

CITY OF MANASSAS PARK - STAFF REPORT/RECOMMENDATION

REQUESTING DEPARTMENT: City Manager

MEETING DATE: March 4th, 2020

SUBJECT/TOPIC: Community Center Electrical Failure- Emergency Procurement Request

BACKGROUND:

On Monday afternoon, March 4th 2020, at approximately 2:00pm we suddenly lost power at the Community Center. Shortly after the power initially went out, the outside generator kicked on, providing emergency power to designated locations within the building (e.g. parts of admin wing, hallways, gymnasium, banquet hall, kitchen, and mechanical room). Shortly thereafter, the remaining sections of the facility came back online and power appeared to be fully restored. Despite this, the generator continued to run throughout the afternoon. Upon closer inspection, we discovered that the automatic toilets and sinks were not in fact online and working. The toilets/sinks are designed with automatic flushing mechanisms, triggered by motion. They additionally have a manual feature, but this was rendered inoperable as a result of the power loss. All breaker boxes were checked, with the only affected breakers being linked to select kitchen equipment (convection ovens, wall outlets). We rectified those units, but still remained without power to the toilets/sinks. In addition, we also discovered that we were without HVAC function throughout the entire building.

After additional investigation and troubleshooting, Parks & Rec Maintenance staff reached out to a specialized vendor for additional support. It was confirmed that the transfer switch was badly damaged. In order to ensure that the toilets/sinks remained functional/working, especially in anticipation of Tuesday's election, the vendor was able to facilitate a bypass, allowing us to keep both units online. The facility's emergency backup power is not functional at this time however. Restoring this feature, either through partial or full replacement, is important and necessary in order to fulfill our requirements as a regionally designated shelter. Once it's determined what exactly needs to be done (we have electricians evaluating) to remedy the issue, the repair itself will likely require a loss of power to the building for 8 hours or more. We will need to make the proper arrangements with our customer base in order to strategically schedule a one or two day closure, and restore backup functionality.

The estimate cost for this repair likely exceeds the City Manager's \$10K spending limit. Thus, Staff is requesting a lifting of this limit to \$20K for this specific emergency repair over the next week.

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| FINANCIAL IMPACT: \$10K-\$20K | Budgeted: | YES <u> X </u> NO _____ |
| | Amount Budgeted: | \$10,000.00 |
| | Amount Requested: | Unknown at this time, but \$10K-\$20K |
| | Amount Spent: | \$0 |
| | Budget Line Item: | 100-43166-3310-00-01-06 Facilities Replacement, Repairs & Maint - Contingency |

STAFF RECOMMENDATION: That the Governing Body authorize the City Manager to approve up to \$20K in expenditures for repairs to the Community Center electrical transfer switch.

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| CITY MANAGER APPROVAL: Approved:_____ Not Approved:_____ |  _____ <i>Laszlo A. Palko</i> |
| CITY ATTORNEY APPROVAL: Required:_____ Not Required:_____ | _____ <i>Dean H. Crowhurst</i> |

ATTACHMENTS: None