



REGULAR CITY COUNCIL MEETING

June 7, 2016

A G E N D A

Benton City Community Center
7pm

TURN OFF ALL CELL PHONES & PAGERS-EMERGENCY PERSONNEL USE SILENT ALERT

A. CALL TO ORDER/PRESENTATION OF COLORS

B. ROLL CALL

C. READING AND APPROVAL OF MINUTES

1. Regular Meeting – May 17, 2016
2. Workshop- May 17, 2016

D. OPENING REMARKS, "HOUSEKEEPING" ITEMS, EXECUTIVE SESSION REQUESTS, ETC.

E. APPROVAL OF AGENDA (Only essential changes not requiring preparation, review, public notice, or action may be added)

F. VISITOR COMMENTS- *for non-agenda items.*

Council will not take action on an item not already on agenda without time to research, read, and receive staff report. Items may be added on future agenda, but not current agenda. Please do not speak or make remarks unless recognized by the Chair, then if you are called, come forward to microphone, give name and address for minutes recorder. Council chamber over-flow will be moved to City Community Center.

G. REGULAR REPORTS:

1. EDC Report
2. Staff Report
 - a) Maintenance Report
3. Engineer Report
4. Council Committee Reports

H. ITEMS FOR APPROVAL:

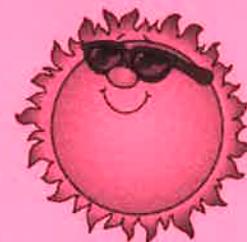
1. Schedule Special Meeting – City Facility and Well Visit
2. Vouchers

I. ITEMS FOR DISCUSSION:

1. Lion's Club Fireworks Contribution- *Wendy Davis*
2. City Hall Remodel/Construction- Local Program, Timeline, Options- *Spink Engineering*
3. City Council Goals (B.R.I.C.K.S.) & Council Rules- *Mayor Lehman*
4. Staff Training- *Mayor Lehman*
5. Visioning Workshop (6/14)- Parks & Recreation Focus- *Mayor Lehman*
6. July 4th Parade – Pet Elections- *Mayor Lehman*
7. Executive Session – Pursuant to RCW 42.30.110(i)- *Kerr Law Group*

J. GENERAL COUNCIL COMMENTS:

K. ADJOURNMENT



City of Benton City
Regular Council Meeting Minutes
May 17th, 2016

CALL TO ORDER – Mayor Lehman called the May 17th, 2016 Regular Council meeting at the Community Center to order at 7:00 p.m. (00:00:12*Audio recording begins)

ROLL CALL (00:00:26*) Council Members Present –

Mary Lettau
Dave Sandretto
Jake Mokler
Lisa Stade
Vanessa Coates

City Staff Present –

Stephanie Haug, City Clerk/Treasurer
Paula Kauer, General Clerk-Purchasing
Kyle Kurth, Maintenance Foreman

Other Professionals Present –

Lt. Steve Caughey, Benton County Sheriff's Office
Alan Rainey, City Engineer, Spink Engineering, LLC
Eric Ferguson, City Attorney, Kerr Law Group

READING AND APPROVAL OF MINUTES - REGULAR MEETING MAY 3RD, 2016 (00:00:56*)

Councilmember Lettau: I make a motion to approve the Minutes as presented.

Councilmember Sandretto: I'll second it.

MOTION #1- C. M. Lettau moved and C. D. Sandretto seconded to approve the Minutes of the May 3rd, 2016 Regular Council Meeting as presented.

VOICE VOTE #1- C. J. Mokler, C. D. Sandretto, C. M. Lettau, C. V. Coates, C. L. Stade
ALL YEAS. Motion carried.

OPENING REMARKS, "HOUSEKEEPING" ITEMS, EXECUTIVE SESSION REQUESTS, ETC. – None
(00:01:30*)

APPROVAL OF AGENDA – (00:01:37*)

Mayor Lehman: I do want to add a Discussion Item to this Agenda; (inaudible) to give you the – Minutes of the meeting that I had with the DNR...

Ms. Haug: It would just be 1a...

Councilmember Stade: I make a motion to approve the Agenda as amended.

Councilmember Lettau: I second.

MOTION #2- C. L. Stade moved and C. M. Lettau seconded to approve the Agenda for the May 17th, 2016 Regular Council Meeting as amended.

VOICE VOTE #2- C. J. Mokler, C. D. Sandretto, C. M. Lettau, C. V. Coates, C. L. Stade
ALL YEAS. Motion carried.

VISITOR COMMENTS – (00:02:37*)

Heather Duncan, Benton City Chamber of Commerce – Monthly Luncheon – Mo Davari, Project Engineer with WSDOT Tri-Cities region – Roundabout update – Similar meeting next week – Coming June 11th – **Citywide Yard Sale** – Taking reservations for map – Brings lots of people into town – **Reminder** – Chamber with others – Networking Event – 5:30 p.m. to 7:30 p.m. at BCFD #2 * **Council Discussion** *

REGULAR REPORTS

1. SHERIFF'S REPORT (00:07:17*)

Lt. Steve Caughey, Benton County Sheriff's Office – April 2016 – Report in packet – Responded to 283 calls vs. 233 in 2015 – 31 Case Offenses vs. 34 in 2015 – 21 Infraction Offenses Issued. * **Council Discussion** *

2. STAFF REPORTS (00:12:35*) Stephanie Haug, City Clerk/Treasurer – *Code Report* – *Treasurer Report* – In packets

3. ENGINEER REPORT (00:12:55*) Alan Rainey, City Engineer, Spink Engineering, LLC – Well #5 – Start up Thursday – Finish up next two weeks

4. COUNCIL COMMITTEE REPORTS (00:15:40*)

*** **SPECIAL PRESENTATION – Darrick Dietrich, Ed's Disposal** ***
(00:15:57*)

* **Council Discussion** *

ITEMS FOR APPROVAL

1. CHANGE ORDER #2 – WELL #5 (00:41:27*)

Alan Rainey, City Engineer, Spink Engineering, LLC – Explanation of Change Order #2 * **Council Discussion** *

Councilmember Stade: Madam Mayor, I'd like to make a motion; I move to approve Well #5 Wellhouse and Site Work Change Order #2 for \$1,188.69.

Councilmember Sandretto: Second.

MOTION #3- C. L. Stade moved and C. D. Sandretto seconded to approve Well #5 Wellhouse and Site Work Change Order #2 for \$1,188.69.

ROLL CALL VOTE #3- C. D. Sandretto, C. M. Lettau, C. L. Stade, C. V. Coates, C. J. Mokler
ALL YEAS. Motion carried.

2. PURCHASE REQUEST – VALVE SERVICE – WATER SYSTEM (00:47:27*)

Alan Rainey, City Engineer, Spink Engineering, LLC – Explanation of Valve Service Purchase Request * **Council Discussion** *

Councilmember Sandretto: Madam Mayor, I move to approve GC Systems, Inc. to rebuild four valves, including converting Well #3 to a combination solenoid control and check valve and inspect one with a cost not to exceed \$5,240 with Washington Sales Tax.

Councilmember Lettau: I second.

MOTION #4- C. D. Sandretto moved and C. M. Lettau seconded to approve GC Systems, Inc. to rebuild four valves including converting Well #3 to a combination solenoid control and check valve and inspect one with a cost not to exceed \$5,240 plus WA State Sales Tax.

ROLL CALL VOTE #4- C. L. Stade, C. M. Lettau, C. D. Sandretto, C. V. Coates, C. J. Mokler
ALL YEAS. Motion carried.

3. VOUCHERS (00:52:05*)

Councilmember Coates: Madam Mayor, I move to approve payment of Claim check numbers 27649 thru 27687 with EFTs as listed in the amount of \$168,454.49, and Payroll check numbers 27576 thru 27578 and 27620 thru 27630 with EFTs as listed in the amount of \$46,337.98, this 17th day of May, 2016.

Councilmember Mokler: Second.

MOTION #5- C. V. Coates moved and C. J. Mokler seconded for the City Council of the City of Benton City, Washington, to hereby authorize payment of Claim check numbers 27649 through 27687 with EFTs as listed in the amount of \$168,454.49 and Payroll check numbers 27576 thru

27578 and 27620 thru 27630 with EFTs as listed in the amount of \$46,337.98 this 17th day of May, 2016.

ROLL CALL VOTE #5– C. J. Mokler, C. D. Sandretto, C. L. Stade, C. V. Coates, C. M. Lettau
ALL YEAS. Motion carries.

ITEMS FOR DISCUSSION – (00:53:20*)

1. City Council Rules - Stephanie Haug, City Clerk/Treasurer *Council Discussion *

1a. DNR Land – (01:00:15*) Mayor Lehman * Council Discussion *

2. Executive Session – Pursuant to RCW 42.30.110(i)

Mayor Lehman: So we'll have to ask everyone to leave for fifteen minutes, at least. (01:47:03*)

**** Executive Session begins at 8:48 p.m. ** (01:49:36* Audio recording ends)**

Executive Session extended ten additional minutes at 9:03 p.m.

**** Executive Session ends at 9:13 p.m. ** (*)**

Mayor Lehman: *I now close the Executive Session and reopen the regular Council Meeting at 9:13 p.m.*

GENERAL COUNCIL COMMENTS – None (*)

ADJOURNMENT – Mayor Lehman (*)

Councilmember Lettau: *Madam Mayor, I make a motion that we adjourn.*

Councilmember Coates: *I second.*

MOTION #6– C. M. Lettau moved and C. V. Coates seconded to adjourn the May 17th, 2016 Regular Council Meeting at 9:16 p.m.

VOICE VOTE #6– C. D. Sandretto, C. J. Mokler, C. M. Lettau, C. V. Coates, C. L. Stade
ALL YEAS. Motion carried.

Meeting adjourned at 9:16 p.m. (*)

Linda Lehman
Mayor, City of Benton City

Stephanie Haug, CMC
City Clerk-Treasurer

Date: _____

**City of Benton City
Special Council Workshop Meeting Minutes
May 17th, 2016**

- A. CALL TO ORDER** – Mayor Lehman called the May 17th, 2016 Special Council Workshop Meeting at the Community Center to order at 6:00 p.m. (00:08:52*Audio recording begins)
- B. PRESENTATION OF THE COLORS** – Councilmember Lettau led the Council and audience in the Pledge of Allegiance. (00:09:01*)
- C. ROLL CALL** (00:09:26*)
Councilmembers Present – **Vanessa Coates**
Dave Sandretto
Jake Mokler
Mary Lettau
Lisa Stade (Arrived at 6:15 p.m.)
- City Staff Present – **Stephanie Haug, City Clerk/Treasurer**
Paula Kauer, General Clerk
Kyle Kurth, Maintenance Foreman
- Other Professionals Present – **Alan Rainey, Engineer, Spink Engineering, LLC**
Eric Ferguson, City Attorney, Lee Kerr Group
- D. PROJECTS - Alan Rainey, Engineer, Spink Engineering, LLC** (00:09:52 *)
- a) City Hall Remodel** – Feasibility Study – Status update costs/concerns * **Council Discussion ***
(Councilmember Stade arrives at 6:15 p.m.)
- b) City Park Terracing** – Information and estimate of project (00:55:37*)
*** Council Discussion ***
- c) Other - None**
- E. ADJOURNMENT** (01:07:28*)
Mayor Lehman: The workshop has ended and (inaudible) the Council Meeting to order (00:00:07*)

Meeting adjourned at 7:00 p.m.

Linda Lehman
Mayor, City of Benton City

Stephanie Haug
City Clerk-Treasurer

Date: _____



Kyle Kurth
Maintenance Forman

CITY OF BENTON CITY
OFFICE OF MAINTENANCE DEPARTMENT
P.O. Box 70, * Benton City * Washington 99320 * (509) 588-3322

April 29, 2016- June 2, 2016

Streets

- **2 one year warranty inspections**
- **3 final curb & sidewalk inspections**
- **3 final water meter set & box inspection**
- **3 street cut inspections**
- **2 pre pour side walk inspection**
- **Fix street signs that were falling off**
- **Blew off grace ct street with back pack blower**
- **Garbage run on main drag garbage cans once a week**

Water

- **21 shut offs. 3 still off**
- **Installed 30 new registers & meters for radio reads**
- **Two water leaks fixed**
- **Replaced one broken water meter**
- **Read meter / re read list / trailer counts**
- **Well #5 start up**

Sewer

- **1 sewer tap**
- **Got plan put together to replace lids at treatment plant**

Equipment/ Shop

- **Greased backhoe**
- **Serviced all pickups in city's fleet**
- **New front brake installed on work truck**
- **Worked on tractor**

Facilities

- **Brush hog weeds**
- **Planted flowers on main drag**
- **Put new rope on 9th and Babs flag pole**
- **Put lights on trees on main drag that were not under a street light**
- **Set up for windows to be replaced a dog kennels**
- **Fixed toilet at city shop**
- **Clean library, city hall, Park bathrooms, community center though out month**
- **Water flowers 3 times a week all month**
- **Made sure everything at stage was working be for an event**
- **Weed wacked hill at library**
- **Fixed lights at city hall**

- **Cleaned shop**
- **Touch up paint at community center**

Desk work

- **Morning emails**
- **Reviewed 3 sight plan application**
- **Talked with developer about water and sewer to empty lot**
- **Been trying to talk to state set up time for them to sweep the down town area**
- **Approved 2 curb cut permits**

Spraying

- **Spot spraying all though town**

Locates

- **20 locates**

Meetings

- **Met with mayor to talk about storm drains**
- **Meeting for Comp plan**
- **Monthly project meeting**
- **Met with homeowner about process to demolish house**
- **Met with homeowner about side walk and curb & gutter**
- **Met with city engineer about well #5**

Parks

- **Trash runs all parks twice a week**
- **Mowing**
- **Fixing sprinklers in parks**
- **Put new sprinkler valves in at 9th & Babs**
- **Cleaned mud off boat launch**
- **Fertilized river park and shop grass area**
- **Fixed drinking fountain at skate park and tennis courts**
- **Fixed chain on swing after girl got stuck**
- **Trimmed trees at parks**

Training

Kyle Kurth
Maintenance Department

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Schedule Special Meeting - City Facilities and Wells Visit **DATE/ITEM:** 06-07-16- H 1

BUDGET INFORMATION

DEPT: All

BUDGETED?

FUND: N/A

EXPENDITURE:

DESCRIPTION/SUMMARY

ACTION

Please check your calendars and schedule a special Council meeting to tour City facilities and wells as a group.

HISTORY

ATTACHMENTS

- | | |
|--------------------------|----|
| 1) City Meeting Calendar | 3) |
| 2) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

I move to schedule a special council meeting on _____ at _____ pm in order to tour the City facilities and wells.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7 7pm - City	8	9	10	11
12	13	14 6pm - City	15	16	17	18
19 Father's Day	20	21 7pm - City	22	23	24	25
26	27	28	29	30	1	2
			6pm - Png. Comm.			

Benton City Calendar, Holidays in United States

Jul 2016 (Pacific Time)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4 Independence	5 7pm - City	6	7	8	9
10	11	12	13	14	15	16
17	18	19 7pm - City	20	21	22	23
24	25	26	27	28	29	30
31	1 7pm - City	2	3	4	5	6

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2 7pm - City	3	4	5	6
7	8	9	10	11	12	13
14	15	16 7pm - City	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

CITY OF BENTON CITY
Voucher Summary Sheet
May 18-June 7, 2016

FUND NAME	FUND NO.	PAYROLL	CLAIMS	TOTAL
CURRENT EXPENSE	001		30,275.20	30,275.20
CITY STREET	101		1,247.32	1,247.32
ARCHIVE	103		1531.4	1,531.40
PARK & RECREATION CAPITAL IMPROVEMENT	302			0.00
I-82 BUSINESS PARK	350			0.00
WATER	401		14,524.80	14,524.80
SEWER	402		5,751.41	5,751.41
W/S CAPITAL IMPROVEMENT	406			0.00
W/S CAPITAL MAINTENANCE	407			0.00
'82/'97 W/S BOND REDEMPTION	409			0.00
'82/'97 W/S BOND RESERVE	410			0.00
TOTALS		0.00	53,330.13	53,330.13

I, Stephanie Haug, Audit Officer for the City of Benton City, hereby submit for approval vouchers as listed below and recommend these vouchers to be authorized for payment this 7th day of June, 2016.

VOUCHER APPROVAL

I move to approve payment of Claim check numbers:

27700 thru 27728 with EFTs as listed in the amount of \$ 53,330.13
this 7th day of June, 2016.

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

CITY CLERK/TREASURER

CHECK REGISTER

City Of Benton City
MCAG #: 199

05/18/2016 To: 06/07/2016

Time: 11:02:52 Date: 06/03/2016

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2219	06/07/2016	Claims	1	EFT	Benton PUD	13.06	Acct No 1628300000
2220	06/07/2016	Claims	1	EFT	Benton PUD	403.37	Acct No 6958300000
2221	06/07/2016	Claims	1	EFT	Benton PUD	2.36	Acct No. 4708300000
2222	06/07/2016	Claims	1	EFT	Benton PUD	4,575.95	Acct No. 8297300000
2223	06/07/2016	Claims	1	EFT	Wright Express FSC Fleet Conoco	61.05	Acct No. 0203-00-107379-0/Inv No. 45640855
2224	06/07/2016	Claims	1	EFT	Home Depot Credit Services	288.45	Acct No. 6035 3220 2492 1912
2225	06/07/2016	Claims	1	27700	Thomas E. Adrian	87.20	Refund inactive customer credit balance
2226	06/07/2016	Claims	1	27701	Advanced Analytical Solutions, LLC	384.00	PO#16-011/Inv No. 17116
2227	06/07/2016	Claims	1	27702	Aesseal Inc.	1,081.28	Customer No. 05CI26/Inv No. OP/I329717
2228	06/07/2016	Claims	1	27703	B.F. Walla Walla Good Roads	75.00	Re-Issue Check #26492 - 2014 Membership Dues
2229	06/07/2016	Claims	1	27704	Benton Co. Sheriff Office	25,807.88	2016 Contract Law Enforcement - May
2230	06/07/2016	Claims	1	27705	Benton REA	590.69	Group No. 602
2231	06/07/2016	Claims	1	27706	Cintas Corporation #608	256.72	Acct No. 608-01838/April 1-30/2016
2232	06/07/2016	Claims	1	27707	City Of Benton City	883.43	City Water/Sewer Charges
2233	06/07/2016	Claims	1	27708	Arnold Cox	146.79	Refund inactive customer credit balance
2234	06/07/2016	Claims	1	27709	Crystal Springs	61.05	Acct No. 30112065416923/Inv No. 5416923 052116
2235	06/07/2016	Claims	1	27710	Delta Heating & Cooling	211.12	Acct No 33878/PO#16-018/Inv No. 24293
2236	06/07/2016	Claims	1	27711	Detloff A&M	301.75	Acct No. 34CITY May Charges
2237	06/07/2016	Claims	1	27712	Grainger Inc	53.40	Acct No. 832445266/Inv No. 9112578753
2238	06/07/2016	Claims	1	27713	HD Supply Waterworks, LTD.	11,441.68	Acct No. 110448
2239	06/07/2016	Claims	1	27714	Just A Minute Mart	589.92	May 2016 Fuel Charges
2240	06/07/2016	Claims	1	27715	Kiona-Benton F.F.A.	100.00	Community Center Deposit Refund
2241	06/07/2016	Claims	1	27716	Kiona-Benton Sentinel	400.00	Customer ID BCH01/Inv No. 148 & 206
2242	06/07/2016	Claims	1	27717	Kuo Testing Labs Inc	26.00	Acct No. BEN3322/Inv No. 16-05-490
2243	06/07/2016	Claims	1	27718	Linda Lehman	30.78	Mileage Reimbursement - 2016-05-06
2244	06/07/2016	Claims	1	27719	Northwest Mailing Inc	193.55	Statement No. 3337/Inv No. 2253
2245	06/07/2016	Claims	1	27720	Patnode's True Value Hardware	71.14	Acct No. 140
2246	06/07/2016	Claims	1	27721	Mable Rutt	100.00	Community Center Deposit Refund
2247	06/07/2016	Claims	1	27722	Stern-Williams Company Inc	162.11	Customer No. 2BENTON1/Inv No. 174104/PO#16-017
2248	06/07/2016	Claims	1	27723	Tri-City Herald	219.91	Acct No. 76808895
2249	06/07/2016	Claims	1	27724	U.S Postmaster	110.00	2106 Annual Post Office Box Service Fee - Box #70
2250	06/07/2016	Claims	1	27725	U.S. Cellular	514.64	Acct No. 952635344/Inv No. 0135767824
2251	06/07/2016	Claims	1	27726	US Bank - Visa	3,357.13	Acct No. 4798 1758 4500 0205
2252	06/07/2016	Claims	1	27727	US Linen	67.68	Acct No. 150450/April-May 2016/Item No. 4731
2253	06/07/2016	Claims	1	27728	USABlueBook	661.04	Acct No. 955481/Inv No. 949504
						30,275.20	
001 Current Expense Fund						1,247.32	
101 City Street Fund						1,531.40	
103 Sos Archive Grant						14,524.80	
401 Water Fund							

CHECK REGISTER

City Of Benton City

MCAG #: 199

05/18/2016 To: 06/07/2016

Time: 11:02:52 Date: 06/03/2016

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		402 Sewer Fund				5,751.41	
		* Transaction Has Mixed Revenue And Expense Accounts				53,330.13	Claims: 53,330.13

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Lion's Club Fireworks Contribution

DATE/ITEM: 06-07-16-1 1

BUDGET INFORMATION

DEPT: General

BUDGETED?

FUND: General

EXPENDITURE: \$4000

DESCRIPTION/SUMMARY

ACTION

Discuss City's role in annual Fireworks Display

HISTORY

ATTACHMENTS

- | | |
|----|----|
| 1) | 3) |
| 2) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

No Action at this time. With Council consensus, will be brought back to next meeting with a contract and resolution.

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: City Hall Remodel/Construction - Local Program,
Timeline, Options

DATE/ITEM: 06-07-16-1 2

BUDGET INFORMATION

DEPT: General

BUDGETED?

FUND: All

EXPENDITURE:

DESCRIPTION/SUMMARY

ACTION

Review and discuss options for addressing the current City Hall situation

HISTORY

The City Engineer has compiled additional information at Council's request.

ATTACHMENTS

- | | |
|--|----|
| 1) City Hall Fesibility Study - June 1, 2016 | 3) |
| 2) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

NO ACTION AT THIS TIME- DISCUSSION ONLY



CITY HALL FEASIBILITY STUDY

June 1, 2016

BY:



1045 Jadwin Ave. Suite E ▪ 509.946.1581 ▪ Richland, WA 99352 ▪ www.spinkeng.com

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Attachments

- 1 City Hall Structural Review By Berkey Engineering
- 2 City Hall Layout by McCue & Associates
- 3 City Hall Pre-Design Site Study by Arculus, 2012
- 4 City Hall 2012 Council Presentation
- 5 Options' Cost Estimates
- 6 State Treasurer's Local Program – Low Interest Loan

City Hall Feasibility Study

I. Executive Summary

In January, 2016, Mayor Lehman asked Spink Engineering to provide a Feasibility Study/Cost Estimate for upgrading the existing City Hall building. The study was to evaluate the following items:

- Adding more office spaces
- Addressing the water in basement on west end of building
- Creating a more inviting “lobby”
- Possibility of moving Council Chambers downstairs

To help with cost estimates, Spink Engineering solicited from Berkey Structural Engineering, McCue and Associates (Architect), Booth Construction, Apollo Inc., Columbia Pumping & Construction, The Building Department and Labor & Industries. Included in this study are brief discussions on existing conditions and input for the cost estimates.

At the Council Workshop held on May 17, 2016, the Council asked for the cost estimate for three options for remodeling of the existing City Hall and the cost for a new City Hall funded with a low interest loan. The full remodel of City Hall is also included in the options. Options 1, 2 and 5 do not require City Hall Staff relocation. Options 3 and 4 will require staff relocation or construction to be done at night time. Either option will require additional costs above the construction cost listed. For night time construction an additional 20% should be included.

Option 1: Replace the Floor Beam Only

Cost:	\$25,858		
Time:	2.5 months	Design 1 mo	Construction 1.5 mo
Staff Relocation:	No		

Option 2: Replace Floor Beam and Upgrade Roof Beam
(This includes the removal and replacement of the false ceiling upstairs)

Cost:	\$45,428		
Time:	3.5 months	Design 1.5 mo	Construction 2 mo
Staff Relocation:	No		

Option 3: Upgrade Upper Floor with Lobby & Hold Council Meetings at Alternate Location

Cost:	\$200,714		
Time:	9 months	Design 5 mo	Construction 4 mo
Staff Relocation:	Yes – 4 months, or pay for night construction		

Option 4: Full City Hall Remodel

Cost: \$429,545
Time: 14 months Design 7 mo Construction 7 mo
Staff Relocation: Yes – 7 months, or pay for night construction

Option 5: New City Hall on Horne Drive

Alternate 1: 100% Loan @ 2.92%, 20 Year Term
Cost: \$1,851,896 Loan
Annual Payment: \$ 122,364
Time: 24 months Design 10 mo Construction 14 mo
Staff Relocation: No

Alternate 2: 75% Loan @ 2.92%, 20 Year Term & 25% Grant
Cost: \$1,388,392 Loan
\$ 462,974 Grant
Annual Payment: \$ 91,764
Time: 24 months Design 10 mo Construction 14 mo
Staff Relocation: No

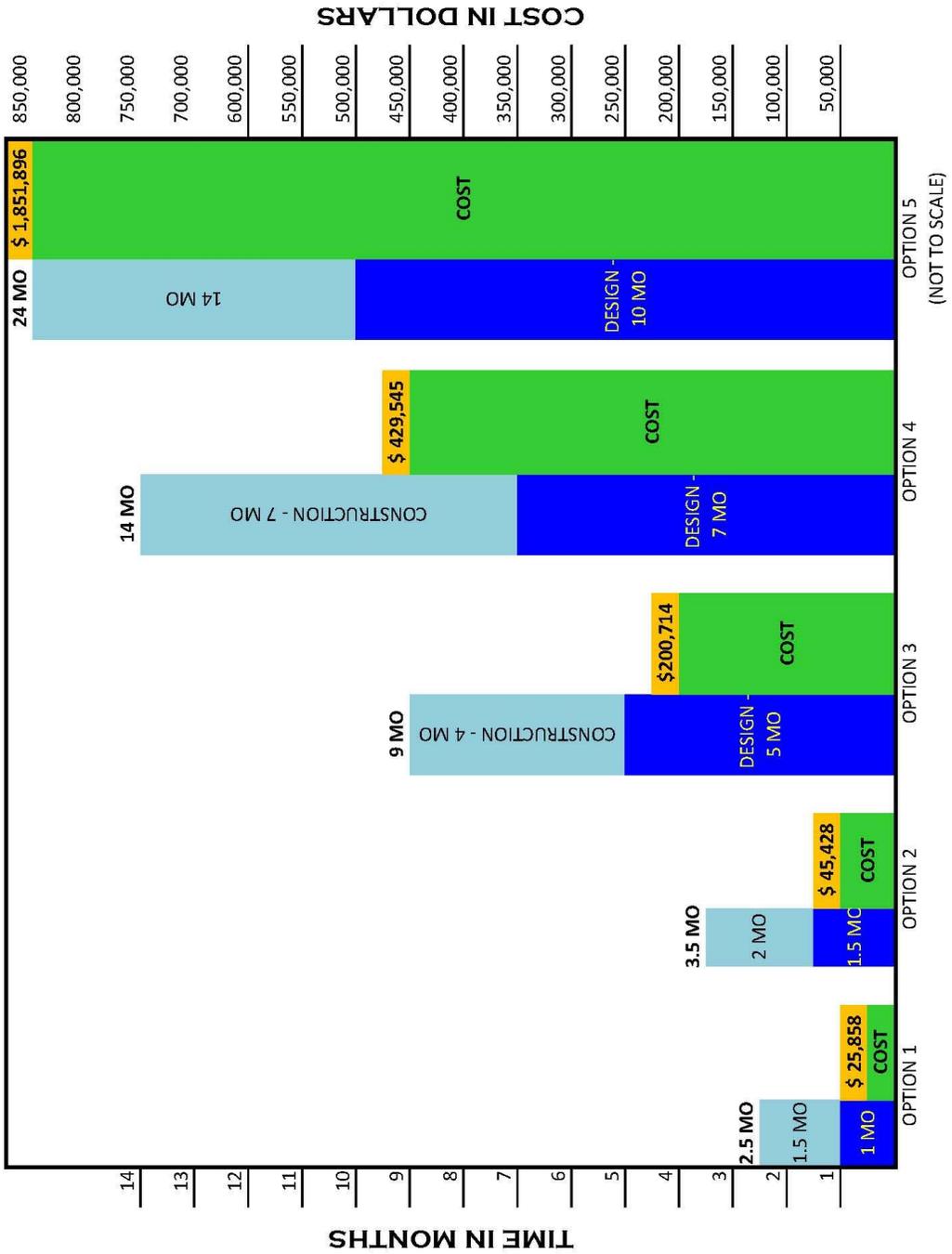
It is recommended that mold abatement of the Sheriff's Office be done regardless of the selected improvements or repairs for City Hall. Water seeping and leaking into the basement also needs to be addressed.

Following is a Time of Construction and Cost graph for the above options.

JUNE 1, 2016

TIME OF CONSTRUCTION
 and COST

Benton City
 Job #16-103
 City Hall Feasibility Study



Time/Cost

II. Structural Evaluation

A. Report Findings

The beam supported by the column in the center of the existing Council Chambers (roof beam) cannot support the current design load. The design load is approximately 300% of what the current beam can support.

The beam supporting the floor of the existing Council Chambers cannot support the current design load. The design load is approximately 800% of what the current beam can support.

Design Loads consist of, but are not limited to:

- Dead load (weight of building)
- Roof wind load
- Roof snow load
- Occupancy live load

B. Construction Considerations

Roof Beam: the roof beam can be upgraded in place by adding to the beam in-place. After discussion with a contractor, the best end product would require the removal and replacement of the false ceiling. Otherwise, there would be broken tiles and bent frames. New tiles and frames in some areas of the ceiling would not match the existing ceiling.

Floor Beam: the floor beam currently has a clearance of 7'-6" from the floor to the bottom of the beam. This is the legal minimum height for an open space in a building. The most practical option is to remove the existing beam and replace it with a metal beam. In order to have a Council Chambers without the column in the open space is to install two new columns at each end of the room. This will require constructing two new footings below the basement floor.



Figure 1: Record Storage Area with Beam

III. Upstairs/Street Level

The addition of more office space upstairs in this proposal will coincide with moving the Council Chambers downstairs. The renovation of the upstairs will require the removal of most carpeting and walls. McCue and Associates prepared a preliminary layout of the upstairs and downstairs with Council Chambers downstairs. The layouts are attached for reference.

The upper level layout provides a larger “service lobby,” a conference room, a mayor’s office, a breakroom with appliances and an ADA compliant bathroom.

Booth Construction visited the site, evaluated the existing structure and provided an estimated cost of \$60 per foot to construct new nine-foot walls. This cost includes framing, electrical wiring, network wiring, drywall, finishing and painting. In areas with nine-foot walls, false

ceilings will be installed. The current HVAC system for the building is either undersized or past the design life and needs to be fully evaluated. A small wall unit air conditioner was purchased and installed for the southeast corner office which houses Code Enforcement and Parks personnel. The wall unit is no longer used due to problems with the electrical circuit.

New walls will require new electrical wiring. Labor and Industries indicated that if there were no major changes to the circuits, no new panels would be required. Based on the problem with the southeast corner office, \$20,000 has been added to the cost estimate to cover any cost with required upgrades and repairs. Also included are appliances for the breakroom, doors, two windows and a vaulted ceiling in the lobby.



Figure 2: At Council's table looking toward audience. Ceiling beam and floor beam run left to right located above and below column in center of room.



Figure 3: At front desk/public reception area. Receptionist site behind counter on right. Counter space on right and left is used to assist residents & visitors.



Figure 4: Air Conditioner in current southeast corner office.



Figure 5: Outlet for Air Conditioner. Re-wiring work is anticipated.

The City Hall building was constructed with concrete cinder block walls. These walls do not provide adequate insulation. Insulating the walls can be accomplished in two ways: 1) by constructing a wall inside the concrete block wall and installing foam board behind the sheet rock, or 2) drilling holes in the concrete block wall and injecting spray foam insulation. After discussing this with a contractor, the preferred method is the spray foam insulation. This will

not require the reduction of office space and will be less labor intensive for installation. The spray foam method is included in the “Exterior & Insulation” section of Option 4.

IV. Downstairs/Alley Level

Currently, the basement is used as a storage area with separate single restrooms for men and women. The Benton County Sheriff previously used space for an office and storage. In 2009, mold remediation was completed in the City’s record storage area and caulking was applied to the joint between the sidewalk and building front.

During the building walk-through earlier this year, mold was noticed on the south wall next to the stairway and open area in front of the bathrooms in the basement. Two firms were contacted. One firm said they were not available for approximately one week. All-Safe Abatement came out within a two-day’s notice to perform the mold abatement. Water is leaking through the walls from the walkway between City Hall and the building to the south. The work for correcting this issue is included



Figure 6: Mold Abatement, February 2016

in the exterior work estimate.



Figure 7: Sheriff's Office

The old Sheriff’s Office will need to undergo mold abatement to make this area usable. A cost estimate was received from All-Safe Abatement for this work. The cause of the mold is water leaking through the walls from the sidewalk above. The base of the block wall sits on top of the basement floor. The base blocks need to be drilled and pressure sealed along the west wall, stairs and open area in front of the bathrooms. Additional remediation of the leaks is discussed in Section V: Exterior Work. Additional items needed for the basement upgrade are a video system setup for recording Council meetings, a new platform and Council table, new lighting, and a new HVAC system.

V. Exterior Work

A. Leaking Areas

During the evaluation of City Hall, mold was discovered along the wall adjacent to the stairs to the basement and in front of the women’s bathroom. At this discovery, it was recommended by the Benton-Franklin Health Department that the mold be removed as soon as possible. A quote was received from a company that could remove the mold within two days. Approval by the Mayor was received to move forward with the mold abatement and completed on February 24, 2016.



Figure 8: Northwest corner of City Hall

Another area where leaks have been a problem is along the west end of the building. This is due to the construction of the sidewalk up to the building front. The sidewalk was constructed up to and above the siding. At the northwest corner of City Hall, the sidewalk is actually sloped toward the building (picture to left). In 2009, the leaks were addressed with the low cost alternative of putting in a sealant/caulking at the face of the siding. This worked for several years, but was not considered a permanent fix.



Figure 9: Leaks on West Wall of Basement



Figure 10: Basement West Wall – Leak Stain

As shown in the pictures above, the caulking job has become ineffective due to weathering and “shrinking” over time. A seal of this type is not considered a permanent fix due to direct exposure to the weather.

A permanent fix would require the removal of the sidewalk between the building front and the street curb and gutter, from the north end of the building to the south end of the building. At a minimum, the siding will need to be removed one foot above the sidewalk. The replacement sidewalk should have a three to four inch curb placed against the building in a monolithic pour. New siding will include flashing that helps direct water over the “building curb” and onto the sidewalk, away from the building.

B. Building Front



Figure 11: Sidewalk and Building Joint

toward the street and curb. New siding with flashing would be installed from the cut line to just above the new four-inch curb. Flashing would be installed such that runoff water from the building front would be directed to the new curb and sidewalk, draining away from the building.

Figure 12 shows the siding on the front of City Hall. The upper section of the siding is warped and coming away from the wall. It was strongly recommended by the contractor reviewing the building, that the siding be replaced to help prevent damage to the interior structure of the wall fascia. The back of the building will need new siding as well as the front. A cost for this work is included in the cost estimate.



Figure 12: City Hall Front Wall Siding

At left, the joint between the building and sidewalk is shown, looking north from the City Hall front door. The City Hall front wall joins the adjacent mini-mart (blue wall at top of picture). This location has a reverse slope back toward City Hall for approximately 10 feet. Moss is growing on top of the caulking installed in 2009. A permanent fix to the leaking would require the removal of the sidewalk between the building front and the street curb and gutter, from the north end of the building to the south end of the building.

At a minimum, the siding will need to be cut approximately one foot above the sidewalk to allow for the installation of a new sidewalk with a four-inch "curb" to be

installed against the building. The sidewalk would be sloped away from the building

C. Building Roof

A roofing contractor inspected the condition of the existing roof. There is an existing composite roof with a metal roof placed over it. The metal roof is missing the ridge cap that allows water to enter the “sub-roof” area. According to the contractor, the flashing around the HVAC units was installed incorrectly and may allow water to enter the “sub-roof” area. The contingency amount was increased from 10% to 25% in order to account for possible roof or truss damage encountered during construction.

VI. Other Considerations

ADA PARKING: If the Council Chambers is moved downstairs, there will need to be ADA parking on the lower level to allow for access to the new Council Chambers. The Building Department was consulted on the possibility of using the back parking lot for temporary ADA parking during the Council Meetings and revert back to employee parking during the day. The Building Department said the parking spaces would need to be established as ADA parking on a permanent basis. This would require employees to park on the street side of City Hall. At the current time there are three employees at City Hall who park in the back. They would be required to park on 9th Street and take up street parking for patrons of City Hall and downtown businesses.

TEMPORARY RELOCATION: not included in the cost estimates is the cost for relocation of City Hall during construction. There will be costs associated with moving the phone service and internet service, moving all items in archive storage to a secure, temporary storage facility, moving all city furniture and setting up a temporary City Hall at a yet to be determined location. Keeping City Hall open during construction would add approximately 50% to the time for construction and approximately 20% to the cost. Council meetings will be held at the Community Center during construction.

MOLD ABATEMENT: it is highly recommended that mold abatement of the “Sheriff’s Office” be included in any work done to City Hall. Mold abatement has been done on the south wall in basement adjacent to the women’s restroom in 2009 and 2016. It is apparent that this is and will continue to be a recurring problem. Addressing this condition should be considered.

Also, in 2009 mold abatement was done on the west wall of the archive storage room. There are signs of water leaking into the basement. It is evident the source of water is from the sidewalk at street level. Inspection of the “caulking” installed in 2009 between the sidewalk and building revealed that the caulking is pulling away from the building. If permanent fixes are not included in the work, the City should implement a “caulking replacement schedule.”



Figure 13: Parking in back of City Hall

RECORD STORAGE: Long term storage of records will also need to be considered. Some of the records, such as plans, need to be held indefinitely, while other records have a specified retention time. With the reduction of storage space in City Hall, the retention of the records will need to be addressed. If an offsite location for record storage is chosen, there will be a cost associated with this option.

STORAGE AREA & STAIRWAY: The storage area and stairway on the back or east side of City Hall should be considered for replacement. This is an emergency exit for the upper floor and Council Chambers. The door is hard to open from the storage area to the stairway. This is most likely due to settlement of the storage area. A cost for replacement has been added to the full remodel of City Hall.

VII. 2012 City Hall Study

In 2012, Spink Engineering and Arculus Design & Technical Services were given the task of developing a layout for a new City Hall and cost estimate for the construction. Arculus was selected because the owner is the architect who designed the library building while working for another firm. Several layouts were considered, including one with a daylight basement. The basement was ruled out due to increased cost of concrete walls and an elevator to meet ADA requirements. Attachment 4 includes the “Conceptual Floor Plans and Pre-Design Site Study.”

Two layouts were presented as the final alternatives. The layouts differ only by a slight angle on the Council Chambers wing. The Council Chambers could also be used a Community Center/meeting room for outside events. The cost for the new City Hall is estimated to be \$1,826,697 for the linear layout and \$1,851,896 with the wing option. For cost evaluation, the wing option is being used.

Attachment 5 includes the rates for low interest loans that are available. By including a Community Center “area,” that portion may be eligible for funding through Department of Commerce, or approximately 25% of the building, or approximately \$462,974. Two funding alternatives are considered below: 1) 100% low interest loan, and 2) 75% low interest loan + 25% grant.

VIII. Options & Cost Estimates

At the Council Workshop held on a May 17th, the Council asked for different options with varying degrees of improvements to consider. There are a vast number of potential options that could be evaluated. Below, we present four options for improvements to the existing City Hall building and one option for a new City Hall (with two funding alternatives). Berkey Engineering noted that adding columns and footings in the basement was the most economical fix for the floor beam. Discussing this with a contractor, it was determined that it was actually more costly in his opinion. Based on this information, the column option is not included in the estimates below. Attachment 3 includes the detailed cost estimates for each option presented.

Also provided is the estimated time to complete each portion of work. The time includes time for both design and construction. All time schedules are based on the relocation of staff and contractor not having to ensure City Hall is open for business. Keeping City Hall open during construction would add approximately 50% to the time for construction and approximately 20% to the cost.

Option 1: Replace the Floor Beam Only

Cost:	\$25,858		
Time:	2.5 months	Design 1 mo	Construction 1.5 mo
Staff Relocation:	No		

Option 2: Replace Floor Beam and Upgrade Roof Beam
 (This includes the removal and replacement of the false ceiling upstairs)

Cost:	\$45,428		
Time:	3.5 months	Design 1.5 mo	Construction 2 mo
Staff Relocation:	No		

Option 3: Upgrade Upper Floor with Lobby & Hold Council Meetings at Alternate Location

Cost:	\$200,714		
Time:	9 months	Design 5 mo	Construction 4 mo
Staff Relocation:	Yes		

Option 4: Full City Hall Remodel

Cost:	\$429,545		
Time:	14 months	Design 7 mo	Construction 7 mo
Staff Relocation:	Yes		

Option 5: New City Hall on Horne Drive

Alternate 1: 100% Loan @ 2.92%, 20 Year Term
Cost: \$1,851,896 Loan
Annual Payment: \$ 122,364
Time: 24 months Design 10 mo Construction 14 mo
Staff Relocation: No

Alternate 2: 75% Loan @ 2.92%, 20 Year Term & 25% Grant
Cost: \$1,388,392 Loan
\$ 462,974 Grant
Annual Payment: \$ 91,764
Time: 24 months Design 10 mo Construction 14 mo
Staff Relocation: No

ATTACHMENT 1
CITY HALL STRUCTURAL REVIEW
BY
BERKEY ENGINEERING



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Richland, WA 99352
Telephone: (509) 736-7552
Fax: (509) 736-7557
Website: www.berkey.biz
E-mail: cliff@berkey.biz

March 2, 2016

City of Benton City
P.O. Box 70
708 9th Street
Benton City, WA 99320
Fax: 509-588-3323

RE: Inspection of Council Chambers, Benton City, WA

Dear City Council,

At the request of Alan Rainey of Spink Engineering, I have performed a limited structural inspection and analysis of the City Hall building at 708 9th Street, Benton City. Alan and I reviewed the layout of two floors, and opened up the ceiling to explore the construction methods and materials of the roof system. We also followed the transfer of forces through the first floor columns, into the floor beams and down through the basement columns.

The roof joists and floor joists seem to be at, or near, appropriate size for the local design loads. However, both the roof beams and the floor beams are grossly undersized. Estimated stress values of these beams under full design loads are in the vicinity of about 300% of allowable design values. The structure is most likely under defluctive failure now. In the event that the roof system, the floor system, or a combination of roof and floor systems receive a full design load, the building would most likely have a catastrophic failure of some kind. Although the chances of the structure being fully loaded are slim, the nature of such a failure is life threatening. Action is required.

I believe that the appropriate corrective action need not be overly expensive. As I discussed with Mr. Rainey, new high strength timber may be successfully added to the existing roof beams to provide the strength required to resist full design loads. This retrofit would be relatively economical.

The floor beams are a bit more challenging. Given the low clearance in the basement, and assuming the City wishes to continue its use, there is no room to build-up the floor beams in the same manner as accommodated by the roof beams. My proposed fix, as I discussed with Mr. Rainey, is to replace the existing beams with stronger wood, such as a glulam beam (GLB), or laminated veneer lumber (LVL). Another viable option is to simply replace the wood beams with steel beams.

Job #15195

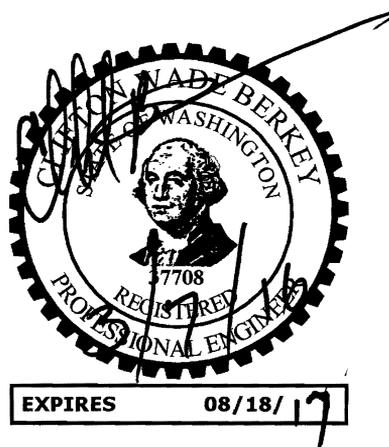
Another option would be to just add more columns and footings. Although this option is by far the most economical, the fastest, and by far the easiest solution, it would greatly limit the usable space in the basement. If the future use of the basement will be to store small items, the column idea would be practical. However, if you would like the space to be opened up more (for almost any other purpose), replacing the beams is the better answer.

Lastly, this report should not be considered a complete structural survey by any means. It is recommended that further exploration is done as the City moves forward with renovation plans to reveal possible problems, and avoid future costs and delays.

At your request, I will try to make myself available to you, and/or your representative, for further discussion regarding this report (attend a City council perhaps). If you have any questions, please call.

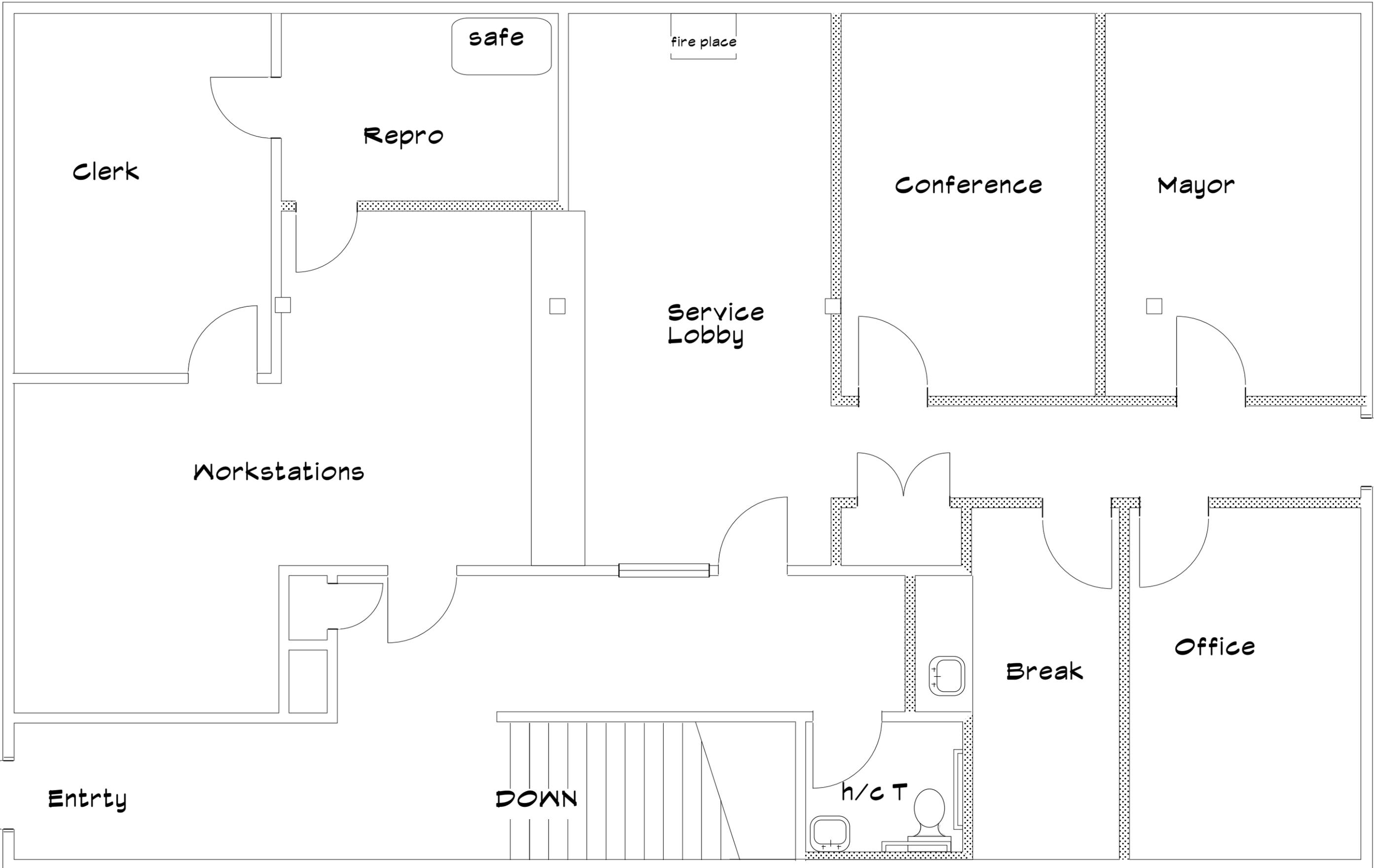
Best regards,

Cliff Berkey, P.E.
Principal
Berkey Engineering



ATTACHMENT 2
CITY HALL LAYOUT
BY
McCUE & ASSOCIATES

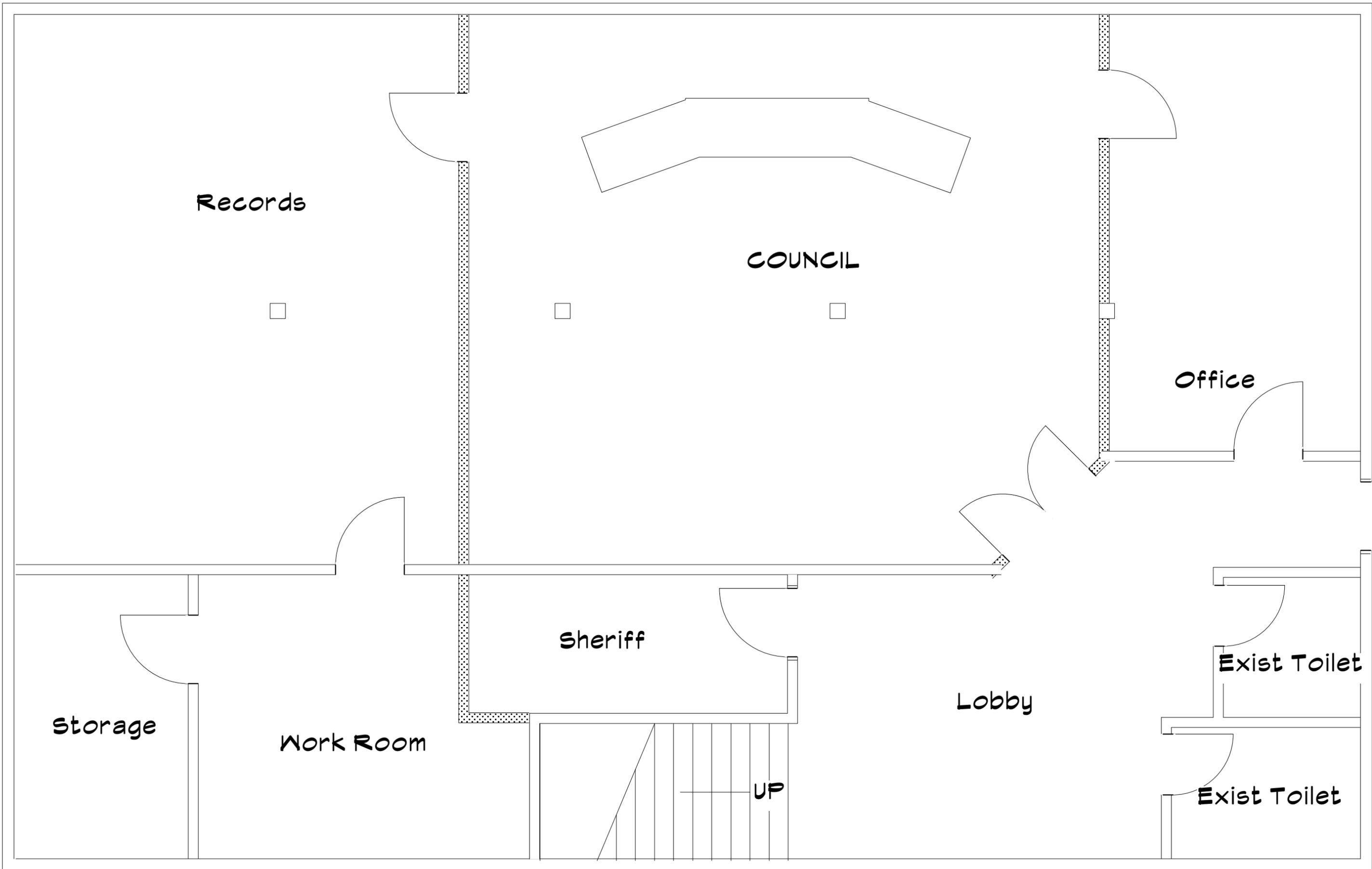
street entry



existing stairs to parking

Rear Deck

UPPER LEVEL 4/19/2016



Exit to Parking

LOWER LEVEL 4/19/2016

ATTACHMENT 3
CITY HALL PRE-DESIGN SITE STUDY
BY
ARCULUS



New Benton City – City Hall

Conceptual Floor Plans and Pre-Design Site Study

July 27, 2012

ARCULUS
DESIGN & TECHNICAL SERVICES

The New Benton City, City Hall Conceptual Design Team

Members

City Representatives

The Honorable Lloyd Carnahan, Mayor, City of Benton City

Stephanie Haug, City of Benton City, City Clerk

Kyle Kurth, City of Benton City, Facilities Manager

Design Team:

Civil Engineering:

Alan Rainey, PE,

Spink Engineering, LLC

Architectural Team

Steve Mallory, AIA, NCARB,

Arculus Design and Technical Services, PLLC

Stan Jones, PE, PMP,

Arculus Design and Technical Services, PLLC

Lauren Kinker, IDP, Job Captain, Arculus Design and Technical Services, PLLC

Executive Summary

Conceptual Design Process

Initial Meeting (June 12):

Statement of the existing conditions provided by City Clerk and Mayor.
Review of the provided requirements for the New City Hall Building and existing issues.
Review of expected budget
Reviewed size and room layout expectations
Initial site walk and review of site issues with the mayor.
Review site for access to utilities and utility elevations
Review of site in relation to view, access and slopes and existing tree locations

Early Conceptual Design Meeting (June 22):

Spink/ Arculus provided 4 two-story versions of the plans with a meeting room and council chambers on either the upper or lower levels with rough estimates.
Also provided two single-story options with two different versions of the plan and site layouts.

Direction was provided to go to a one-story version with the long axis facing the street with a version of the parking lot located between the building and the street which emulates the curve of the existing parking lot and also extend this parking lot to the existing curb cut on the west end of the site.

Second Conceptual Design Meeting (July 10):

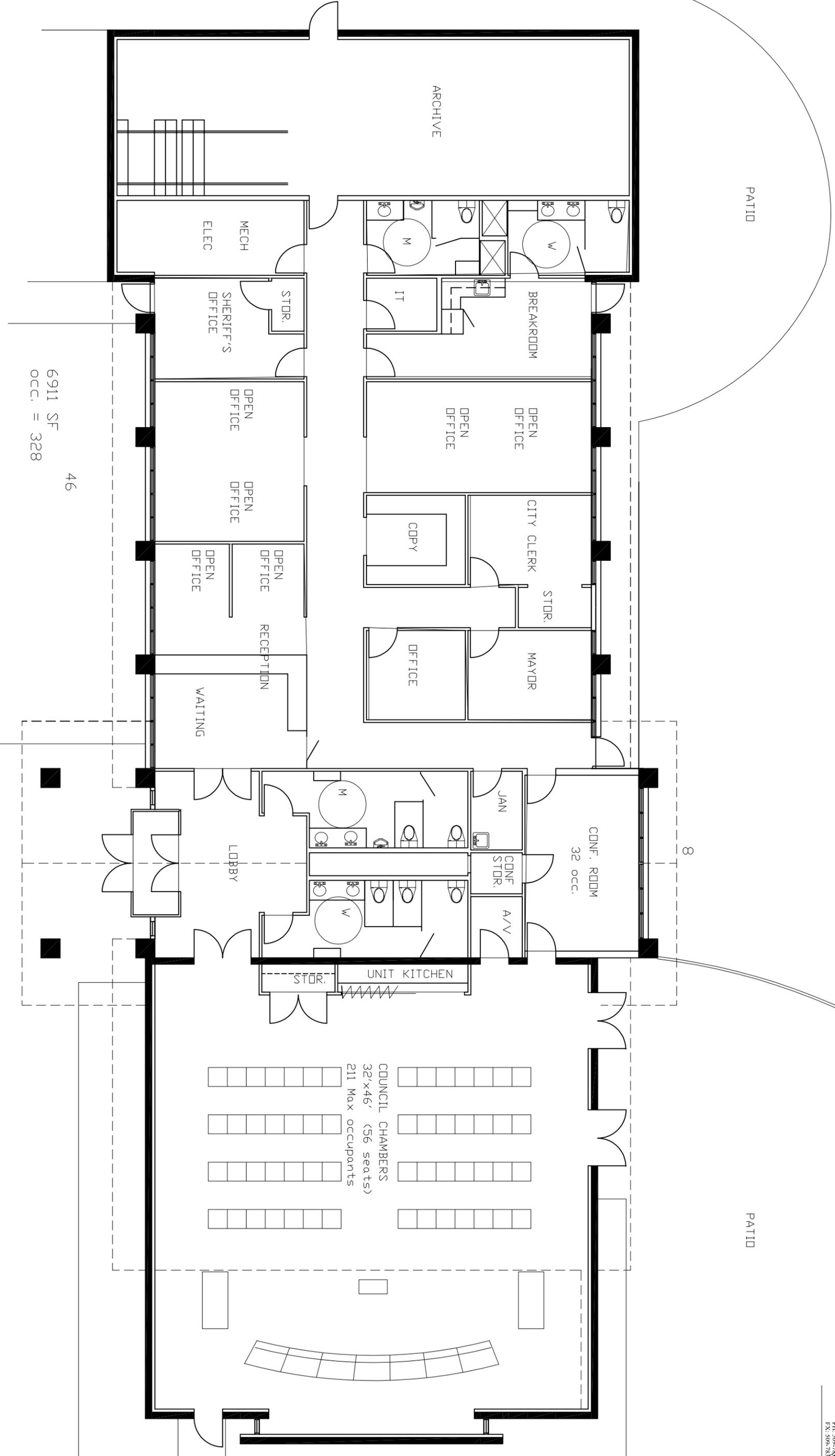
Presented three concepts of the linear plan, one without a wing and also one and two wing versions. Of the three versions and the straight version and single wing version with the chamber located on the east end were selected for the final presentation to the council.

Along with these versions are rough estimates that include the Maximum Allowable Construction Cost (MACC) to construct the building and site, estimated permit and design fees, expected taxes, contingency, and Furnishings, Furniture and Equipment (FF&E) costs.

This meeting was followed by a second site visit to review the location of the trees along the property line adjacent to the old canal right-of-way. It was determined from the information provided, aerial photos and the site investigations that the largest trees are partially blocking the view of Red Mountain.

The packages including the two plans were delivered to the City for production and in preparation for the presentation to the City Council on August 7, 2012.





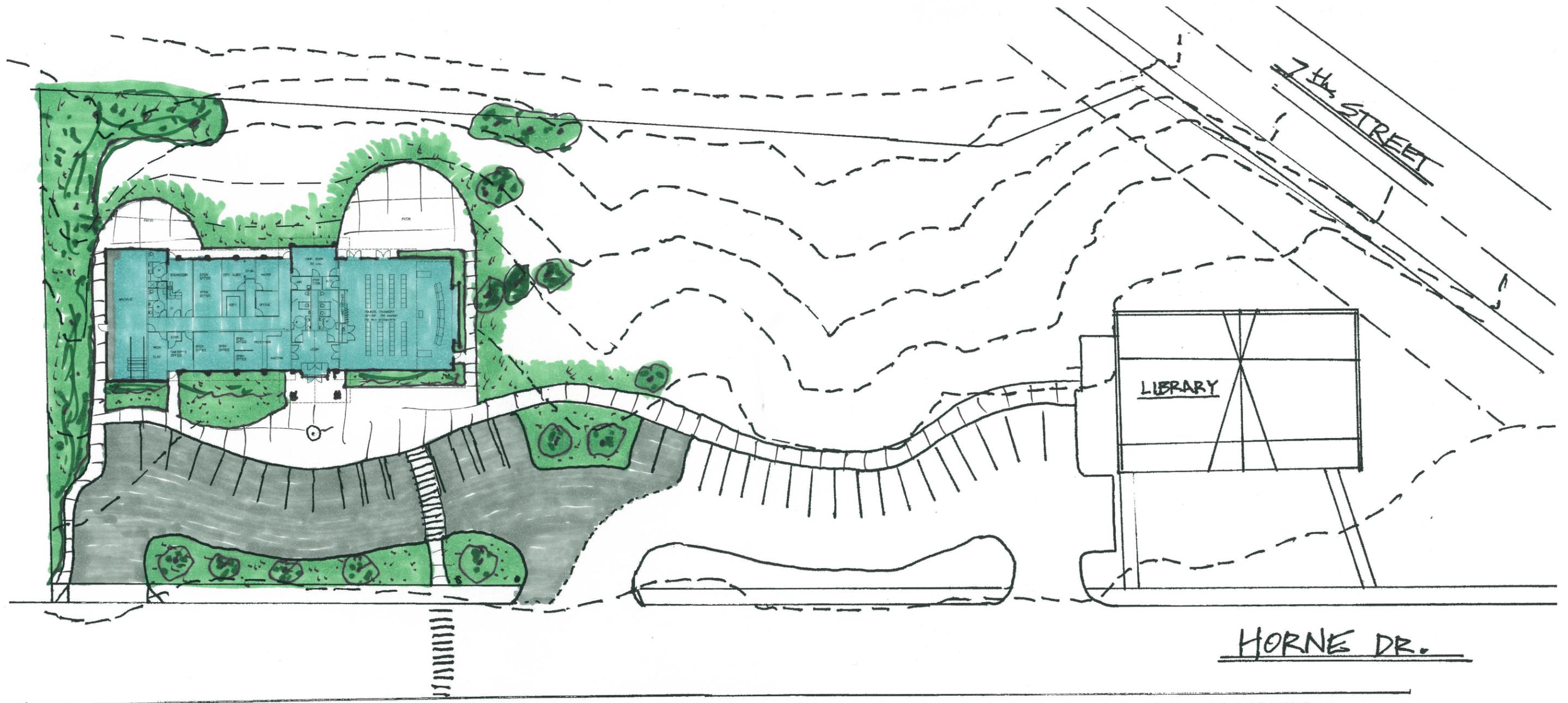
6911 SF
occ. = 328
46

Floor Plan - Linear

SCALE: 1" = 10'-0"

SCALE: 1" = 10'-0"
0 5 10





Benton City – New City Hall – Linear Version

Scale: 1" = 40'

Contour interval = 5'

N

ARCULUS
DESIGN & TECHNICAL SERVICES

New City Hall for Benton City

Arculus

Construction Cost Estimate for Linear Version

July 26, 2012

SPACE	SQ. FT.	Qty	Total		
Vestibule	52	1	52		
Lobby	237	1	237		
Public Restrooms	160	2	320		
Council Chambers	2209	1	2209		
Audio/media room	35	1	35		
Waiting Area	100	1	100		
Reception	92	1	92		
Conference Room (12x18)	221	1	221		
Open Office Area	554	1	554		
Shared Office	185	3	555		
City Clerk's Office	156	1	156		
Mayor's Office	125	1	125		
Office	98	1	98		
Staff Restroom	100	2	200		
Break Room	193	1	193		
Copy Room/Mail room	100	1	100		
Janitor Closet	45	1	45		
Storage	62	1	62		
Sheriff's office, storage room	166	1	166		
Circulation	452	1	452	Cost/SF	
Subtotal			5972	\$165	\$985,380

Other spaces

Square feet

Archive	891	1	891		
IT Room	41	1	41		
Electrical / Mechanical	154	1	154		
	Building Total:		1086	\$140	\$152,040
300 lf Spacesaver system		1			\$14,850
	Sub-total		7,058 sf		\$1,152,270

\$163.26 /sf

Sitework

Courtyard Area					\$35,000
Site				(est.)	\$300,000
	Sub-total				\$335,000

TOTAL (MACC)**\$1,487,270**

Contingency	5%				74,364
Tax	8.3%				123,443
Arch/Engineering fees	7.00%				\$104,109
FF&E (est.)					30,000
Permit fee/ review					\$7,511

Grand Total:**\$1,826,697**

New City Hall for Benton City - 1 Wing

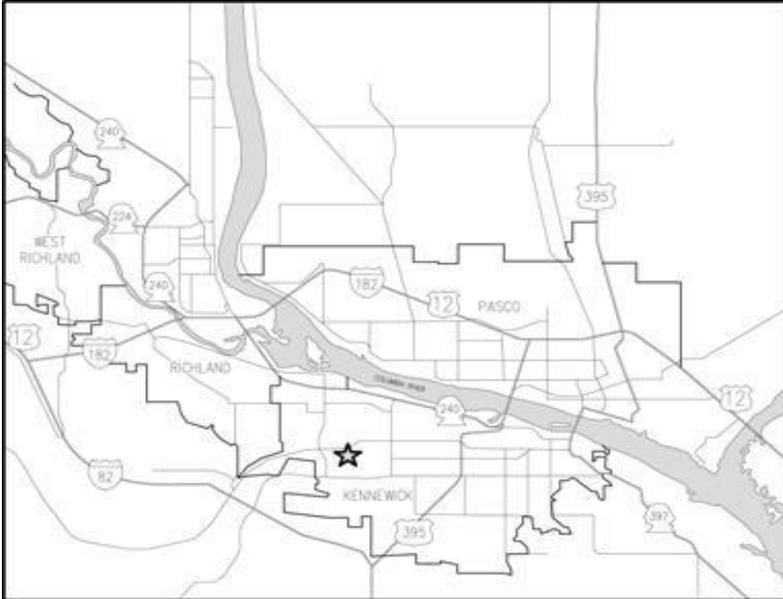
Arculus
July 26, 2012

Construction Cost Estimate for the Linear VVersion

SPACE	SQ. FT.	Qty	Total		
Vestibule	52	1	52		
Lobby	279	1	279		
Public Restrooms	160	2	320		
Council Chambers	2209	1	2209		
Audio/media room	34	1	34		
Waiting Area	100	1	100		
Reception	92	1	92		
Conference Room (12x18)	288	1	288		
Open Office Area	554	1	554		
Shared Office	185	3	555		
City Clerk's Office	156	1	156		
Mayor's Office	125	1	125		
Office	98	1	98		
Staff Restroom	100	2	200		
Break Room	193	1	193		
Copy Room/Mail room	100	1	100		
Janitor Closet	63	1	63		
Storage	62	1	62		
Sheriff's office, storage room	166	1	166		
Circulation	452	1	452	Cost/SF	
Subtotal			6098	\$165	\$1,006,170
Other spaces			Square feet		
Archive	891	1	891		
IT Room	41	1	41		
Electrical / Mechanical	154	1	154		
	<u>Building Total:</u>		1086	\$140	\$152,040
300 lf Spacesaver system		1			\$14,850
	Sub-total		7,184 sf		\$1,173,060
Sitework					
Courtyard Area					\$35,000
Site				(est.)	\$300,000
	<u>Sub-total</u>				\$335,000
TOTAL (MACC)					\$1,508,060
Contingency	5%				75,403
Tax	8.3%				125,169
Arch/Engineering fees	7.00%				\$105,564
FF&E (est.)					\$30,000
Permit fee/ review					\$7,700
	Grand Total:				\$1,851,896

\$163.29 /sf

CONTACTING ARCULUS

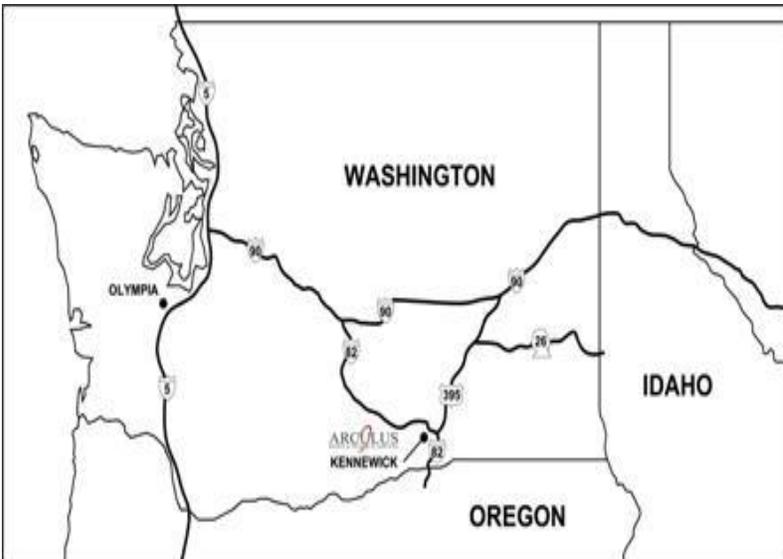


KENNEWICK

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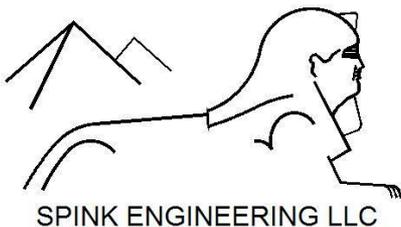


ARCULUS
DESIGN & TECHNICAL SERVICES

ATTACHMENT 4
CITY HALL 2012 COUNCIL PRESENTATION
BY
ARCULUS

New Benton City – City Hall

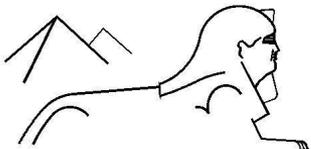
August 7, 2012





New City Hall Site

Existing Library



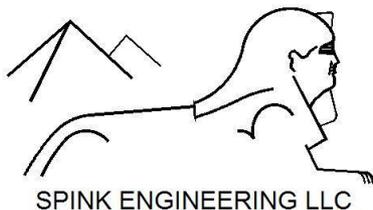
SPINK ENGINEERING LLC

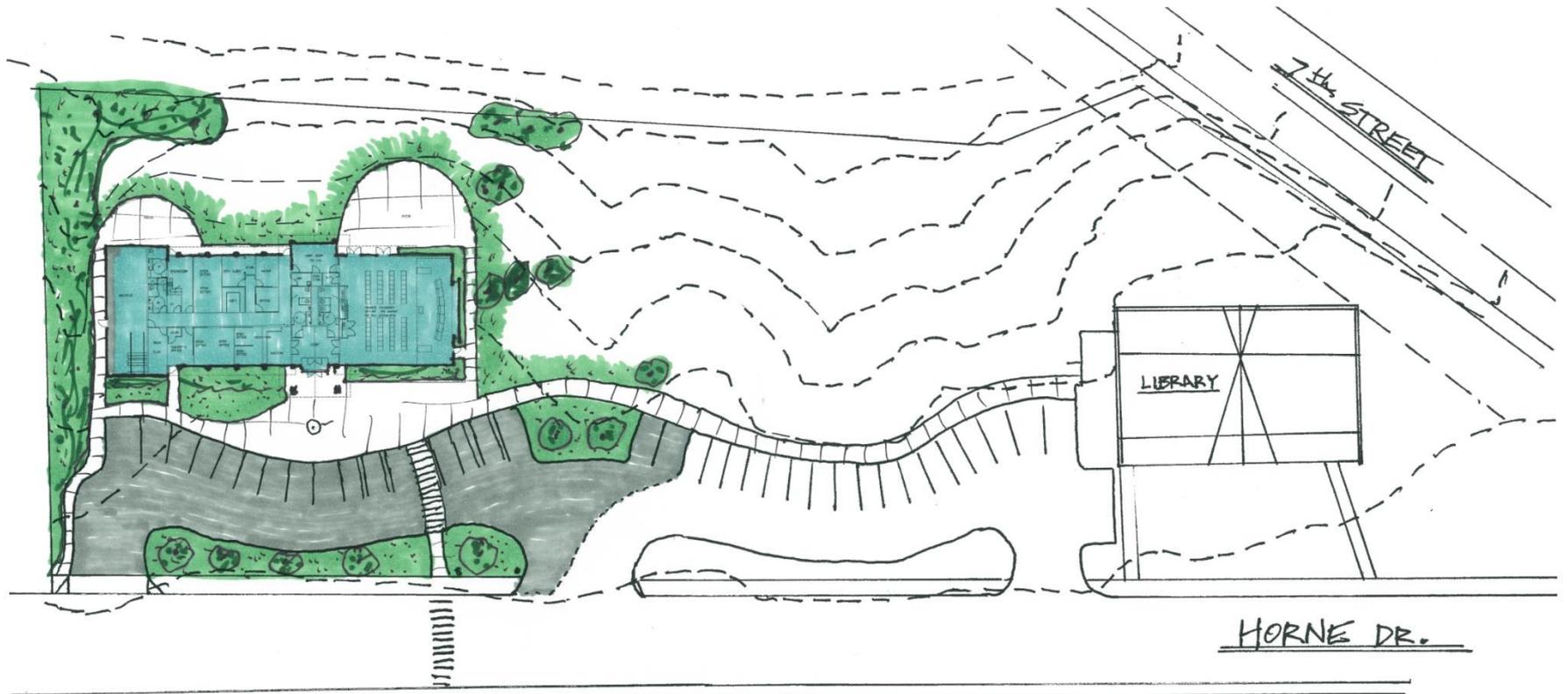
Current Conditions at the City Hall

- Benton City's City Hall building is currently located at 708 9th Street – the main thoroughfare for downtown. The building consists of 4,320 square feet of space on two levels. The first level houses the City Council Chambers, the City Clerk's Office along with an open area for the staff members and some storage space. The lower level provides an office for the Sheriff, the restroom facilities and the recently vacated library space.
- The vacated library space does not meet current code for any use other than storage due to the low ceiling height.
- Stairs do not meet current codes. And, the second egress pathway is not protected.
- Restrooms are not ADA accessible and are in a remote unsupervised basement location.
- The Council Chambers are undersized.
- Continuing problems with water leakage into the basement causes damage and a potential mold condition. Asbestos containing materials and lead paint are expected to be present. Settling over time has caused the main exterior walls to lean significantly.
- Overcrowded staff work space (4 Staff in 370 Sq. Ft.)
- Parking is inconvenient, poorly lit and adjacent to the alley.

Benton City – New City Hall

- Locate northwest of the Library on Horne Drive.
- Create additional downtown Commercial Space.
- Provide additional program staff space to support population growth and increase staff efficiency.
- Provide an accessible and safe building.
- Provide larger Council Chambers and Community Event space.
- Provide good community access and convenient location.

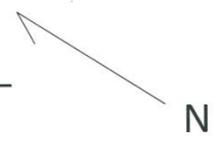




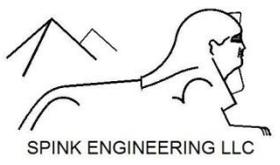
Benton City – New City Hall – Linear Version

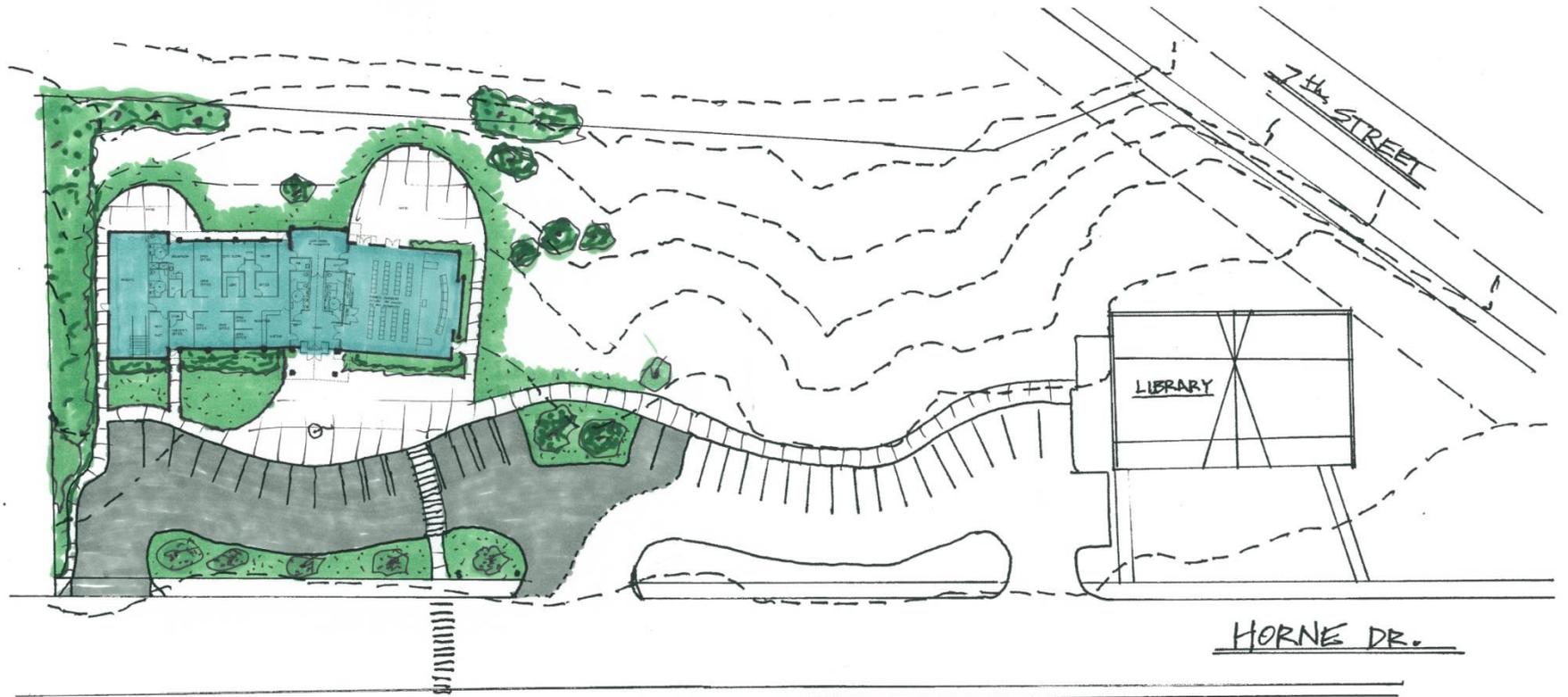
Scale: 1" = 40'

Contour interval = 5'



ARCULUS
DESIGN & TECHNICAL SERVICES

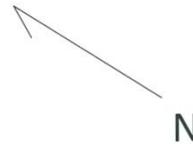




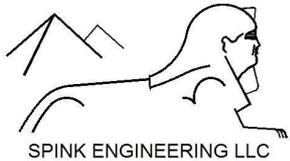
Benton City – New City Hall – 1 Wing

Scale: 1" = 40'

Contour interval = 5'

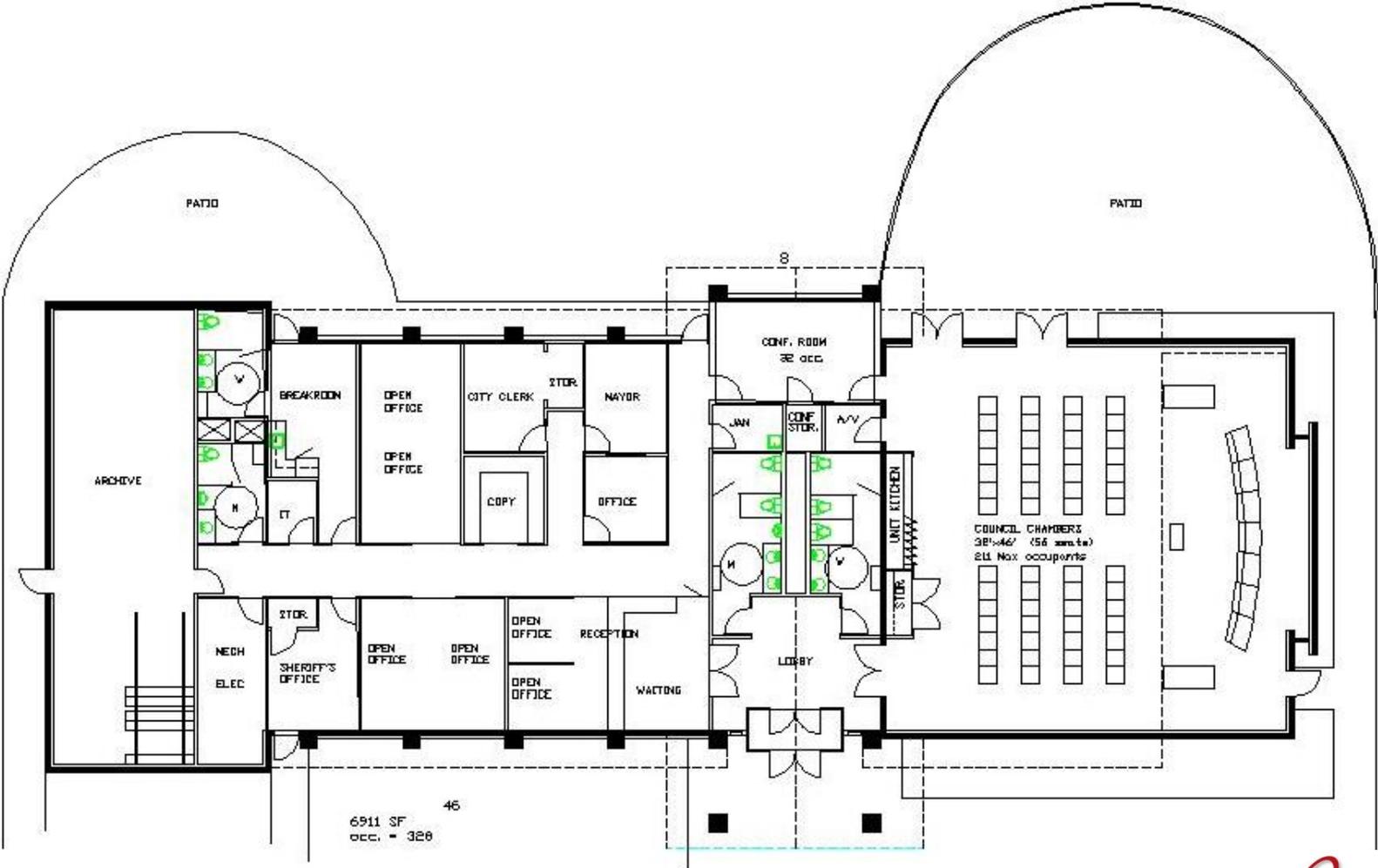


ARCULUS
DESIGN & TECHNICAL SERVICES

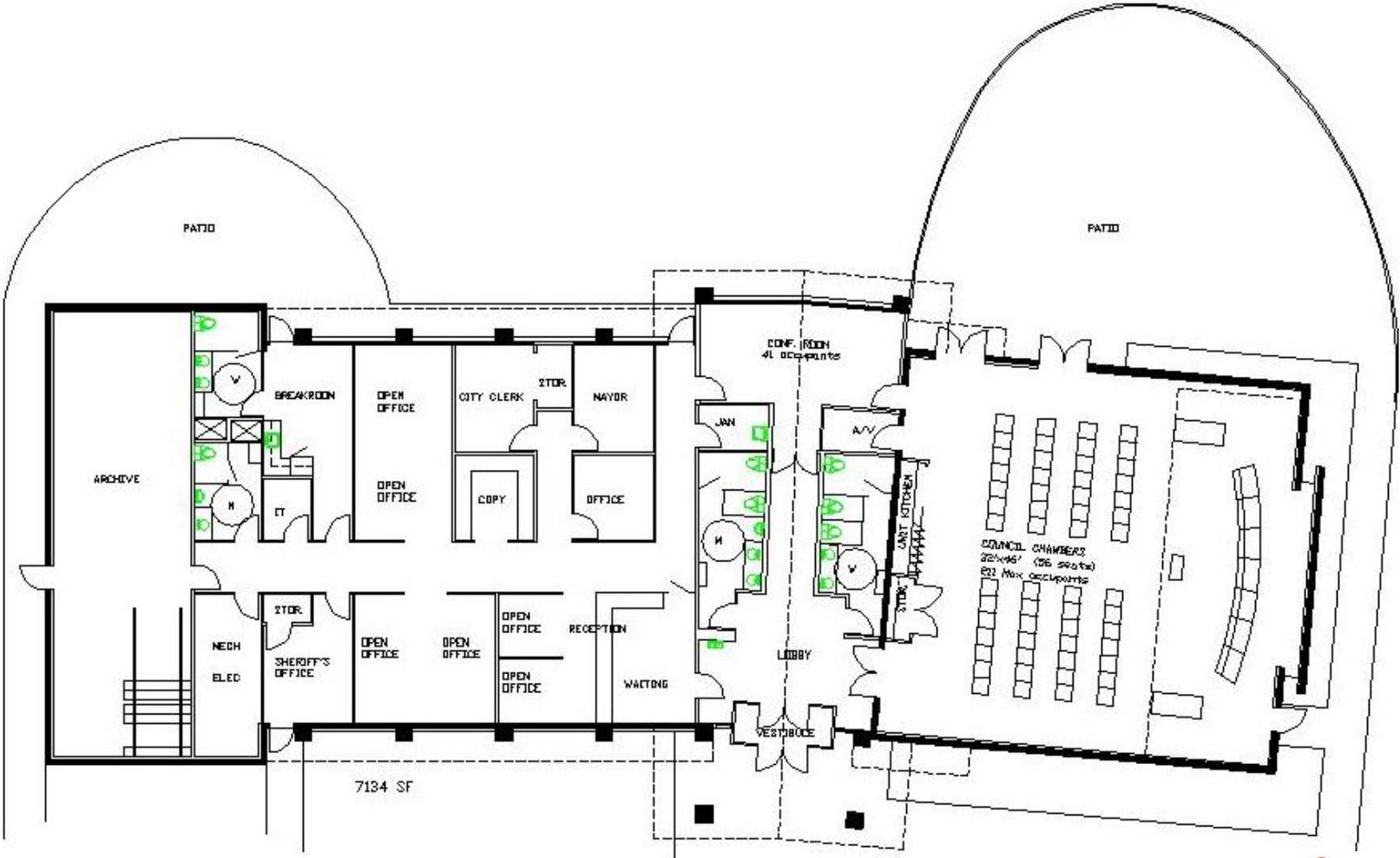


SPINK ENGINEERING LLC

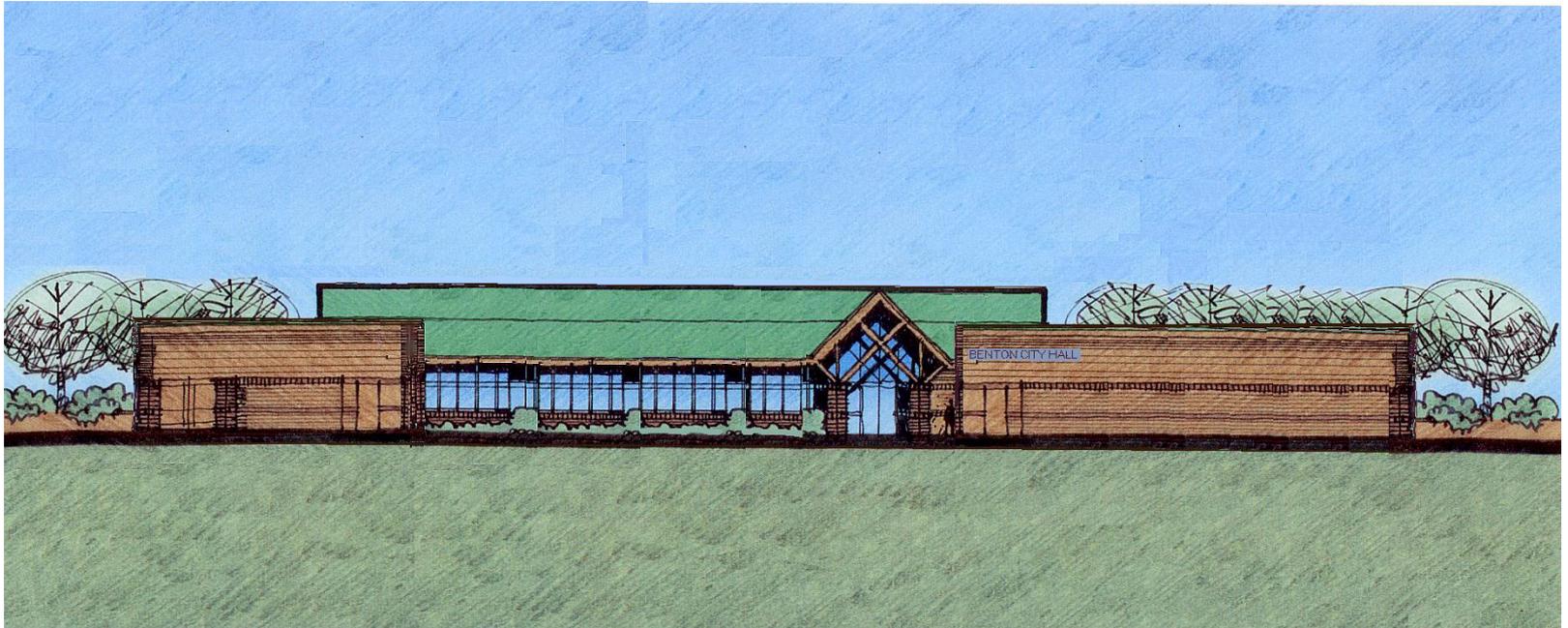
Linear Plan



Chamber Wing



Benton City - New City Hall



Horne Street Elevation

Benton City - New City Hall

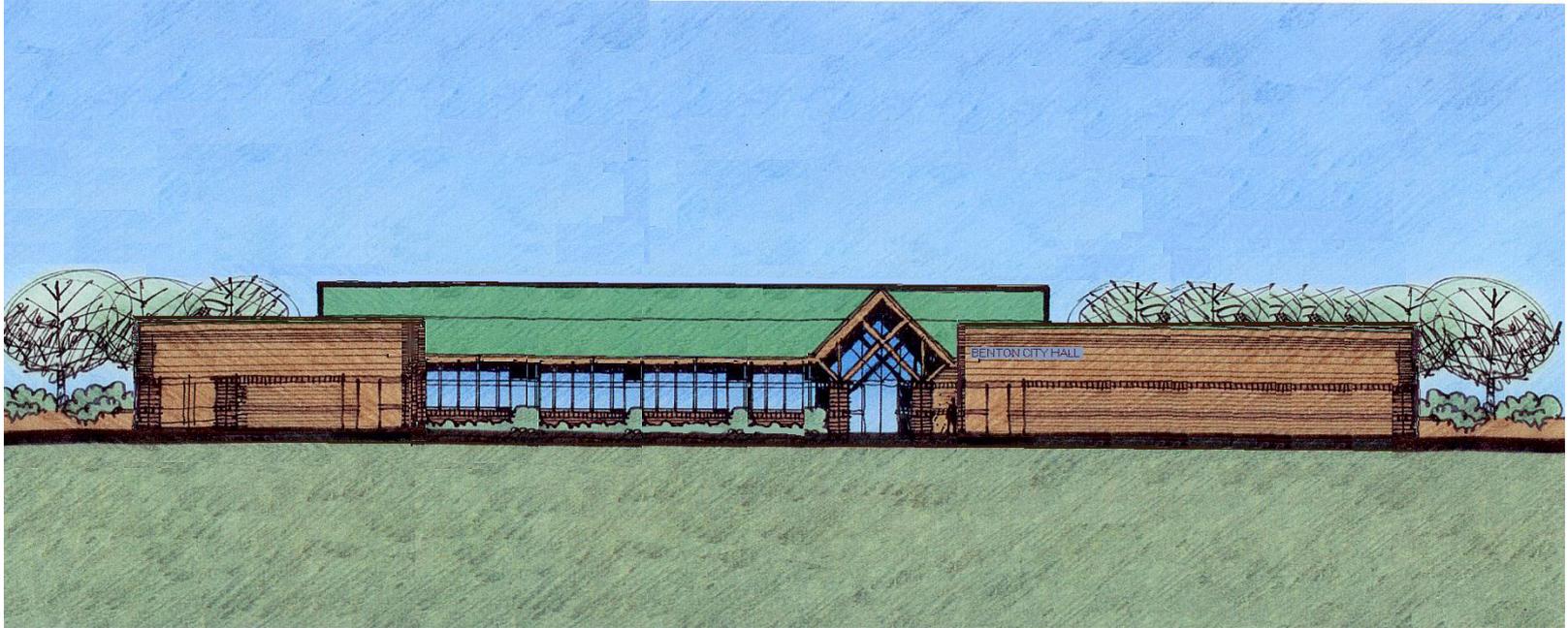
Space Square Footage

Linear Plan

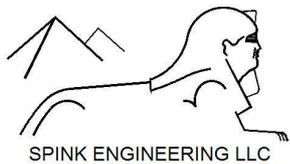
<u>SPACE</u>	<u>SQ. FT.</u>
Vestibule	52
Lobby	237
Public Restrooms	320
Council Chambers	2209
Audio/media room	35
Waiting Area	100
Reception	92
Conference Room	221
Open Office Area	554
Shared Office	555
City Clerk's Office	156
Mayor's Office	125
Office	98
Staff Restrooms	200
Break Room	193
Copy Room/Mail room	100
Janitor Closet	45
Storage	62
Sheriff's office	166
Circulation	452
Archive	891
IT Room	41
<u>Electrical / Mechanical</u>	<u>154</u>
Total	7,058 sf

Chamber Wing Plan

<u>SPACE</u>	<u>SQ. FT.</u>
Vestibule	52
Lobby	279
Public Restrooms	320
Council Chambers	2209
Audio/media room	34
Waiting Area	100
Reception	92
Conference Room	288
Open Office Area	554
Shared Office	555
City Clerk's Office	156
Mayor's Office	125
Office	98
Staff Restroom	200
Break Room	193
Copy Room/Mail room	100
Janitor Closet	63
Storage	62
Sheriff's office, storage room	166
Circulation	452
Archive	891
IT Room	41
<u>Electrical / Mechanical</u>	<u>154</u>
Total	7,184 sf



- Questions



ATTACHMENT 5
OPTIONS' COST ESTIMATE
BY
SPINK ENGINEERING

OPTION 1: REPLACE FLOOR BEAM

1 Structural Engineer Detailed Analysis of Existing Structure Design of Upgrades/Replacements Inspection	4,500
2 Spink Engineering Coordination	1,500
3 Steel Beam in Basement	10,800
4 Non-Tax Subtotal (1+2)	6,000
5 Taxable Subtotal (3)	10,800
6 Sales Tax - 8.6%	929
7 OPTION 1 TOTAL (4+5+6)	\$ 17,729
8 Mold Abatement	7,485
9 Sales Tax - 8.6%	644
10 Mold Abatement Total	8,129
11 OPTION 1 TOTAL W/MOLD ABATEMENT (7+10)	\$ 25,858

OPTION 2: REPLACE FLOOR BEAM & UPGRADE ROOF BEAM

1 Structural Engineer Detailed Analysis of Existing Structure Design of Upgrades/Replacements Inspection		9,000
2 Spink Engineering Coordination		3,000
3 Demo and Replace False Ceiling	1,960 sf x \$2.60/sf	5,096
4 Add "Laminations" to Roof Beam		7,400
5 Steel Beam in Basement		10,800
6 Non-Tax Subtotal (1+2)		12,000
7 Taxable Subtotal (3+4+5)		23,296
8 Sales Tax - 8.6%		2,003
9 Total (6+7+8)		\$ 37,299
10 Mold Abatement		7,485
11 Sales Tax - 8.6%		644
12 Mold Abatement Total		8,129
13 OPTION 2 TOTAL W/MOLD ABATEMENT (9+12)		45,428

OPTION 3: UPSTAIRS REPAIRS - HOLD COUNCIL MTGS AT ALTERNATE LOCATION

REPLACE ROOF & FLOOR BEAM

1 Structural Engineer		9,000
Detailed Analysis of Existing Structure		
Design of Upgrades/Replacements		
Inspection		
2 Spink Engineering Coordination		3,000
3 Demo and Replace False Ceiling	1,960 sf x \$2.60/sf	5,096
4 Add "Laminations" to Roof Beam		7,400
5 Steel Beam in Basement		10,800
6 Non-Tax Subtotal (1+2)		12,000
7 Taxable Subtotal (3+4+5)		23,296
8 Sales Tax - 8.6%		2,003
9 Total (6+7+8)		\$ 37,299

UPSTAIRS/STREET LEVEL REMODEL

	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Amount</u>
10 Walls	9' Wall	139 LF	60 /LF	8,340
11 Doors	36": \$100 + paint & Install	10 EA	200 /EA	2,000
12 Windows		2 EA	1,000 /EA	2,000
13 Electrical		1 LS	20,000 /LS	20,000
14 Ceiling	Vaulted Lobby	276 SF	30 /SF	8,280
15	Tube Sky Light in Lobby	2 EA	1,500 /EA	3,000
16	False Ceiling	1,888 SF	2.60 /SF	4,909
17 Floors	Removal	1 SF	2,164 /LS	2,164
18	Entry & Lobby \$6/sf + \$2/sf inst.	552 SF	8 /SF	4,416
19	Carpet: \$1.50/sf + \$2/sf inst.	1,612 SF	3.50 /SF	5,642
20 HVAC	w/duct work	1 LS	18,000 /LS	18,000
21 Bathroom	ADA Compliant, Water & Drain	1 LS	12,000 /LS	12,000
22 Appliances	Hot Water Tank	1 EA	500 /EA	500
23	Refrigerator	1 EA	600 /EA	600
24	Range/Oven	1 EA	400 /EA	400
25 SUBTOTAL				92,251
26 Sales Tax - 8.6%				7,934
27 Upstairs Remodel Total				100,184
28 Option 3 Engineering (30% x Line 27)				30,055
29 Option 3 Contingency (25% x Line 27)				25,046
30 OPTION 3 TOTAL (9+27+28+29)				192,585
31 Mold Abatement				7,485
32 Sales Tax - 8.6%				644
33 Mold Abatement Total				8,129
34 OPTION 3 TOTAL W/MOLD ABATEMENT (30+33)				200,714

OPTION 4: FULL REMODEL OF CITY HALL

Replace Beam in Roof & Floor

1 Structural Engineer		9,000
Detailed Analysis of Existing Structure		
Design of Upgrades/Replacements		
Inspection		
2 Spink Engineering Coordination		3,000
3 Demo and Replace False Ceiling	1,960 sf x \$2.60/sf	5,096
4 Add "Laminations" to Roof Beam		7,400
5 Steel Beam in Basement		10,800
6 Non-Tax Subtotal (1+2)		12,000
7 Taxable Subtotal (3+4+5)		23,296
8 Sales Tax - 8.6%		2,003
9 Total (6+7+8)		\$ 37,299

Upstairs/Street Level

	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Amount</u>
10 Walls	9' Wall	139 LF	60 /LF	8,340
11 Doors	36": \$100 + paint & Install	10 EA	200 /EA	2,000
12 Windows		2 EA	1,000 /EA	2,000
13 Electrical		1 LS	20,000 /LS	20,000
14 Ceiling	Vaulted Lobby	276 SF	30 /SF	8,280
15	Tube Sky Light in Lobby	2 EA	1,500 /EA	3,000
16	False Ceiling	1,888 SF	2.60 /SF	4,909
17 Floors	Removal	1 SF	2,164 /LS	2,164
18	Entry & Lobby \$6/sf + \$2/sf inst.	552 SF	8 /SF	4,416
19	Carpet: \$1.50/sf + \$2/sf inst.	1,612 SF	3.50 /SF	5,642
20 HVAC	w/duct work	1 LS	18,000 /LS	18,000
22 Bathroom	ADA Compliant, Water & Drain	1 LS	12,000 /LS	12,000
23 Appliances	Hot Water Tank	1 EA	500 /EA	500
24	Refrigerator	1 EA	600 /EA	600
25	Range/Oven	1 EA	400 /EA	400
26 UPSTAIRS SUBTOTAL				92,251

Downstairs/Alley Level

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Amount</u>
27 Mold Abatement		1 LS	7,485 /LS	7,485
28 Wall Base Sealing		1 LS	4,000 /LS	4,000
29 Wall Sealant		1 LS	2,500 /LS	2,500
30 Floors	Removal	500 SF	1 /SF	500
31	Vinyl: \$2.5/sf + \$2/sf inst.	800 SF	4.50 /SF	3,600
32	Carpet: \$1.50/sf + \$2/sf inst	1,364 SF	3.50 /SF	4,774
33 Council Chambers	Platform and Table	1 LS	5,000 /LS	5,000
34 New Lighting		1 LS	3,000 /LS	3,000
34 Video Setup		3,000 LS	1 /LS	3,000
35 HVAC	w/duct work	1 LS	18,000 /LS	18,000
36 DOWNSTAIRS SUBTOTAL				51,859
37 TOTAL COST (26+36)				144,110
39 SALES TAX - 8.6%				12,393
40 INTERIOR TOTAL (37+39)				156,503

Exterior & Insulation

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Amount</u>
41 Front Sidewalk Replacement	includes saw cutting, concrete removal and replacing sidewalk with 3" curb against City Hall Building	320 SF	20 /SF	6,400
42 Building Siding Replacement (Front & Back)	Existing siding is deteriorated and needs replacement. Material cost est: 45 panels @105 ea = \$4,725. Installation = 2.5 x materials = ~\$11,800. Total = \$16,525	1 LS	16,525 /LS	16,525
43 Walkway on S. Side of Bldg		1 LS	5,000 /LS	5,000
44 Reroofing	remove old roof & install new roof	1 LS	25,000	25,000
45 Insulation	Drill & install foam insulation	3800 SF	1 /SF	3,800
46 Back Stairs & Storage Area	Remove & Replace	1 LS	\$20,000 /LS	20,000
47 TOTAL COST				76,725
48 Sales Tax - 8.6%				6,598
49 EXTERIOR TOAL				83,323
50 SUBTOTAL (LINES 9+40+49)				\$ 277,126
51 CONTINGENCY - 25% OF LINE 50				\$ 69,282
52 ARCHITECT, STRUCTURAL & ADMIN - 30% OF LINE 50				\$ 83,138
53 CITY HALL REMODEL TOTAL ESTIMATED COST				\$ 429,545

OPTION 5: NEW CITY HALL ON HORNE DRIVE

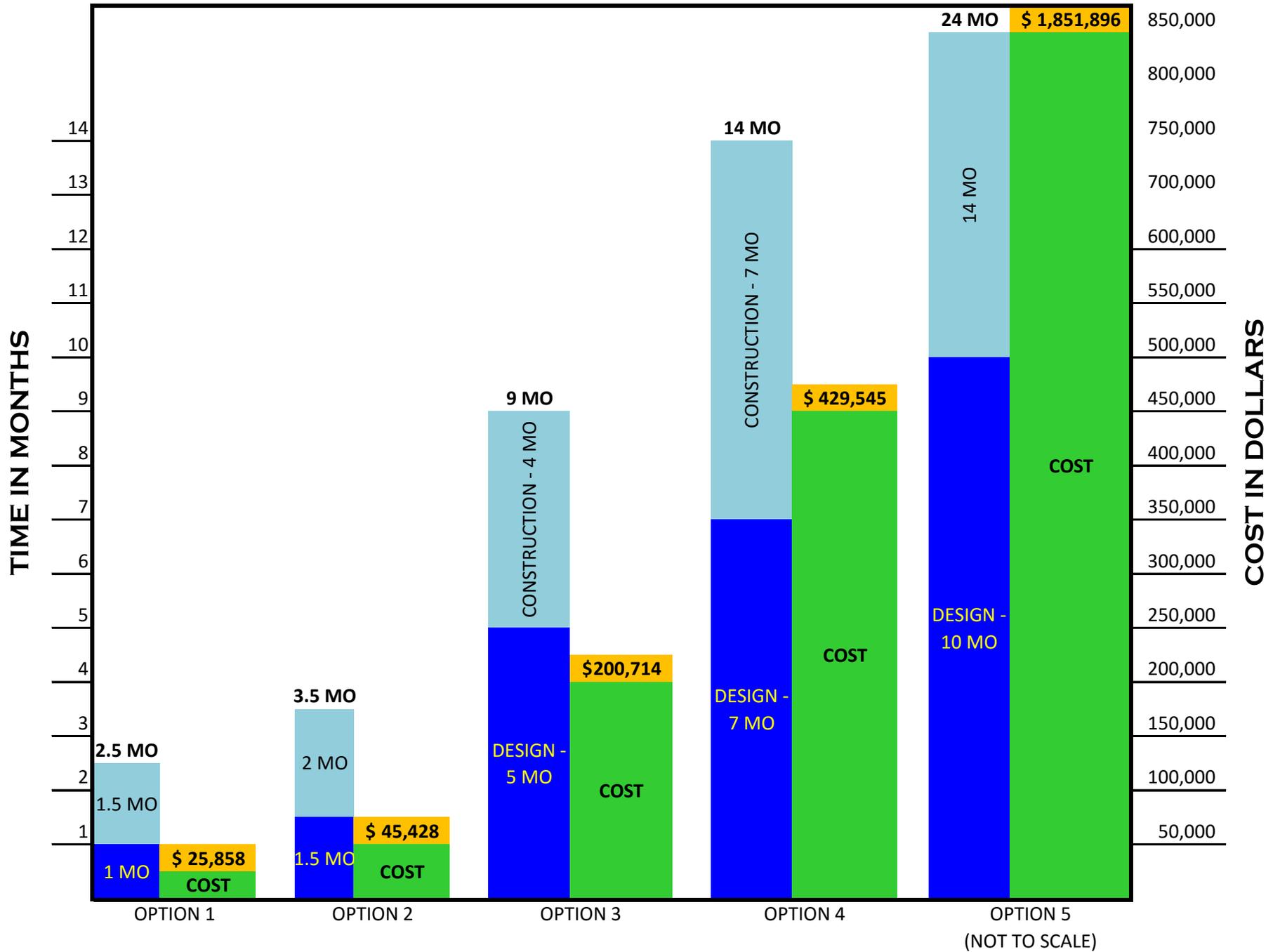
Alternate 1: 100% Loan @ 2.92%

COST	\$	1,851,896
ANNUAL PAYMENT	\$	122,364

ALTERNATE 2: 75% LOAN @2.92% & 25% GRANT

COST	\$	1,851,896
LOAN	\$	1,388,922
GRANT	\$	462,974
ANNUAL PAYMENT	\$	91,764

TIME OF CONSTRUCTION and COST



ATTACHMENT 6
STATE TREASURER'S LOCAL PROGRAM
LOW INTEREST LOAN

Recent LOCAL Lease/Purchase Interest Rates

All financing costs are included in Interest Rates... there are no additional financing costs.

Real Estate Only

<i>Term</i>	<i>8/28/14</i>	<i>3/24/15</i>	<i>10/21/15</i>	<i>3/31/16</i>
5 years	1.12	1.61		
8 years		2.11		
10 years			2.06	1.96
11 years			2.19	2.15
15 years	2.78	2.99		
20 years				2.92

These historic rates do not indicate what future issue rates will be. Actual interest rates are determined by the competitive bids received on the date of sale.

Maximum term is determined by OFM's Useful Life Table at:

<http://www.ofm.wa.gov/policy/30.50.htm>

For additional information please contact:

Wendy Kancianich, Lease/Purchase Specialist, (360) 902-9022 or Wendy.Kancianich@tre.wa.gov

Michael Bennion, Debt Program Analyst, (360) 902-9024 or Michael.Bennion@tre.wa.gov



Washington State Treasurer

James L. McIntire

For Local Governments

Left Navigation

Frequently Asked Questions (FAQs)

Who can participate in the LOCAL Program?

Any municipal corporation or other agency authorized to issue general obligation debt. This includes cities, counties, school districts, fire districts and others.

Does this take the place of my agency issuing bonds?

What can be financed?

What's the timeline?

Funds Available	Project Type	NOI Credit Approval/Cut-Off	All Documents in Cut-Off	First Payment Due
Late March 2017	Equipment	December 15	January 10	December 1, year of issue
	Real Estate	December 1	January 2	
Mid/Late-August 2016	Equipment	May 16	June 10	December 1, year of issue
	Real Estate	May 2	June 1	

Are there any costs to participate in the LOCAL Program?

Where do I find out what the current interest rate is?

How long are the financing terms?

How are funds released?

I just bought some equipment. Can I finance it through the LOCAL Program

If I send in my Notice of Intent (application form) does that obligate me to participate?

I only know the approximate amount I will need to finance. What should I put on the Notice of Intent?

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: City Council Goals (B.R.I.C.K.S) & Council Rules

DATE/ITEM: 06-07-16-1 3

BUDGET INFORMATION

DEPT: Legislative

BUDGETED?

FUND: General

EXPENDITURE: N/A

DESCRIPTION/SUMMARY

ACTION

Discuss suggestions for developing Council Rules of Conduct for Benton City and goals for the City Council

HISTORY

ATTACHMENTS

- | | |
|------------------------------------|----|
| 1) Information from May 3rd Packet | 3) |
| 2) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

NO ACTION AT THIS TIME- DISCUSSION ONLY

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Staff Training

DATE/ITEM: 06-07-16-1 4

BUDGET INFORMATION

DEPT: General

BUDGETED?

FUND:

EXPENDITURE:

DESCRIPTION/SUMMARY

ACTION

Discussion regarding training options for staff

HISTORY

ATTACHMENTS

- | | |
|----|----|
| 1) | 3) |
| 2) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

NO ACTION AT THIS TIME- DISCUSSION ONLY

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Visioning Workshop- June 14th - Parks & Recreation
Focus

DATE/ITEM: 06-07-16- I 5

BUDGET INFORMATION

DEPT:

BUDGETED?

FUND:

EXPENDITURE:

DESCRIPTION/SUMMARY

ACTION

Develop a "wish list" of parks & recreation projects as a starting point for our workshop on June 14th.

By starting our visioning process with a focus on Parks & Recreation, it allows our grant writer, Sue Jetter, to prepare for future RCO grant opportunities.

HISTORY

Parks and Recreation Projects:

- Skateboard Park Expansion
 - Swimming Pool
 - Splash Park
 - Additional Walking/Biking Trails
 - Expanded Community Center (ball courts)
 - New playfields (baseball, football, soccer)
 - After School Programs
-
-
-

ATTACHMENTS

- | | |
|----|----|
| 1) | 3) |
| 2) | 4) |

RECOMMENDED ACTION/SAMPLE MOTION

NO ACTION AT THIS TIME- DISCUSSION ONLY

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: July 4th Parade - Pet Elections

DATE/ITEM: 06-07-16-1 6

BUDGET INFORMATION

DEPT:

BUDGETED?

FUND:

EXPENDITURE:

DESCRIPTION/SUMMARY

ACTION

Discussion regarding the July 4th Parade

HISTORY

ATTACHMENTS

1)

3)

2)

4)

RECOMMENDED ACTION/SAMPLE MOTION

NO ACTION AT THIS TIME- DISCUSSION ONLY

CITY OF BENTON CITY

City Council Agenda Item



PROCESS INFORMATION

SUBJECT: Executive Session

DATE/ITEM: 06-07-16-1 7

BUDGET INFORMATION

DEPT:

BUDGETED?

FUND:

EXPENDITURE:

DESCRIPTION/SUMMARY

ACTION

Pursuant to RCW 42.30.110(i)

HISTORY

ATTACHMENTS

1)

3)

2)

4)

RECOMMENDED ACTION/SAMPLE MOTION