

# Memorandum

## City of Lawrence

### Public Works

**TO:** Mark Thiel  
**FROM:** Steve Bennett, Building and Structures Manager  
**Date:** 7/06/2011  
**RE:** **2011 Facilities and Structures Update**

I wanted to take this opportunity to provide a mid-year update and status of our 2011 Facilities and Structures Program.

The Facilities and Structures Division is responsible for four budgets-- the Lawrence Douglas County Health Department [\$1,018,511], Lawrence Arts Center [\$1,106,724], Lawrence Municipal Airport [\$194,286], and Facilities and Structures [\$759,227]. We also maintain two parking garages: Riverfront Parking Garage and the New Hampshire Parking Garage. This division has seven full time employees – five skilled maintenance workers (electrician, HVAC technician, multi-trade maintenance person for all buildings, one assigned to health facility, one assigned to airport, one assigned to parking structures) and a custodian for City Hall. The Facilities and Structures Division is responsible for building maintenance for approximately 40 municipal buildings. It maintains the Downtown lighting: parking structures, downtown parking lots and city owned street lighting. We respond to Planning/Development Services and Police reports of Graffiti. We spend a minimum of eight hours a week at the I.T.C. Center on Bob Billings Parkway. This division also provides technical support for other departments as well. This division is also responsible for snow and ice removal at the two parking structures, around numerous buildings and also the runways, taxiways and all other areas at Lawrence Municipal Airport. We also are responsible for mowing at the Lawrence/Douglas County Health Building and Lawrence Municipal airport. The airport has approximately 475 acres to be mowed.

As of June 30, 2011 the Division highlights are:

- Remodeled the canteen area at Lawrence Municipal Airport. Added counter area with a sink, replaced carpet and tile flooring. Repainted entire room.
- Airport Fueling: The 100LL fuel tank was relined to assure fuel quality.
- Remodeled offices at the Solid Waste Division. Installed Herman Miller office furniture.
- Replaced roof at the Traffic Division located at 445 Mississippi.
- Restriped downtown parking lots. Lots 3, 5, 10, 14, 16, were restriped in 2011. We presently have all Cities owned parking lots on a three year rotation.
- Replaced 120 downtown lights with new LED energy efficient lights. This is approximately half of the Victorian style lights located downtown. As part of the EECDDG stimulus package.
- Buildings & Structures division has supported the Farmland redevelopment by participating in many projects.
- Installed a ceiling mount projector, wall mounted electric screen, and sound system in the first floor meeting room at the Community Health Building. This was paid for by a grant received by the Health Department.
- The roof on the Community Health Building has 3 years left on the 15 year warranty. We have been working with the original installer and the warranty company to perform

inspections and facilitate any repairs covered by warranty to try to extend the life of the roof.

- Architectural panels on the Community Health Building are beginning to fail; we are working with the manufacturer to get panels constructed to replace the delaminated panels.
- The lighting at the maintenance building for Street Division was replaced with energy efficient T-5 HO fixtures and bulbs.
- We are aggressively trying to control the pigeons at the New Hampshire parking garage. We are using pigeon repellent and spike strips. A small improvement has been noticed. More spike strips are needed.
- The Douglas County Senior Center multipurpose room lighting was replaced with energy efficient lighting.
- A renovation of a meeting room at the Traffic Division involved upgrading electrical to handle emergency Status monitors and the new traffic equipment, and installing new carpet.
- One of the rooftop units at Fire/Med #2 was replaced with a slightly smaller unit. This will enable the unit to run a little longer to help remove humidity.
- The reclaimed roof top unit from Fire/Med 2 was installed at the Solid Waste division to replace a unit that had failed.
- A work area at City Hall that has four maintenance employees and four project inspector was remodeling using the recycled Herman Miller furniture.
- We work directly with the City/County sustainability Coordinator, Eileen Horn on Energy conservation projects. The new energy cap program for tracking usage at City Buildings was brought on line this year. It is a great tool for energy tracking.
- HVAC auxiliary units were added in the Administrative Services office and the Legal Services office. These units will supply heat and air-conditioning.
- Preliminary work was completed to consolidate the custodial contracts for city buildings. All departments/divisions were brought together to come up with a common cleaning specification.
- Street lighting is being added at 11<sup>th</sup> and Indiana. A 30 foot cobra light was added at the intersection, and two 12 foot Victorian style LED lights were added on the East side of the street.
- Some projects for the Community Health Department include:
  - Installed new shelving in storage areas for the Health Department
  - Installed two ceiling mounted projectors and sound systems for the Health Department
  - Dale Seele completed Building Operator Certification level I and will be attending B.O.C. II classes
  - Numerous office and waiting room renovations have also been performed.
- Some projects for Lawrence Municipal Airport include:
  - Grass was planted in the reclaimed agricultural areas to curb wildlife movement.
  - Clearance around all landing lights has been increased
  - Replaced posts and lights on the airport sign
  - Cleaned the concrete drainage pipes on airport road
  - Sprayed around all lights for vegetation.
  - Surveyed ditch and regarded for proper drainage.
  - Keeping record of all wildlife sighting for the Wildlife assessment grant.
  - Mowed, mowed, mowed

- LED lighting was made the standard for the City's pedestrian lighting. This has been accepted by contractors and developers as well. We are presently evaluating LED cobra head lighting for street lights.

Our Work Order system request form is accessed through the intranet. When a request is received we designate the priority, person it is assigned to, completion date, and estimated time involved. This is entered into the main system and an e-mail notification is sent to the person performing the work. When the work is completed the ticket is closed out. The date the work was completed, hours used, and a completion notification sent to the person who requests the work order. We have four "types" of work orders: scheduled repairs, emergency repairs, preventive maintenance, and demand. We have six priority classifications: emergency 2 hours response time, high 24 hours response, 2-3 days, 1 week, 1 month, and on the list. At anytime through the process the person requesting the work may check for updates on the ticket. We track quantity of work orders by type, priority, labor and property. Reports are only limited by the information that is entered. At present we are evaluating all budgets to insure we have adequate funding for the rest of the year. A work order customer satisfaction survey has been implemented. As part of all work orders, once closed, the requester is sent a customer satisfaction survey. We track and respond to all surveys for improved customer service.

Projects scheduled for the remainder of this year are:

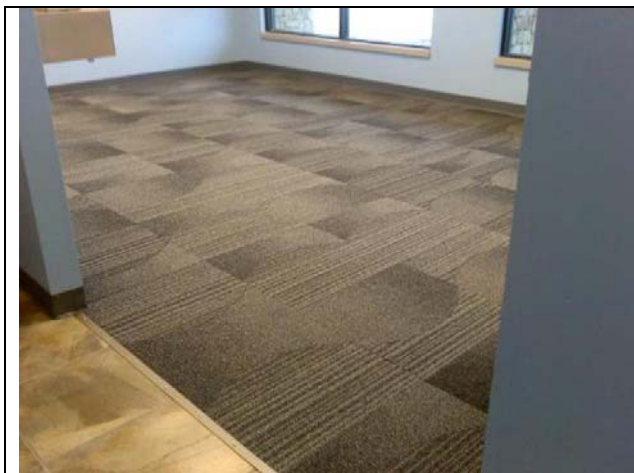
- HVAC installation for zones at City Hall.
- Crack sealing and sealing asphalt at the airport. This needs to be completed to assure Federal money for funding future projects.
- Evaluating large energy usage at Fire/Med 4, as compared to Fire/Med #2. Possibly adding economizers on HVAC.
- Installing energy monitoring devices on the downtown lighting. Will be used for grant comparison.
- Evaluating cobra head replacements. We are looking at LED or other possible energy saving designs.
- Slate roof replacement on the North side of City Hall. Possible replacement with environmentally friendly recycled rubber shingle that looks like slate.
- Mandatory recycling for City Hall.
- Replacement/repair of gas canopy at 11<sup>th</sup> and Haskell.
- Evaluate daylight harvesting for New Hampshire parking garage.
- Possible enclosure for the exposed elevators at the New Hampshire parking garage.
- Repairs to Riverfront garage and New Hampshire garage
- KU / Oread pathway lighting project
- ITC energy audit recommendation implementations (HVAC setbacks and lighting changes)

Looking forward:

- The north facing slate roof on City Hall needs extensive repairs or replacement. It is original to City Hall and extremely hard to maintain. A possible replacement would be a rubber slate look-alike. This has been used this on the Airport Terminal roof.
- The DCSC and Fire/Med #1 have two additional roofs that will need replaced; both are leaking and causing damage.
- The Library roof should be replaced after the HVAC renovation takes place. Penetrations and traffic from the HVAC installation would reduce the life of a new roof.
- Crack sealing at the airport is needed. There is a pavement management program for the airport, which is required by the FAA. Their funding is based on how well we maintain their improvements.

- The apron by the terminal and around the hangers needs to be sealed. We are getting separation and gravel which as stated earlier, is a hazard for airplanes.
- We would like to see a maintenance building for lifts, trucks, and equipment. Presently we have equipment and supplies stored everywhere possible. A maintenance building would clear out the stairwells and others area at City Hall where furniture and equipment is stored.
- The garage sweeper will need to be replaced in the next 2 years; we will address this in a budget request.
- Replace Circon DDC controls at City Hall. Circon is not manufactured anymore.
- Install DDC controls at Senior Center
- Replace HVAC at the SWAN building
- Construct two 10 hanger units at Lawrence Municipal Airport.
- Replacing the rest of the 10' Victorian lights in downtown Lawrence with LED fixtures.

Please let me know if you have any questions.



Lawrence Municipal Airport remodel



LED lighting project Downtown Lawrence



LED lighting project Downtown Lawrence



Lighting replacement Senior Services





Traffic Division remodel



Fire/Med HVAC replacement



Downtown Parking lots



Downtown Parking lots



Traffic Roof replacement



Traffic Roof replacement



LWC 100 LL fuel tank relining