

To: City Manager/City Council Members
Fr: Kevin McIntyre, Facilities Maintenance Manager
Date: January 25, 2023
Re: January 2023, Staff Report

Facilities Management Division – The Facilities division is keeping extremely busy this January. With not only clearing parking lots and sidewalks at the Recreation center, but we are also continuing to clear assigned walkways and paths in the community. Facilities is also preparing our Family Friendly area for an equipment upgrade happening the end of this month. Maintenance continues to happen with the replacement of two 8-inch butterfly valves on our pool plumbing. Our staff replaced the bearing assembly on the pump of the 8-lane pool boiler. We had a failure of the chemical controller for our spa. Staff rewired and moved the controller for the ODLP into the spa controller’s location in order to keep the spa up and running and open. A new controller is being ordered to replace the controller that failed. The spa’s UV lamp has been ordered. The domestic water boiler was repaired by replacing the gas regulator. Maintenance was performed on all gym basketball hoops lifting/lowering systems. Facilities staff has been assisting the Ice & Event staff with ice maintenance and anything else requested.

Testing and Balancing (TAB) has been going on at City Hall to determine if the heating and cooling system is running as designed. We are currently waiting on the report. Our local contractor has been replacing critical parts of are heating and cooling system as we find them. We have had several deficient actuators on both the hot and chilled water side. We have also found a few controllers that were no longer functioning as designed and are in the process of replacing. The mini-split AC unit for the basement data room has been replaced and is currently up and running as designed. The glass security door has been installed and key access has been programmed outside of courts/council chambers. The cleaning of the coils in the annex has been contracted to our local contractor and is currently being scheduled. We are hopeful this will help increase the warm airflow throughout the annex. The FS2 heating system was repaired as 2 of the zone valves were not functioning as designed. Both have been repaired and are now functioning as designed. FS1 may have a couple more actuators malfunctioning on the heating side. We will be testing those this week to determine the cause and or solution to that issue. The Fire Training facility had its sewer line freeze during the cold snap. It was determined the line was buried rather shallow. Our contracted plumber sewer jetted the line to break it free and the contractors redid the line and buried it deeper to resolve the issue.

The Facilities Work Order system received sixty-nine (69) new work orders in the month of January, with eight (08) currently open. A total of sixty-one (61) were completed in January.