



Operations Committee - Board of Representatives

Virgil de la Cruz, Chair

Sean Boeger, Vice Chair

Committee Report

Date: Monday, June 20, 2022
Time: 6:30 p.m.
Place: *This meeting was held remotely.*

The Operations Committee met as indicated above. In attendance were Chair de la Cruz; Vice Chair Boeger, and Committee Member Reps. Baxter, Coleman, Ley, Sherwood, Stella, Tomas, and Watkins. Also present were Reps. Berns, Pavia, Summerville and Walston; Matthew Quiñones, Director of Operations; Kevin Murray, Parks & Facilities Manager; Tyler Theder, Regulatory Compliance and Administrative Officer; William Brink, WPCA; Lou Casolo, City Engineer; Chris Dellaselva, Law Department; Bharat Gami, Chief Building Official; and Sandra Dennies, Director of Administration.

Chair de la Cruz called the meeting to order at 6:31 p.m.

Item No.	Description	Committee Action
1. O31.015	APPROVAL; Agreement with Affineco LLC for Engineering Services for the Government Center, Police Headquarters and Old Town Hall under RFP No. 850. 04/26/22 – Submitted by Mayor Simmons 05/12/22 – Held by Board of Finance 06/09/22 – Approved by Board of Finance 6-0-0	Approved 9-0-0

Mr. Murray explained that the prior contract combined both engineering and janitorial services for the Government Center but the administration decided to separate the contracts going forward. This is a contract for engineering services for the Government Center, the Police Headquarters and Old Town Hall. There are 4 engineers – 2 in the Government Center for the full operation week and a full engineer and a half at the Police Headquarters and they share time at Old Town Hall. The engineers oversee all the mechanicals and do preventive maintenance. The selection committee interviewed 5 companies and selected Affineco unanimously.

In response to questions from the Committee, Mr. Murray and Mr. Dellaselva explained that:

- The City does not have mechanical engineers on staff; the City only has trade staff
- In 2019-20 the cost for engineering at the SPD was \$470,00 for one engineer and

- For FY 22-23, the cost for custodial for the SPD is \$323,863 and \$297,000 for engineering services for SPD and Old Town Hall
- The contract includes budgeted preventive maintenance overtime for when the building is not in use and maintenance needs to be done in off hours
- Affineco was not the lowest bidder; it was in the middle; the City has had experience with them in the past and has been very satisfied with the engineering support
- The 2 engineers at the Government Center have been with the company on the two previous contracts; the new head engineer at the SPD has been good; this is a well-oiled machine; the engineer at the SPD is well versed in that building
- These services have never been provided in house
- This is a 3 year contract with the option of 2 one-year renewals with no other changes to the contract
- This is a standard City RFP contract
- The equipment at the SPD is very advanced

A motion to approve Item No. 1 was made, seconded, and approved by unanimous voice vote (Reps. de la Cruz, Boeger, Baxter, Coleman, Ley, Sherwood, Stella, Tomas, and Watkins in favor).

2. [O31.016](#) APPROVAL; Agreement with Affineco LLC for Janitorial Services for the Government Center and Police Headquarters under RFP No. 851. Approved 9-0-0
 05/04/22 – Submitted by Mayor Simmons
 06/09/22 – Approved by Board of Finance 6-0-0

Mr. Murray explained that this is also a 3 year contract with 2 1-year extension options. The company stepped up during the pandemic and they have been very happy with their service. Three companies were interviewed by the selection committee.

A motion to approve Item No. 2 was made, seconded, and approved by unanimous voice vote (Reps. de la Cruz, Boeger, Baxter, Coleman, Ley, Sherwood, Stella, Tomas, and Watkins in favor).

3. O31.011 ORDINANCE for publication; Amending Chapter 146 Article III of the Code of Ordinances, Blighted Properties, to Clarify Notice Requirements. Withdrawn
 03/09/22 – Submitted by Rep. Berns
 03/21/22 – Held by Committee 8-0-0
04/27/22 – Held by Committee 7-0-0
06/16/22 – Withdrawn

4. O31.001 REVIEW; Administration plans to Develop Short and Long Term Plan to Mitigate the Impact of Severe Storm and Rain Events as expressed in [Resolution 4113](#). Held 9-0-0
12/08/21 – Submitted by Reps. de la Cruz and Berns
12/20/21 – Held by Committee 9-0-0
01/31/22 – Held by Committee
03/03/22 – Held by Committee 5-0-0
03/11/22 – Moved to Pending
04/27/22 – Held by Committee 7-0-0

Mr. Quinones stated that the 30th Board passed [Resolution 4113](#) requesting that the Administration develop plans to Develop Short and Long Term Plan to Mitigate the Impact of Severe Storm and Rain Events. This is an update on the initiatives discussed at the 3/3/22 meeting of this committee. Mr. Quinones, Mr. Theder, Mr. Casolo, and Mr. Brink reviewed the [attached presentation](#) with the Committee.

The City is reviewing proposals from consulting and engineering firms to identify highly impervious sites in the downtown area where they can make water quality based interventions. A public outreach campaign is being prioritized. They are working on developing a boilerplate procedure which can be adjusted depending on the storm. The WPCA is included in the scope of work for the resiliency study.

A motion to hold Item No. 4 was made, seconded, and approved by unanimous voice vote (Reps. de la Cruz, Boeger, Baxter, Coleman, Ley, Sherwood, Stella, Tomas, and Watkins in favor).

5. O31.012 REVIEW; Increasing the Number of Building Inspectors. Held 8-1-0
04/06/22 – Submitted by Reps. Curtis, Stella, and Pavia
04/27/22 – Held by Committee 7-0-0

Rep. Stella stated that he put Item Nos. 5 and 6 on the agenda out of concern that the City does not have enough inspectors to address the number of buildings being constructed and that wearing body cams would increase public trust in the inspections.

Mr. Gami and Mr. Quinones discussed this item with the Committee. Items discussed included the following:

- The City has 4 building inspectors, 2 electrical inspectors, 1 coordinator of inspections and 1 coordinator of major projects and records; they would need the workload to justify hiring more inspectors; it is also difficult to hire inspectors currently
- Major projects, such as high rises, are inspected by special inspectors, not City inspectors, who are third party inspectors required to be hired by the developer under State law. The Building Department receives reports and certifications from the Special Inspectors. A lot of what City inspectors do at those sites is more administrative in nature.
- City inspectors perform required inspections of 3 family homes or below; larger structures require special inspectors

- They started doing remote inspections during the pandemic; an inspector would go on-site for complicated inspection matters; they still use remote inspections for simple inspections (e.g. fence installations)
- Use violations, such as illegal apartments, are addressed by the Land Use Bureau, not the building inspectors
- The state building code requires the special inspector to be independent of the contractor and is usually hired by the building owner or developer; there are certified special inspector agencies
- A statement of special inspections is submitted at the beginning of a project which outlines all of the inspections to be done; this document is reviewed by the Building Department
- Reforming the permitting process is a top priority of the Administration
- The state building code identifies the types of building and types of construction that would require special inspector, based upon the size of the building, complication of the system, elevators, etc.; this would not be up to the applicant
- 20-25% of inspections are done virtually, which are for items that do not require an inspector on-site, such as for a fence, or where on-site inspection might be hazardous such as a demolition site (possibly done by drone); this is becoming standard; there are training programs for inspectors on how to do remote inspections
- There are also 2 plumbing and mechanical inspectors who are classified as building inspectors, bringing the total to 6
- An inspection is scheduled within 2 to 3 days of the request
- An inspector does 6 to 8 inspections per day
- There might be a conflict if the City hired special inspectors, because they would fall under the direction of the building official; the intention of the state code is to have a completely independent inspection agency hired based solely on their qualifications; the Building Department has the authority to review the credentials of the Special Inspectors; special inspectors are often selected through open competitive processes
- The City would not want to engage in negotiations with special inspectors

A motion to hold Item No. 5 was made, seconded, and approved by a voice vote of 8-1-0 (Reps. de la Cruz, Boeger, Baxter, Coleman, Ley, Sherwood, Stella, and Tomas in favor; Rep. Watkins opposed).

6. O31.013	REVIEW; The Use of Body Cameras by Building Inspectors While Conducting Inspections on Multi-Families, High Risers, And Multi-Unit Complexes. 04/06/22 – Submitted by Reps. Curtis, Stella, and Pavia 04/27/22 – Held by Committee 7-0-0	Report Made
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Mr. Gami discussed this item with the Committee. Items discussed included the following:

- This presents legal, logistical, and administrative issues with bodycams;
 - what would be the legal basis for requiring inspectors to wear bodycams, since there is nothing in the building code or operational procedures that would require them
 - what type of public interest would be served, and would that outweigh the privacy rights of individuals (e.g. the homeowners)
 - how would the data be stored, managed, retained, disclosed, etc. (the state has retention policies regarding general building inspection reports, etc., but no standards re: video footage)

Chair de la Cruz adjourned the meeting at 8:46 p.m.

Respectfully submitted,
Virgil de la Cruz, Chair

This meeting is on [video](#).