



AGENDA OF THE SPECIAL SESSION OF THE
COUNCIL OF THE CITY OF WASHINGTON, IOWA
TO BE HELD AT WASHINGTON FREE PUBLIC LIBRARY
NICOLA STOUFER MEETING ROOM
115 W. WASHINGTON STREET
AT 6:00 P.M., TUESDAY, MARCH 28, 2017

Call to Order

Pledge of Allegiance

Roll Call

Agenda for the Special Session to be held at 6:00 P.M., Tuesday, March 28, 2017 to be approved as proposed or amended.

PRESENTATION FROM THE PUBLIC - Please limit comments to 3 Minutes.

NEW BUSINESS

Discussion and Consideration of Library Trust/Gift Funds.

Discussion and Consideration of Authorize Signing of Amended Contract with Rebecca McCarley for Nomination Paperwork for the West Side Residential Historic District to National Register of Historic Places not to exceed \$14,410.00.

Discussion and Consideration of Setting a Hearing for Jones Eden Easements.

CONSIDERATION OF HEARINGS, ORDINANCES & RESOLUTIONS

Discussion and Consideration of Second Reading of an Ordinance Dissolving Park Commission Administrative Agency.

Preliminary Discussion on the Fire Station.

DEPARTMENTAL REPORTS

MAYOR & COUNCILPERSONS

Sandra Johnson, Mayor
Brendan DeLong
Steve Gault
Kerry Janecek
Jaron Rosien
Kathy Salazar
Millie Youngquist

ADJOURNMENT

Illa Earnest, City Clerk

*Brent Hinson, City Administrator
Sandra Johnson, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney*



*City of Washington
215 East Washington Street
Washington, Iowa 52353
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Memorandum

March 23, 2017

To: City Council

From: Kelsey Brown
Finance Director

Re: Library Trust Account

In 2011, the former Library Director and my predecessor (Joe Myers) worked together to reconcile the bank accounts the library had with the general ledger accounts the city showed. Long story short, the former Library Director had 20+ different accounts that were consolidated into about 3 accounts which caused tracking issues with both the library and the city.

While looking back at the reconciliation from 2011 in January of 2014, Joe and I discovered errors in the 2011 reconciliation dating back to 2008. We spent many hours on this and were able to determine that a transfer was made that shouldn't have been thus, having our accounts out of balance in regards to bank account balance vs. fund balance for many years. Attached you will find several documents. First, the Library Trust Review document is a more in depth explanation of the above situation, and shows the amount we would need to transfer to correct the trust finances. I have also included the pooled cash report to show what our fund balance shows for the library trust account. Lastly, you will find a spreadsheet showing this year's interest activity in regards to the trust account. Please make note of the last column dated 3/23/2017 showing the balances after transfers. At the bottom of that spreadsheet, you will see the immaterial difference of \$52.14 between the trust bank accounts and the trust fund balance with the city (these balances should and need to match).

Debbie, the auditors and I have done research and have determined there isn't a need for the trust account, as none of the donors had restricted their donations in such a language (which is different than we all originally thought).

It is our recommendation that we move the so called "trust" funds into the gift account. In addition, we need to transfer \$52.14 from the general fund to the trust fund so the fund amount is accurate. If you agree with this course of action, we will bring a resolution to council in the near future.

Library Trust Review
1/21/14

On January 21, 2014, a review of the library trust account was performed to validate the validity of the Library Trust Reconciliation of May 13, 2011. Joe Myers and Patrick Finney worked to reconcile the bank and general ledger trust account.

While working through this we discovered the following:

1. The official Library minutes of 10/15/08 indicated \$95,095.80 (MFS Investment) had been deposited into the Elder Trust in IPAIT. This assumption is incorrect as IPAIT transactions for that period were reviewed and there was no deposit in that account. This led us to the US Bank statements where we discovered this money was actually deposited in the City's operating bank account. However, the money WAS credited to the 910 Library Trust account in the General Ledger.

\$20,949.12 Interest/Dividends

\$74,146.68 Transfer into 910-Library Trust account

\$95,095.80

(Patrick Finney listed this amount as a gift?)

2. Reconciliation of trust in May of 2011, assumed the \$95,095.80 had been invested in IPAIT (General Fund). Myers did an internal transfer at IPAIT for \$120,443.43 (\$95,095.80 -MFS Investment and \$25,347.63 -interest earned from July 2005-May 2011). **Transfer should not have been made.** IPAIT - Library is overstated by \$120,443.43 as of 12/31/13. IPAIT should be \$50,969.57, this is made up of current balance of \$141,491.63 less \$120,443.43 transfer from May 2011= \$21,048.20 plus \$29,921.37 which is interest from July 2005 to December 2013.

Total Library Trust 12/31/13

IPAIT \$50,969.57

Wash St Endowment Principle Acct \$139,902.42

Wash St Endowment Interest Acct \$27,401.38

TOTAL \$218,273.37 BANK

\$218,273.37 General Ledger Trust Fund -910

3. To correct IPAIT account, need to transfer \$90,522.06 from IPAIT Library account to IPAIT General thus leaving IPAIT Library account at \$50,969.57.

Respectfully,

Joe Myers and Kelsey Kranz

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>					
001-1115	CASH - GENERAL FUND		815,664.57 (190,106.92)	625,557.65
002-1115	CASH - AIRPORT FUND		243,374.79 (2,193.33)	241,181.46
010-1115	CASH - CHAMBER REIMBURSEMENT		(5.68)	(4,211.44)	(4,217.12)
011-1115	CASH - MAIN STREET REIMBURSE		296.01 (3,262.56)	(2,966.55)
012-1115	CASH - WEDG REIMBURSEMENT		(573.63)	(4,842.56)	(5,416.19)
050-1115	CASH - WASHINGTON INCENTIVE		0.00	0.00	0.00
110-1115	CASH - ROAD USE		818,867.06	56,032.89	874,899.95
112-1115	CASH - EMPLOYEE BENEFITS		0.00	0.00	0.00
113-1115	CASH - LIABILITY INSURANCE		0.00	0.00	0.00
114-1115	CASH - EMERGENCY LEVY		0.00	0.00	0.00
121-1115	CASH - LOCAL OPTION SALES TAX		0.00	57,398.86	57,398.86
125-1115	CASH - URBAN RENEW AREA #1		0.00	0.00	0.00
126-1115	CASH - URBAN RENEW AREA #2		0.00	0.00	0.00
127-1115	CASH - URBAN RENEW AREA #3A		0.00	0.00	0.00
128-1115	CASH - URBAN RENEW AREA #3B		0.00	0.00	0.00
129-1115	CASH - URBAN RENEW AREA #3C		0.00	0.00	0.00
131-1115	CASH - URBAN RENEW AREA #4		1,144.07	0.00	1,144.07
132-1115	CASH - URBAN RENEW AREA #5		16,049.89	0.00	16,049.89
133-1115	CASH - URBAN RENEW AREA #6		0.00	0.00	0.00
134-1115	CASH - URBAN RENEW AREA #7		1,428.22	0.00	1,428.22
145-1115	CASH - HOUSING REHAB		41,512.80	0.00	41,512.80
146-1115	CASH - LMI TIFF SET ASIDE		62,756.80	0.00	62,756.80
200-1115	CASH - DEBT SERVICE		404,639.71	0.00	404,639.71
300-1115	CASH - CAPITAL RESERVES		123,413.15 (13,761.97)	109,651.18
301-1115	CASH - CAPITAL PROJECTS FUND		83,255.21 (19,512.28)	63,742.93
303-1115	CASH - WWTP CAP PROJ		0.00	0.00	0.00
305-1115	CASH - RIVERBOAT FOUND CAP PRO		187,308.34	103,664.01	290,972.35
308-1115	CASH - INDUSTRIAL DEVELOPMENT		41,045.72	0.00	41,045.72
309-1115	CASH - MUNICIPAL BUILDING		622,718.33	0.00	622,718.33
310-1115	CASH - WELINESS PARK		25,569.41	18,919.20	44,488.61
311-1115	CASH - SIDEWALK REPAIR & REPLA		45,706.63	0.00	45,706.63
312-1115	CASH - TREE REMOVAL & REPLACE		1,994.67 (2,815.00)	(820.33)
510-1115	CASH - BAND BOOSTER		1,018.70	0.00	1,018.70
520-1115	CASH - DOG PARK		4,740.85	0.00	4,740.85
530-1115	CASH - TREE COMMITTEE		6,368.81	4,177.91	10,546.72
535-1115	CASH - NEIGHBORHOOD PRIDE		0.00	0.00	0.00
540-1115	CASH - POLICE FORFEITURE		863.89	71.10	934.99
545-1115	CASH - SAFETY FUND		400.00	0.00	400.00
550-1115	CASH - PARK GIFT		151,328.90	0.00	151,328.90
570-1115	CASH - LIBRARY GIFT		30,129.53 (166.58)	29,962.95
580-1115	CASH - CEMETERY GIFT		16,380.00	0.00	16,380.00
590-1115	CASH - CABLE VISION		8,761.14	0.00	8,761.14
600-1115	CASH - WATER UTILITY		1,179,554.88	63,263.78	1,242,818.66
601-1115	CASH - WATER DEPOSIT FUND		23,215.00	1,875.00	25,090.00
602-1115	CASH - WATER SINKING		0.00	0.00	0.00
603-1115	CASH - WATER CAPITAL PROJECT		0.00 (150,360.40)	(150,360.40)
610-1115	CASH - SANITARY SEWER		1,139,327.42	98,211.15	1,237,538.57
612-1115	CASH - SEWER SINKING		0.00	0.00	0.00
613-1115	CASH - SEWER CAPITAL PROJECTS		2,130.51 (19,635.88)	(17,505.37)

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
670-1115	CASH - SANITATION	165,225.47	25,419.28	190,644.75
910-1115	CASH - TRUST ACCOUNTS	218,914.31	0.00	218,914.31
950-1115	CASH - SELF INSURANCE	169,672.93	(171.00)	169,501.93
951-1115	CASH - UNEMPLOY INS	8,579.02	0.00	8,579.02
	TOTAL CLAIM ON CASH	6,662,777.43	17,993.26	6,680,770.69
=====				
CASH IN BANK - POOLED CASH				
999-1115	POOLED CASH	1,169,994.64	17,993.26	1,187,987.90
999-1119	AIRPORT FUEL ACCOUNT	0.00	0.00	0.00
999-1120	CASH IN DRAWER	350.00	0.00	350.00
999-1121	WASH STATE BANK MM	257,185.00	0.00	257,185.00
999-1122	WASH ST SESQUICENTENNIAL	0.00	0.00	0.00
999-1123	WATER UTILITY ACCOUNT	0.00	0.00	0.00
999-1124	INVESTMENT IN IPAIT	1,490,919.97	0.00	1,490,919.97
999-1125	LIBRARY ACCOUNTS	167,835.18	0.00	167,835.18
999-1126	WASH ST FARM MGMT ACCT	73,383.44	0.00	73,383.44
999-1127	WASH ST BANK CD 3/12/13	0.00	0.00	0.00
999-1128	WASH ST BANK CD 04/25/13	0.00	0.00	0.00
999-1129	WASH ST BANK CD 5/15/13	0.00	0.00	0.00
999-1130	WASH ST BANK CD 06/06/13	0.00	0.00	0.00
999-1131	WASH ST BANK CD 07/03/13	0.00	0.00	0.00
999-1132	WASH ST BANK CD 08/12/13	0.00	0.00	0.00
999-1133	WASH ST BANK CD 09/11/13	0.00	0.00	0.00
999-1134	FEDERATION BANK CD 10/02/13	0.00	0.00	0.00
999-1135	WASH ST BANK - CD - 12/06/13	0.00	0.00	0.00
999-1136	WASH ST BANK CD 1/9/13	500,000.00	0.00	500,000.00
999-1137	FEDERATION CD 2/14/2014	0.00	0.00	0.00
999-1138	WASH ST BANK 3/14/14	0.00	0.00	0.00
999-1139	FEDERATION CD 3/14/14	0.00	0.00	0.00
999-1140	IPAIT CD 5/19/14	0.00	0.00	0.00
999-1141	WASH ST BANK CD 6/20/14	0.00	0.00	0.00
999-1142	WASH ST BANK CD 8/8/2014	500,000.00	0.00	500,000.00
999-1143	WASH ST BANK CD 12/10/14	500,000.00	0.00	500,000.00
999-1144	WASH ST BANK CD 02/13/2015	0.00	0.00	0.00
999-1145	WASH ST BANK CD 4/22/2015	500,000.00	0.00	500,000.00
999-1146	CBI BANK & TRUST CD 10/8/2015	503,109.20	0.00	503,109.20
999-1147	CBI BANK & TRUST CD 2/19/2016	0.00	0.00	0.00
999-1148	IPAIT CD 3/9/16	500,000.00	0.00	500,000.00
999-1149	IPAIT 6/7/16	0.00	0.00	0.00
999-1150	WASH STATE BANK CD 2/23/17	500,000.00	0.00	500,000.00
	SUBTOTAL CASH IN BANK - POOLED CASH	6,662,777.43	17,993.26	6,680,770.69
=====				
WAGES PAYABLE				
999-2010	WAGES PAYABLE	0.00	0.00	0.00
	SUBTOTAL WAGES PAYABLE	0.00	0.00	0.00
=====				
	TOTAL CASH IN BANK - POOLED CASH	6,662,777.43	17,993.26	6,680,770.69
=====				

	7/31/2016	8/31/2016	9/30/2016	10/31/2016	11/30/2016	12/31/2016	1/31/2017	2/28/2017	3/23/2017
IPAIT	141,545.47	141,551.66	141,559.11	141,568.39	141,580.84	141,593.34	141,619.93	141,653.33	141,653.33
Washington Bk MMKT:									(90,522.06)
									51,131.27
									Current IPAIT balance after transfer
Endowment Principle 1010202	140,265.09	140,276.23	140,288.15	140,300.06	140,311.59	140,323.13	140,335.43	140,346.96	140,346.96
Endowment Interest 1010229	27,472.26	27,474.59	27,476.85	27,479.18	27,481.44	27,483.78	27,486.11	27,488.22	27,488.22
	167,737.35	167,750.82	167,765.00	167,779.24	167,793.03	167,806.91	167,821.54	167,835.18	167,835.18
Interest on Investment	14.63	13.47	14.18	14.24	13.79	13.88	14.63	13.64	
Totals	309,282.82	309,302.48	309,324.11	309,347.63	309,373.87	309,400.25	309,441.47	309,488.51	218,966.45
									218,914.31
									Library Trust Fund Balance
									52.14
									Difference

A CONTRACT FOR CONSULTING SERVICES TO ASSIST
THE CITY OF WASHINGTON, IOWA IN THE PREPARATION OF
Nomination to the National Register of Historic Places
for the West Side Residential Historic District

This agreement, entered into this ____ day of _____, 2017, by and between
City of Washington, Iowa hereinafter referred to as the COMMISSION and SPARK
Consulting, Rebecca Lawin McCarley hereinafter referred to as CONTRACTOR; witnessed:

In order to accomplish the objectives of a Nomination to the National Register of Historic Places
for the West Side Residential Historic District, the COMMISSION and the CONTRACTOR for
considerations and other conditions below, agree as follows:

1. The CONTRACTOR agrees to assist the COMMISSION in the performance of a
Nomination to the National Register of Historic Places for the West Side Residential Historic
District as follows:

A. The CONTRACTOR will:

- i. develop a project research design
 - ii. provide training for volunteers in the proper techniques for research.
 - iii. periodically review the work product produced by the volunteers to determine its quality, and the CONTRACTOR will conduct additional training of the volunteers as necessary to maintain the quality of their work product as required by the State.
 - iv. communicate with project manager as needed
 - v. present information at two public meeting in Washington
 - vi. complete research and final evaluations of resources and boundary
 - vii. prepare, submit, and revise draft NRHP nomination and supporting materials
 - viii. present the nomination to the State National Register Review Committee
 - ix. revise and submit final NRHP nomination
- as specified in the attached Contract between the COMMISSION and the State Historical Society of Iowa, hereinafter referred to as the State Contract.

Only change is expanded history here.
B. The COMMISSION will:

- i. provide volunteers to conduct research as trained by the consultant
- ii. provide local coordination and notification for two public meetings
- iii. communicate with the state for any questions and complete monthly reports
- iv. prepare one-page report summarizing the project and any other documents required by the grant.

as specified in the State Contract.

C. The CONTRACTOR will prepare the following products, as required by the State Contract:

- i. project research design
- ii. three (3) copies of draft National Register nomination, including maps and photographs

- iii. three (3) copies of final National Register nomination form on archival, 25% cotton acid-free paper, including appropriate maps
 - iv. one (1) original USGS 7.5' (minute) topographical map
 - v. three (3) finished sets of 15-20 photographs of the district
 - vi. PowerPoint presentation for the State Nominations Review Committee meeting
2. The COMMISSION will pay the CONTRACTOR an amount not to exceed \$14,410 for hours and expenses, as specified in the State Contract. The CONTRACTOR will be paid at a rate of \$60 per hour. The number of hours spent by the CONTRACTOR in fulfilling the terms of this Contract shall be reflected on a billing submitted to the COMMISSION. The billing shall specify hours by date and project phase.
 3. The COMMISSION shall reimburse the CONTRACTOR for automobile mileage, meals, and lodging necessary to complete the duties and responsibilities of the Contract. The rate of reimbursement for mileage will be \$.39 per mile, and \$30 for meals each day, and \$70 for lodging each night.
 4. The terms of this agreement shall begin upon the execution of this contract by the Chief Elected Official (Mayor/Chairman of the County Board of Supervisors) and shall terminate on June 30, 2018.
 5. The COMMISSION may terminate this agreement at any time by giving notice by certified mail to the CONTRACTOR at SPARK Consulting, 17 Oak Ln., Davenport, IA 52803. In that event, equitable adjustment shall be made for all work completed prior to termination. The adjustment shall be based upon the number of hours as certified by the CONTRACTOR times the hourly rate, plus expenses.
 6. The CONTRACTOR may terminate this agreement by giving a 21-day notice by certified mail to the Chief Elected Official (Mayor/Chairman of the County Board of Supervisors). In that event, equitable adjustment shall be made for all work completed prior to termination. The adjustment shall be based on the number of hours worked as certified by the CONTRACTOR times the specified hourly rate, plus expenses.
 7. Reproduction and use of the reports and documentation produced from this agreement shall be at the discretion of the COMMISSION.
 8. The CONTRACTOR'S obligation and duties under this Contract shall not be assigned without the permission of the COMMISSION.
 9. In performing the functions set forth in this agreement, it is understood and agreed that the CONTRACTOR is an independent CONTRACTOR and that all work performed hereunder shall be conducted in a professional and satisfactory manner. Furthermore, the CONTRACTOR shall hold harmless the COMMISSION for any injury or damage caused by the acts or omissions of the CONTRACTOR on employees or agents and the CONTRACTOR agrees to indemnify the COMMISSION for any such injury or damages.

10. This certification is required by Section 1352, Title 31, U.S. Code. The sub-grantee certifies, to the best of his or her knowledge and belief that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form 1963 "Disclosure Form to Report Lobbying," in accordance with instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

IN WITNESS, WHEREOF THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED THIS _____ DAY OF _____, 2017.

_____.

CONTRACTOR

_____.

CHIEF ELECTED OFFICIAL

*Brent Hinson, City Administrator
Sandra Johnson, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney*



*215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax*

Memorandum

March 24, 2017

To: Mayor & City Council
Cc: Illa Earnest, City Clerk

From: Brent Hinson
City Administrator

Re: Set Public Hearing on Easements at Former Library

With the sale of the Former Library, the next door neighbor, Jones Eden Funeral Home, has indicated that they would like to formalize easements that have been in place for many years as "gentlemen's agreements". Since these arrangements have been in place for over 10 years, the likelihood is that they are already "prescriptive easements" (a similar concept to "common-law" marriage), but Jones Eden would like this arrangement formalized in writing.

The two easements we would be granting would be for Jones Eden's garage access in the rear of the building (access is only possible by crossing Library property), and for their outside air conditioner unit, which is located in the front of the building on Library property.

I have checked with Greiner Buildings, and they have no issue with us granting the easements. We have to have a public hearing before considering granting these easements, so are asking you to set this public hearing for April 4. Kevin is working on the easement agreement, and we'll have that in the April 4 packets.

Former Library Easements for Jones Eden



PUBLIC NOTICE

The City of Washington will hold a public hearing regarding its intent to grant certain permanent easements at its property located at 120 East Main Street, Washington, Washington County, Iowa to the adjacent landowner on April 4 at 6 PM at the City Council Chambers, Former Public Library, 120 E. Main St. The public is invited to attend.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF
THE CITY OF WASHINGTON, IOWA, BY DISSOLVING
PARK COMMISSION ADMINISTRATIVE AGENCY**

WHEREAS, the Board of Park Commissioners, outlined in Chapter 23 of the Code of Ordinances of the City of Washington is an administrative agency of the City pursuant to Chapter 392 of the Code of Iowa; and

WHEREAS, the City Council has heretofore deemed it desirable to abolish said agency and replace it with a Board that provides recommendations to the City Council; and

WHEREAS, to that end, the City Council of the City of Washington held a public hearing on February 7, 2017, and adopted a resolution to establish intent to dissolve the Board of Park Commissioners pursuant to Section 392.7 of the Code of Iowa, effective June 30, 2017 at 11:59 p.m.; and

WHEREAS, Section 392.7 stipulates that following adoption of a resolution of intent, the Council may discontinue the agency by ordinance not sooner than thirty days following the hearing, a period which has elapsed.

NOW, BE IT ORDAINED by the City Council that the Code of Ordinances of the City of Washington, Iowa be amended as follows:

SECTION 1. **Dissolve Board of Park Commissioners.** Chapter 23 of the Code of Ordinances of the City of Washington, Park Commission, is hereby repealed and the Board of Park Commissioners is dissolved, pursuant to Chapter 392 of the Code of Iowa.

SECTION 2. **Legislative Intent.** The City Council hereby establishes legislative intent to create a replacement ordinance with an appointed Park Board, prior to the effective date of this Ordinance.

SECTION 3. **Repealer.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 4. **Effective Date.** This Ordinance shall be in effect June 30, 2017 at 11:59 p.m., after its final passage, approval and publication as provided by law.

Passed and approved this _____ day of _____, 2017.

Sandra Johnson, Mayor

Attest:

Illa Earnest, City Clerk

Approved on First Reading: March 21, 2017
Approved on Second Reading: _____
Approved on Third & Final Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day
of _____, 2017.

City Clerk

*Brent Hinson, City Administrator
Sandra Johnson, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney*



*215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax*

Memorandum

March 24, 2017

To: Mayor and City Council
Cc: Illa Earnest, City Clerk

From: Brent Hinson
City Administrator

Re: Preliminary Discussion on Fire Station Project

With the impending sale of the Former Library, the City Council will need to shift gears and discuss how best to proceed with the Fire Station project. There are a wide variety of tasks and decisions to complete; some of these are best handled directly by the City Council (such as relocation of the “egg” sewer that cuts across the property), but my experience has been that a project committee composed of various stakeholders is the best way to plan and manage many of the details of a major project of this nature. I would recommend the Council consider a committee of up to 8-10 members, with representatives of the Fire Department, City Council, City Administration, Police Department and any other stakeholders you think should be represented.

While the proposed “campus” plan will actually be two distinct construction projects, I think it is important to consider a degree of continuity in the management of the projects. I do not think you would have the exact same committee for both projects, as you probably want more Fire representation on the first project, and more City Hall/Police representation on the second project. However, identifying at least a few people that would be asked to serve on both committees would make a lot of sense. Ideally, I’d like to be ready for the Council to consider appointment of the committee at the April 18 meeting.

I have attached several documents for your review:

- 1) Correspondence from FOX Engineering and a plan sheet for relocation of the “egg” sewer. This is needed in any construction scenario for the Fire Station, and thankfully it works very smoothly. I would like the Council’s agreement that we set

a goal to get this work done by the end of 2017. This will help set the stage for Fire Station construction to begin in perhaps mid-2018.

- 2) Campus Plan design & construction costs and funding plan. We took numbers produced in the Municipal Building Study by Klingner & Associates and adjusted these numbers to allow for construction cost index changes and other factors. Different versions of the funding plan have come before Council several times in the past, but this version is the same as what you last saw in January of this year.
- 3) Municipal Building Study excerpts. I have included the relevant pages from the January 2014 study on the campus plan. While we may not choose to lay out the buildings as shown, I believe this report is still a useful tool as we begin consideration of moving forward on the Fire Station project.

There will be many items to come before the Council over the next few years as we work to implement the campus plan, but it has been a long time coming and I greatly look forward to this process.

Brent Hinson

From: Steven Soupir
Sent: Monday, March 20, 2017 3:27 PM
To: Bell, JJ
Cc: Brent Hinson
Subject: Re: Egg televising
Attachments: East Washington San-FIG A.1.pdf

JJ,

I'm not sure where you are placing the building. However, the sanitary may be able to be relocated to S. 3rd Avenue. You would be adding about 147 feet to extend the sanitary sewer from MH 808 to S. 3rd Ave., then south to E. Jefferson St., then west to MH 810 as illustrated on the attached. Slope would be about 0.64%, so well above minimum slope for this pipe size. However, there would be a slight decrease in the capacity since you'd be extending the sewer and lowering the slope.

Let me know if you need anything else.

Thank You,

Steven Soupir, P.E., CFM

FOX Engineering Associates, Inc.

414 South 17th Street | Suite 107 | Ames, IA 50010
Office | 515.233.0000 | Cell | 515.451.7498
www.foxeng.com

From: "Bell, JJ" <jjbell@washingtioniowa.net>
To: "Steven Soupir" <sps@foxeng.com>
Sent: Tuesday, March 14, 2017 10:50:06 PM
Subject: Re: Egg televising

Monday is fine Steve, thanks.

On Mar 14, 2017 10:38 PM, "Steven Soupir" <sps@foxeng.com> wrote:

JJ,

I am out this week. Is this something that you need right away?

Steve

Sent from my iPhone

> On Mar 14, 2017, at 10:50 AM, JJ Bell <jjbell@washingtioniowa.net> wrote:

>

> Steve,

> I was asked today what the elevation points were on the EGG. Getting an
> overview of the possibilities of relocating the Egg for the future building

> of the Fire Department. Can the Egg be rerouted from MH #808 to MH #810, I
> would assume this would work but wanted to verify.

> It will also help once the plans are drawn up for the new construction,
> knowing building location and the new route needed for the Egg sewer.

> Thanks

>

>

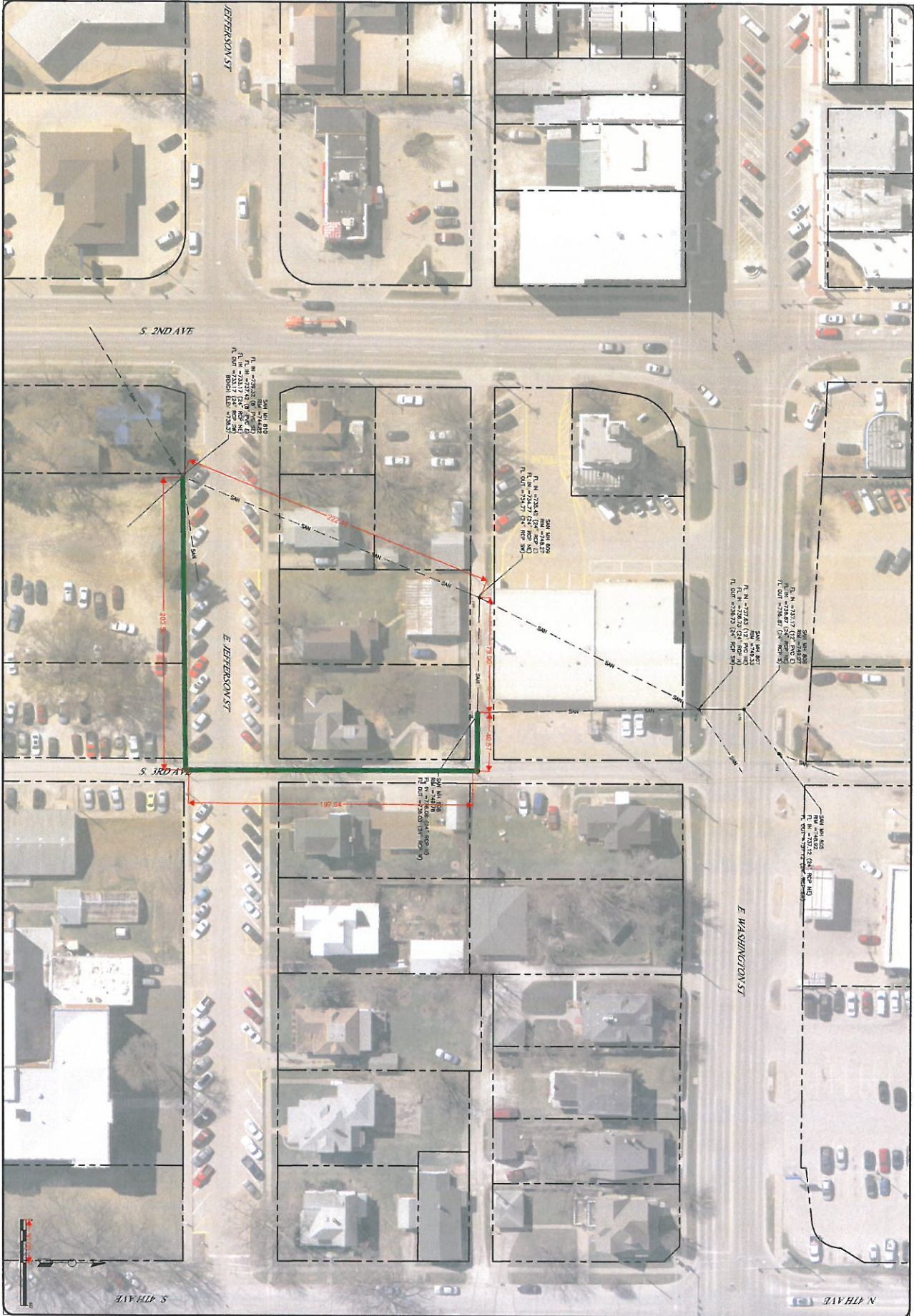


FIG A
 PROJECT NUMBER: 2005-158A
 SHEET: 1 OF 1
 SEWER MAP
 E WASHINGTON ST & S. 3RD AVE
 CITY OF WASHINGTON, IO 50319

FOX engineering
 FOX Engineering Associates, Inc.
 414 South 17th Street, Suite 107
 Ames, Iowa 50010
 Phone: (515) 233-0000
 FAX: (515) 233-0103

DATE	REVISION

BY	DATE
DESIGNED: SPS	01/17
DRAWN:	01/17
CHECKED:	
LAST UPDATE:	01/11/17

City of Washington
 Campus Plan Design & Construction Costs
 As of January 2017

<u>Estimated Project Costs</u>	<u>Fire Station</u>		<u>Police/City Hall</u>		<u>Total</u>
Substructure	\$	168,327.00	\$	-	\$ 168,327.00
Shell Improvements	\$	594,922.00	\$	193,433.00	\$ 788,355.00
Interiors	\$	176,169.00	\$	281,041.00	\$ 457,210.00
Services	\$	548,753.00	\$	453,251.00	\$ 1,002,004.00
Furnishings	\$	15,000.00	\$	54,000.00	\$ 69,000.00
Demolition	\$	-	\$	25,645.00	\$ 25,645.00
Properties & Sitework	\$	403,208.00	\$	92,742.00	\$ 495,950.00
Contingency (5%)	\$	86,902.60	\$	55,005.60	\$ 141,908.20
Professional Fees	\$	495,412.00	\$	318,096.00	\$ 813,508.00
Estimated Costs	\$	2,488,693.60	\$	1,473,213.60	\$ 3,961,907.20

Estimated Funding

GO Bond	\$	700,000.00	\$	700,000.00	\$ 1,400,000.00
Quarterly Riverboat Funds	\$	774,827.45	\$	-	\$ 774,827.45
General Fund Contribution	\$	609,218.44	\$	400,000.00	\$ 1,009,218.44
Competitive Riverboat Appl.	\$	-	\$	-	\$ -
Local Option Sales Tax	\$	404,647.71	\$	328,937.41	\$ 733,585.12
Water/Sewer	\$	-	\$	50,000.00	\$ 50,000.00
Estimated Funding	\$	2,488,693.60	\$	1,478,937.41	\$ 3,967,631.01
Funding Surplus/(Deficit)	\$	-	\$	5,723.81	\$ 5,723.81

City of Washington
Campus Option Project Cash Flow
Pay as You Go Plan- As of January 2017

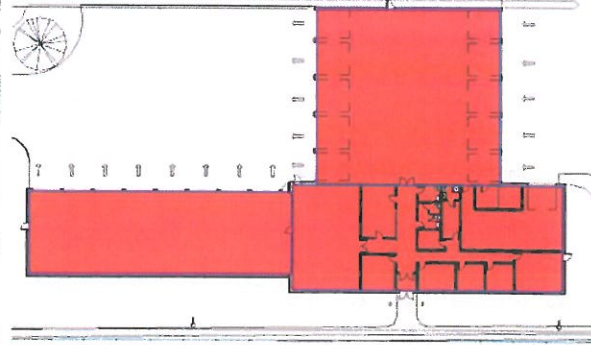
<u>Funding Sources</u>	by <u>06/30/2016</u>	by <u>06/30/2017</u>	by <u>06/30/2018</u>	by <u>06/30/2019</u>	by <u>06/30/2020</u>	<u>Totals</u>
GO Bond			\$ 700,000.00		\$ 700,000.00	\$ 1,400,000.00
Quarterly Riverboat Funds	\$ 400,000.00	\$ 374,827.45				\$ 774,827.45
General Funds	\$ 319,218.44	\$ 145,000.00	\$ 145,000.00	\$ 200,000.00	\$ 200,000.00	\$ 1,009,218.44
Competitive Riverboat						\$ -
Local Option Sales Tax	\$ 93,585.12	\$ 162,500.00	\$ 162,500.00	\$ 157,500.00	\$ 157,500.00	\$ 733,585.12
Water Fund					\$ 50,000.00	\$ 50,000.00
Sum	\$ 812,803.56	\$ 682,327.45	\$ 1,007,500.00	\$ 357,500.00	\$ 1,107,500.00	\$ 3,967,631.01
Running Total	\$ 812,803.56	\$ 1,495,131.01	\$ 2,502,631.01	\$ 2,860,131.01	\$ 3,967,631.01	

Project Expenses

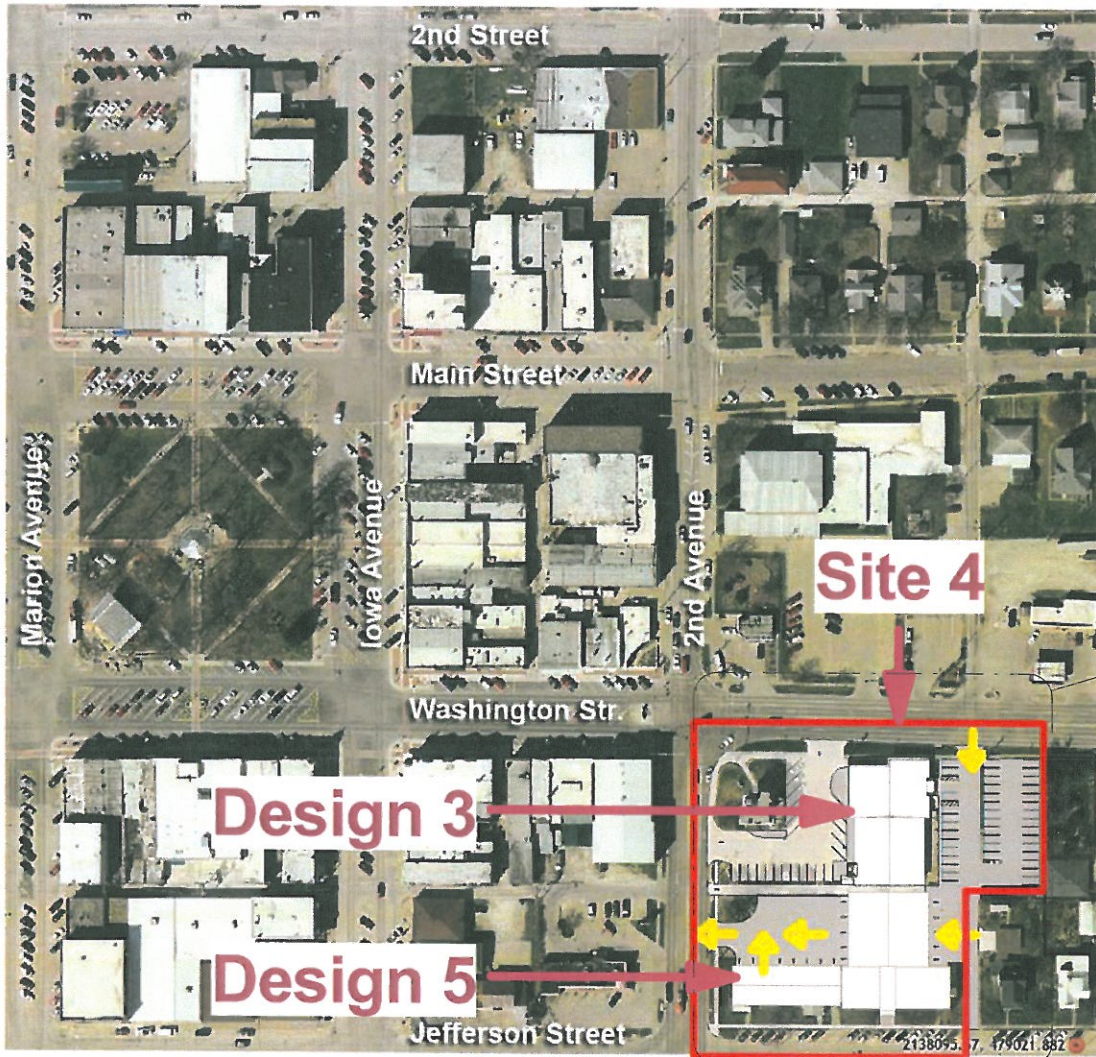
Land Acq. & Marketing	\$ 185,971.80	\$ 82,130.00				\$ 268,101.80
Engineering, Legal, Admin		\$ 100,000.00	\$ 395,412.00	\$ 118,096.00	\$ 200,000.00	\$ 813,508.00
Fire Station Construction			\$ 1,725,179.80			\$ 1,725,179.80
City Hall/Police Const.					\$ 1,155,117.60	\$ 1,155,117.60
Sum	\$ 185,971.80	\$ 182,130.00	\$ 2,120,591.80	\$ 118,096.00	\$ 1,355,117.60	\$ 3,961,907.20
Running Total	\$ 185,971.80	\$ 368,101.80	\$ 2,488,693.60	\$ 2,606,789.60	\$ 3,961,907.20	
RV over XP	\$ 626,831.76	\$ 1,127,029.21	\$ 13,937.41	\$ 253,341.41	\$ 5,723.81	\$ 5,723.81



② DESIGN 3
1" = 80'-0"



③ DESIGN 5
1" = 80'-0"



① A002-1

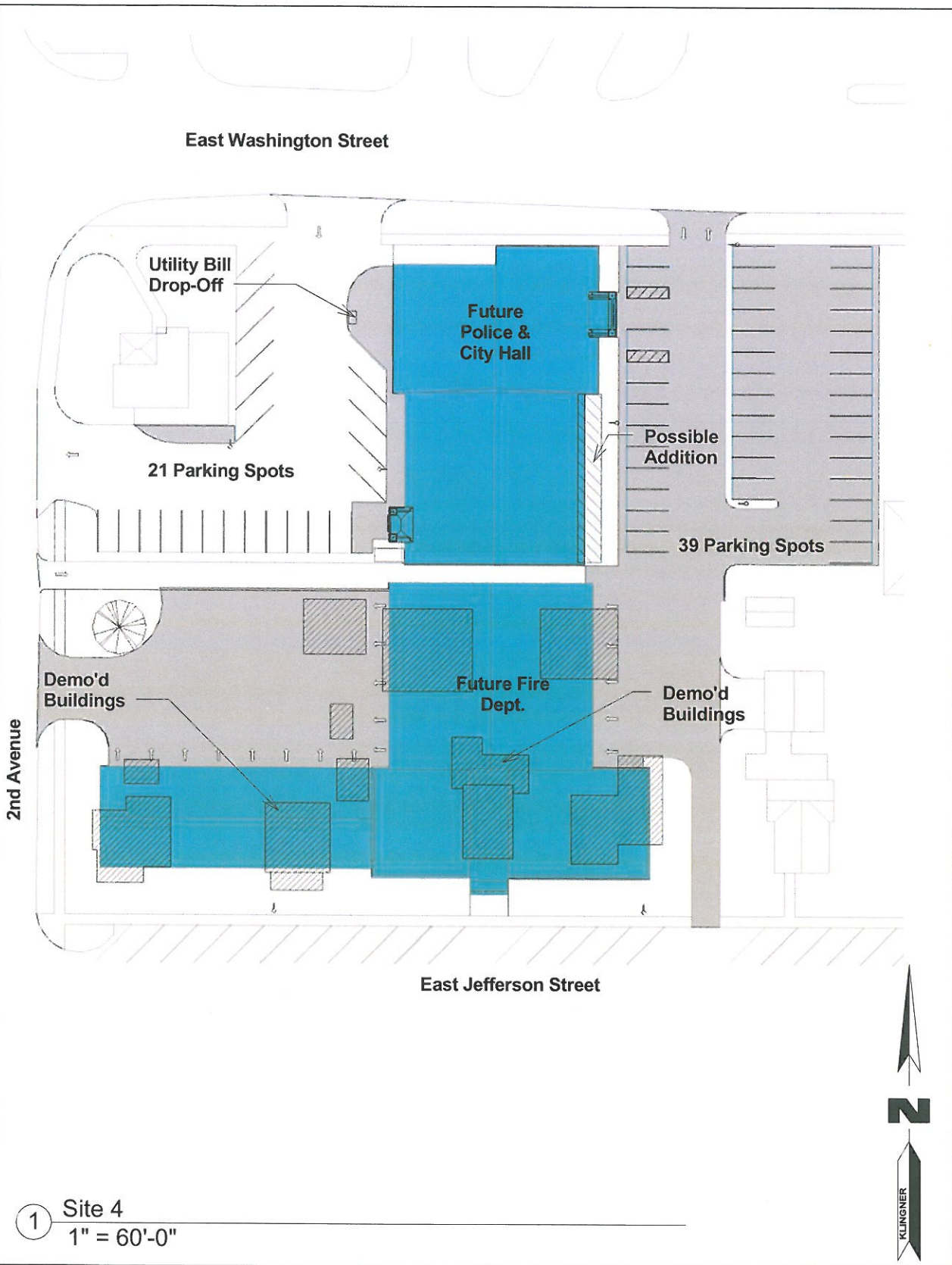
① OPTION 2B & 2C
1" = 200'-0"

OPTION 2

A002

Project number 13-2034; 06516-002

10/14/2013



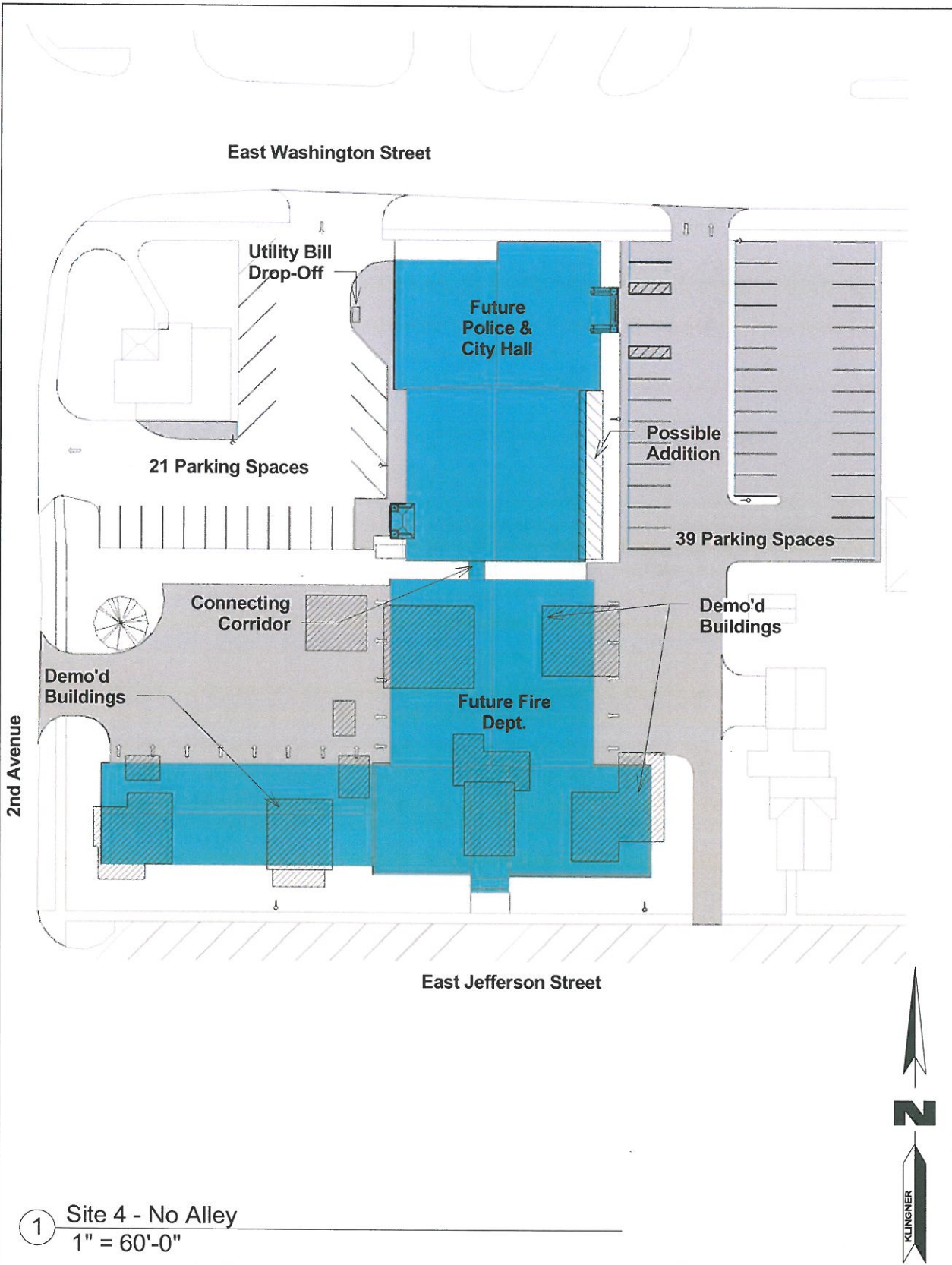
Washington Municipal Building Study
Option 2

1 Site 4
 1" = 60'-0"

Site 4 (Design 3 & 5)	A002-1
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Project number 13-2034; 06516-002

10/14/2013



**Washington Municipal Building Study
 Option 2**

Site 4 - No Alley (Designs 3 & 5)

A002-2

Project number 13-2034; 06516-002

10/14/2013

Option 2 - \$3,750,998 Combined Probable Cost

- Reuse Municipal Building for City Hall and Police (Design 3)
- Add a new building for the Fire Department (Design 5)
- Design site plan for existing Municipal Building (Site 4)

Police and City Hall in Former Municipal Building (Design 3)

Design Narrative

The current Municipal Building is 9,102 SF. The required space for the City Hall and Police Department is 10,376 SF. It is possible that both the City Hall and Police can fit into the existing space, but there will need to be about a 10% reduction of the program space requested. The configuration of the existing parking will change to accommodate more parking spaces.

City Hall: City Hall is located in the north portion of the current Municipal Building and overflows into some of the existing Apparatus space. The public parking can occur east of the facility. Due to the lack of space, the Conference Room and Council Chambers are shared with the Police. Many of the rooms do not meet the requested size in the Program Feedback Report. A utility bill drop-off box is located west of the building.

Police: The Police Department will fit in the back half of the existing Apparatus space. Due to lack of space, several rooms are smaller than requested. The garage for the Critical Response Vehicle is not included. However, if a corridor is created to connect the Police Department to the Fire Department, the connection could occur where the Decontamination Bathroom is located. This could also be an opportunity to store the critical response vehicle in the Fire Department's new Large Apparatus Storage area. It is thought that the Private Conference room would be shared with City Hall. The Council Chambers could be used for the larger meeting area for the Police. The doors open inward in the Interview Rooms which could be a security issue. Delayed egress doors could help control circulation.

Code Analysis Summary

Risk Category	IV
Reinforcement of Structure	Maybe
Construction TypeIIB
Interior Fire Separation Walls	None
Sprinklers	None
Fire Alarm and Detection	None
Male Toilets	3
Female Toilets	4
Drinking Fountain	1
Service Sink	1
Parking Required by Zoning	46
Zoning Set Back Issues	None

Potential Code Issues

Police are considered an essential function. As a result, the structure that they inhabit falls under Risk Category IV. This criteria has stricter structural loading requirements for snow load. Because the existing Municipal Building is a pre-engineered metal building the design load may have been the bare minimum required at the time of design. The original drawings we received did not have structural load calculations. Since the Police already occupy this space, the space may be considered "grandfathered in". The current design has 60 parking spaces which exceeds the zoning requirement of 46. The program requested 39 total parking spaces for all three departments. If the two buildings are connected with a corridor, then a fire wall and fire rated doors at the corridor would be required to continue to treat them as two separate buildings.

Probable Cost Analysis

It is estimated that the square foot cost for City Hall is \$104/SF and for the Police \$123/SF. The combined cost of rehabilitating the Municipal Building for the Police and City Hall is \$953,369. No additional land needs to be purchased for Design 3. It is assumed in Design 3 that the Municipal Building is getting a new facade, and all the interior walls are demoed except the CMU wall. New electrical and HVAC system are included, but it is unclear if the utility service needs to be upgraded at this time. The utility service upgrade outside of the building is not included in the cost. No demolition cost was calculated for the Police Department because they are located in the existing Apparatus area which is already wide open. After adding professional fees, permits and site-work, the total cost is \$1,364,207.

New Fire Department (Design 5)

Design Narrative

A new 15,289 SF Fire Department building across the alley and to the south of the existing Municipal Building would house the Large and Small Apparatus Storage and the other areas to complete the program space requirements. The fire trucks would return on Washington Street and exit on 2nd Avenue. The drive is designed to save the large tree in the current employee parking lot. The Small Apparatus Storage is connected to the new Fire Department building and will exit into the same drive as the fire trucks. Because this is new construction, the program space requirements are met with the exception of a missing janitor's closet. However, the size increased about 1000 SF more than expected due to circulation.

Sequencing: The sequence of construction is critical to keep all departments functional. In this scenario, the sequencing of this construction could be as follows,

1. Build new Fire Department,
2. Move Fire Department into new space,
3. Remodel existing Fire Department for new Police Department and part of City Hall,
4. Move Police Department into new space,
5. Remodel existing Police Department for City Hall,
6. Expand City Hall into new space.

It was requested to review the possibility of connecting the Fire Department and the existing Municipal Building via a corridor across the alley. Please see "Site 4 - No Alley" for how it effects the site plan. The connection could facilitate the Police sharing a space for their Critical Response Vehicle in the Large Apparatus Storage. However, carving out a place for the Critical Response Vehicle could disrupt the "drive through" flow of the Large Apparatus Storage garage.

Code Analysis Summary

Risk Category	IV
Construction Type	IIB
Interior Fire Separation Walls	Yes
Sprinklers	Yes
Fire Alarm and Detection	None
Male Toilets2
Female Toilets2
Drinking Fountain1
Service Sink1
Parking Required by Zoning	36
Zoning Set Back Issues	None

Potential Code Issues

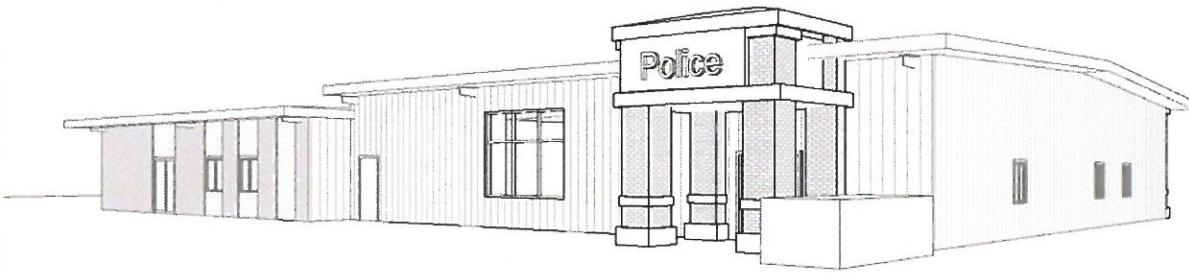
Due to the fact the Large Apparatus Storage exceeded 5,000 SF, sprinklers are required. Sprinkler coverage will be required in the space under the garage doors when they are in their open position. It is recommended that the program be revised to reduce the Large Apparatus Storage to 5,000 SF or less. Also, the code is unclear as to the designation of the sleeping area. To be conservative, it was assumed the sleeping area is considered a Residential occupancy. This also triggers a sprinkler requirement. A Fire Wall is installed between the Small Apparatus Storage and the rest of the building. This allows the Small Apparatus Storage to not be sprinkled. This same strategy could be used to not sprinkle the Large Apparatus Storage if the area was reduced. Also, parking is an issue in this design scenario. Zoning Ordinance requires 36 parking spaces. There are no dedicated parking spaces for the Fire Department in this option. Some of the spaces by the Police Department should be allocated to the Fire Department. There is also street parking available on Jefferson Street.

Probable Cost Analysis

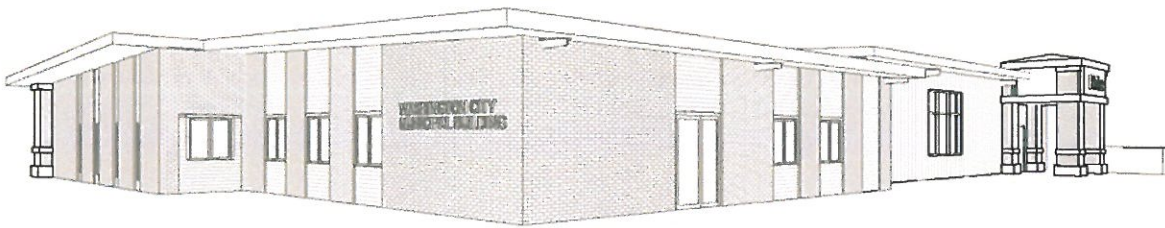
Of the three Fire Department designs, this design has the highest square foot cost (\$99/SF) and overall cost (\$1,488,171). Unlike the other options, a new generator is included in this price. In addition, four properties must be purchased. When fees, permits, properties and site-work are included the final probable cost is \$2,386,792.



① Northeast Elevation



② Southwest Elevation

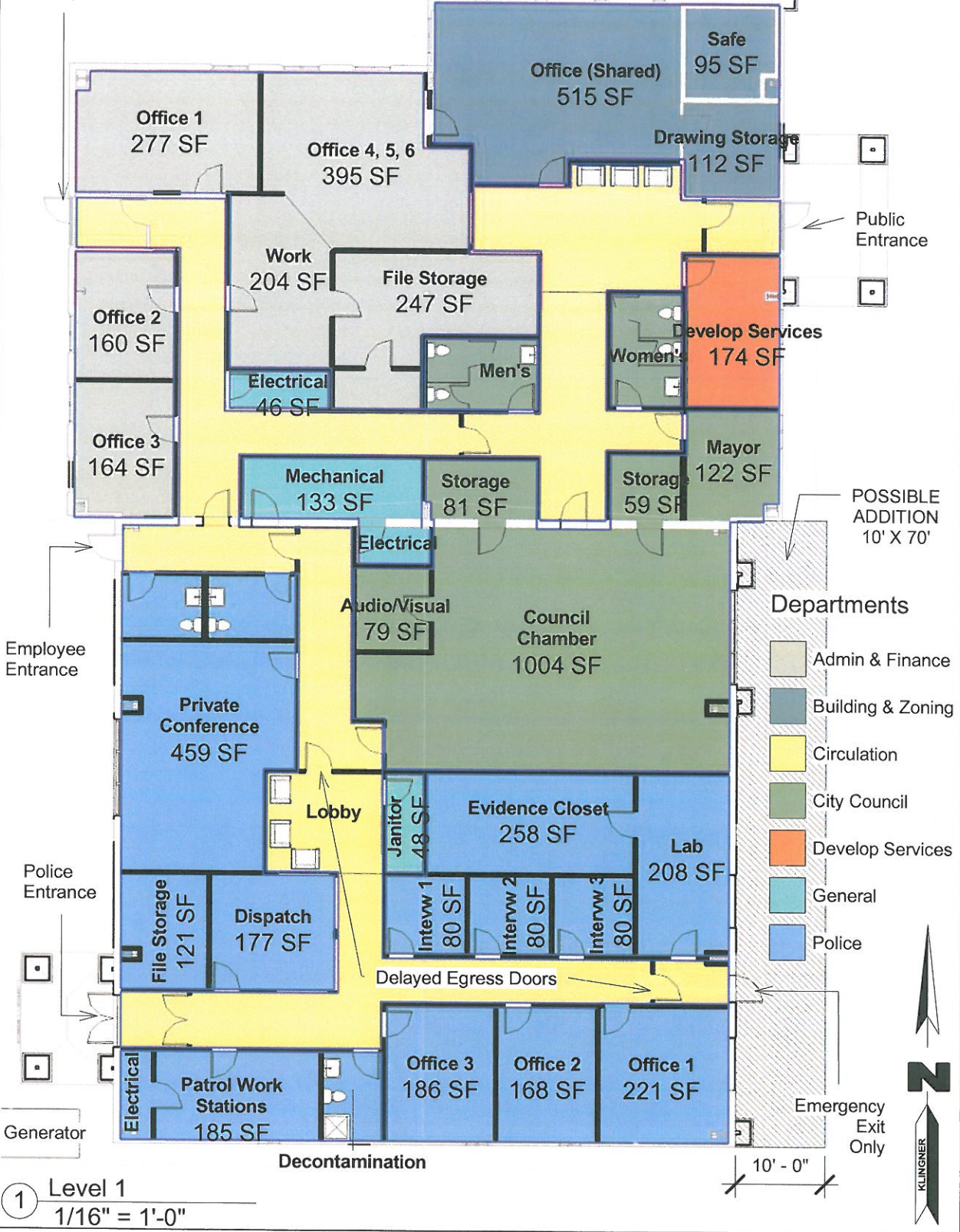


③ Northwest Elevation

Design 3 - Model Views	A300
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Project number 13-2034; 06516-002	11/12/2013
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Emergency Exit Only



Washington Municipal Building Study
Design 3 - City Hall and Police in Former Municipal Building

Design 3 **A301**

Project number 13-2034; 06516-002 11/12/2013

Category	City Hall	Police	Total
A. Substructure	\$0	\$0	\$0
B. Shell	\$90,427	\$103,006	\$193,433
C. Interiors	\$140,432	\$140,609	\$281,041
D. Services	\$278,120	\$175,131	\$453,251
E. Equipment & Furnishings	NA	NA	NA
F. Special Construction	NA	NA	NA
G. Building Site-work	NA	NA	NA
H. Demolition	\$25,645	\$0	\$25,645
Subtotal	\$534,623	\$418,746	\$953,369
SF Cost	\$104.24	\$122.51	\$111.54
I. Professional Fees	\$178,191	\$139,905	\$318,096
J. Properties & Site-work	\$48,611	\$44,131	\$92,741
Total	\$761,425	\$602,782	\$1,364,207

CODE ANALYSIS (2012 IBC)

City Hall and Police Narrative-Design 3 (215 East Washington Street)

Based on the Program Report, the City Hall needs approximately 6,500 SF of space and the Police need 3,800 SF for a total of 10,300 SF. This analysis is for Design 3 – City Hall and Police in the former Municipal Building. The former Municipal Building is a one story building with 9,102 SF.

A. Square Footage Summary:

- a. Building Gross SF. 9,102 SF

B. Use and Occupancy Classification

First Floor

- a. City Hall = B (Business), "Civic Administration"
 - i. Occupants 4,525 SF/100 gross = 45 occupants
- b. Council Chambers = A-3 (Assembly), "Lecture Hall"
 - i. Occupants 1,004 SF/ 7 net = 143 occupants
- c. Police = B (Business) (fewer than 5 under constraint)
 - i. Occupants 3,573 SF/100 gross = 35 occupants

Total Occupants = 45 + 143 + 35 = 223 occupants

C. Risk Category of Buildings and Other Structures (Table 1604.5)

- a. Risk Category IV (Police)
 - i. Minimum snow load requirement for Category IV is 24 psf for the snow load. It is likely the existing building was designed for 20 – 30 psf. Reinforcement of the structure is likely.

D. Type of Construction (Chapter 6) Type IIB

- a. Table 601- No Fire Rating on Components

E. Allowable Building Heights and Areas (Table 503):

Occupancy	1st Floor Area (SF)	Allowable Height/ Stories (Table 503)	Allowable/ Floor (SF) Table 503	1st Floor Ratio (508.4.2)
B Business (City Hall)	4,525	55'/3 Stories	23,000	0.20
A-3 Assembly (Council Chambers)	1,004	55'/2 Story	9,500	0.11
B Business (Police)	3,573	55'/3 Stories	23,000	0.16
Total	9,102			0.47<1 okay

F. Section 508 Mixed Use and Occupancy-Choose 1 of 3 Strategies

- a. Non-Separated Occupancy Strategy 508.3-Most Restrictive Occupancy (A-3) First Floor = 9,102 SF < 9,500 SF Allowable Area; therefore, occupancies do NOT need to be separated.

G. Sprinkler Requirements

- a. 903.2.1.3 Group A-3 - Sprinklers are NOT required.
 - i. Area is < 12,000 SF
 - ii. Occupant load < 300
 - iii. Area is located on level of exit discharge, true
- b. B (Business) Occupancy is not listed as requiring sprinklers

H. Portable Fire Extinguishers are required per Section 906.1

- a. Fire extinguisher quantity per table 906.3(1)
 - i. Quantity = 4 (1-A Extinguishers)

I. Fire Alarm and Detection Systems are not required by Code per Section 907.2.1, 907.2.2

J. Egress Distance Requirements (Business (B))

- Exit Access Travel Distance (Table 1016.2) 200'
- Common Path of Egress Travel (Table 1014.3) 75'

K. Means of Egress Sizing (1005)

- Level of Discharge Gross SF: 9,102 SF
- Occupant load 223
- Egress width 0.2" x 223 occupants/2 exits 22.3"
- Minimum exit passageway width (Table 1018.2): 44"

L. Determination of required toilet fixtures per 2012 IBC, Chapter 29.

- Business (B)= 80 Occupants/2 = 40 Occupants
 - Male: 1 per 25 = 1.6 water closets . . . Female: 1 per 25 = 1.6 water closets
 - Drinking Fountain: 1
 - Service Sink: 1
- Assembly (A-3)= 143 Occupants/2 = 72 Occupants
 - Male: 1 per 125 = 0.58 water closets . Female: 1 per 65 = 1.11 water closets

Zoning Analysis – Washington City Ordinance
Design 3 (215 East Washington Street)

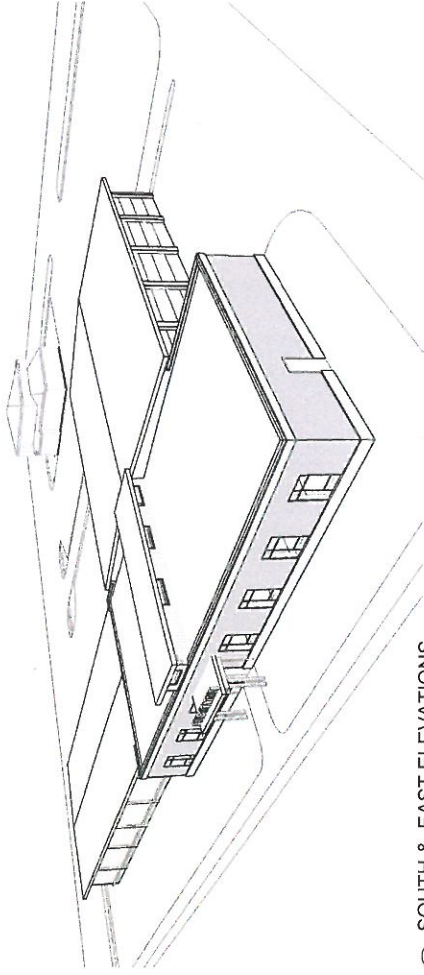
Based on the City of Washington’s Zoning Map this property is located in zone B-1 Retail Business District. According to the City Ordinance, Chapter 165 Zoning Regulations, the following items should be followed;

Section 165.15;

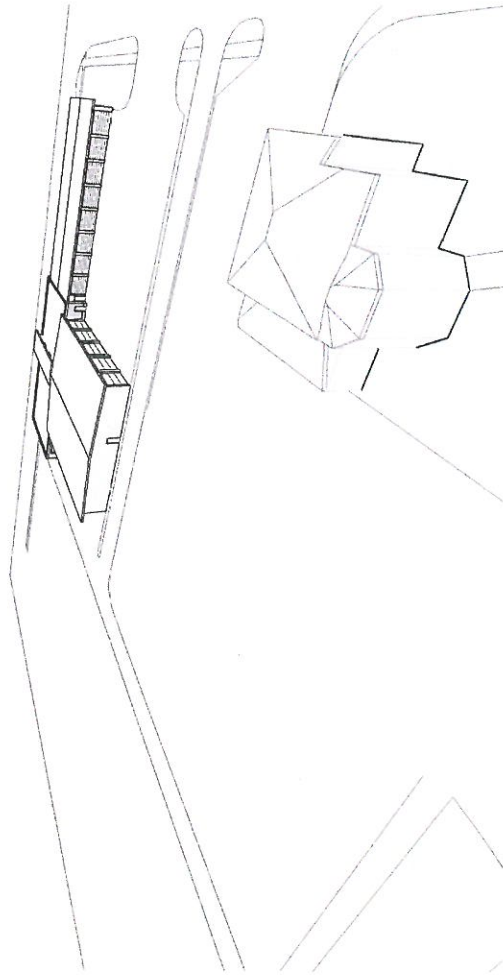
1. Minimum side yard width = 0, unless adjacent to residence. Then the least width required by “R” district.
2. Minimum front yard depth = 0
3. Minimum rear yard depth = 10’

Section 165.21

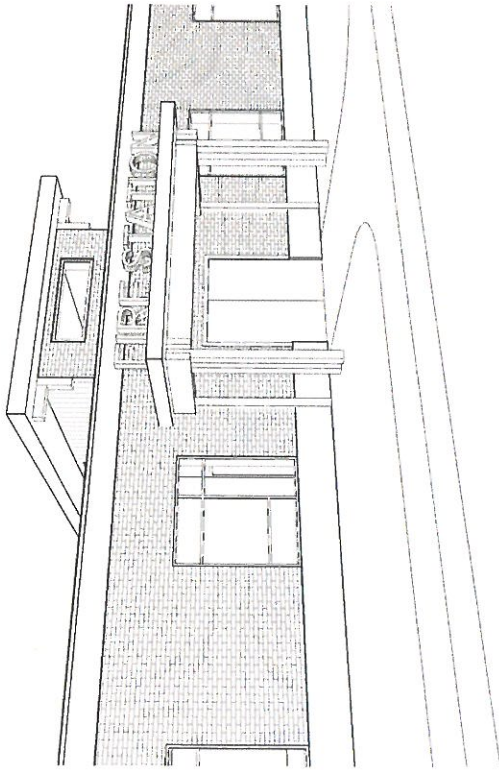
1. Office: (1) parking space/200 SF of building. Each parking space is to be 8.5’ wide and 20 feet long. 9,102 SF / 200 = 46 parking spaces



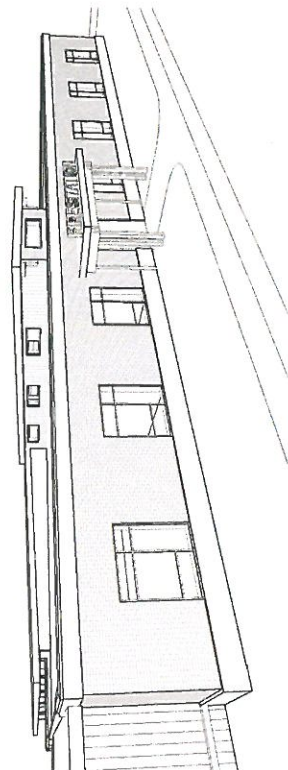
③ SOUTH & EAST ELEVATIONS



④ NORTH & WEST ELEVATIONS



① SOUTH ELEVATION - ENTRANCE



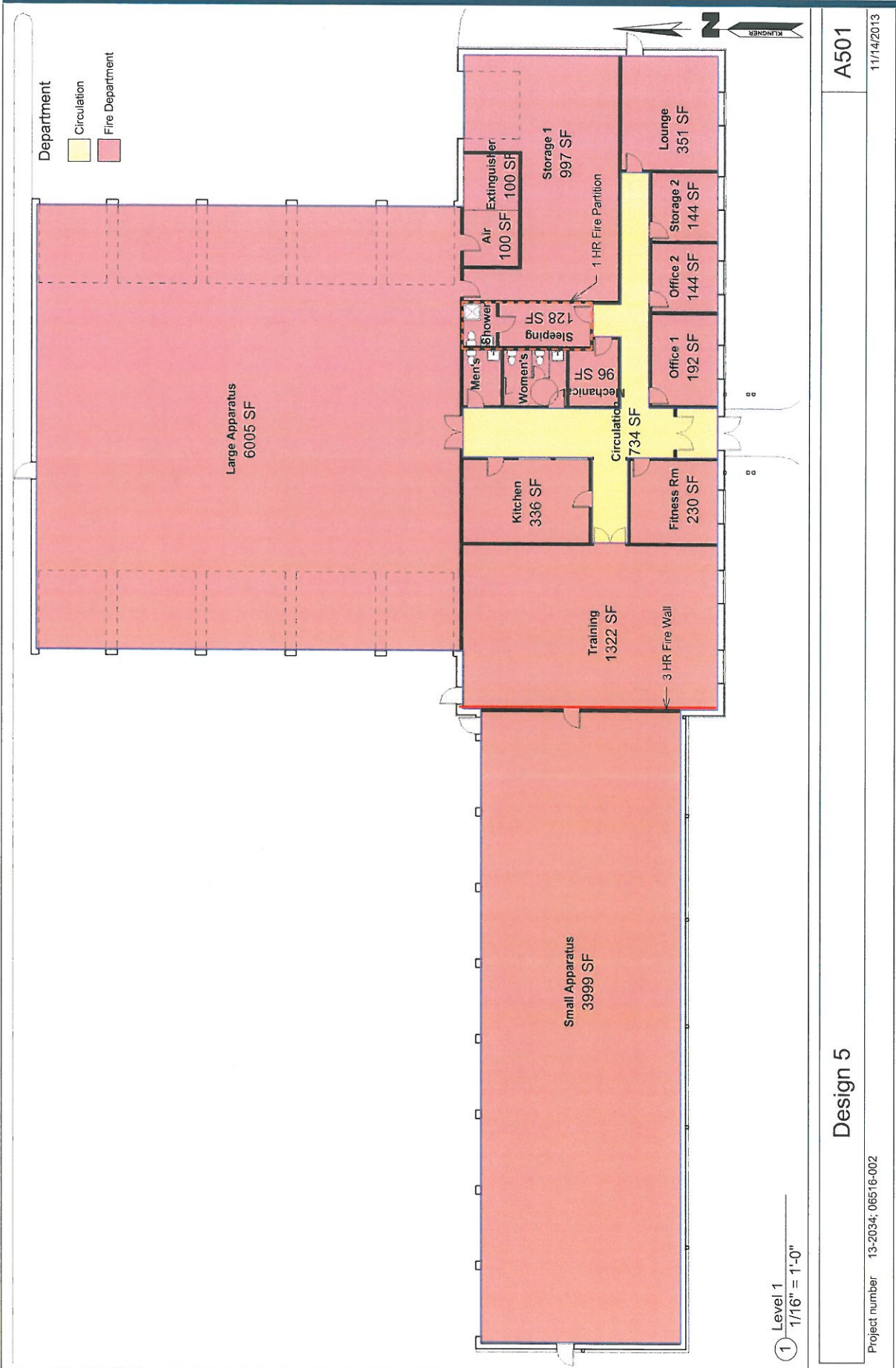
② SOUTH ELEVATION

Design 5 - Model Views

Project number 13-2034; 06516-002

A500

11/14/2013



Category	Fire Dept.
A. Substructure	\$168,327
B. Shell	\$594,922
C. Interiors	\$176,169
D. Services	\$548,753
E. Equipment & Furnishings	NA
F. Special Construction	NA
G. Building Site-work	NA
H. Demolition	\$0
Subtotal	\$1,488,171
SF Cost	\$98.52
I. Professional Fees	\$495,412
J. Properties & Site-work	\$403,208
Total	\$2,386,792

Land Purchase	Assessed Value*	Premium & Fees	Purchase Price
202 East Jefferson Street	\$57,300	12%	\$64,176
208 East Jefferson Street	\$64,200	12%	\$71,904
216 East Jefferson Street	\$48,900	12%	\$54,768
220 East Jefferson Street	\$29,000	12%	\$32,480

* Based on Washington GIS website (See Appendix D)

CODE ANALYSIS (2012 IBC)

A New Fire Department - Design 5 (208 East Jefferson Street)

Based on the Program Report, the Fire Department needs approximately 14,300 SF of space. When laying out the floor plan, it appears more than 14,300 sf is needed to meet the program requirements. This analysis is for Design 5 – a new Fire Department of 15,289 SF built south of the existing Municipal Building.

A. Square Footage Summary:

- a. Building Gross SF 15,289 SF

B. Use and Occupancy Classification Table 1004.1.2

First Floor

a. Fire Department

- i. B (Business), "Civic Administration"
 - 1. Occupants 4,750 SF/100 gross = 48 occupants
- ii. R-2 (Residential)
 - 1. Living Room/Lounge (351 SF), Sleeping Quarters (128 SF), Shower (46 SF) = 525 SF / 200 gross (Residential) = 3 occupants
- iii. S-1 (Moderate Hazard - Storage), "Motor Vehicle Repair Garage"
 - 1. Large Apparatus Bays = 6,042 SF / 200 gross (Parking Garages) = 30 occupants
- iv. S-2 (Low Hazard - Storage) "Parking Garage Open or Enclosed"
 - 1. Small Apparatus Bays = 3,972 SF / 200 gross (Parking Garages) = 20 occupants

Total Occupants = 48+3+30+20 = 101 occupants

C. Risk Category of Buildings and Other Structures (Table 1604.5).

- a. Risk Category IV
 - i. 1607.7.2 Fire Department Structure requires increased structural loading.

D. Type of Construction (Chapter 6). Type IIB

- a. Table 601- No Fire Rating on Components

E. Allowable Building Heights and Areas (Table 503):

Occupancy	1st Floor Area (SF)	Allowable Height/ Stories (Table 503)	Allowable/ Floor (SF) Table 503	1st Floor Ratio (508.4.2)
B Business (Fire Station)	4,750	55'3 Stories	23,000	0.21
R-2 Residential (Fire Station)	525	55'4 Story	16,000	0.03
S-1 Storage (Fire Station)	6,042	55'2 Story	17,500	0.34
S-2 Storage (Fire Station)	3,972	55'3 Stories	26,000	0.15
Total	15,289			0.73 < 1 okay

F. Section 508 Mixed Use and Occupancy

- a. Non-Separated Occupancy Strategy 508.3-Most Restrictive Occupancy (R-2) First Floor = 15,289 SF < 16,000 SF Allowable Area; therefore, occupancies qualify to be non-separated.
 - i. Exception 508.3.3, Item 2 – residential occupancies must be separated via a ½ HR fire partition per 708.3 part 2.

G. Sprinkler Requirements-Sprinklers are required.

- a. 903.2.8 Group R – Sprinklers are required
- b. B (Business) Occupancy is not listed as requiring sprinklers, but because it is part of the residential fire area, sprinklers are needed.
- c. 903.2.9, Item 4 Group S-1 (Large Apparatus)
 - i. Fire area > 5,000 SF; requires sprinkler coverage. Sprinklers will also be required under the open garage doors.
- d. Table 706.4-Group S-2 (Small Apparatus) – does not need to be sprinkled because it is considered a separate building due to the 3 HR Fire Wall

- H. Portable Fire Extinguishers are required per Section 906.1
 - a. Fire extinguisher quantity per table 906.3(1) Ordinary-Moderate Hazard
 - i. Quantity = 10 (1-A Extinguishers)
- I. Fire Alarm and Detection Systems are NOT required by Code
 - a. 907.2.9 Residential – Not required
 - b. 907.2.2 Business – Not required
 - c. Storage S-1 and S-2 - Not listed
- J. Egress Distance Requirements (with Sprinklers unless otherwise noted)
 - a. Business (B)
 - i. Exit Access Travel Distance (Table 1016.2) 300'
 - ii. Common Path of Egress Travel (Table 1014.3) 100'
 - b. Storage (S-1) with Sprinklers (Large Apparatus)
 - i. Exit Access Travel Distance (Table 1016.2) 250'
 - ii. Common Path of Egress Travel (Table 1014.3) 100'
 - c. Storage (S-2) (Small Apparatus)-NO Sprinklers
 - i. Exit Access Travel Distance (Table 1016.2) 300'
 - ii. Common Path of Egress Travel, < 30 (Table 1014.3) 100'
 - d. Residential (R-2) with Sprinklers
 - i. Exit Access Travel Distance (Table 1016.2) 250'
 - ii. Common Path of Egress Travel (Table 1014.3) 125'
- K. Means of Egress Sizing (1005)
 - Level of Discharge Gross SF: 15,289 SF
 - Occupant load 101
 - Egress width 0.2" x 101 occupants 20.2"
 - Minimum exit passageway width (Table 1018.2):. 44"
- L. Determination of required toilet fixtures per 2012 IBC, Chapter 29.
 - Business (B)= 48 Occupants/2 = 24 Occupants
 - Male: 1 per 25 = .96 water closets . . . Female: 1 per 25 = .96 water closets
 - Drinking Fountain: 1
 - Service Sink: 1
 - Storage (S-1 + S-2)= 50 Occupants/2 = 25 Occupants
 - Male: 1 per 100 = 0.25 water closets Female: 1 per 100 = 0.25 water closets
 - Residential (R-2) = 3 Occupants/2 = 2 Occupants
 - Male: 1 per 10 = 0.2 water closets Female: 1 per 10 = 0.2 water closets (Replace with (1) Unisex bathroom.)

Zoning Analysis – Washington City Ordinance
Design 5 (208 East Jefferson Street)

Based on the City of Washington’s Zoning Map this property is located in zone B-1 Retail Business District. It is adjacent to an R-4 Zone. According to the City Ordinance, Chapter 165 Zoning Regulations, the following items should be followed;

- Section 165.15;
 - 1. Minimum side yard width = 0, unless adjacent to residence.
 - 2. Minimum side yard width adjacent to “R-4”= 6’
 - 3. Minimum front yard depth = 0
 - 4. Minimum rear yard depth = 10’
- Section 165.21
 - 1. Office: (1) parking spot/200 SF of building. Each parking spot is to be 8.5’ wide and 20 feet long.
 (4,750 + 525) SF / 200 = 26 parking spots
 - 2. Garage: (1) parking spot/1000 SF + (1) parking spot/employee (6,042+3,972) SF/1000 = 10 parking spots
 - 3. Total parking spots required = 36 parking spots.