

ORDINANCE NO. 900-18

Department of Community Development

Property Maintenance

Executive Summary

Ordinance Amount: \$1,300,000.00

Legislative Request:

To authorize the Director of Community Development to enter into one or more contracts for the purchase of materials, equipment, supplies, and services needed for managing and maintaining buildings under the control of the Department of Community Development.

Purpose:

The Department of Community Development (CD) controls three facilities that include Collinwood Community Services Center, the Near West Side Multi-Service Center (aka May Dugan Center), and North Point Inn (aka North Point Shelter or 1550 Superior Ave). Each building has a separate maintenance need that requires the department to set aside funds to address. The City has responsibility for maintenance to the facilities that is considered major.

The three facilities are currently occupied, one at capacity (May Dugan Center), another at near capacity (North Point Shelter), and the third (Collinwood Community Services Center) has tenants and programs that operate from the center.

An analysis of CD controlled structures was completed by former CD architect Dick Thomas in 2011, and updated for North Point Inn by current CD architect Daniel DeAngelo in 2018. Both assessments identified needed improvements that require addressing in immediate, near, and future terms. The cost estimates of repairs would exceed yearly budget allocations the department could provide. As a result, utilizing a portion of funds from multiple year allocations is likely the best option. The use of prior year balances would allow CD to access and use funding allocations from collective years to provide services based on cost estimates. The department has determined that the best option is to utilize funds from Fund No. 14 SF 044 and prior year balances, not to exceed \$1,300,000, to manage and maintain buildings under CD control.

CD Building Maintenance Budget Estimates			
Action Item	Collinwood Community Services Center	Near West Side Multi-Service Center	North Point Inn
General Repairs and Maintenance*	\$75,000.00	\$75,000.00	\$75,000.00
Short Term			
* Kitchen RTU compressor			
* Roof exhaust fan motors			
* Electrical sub-panel for computer server room			
* Entrance awnings			
* Security screens			
* Parking lot pavement			
* Wall and ceiling damage			
* Elevator door operator			\$98,172.00
Long Term			
* HVAC System			\$976,828.00
Capital Campaign (Private Investment)		-\$5,000,000.00	
SubTotal	\$75,000.00	\$75,000.00	\$1,150,000.00
Total			\$1,300,000.00

*The 'Maintenance And Other Operations' section of a lease agreement obligates the City to cover repair expenses that are considered major (exceeding \$1,000).

City of Cleveland Department of Community Development

North Point Men's Shelter – Repair Strategy

05.22.18

- Community Development is responsible for the upkeep of this Men's Shelter on Superior.
- There are several repair and maintenance issues that need to be addressed at the building.
- Original Legislation spending limit has been met.
- Council authority is required in order to spend more.
- **CD available funds per Annual Action Plan for Maintenance:**

\$168,000

NEEDED REPAIRS

ITEM	ESTIMATED COST
1. Replace Kitchen RTU compressor (5.19.18)	\$3,855
2. Replace 3 roof exhaust fan motors <ul style="list-style-type: none">▪ Parts: 3 x \$500 = \$1500▪ Labor approx. 32 hrs. x \$50 = \$1600	\$2,100
3. Provide electrical sub-panel for computer server room	rough estimate \$8,000
4. Remove failing entrance awnings via requirements contract (10.24.17)	\$3,382
5. Install security screens <ul style="list-style-type: none">▪ Need to rent a lift for Frontline to install – 1 week	\$1,030
6. Repair parking lot pavement <ul style="list-style-type: none">▪ Use requirements contract▪ 18,000 sf x \$1.50/sf	rough estimate \$27,000
7. Repair wall and ceiling damage in 8 tenant rooms and hallway. <ul style="list-style-type: none">▪ The roof was leaking and caused this damage.▪ Leak has been identified and repaired.▪ DASD to do assessment of needed work	rough estimate \$35,000
8. Elevator door operator repair	\$5,000
SUBTOTAL	\$85,367
9. DASD Design and Construction Administration at 15%	\$12,805
SUBTOTAL – North Point Short Term Maintenance Required	\$98,172
10. North Point estimated annual maintenance and capital repair costs <ul style="list-style-type: none">▪ \$15,000/yr x 5 years	\$75,000
11. HVAC System <ul style="list-style-type: none">a) Boiler is past useful life.b) Chiller is past useful life.c) Cooling towerd) Hot/cold water loop leakse) Design replacement system and Construction Administration	\$750,000 - \$1,000,000
TOTAL	\$1,173,172

PROPOSED NEXT STEPS

1. Work with DASD to prepare HVAC repair cost estimate using DASD Mechanical Engineer Requirements Contractor.
 - Ensure this work can be done by ME Requirements Contractor
 - Director can authorize Requirements Contract design work under \$50,000 without Legislation.
2. DASD prepares a cost estimate for all needed repairs, including HVAC
3. Administration reviews whether the \$1,000,000+ investment in the building is worthwhile.
 - Who will ultimately be responsible for the building: CD? Property Management?
4. Prepare Legislation to fund all repairs
5. Pass Legislation
6. DASD and ME Requirements Contractor develop detailed repair plans, specs, and schedule.
7. Implement repair plan.