Special City Council Meeting
November 12, 2018
5:30 p.m.
City Hall Training Room

Agenda

1. Call to order

2. Roll call

3. City Hall/Public Safety Building Assessment

   A. Presentation and discussion regarding the City Hall/Public Safety Building Assessment

   B. Receipt and file the Building Assessment Report

4. Other items

City Council Study Meeting **1.**

Meeting Date: 11/12/2018

Information

Subject

Call to order

Information

Fiscal Impact

Attachments

No file(s) attached.

City Council Study Meeting **2.**

Meeting Date: 11/12/2018

Information

Subject

Roll call

Information

Fiscal Impact

Attachments

No file(s) attached.

City Council Study Meeting **3.**

Meeting Date: 11/12/2018

Information

Subject

City Hall/Public Safety Building Assessment

Information

Fiscal Impact

Attachments

No file(s) attached.

City Council Study Meeting **3.A.**

Meeting Date: 11/12/2018

Information

Subject

Presentation and discussion regarding the City Hall/Public Safety Building Assessment

Information

Matt Brown of the Formation Group will present the draft building assessment report (packet).

Fiscal Impact

Attachments

Draft Building Assessment Report

City of Indianola Municipal
Building Condition and Planning Summary

September 2018

Prepared by:

formation group
refining possibilities

220 SE 6th ▪ Suite 200 ▪ Des Moines ▪ IA ▪ 50309 ▪ **www.formationgroup-us.com**

September, 2018

Dear Mayor, Council and City Staff:

Thank you for the opportunity to assist the City Administration, Police and Fire with this building review and program analysis. Over the last several weeks, our team has been able to meet with Police Chief Dave Button, Fire Chief Greg Chia and City Manager Ryan Waller and review the existing facilities. These interactions have provided valuable perspective and helped guide the strategy we have prepared for your consideration.

The Formation Group team, along with additional support from DCI Group, Baker Group and MOD Design collaborated to prepare this summary. Our proposal contains the following deliverables:

- Review of original or as-built drawings, specifications, and studies from past construction and renovation projects
- Develop high-level recommendations for improvement considerations and expansion opportunities
- Site review
- Summarize findings and space planning concepts to consolidate and streamline building flow
- Create cost estimates for 5-year and 10-year capital expenditures based on findings
- Attend city staff and Council meetings as necessary to facilitate the process

This summary addresses the items outlined in our proposal and concludes with a strategic outline for your consideration. Next steps in this process for consideration:

- Review additional facilities that may be considered as an option outlined in this plan
- Initiate concept development
- Align capital improvement plan with an ideal program, acceptable budget and determine possible phasing

We look forward to your consideration and feedback regarding the materials we have prepared for you. Indianola has an opportunity to provide the right space for city administration, police and fire personnel and also enhance resident experience when visiting your buildings. We firmly believe this project and your community are ready for this to become a reality!

Respectfully,

Matt Brown, President
Formation Group

INDIANOLA MUNICIPAL BUILDING CONDITION and PLANNING STUDY

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- *Exhibit K – Building Options Cost Matrix*

formation group
refining possibilities

Executive Summary

This summary addresses several items discovered in our analysis and concludes with a strategic outline for your consideration. Conclusions that lead into next steps for consideration:

- Program review results dictate that departmental shifts and a reconfigure of space is necessary. Need to validate program assumptions and develop space plans that accommodate departmental space needs (2020, 2025 and 2030 plans).
- Focus on implementing building security through a common control point, key management and access control. Building access control system is in the process of being procured and installed.
- Evaluate comparable building energy use and operational expenses for ongoing budget and capital expenditures savings opportunities.
- Engage environmental engineer to conduct building assessment and testing. Asbestos containing materials are probable based on visual review and there is no record of studies that have been performed.

Strategic Next Step Suggestions

- Address issues related to wayfinding, accessibility and security. The Community needs a facility that is convenient, inviting, accessible and safe.
- Validate departmental space needs and planning to reduce operational efficiencies that result in better service to the residents of this community.
- Enhance the overall quality of the facility to increase the city's ability to attract and retain top talent.

Additional Discovery and Scope Refinement

As part of a next project phase, Formation Group proposes the following deliverables. The anticipated duration of this work is dependent on how quickly the City and Council wish to move forward:

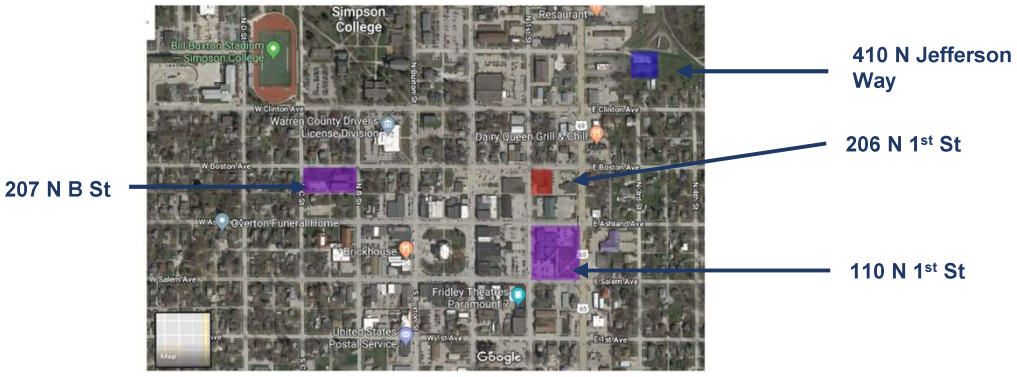
- Establish schedule, constraints list, and ongoing facility strategy.
- Explore additional City owned and other site opportunities to accommodate space program projection deficit.
- Work with the City to establish project standards, responsibilities and funding requirements.
- Prepare a Master Project Budget including all soft costs such as design, building construction, equipment, technology, security and administration, contingency and other related costs.

Existing Facility Program

The following is comprised of brief summaries for each of the project components that Formation Group has compiled.

Current Indianola Municipal Building

We have included a map below that indicates the proximity of the facilities that the City owns in the downtown district – we only considered 410 N Jefferson Way, 206 N 1st Street and 110 N 1st Street as part of our space analysis.

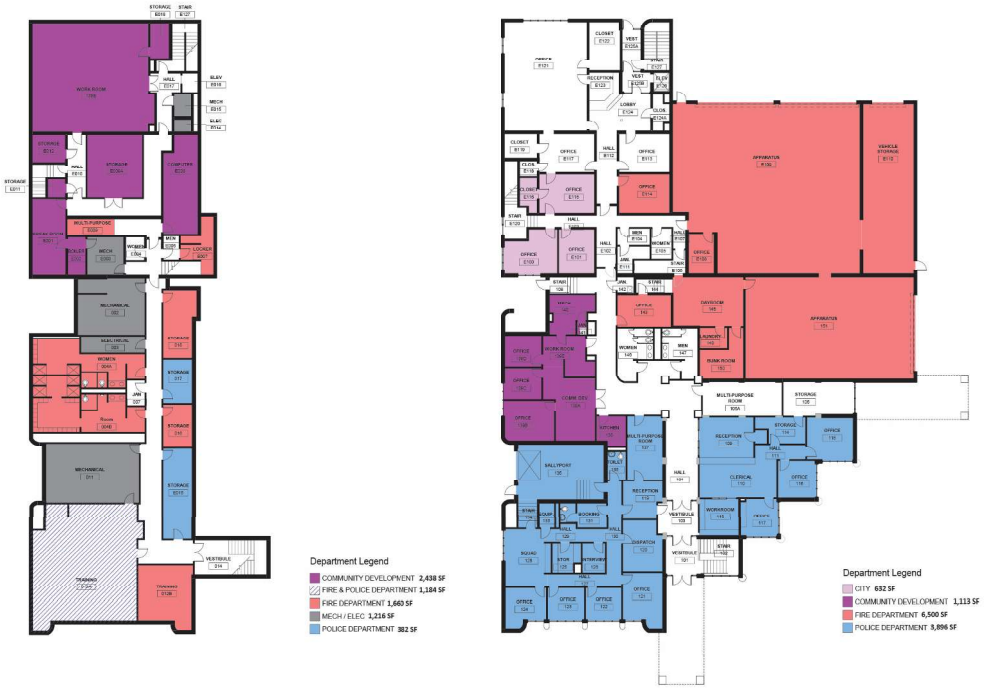


This diagram of the existing Municipal Building space indicates the areas used by each of the departments along with the parking stalls available. We have developed a matrix of existing space utilization to compare existing with potential square footage needs as discussed with staff. A larger copy of this image is available as Exhibit D.

Key:
YELLOW – Parking
RED – Fire Department
BLUE – Police Department
PURPLE – City Administration

Existing Building Program Analysis

This diagram indicates existing department program usage and the associated square footage for each level. A larger copy of this image is available as Exhibit C.



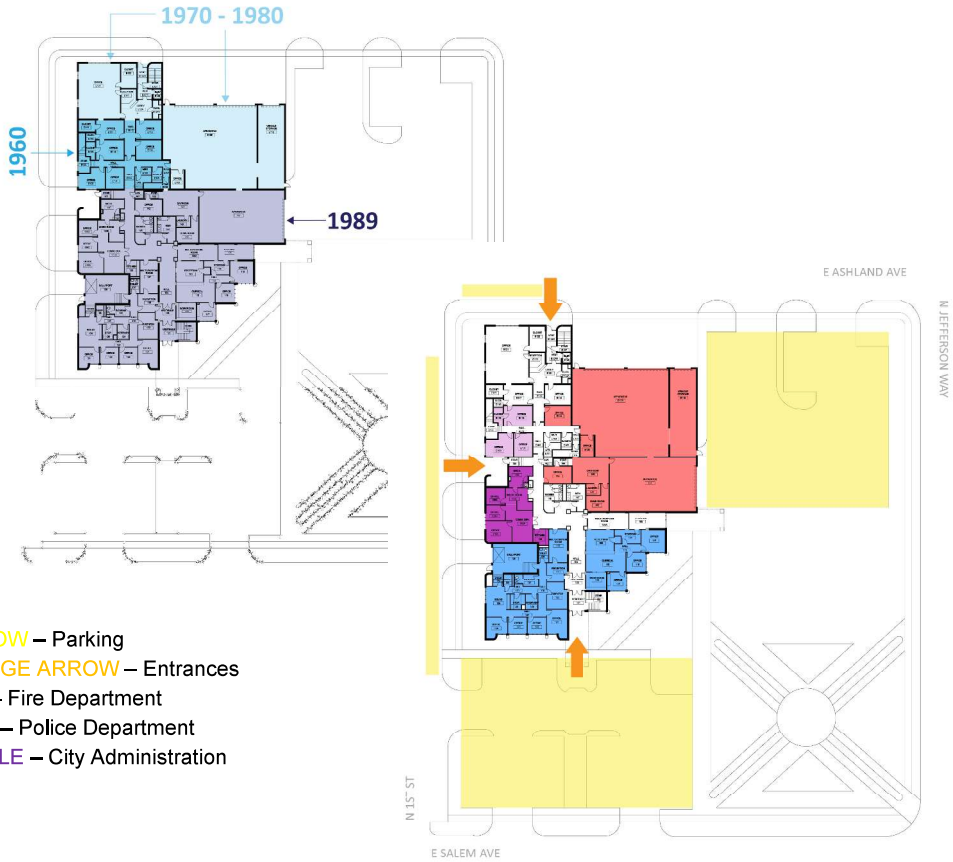
Department Meeting Summary

Formation Group met with Ryan Waller, Chief Dave Button and Chief Greg Chia to gather their perspective on building and spatial issues. Highlights from these discussions are below (full meeting notes are attached as Exhibits A and B):

- Need facilities that the community can be proud of, not the Taj Mahal - need to improve space efficiency and allow for department growth.
- Fire department operations are ideal in this location since it is a central to the fire area.
- Municipal utility functions are moving out of the Municipal Building by 12/31/2018.
- Council chambers public access and building location are not inviting and problematic.
- Desire to preserve Sesquicentennial Park on property at southeast corner.
- Can the existing building be renovated and expanded?
- Limited maintenance program today – mechanical systems are serviced annually.
- Wayfinding is a problem. Visitors often do not know where to find the department they are looking for.

Accessibility and Wayfinding Considerations

We reviewed the existing site conditions, documented parking counts, condition of surfaces and wayfinding. The diagrams below indicate the evolution of building additions and the separate entrances for the residents and proximity to the parking available. **Wayfinding through the facility and proximity to parking to the department needs to be addressed.**



Key:
YELLOW – Parking
ORANGE ARROW – Entrances
RED – Fire Department
BLUE – Police Department
PURPLE – City Administration

We have included pictures of the existing building signage in the site review portion of this report. **Our concern with the site is that the services accessed by residents/customers are accessed at the north side of the building with their parking in the south lot.** Not having a counter or dedicated person to greet visitors adjacent to the designated parking is problematic.

Accessibility as defined by the Americans with Disabilities Act and Guidelines is a significant concern. The latest addition to the Municipal Building was completed in 1989 and the ADAG was implemented in 1991. Remodeling in 2009, which included the locker/shower/restrooms in the lower level have accessible components, but are not on an accessible route. The City does need to address issues noted during our review which include stair width, stair handrail type and location, restroom clearances and devices heights, living quarters clearances, elevator size and access, ramp slopes (north entrance) and visual/hearing signage and warnings.

Existing and Suggested Building Program Analysis

Formation Group has developed a diagram and matrix to analyze the existing space and forecast future space needs for years 2020, 2025 and 2030. **The current municipal building is unable to adequately support the space needs for the City Administration, Police Department and the Fire Department.**

The IMU General Manager has initiated moving the Municipal Utilities team, which will provide space for the three building departments that remain. The existing space summary and departmental forecasted space need is included below. Detailed summaries for each department are included as Exhibit E at the end of the report.

formation

Existing Building and Site Data

Built	Location	User	BSF	Dept SF	%	Parking	Park ADA	Acres	Site SF	Notes
1960-09	110 N 1st Street		29,110			56	5	1.59	69,093	
		City Administration		4,183	14%					Incl Community Development
		Police		4,870	17%					
		Fire		8,752	30%					
		Mechanical		1,216	4%					
		Circulation		10,089	35%					
		Sub Total		29,110	100%	56	5	1.59	18,308	Square Foot per Acre
1950	206 N 1st Street		2,352			0	0	0.12	5,400	
		Fire		2,352	100%					
		Sub Total		2,352	100%	0	0	0.12	19,600	Square Foot per Acre
2011	410 N Jefferson Way		5,000			0	0	0.38	16,665	
		Police		2,500	50%					
		Fire		2,500	50%					
		Sub Total		5,000	100%	0	0	0.38	6,579	Square Foot per Acre
Built	Location	User	BSF	Dept SF	%	Parking	Park ADA	Acres	Site SF	Notes
	Usage by Department									
		City Adminstration		4,183	11%					
		Police		7,370	20%					
		Fire		13,604	37%					
		Mechanical		1,216	3%					
		Circulation		10,089	28%					
		Total		**36,462**	**100%**	**56**	**5**	**2**		

In the summary above, the City occupies 36,462 square feet of space in three separate buildings. The existing Municipal Building layout with layers of addition and remodel show a 35% load factor for structure and circulation which is within the normal range of load factors for building planning (30-40%).

Municipal Building Layout Concerns:

- **The existing building does not address American's with Disabilities Act and Guidelines requirements (restrooms, halls, stairs, entrances) which create a barrier for staff and public use.**
- **Building program is distributed throughout various rooms within the existing facility and additional program housed in two separate structures does create operational inefficiencies for staff (particularly police and fire personnel) who are being asked to provide service to your community in as quick of a response time as possible.**
- **The configuration of spaces and overall lack of security (most spaces are accessible to the public), are problematic for building security and staff safety.**

Existing and Suggested Building Program Analysis Continued…

The three summaries contained herein show estimated square footage needs for each of the three departments, all whom will remain in the Municipal building, after Municipal Utilities staff moves out at year end (2018). Full versions available as Exhibits F, G, H.

City Administration, including Community Development (8-16 ppl / 6,063 - 11,808 sf).

Program Space Matrix - City Administration

Space	Exist	EX SF	PSF	2020	20 SF	2025	25 SF	2030	30 SF	Notes
Program Space Total				35	8,820	40	9,600	42	9,840	
Circulation (20%)					1,764		1,920		1,968	
Net to Gross (10%)					882		960		984	
Square Footage Total		6,063			10,584		11,520		11,808	
Headcount Total	8			9		14		16		

Police Department (24-29 ppl / 10,682 - 21,570 sf)

Program Space Matrix - Police Department

Space	Exist	EX SF	PSF	2020	20 SF	2025	25 SF	2030	30 SF	Notes
Program Space Total	55			78	17,815	80	17,975	80	17,975	
Circulation (20%)					3,563		3,595		3,595	
Net to Gross (10%)					1,782		1,798		1,798	
Square Footage Total		10,682			21,378		21,570		21,570	
Headcount Total	24			26		28		29		

Fire Department (11-18 ppl / 19,718 - 23,790 sf)

Program Space Matrix - Fire Department

Space	Exist	EX SF	PSF	2020	20 SF	2025	25 SF	2030	30 SF	Notes
Program Space Total	32.5			37	15,235	46	19,525	47	19,825	
Circulation (20%)					3,047		3,905		3,965	
Net to Gross (10%)					1,524		1,953		1,983	
Square Footage Total		19,718			18,282		23,430		23,790	
Headcount Total	11			14		17		18		

The program summaries above show planning deficits of 13,781 sf in 2020, 20,057 sf in 2025 and 20,705 sf in 2030, based on the entire square footage of 36,462 sf used in 2018. Our assessment of this space analysis is that program efficiencies can be realized when co-locating police and fire in one public safety facility which is common. We feel that the police program does need additional refinement.

A major consideration when evaluating options is maintaining continuous public safety functions and emergency response service to the residents of Indianola and the fire district within Warren County.

Building Program Fit Options

The existing site at 110 N 1st Street is central to the fire district and it is logical for the fire department to remain on this site. **Co-locating police and fire is a very common practice in communities since they can share various facility spaces and have a similar frequency and type of public interaction.**

This exercise presents the following opportunities (options) with the existing Municipal Building (29,110 sf) as a base and note that these deficits exclude the two additional storage facilities equaling 7,352 sf:

A. **Per the 2020 programing forecast, the Municipal Building is capable of housing both police and fire program, but it would require city administration/community development to relocate to another site.** Hazardous material abatement and a building remodel would be required to accommodate short-term growth. Vehicle and equipment storage would need to remain at the current separate buildings with minimal response effectiveness enhancement.

B. **Both 2025 and 2030 programming forecasts show a space program deficit of 27,410 sf and 28,058 sf, which would require an addition to the existing facility and allow police and fire to remain at the Municipal Building site.** City administration would move to a new location. See preliminary building addition locations presented on the next page.

C. **Constructing a new facility on the existing site, while preserving the Sesquicentennial Park is the most difficult and most expensive option.** Maintaining adequate public safety response during construction will be challenging while being able to only utilize 75 percent of the city block for operations and construction.

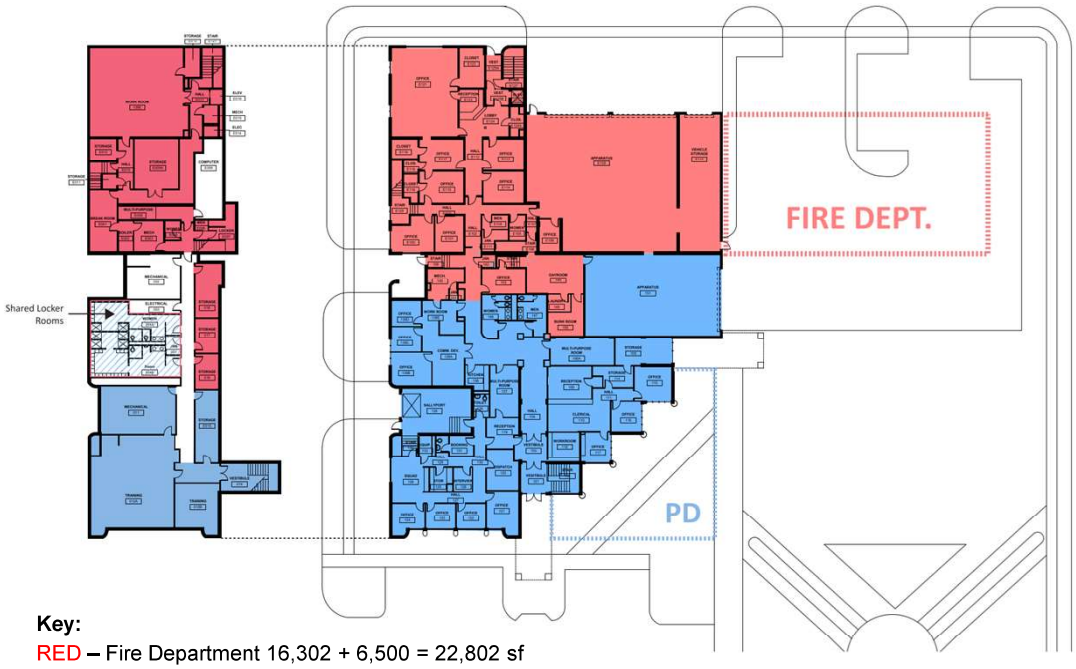
A new facility meeting the needs of the estimated 45,360 gross square foot (year 2030) police and fire program will be a tight fit on the existing site area of 69,012 square feet (1.58 acres - excluding the park). Construction logistics while maintaining operations will be challenging and off-site parking will need to be secured, which may include expanding the parking lease west of the site.

Site Expansion Considerations

The below diagram is a conceptual representation of an expansion at the existing Municipal Building (option B) to include drive-through apparatus bays for the fire department and additional program square footage for the police department. The existing Municipal Building interior space would be renovated to enhance efficiency and create appropriate adjacencies within departments.

Approximate square footage total (existing + increase) is conceptually shown at 38,710 sf, leaving a -6,650 sf (deficit) per the 2030 projections. The deficit is comprised of -988 sf Fire and -5,662 sf Police and we feel that the Police program square footage contains redundancy and can be reduced if spaces are agreed to be shared in common with Fire Department co-location.

This option would require a detailed space program exercise to determine shared program space opportunities and parking would need to be secured off-site. These additions could occur at the same time or in separate phases. **All of the options being presented assume that city administration would move to a new location within the next 12-24 months to allow police and fire program and staff growth. See Exhibit I.**



Key:
RED – Fire Department 16,302 + 6,500 = 22,802 sf
BLUE – Police Department 12,808 + 3,100 = 15,908 sf
Total: Square Footage After Additions = 38,710 sf (9,600 sf add)

Building Abatement and Demolition

Formation Group advises that the city reach out to the Iowa Department of Natural Resources to meet and discuss hazardous abatement options with this project. The IDNR could provide reimbursement for initial and supplemental inspection to help abatement and any demo cost preparation.

Mechanical Systems

Notable observations regarding the overall building comfort and mechanical system:

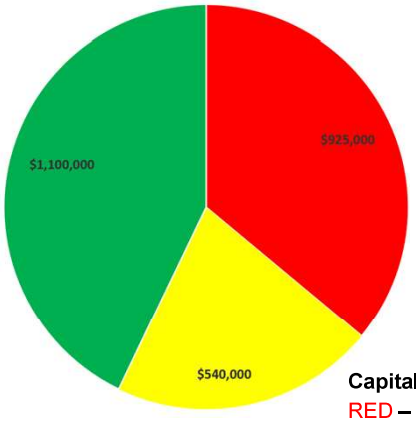
- The exhaust from the Fire Department bay infiltrates the rest of the interior of the building.
- Appropriate City staff confirmed that Air Con Mechanical does service the system each year, but the boilers do have operational issues and piping is deteriorating.
- Windows leak cold air
- Exterior masonry walls likely do not have adequate or any insulation (thermal readings in cold temperatures can verify this).

Based on our observations, utility consumption and the overall building energy use performance should be analyzed and compared to facilities of similar type and scale to confirm potential annual savings that would be generated by system upgrades. Appropriate City staff provided the following summary of utility expense for the existing facility:

	Electric	Natural Gas
FY2013	$34,488.68	$10,192.40
FY2014	$36,937.40	$12,495.50
FY2015	$30,982.27	$8,315.29
FY2016	$30,692.51	$6,201.44
FY2017	$46,029.42	$7,076.09
FY2018	$49,116.23	$9,320.31

Replacing mechanical equipment and upgrading to digital controls could save as much as 20-25% per year in utility expense which could equate to $14,609 yearly energy savings and will significantly enhance staff comfort.

Baker Group Mechanical prepared a letter on the following page regarding their cursory review of the existing systems which is contained on the next page. The following is a chart showing the estimated cost of replacement for comprehensive existing building systems based on their life expectancy. See detail in Exhibit J.



Capital Asset Estimate: $2,565,000
RED – Beyond 100% Life Expectancy
YELLOW – Between 80-100% Life Exp.
GREEN – Below 80% Life Expectancy

Matt Brown
Formation Group
220 SE 6th St, Suite 200
Des Moines, Iowa 50309

Dear Matt,

After a walk-through review of the Indianola City Hall building on Friday, July 27, my assessment of the mechanical system is as follows:

Currently the building has a pneumatic controls system. **Pneumatic controls are pretty much obsolete today. It is very difficult to find technicians with the ability to properly understand and service them, therefore I would recommend that the building upgrade to a DDC controls system.** This would also provide a vast amount of useful information feedback regarding the operation of the building, and inherently reduce energy consumption (pneumatic controls consume a lot more energy when compared to a DDC controls system).

It would also be a great improvement to the mechanical system if the existing steam boilers were upgraded to hot water boilers. Hot water boilers are more energy efficient, easier to maintain and safer to service. However, a large obstacle with upgrading to a hot water boiler is that the entire piping infrastructure would need to be re-sized…specifically the return piping. **The existing piping appears to be corroding away in various locations, so it would be advantageous to replace the supply piping at this time as well.** Another obstacle with upgrading to a hot water boiler would be the steam coils in the system needing to be re-sized for hot water.

If the steam coils are being replaced, it would be most efficient to replace the entire unit at this time as well, due to the general age and condition of the existing terminal units.

If terminal units are being replaced along with the boilers and piping infrastructure, this would be a good opportunity to go ahead and replace air handlers and modify ductwork as well. Another potential option would be a different mechanical system design for the building (boiler/chiller plant, VAV system, heat pumps, geothermal, etc.). A new mechanical system design could improve energy efficiency as well as occupant comfort.

Let me know if you need anything else from me.
Thanks,

Brandon Ophoff | Project Manager
Direct: 515.299.1678 | Mobile: 515.499.6207 | ophoffb@TheBakerGroup.com
Main: 855.262.4000 | Create a Service Request
Des Moines | Cedar Rapids | Quad Cities

Building Options Cost Matrix

The following matrix takes the analysis presented in the preceding pages and outlines the potential options for the existing Municipal Building along with associated opinion of cost at the existing at 110 N 1st Street site:

Conceptual Cost - September 2018			Police			Fire			City Admin			Project Budget	Notes
Future Options	Description	Space (SF)	2020	2025	2030	2020	2025	2030	2020	2025	2030		
No Construction	Continue with Current Operation in Current Buildings (one group will have to move in 12-24 months)	29,110										$ 2,565,000.00	Replace and repair existing systems per life expectancy
Remodel	Renovate Existing City Hall Building for use by Police, Fire, and City Administration (one group will have to move in 12-24 months)	29,110										$ 8,005,250.00	Does not accommodate growth
Relocate/Remodel	Move City Administration to new location; Police & Fire to Remodel/Utilize Existing Building	29,110				X						$ 8,005,250.00	Does note accommodate 2020 space projections
Relocate/Remodel/Expand	Move City Administration to new location; Police & Fire to Remodel Existing Building and Expand to EAST (add 9,600 SF)	38,710	X			X						$ 10,645,250.00	Requires shared space analysis - will accommodate 2020 needs
Relocate/Remodel/Expand	Move City Administration to alternate location; Police & Fire to Remodel Existing Building and Expand to SOUTH (add 16,250 SF)	45,360	X	X	X	X	X	X				$ 12,474,000.00	Will accommodate 2030 projected space needs
Tear Down/Re-build	New Building at Existing Site for use by Police and Fire	45,360	X	X	X	X	X	X				$ 12,974,000.00	Using existing site impacting park will create significant construction logistics issues

A larger version of this matrix is included as Exhibit K.

In summary, the cost options outlined above range from $2.57M - $12.97M. **Forecasted program space needs for Police and Fire are not accommodated until City Administration is relocated, the existing building is remodeled and an addition is completed, which is a $10.65M option and does not include costs related to relocation of City Administration functions.**

Municipal Building Conditions Assessment

Part two of the summary pertains to observations during our site visits and staff discussion. The following building components were reviewed:

Building Assessment Overview

Our team of Formation Group, DCI Group and Baker Group have performed the condition assessment of the Indianola Municipal Building located at 110 North 1st Street, Indianola, Iowa.

The purpose of this review is to identify the condition of the existing facility and understand the potential options required to serve the Indianola City Administration, Police and Fire Department functions. The components of this evaluation include a conditions study, conducted under the assumption that current functions of the building could remain or be relocated.

This assessment included site visits to generally observe and record the condition of the interior, exterior and limited site components of this facility. Most areas were generally viewed, but no attempt was made to exhaustively cover all areas or aspects of the facility. No destructive investigation took place.

We did discuss various building components with City staff. Discussions included known issues with the facility. The following team members were involved with various reviews.

Brandon Schulte	DCI Group	Construction Management
Brandon Ophoff	Baker Group	Mechanical, Controls and Piping
Ben Hayes	Formation Group	Construction Management
Matt Brown	Formation Group	Architectural and Accessibility

Applicable Codes and Design Guidelines

A detailed code analysis was not performed as part of this report, however, knowledge of code was used when observing the facility. A detailed code review will be necessary when the City determines an option they want to pursue, which will involve more detailed planning and building layout decisions based on the City's direction.

Conditions Assessment

Civil – Site Paving

Paving and Site Concrete - sidewalks and PCC paving are in good to fair condition with some accessible accommodations in the south parking lot.

Asphalt paving shows wear and is in fair to poor condition in both north and south lots. North lot shows more cracking and wear likely due to more use by heavy equipment. Asphalt paving is in need of resurfacing.

north lot – southwest

south lot – southwest

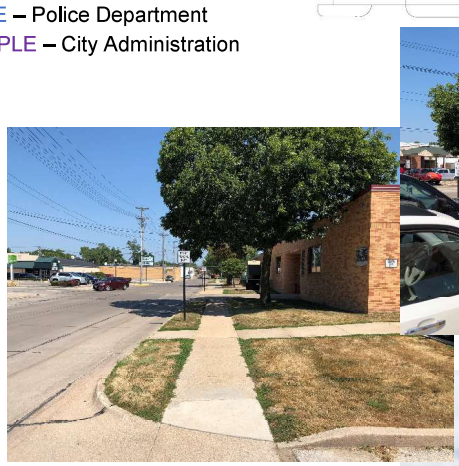
north lot – looking south

Conditions Assessment

Civil – Site Parking

Parking lot contains 60 parking spaces (in the yellow shaded zones), including 21 stall, 1 ADA in the north lot, 29 stalls, 2 ADA in the south lot. There are 5 street stalls along the east curb of North 1st Street, reserved for police vehicles and 2 ADA stalls along the north curb of East Ashland. In the 55 non ADA available stalls, several are assigned, leaving a limited number for visitors.

Key:
YELLOW – Parking
RED – Fire Department
BLUE – Police Department
PURPLE – City Administration



Conditions Assessment

Civil – Site Landscape

Landscaping adjacent to building needs maintenance largely for aesthetic reasons, but any downspouts need to correctly direct water.

Sesquicentennial garden/sculpture area is in great condition and is intended to be preserved.

Conditions Assessment

Structural

South entry has had water damage. Appropriate City staff stated that it has been corrected with waterproofing and by bringing the grade up. Evidence of the water damage was visible in the south stairway. South stairway needs paint to offset the start of some corrosion.

Appropriate City staff noted cracks in the fire department bay. These would need to be inspected by a structural engineer if their condition changes, cracks increase, or if any loads are added to the roof

Conditions Assessment

Architectural – Brick

Brick Veneer is in good condition, with the installation span over four phases (1960-1989). General caulking is needed within the next 5 years on a few locations where the sealants are needing repair, to help keep excessive moisture out of the wall system, which is typical maintenance for brick. Based on feedback from staff, we conclude that there is little to no insulation in the exterior masonry wall.

Conditions Assessment

Architectural – Windows

Windows are very dated in older locations of the building. Glass types are typical for each of the four eras (1960-1989) that they were installed. Insulated glazing units exist in the 1989 addition, but leak air (per appropriate City staff comments).

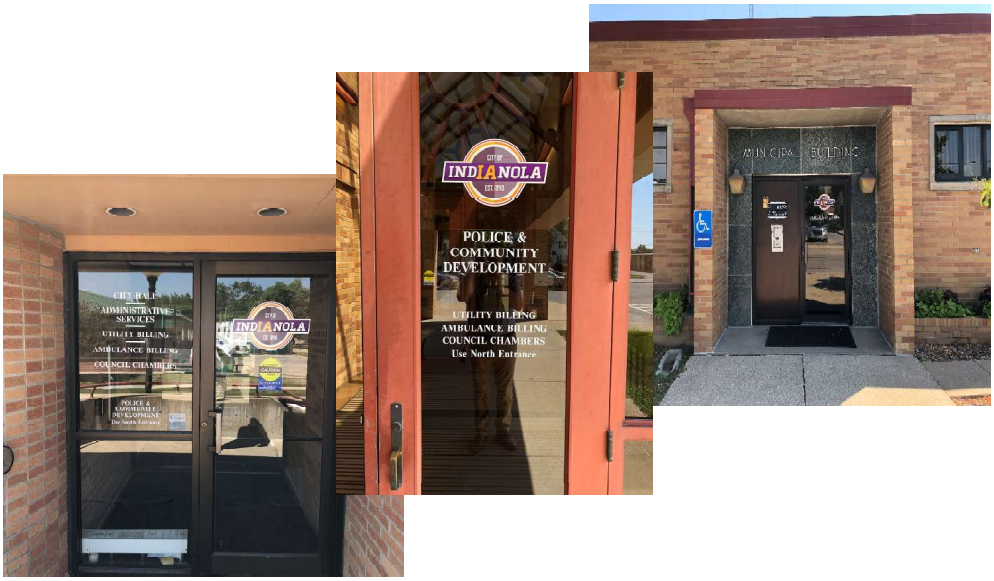
Conditions Assessment

Architectural – Exterior Soffits

Exterior soffit details show water damage and are prone to maintenance issues. Cracking in masonry above is not evident.

Architectural – Exterior Entrances

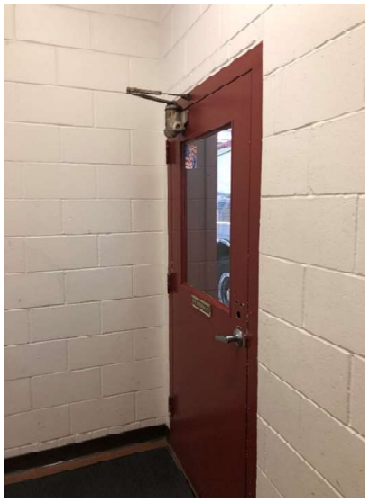
Exterior doors appear to be in good condition for their age. The north and south entrance doors do have automatic door operators for ADA assistance. The north door is not on an accessible route (ramp is too steep), despite being adjacent to ADA parking stalls.



Conditions Assessment

Architectural – Doors

Many doors have very outdated hardware and are difficult to maintain, creating common keying and added security issues. Security and accessibility are both concerns with the variety of existing door hardware. The City is pursuing an access control system.



Architectural – Skylights

Skylights were recently maintained per appropriate City staff. The sealant appeared to be in good condition. These will continue to be a long-term maintenance issue.

Architectural – Roof

The roof has recently been repaired, although, it is believed the warranty is no longer applicable. Roof appears to be in good condition and no leaks are currently known. Curbs appear to be correctly flashed. Roof drains are spread out but not much evidence of ponding.

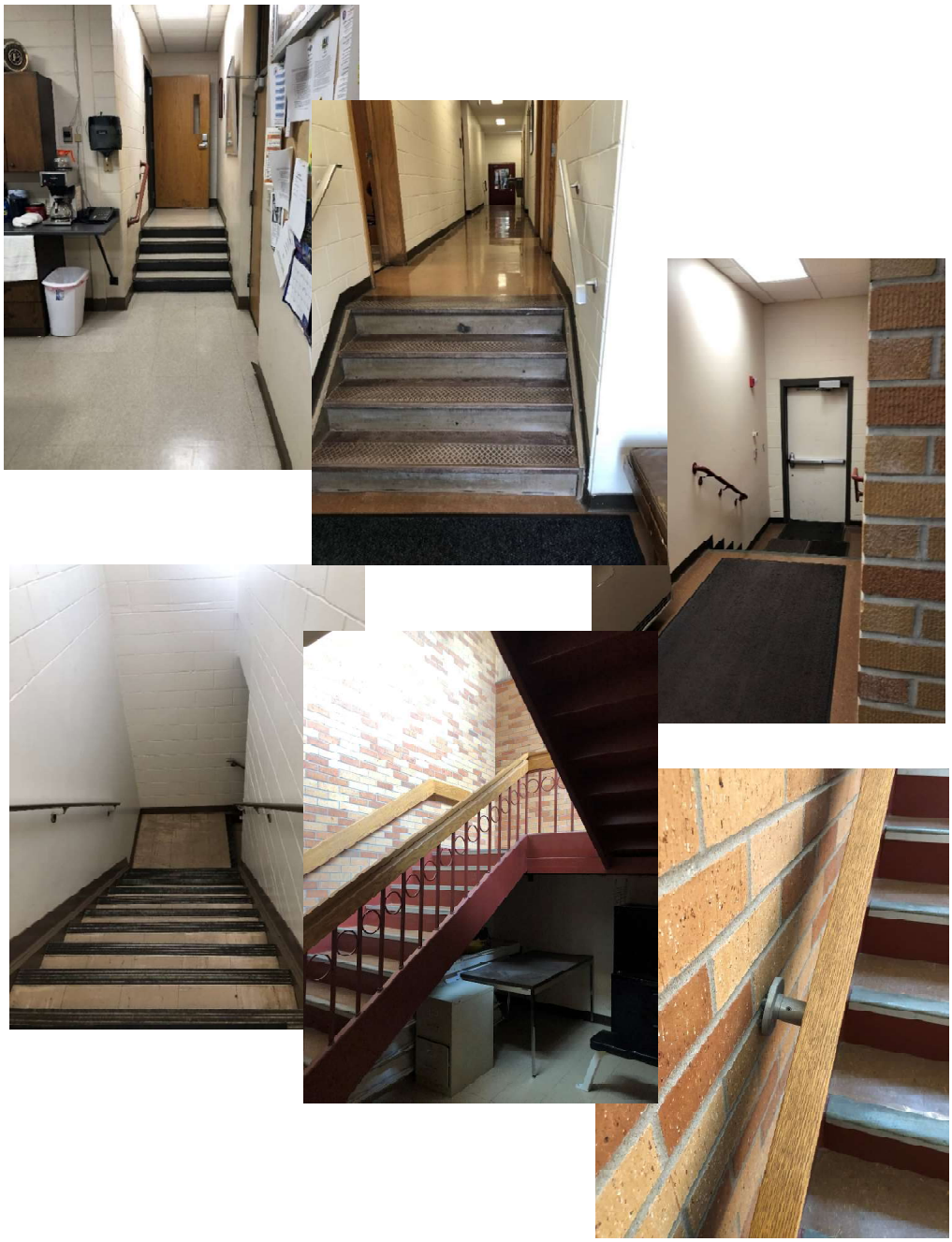
Architectural – Restrooms

Restrooms on both levels are not ADA compliant. The locker room and toilet addition in the lower level in 2009 is the most compliant of all restrooms, but these restrooms are not approachable by an accessible route or intended for public use. Plumbing fixtures are in fair condition, but some are dated.

Conditions Assessment

Architectural –Stairs

Significant floor level changes are present due to many building additions making the flow very inefficient and present accessibility challenges. Handrails also do not meet the current accessible requirements for length beyond stairs and radius for grip.



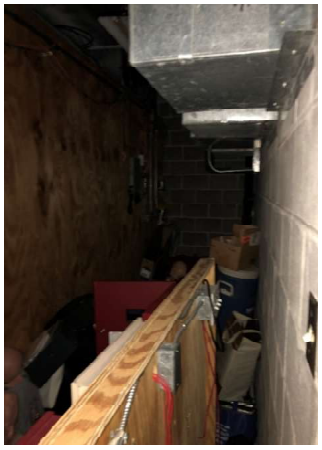
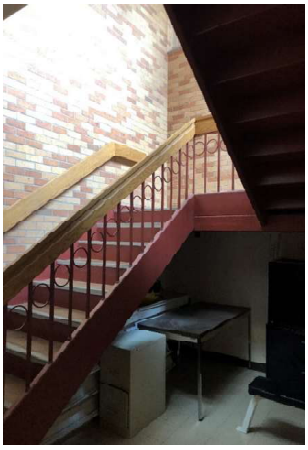
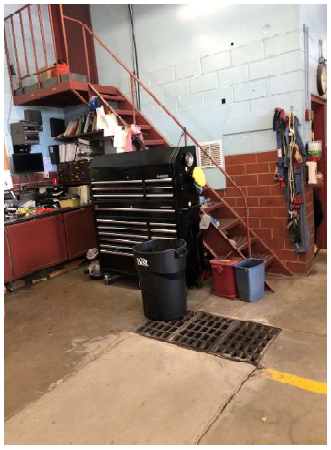
Conditions Assessment

Architectural – Hallways

Hallways/corridors are narrow and are not well illuminated in the lower level. Access to multiple office, mechanical and storage rooms along the existing hallways make entryways difficult. The existing hallways meet minimum code requirements for width.

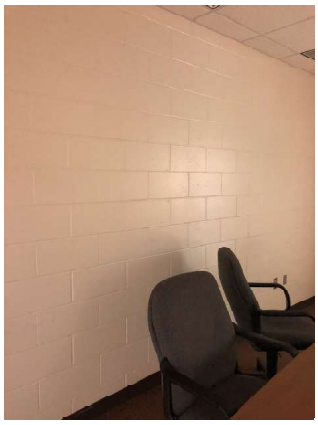
Architectural – Storage

Storage is an issue in many locations and needs to be addressed to enhance building security and eliminate potential fire and egress hazards.

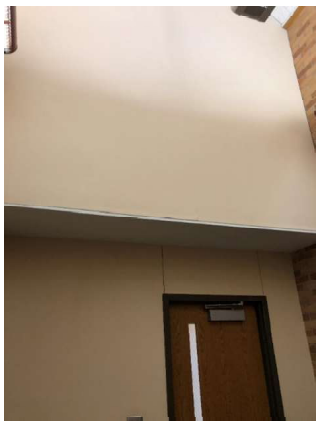




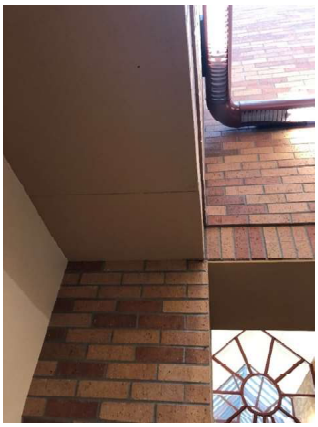
Architectural – Finishes

Overall, the finishes are well maintained, with only a few locations showing significant wear.

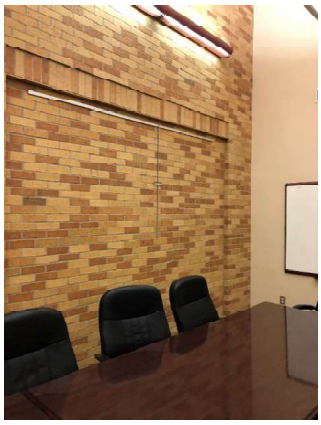
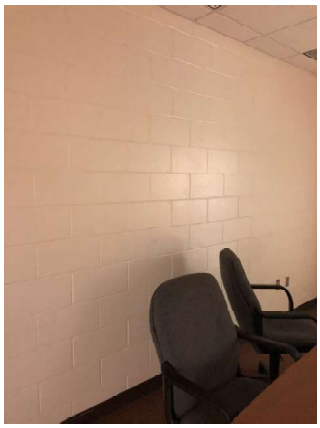


There are several large lintels present in the south addition, which can become a long-term maintenance issue with visible paint delamination and rust.





Heavy masonry construction throughout will make modifications difficult and costly.

Architectural – Elevators

Elevator is in working condition, but in need of the 2020 state mandated code updates. Appropriate City staff are aware and actively working on a solution. Elevator door width is a factor considering larger wheelchairs and assistive devices in use today.

Architectural – Accessibility

Accessibility as defined by the Americans with Disabilities Act and Guidelines is a significant concern. The latest addition to the Municipal Building was completed in 1989 and the ADAG was implemented in 1991. Remodeling in 2009, which included the locker/shower/restrooms in the lower level have attainable components, but are not on an accessible route.

The next page highlights our observations.

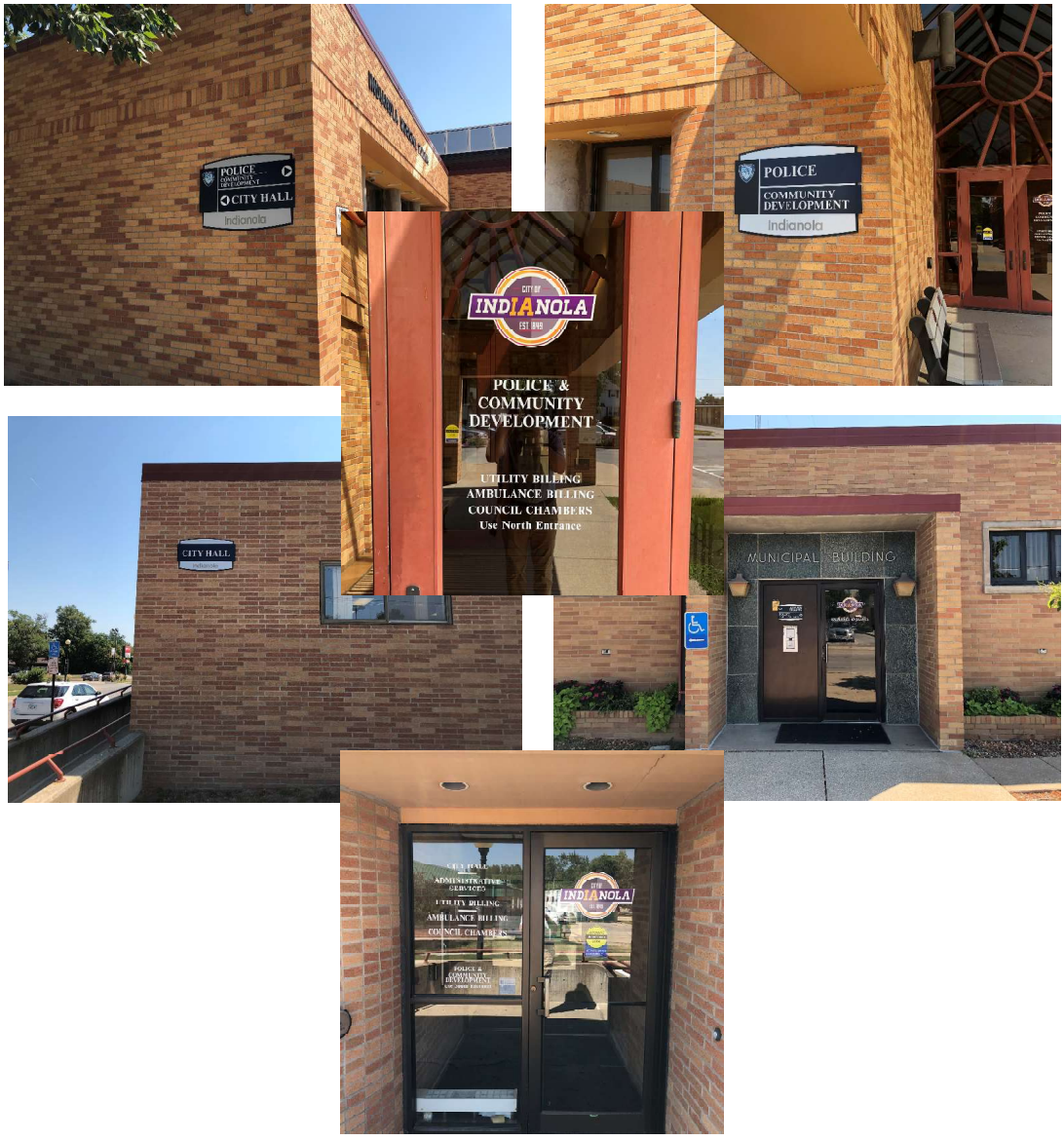
Architectural – Accessibility

Stairway handrails are not ADA compliant with extensions beyond stair run and bar radius.

Exterior ramp is too steep at approximately 1’ rise per 9’ run. ADA requirement is 1’ rise per 20’ run.

Architecture – Wayfinding and Security

Examples of existing signage. Visitors navigating to the department they are looking for is difficult. The various entry points do create safety concerns for the building occupants. Maintaining building security is very difficult with the multiple stairways, dim hallways and multiple pockets of space.

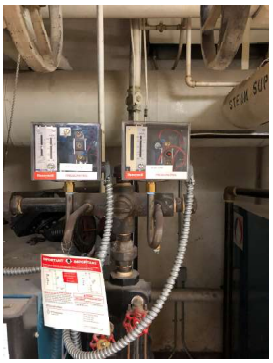


Architectural – Fire Protection

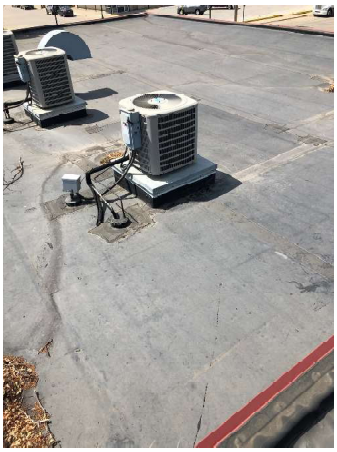
Fire protection is inefficient. The lower level south addition (1989) is sprinkled, but no other protection was observed.

Building Systems – Mechanical

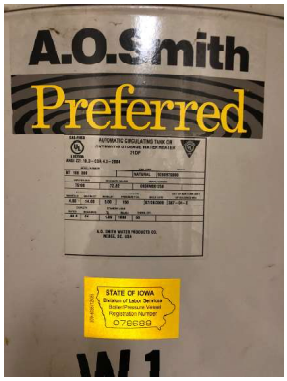
Building contains steam boilers, not a recommended solution in today's mechanical construction due to energy inefficiency and maintenance cost. Cast iron steam piping is showing corrosion and has required recent replacement.



Mechanical line sets are in poor condition on roof. Existing condenser units are in fair condition.



Cabinet unit heater is dated. Water heater is in fair to good condition.



Building Systems – Mechanical Continued

Steam system pumps are relatively new and in good condition.

Building Systems – Controls

Existing building mechanical system controls (thermostat system) is pneumatic. Building occupants state temperature control is very poor. Industry standard controls are direct digital controls (DDC) which has made it more difficult to find competent pneumatic system support and maintenance.

Building Systems – Electrical

No power issues to note from conversations with City staff.

Building has full backup generator and transfer switch, and appears to be approximately 10 years old. This site, which is intended to be used as an emergency operations center (EOC) has a generator and transfer switch, no uninterruptible power supply (UPS) was found, which is critical to minimizing outages while transferring power. Current process disconnects building power at 9:30am each Tuesday, creating a disruption for building occupants. A properly installed UPS would minimize this weekly disruption.

Several different styles and manufacturers of electrical equipment are present.

Building Systems – Electrical Continued

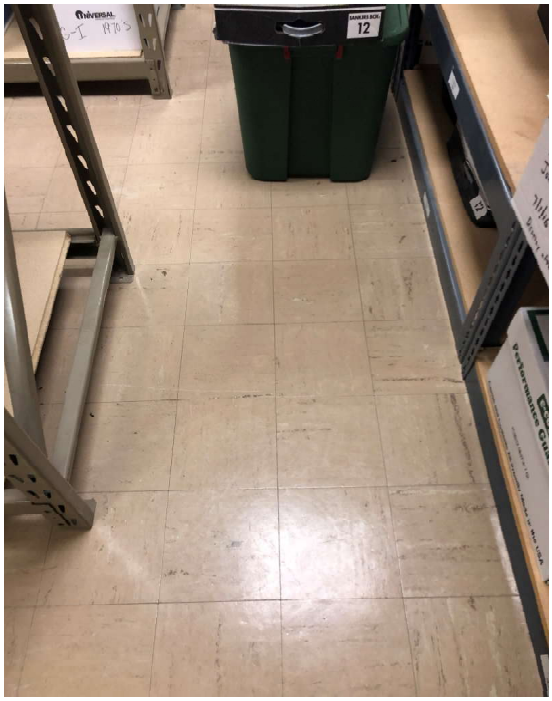
Several different styles and manufacturers of electrical equipment are present.

Building Systems – Electrical Lighting

Our overall assessment of the existing lighting is that it needs to be addressed. The existing lights are dated and inconsistent throughout the building, which makes maintenance difficult. LED lighting is an effective alternative that offers long life and low energy use.

Hazardous Materials

Floor tile assumed to have asbestos containing material was observed in the north section of the building.



Due to the age of the original building and various additions, an environmental engineer should be retained to sample for asbestos and lead based paint.

Formation Group advises that the city reach out to the Iowa Department of Natural Resources to meet and discuss this project. The IDNR could provide reimbursement for initial and supplemental inspection to help abatement and any demo cost preparation. Note that the city ownership of the building is a requirement for the IDNR to reimburse the cost of the report.

EXHIBIT A

INDIANOLA CITY HALL (Police Chief, Dave Button)

Friday, July 27, 2018

Attendees: Dave Button (Police Chief), Ryan Waller (City Manager), Matt Brown, Paula Sanders

****

Met with Dave Button to learn his view of inefficiencies, wants, wishes.

GENERAL

- Hiring/Retention
- Community Interface
- Maintainability
- Physical Security with the building (active shooter issues)
- Disaster Recovery Command Center

BUILDING

- Wayfinding is a challenge
- Add (1) detective (they have no dedicated narcotics officer right now)
- Have (2) officers on road now, need 3 (including sergeants)
- Would like to move to 4 officers on road in the future with one being dedicated narcotics
- Need locker space
- Need desk space
- Shower space is not generally used (firefighters DO use what they have now)
- Gym (is it needed?)
    - Part of their compensation plan pays for gym memberships to an outside facility
    - Firefighters DO use gym area now
- Need classroom training area (no offsite abilities now)

VEHICLE STORAGE (OFF-SITE)

- Vehicles are stored in a wood framed building (410 N. Jefferson) across and down the street. Building is 50' X 120'… police have half and firefighters have half. Building is locked, unmarked and has no onsite security or security protection.
- Houses extra squad cars, Gator, training props
- Police force has 6 squad cars and would like to add 3 additional squad cars to make a total of 9
- Call response time is now 9 minutes… TOO LONG

EXHIBIT B

INDIANOLA CITY HALL (Fire Chief, Greg Chia)

Friday, July 27, 2018

Attendees: Greg Chia (Fire Chief), Ryan Waller (City Manager), Matt Brown, Paula Sanders

GENERAL

- Community Interface
- Maintainability
- Space Issues

BUILDING

- Fire Department has (11) FT employees now
  - Part Time/Paid On Call/Full Time = 42 firefighters
  - 8:00-5:00 daily = 5 FT, 2 PT and 3 Overnight
  - Medical calls = 2 EMT's, 1 unit stays behind but is available if needed plus can call POC
- Truck bays are not efficient
  - Need pull-thru bays
  - Trucks must jockey around and back in now.
- Storage area is used for electronics equipment
- Washer/Dryer is an extractor for contamination (1 each)
- 2 storage rooms are utilized in basement now
- Not enough shower space

VEHICLE STORAGE (OFF-SITE)

- Extra vehicles and equipment are stored in wood framed building (410 N Jefferson) across and down the street. Building is locked, unmarked and has no onsite security or security protection.
- Store gator, water rescue, props, hazmat, 4th medic unit and extra lifesaving equipment offsite in this building. NOT convenient and slows down response time.
- Need better training facility
- Call response time is now 6-7 minutes

Fire Department had a hook/ladder truck and sold it as it was too big. Would like another one that is appropriately sized.

City Council Study Meeting **3.B.**

Meeting Date: 11/12/2018

Information

Subject

Receipt and file the Building Assessment Report

Information

Roll call receiving and filing the Building Assessment Report is in order.

Fiscal Impact

Attachments

No file(s) attached.

City Council Study Meeting **4.**

Meeting Date: 11/12/2018

Information

Subject

Other items

Information

Fiscal Impact

Attachments

No file(s) attached.