

Memorandum



CITY OF DALLAS

DATE January 18, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT City Hall Power Shutdown on January 26, 2019

On November 7, 2017, the Dallas voters approved the 2017 Bond Program which included City Hall Interior and Exterior Renovations project under Proposition H. On October 24, 2018, the City Council authorized a construction services contract with Schneider Electric Buildings Americas, Inc. (Contractor) to remove and replace the medium-voltage Federal Pacific (FP) main switchgear and to remove and replace City Hall Uninterruptable Power Supply (UPS) system.

SCOPE OF WORK

Since the switchgear and panels have never been replaced, these no longer meet the current electrical codes. The existing City Hall UPS system operates on outdated technology and the physical equipment is no longer available. Switchgear and panels are also past their manufacturer's suggested service life (approximately 20 years).

NEXT STEPS

- Contractor must take measurements of the existing panel configuration to request from the manufacturer for an exact panel configuration match for replacement.
- On Saturday, January 26, 2019, Dallas City Hall is scheduled for a main building power shutdown from the ONCOR statewide power grid and the building will be switched over to operate on generator power starting at approximately 6:00 a.m. until approximately 4:00 p.m.
- This shutdown is necessary for the Contractor to take critical measurements of the main building supply switchgear which is planned to be removed and replaced in the fall of 2019.

LOGISTICS

- Critical Infrastructure including 911 (DPD), DFR, 311, OEM, DLF, and CIS backup systems will operate as normal with the generator power. City Hall, in general, will have no power available for daily operations and will be operating on emergency lighting.
- BPO, BSD, Building Security, and Critical Infrastructure will convene as a group on January 22, 2019 in the Emergency Operations Center (EOC) as final coordination meeting before City Hall shutdown on January 26, 2019.
- BSD confirmed all back-up power systems are fully functional.
- A command center will be located in the City Hall EOC on Saturday, January 26, 2019 to serve as the main point of contact to notify of any issues related to the power shutdown at City Hall. BSD staff (approximately 10 electricians and 6 HVAC staff) will be on-site to respond to any building related issues.

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Please note that this shutdown will also serve as an exercise in the event a City Hall shutdown or an emergency takes place in the future.

Staff will be preparing an internal memo to inform all City personnel not to come in to work on Saturday, January 26, 2019, unless it is essential to do so. If you have any questions, please contact me.



Majed Al-Ghafry, P.E.
Assistant City Manager

- c: T.C Broadnax, City Manager
Chris Caso, City Attorney (I)
Carol Smith, City Auditor (I)
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
- Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
M. Elizabeth Reich, Chief Financial Officer
Directors and Assistant Directors