



James Donison, P.E.
Commissioner of Public Works

Date: May 17, 2018

TO: Eileen Donoghue, City Manager *EMD*

FROM: Jim Donison, P.E., DPW Commissioner

SUBJECT: 1/9/18 11.1 C. Cirillo - Req. City Mgr. have the DPW Commissioner provide City Council a list of non-operational or disrepair items no later than August 10th, of every year which are vital to our municipal buildings working properly for our Fall-Winter season of 2018

I am writing in response to the above motion made by Councilor Cirillo. DPW has investigated this request. DPW/Lands & Buildings Division will provide this list by August 10, 2018.

This list will be based upon information from the following sources:

- 1- The large heating system boilers over 250,000 BTU are inspected by the City insurance company as a requirement by the State every July. As part of this inspection recommendations are made for repairs that will be necessary to meet standards. If the repairs cannot be immediately made, they will become part of the list referenced above.
- 2- For heating systems less than 250,000 BTU, DPW will perform an independent assessment of the HVAC system and provide a list of items which are non-operational.
- 3- As part of the regular maintenance and repairs of facilities throughout the City, DPW will either correct the operational deficiency by staff or contractors or the non-operational or disrepair item/equipment will be added to the list referenced above.

To assist in maintaining this list over the course of the year, DPW is planning to implement an Operation and Maintenance Software program. This software will be valuable to track assets, conditions of assets and track workflow and work orders (either preventative or responsive). We are currently exploring one of the modules available through Tyler Technologies (previously known as Munis) which is the financial software system currently used by the City.



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In addition, The City has received proposals from firms to perform a Facility Condition Assessment of all City Buildings. This assessment will be valuable in identifying and providing recommendations of deficient conditions and identifying a corrective and preventative action plan, including costs for labor and materials. Deficiencies identified will be categorized based upon 1) condition, 2) category of deficiency (building code, accessibility, etc.) and 3) building system or component. The study will also recommend maintenance strategies to extend the life of facilities and to reduce the need for future capital expenditures. Although the study results are not expected to be available by Aug 10, 2018 as the City is still in the review phase of the proposals, the report results could be presented to City Council once the report/study is completed.

Please feel free to contact me if you have any questions regarding this motion response.

Thank you