



AGENDA
FINANCE AND ADMINISTRATION COMMITTEE
Monday, November 28, 2016
5:00 PM *Special Time*
Public Safety Building

I) Roll Call

David Cozad, Chairman, Jerry Albrecht, Vice-Chair, Gene McCoskey, Herb Roach, Ned Drolet, Bob Kueker

II) Approval of Minutes from Previous Meeting October 24, 2016

Note: All recently approved committee minutes posted on official City website:

<http://www.ofallon.org>

III) Items Requiring Council Action

A. Tax Levy

IV) Other Business:

A. Audit Update

B. RFQ for Bond Underwriter

C. Special Census Update

D. Council Meeting- January 3rd

E. Council Chambers and Security for Front Counters Re-Design (Time Permitting)

V) Informational Purposes Only- No Action/Discussion Required

A. Treasurer's Report as of 10/31/16

VI) Adjournment

NEXT MEETING: TBD

General Citizen Comments: The City of O'Fallon welcomes comments from our citizens. The Illinois Open Meetings Act provides an opportunity for citizens to speak at all committee and Board meetings. However, 5 ILCS 120/1 mandates that NO action shall be taken on matters not listed on the agenda. Please submit your name to the chairman and limit your comments so that anyone present has the opportunity to speak.



2016 PROPOSED TAX LEVY

**FIRST PRESENTED ON
NOVEMBER 28, 2016**



TAX LEVY CALENDAR 2016

NOVEMBER 28th

At the regular Finance and Administration Committee meeting, we will present the **Tentative 2016 Tax Levy** (required at least 20 days prior to Aggregate Tax Levy Adoption).

DECEMBER 5th

At the regular Council meeting, we will present the **Tentative 2016 Tax Levy** for first reading.

DECEMBER 8th

~~Publish truth in taxation notice in the *O'Fallon Progress* (must be more than 7 days and less than 14 days prior to public hearing).~~ Since the proposed aggregate tax levy is less than a 5% increase, do not need to advertise or have public hearing.

DECEMBER 19th

At the regular Council meeting, second reading to adopt the 2016 tax levy.



FINANCE COMMITTEE AGENDA ITEMS

To: Finance Committee
From: Sandy Evans, Director of Finance
Date: November 28, 2016
Subject: 2016 Annual Tax Levy

Background: The annual Tax Levy must be filed with the county by the last Tuesday in December. The rate setting EAV is the base for the next years estimate as provided by the county which they project to be \$670,228,926, a 5% increase in EAV over last year. However, with the passage of the new legislation providing 100% exemption for 70% disabled veterans, this will reduce our EAV by \$30,392,293, a 6% increase from last year's exemption of \$28,741,780. The county is also expecting to apply a 1.02% multiplier for O'Fallon Township and a 1.01% multiplier for Caseyville Township, thereby increasing the EAV by approximately \$6,700,000. Due to the number of petitions again filed with the Board of Review to review property assessments resulting in possible loss of assessed values, the projected EAV was reduced by \$1,725,000,000. Therefore, our estimated rate setting EAV for 2016 is \$644,813,270, which is less than a 1% increase from last year.

The proposed tax levy presented shows the levy request amount to be close to the same amount requested as the previous year for all funds except for IMRF, Social Security, Fire and the Library. The library is requesting an increase of \$181,591, \$75,091 for Corporate and \$106,500 for Social Security and IMRF. In the past, the City levied for Social Security and IMRF under the City's levy but Staff is now separating these and putting their portion directly on the library levy. With the establishment of the Downstate Fire Pension, a separate line item has been added for \$70,000. A request was made from Fire to increase their levy due to possible personnel changes/additions that may be needed so it was increased by \$45,000. IMRF was also increased by \$19,950 to reflect amended calculations.

Remember that a tax levy request is based on a dollar amount, not on a rate. The rate is based on the final EAV; therefore, if the EAV is higher than projected, the rate will be lower and vice versa. City staff is currently working with the County to make sure that they have accounted for all new homes in their EAV calculations.

Legal Considerations, if any: None when filed on time. Also, no Truth in Taxation Hearing will be required since the proposed levy increase is under 5%.

Budget Impact: The tax levy is the revenue source for the Fire Department, EMS, Parks & Library and provides additional funds to the general fund and pension related accounts.

Staff recommendation: Recommend approval

2015 Final Rate Setting	640,935,365	
2016 Rate Setting EAV	670,228,926	Per County Estimate 11/17/16
	6,701,637	Per County-Avg. multiplier- 1.02 O'Fallon Twtnship Multiplier
	(30,392,293)	of 1.02 Caseyville Twtnship 1.01 Multiplier
	(1,725,000)	EAV deduction for VA exemptions
		Board of Review Petitions(Possible reductions in EAV)
2016 Est. EAV	644,813,270	

FUND	Requested 2015 Rate	Requested 2015 Levy	Certified 15 Rate	Total extension After TIF & EZ	Requested 2016 Rate	Requested Levy 2016	Not to exceed 2017 Budget	15/16 Rate Difference	15/16 Dollar Difference
General	0.0388	249,560	0.039	249,964.79	0.0395	255,000	17,802,275	0.0005	5,035
IMRF	0.0901	579,519	0.0905	580,047	0.0931	600,000	600,000	0.0026	19,953
Fire Protection	0.1833	1,178,977	0.184	1,179,321	0.1900	1,225,000	1,953,220	0.0060	45,679
Fire Pension			0		0.0109	70,000	70,000	0.0109	70,000
Police Pension	0.1713	1,101,794	0.172	1,102,409	0.1712	1,104,000	1,919,954	-0.0008	1,591
Park	0.0908	584,021	0.0912	584,533	0.0907	585,000	3,641,655	-0.0005	467
Social Security	0.1306	840,013	0.1311	840,266	0.1303	840,000	856,100	-0.0008	(266)
Ambulance	0.1610	1,035,545	0.1616	1,035,752	0.1607	1,036,000	2,545,645	-0.0009	248
	0.8659	5,569,429	0.8694	5,572,292	0.8863	5,715,000	29,388,849	0.0169	142,708
LIBRARY									
Corporate	0.1565	1,006,601	0.1571	1,006,909	0.1678	1,082,000	1,283,164	0.0107	75,091
Social Security	0.0000		0		0.0085	55,000		0.0085	55,000
IMRF	0.0000		0		0.0080	51,500		0.0080	51,500
				1,006,909	0.1843	1,188,500	1,283,164	0.0272	181,591
Totals	1.0224	6,576,030	1.0265	6,579,202	1.0706	6,903,500	30,672,013	0.0441	324,298

4.93%

4.99% increase \$ 328,302.16

As of 11-17-16
County provided estimated EAV
Estimate 1.02% multiplier for O'Fallon Township
Estimate 1.01% multiplier for Caseyville Township

Based on a \$150,000 home, City portion would increase by \$8.45- Annual cost \$443.15

Based on a \$150,000 home the library portion would increase by \$13.60- Annual cost \$92.15

ARCHITECTURAL FEASIBILITY STUDY

City Hall Lobby Security

City of O'Fallon, Illinois



September 29, 2016

Table of Contents

<i>Section 1</i>	Architectural Feasibility Study	
	Executive Summary	1-2
	Existing Conditions	2-3
	Code Evaluation	4-6
	Project Solutions and Costs	7-9
	Summary	9
<i>Section 2</i>	Concept Drawing	10
<i>Section 3</i>	Cost Estimate	11-13
<i>Section 4</i>	Schedule	14





September 29, 2016

Architectural Feasibility Study

City Hall Lobby Security

City of O'Fallon

255 South Lincoln

O'Fallon, Illinois 62269

EXECUTIVE SUMMARY

As authorized by the City of O'Fallon, White & Borgognoni Architects, P.C. (WBA) has completed a feasibility study to outline the City's needs related to the City Hall lobby security. The study will describe the observed existing conditions, evaluate codes and regulations applicable to the project, address the design considerations proposed by the Owner, and outline the proposed options with a review of all possible costs and scheduling associated. Architectural concept drawings have also been included with the report.

Preliminary field investigations were conducted on May 31, 2016 where the City Hall lobbies and reception counters were surveyed to verify the existing conditions. The existing City Hall building houses city offices and facilitates the administrative functions of the City of O'Fallon. A meeting with City Hall employees followed the field investigations. Design considerations and concerns were presented by City officials to WBA. The project will address lobby security of the existing City Hall building and propose modifications to the existing first and second floor reception desk areas to address security concerns of the City Hall personnel. The following is a summarization of the design concerns and considerations for the City Hall Lobby Security project:

- Provide an option that limits public accessibility over the existing reception counters.
- Maintain friendly customer service with face to face interaction with patrons while limiting accessibility over the reception counters.
- Provide an option that provides additional security but does not completely separate City employees from the public.
- Provide an option that provides peace of mind for employees.
- There is no interest in installing ballistic materials below the countertops.

A Feasibility Study Review Meeting was held on September 9, 2016 where 4 options were presented and reviewed with City Hall employees. The discussion of the design considerations and concerns from that meeting allowed the formulation of two revised options of work associated with the City Hall Lobby Security Renovations:

- **Option 1:** Renovate the existing first and second floor reception areas by installing polycarbonate glazing panels at the reception countertop areas. The polycarbonate glazing panels will extend approximately two-thirds of the length of the countertop and allowing the third of the east end of the counter to be open to the public. This option also allows for a pass thru under the glazing at the handicap accessible portion of the counter. The polycarbonate glazing panels will be approximately 5'-8" wide x 3'-6" high panels installed between new two inch wide support posts. The new glazing panels will allow a 12 inch opening between the new glazing panels and the existing soffit above to allow for ventilation transfer from the office spaces to the atrium area. The new polycarbonate panels would not be a continuous wall separating the public from the City office areas, but a series of panels that provide the effect of separation but still allowing the general openness of the current counter configuration. The new construction will be positioned

Architectural Feasibility Study

City Hall Lobby Security

City of O'Fallon

so that the existing overhead coiling security grill at the first floor reception counter will remain in service, on the public side of the new security glazing.

Renovation Costs	\$15,540.60
Soft Costs – Pre-Construction	\$4,077.03
Soft Costs – Construction Phase	\$4,961.76
Total Probable Project Costs	\$24,579.39

The open configuration of Option 1 lends itself to maintaining a friendly face-to-face customer service experience, but should the City wish to have an option with additional security, the polycarbonate glazing could be substituted for bullet resistant glazing panels. Polycarbonate glazing offers high optical clarity and is a UV, scratch and flame resistant safety and security glazing option and bullet resistant glazing offers the added security of reducing the threat of ballistics. In response to this possible option, the following was created:

- **Option 1a:** Provide bullet resistant glazing in lieu of polycarbonate glazing at public reception countertops.

Cost Increase over Option 1	\$3,120.00
Total Probable Project Costs	\$28,120.00

The following includes our findings of our feasibility study for the development of renovations to address lobby security of the City Hall. The building was evaluated by White & Borgognoni Architects from an architectural perspective.

EXISTING CONDITIONS

The City Hall building and site investigations were performed on May 31, 2016. Visual observations were made of the existing building lobby. Based on existing drawings provided by the City and visual observations, the existing building appears to consist of the following:

- The original building is a 2-story building constructed in 1996 of approximately 9,500 gross square feet at the first floor and 7,300 gross square feet at the second floor.

First Floor Reception: The existing first floor reception area is located in the main atrium directly adjacent to the two (2) main entries located on the north and east sides of the building. The reception counter is approximately 18 feet long with a 4'-0" portion of handicap accessible countertop at the northwest end of the counter. The main countertop is approximately 3'-6" above finished floor with an approximate 4'-6" high opening between the countertop surface and the soffit above. The soffit above contains an overhead coiling security gate that closes on to the counter surface and secures the office space after hours.

Architectural Feasibility Study

City Hall Lobby Security
City of O'Fallon



First Floor Reception

Second Floor Reception: The existing second floor reception area is located on the second floor directly adjacent to the main atrium. Access to the second floor reception area is controlled by a public elevator from the first floor lobby to the second floor lobby area. The reception counter is approximately 17 feet, 6 inches long with an approximate 4'-0" portion of handicap accessible countertop at the northwest end of the counter. The main countertop is approximately 3'-6" above finished floor with an approximate 4'-6" high opening between the countertop surface and the soffit above. The soffit above does not contain overhead coiling security gate and the counter area remains open after hours. Access to the second floor reception area is limited by the public elevator



Second Floor Reception

Architectural Feasibility Study

City Hall Lobby Security
City of O'Fallon

CODE EVALUATION

The following is a list of codes and regulations applicable to the proposed project. Code Analysis follows the list of codes. Each code analysis contains non-verbatim excerpts from the referenced code and is meant to act as a reference guide in understanding and coordinating design related decisions and reflects WBA's interpretation of the referenced code.

Applicable Codes:

International Building Code 2012

ADA Standards for Accessible Design 2010

Illinois Accessibility Code 1997

NFPA-101 Life Safety Code 2009

IBC 2012

The Name of Jurisdiction shall be the City of O'Fallon, Illinois.

The term "building official" as used in this code shall mean the duly appointed Code Official of the City of O'Fallon, Illinois and including any designee thereof.

3401.4.1 Existing materials. Materials already in use in a building in compliance with requirements or approvals in effect at the time of their erection or installation shall be permitted to remain in use unless determined by the building official to be unsafe per Section 116.

3401.4.2 New and replacement materials. Except as otherwise required or permitted by this code, materials permitted by the applicable code for new construction shall be used.

3403.1 Additions to any building or structure shall comply with the requirements of this code for new construction.

3404.1 Except as provided by Section 3401.4 or this section, alterations to any building or structure shall comply with the requirements of the code for new construction. Alterations shall be such that the existing building or structure is no less complying with the provisions of the code than the existing building or structure was prior to the alteration.

1109.12.3 Point of sale and service counters. Where counters are provided for sales or distribution of goods or services, at least one of each type provided shall be accessible. Where such counters are dispersed throughout the building or facility, accessible counters shall also be dispersed.

The intent is to require a portion of the counter area be accessible. Accessibility is accomplished by providing a lower counter height to accommodate a person using a wheelchair.

IBC 2012 Review Comments:

1. All handicap accessible portions of countertops currently utilized shall be maintained and shall not be altered.
2. Alterations to existing buildings shall comply with the requirements for new construction and shall be so that the existing building is no less complying following the alteration.

End IBC 2012 Review

Architectural Feasibility Study

City Hall Lobby Security
City of O'Fallon

Illinois Accessibility Code

Section 400.510 Public Facilities, Alterations

Alterations to existing public facilities to which the Environmental Barriers Act and this Code apply shall be accessible as provided in this Section.

No alteration shall be undertaken that decreases or has the effect of decreasing accessibility or usability of a building or facility below the requirements for new construction at the time of alteration.

Fixed or Built-in Seating, Tables and Work Surfaces (400.310.w). If fixed or built-in seating or tables (including, but not limited to, study carrels and student laboratory stations) are provided in accessible public or common use areas, at least five %, but not fewer than one, of the fixed or built-in seating areas or tables shall comply with this section

Knee clearance. If seating for people in wheelchairs is provided at tables or counters, knee spaces at least 27 inches high, 30 inches wide and 19 inches deep shall be provided.

Height of Counters. The tops of accessible tables and counters shall be from 28 inches to 34 inches above finished floor or ground.

Sales and Service Counters, Teller Windows, Information Counters (400.320.h). In stores where counters are provided for sales and distribution of goods or services to the public, at least one of each type shall have a portion of counter which is at least 36 inches wide with a maximum height of 34 inches above the finish floor.

Illinois Accessibility Code Review Comments:

1. No alteration shall be undertaken that decreases or has the effect of decreasing accessibility or usability of a building or facility below the requirements for new construction at the time of alteration.
2. All handicap accessible portions of countertops currently utilized shall be maintained and shall not be altered.

End Illinois Accessibility Code Review

Architectural Feasibility Study

City Hall Lobby Security

City of O'Fallon

ADA 2010

202.3 Alterations. Where existing elements or spaces are altered, each altered element or space shall comply with the applicable requirements of Chapter 2.

904.4 Sales and Service Counters. Sales counters and service counters shall comply with 904.4.1 or 904.4.2. The accessible portion of the countertop shall extend the same depth as the sales or service counter top.

904.4.1 Parallel Approach. A portion of the counter surface that is 36 inches long minimum and 36 inches high maximum above the finish floor shall be provided. A clear floor space complying with 305 shall be positioned for a parallel approach adjacent to the 36 inch minimum length of counter.

904.4.2 Forward Approach. A portion of the counter surface that is 30 inches long minimum and 36 inches high maximum shall be provided. Knee and toe space complying with 306 shall be provided under the counter. A clear floor space complying with 305 shall be positioned for forward approach to the counter.

904.6 Security Glazing. Where counters or teller windows have security glazing to separate personnel from the public, a method to facilitate voice communication shall be provided. Telephone handset devices, if provided, shall comply with 704.3.

ADA 2010 Review Comments:

1. Alterations to existing buildings shall comply with the requirements of new construction, unless alterations made to provide an accessible path of travel are deemed disproportionate.
2. All handicap accessible portions of countertops currently utilized shall be maintained and shall not be altered.
3. If security glazing is used, voice communication must be maintained.

End ADA 2010 Review

Architectural Feasibility Study

City Hall Lobby Security

City of O'Fallon

PROJECT SOLUTIONS AND COSTS

To address the concerns of the City and deter public access over lobby countertops, provide a friendly face-to-face customer service experience and inspire an employee sense of security, White & Borgognoni Architects proposes the City consider the installation of polycarbonate glazing at all public reception and countertop areas.

The alteration to existing countertops would require the construction of support posts to support new polycarbonate panels. The new polycarbonate panels would not be a continuous wall separating the public from the City office areas, but a series of panels that provide the effect of separation but still allowing the general openness of the current counter configuration. WBA suggests the following for the installation of polycarbonate glazing panels:

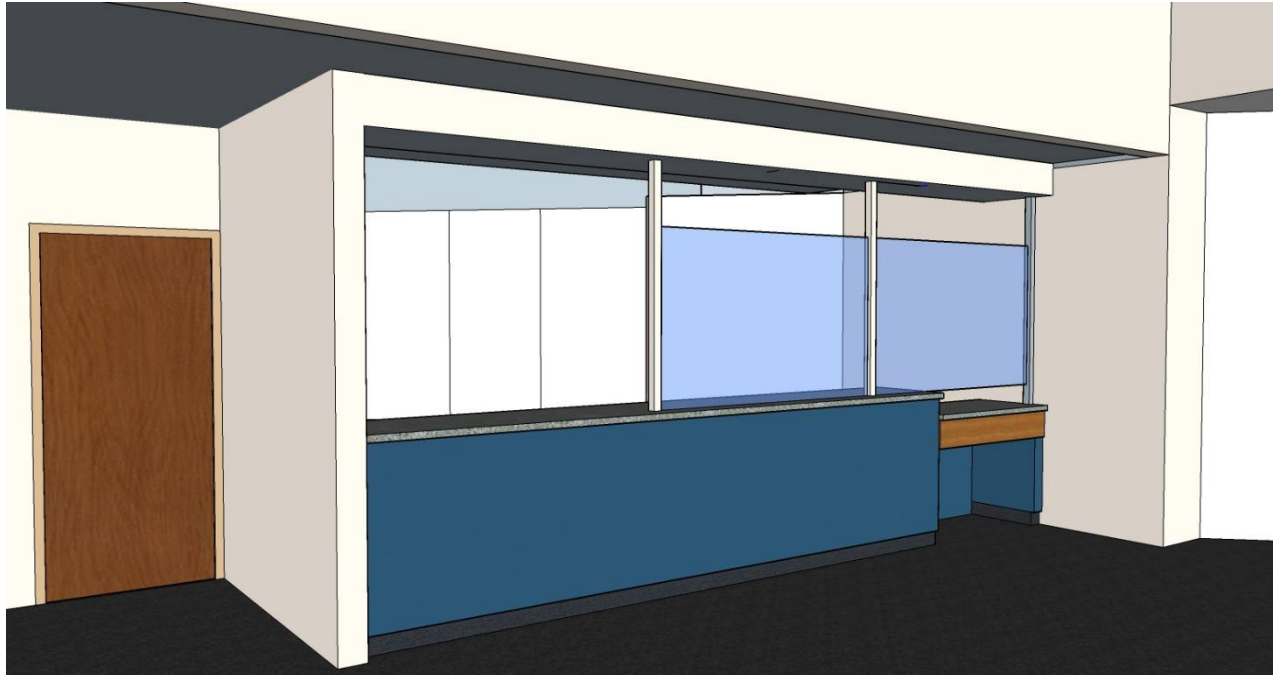
- **Option 1:** Provide a polycarbonate glazing separation at two-thirds of the existing countertop complete with new 2 inch wide support posts and pass thru at handicap accessible portion of counter.

The open configuration of Option 1 lends itself to maintaining a friendly face-to-face customer service experience, but should the City wish to have an option with additional security, the polycarbonate glazing could be substituted for bullet resistant glazing panels. Polycarbonate glazing offers high optical clarity and is a UV, scratch and flame resistant safety and security glazing option and bullet resistant glazing offers the added security of reducing the threat of ballistics. In response to this possible option, the following was created:

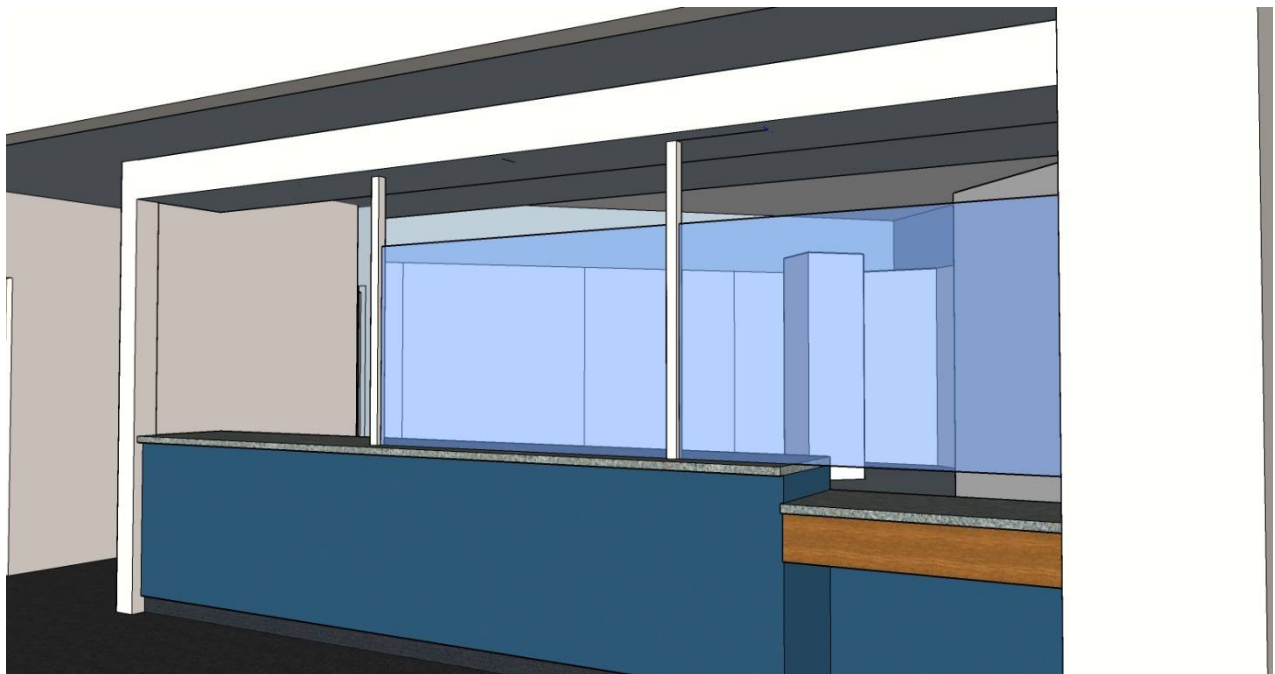
- **Option 1a:** Provide bullet resistant glazing in lieu of polycarbonate glazing at public reception countertops.

Architectural Feasibility Study

City Hall Lobby Security
City of O'Fallon



First Floor Reception with polycarbonate glazing – Options 1 and 1a View 1



First Floor Reception with polycarbonate glazing – Options 1 and 1a View 2

Architectural Feasibility Study

City Hall Lobby Security

City of O'Fallon

The following cost analysis includes all anticipated project costs for the proposed work. Detailed breakdowns of the cost estimates are attached.

- **Option 1** Provide a polycarbonate glazing separation at two-thirds of the existing countertop complete with new 2 inch wide support posts and pass thru at handicap accessible portion of counter.

Renovation Costs	\$15,540.60
Soft Costs – Pre-Construction	\$4,077.03
Soft Costs – Construction Phase	\$4,961.76
Total Probable Project Costs	\$24,579.39

- **Option 1a** Provide bullet resistant glazing in lieu of polycarbonate glazing at public reception countertops.

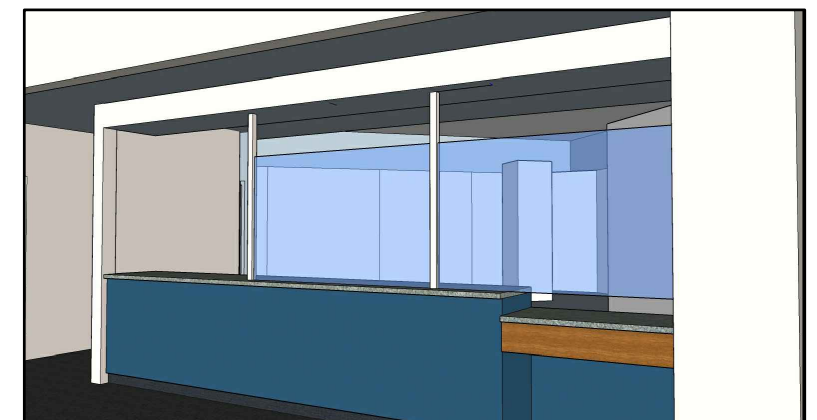
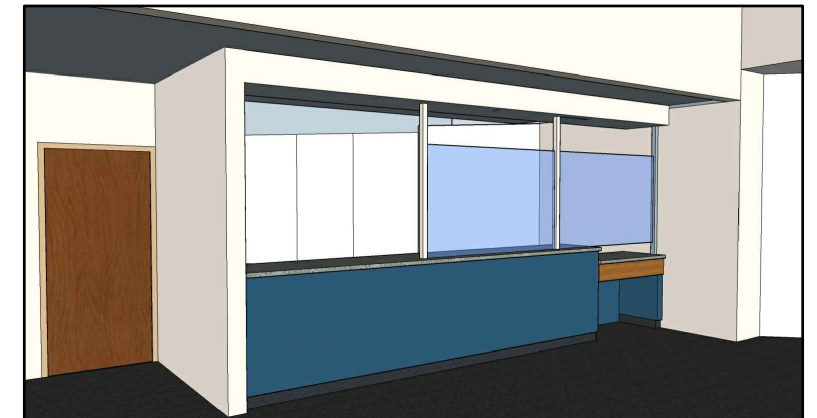
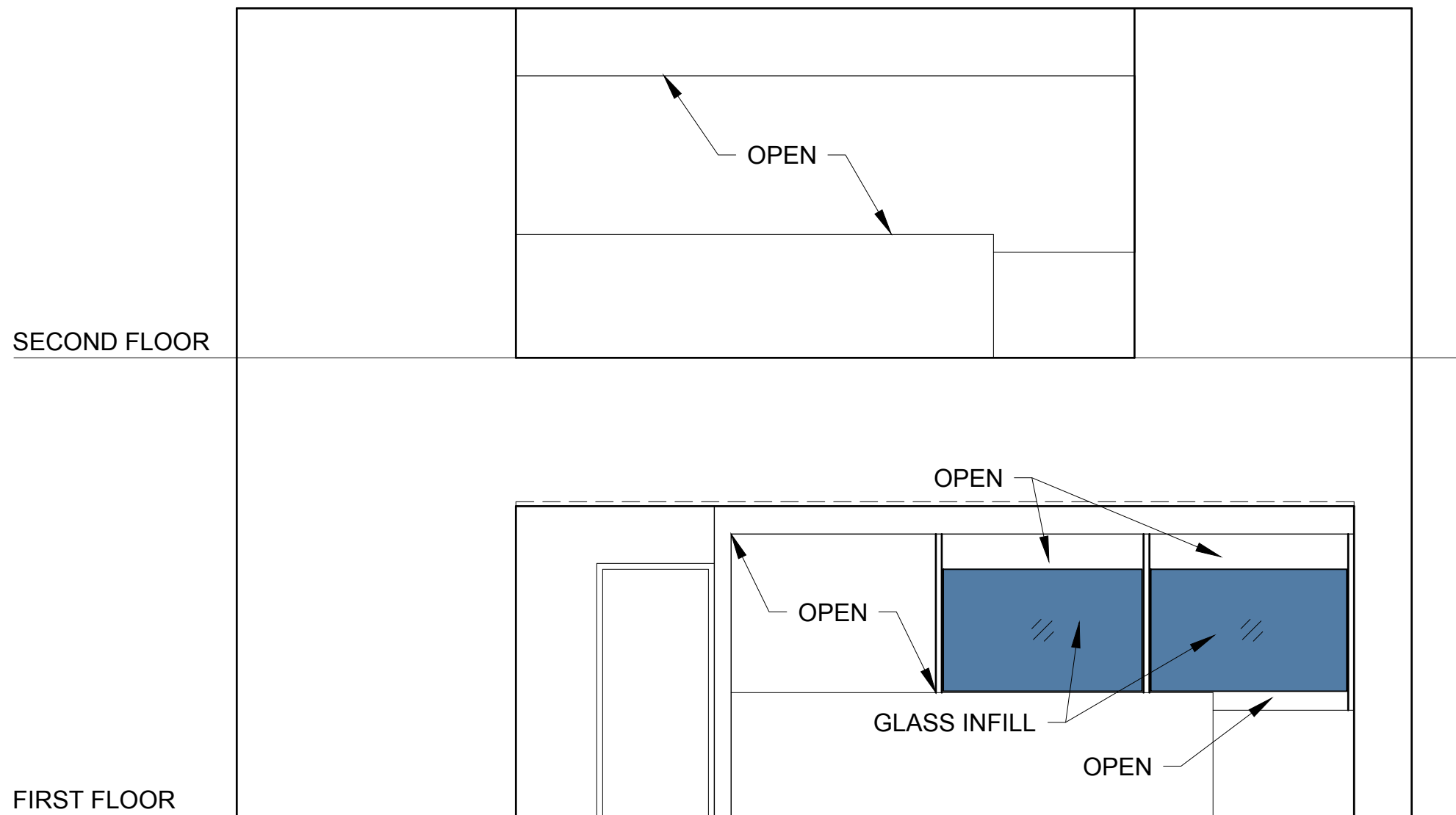
Cost Savings over Option 1	\$3,120.00
Total Probable Project Costs	\$28,120.00

SUMMARY

The probable construction cost for Option 1a (\$28,120.00) is approximately \$3,120 higher than the cost for Option 1 (\$24,579.39). While both options will address the City's concerns regarding safety by reducing public access over the existing countertops and maintaining the general openness and friendly face-to-face customer service experience, Option 1 will meet these needs at a reduced cost. Since the entirety of the opening is not enclosed by glazing, the use of bullet resistant glazing may not be the best choice.

CONCEPT DRAWING





1 10 OPTIONS 1 AND 1a - INTERIOR ELEVATION - LOBBY SECURITY ENHANCEMENTS 2 10 INTERIOR RENDERINGS

1' 0 2' 4' 8' 12'

SCALE: 1/4"=1'-0"

COST ESTIMATES



Preliminary Cost Estimate

City Hall Lobby Security - Options 1 and 1a

New polycarbonate glazing construction at public reception countertops



City of O'Fallon Office Building Feasibility Study

O'Fallon, Illinois

Updated: September 29, 2016

Item	Qua. Units	Unit Cost	Extension
Division 1 - General Requirements			
Interior temporary barricades/protection/misc.	1000 SF	\$1.00	\$1,000.00
<i>*See also additional cost considerations at end of estimate</i>			
Division 1 - Subtotal			\$1,000.00
Division 2 - Existing Conditions			
Trash removal, disposal, cleaning	1 LS	\$1,000.00	\$1,000.00
Division 2 - Subtotal			\$1,000.00
Division 6 - Wood and Plastics			
Support post construction for new glazing (2x4 wood posts wrapped in color coated aluminum sheet metal, with anchor brackets) at first floor	3 EA	\$1,000.00	\$3,000.00
Support post construction for new glazing (2x4 wood posts wrapped in color coated aluminum sheet metal, with anchor brackets) at second floor	3 EA	\$1,000.00	\$3,000.00
Provide misc. wood blocking	1 LS	\$500.00	\$500.00
Misc. patch and repair existing wall finish	1 LS	\$500.00	\$500.00
Division 6 - Wood and Plastics			\$7,000.00

Item	Qta. Units	Unit Cost	Extension
Division 8 - Doors and Windows			
Polycarbonate glazing at first floor	26 SF	\$70.00	\$1,820.00
Polycarbonate glazing at second floor	25 SF	\$70.00	\$1,750.00
Glazing brackets at first floor	12 EA	\$25.00	\$300.00
Glazing brackets at second floor	12 EA	\$25.00	\$300.00
Division 8 - Doors and Windows			\$4,170.00
Option 1 - SubTotal			\$13,170.00
Additional Cost Considerations			
General Conditions (10%)			\$1,317.00
Overhead & Profit (5%)			\$658.50
Bonds & Insurance (3%)			\$395.10
Additional Cost Considerations - 1 - SubTotal			\$2,370.60
Option 1 - SubTotal (Including Additional Cost Considerations)			\$15,540.60
Soft Costs - Pre-Construction			
Design Contingency (5%)	1 LS	\$777.03	\$777.03
Professional Fees - Basic Services	1 LS	\$3,000.00	\$3,000.00
Reimbursable Expenses (10% of fees)	1 LS	\$300.00	\$300.00
Soft Costs - Pre-Construction - SubTotal			\$4,077.03
Option 1 - SubTotal (Including Soft Costs - Pre-Construction)			\$19,617.63
Soft Costs - Construction Phase			
Construction Contingency (10%)	1 LS	\$1,961.76	\$1,961.76
Observation Allowance	1 LS	\$2,000.00	\$2,000.00
Testing	1 LS	\$1,000.00	\$1,000.00
Soft Costs - Construction Phase - SubTotal			\$4,961.76
Option 1 - Grand Total			\$24,579.39
Rounded Grand Total			\$25,000.00

Item	Qua. Units	Unit Cost	Extension
Option 1a - (Substitute bullet resistant glazing)			
Substitute bullet resistant glazing in lieu of polycarbonate glazing at first floor (cost increase of \$60)	26 SF	\$60.00	\$1,560.00
Substitute polycarbonate glazing in lieu of bullet resistant glazing at second floor (Cost increase of \$60)	26 SF	\$60.00	\$1,560.00
Option 1a - SubTotal (Substitute bullet resistant glazing)			\$3,120.00
Option 1a - Grand Total (Substitute bullet resistant glazing)			\$28,120.00
Option 1a - Rounded Grand Total			\$29,000.00

SCHEDULE



Architectural Feasibility Study
City Hall Lobby Security

PROJECT PHASE		DURATION
A/E Contract Approval		2 weeks
Prepare Design Development Submittal		3 weeks
Design Development Review with City		1 week
Prepare 95% Construction Documents		3 weeks
Prepare Final Bid Sets		1 weeks
Bid Period		3 weeks
Bid Evaluation and Contract Award		4 weeks
Construction Period		8 weeks
Final Completion and Closeout		2 weeks
Project startup:		2 weeks
Construction documents creation and review:		8 weeks
Bid Period (Including review):		7 weeks
Construction Period (Including closeout):		10 weeks
Total Project Time:		27 weeks (6.75 months)

ARCHITECTURAL FEASIBILITY STUDY

Council Chamber Security/Seating

City of O'Fallon, Illinois



September 29, 2016

Table of Contents

<i>Section 1</i>	Architectural Feasibility Study	
	Executive Summary	1-2
	Existing Conditions	2-5
	Code Evaluation	6-7
	Project Solutions and Costs	8-9
	Summary	9
<i>Section 2</i>	Concept Drawings	10-12
<i>Section 3</i>	Cost Estimate	13-20
<i>Section 4</i>	Schedule	21
<i>Section 5</i>	Appendix A: (Code Research)	22-25





September 29, 2016

Architectural Feasibility Study Council Chamber Security/Seating

City of O'Fallon
255 South Lincoln
O'Fallon, Illinois 62269

EXECUTIVE SUMMARY

As authorized by the City of O'Fallon, White & Borgognoni Architects, P.C. (WBA) has completed a feasibility study to outline the City's needs related to the City Hall Council Chamber security and seating. The study will describe the observed existing conditions, evaluate codes and regulations applicable to the project, address the design considerations proposed by the Owner, and outline the proposed options with a review of all possible costs and scheduling associated with each option. Architectural concept drawings have also been included with the report.

Preliminary field investigations were conducted on May 31, 2016 where the City Hall Council Chambers back office areas of City Hall, and existing site conditions were surveyed to verify existing conditions. The existing City Hall building houses city offices and facilitates the administrative functions of the City of O'Fallon. A meeting with City Hall employees followed field investigations and design considerations and concerns were presented by City officials to WBA. The project will address council chamber security, emergency egress, additional seating of the council chamber dais and renovation of the council chamber audience seating. The following is a summarization of the design concerns and considerations for the Council Chamber Security/Seating project:

- Renovation of the existing council dais to accommodate all 18 council participants.
- Renovation of the existing council dais to address security concerns and provide an emergency egress for members of the council.
- Renovation of the public seating area. Removal of existing pews and providing moveable/stackable chairs and tables.
- Storage of moveable/stackable chairs and tables.
- Exterior window systems are never utilized and window blinds are always closed due to A/V broadcasting requirements. Review option for addressing window security.

A Feasibility Study Review Meeting was held on September 9, 2016 where 4 options were presented and reviewed with City Hall employees. The discussion of the design considerations and concerns from that meeting allowed the formulation of two revised options of work associated with the council chambers renovation:

- **Option 1:** Demolish and reconstruct the council chamber dais to include seating for 18 council participants on the dais level. The dais would display a concave arch design with a handicap accessible ramp located on the east side of the council chambers. A new exterior thermally broken aluminum wide stile door with tinted insulated glazing will be provided at the north exterior wall. At the exterior a new concrete sidewalk and ramp will be constructed to connect the new door with the main entrance sidewalk located on the north side of the building. All existing permanently fixed pew seating and existing council chamber carpet will be removed and new flooring and moveable/stackable tables and chairs will be provided. The existing storage room to the west of the north stair shall be re-purposed for the storage of all new Council Chamber moveable/stackable chairs and tables. Black out screens at all exterior window openings to address executive session security and A/V viewing options will be provided. New obscuring film

Architectural Feasibility Study

Council Chamber Security/Seating

City of O'Fallon

will be provided at the storefront window system at the atrium lobby to address executive session security and viewing.

Renovation Costs	\$101,901.52
Soft Costs – Pre-Construction	\$22,695.08
Soft Costs – Construction Phase	\$29,459.66
Total Probable Option 1 Costs	\$154,056.26

- **Option 2:** Demolish and reconstruct the council chamber dais to include seating for 18 council participants on the dais level. The dais would display a straight front with two 45 degree legs to accommodate all meeting participants with a handicap accessible ramp located on the east side of the council chambers. A new exterior thermally broken aluminum wide stile door with tinted insulated glazing will be provided at the north exterior wall. At the exterior a new concrete sidewalk and ramp will be constructed to connect the new door with the main entrance sidewalk located on the north side of the building. All existing permanently fixed pew seating and existing council chamber carpet will be removed and new flooring and moveable/stackable tables and chairs will be provided. The existing storage room to the west of the north stair shall be re-purposed for the storage of all new Council Chamber moveable/stackable chairs and tables. Black out screens at all exterior window openings to address executive session security and A/V viewing options will be provided. New obscuring film will be provided at the storefront window system at the atrium lobby to address executive session security and viewing.

Renovation Costs	\$102,683.72
Soft Costs – Pre-Construction	\$22,734.19
Soft Costs – Construction Phase	\$29,541.79
Total Probable Option 2 Costs	\$154,959.69

The following includes our findings of our feasibility study for the development of renovations to address council chamber security, emergency egress, additional seating at the council chamber dais, flooring replacement, and seating replacement of the City Hall Council Chambers. The building was evaluated by White & Borgognoni Architects from an architectural perspective.

EXISTING CONDITIONS

The City Hall building and site investigations were performed on May 31, 2016. Visual observations were made of the existing building and site. Based on existing drawings provided by the City and visual observations, the existing building appears to consist of the following:

- The original building is a 2-story building constructed in 1996 of approximately 9,500 gross square feet at the first floor and 7,300 gross square feet at the second floor.
- City Council Chambers and Council Chamber Dais. The council chamber is an octagonal shaped single-story space at the northeast portion of the City Hall building with direct access from the first floor main atrium/lobby area.

Council Chambers: The council chambers are located on the first floor directly adjacent to the main atrium lobby with direct access to the two (2) main entry vestibules located on the north and east sides of the building and direct physical and visual access to the main atrium lobby. The space is an octagonal room of approximately 2,100 square feet with a handicap accessible raised dais of approximately 370 square feet accommodating 14 out of the 18 council participants. The remaining 4 council participants are seated at moveable tables and chairs located in front of the existing dais. The existing council chambers has a 30 feet long by 10'-0" feet high interior storefront system that connects the council chamber to the main atrium lobby. Large expanses of exterior glass are placed along the northwest, northeast (behind the dais), and southeast exterior walls. Lines of sight at these windows are controlled by means of window blinds that remain closed at most times. Two overhead projection screens flank the council chamber dais on the north and east walls, providing visual aid to council audience members.

Architectural Feasibility Study

Council Chamber Security/Seating City of O'Fallon

Council chamber public seating is composed of two (2) sets of seven (7) rows of permanently mounted pews.



Council Chambers Looking Northeast



View from Council Chambers into Atrium Lobby

Architectural Feasibility Study

Council Chamber Security/Seating
City of O'Fallon



Council Chambers Dais



Council Chambers Dais

Architectural Feasibility Study

Council Chamber Security/Seating
City of O'Fallon



Additional Council Participant Seating



Council Chamber Public Seating

Architectural Feasibility Study

Council Chamber Security/Seating

City of O'Fallon

CODE EVALUATION

The following is a list of codes and regulations applicable to the proposed project. Code Analysis follows the list of codes. Each code analysis contains non-verbatim excerpts from the referenced code and is meant to act as a reference guide in understanding and coordinating design related decisions and reflects WBA's interpretation of the referenced code.

Applicable Codes:

International Building Code 2012

ADA Standards for Accessible Design 2010

Illinois Accessibility Code 1997

NFPA-101 Life Safety Code 2009

IBC 2012 Review Comments:

1. All handicap accessible portions of countertops currently utilized shall be maintained and shall not be altered.
2. Alterations to existing buildings shall comply with the requirements for new construction and shall be so that the existing building is no less complying following the alteration.
3. Use and Occupancy: **Group B – Business**
Type of Construction: **Type IIB**
General Building Heights and Areas – Group B , Type IIB Construction
3 stories above grade max.
23,000 square feet per floor
Building height limitation: 55 feet
4. Designated wheelchair spaces are required in fixed seating assembly areas. The new seating arrangement will not be a fixed seating arrangement. Designation of wheelchair spaces will not be required.
5. Possible occupant loads: If chairs only are used, the occupant load of the Council Chambers would be 300 occupants. If tables and chairs are used, the occupant load of the Council Chambers would be 140 occupants.
6. The existing occupant load utilizing permanently installed pews is calculated at 146 occupants.
7. The existing egress width is calculated at 29.2 inches. The proposed egress width is calculated at 60 inches for concentrated seating and 28 inches for unconcentrated seating. The existing egress widths are 72 inches into the entry vestibules and 72 inches into the atrium lobby. An additional 36 inches is planned at the north exterior wall.
8. At a minimum 2 exits are required from the Council Chambers. Currently 3 exist.
9. The minimum width of a means of egress ramp shall be 44 inches minimum.
10. Handrails are not required on ramps with a rise less than or equal to 6 inches.

End IBC 2012 Review

Illinois Accessibility Code Review Comments:

1. No alteration shall be undertaken that decreases or has the effect of decreasing accessibility or usability of a building or facility below the requirements for new construction at the time of alteration.
2. All handicap accessible portions of countertops currently utilized shall be maintained and shall not be altered.
3. Ramp slope shall be 1:12.
4. The minimum clear width of a ramp shall be 36 inches.
5. Handrails are not required on ramps with a rise less than or equal to 6 inches.
6. Ramps shall have edge protection. Curbs shall be a minimum of 2 inches high.

End Illinois Accessibility Code Review

Architectural Feasibility Study

Council Chamber Security/Seating
City of O'Fallon

ADA 2010 Review Comments:

1. Alterations to existing buildings shall comply with the requirements of new construction, unless alterations made to provide an accessible path of travel are deemed disproportionate.
2. All handicap accessible portions of countertops currently utilized shall be maintained and shall not be altered.
3. Door widths shall be 32 inches minimum.
4. Ramp slope shall be 1:12, maximum.
5. The minimum clear width of a ramp shall be 36 inches.
6. Handrails are not required on ramps with a rise of 6 inches or less.
7. Ramps shall have edge protection. Curbs shall be a minimum of 2 inches high.

End ADA 2010 Review

Architectural Feasibility Study

Council Chamber Security/Seating

City of O'Fallon

PROJECT SOLUTIONS AND COSTS

To address the concerns of the City, White & Borgognoni Architects proposes the City consider three options based on our evaluations of existing conditions and City employee concerns. The three options provide emergency egress at the dais level for council members, increase the seating capacity of the dais, renovate public seating options, provide private council member executive session A/V viewing options, and provide interior space renovation recommendations. The three options are outlined as follows:

- **Option 1** (Drawing 10): Demolish and reconstruct the council chamber dais to include seating for all 18 council members on the dais level. The dais would display a concave arch design with a handicap accessible ramp located on the east side of the council chambers. Similar to the existing condition, the dais would be a raised platform, 6 inches above the public floor level. On the north side of the dais, there will be a 6 inch vertical riser to access the dais level. On the opposite side of the raised dais platform will be a handicap accessible ramp. A new emergency egress will be incorporated including a new 3'-0" wide x 7'-0" high thermally broken aluminum wide stile door with tinted insulated glazing placed along the north exterior wall at the dais level (see Drawing 12). A new sloped concrete sidewalk will be constructed to connect the door with the main entrance sidewalk located on the north side of the building.

The existing permanently fixed pew seating will be removed along with the existing carpeting and half height separator wall. New moveable/stackable seating and tables will be provided to allow for a more flexible use of the space. The existing storage room to the west of the north stair shall be re-purposed for the storage of all new Council Chamber moveable/stackable chairs and tables.

New obscuring film will be provided at the existing aluminum storefront window system at the lobby to an approximate height of 8'-0" to allow for executive session private viewing by the council members. Black out screens will be provided at all exterior window openings to further address executive session security and A/V viewing options.

- **Option 2** (Drawing 11): Demolish and reconstruct the council chamber dais to include seating for all 18 council members on the dais level. The dais would display a straight front with two 45 degree legs to accommodate all meeting participants with a handicap accessible ramp located on the east side of the council chambers. Similar to the existing condition, the dais would be a raised platform, 6 inches above the public floor level. On the north side of the dais, there will be a 6 inch vertical riser to access the dais level. On the opposite side of the raised dais platform will be a handicap accessible ramp. A new emergency egress will be incorporated including a new 3'-0" wide x 7'-0" high thermally broken aluminum wide stile door with tinted insulated glazing placed along the north exterior wall at the dais level (see Drawing 12). A new sloped concrete sidewalk will be constructed to connect the door with the main entrance sidewalk located on the north side of the building.

The existing permanently fixed pew seating will be removed along with the existing carpeting and half height separator wall. New moveable/stackable seating and tables will be provided to allow for a more flexible use of the space. The existing storage room to the west of the north stair shall be re-purposed for the storage of all new Council Chamber moveable/stackable chairs and tables.

An additional projector and projection screen will be provided to allow for executive session private viewing by the council members. Black out screens will be provided at all exterior window openings to further address executive session security and A/V viewing options.

Architectural Feasibility Study

Council Chamber Security/Seating

City of O'Fallon

The following cost analysis includes anticipated project costs for each associated option. Detailed breakdowns of the cost estimates are attached.

- **Option 1** (*council chamber renovation with concave arched dais*)

Renovation Costs	\$101,901.52
Soft Costs – Pre-Construction	\$22,695.08
Soft Costs – Construction Phase	\$29,459.66
Total Probable Option 1 Costs	\$154,056.26

- **Option 2** (*council chamber renovation with straight front dais*)

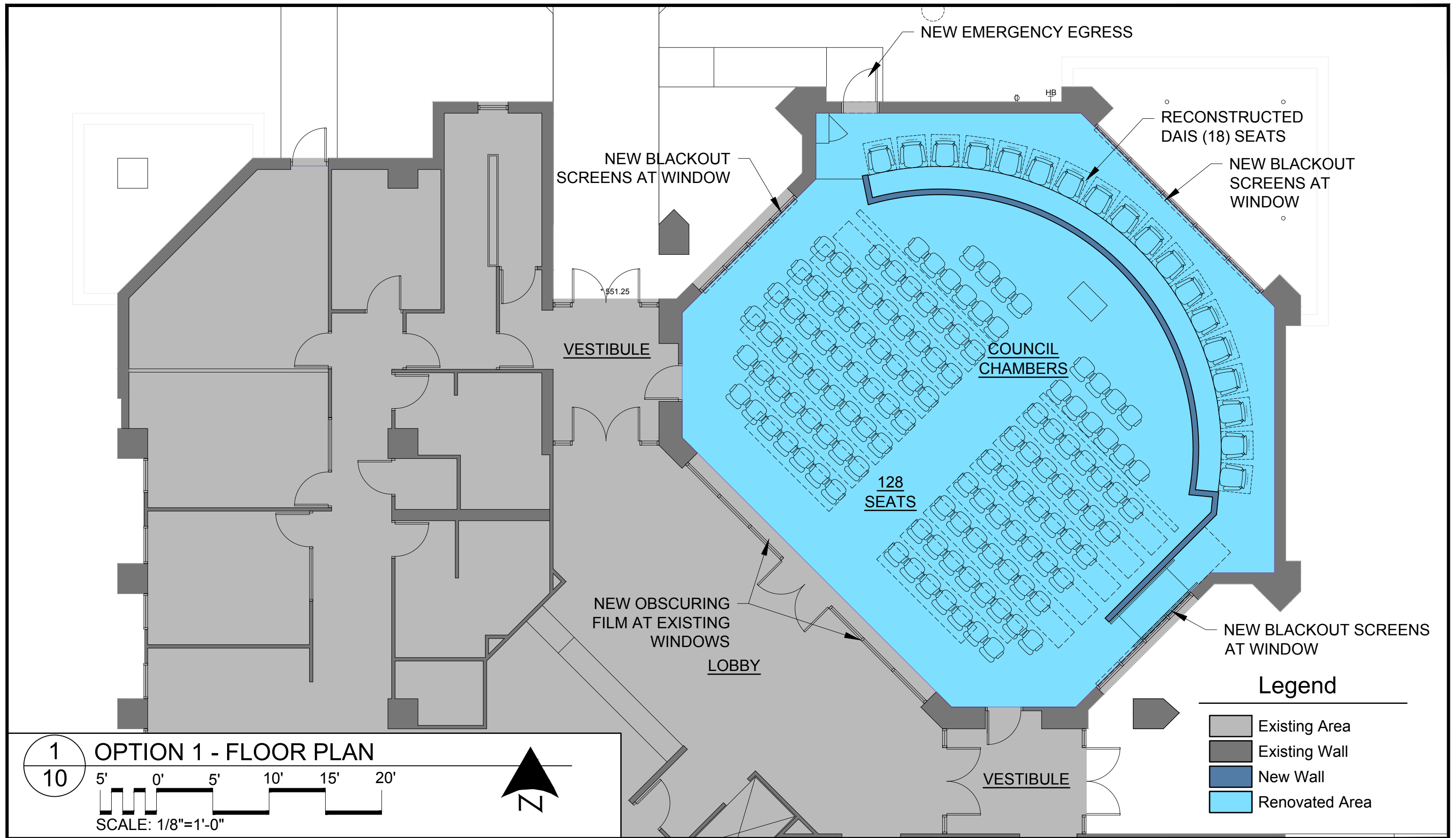
Renovation Costs	\$102,683.72
Soft Costs – Pre-Construction	\$22,734.19
Soft Costs – Construction Phase	\$29,541.79
Total Probable Option 2 Costs	\$154,959.69

SUMMARY

The cost options for the two scenarios appear to be relatively similar, mostly because both options are relatively similar in scope in regards to the work being performed. Option 1 (\$154,056.26) and Option 2 (\$154,959.69) provide for similar usage of the space with minor differences to the construction of the dais. In Option 1, the 18 council participants will have more personal space at each seat with seat placement being approximately 36 inches on center. Option 2 utilizes a more intimate arrangement of council participant seating at the dais level and would result in council members sitting closer together than Option 1. Both options allow for a possible 128 audience seats.

CONCEPT DRAWINGS









1
12 OPTION 1 AND 2 - EXTERIOR VIEW WITH NEW DOOR

COST ESTIMATES



Preliminary Cost Estimate

Council Chamber Security/Seating - Option 1

Council chamber renovation with concave arched dais



City of O'Fallon Office Building Feasibility Study

O'Fallon, Illinois

Updated: September 29, 2016

Item	Qua. Units	Unit Cost	Extension
Division 1 - General Requirements			
Interior temporary barricades/protection/misc.	2100 SF	\$1.00	\$2,100.00
<i>*See also additional cost considerations at end of estimate</i>			
Division 1 - Subtotal			\$2,100.00
Division 2 - Existing Conditions			
Dumpster, 10 CY	6 WK	\$530.00	\$3,180.00
Demo portion of existing exterior masonry wall construction to allow for installation of new door	25 SF	\$25.00	\$625.00
Demo existing dais countertop and privacy wall construction	46 LF	\$14.00	\$644.00
Demo existing accessible ramp construction at dais platform	1 LS	\$200.00	\$200.00
Demo existing handrails at accessible ramp construction	16 LF	\$8.00	\$128.00
Demo half height wall construction	136 SF	\$2.30	\$312.80
Remove existing carpet in council chambers	2100 SF	\$0.97	\$2,037.00
Demo existing pew 17'-0"	10 EA	\$300.00	\$3,000.00
Demo existing pew 13'-6"	2 EA	\$250.00	\$500.00
Demo existing pew 10'-7"	2 EA	\$200.00	\$400.00
Division 2 - Subtotal			\$11,026.80
Division 3 - Concrete			
Concrete sidewalk, ramp, edge protection and landing with turned down edges	5.5 CY	\$250.00	\$1,375.00
Misc. concrete work (including concrete finishing, expansion joints, etc.)	1 LS	\$200.00	\$200.00
Division 3 - Concrete			\$1,575.00

Item	Qua. Units	Unit Cost	Extension
Division 4 - Masonry			
Tooth in existing masonry at new door exterior door opening	1 LS	\$350.00	\$350.00
New thru wall masonry flashing at new door head	1 LS	\$300.00	\$300.00
Division 4 - Masonry			\$650.00
Division 5 - Metals			
New handrails at interior handicap accessible ramp	16 LF	\$31.00	\$496.00
New stainless steel lintel at new exterior door in masonry wall	1 EA	\$150.00	\$150.00
Division 5 - Metals			\$646.00
Division 6 - Wood and Plastics			
New dais custom casework, countertop and privacy wall construction	50 LF	\$180.00	\$9,000.00
New dais platform construction, 2x6 wood sleepers at 16" o.c. with 1/2" plywood sheathing	499 SF	\$4.08	\$2,035.92
New handicap accessible dais ramp construction	1 LS	\$600.00	\$600.00
New half-height wall construction at dais ramp	15 LF	\$88.00	\$1,320.00
Misc. wood blocking/work	1 LS	\$1,000.00	\$1,000.00
Division 6 - Wood and Plastics			\$13,955.92
Division 7 - Thermal and Moisture Protection			
Sealant and Caulking	1 LS	\$500.00	\$500.00
Division 7 - Thermal and Moisture Protection			\$500.00
Division 8 - Doors and Windows			
New exterior, thermally broken aluminum storefront door system with tinted, insulated glazing. Includes frame and hardware	1 EA	\$2,000.00	\$2,000.00
Division 8 - Doors and Windows			\$2,000.00

Item	Qta. Units	Unit Cost	Extension
Division 9 - Finishes			
	200 LF	\$3.24	\$648.00
Adjust existing wall base at dais area, provide new wall base as necessary			
Paint adjacent walls at areas of renovation work	1,100 SF	\$1.00	\$1,100.00
Division 9 - Finishes			\$1,748.00
Division 12 - Furnishings			
Window treatment - blackout shades	360 SF	\$15.60	\$5,616.00
Electrical service for new blackout shades	1 LS	\$3,000.00	\$3,000.00
Chairs - moveable/stackable	128 EA	\$300.00	\$38,400.00
Remove existing window blinds	45 LF	\$3.10	\$139.50
Division 12 - Furnishings			\$47,155.50
Division 26 - Electrical			
A/V system modifications to reconstructed dais	1 LS	\$5,000.00	\$5,000.00
Division 26 - Electrical			\$5,000.00
Option 1 - SubTotal			\$86,357.22
Additional Cost Considerations			
General Conditions (10%)			\$8,635.72
Overhead & Profit (5%)			\$4,317.86
Bonds & Insurance (3%)			\$2,590.72
Additional Cost Considerations - SubTotal			\$15,544.30
Option 1 - SubTotal (Including Additional Cost Considerations)			\$101,901.52
Soft Costs - Pre-Construction			
Design Contingency (5%)	1 LS	\$5,095.08	\$5,095.08
Professional Fees - Basic Services	1 LS	\$16,000.00	\$16,000.00

Item	Qua. Units	Unit Cost	Extension
Reimbursable Expenses (10% of fees)	1 LS	\$1,600.00	\$1,600.00
Soft Costs - Pre-Construction - SubTotal			\$22,695.08

Option 1 - SubTotal (Including Soft Costs - Pre-Construction)	\$124,596.60
--	---------------------

Soft Costs - Construction Phase

Construction Contingency (10%)	1 LS	\$12,459.66	\$12,459.66
Observation Allowance	1 LS	\$16,000.00	\$16,000.00
Testing	1 LS	\$1,000.00	\$1,000.00
Soft Costs - Construction Phase - SubTotal			\$29,459.66

Option 1 - Grand Total	\$154,056.26
-------------------------------	---------------------

Rounded Grand Total	\$155,000.00
----------------------------	---------------------

Preliminary Cost Estimate

Council Chamber Security/Seating - Option 1

Council chamber renovation with straight front dais

City of O'Fallon Office Building Feasibility Study

O'Fallon, Illinois

Updated: September 29, 2016



Item	Qua. Units	Unit Cost	Extension
Division 1 - General Requirements			
Interior temporary barricades/protection/misc.	2100 SF	\$1.00	\$2,100.00
<i>*See also additional cost considerations at end of estimate</i>			
Division 1 - Subtotal			\$2,100.00
Division 2 - Existing Conditions			
Dumpster, 10 CY	6 WK	\$530.00	\$3,180.00
Demo portion of existing exterior masonry wall construction to allow for installation of new door	25 SF	\$25.00	\$625.00
Demo existing dais countertop and privacy wall construction	46 LF	\$14.00	\$644.00
Demo existing accessible ramp construction at dais platform	1 LS	\$200.00	\$200.00
Demo existing handrails at accessible ramp construction	16 LF	\$8.00	\$128.00
Demo half height wall construction	136 SF	\$2.30	\$312.80
Remove existing carpet in council chambers	2100 SF	\$0.97	\$2,037.00
Demo existing pew 17'-0"	10 EA	\$300.00	\$3,000.00
Demo existing pew 13'-6"	2 EA	\$250.00	\$500.00
Demo existing pew 10'-7"	2 EA	\$200.00	\$400.00
Division 2 - Subtotal			\$11,026.80
Division 3 - Concrete			
Concrete sidewalk, ramp, edge protection and landing with turned down edges	5.5 CY	\$250.00	\$1,375.00
Misc. concrete work (including concrete finishing, expansion joints, etc.)	1 LS	\$200.00	\$200.00
Division 3 - Concrete			\$1,575.00

Item	Qua. Units	Unit Cost	Extension
Division 4 - Masonry			
Tooth in existing masonry at new door exterior door opening	1 LS	\$350.00	\$350.00
New thru wall masonry flashing at new door head	1 LS	\$300.00	\$300.00
Division 4 - Masonry			\$650.00
Division 5 - Metals			
New handrails at interior handicap accessible ramp	16 LF	\$31.00	\$496.00
New stainless steel lintel at new exterior door in masonry wall	1 EA	\$150.00	\$150.00
Division 5 - Metals			\$646.00
Division 6 - Wood and Plastics			
New dais custom casework, countertop and privacy wall construction	54 LF	\$180.00	\$9,720.00
New dais platform construction, 2x6 wood sleepers at 16" o.c. with 1/2" plywood sheathing	485 SF	\$4.08	\$1,978.80
New handicap accessible dais ramp construction	1 LS	\$600.00	\$600.00
New half-height wall construction at dais ramp	15 LF	\$88.00	\$1,320.00
Misc. wood blocking/work	1 LS	\$1,000.00	\$1,000.00
Division 6 - Wood and Plastics			\$14,618.80
Division 7 - Thermal and Moisture Protection			
Sealant and Caulking	1 LS	\$500.00	\$500.00
Division 7 - Thermal and Moisture Protection			\$500.00
Division 8 - Doors and Windows			
New exterior, thermally broken aluminum storefront door system with tinted, insulated glazing. Includes frame and hardware	1 EA	\$2,000.00	\$2,000.00
Division 8 - Doors and Windows			\$2,000.00

Item	Qua. Units	Unit Cost	Extension
Division 9 - Finishes			
	200 LF	\$3.24	\$648.00
Adjust existing wall base at dais area, provide new wall base as necessary			
Paint adjacent walls at areas of renovation work	1,100 SF	\$1.00	\$1,100.00
Division 9 - Finishes			\$1,748.00
Division 12 - Furnishings			
Window treatment - blackout shades	360 SF	\$15.60	\$5,616.00
Electrical service for new blackout shades	1 LS	\$3,000.00	\$3,000.00
Chairs - moveable/stackable	128 EA	\$300.00	\$38,400.00
Remove existing window blinds	45 LF	\$3.10	\$139.50
Division 12 - Furnishings			\$47,155.50
Division 26 - Electrical			
A/V system modifications to reconstructed dais	1 LS	\$5,000.00	\$5,000.00
Division 26 - Electrical			\$5,000.00
Option 2 - SubTotal			\$87,020.10
Additional Cost Considerations			
General Conditions (10%)			\$8,702.01
Overhead & Profit (5%)			\$4,351.01
Bonds & Insurance (3%)			\$2,610.60
Additional Cost Considerations - SubTotal			\$15,663.62
Option 2 - SubTotal (Including Additional Cost Considerations)			\$102,683.72
Soft Costs - Pre-Construction			
Design Contingency (5%)	1 LS	\$5,134.19	\$5,134.19
Professional Fees - Basic Services	1 LS	\$16,000.00	\$16,000.00

Item	Qua. Units	Unit Cost	Extension
Reimbursable Expenses (10% of fees)	1 LS	\$1,600.00	\$1,600.00
Soft Costs - Pre-Construction - SubTotal			\$22,734.19

Option 2 - SubTotal (Including Soft Costs - Pre-Construction)	\$125,417.90
--	---------------------

Soft Costs - Construction Phase

Construction Contingency (10%)	1 LS	\$12,541.79	\$12,541.79
Observation Allowance	1 LS	\$16,000.00	\$16,000.00
Testing	1 LS	\$1,000.00	\$1,000.00
Soft Costs - Construction Phase - SubTotal			\$29,541.79

Option 2 - Grand Total	\$154,959.69
-------------------------------	---------------------

Rounded Grand Total	\$155,000.00
----------------------------	---------------------

SCHEDULE



Architectural Feasibility Study
Council Chamber Security/Seating

PROJECT PHASE		DURATION
A/E Contract Approval		2 weeks
Prepare SD/DD Submittal		5 weeks
SD/DD Review with City		1 week
Prepare 50% Construction Documents Submittal		4 weeks
50% Construction Documents Review with City		1 week
Prepare 95% Construction Documents		4 weeks
95% Construction Documents Review with City		1 week
Prepare Final Bid Sets		2 weeks
Bid Period		4 weeks
Bid Evaluation and Contract Award		4 weeks
Construction Period		16 weeks
Final Completion and Closeout		2 weeks
Project startup:		2 weeks
Construction documents creation and review:		18 weeks
Bid Period (Including review):		8 weeks
Construction Period (Including closeout):		18 weeks
Total Project Time:		46 weeks (11.5 months)

APPENDIX A

Code Research



Architectural Feasibility Study

Council Chamber Security/Seating

City of O'Fallon

IBC 2012

The Name of Jurisdiction shall be the City of O'Fallon, Illinois.

The term "building official" as used in this code shall mean the duly appointed Code Official of the City of O'Fallon, Illinois and including any designee thereof.

3401.4.1 Existing materials. Materials already in use in a building in compliance with requirements or approvals in effect at the time of their erection or installation shall be permitted to remain in use unless determined by the building official to be unsafe per Section 116.

3401.4.2 New and replacement materials. Except as otherwise required or permitted by this code, materials permitted by the applicable code for new construction shall be used.

3403.1 Additions to any building or structure shall comply with the requirements of this code for new construction.

3404.1 Except as provided by Section 3401.4 or this section, alterations to any building or structure shall comply with the requirements of the code for new construction. Alterations shall be such that the existing building or structure is no less complying with the provisions of the code than the existing building or structure was prior to the alteration.

Use and Occupancy (Chapter 3)

City Hall Building: **Group B – Business** (Civic Administration)

Type of Construction (Chapter 6)

City Hall Building: **Type IIB**

General Building Heights and Areas (Chapter 5)

Table 503	Group B	Type IIB	3 stories above grade max. 23,000 square feet per floor Building height limitation 55 feet
-----------	---------	----------	--

1004.1.2 Area without fixed seating. The number of occupants shall be computed at the rate of one occupant per unit of area as prescribed in Table 1004.1.2. For areas without fixed seating, the occupant load shall not be less than that number determined by dividing the floor area under consideration by the occupant load factor assigned to the function of the space as set forth in the table.

Function of Space	Occupant Load Factor
Concentrated (chairs only-not fixed)	7 net
Standing space	5 net
Unconcentrated (tables and chairs)	15 net

Area of Council Chamber seating area: 2,100sf

Concentrated occupant load: 300 occupants

Standing space occupant load: 420 occupants

Unconcentrated occupant load: 140 occupants

1004.3 Posting of occupant load. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway.

1004.4 Fixed seating. For areas having fixed seats and aisles, the occupant load shall be determined by the number of fixed seats installed therein. For areas having fixed seating without dividing arms, the occupant load shall not be less than the number of seats based on one person for each 18 inches.

Architectural Feasibility Study

Council Chamber Security/Seating

City of O'Fallon

Existing occupant load:
Existing length of pews: 2616 inches
 $2616 \text{ inches} / 18 \text{ inches/seat} = 146 \text{ occupants}$

1005 Means of Egress Sizing

1005.3.2 The capacity, in inches, of means of egress components other than stairways shall be calculated by multiplying the occupant load served by such component by a means of egress capacity factor of 0.2 inch per occupant.

Existing egress width: $(146 \text{ occupants})(0.2) = 29.2 \text{ inches}$
Proposed egress width
Concentrated seating: $(300 \text{ occupants})(0.2) = 60 \text{ inches}$
Standing space: $(420 \text{ occupants})(0.2) = 84 \text{ inches}$
Unconcentrated seating: $(140 \text{ occupants})(0.2) = 28 \text{ inches}$

Existing width of exit doors:
72 inches into entry vestibules
72 inches into atrium lobby

Proposed addition:
36 inches to building exterior

1015.1 Exits or exit access doorways from spaces. Two exits or exit access doorways from any space shall be provided where one of the following exists:

1. The occupant load of the space exceeds one of the values in Table 1015.1
Occupancy B – Max. Occ. Load 49
- 2 exits are required from the Council Chamber.
- 3 exits currently exist.

1108.1.1 Size of doors. The minimum width of each door opening shall be sufficient for the occupant load thereof and shall provide a clear width of 32 inches.

1108.1.2 Doors shall swing in the direction of egress travel.

1108.1.6 Landings at doors. Landings shall have a width not less than the width of the stairway or door whichever is greater. When a landing serves an occupant load of 50 or more, doors in any position shall not reduce the landing to less than one-half its required width. Landings shall have a length measured in the direction of travel of not less than 44 inches.

1010.3 Ramp slope. Ramps used as part of a means of egress shall have a running slope not steeper than 1 unit vertical in 12 units horizontal.

1010.6.1 Ramp width. Minimum width of ramp shall not be less than that required by 1018.2 for corridors. The clear width of a ramp between handrails, if provided, shall be 36 inches minimum.

Table 1018.2 indicates the minimum width shall be 44 inches.

1010.7 Ramp landings. Ramps shall have landings at the bottom and top of each ramp, points of turning, entrance, exits, and at doors. The landing shall be at least as wide as the widest ramp run adjoining the landing. The landing length shall be 60 inches minimum.

1010.9 Handrails. Ramps with a rise greater than 6 inches shall have handrails on both sides.

Architectural Feasibility Study

Council Chamber Security/Seating

City of O'Fallon

1010.10 Edge protection. Edge protection shall be provided on each side of ramp runs and at each side of ramp landings. Edge protection is not required on ramps that are not required to have handrails, provided they have flared sides that comply with curb ramp provisions.

1013.2 Guards shall be located along open-sided walking surfaces, including ramps that are located more than 30 inches measured vertically to the floor or grade below at any point within 36 inches horizontally to the edge of the open side.

1103.2.3 Employee work areas. Spaces and elements within employee work areas shall be designed and constructed so that individuals with disabilities can approach, enter, and exit the work area.

1108.2. Assembly area seating. A building, room or space used for assembly purposes with fixed seating shall comply with Sections 1108.2.1-1108.2.5.

1108.2.2 Wheelchair spaces. In fixed seating assembly areas, accessible wheelchair spaces shall be provided.

1108.2.2.1 Wheelchair spaces shall be provided in accordance with Table 1108.2.2.1

Capacity of Seating in Assembly Areas	Minimum Required Number of Wheelchair Spaces
4 to 25	1
26 to 50	2
51 to 100	4
101 to 300	5

1109.11 Seating at tables, counters and work surfaces. Where seating or standing space at fixed or built-in tables, counters or work surfaces is provided in accessible spaces, at least 5 percent of the seating and standing spaces, but not less than one, shall be accessible.

Illinois Accessibility Code

Section 400.510 Public Facilities, Alterations

Alterations to existing public facilities to which the Environmental Barriers Act and this Code apply shall be accessible as provided in this Section.

No alteration shall be undertaken that decreases or has the effect of decreasing accessibility or usability of a building or facility below the requirements for new construction at the time of alteration.

400.310.e Ramps. The maximum slope of a ramp shall be 1:12. The maximum rise for any run shall be 30 inches. A slope between 1:10 and 1:12 is allowed for a maximum rise of 6 inches. The minimum clear width shall be 36 inches.

Handrails. If a ramp run has a rise greater than 6 inches or a horizontal project greater than 72 inches, the it shall have handrails on both sides.

Edge Protection. Ramps and landings with drop-offs shall be curbs, walls, railings, or projecting surfaces that prevent people from slipping off the ramp.

Fixed or Built-in Seating, Tables and Work Surfaces (400.310.w). If fixed or built-in seating or tables (including, but not limited to, study carrels and student laboratory stations) are provided in accessible public or common use areas, at least five %, but not fewer than one, of the fixed or built-in seating areas or tables shall comply with this section

Architectural Feasibility Study

Council Chamber Security/Seating

City of O'Fallon

Knee clearance. If seating for people in wheelchairs is provided at tables or counters, knee spaces at least 27 inches high, 30 inches wide and 19 inches deep shall be provided.

Height of Counters. The tops of accessible tables and counters shall be from 28 inches to 34 inches above finished floor or ground.

ADA 2010

202.3 Alterations. Where existing elements or spaces are altered, each altered element or space shall comply with the applicable requirements of Chapter 2.

404.2.3 Clear width. Door openings shall provide a clear width of 32 inches minimum.

405.2 Ramp slope. Ramp runs shall have a running slope not steeper than 1:12.

405.5 Clear width. The clear width of a ramp run and, where handrails are provided, the clear width between handrails shall be 36 inches minimum.

405.6 Rise. The rise for any ramp run shall be 30 inches maximum.

405.8 Handrails. Ramp runs with a rise greater than 6 inches shall have handrails complying with 505.

405.9 Edge protection. Edge protection complying with the code shall be provided on each side of ramp runs and at each side of ramp landings.

Treasurer's Report
Cash Reserve Balance of Major Funds

General Fund

Cash on Hand as of 10/31/2016	\$ 12,381,925.29
3 mos. operating reserve	\$ (4,450,568.75)
10% emergency reserve	\$ (1,238,192.53)
Obligated Transfers Budget 2017	\$ (1,886,780.00)
Obligated Transfers HSHS TIF Bonds(2016-2018)	\$ (839,942.00)
TIF amount fronted for HSHS utilities	\$ (1,500,000.00)
	<u>\$ 2,466,442.01</u>

Ambulance

Cash on Hand as of 10/31/2016	\$ 4,134,709.68
3 mos. operating reserve	\$ (636,411.25)
10% emergency reserve	\$ (413,470.97)
	<u>\$ 3,605,869.39</u>

Fire

Cash on Hand as of 10/31/2016	\$ 3,170,280.92
3 mos. operating reserve	\$ (488,305.00)
10% emergency reserve	\$ (317,028.09)
Obligated Transfers Budget 2017	\$ (384,390.00)
	<u>\$ 1,980,557.83</u>

Parks

Cash on Hand as of 10/31/2016	\$ 2,246,483.25
3 mos. operating reserve	\$ (910,413.75)
10% emergency reserve	\$ (224,648.33)
Obligated Transfers Budget 2017	\$ (89,990.00)
	<u>\$ 1,021,431.18</u>

Prop S

Cash on Hand as of 10/31/2016	\$ 3,088,432.88
3 mos. operating reserve	\$ (469,875.00)
10% emergency reserve	\$ (308,843.29)
Obligated Transfers Budget 2017	\$ (731,365.00)
	<u>\$ 1,578,349.59</u>

MFT

Cash on Hand as of 10/31/2016	\$ 4,134,709.68
3 mos. operating reserve	\$ (466,250.00)
10% emergency reserve	\$ (413,470.97)
Obligated Transfers Budget 2017	\$ (1,039,000.00)
	<u>\$ 2,215,988.71</u>

Water

Cash on Hand as of 10/31/2016	\$ 7,924,065.17
3 mos. operating reserve	\$ (2,565,875.00) *
10% emergency reserve	\$ (792,406.52)
Obligated Transfers Budget 2017	\$ (904,365.00)
	<u>\$ 3,661,418.65</u>

Sewer

Cash on Hand as of 10/31/2016	\$ 4,335,047.79
3 mos. operating reserve	\$ (1,585,125.00) *
10% emergency reserve	\$ (433,504.78)
Obligated Transfers Budget 2017	\$ (2,173,600.00)
	<u>\$ 142,818.01</u>

Library

Cash on Hand as of 10/31/2016	\$ 1,092,470.79
3 mos. operating reserve	\$ (320,850.00) *
10% emergency reserve	\$ (109,247.08)
Obligated Transfers Budget 2017	\$ (106,700.00)
	<u>\$ 555,673.71</u>

Hotel/Motel

Cash on Hand as of 10/31/2016	\$ 925,713.37
3 mos. operating reserve	\$ (230,402.50)
10% emergency reserve	\$ (92,571.34)
Obligated Transfers Budget 2017	\$ (106,560.00)
	<u>\$ 496,179.53</u>

Park Land Fund Subdivision

Cash on Hand as of 10/31/2016	\$ 335,780.40
10% emergency reserve	\$ (33,578.04)
	<u>\$ 302,202.36</u>

Annex Fees

Cash on Hand as of 10/31/2016	\$ 1,059,955.31
10% emergency reserve	\$ (105,995.53)
	<u>\$ 953,959.78</u>

Strategic Plan Fund***

Cash on Hand as of 10/31/2016	\$ 909,945.57
-------------------------------	---------------

***Includes proceeds from Ameren's settlement, sale of cell tower, Kyle Road property & \$200K Menards

Note: 3 mos operating reserve calculated by using FY 2017 budget

*(Some 3 mos reserve amounts adjusted to reflect "normal" expenses, not extraordinary- reduced by transfer from reserve amount)