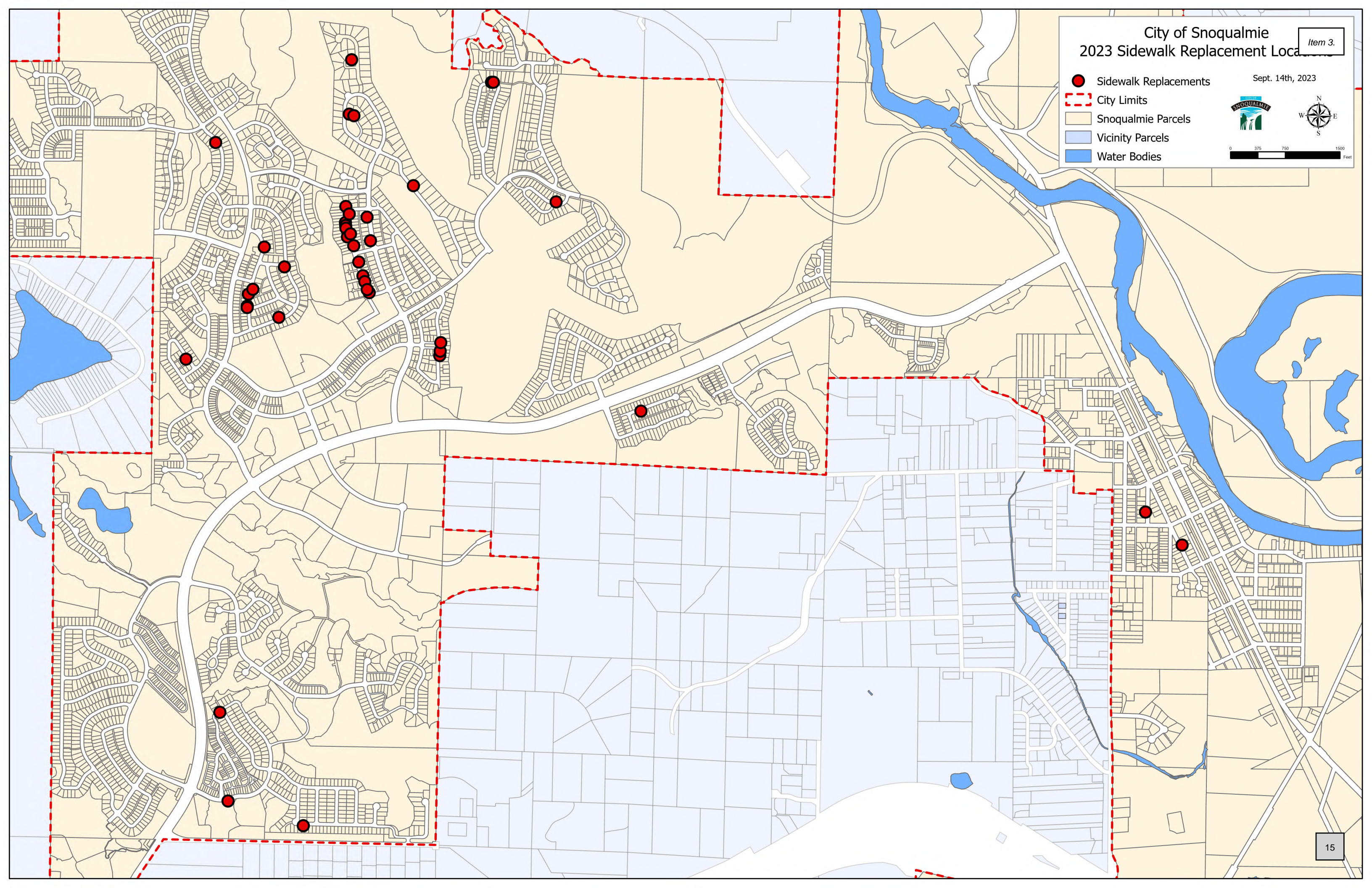
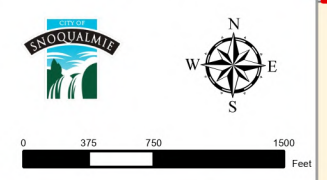
WA Contractor's License No. _____

City of Snoqualmie
2023 Sidewalk Replacement Locations

Item 3.

Sept. 14th, 2023

- Sidewalk Replacements
- City Limits
- Snoqualmie Parcels
- Vicinity Parcels
- Water Bodies



2023 Sidewalk Repair & Replacement Bid Results

Date: September 12th 2023

Schedule A: Sidewalk Repair and Replacement				RRJ Company, LLC		Iron Creek Const.		Northwest Cascade		Engineer's Est.	
Item No.	Description	Unit	Quantity	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Mobilization	LS	1	7539.36	7539.36	40000	40000	30000	30000	20000	20000
2	Minor Change	FA	1	25000	25000	25000	25000	25000	25000	25000	25000
3	Cement Conc. Sidewalk Remove and Replace	SY	461	159.38	73474.18	345	159045	257	118477	200	92200
4	Cement Conc. Sidewalk Remove and Replace with Foam Cushion and Root Ramp	SY	162	275.67	44658.54	400	64800	333	53946	315	51030
11	Project Temporary Traffic Control	LS	1	23240.54	23240.54	10000	10000	79000	79000	10000	10000
				Total	173912.62		298845		306423		198230



TRANSPORTATION CAPITAL PROJECT OR PROGRAM

SIDEWALK REPLACEMENT PROGRAM

CIP Project ID: TRN20002CIP
Department: Transportation
Project Status: Other
Project Location: Multiple Locations
Project Contact: Michael Chambless
Current Program Budget: **\$1,367,000**
Years Project in CIP: Ongoing Capital Program
Contact Email: |mchambless@snoqualmiewa.gov

Description:

Sidewalks deteriorate as they age. Consequently, this program funds the community outreach, design, and replacement of sidewalks in neighborhoods throughout the City of Snoqualmie. Neighborhood sidewalks are pedestrian facilities that connect residents to important destinations. The City of Snoqualmie intends to replace sidewalks based on a score that prioritizes safety and access to facilities such as parks and schools.

Photo or Map:



Community Impact:

The intent of this program is to preserve the condition of sidewalks consistent with City of Snoqualmie standards. The ongoing replacement of sidewalks will help to maintain a safe and efficient mode of transportation that contributes to the livability of neighborhoods and supports vital economy activity.

Operating Impact:

Staff believes that the ongoing provision of this program will likely reduce the amount of supplies needed annually to maintain sidewalks.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is expected to continue indefinitely into the future.
Design	4%	\$ 58,336	\$ 9,177	\$ 9,564	\$ 9,757	\$ 9,866	\$ 9,782	\$ 10,191	
Construction	85%	\$ 1,166,727	\$ 183,544	\$ 191,272	\$ 195,148	\$ 197,311	\$ 195,635	\$ 203,817	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 58,336	\$ 9,177	\$ 9,564	\$ 9,757	\$ 9,866	\$ 9,782	\$ 10,191	
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Labor	6%	\$ 83,600	\$ 9,102	\$ 9,601	\$ 11,337	\$ 13,958	\$ 21,801	\$ 17,801	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 1,367,000	\$ 211,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000	
Operating		\$ (13,500)	\$ (1,000)	\$ (1,500)	\$ (2,000)	\$ (2,500)	\$ (3,000)	\$ (3,500)	

TOTAL PROJECT BUDGET: \$1,367,000
TOTAL OPERATING BUDGET: -\$13,500

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 1,367,000	\$ 211,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000
TOTAL	\$ 1,367,000	\$ 211,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000

Fiscal Notes:
TOTAL FUNDING SOURCES: \$1,367,000
FUTURE FUNDING REQUIREMENTS: \$0



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB23-114
November 13, 2023
Committee Report**

Item 4.

AGENDA BILL INFORMATION

TITLE:	AB23-114: Old Library Future Use	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
PROPOSED ACTION:	Discussion: Identify future facility plan for the former Snoqualmie library	

REVIEW:	Department Director	Jeff Hamlin	8/17/2023
	Finance	Janna Walker	8/16/2023
	Legal	David Linehan	8/18/2023
	City Administrator	Mike Chambless	8/18/2023

DEPARTMENT:	Parks & Public Works		
STAFF:	Dylan Gamble, Nicole Wiebe		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: September 19, 2023	
MEMBERS:	Ethan Benson	Bryan Holloway	Jo Johnson
EXHIBITS:	1. 2018 Building assessment – Executive Summary 2. 2018 Building Assessment		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

This agenda bill seeks direction from Parks and Public Works Committee on how to use the City owned building called 'Old Library'.

BACKGROUND

The City of Snoqualmie's building referred to as 'The Old Library' sits within the City's City Hall campus. The building was used as the Snoqualmie Library between 1975 and 2007. The library moved location to the Snoqualmie Ridge in 2007 as part of the Snoqualmie Ridge Development. The building has since been used as a combination of storage, small event space, and office space. Currently the building is being used for storage of City owned equipment and records, temporary office space for the Snoqualmie Valley Shelter.

The building has been reviewed for structural, architectural, and hazardous materials consideration (2018). That report indicated there is several substantial repairs and code compliance concerns that would need to be addressed. Since this report was made the only substantial repair has been to replace the building's roof. With the indicated list of repairs and safety related concerns the report recommends consideration of a complete rebuild of the building.

ANALYSIS

The City can choose to approach the future uses of this structure a variety of ways. If the building is maintained as-is, without substantial repairs, there is potential to use the space as an office, or storage. The current condition could be maintained and used for limited office space, either leased or used for City use. The remaining space could continue to be used for City storage. Additionally, the building could have an expanded office space, but considerations for safety and code compliance should be reviewed.

There is potential for either substantial repair, or complete rebuild, of the building. At this time no funding is identified for structure repairs or reconstruction.



EXECUTIVE SUMMARY

Introduction

The Driftmier Architects and their team were hired by the City of Snoqualmie to perform a building assessment on the City's Old Library. The team of subconsultants includes Armour Unsderfer Engineering (AUE, Structural Engineers), Rensch Engineering (Mechanical and Electrical Engineers), Terracon (Hazardous Materials Testing), The Woolsey Company (Cost Estimators) and Scott Pierce Contracting (SPC, Contractor for explorative demolition and patching). The building no longer serves as a library, but does house community gatherings, namely for the Boy Scouts and Camp Fire Girls.

This Executive Summary outlines some of the key findings of the study, but the individual reports should be reviewed for detailed information.

Goals of Study

The goals of the study is to assess the current condition of the building and site related to needed maintenance, ADA compliance, energy code compliance, life safety code compliance, and the potential for a remodel. The main goal of the project is to determine if the building should be remodeled and upgraded for continued use, or if the building should be scheduled for demolition and repurposing of the property.

Process

Driftmier, AUE, Rensch, Terracon and SPC met with the City on site and performed an assessment. The team was granted access to all portions of the building, including the roof, attic and crawl space. Measurements were taken to verify the existing conditions, building systems were documented, material samples were taken for lead and asbestos testing, and walls were opened to assess the building's structure and the extent of rot to the existing wood framing. Team members then prepared a report of their findings that are included in this document.

After the City reviews the building assessment, it is anticipated in the scope of work that Driftmier will develop rough schematic plans for remodeling the building and cost estimates will be prepared. There will be three options which include: performing required code upgrades on the building and site, remodeling the facility to address current and future programming needs, and demolish the building.

Schedule

No time frame has been set for any upgrades or remodeling.

Budget

No budget has been set for the project.

Current Conditions and Findings

General

The building is showing its age and is in need of overdue maintenance. A lack of proper flashings and upkeep has allowed the structural wing walls to sustain rot in the wood framing.

Floodplain

The building is in the floodplain. It was reported that during a past flood, the insulation in the crawl space needed to be replaced, but not other damage occurred. A substantial remodel to the facility will likely trigger the requirement for installation of floodproofing construction.

ADA

Most components of the building are not ADA compliant.

Life Safety

Fire extinguishers are located in the building, and there is a smoke detector in the work room. The assembly room does not meet current exiting code requirements.

Energy Code

As expected, the building does not meet the current energy code. It appears the only energy code upgrade made to the facility was replacing the ballasts and lamps for some of the interior lighting.

Hazardous Materials

Lead was found in the paint on some of the doors and windows.

Asbestos was found in the silver paint applied to the torch down portions of the roof, which include the HVAC roof, gutters and shed roof on the north side.

Recommendations

General

The building is adjacent to City Hall and is an eye sore. At a minimum, the building needs to be repainted, but should receive new siding. The roofing is at the end of its useful life and should be replaced, and the roof drainage system needs to be repaired.

ADA Upgrades

The need for existing public facilities to be brought up to current ADA compliance is a source of much debate. While existing facilities can be grandfathered in, ADA is often enforced through lawsuits. If a facility does not meet ADA and is remodeled, then a minimum of 20% of the construction budget must go towards ADA upgrades. If the public will continue to use this facility, it is best that the facility be brought up to current ADA compliance. This would include enlarging the two toilet rooms, installing a new drinking fountain, widening portions of the hallway, replace all door knobs and closers, rebuilding the entry vestibule, constructing a new ramp, installing new railings and likely raising the entire patio by ~8".

Life Safety

Unless the use of the building is changed, life safety upgrades are not required by code. However, since the public uses this facility, it is always best for public buildings to meet all applicable codes.

If meetings in the assembly room are to continue, the City may need to install an exit door on the west side of the room to provide code compliant exiting and install exit signs and emergency lighting. While fire detection systems are not required for this existing building, it is suggested that additional smoke detectors be installed at a minimum.

Energy Code Upgrades

Energy code upgrades are not required for the building if the facility is not remodeled. However, the attic insulation should be repaired.

Structural Repairs

The walls around the HVAC platform on the roof need to be replaced. They are unstable and could fall down during a strong storm.

The rotted wood framing in the four wing walls needs to be replaced and proper flashings need to be installed.

Hazardous Materials

If the building is demolished, the asbestos containing silver paint will need to be abated. Although the lead containing paint could require special disposal, it is possible that it can be disposed of in the same manner as the rest of the building materials, due to the low amount of paint.

Potential Remodeling

A remodel can open up 10% of the existing exterior walls for new doors and windows without requiring code upgrades to the structural system. This likely means that only a new exit door can be installed on the west side. Adding windows to bring more natural light into the space will likely require structural upgrades.

Making the toilet rooms ADA compliant will require about 50 sf of floor area.

Making the hallway ADA compliant will require the west hallway wall (or portions of the wall) to be relocated about 12".

Summary

While the building meets very few current codes, most of the items can be grandfathered in as long as there is not a substantial remodel completed. However, public entities usually pursue bringing their facilities up to current codes for public safety reasons, in order to allow all community members to use the facilities, and to set an example to the public.

Depending on the City's desired result from a remodel, it is possible that minor changes can be made to the facility and have the project be cost effective. However, if the facility is to be brought up to meet all current codes, it will likely be more cost effective to demolish the existing building down to the floor and foundation and construct a new facility in its place. Please keep in mind this does not account for any zoning requirements that may be imposed on the site if a complete rebuild is pursued.



ARCHITECTURAL BUILDING ASSESSMENT

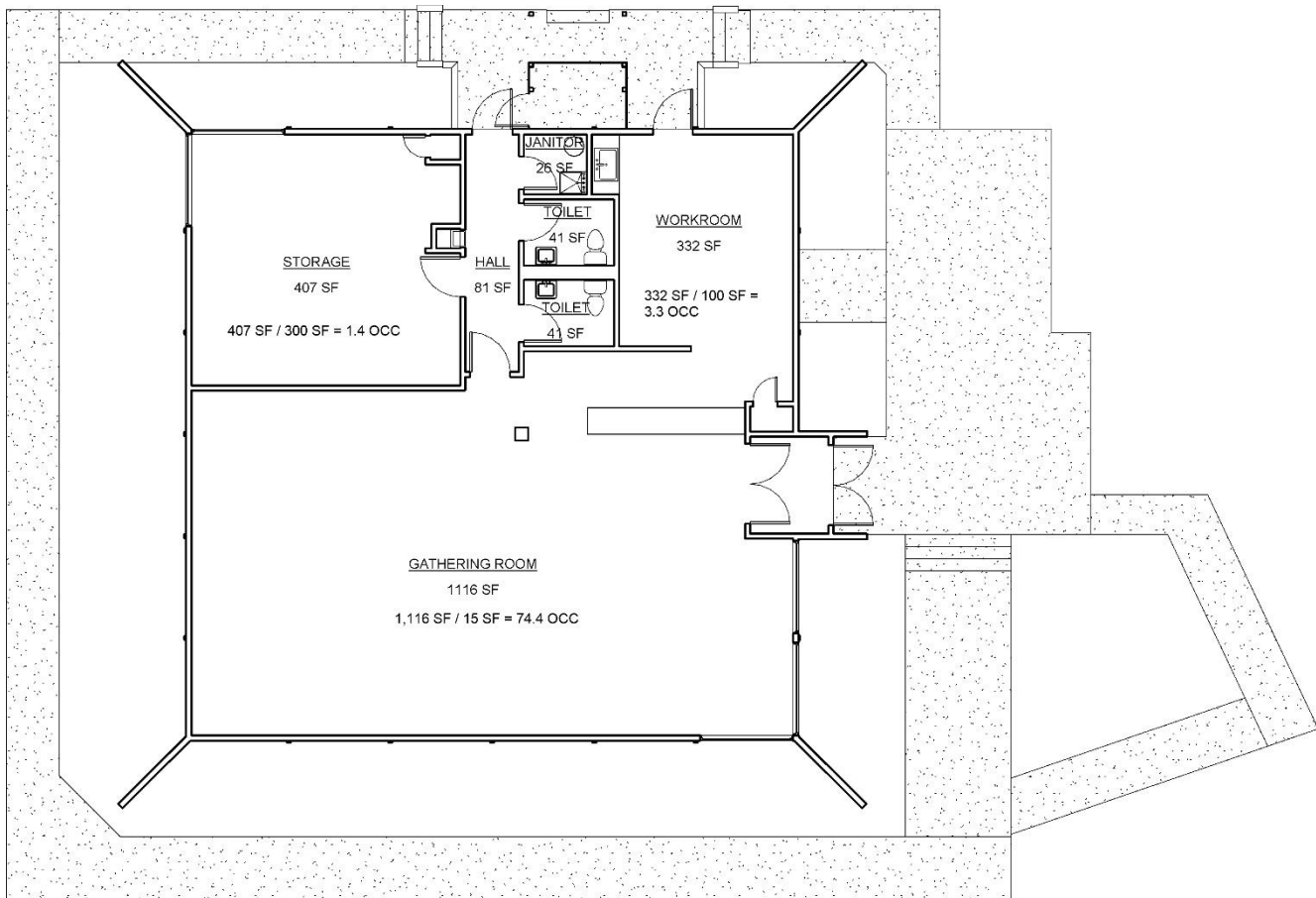
LIFE SAFETY

OCCUPANCY LOAD / USE OF ROOMS

Current Condition: The building is broken up into 3 main spaces, with 2 toilet rooms and a janitor closet. The 3 main spaces function as an assembly room, work room and storage room. The assembly room is 1,116 SF, the work room is 332 SF, and the storage room is 407 SF. Overall building is 2,148 SF.

Code Requirement: An assembly space such as this will be calculated at 1 person per 15 square feet, the work room would be 1 person per 100 square feet, and the storage room is 1 person per 300 square feet. This results in an overall occupant load of 80 people.

Solution/Recommendation: N/A



EXITING (NUMBER AND DISTANCE)

Current Condition: The building has 3 exterior exit doors. One exit in the assembly room, one exit in the hallway, and one exit in the workroom.

The maximum travel distance required to reach an exit is 46'.

The diagonal dimension of the building is 64'-1". The maximum separation of exits is 33'-0".

The diagonal dimension of the assembly room is 52'-2". The distance between the entrance door and the door to the hallway is 21'-2".

Code Requirement:

Number of exits- For any building or space with an occupant load 50 or greater, two exits are required. (IBC 1006.2.1)

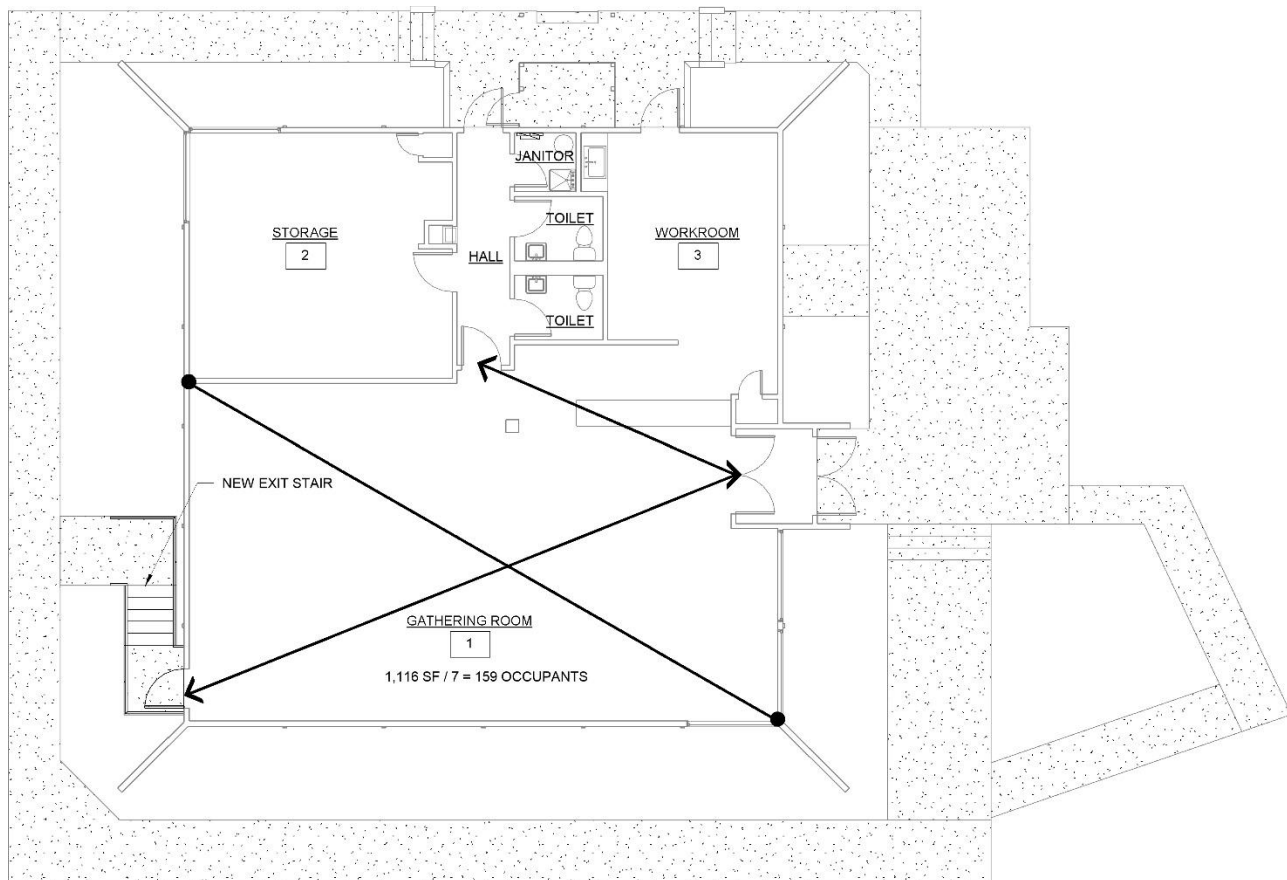
Maximum distance traveled- 75 feet

Exit separation- Where two or more exits are required, exits must be separated by at least $\frac{1}{2}$ the diagonal dimension of the building/space. (IBC 1007.1.1)

Solution/Recommendation:

Building meets code for number of exits and travel distance.

However, the separation of exits for the assembly room does not meet code. The likely solution is to add a new exit on the west side of the room that goes directly outside. A staircase or ramp would be provided to the sidewalk.

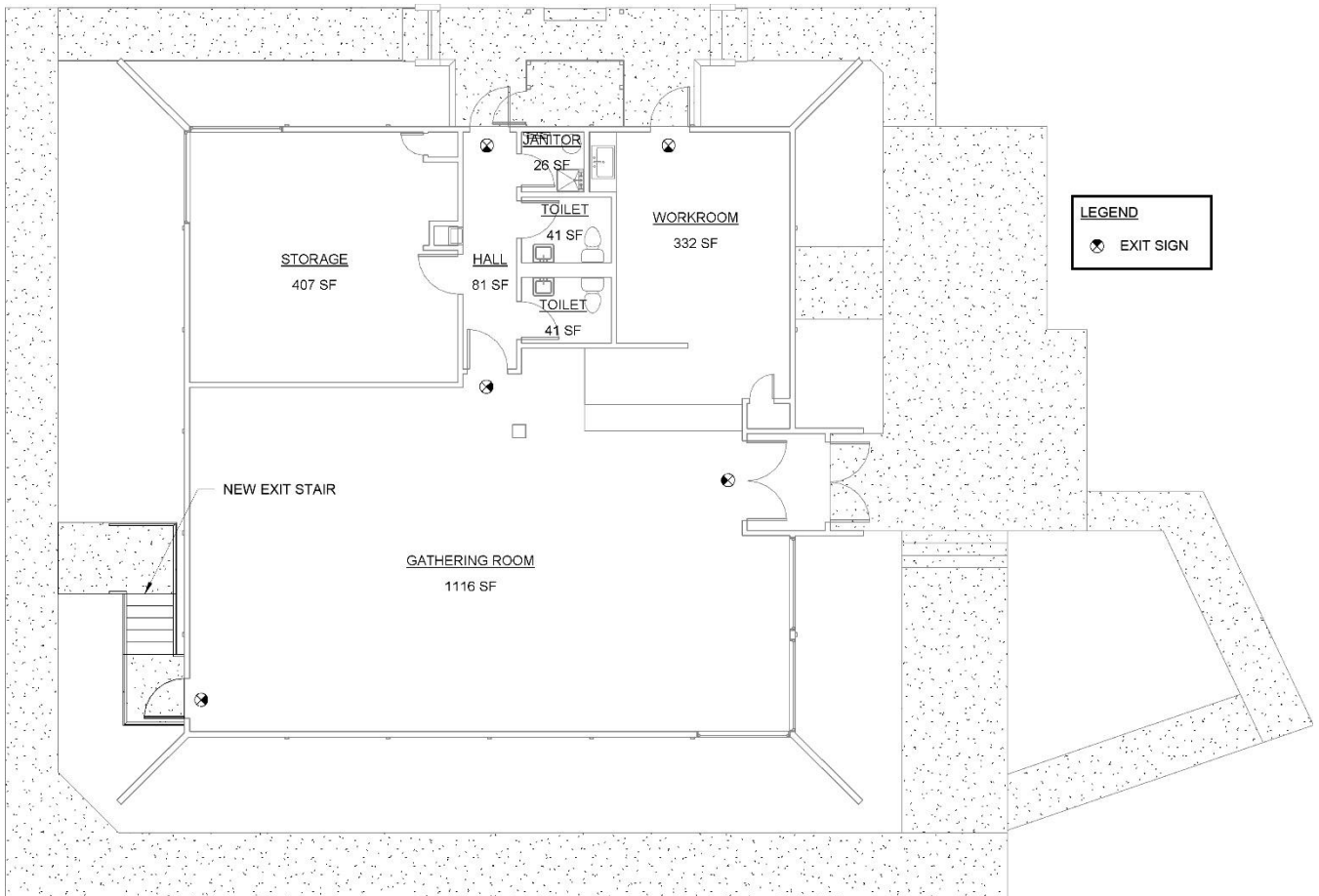


EXIT SIGNS

Current Condition: There are no exit signs located in the building.

Code Requirement: Exit signs need to be provided at exits, hallways and in large rooms. (IBC 1013.1)

Solution/Recommendation: Provide exits signs at locations shown on below floor plan. An exit sign should also be provided above any new exit in the assembly room.



LOCATION OF FIRE EXTINGUISHERS

Current Condition: There are 2 fire extinguishers in the building. One near the back door in the hallway, and one on the column in the assembly room.

Code Requirement: The building is required to have portable fire extinguishers and the maximum distance of travel allowed to an extinguisher is 75'. An extinguisher must be within 30' of commercial cooking equipment. (IBC 906)

Solution/Recommendation: Leave existing extinguishers in current/similar locations. If a kitchen is constructed, add a new extinguisher. However, the fire extinguishers should be recessed into the walls so that they do not protrude into walkways, which does not meet ADA.



HALLWAY WIDTH

Current Condition: The hallway is currently 3'-11 3/4" wide. There is a door located at each end.

Code Requirement: Code requires hallways to be 3'-8" Wide

Solution/Recommendation: Hallway currently meets code for hallway clearances, however see DOOR – CLEARANCES section for door clearance requirements that will affect the hallway width.

EMERGENCY LIGHTS

Current Condition: There is no emergency lighting in the building.

Code Requirement: Per section 1008.3.1 of the IBC "In the event of power supply failure in rooms and spaces that require two or more means of egress, an emergency system shall automatically illuminate all of the following areas: 1. Aisles, 2. Corridors, 3. Exit access stairways and ramps."

Solution/Recommendation: Install new exit signs with built in emergency lights. Emergency lights should also be installed on the exterior side of exit doors.



EXTERIOR LIGHTING AT EXITS

Current Condition: The building currently has recessed cans in the soffits above each of the exterior doors.

Code Requirement: Per section 1008.2.1 of the IBC “The means of egress illumination level shall be not less than 1 footcandle at the walking surface.”

Solution/Recommendation: The building was not analyzed at night so it is not known if the existing lighting is adequate. This should be verified.



SMOKE DETECTORS

Current Condition: There is one smoke detector located in the workroom. Likely because this is where popcorn is cooked.

Code Requirement: Per 15.06.030 of the Snoqualmie Municipal Code – buildings under 3,000 SF do not require Smoke Detectors. It was determined from a phone conversation with the Fire Marshal that the City does not require smoke detectors for this type and size of facility.

Solution/Recommendation: No action required.



FIRE ALARM

Current Condition: There is no fire alarm.

Code Requirement: Per Chapter 9 of the IBC, Buildings with an A occupancy of less than 300 occupants and a fire area smaller than 12,000 SF do not require a fire alarm system. It was determined from a phone conversation with the Fire Marshal that the City does not require a fire alarm for this type and size of facility.

Solution/Recommendation: No action required.

SPRINKLERS

Current Condition: There are no sprinklers.

Code Requirement: Per Chapter 9 of the IBC, Buildings with an A occupancy of less than 300 occupants and a fire area smaller than 12,000 SF do not require an automatic sprinkler system. It was determined from a phone conversation with the Fire Marshal that the City does not require a fire sprinklers for this type and size of facility.

Solution/Recommendation: No action required.

DOOR HARDWARE

Current Condition: The double doors at the main entrance have deadbolt locks.

The back exits are operated by knobs.

Code Requirement: Per section 1010.1.9.3 of the IBC "Locks and latches shall be permitted to prevent operation of doors where any of the following exist: 2. In buildings in occupancy group A having an occupant load of 300 or less...the main door or doors are permitted to be equipped with key-operated locking devices from the egress side provided: 2.1 The locking device is readily distinguishable as locked. 2.2. A readily visible durable sign is posted on the egress side on or adjacent to the door stating: THIS DOOR TO REMAIN UNLOCKED WHEN THE SPACE IS OCCUPIED."

Per section 1010.1.9.1 of the IBC "Door handles, pulls, latches, locks and other operating devices on doors required to be accessible by Chapter 11 shall not require tight grasping, tight pinching or twisting of the wrist to operate."

Solution/Recommendation: Add sign at entrance door stating that the door is to remain unlocked when the space is occupied. Also install locking devices that are readily distinguishable as locked.

Switch door knobs out for levers.



ADA

ENTRANCE STAIRS

Current Condition: There is a set of concrete stairs leading from the sidewalk to the front door. There are 4 steps from the grade level up to the patio/front door. The steps are 5 3/4" high x 14" deep.

Code Requirement: Per section 504 of ICC A117.1-2017 "504.2 All steps on a flight of stairs shall have uniform riser heights and uniform tread depth. Risers shall be 4" min. and 7" max. in height. Treads shall be 11" min. in depth.

Solution/Recommendation: No changes required to the current steps. If patio is raised, stairs will need to be rebuilt. (See Doors - Hardware - Thresholds)



BACK STAIRS

Current Condition: There are 2 sets of concrete stairs leading from the exterior exit doors down to the walkways. These stairs have 2 steps each. Each step is 7" and 1'-0" deep. On one tread, the concrete has broken where the railing was attached.

Code Requirement: Per section 504 of ICC A117.1-2017 "504.2 All steps on a flight of stairs shall have uniform riser heights and uniform tread depth. Risers shall be 4" min. and 7" max. in height. Treads shall be 11" min. in depth.

Solution/Recommendation: No change to the stairs is required other than patching the broken concrete.



RAILINGS

Current Condition: Railing at all three stairs are in poor condition. One of the railings on the stairs by the hallway exit has broken off of the concrete stairs. None of the railings meet code. There is no railing provided at the ramp.

Code Requirement: Per section 505 of ICC A117.1-2017 "505.2: Handrails shall be provided on both sides of stairs and ramps."

Solution/Recommendation: Install new railing and handrails on each side of front stairs and ramp that meet code.



RAMP

Current Condition: The ramp leading up to the front entrance is 45'-3" in length and rises 26 ½" inches. There are no railings along the ramp and no landings at the directional changes. The tree in the middle of the ramp has moved the concrete and creating uneven transitions between concrete sections.

Code Requirement: See railing requirements above.

Per section 405 of the ICC A117.1-2017:

- Slopes shall be greater than 1:20 and not steeper than 1:12.
- Max rise without a landing shall be 30".
- Landings shall be provided at directional changes and be 60" in length.

Solution/Recommendation: Current ramp does not conform to ADA standards and needs to be rebuilt. While the existing location could be reused to create an ADA compliant ramp, it would be beneficial to construct a much shorter ramp closer to the bridge in the City Hall plaza. This would also greatly reduce the distance from the ADA parking stalls to the main entrance. Additionally, rebuilding the existing ramp to code could impact the root system of the adjacent tree.



DRINKING FOUNTAIN

Current Condition: There is currently only a single drinking fountain and it does not allow for a front approach by a wheelchair.

Code Requirement: Per section 602 of the ICC A117.1-2017:

- A drinking fountain needs to be provided for standing individuals with a minimum spout height of 38".
- A drinking fountain needs to be provided of wheel chairs with a front approach (knee space under fountain) with a maximum spout height of 36".

Solution/Recommendation: Provide an alcove for a new dual height drinking fountain.

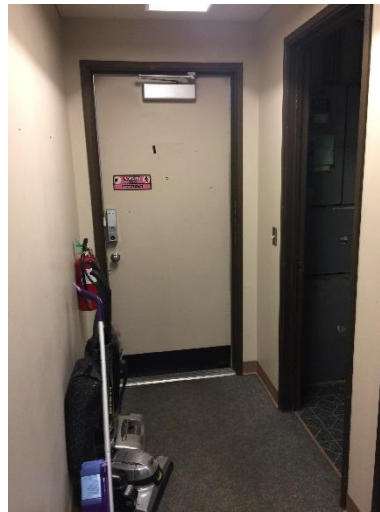


DOORS - WIDTHS

Current Condition: All doors are 3'-0" or 2'-10" except the janitor's closet which is 2'-6".

Code Requirement: Per section 1010.1.1 of the IBC "The required capacity of each door opening shall be sufficient for the occupant load thereof and shall provide a minimum clear width of 32 inches."

Solution/Recommendation: Often building officials will allow unoccupied spaces like janitor's closets to have doors smaller than the minimum width. The space may be able to accommodate a 2'-10" door, but the utility sink would be impacted.



DOORS - CLEARANCES

Current Condition: The hallway does not provide the required clearances for the exit door and the door between the hallway and the assembly room.

The required clearance between the main entrance and the vestibule doors is not provided.

Code Requirement: Per section 404 of the ICC A117.1-2017:

- 18" must be provided on the pull side of a door between the door and the adjacent wall.
- 12" must be provided on the push side of a door between the door and the adjacent wall.
- For the current arrangement of the main entrance and vestibule doors, 48" minimum must be provided between the fully opened vestibule door and the closed main entrance door.

Solution/Recommendation:

- Hall to Exit-Enlarge the hallway by taking space out of the storage room.
- Hall to assembly- enlarge hallway towards storage room and relocate door, or remove door.
- Main entrance- Relocate vestibule wall 12" towards the assembly room.



DOORS – FLAT LANDINGS IN FRONT

Current Condition: All doors have a flat landing in front of them except for the main entrance which has a slope greater than 2% leading to the patio. Paving drops 8" over a 5'-6" span. If the 2" threshold is added, this increases to 10".

Code Requirement: Per section 405 of the ICC A117.1-2017:

- Landings shall have a slope of not steeper than 1:48
- Landing need to have a depth of at least 60" for front approach from the exterior.

Solution/Recommendation: Raise the concrete pad on the exterior side of the door to bring the landing up to door level. Due to the adjacent stairs, this will likely result in a large portion of the patio being raised.

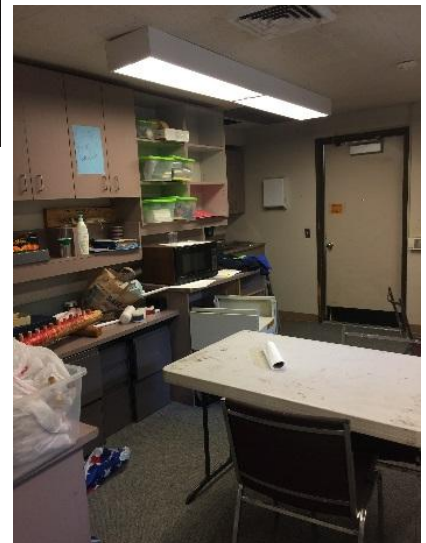
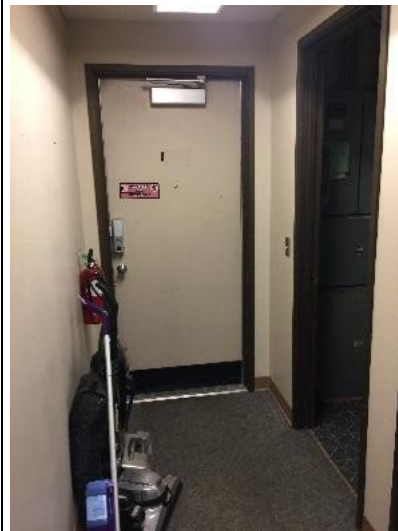


DOORS - HARDWARE - OPERATION

Current Condition: All interior and single exit doors have knobs that require twisting to open. The main entrance doors have a deadbolt lock and handles to push/pull when unlocked.

Code Requirement: Per section 1010.1.9.1 of the IBC "Door handles, pulls, latches, locks and other operating devices on doors required to be accessible by Chapter 11 shall not require tight grasping, tight pinching or twisting of the wrist to operate."

Solution/Recommendation: Provide new lever handles, automatic doors or panic hardware at doors.



DOORS - HARDWARE - THRESHOLDS

Current Condition: All door thresholds appear to be ADA compliant except main entrance which is 2" high.

Code Requirement: Per section 303 of the ICC A117.1-2017 "Changes in level of ¼" max. in height shall be permitted to be vertical. Changes in level greater than ¼" in height and not more than ½" max. in height shall be beveled with a slope not steeper than 1:2."

Solution/Recommendation: Raise the patio elevation to bring main entrance into code compliance, or create a ramp in the patio.



DOORS - HARDWARE - CLOSING SPEEDS

Current Condition: All door closers close the doors in faster than 5 seconds.

Code Requirement: Per section 404.2.7.1 of the ICC A117.1-2017 "Door and gate closers shall be adjusted so that from an open position of 90 degrees, the time required to move the door or gate to an open position of 12 degrees shall be 5 seconds minimum."

Solution/Recommendation: Adjust automatic closer speeds or provide new closers.



DOORS – ADA BUTTONS

Current Condition: The main entrance doors have ADA push buttons that are not currently functional.

Code Requirement: Buttons are not required by code.

Solution/Recommendation: Although not required, they should be fixed or removed as to not confuse people.



LIGHT SWITCH AND OUTLET HEIGHTS

Current Condition: Power outlets on walls are typically mounted 23" above the finished floor. Light switches are mounted below 48".

Code Requirements: Per section 308 of the ICC A117.1-2017, light switches and outlets shall be located between 15" and 48" above finished floors.

Solution/Recommendation: No action required.

COUNTERS

Current Condition: The front service counter is 39" high and the counter with a sink in the work room is at 38".

Code Requirement: Per section 902 and 904 of the ICC A117.1-2017:

- Work counters shall have a height between 28" and 34".
- Service counters shall have a 30"/36" minimum width portion of the counter with a maximum height of 36", depending on parallel/front approach.

Solution/Recommendation: Lower existing countertop in work room to be at a max. height of 34". At the front service counter, provide a new countertop with lower section for ADA access. The rest of the counter could remain higher.



OBJECTS ON WALLS PROJECTING PAST 4"

Current Condition: The fire extinguisher near the back exit door is protruding 5" into the clear access way.

Code Requirement: Per section 307.2 of the ICC A117.1-2017 "Objects with leading edges more than 27 inches and not more than 80 inches above the floor shall protrude 4 inches max. horizontally into a circulation path.

Solution/Recommendation: Install the fire extinguisher to be recessed into the wall.



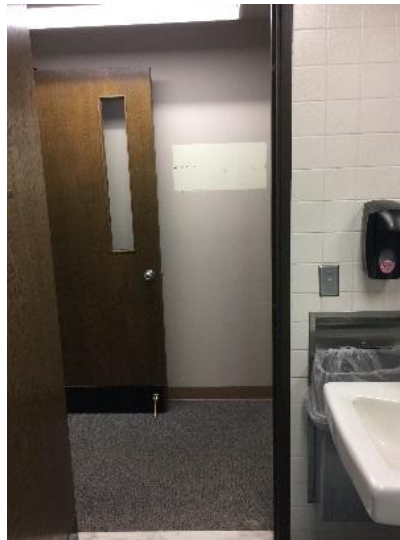
TOILET ROOMS

Current Condition/Code Requirements:

- Clearance Around Toilets – there is not the required 60" clearance from the wall adjacent to toilets to the edge of the sinks. Currently at 52" to the sink.
- Sink Height- sinks are mounted at 34 ½". Should be at a max of 34".
- Mirror height- mounted at 52" inches to bottom of mirror. Should be at a max of 40" to bottom of mirror.
- Faucet Controls (no grip required) – The sinks currently have lever handles that appear to be ADA compliant.
- Distance of toilet from wall – 19" to center. Requirement is 16-18".
- Toilet height – 19" to top edge. Requirement is 17-19".
- Grab bars – mounted at 33" high. Requirement is 33-36". Missing required vertical grab bar and grab bar behind toilet.
- Accessories heights – soap and paper towel dispensers are mounted too high.
- Hot water and waste pipes are insulated and appear to meet code.

Solution/Recommendation: The current toilet rooms are too small and cannot be altered to meet code without relocating walls. A complete rebuild of the toilet rooms is needed. It appears the sinks, toilets, toilet paper holders, waste receptacles, sanitary napkin receptacle and soap dispensers could be reused, if desired.

Enlarging the toilet rooms will greatly impact the other spaces. Widening the rooms will eliminate the janitor closet or move into the assembly room. Lengthening the rooms will move the east wall roughly 12" into the work room.



SIGNAGE

Current Condition:

- Tactile exit sign – none
- Tactile toilet room signs – none
- Sign at non-accessible entrances pointing to nearest accessible entrance – none
- Accessible entrance sign at accessible entrance – none (however, there is no accessible entrance currently)

Code Requirement: Per IBC 1011.3, section 703 of the ICC A117.1-2017 and section 216 of the ADA Standards for Accessible Design:

- Tactile exit signs, toilet room signs, and directional signs are required.

Solution/Recommendation: Provide tactile exit signs and tactile toilet room signs. On the exterior back stairs/doors, provide signs pointing towards accessible entrance at the front. Once main entrance become accessible, provide accessible entrance sign.

PARKING - ADA

Current Condition:

Number of stalls in parking lot– 30
Number of ADA stalls – 2, with an 8' aisle

The ADA parking stalls appear to have been built w/ the construction of City Hall and appear to meet ADA.

Code Requirement: 26-50 spaces require 2 ADA parking spaces, 1 of which must be Van accessible. (ADA Standards 208.2)

Solution/Recommendation: No action necessary.



GENERAL

FLOODPLAIN

Current Condition: The building is in the river's floodplain and does not have any floodproofing construction.

Solution/Recommendation: Depending on the level of work included in a remodel, floodproofing construction could be required by FEMA.

TOILET COUNT

Current Condition: There is one, single use female toilet room and one, single use male toilet room. Our calculations show an occupant load of 80 occupants.

Code Requirement: For libraries or assembly spaces, one toilet is required for every 125 males and every 65 females. This mean 2 total toilets are required.

Solution/Recommendation: No action required.

PARKING

Current Condition: There are 30 stalls in the parking lot shared with City Hall and some street parking available.

While on site, the parking lot was full and many of the street parking stalls were being utilized.

Code Requirement: 1/300 G.S.F.

-City Hall is 15,460 SF (Gross) / 300 SF G.S.F. = 51.53 required spaces.

-Library is 2,148 SF (Gross)/300 G.S.F. = 7.16 required spaces.

This totals 59 spaces, and therefore, would require 3 ADA parking spaces. It is not known how on-street parking was calculated into the required parking for the facilities.

Solution/Recommendation: It appears additional parking is needed, especially if the Old Library is remodeled and brings more vehicles to the site.

WOOD SIDING

Current Condition: The vertical and horizontal wood siding is in poor condition in locations exposed to the elements. Construction has severely deteriorated at the wing walls.

Solution/Recommendation: At a minimum, damaged areas of siding should be replaced. It is recommended that all wood siding be removed so that the extent of water intrusion and rot can be addressed and proper flashing installed.



AGGREGATE PANEL SIDING

Current Condition: Panels appear to be in good condition and there are no signs of water intrusion.

Solution/Recommendation: Panel can be left in place. However, the panels date the building and replacing them will give a more current appearance to the building.



FLASHING

Current Condition: The top of the exterior walls have metal flashing, but flashing is not provided at the bottom of the wing walls where the siding transitions from vertical to horizontal. This likely has created/added to the deterioration of the framing in the wing walls.

Solution/Recommendation: Metal flashing should be provided at material transitions that are exposed to the elements.



ROOFING

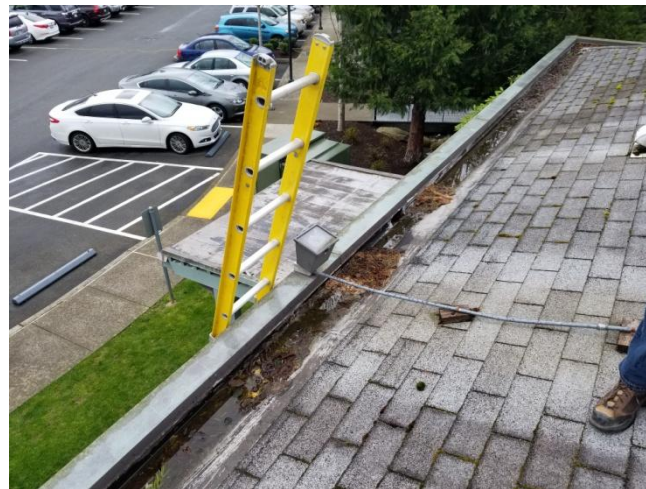
Current Condition: The main roof is asphalt shingles that look to be original. During sampling, they were easily torn manually.

The HVAC roof, the gutters around the main roof and the shed roof by the back exits are a mop down product with silver paint on the top.

A few years ago, an inspector looked at the roof and determined there were no leaks at the time.

There is a fair amount of moss growing on the roofing.

Solution/Recommendation: Roofing appears to be at the end of its useful life and should be replaced. At a minimum, it needs to be cleaned.



HVAC PENETRATIONS

Current Condition: There is water damage on the plywood flooring of the mechanical mezzanine and light can be seen through the opening for the HVAC ducting. It is not known if this water came from condensation in the ducts or if rain water entered the building through the small gaps in the ducting penetration.

Solution/Recommendation: The HVAC ducting penetrations should be resealed and then verify if any new water damage occurs.



HVAC SCREENING

Current Condition: The HVAC screening is in poor condition. It is leaning and is easily shifted by pushing it lightly. It appears the screening could collapse in a strong storm.

Solution/Recommendation: The screening needs to be immediately replaced or removed.



DOWNSPOUTS

Current Condition: There are 4 downspouts on the main roof, one on each side. They appear to tie into a below grade stormwater system. There are no wire baskets, which has caused all of the openings of the downspouts to clog. Due to the clogs, water leaves the roof via the overflows and has washed away soil below. The down spout on the south side has become detached from the scupper. The shed roof has a downspout that opens directly onto the grass.

Solution/Recommendation: The roof needs to be cleaned and wire baskets installed. The south downspout should be reconnected to the scupper.



PAVING CRACKS & TRIP HAZARDS

Current Condition: There are a number of locations in the paving around the building where cracks and expansion joints have become trip hazards. Some are due to wear and others due to tree roots.

Solution/Recommendation: Paving should be patched to eliminate the gaps and level the paving.

CRAWL SPACE

Current Condition: The crawl space appears to be dry and in fair condition. There are two vents on each side of the building. The vapor barrier on the ground has been shifted in places. The floor insulation is batt and is 9" thick.

Solution/Recommendation: Reposition the vapor barrier.



WALL INSULATION

Current Condition: The exterior wall studs are wood 2x4's with batt insulation. The insulation does not meet current code.

Solution/Recommendation: Upgrades are not required. Providing insulation with a higher R value would improve the energy efficiency of the building, but the payback would not likely be cost efficient.

ROOF INSULATION

Current Condition: Paper faced, batt insulation is installed between the joists that create the roof structure. In a number of locations, the insulation has been damaged and has fallen on top of the ceiling joists. The insulation is 9" thick.

There were signs of mold in the insulation in the exterior soffits.

While the exterior soffits are vented, it does not appear the roof insulation has airspace above it.

Solution/Recommendation: Upgrading to current code R-values for insulation is not required but providing insulation with a higher R value would improve the energy efficiency of the building. If not entirely replaced, the damaged insulation should be fixed. Replacing the batt insulation with spray foam could correct any issues caused by the lack of an airspace above the insulation.

Any material with mold present should be replaced and the mold remediated.



WINDOWS

Current Condition: Existing windows are wood and single paned.

Solution/Recommendation: While upgrades are not required, replacing the windows will improve the energy efficiency of the building.

