

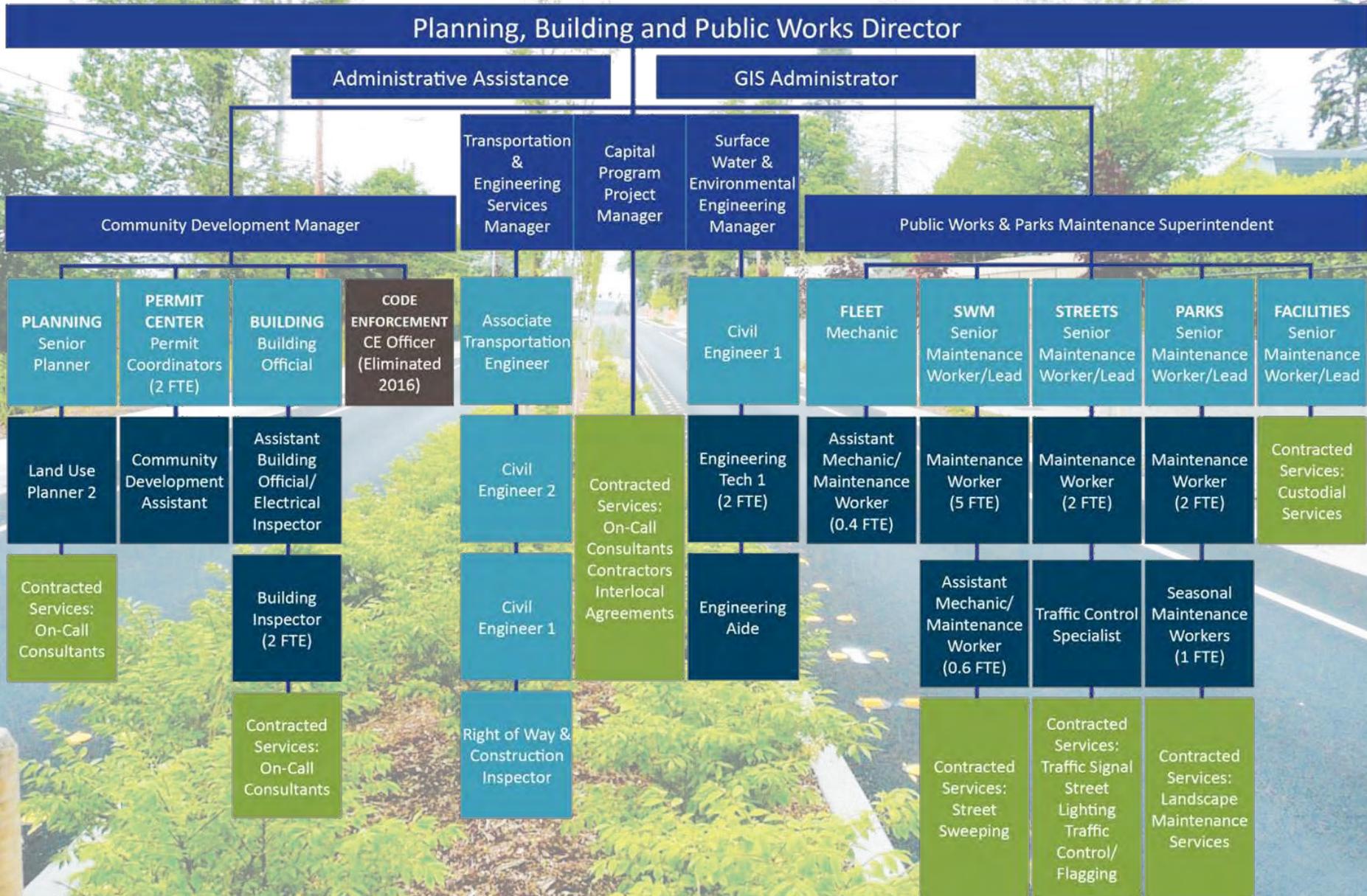


City Government 101

PLANNING, BUILDING, & PUBLIC WORKS

Part 9c: Public Works and Parks Maintenance

Department Organization

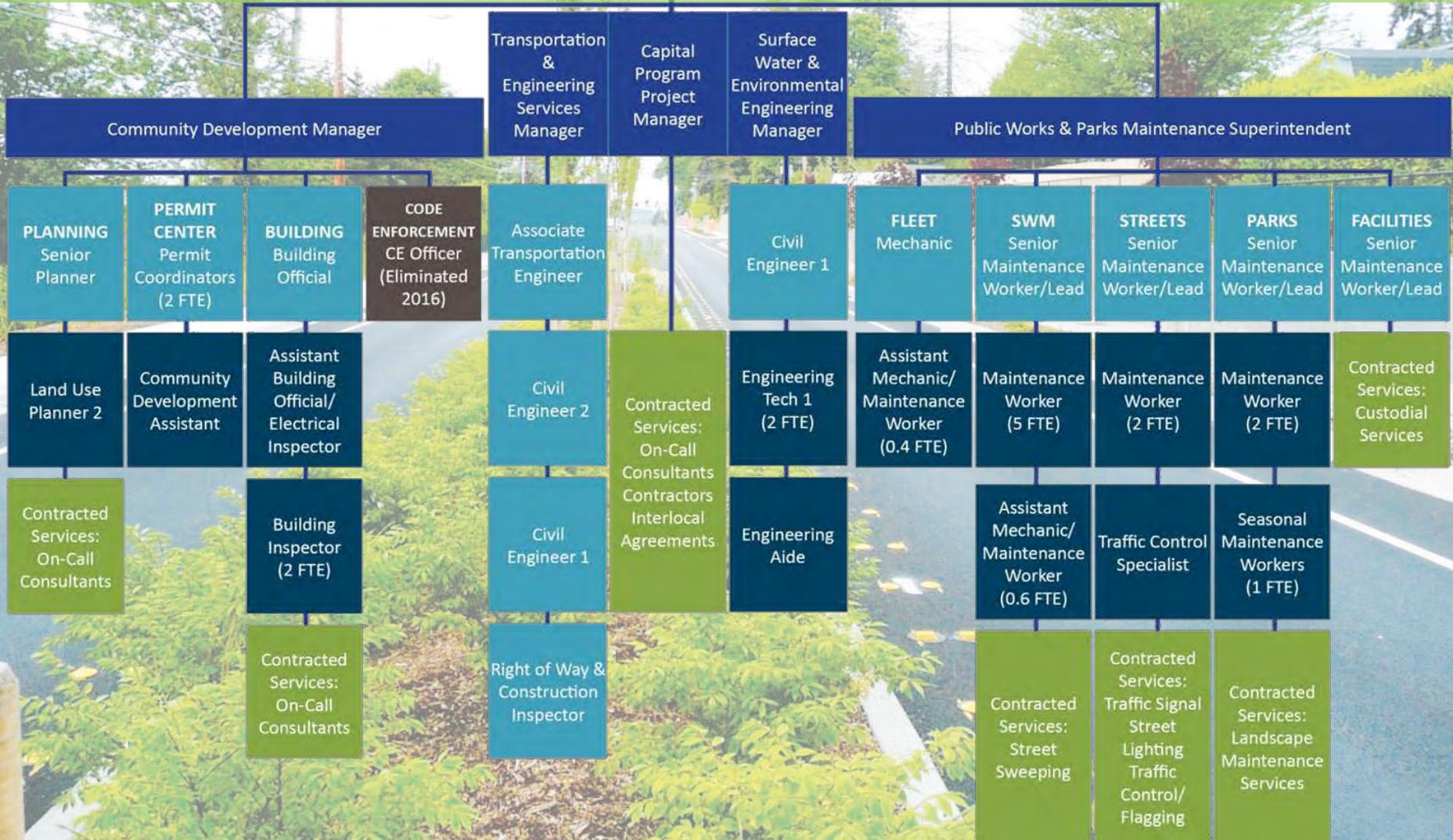


Department Organization

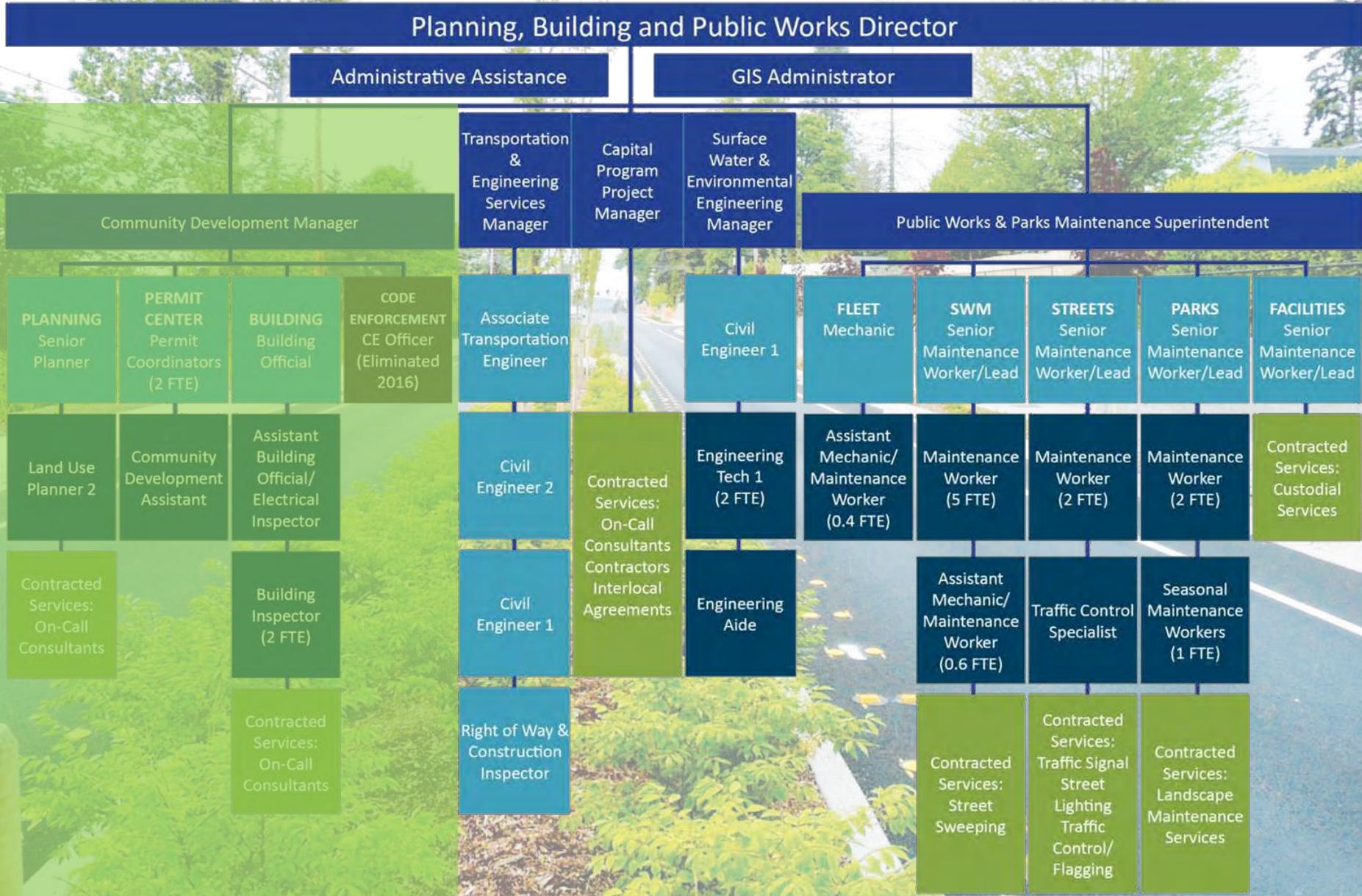
Planning, Building and Public Works Director

Administrative Assistance

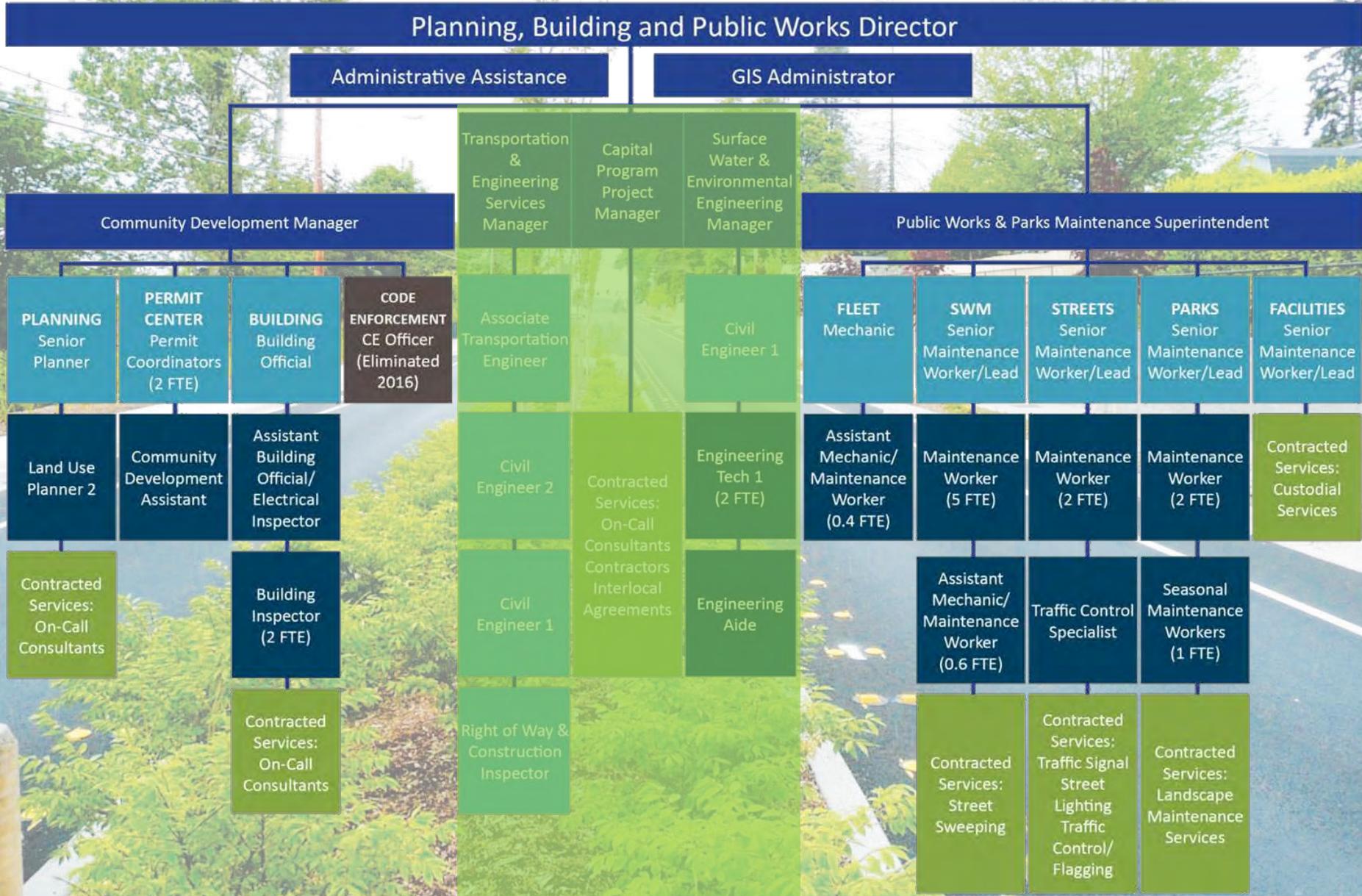
GIS Administrator



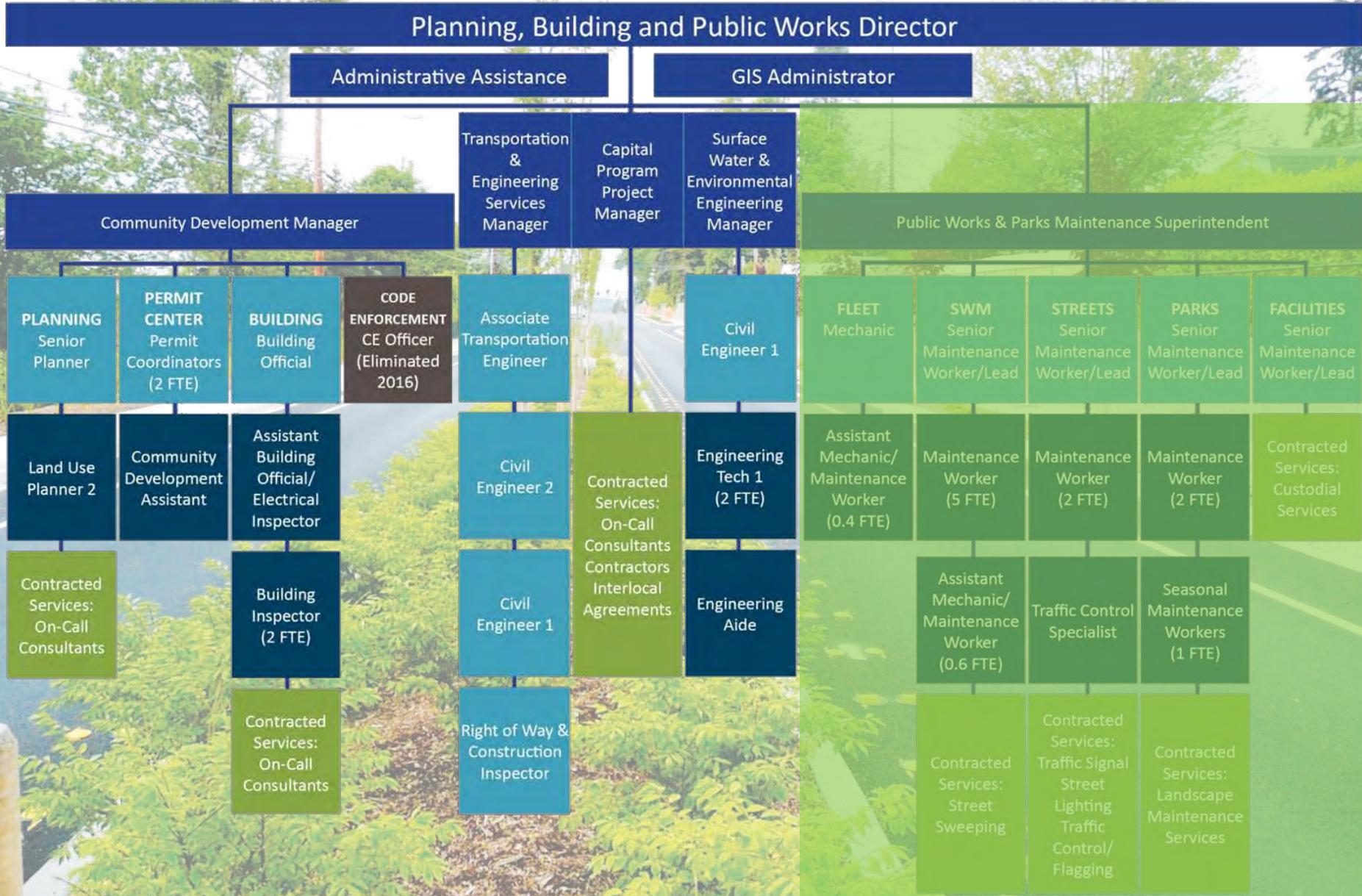
Department Organization



Department Organization

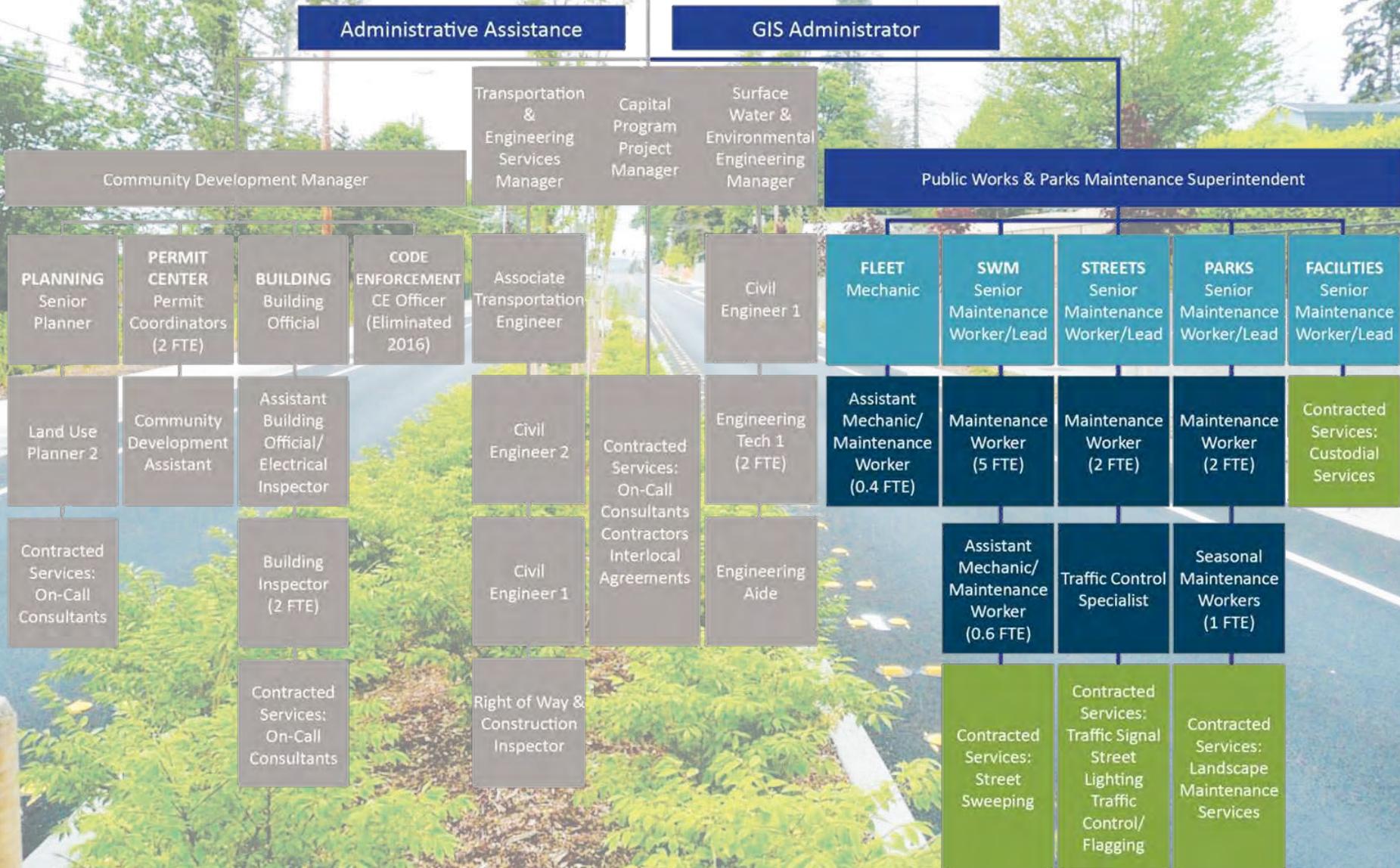


Department Organization



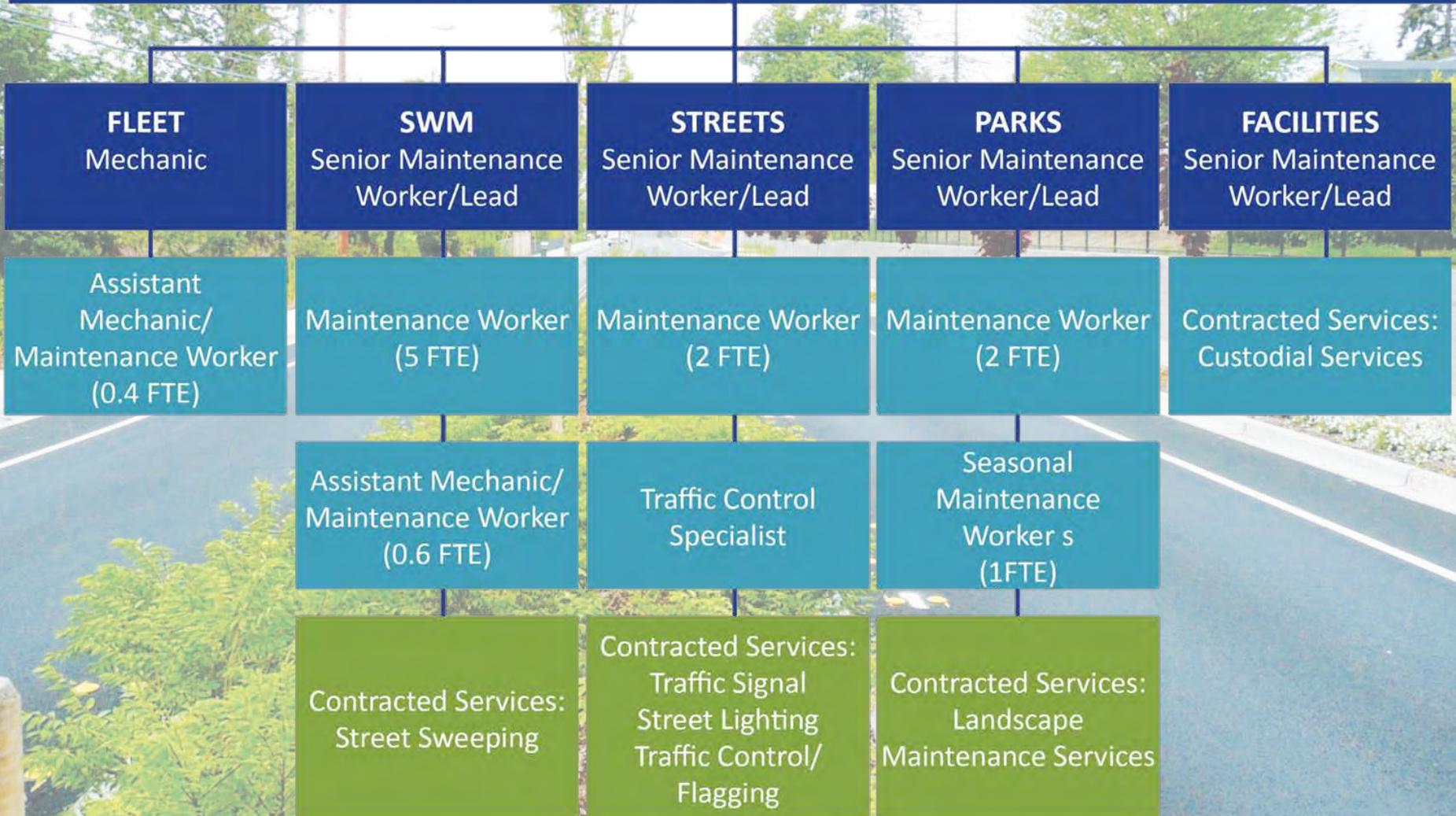
Division Organization

Planning, Building and Public Works Director



Team Organization | Maintenance

Public Works & Parks Maintenance Superintendent



Fleet Maintenance

Managing Assets

Vehicles & Heavy Equipment



Fleet Maintenance

Managing Assets Small Tools & Equipment



Fleet Maintenance

Mechanic Shop



Fleet Maintenance

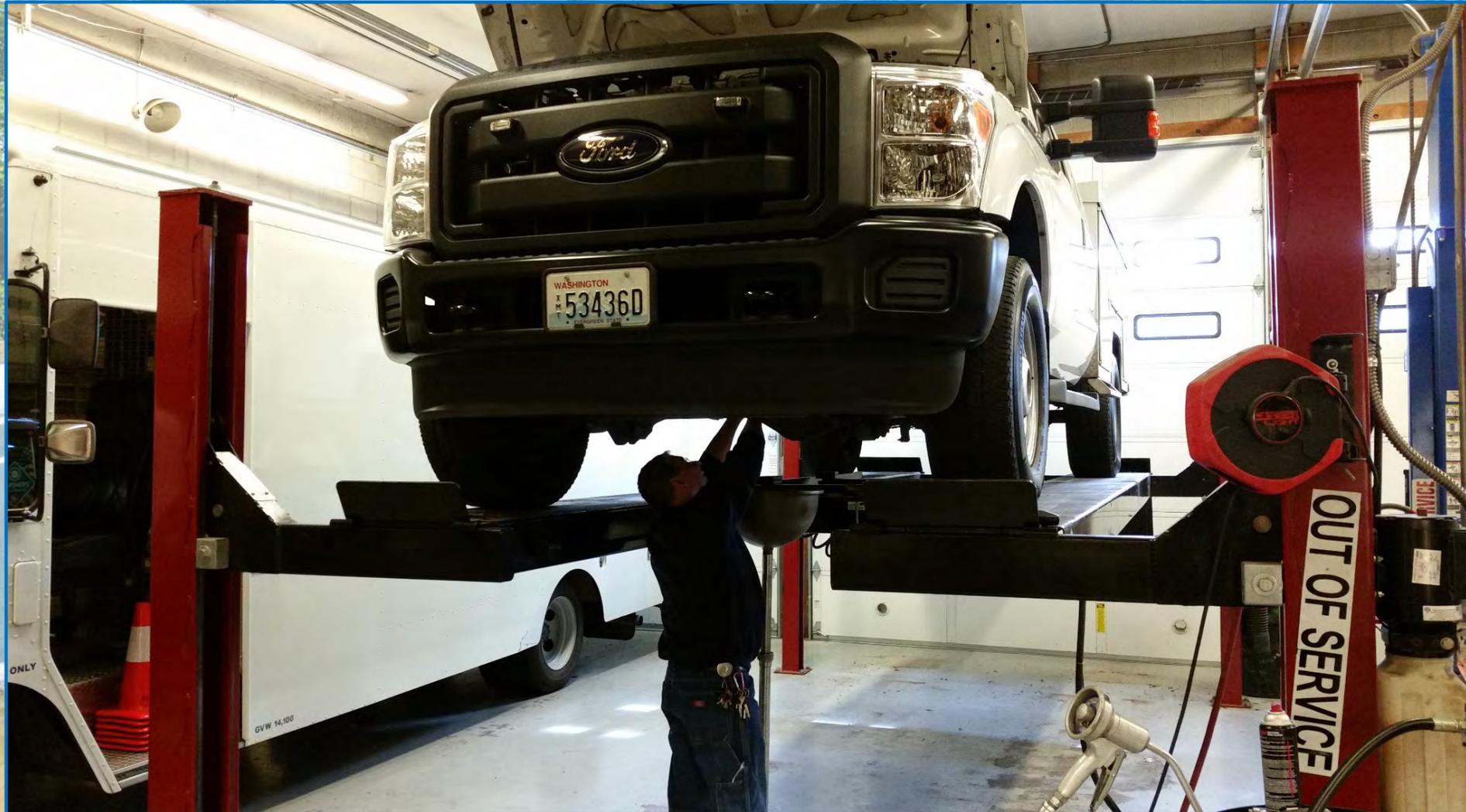
Services

- **Vehicle Service, Repairs and Routine Maintenance**
 - *Oil changes*
 - *Fluid checks and service*
 - *Brakes*
 - *Tire rotations and replacements*
 - *Electrical service (lights and communications equipment)*
 - *Misc. needs (wipers, tires chains, minor vehicle detailing)*
- **Order and track parts**



Fleet Maintenance

Services – Oil Changes



Fleet Maintenance

Services – Brakes



Fleet Maintenance

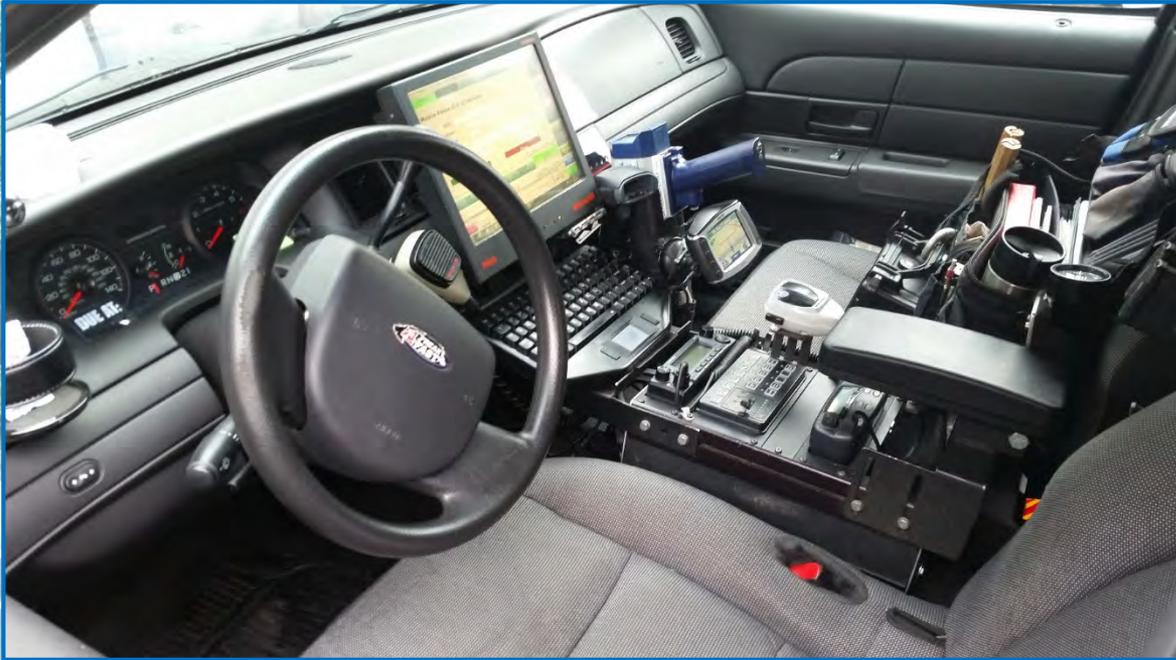
Services

- **Fuel system (PW Yard)**
- **Coordinate 3rd party service and repairs**
 - *Warranty services*
 - *Major service (transmission replacements & engine repairs)*
 - *Collision repairs*
- **Prepping specs for purchase of new vehicles**
- **Setup of new vehicles**
- **Surplus of out-going vehicles**
- **Forklift trainer**
- **CDL trainer**



Fleet Maintenance

Services



Fleet Maintenance

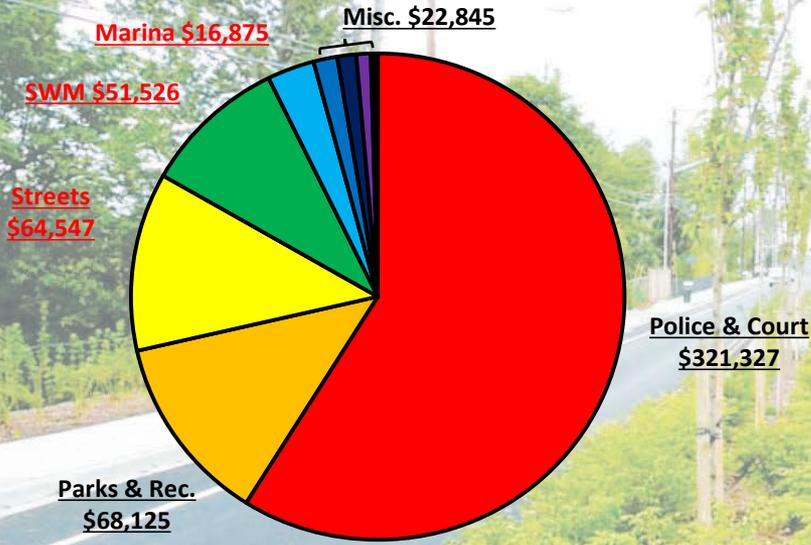
Services



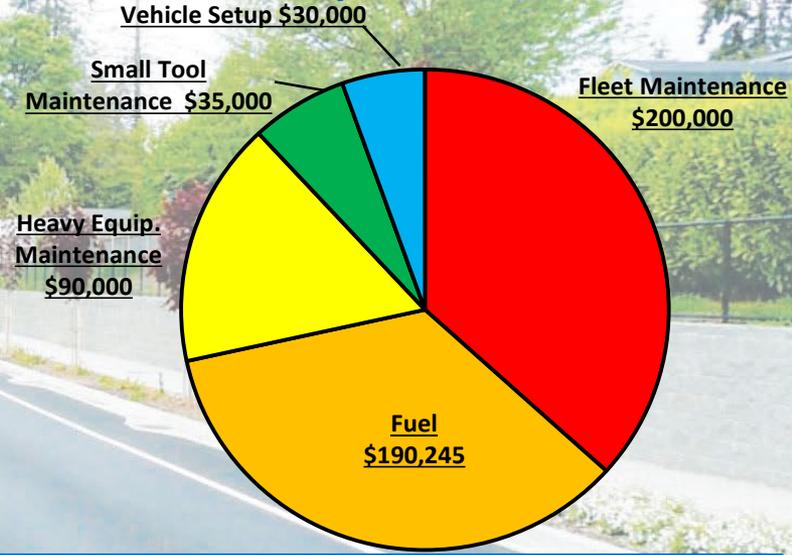
Fleet Maintenance

Personnel and Budget

Revenue



Expenditures



Budget = \$545,245

- 1.0 FTE Mechanic
- 0.4 FTE Assistant Mechanic



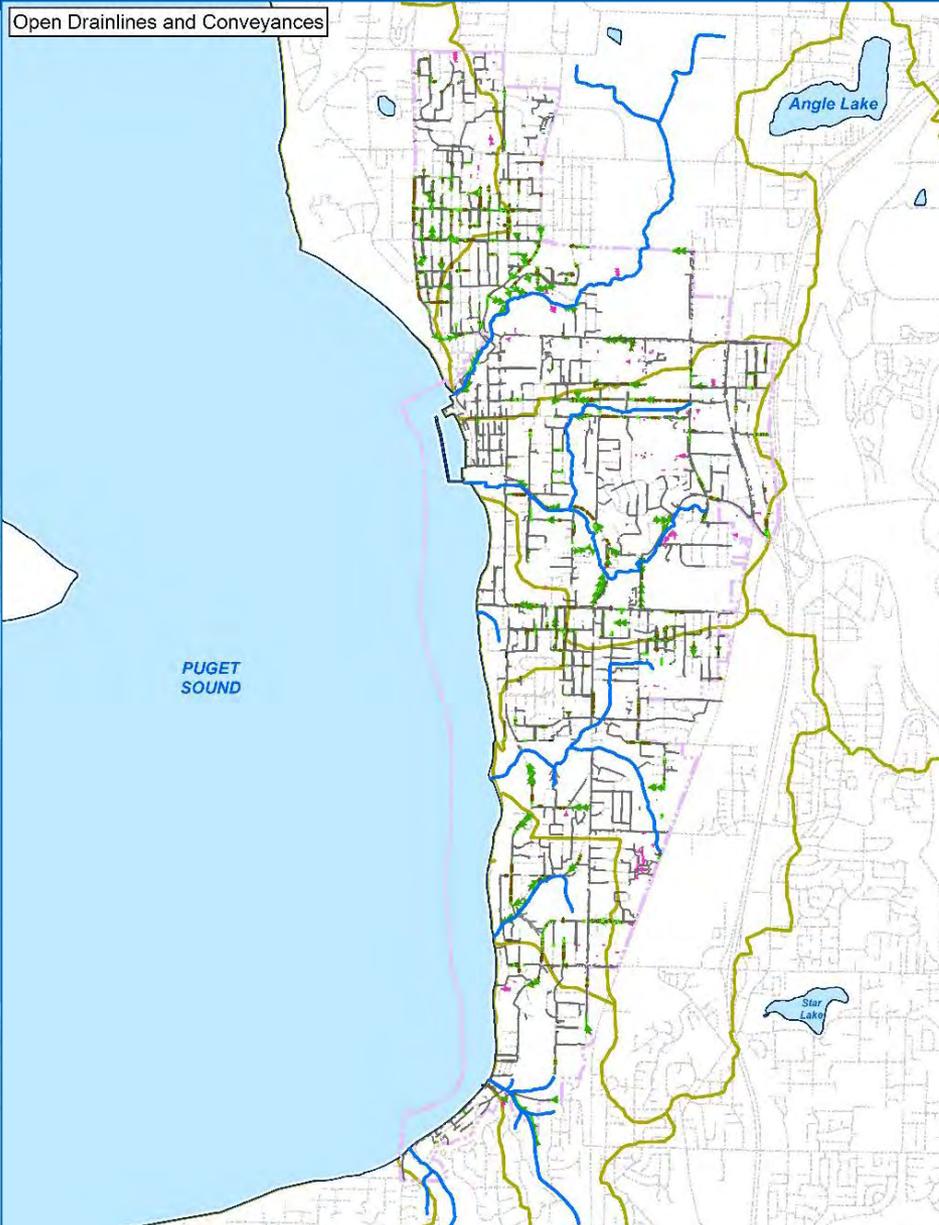
SWM Maintenance

Surface Water Management



01/08/2014 14:39

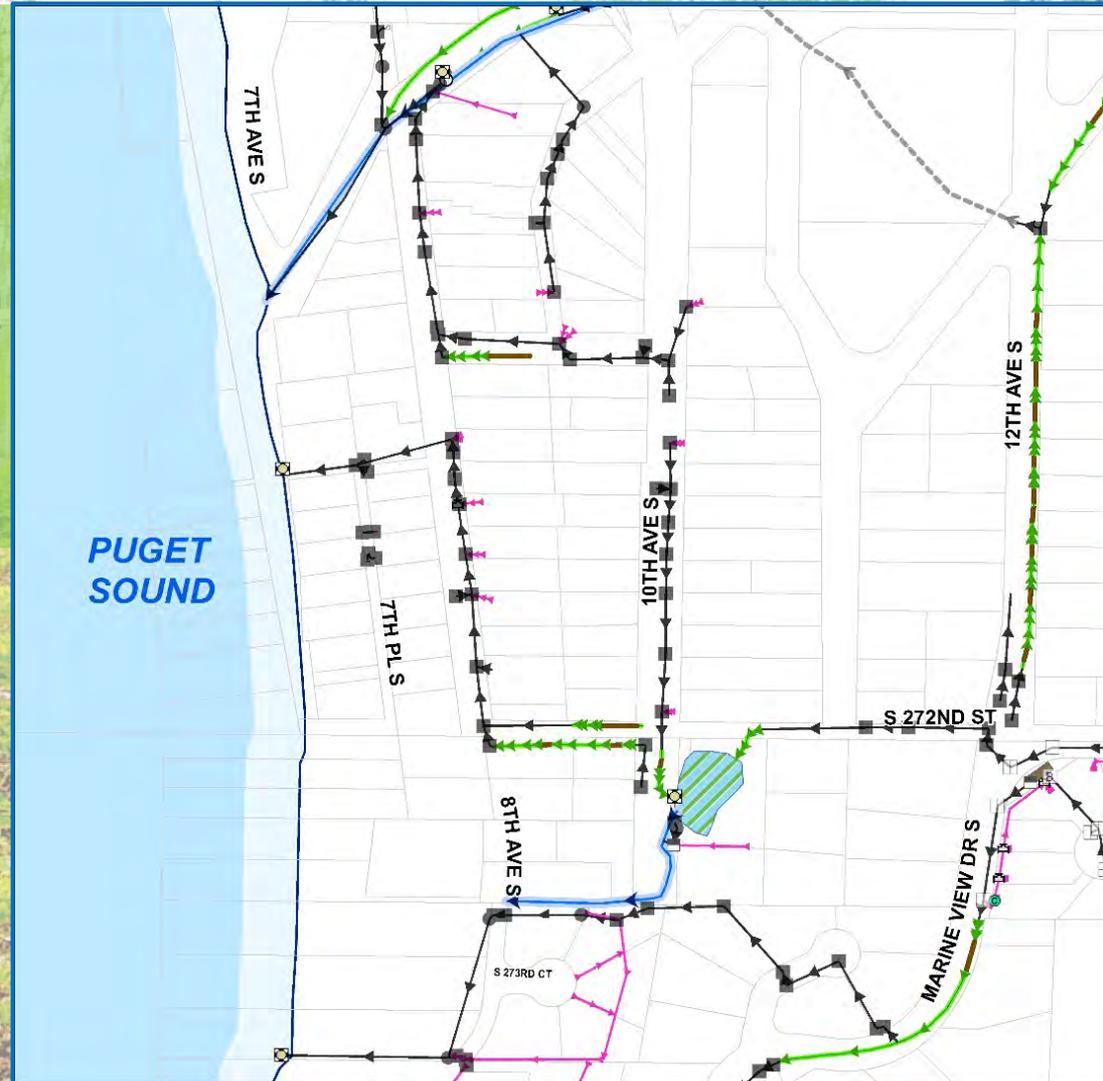
SWM Maintenance



SWM Maintenance

Asset Management

- 4,832 Catch Basins / 60 Manholes
- 85 miles of Storm pipe
- 19 miles of ditches
- 16 Detention Ponds
- 46 Detention Vaults
- 32 Treatment Facilities



SWM Maintenance

Basin Cleaning, Inspection and Repair



SWM Maintenance

Basin Cleaning, Inspection and Repair



SWM Maintenance

Ditch Maintenance



SWM Maintenance

Storm Ponds and Treatment Facilities



04/17/2013 09:49 AM



SWM Maintenance

Detention Vaults



SWM Maintenance

Street Sweeping



SWM Maintenance

Programs and Functions

- Inspections
- Asset Repair and Maintenance
- Pipe Program
- Utility Locates
- CMP Pipe Assessments and Replacements
- Flooding and Emergency Response



SWM Maintenance

Pipe Program



SWM Maintenance

Utility Locates



**Know what's below.
Call before you dig.**

SWM Maintenance

CMP Inspection and Replacement Program



04/25/2011 07:58

SWM Maintenance

Storm Response

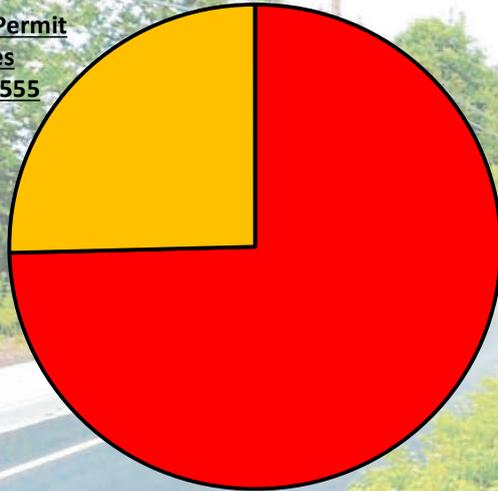


SWM Maintenance

Personnel and Budget

Revenue

NPDES Permit Fees
\$365,555



SWM Fee's
\$1,073,125

Budget = \$1,438,680

- 1.0 FTE SWM Lead
- 5.6 FTE's (1 Vacancy)

Expenditures

Street Sweeping \$57,580

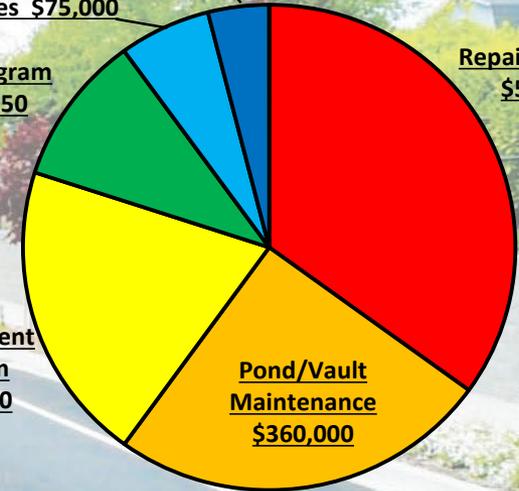
Utility Locates \$75,000

Pipe Program
\$143,750

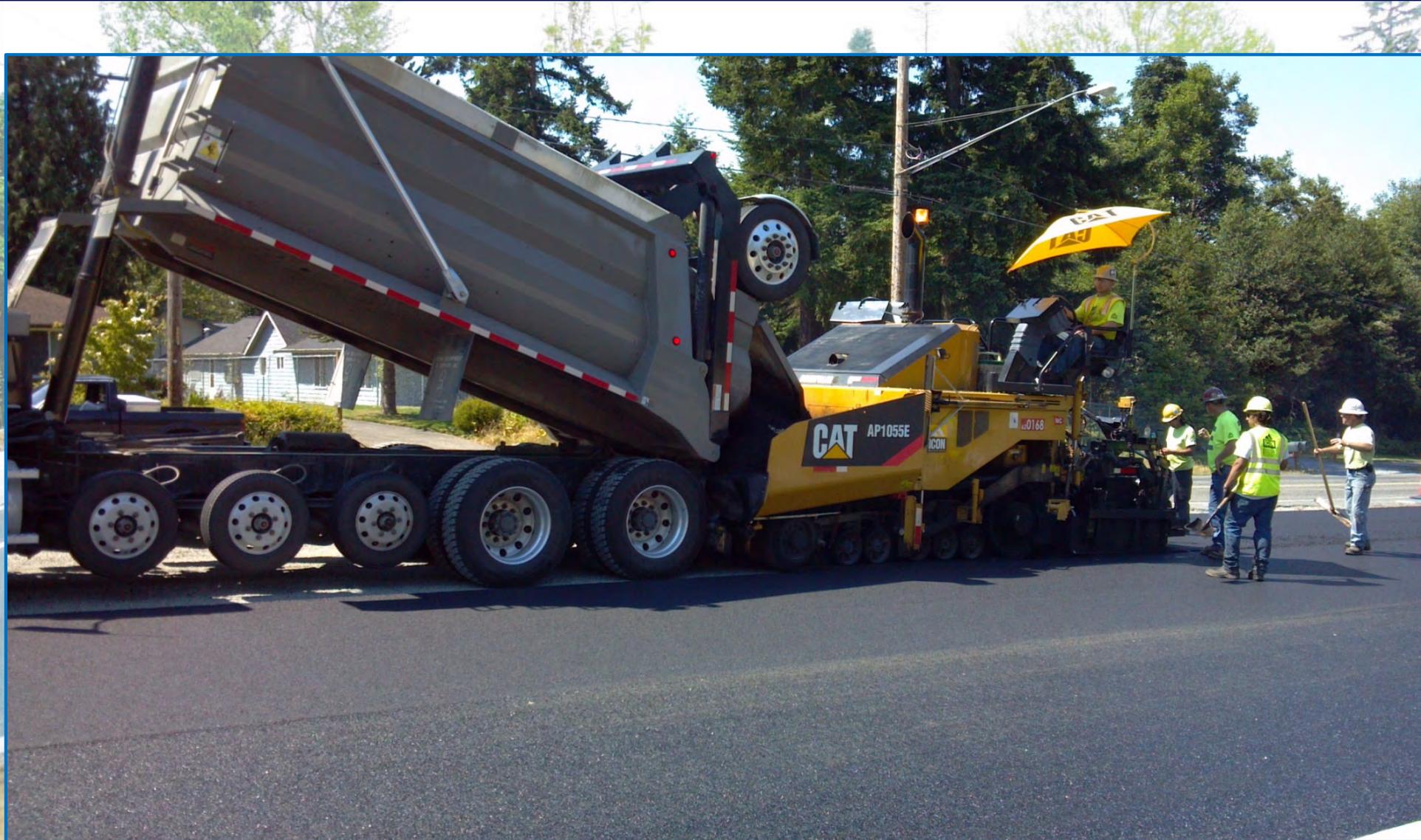
CMP Replacement Program
\$287,500

Pond/Vault Maintenance
\$360,000

Basin Repairs/Flushing
\$503,500



Street Maintenance



Street Maintenance

Pavement Management



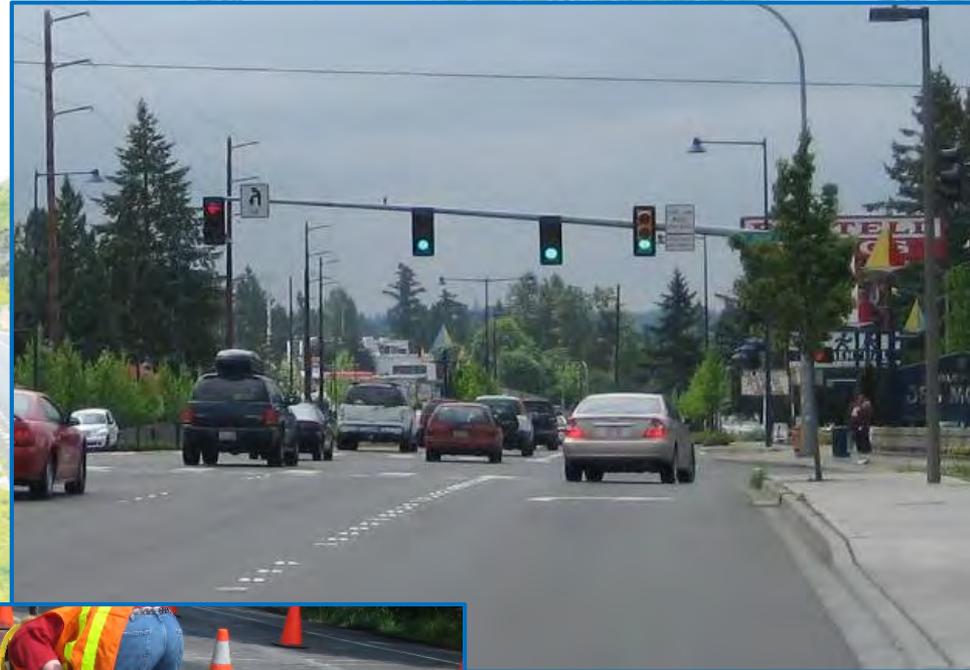
Street Maintenance

Pavement Management



Street Maintenance

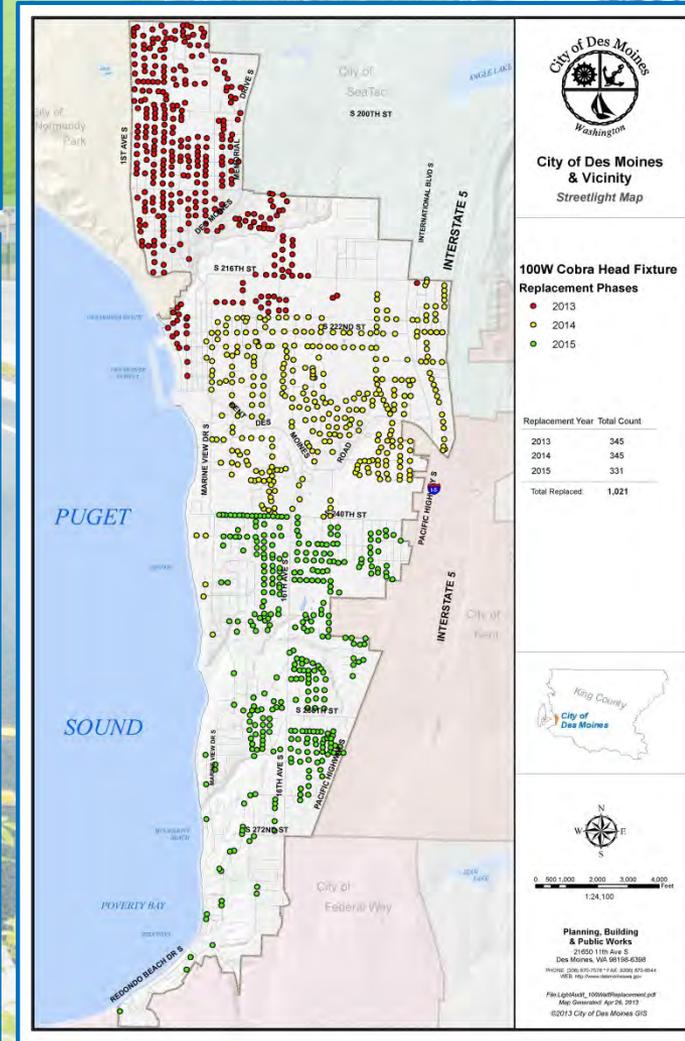
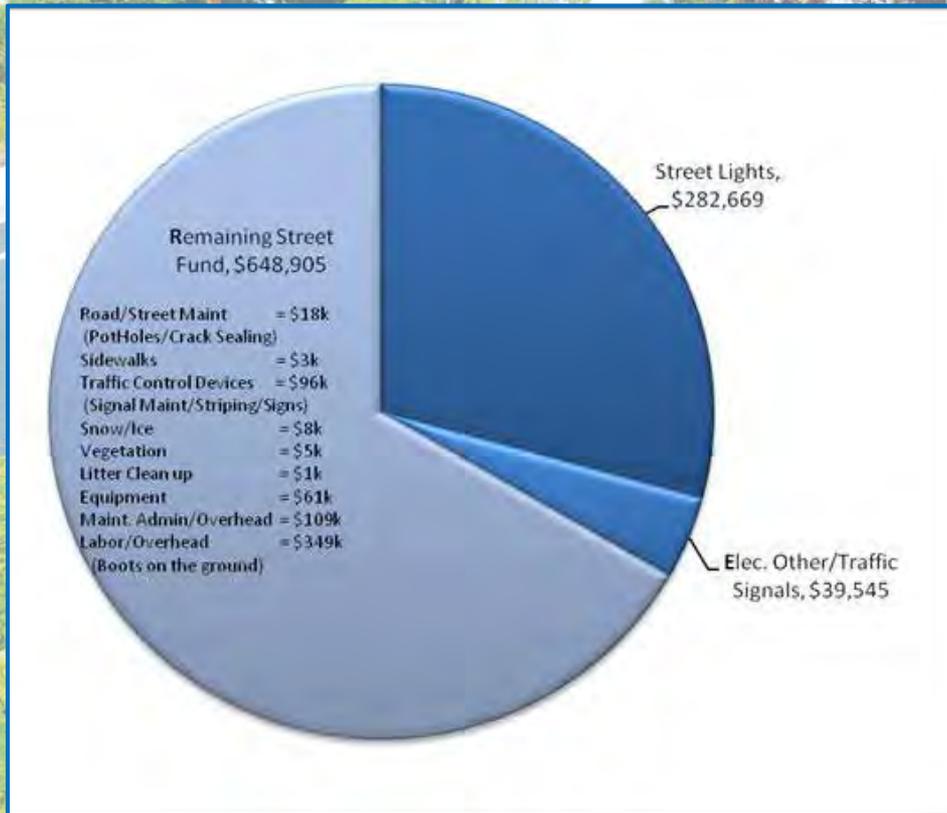
Traffic Signals and Street Lighting



Street Maintenance

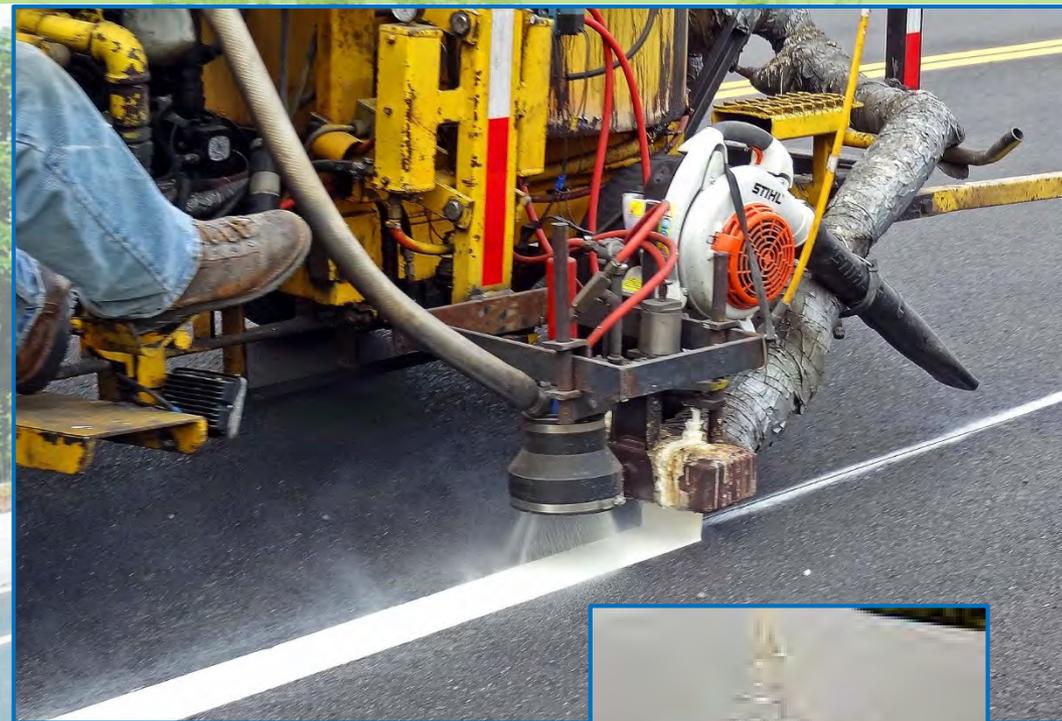
Conversion to LED Illumination

- Convert 100W HPS to LED
- 1,021 Fixtures Over 3 Years
- Annual City Savings = \$45,000



Street Maintenance

Signing, Striping, and Markings



Street Maintenance

Vegetation Control



Street Maintenance

Litter



Street Maintenance

Dead Animals



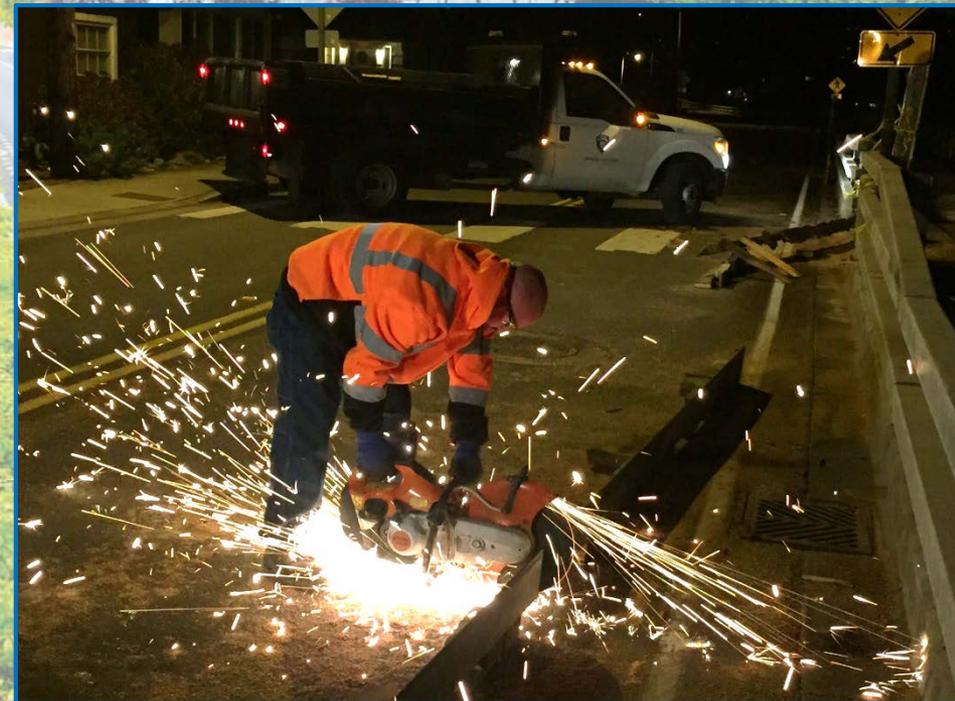
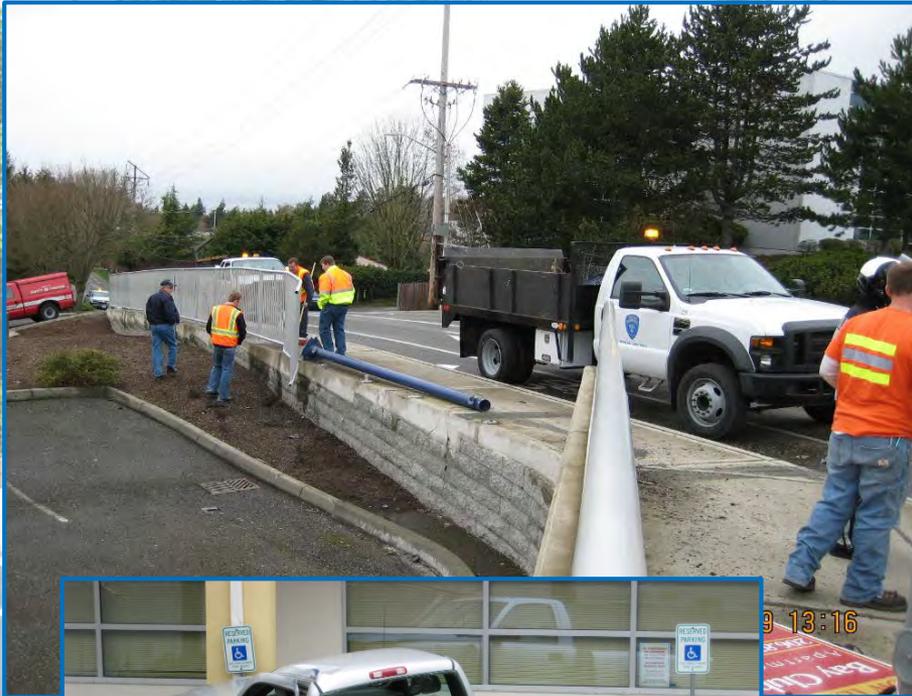
Street Maintenance

Winter Storm Response



Street Maintenance

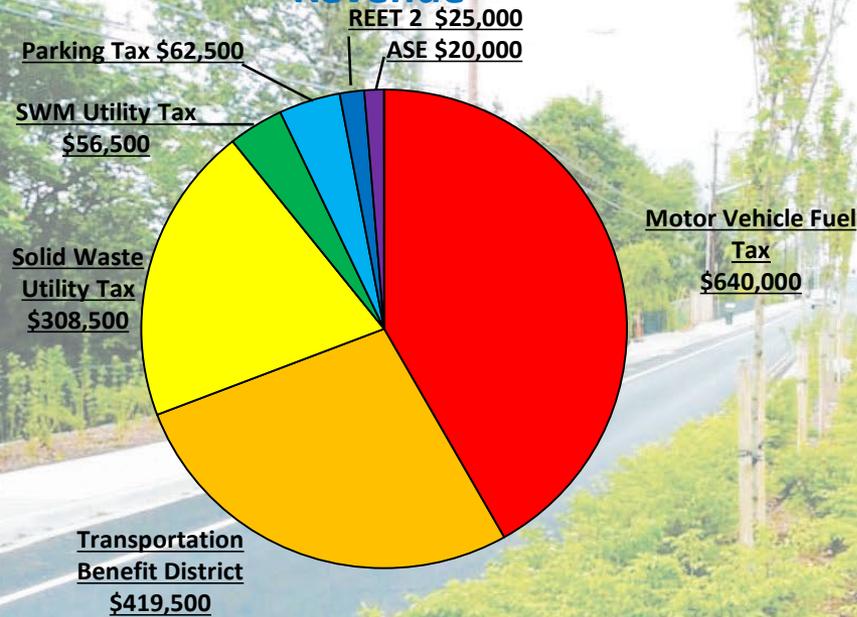
Emergency Response



Street Maintenance

Personnel and Budget

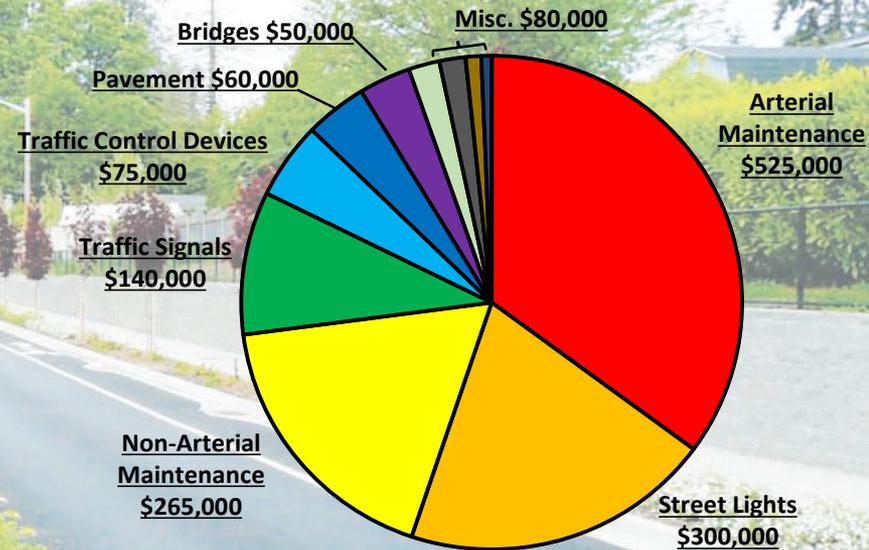
Revenue



Budget = \$1,495,000

- 1.0 FTE Street Lead
- 2.0 FTE's
- 1.0 Traffic Control Specialist

Expenditures



Park Maintenance



04/17/2013 08:58 AM

Park Maintenance

Infrastructure & Assets

- 129.21 acres of park space
- 31 parks and green spaces
- 7 playgrounds
- 5 ballfields
- Skate Park
- 2 Tennis courts
- 26 irrigation systems
- 4 basketball courts
- Around 10 miles of streetscapes(barking, pesticide, irrigation)
- 3 miles of trails (DMCT, Barnes Creek)
- 3 soccer fields on Fieldhouse fields
- 10 drinking fountains



Park Maintenance

Programs and Functions – Daily (as needed)

Park Rounds 5 days a week at 31 locations
(4-5 hours per day for 1 employee) includes:

- Liter pick-up
- Safety inspection
- Playground inspection
- Graffiti cleanup
- Vandalism repair
- Hard surface blowing (as needed)
- Bench and table inspection
- Watering flower pots
- Restroom inspection
- Mole patrol



Park Maintenance

Programs and Functions – Weekly (as needed)

Weekly mowing/line trimming at 13 Parks and Facilities

(also responsible for fertilizing these parks and pesticide applications)

- Underwood fields 2x per week
- Underwood commons
- Fieldhouse Fields
- Sonju Park
- Memorial Park (Flag Triangle)
- Barnes Creek Park
- Massey Creek Park
- Activity Center front
- Activity Center lawn
- Service Center
- 239th - Zenith overlook
- South 251st Street Park
- Midway Park Meadow



Park Maintenance

Playgrounds



Park Maintenance

Vandalism and Graffiti



Park Maintenance

Pet Waste



Park Maintenance

Hardscapes



Park Maintenance

Field Preparations



Park Maintenance

Parks & Ball Fields



Park Maintenance

Parks & Ball Fields



Park Maintenance

Irrigation



Park Maintenance

Landscape Maintenance



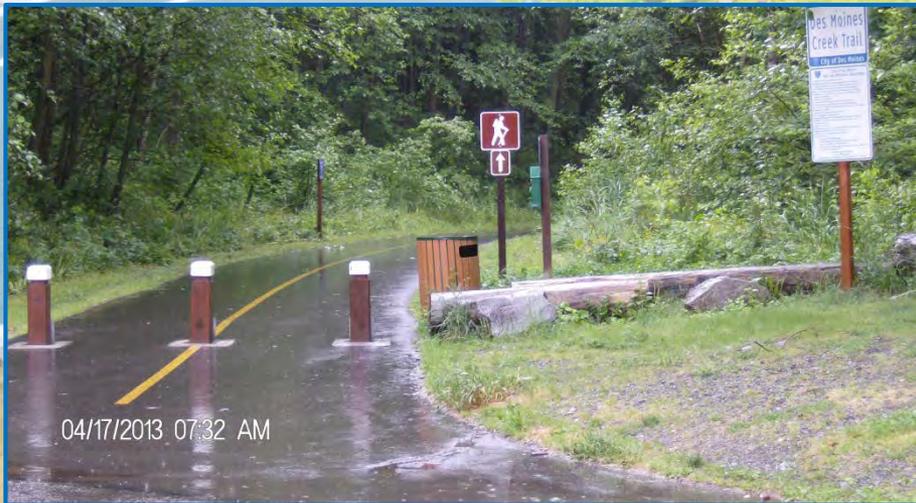
Park Maintenance

Special Events



Park Maintenance

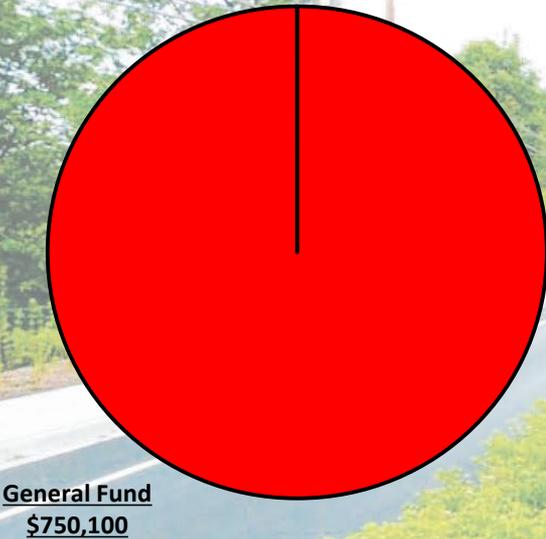
Trails



Park Maintenance

Personnel and Budget

Revenue

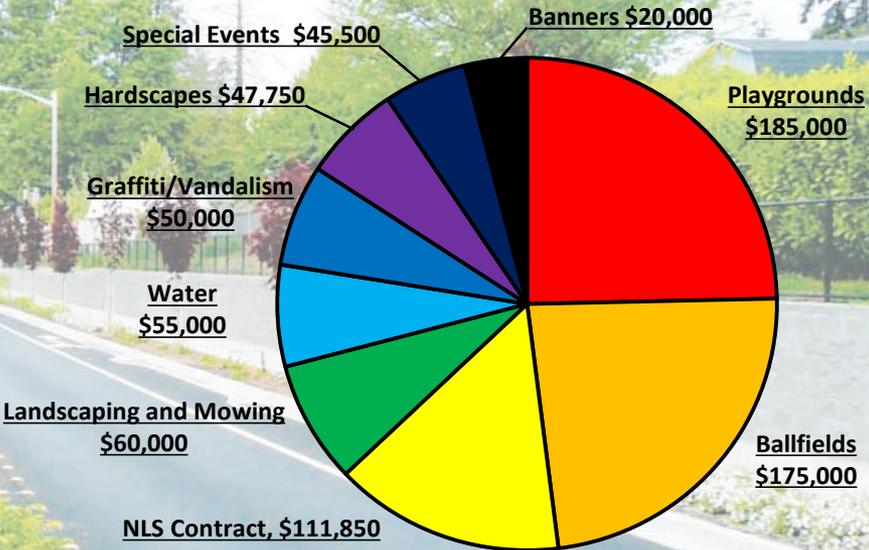


General Fund
\$750,100

Budget = \$750,100

- 1.0 FTE Parks Lead
- 2.0 FTE's
- 1.0 FTE (Seasonal Workers)

Expenditures



Facilities Maintenance

Managing Assets



Facilities Maintenance

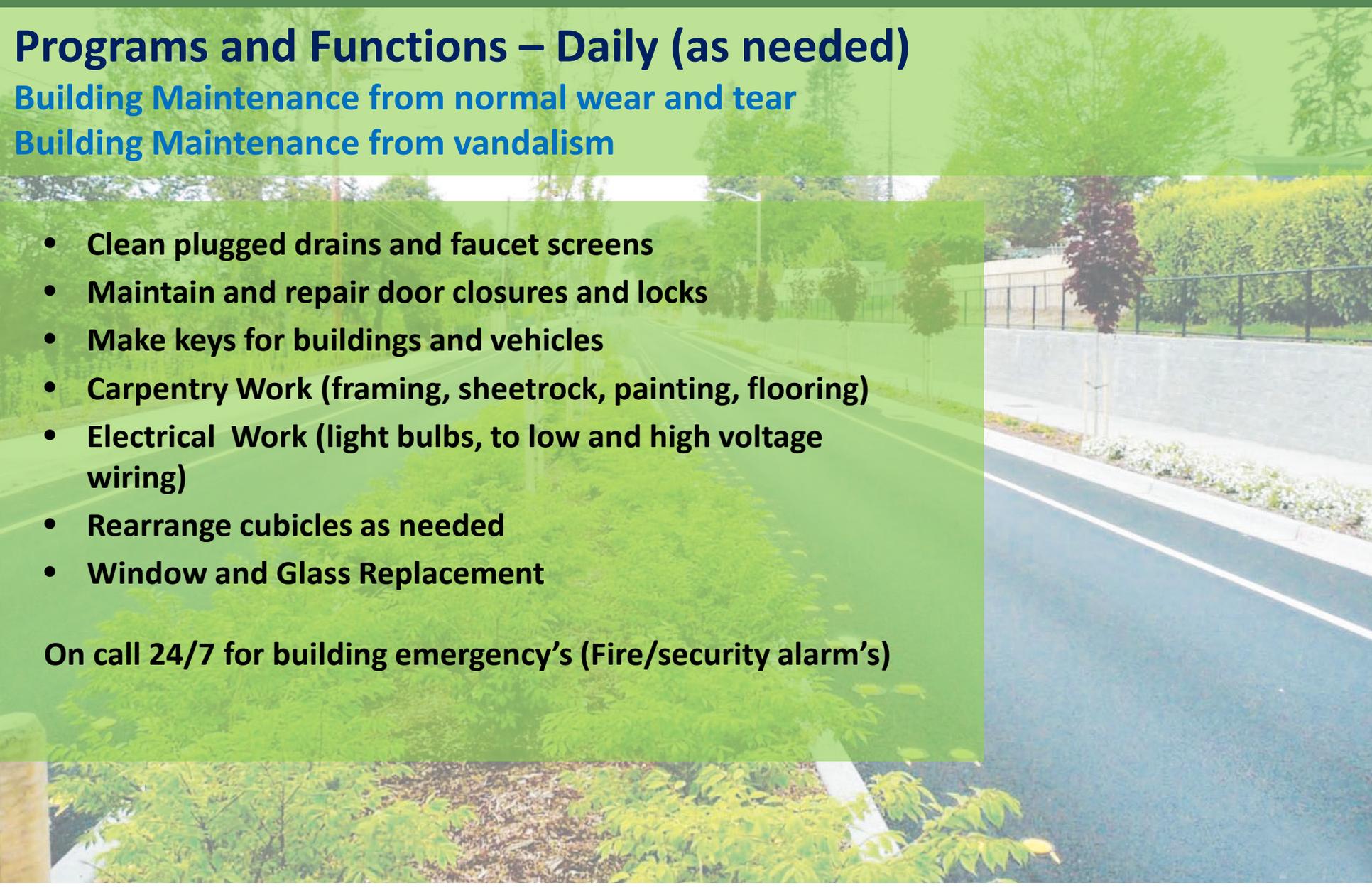
Programs and Functions – Daily (as needed)

Building Maintenance from normal wear and tear

Building Maintenance from vandalism

- Clean plugged drains and faucet screens
- Maintain and repair door closures and locks
- Make keys for buildings and vehicles
- Carpentry Work (framing, sheetrock, painting, flooring)
- Electrical Work (light bulbs, to low and high voltage wiring)
- Rearrange cubicles as needed
- Window and Glass Replacement

On call 24/7 for building emergency's (Fire/security alarm's)



Facilities Maintenance

Programs and Functions – Daily (as needed)

- **Work with IT wiring and new card lock systems**
- **Assist Police with board up and securing buildings**
- **Order and distribute employee uniforms**
- **Automatic gate maintenance and repairs
(Police Station & Public Works/Parks Service Center)**
- **Apply and purchase permits for projects**



Facilities Maintenance

Programs and Functions – Monthly

- Check all fire extinguishers per L&I
- Check and restock first aid kits per L&I
- Check emergency lighting.
- Check eye wash stations (weekly)
- Check lighting and repair as needed
- Check AED's



Facilities Maintenance

Programs and Functions – Yearly

- **Fire Suppression systems inspection and certification (City Hall, Activity Center, Field House, Auditorium, Dining Hall) Schedule for repairs of deficiency's to Fire systems.**
- **Fire extinguisher inspection and recertification (75 City wide not including Marina)**
- **Building water backflow inspections and certification.**
- **Dining Hall and Activity Center kitchen hood fire suppression twice yearly.**
- **Dining Hall and Activity Center kitchen hood cleaning twice yearly.**
- **Hot water tank and air compressor tank inspections every two years.**
- **Change thermostats and lighting time clocks for time changes twice yearly.**
- **Clean gutters and roofs of leaves 3 to 4 time yearly**



Facilities Maintenance



Facilities Maintenance



Facilities Maintenance



Facilities Maintenance

Contract and Vendor Support

- Janitorial Contract
- HVAC Contract
- Security System contract(s)



Facilities Maintenance

Pest Control



Facilities Maintenance

Flags



Facilities Maintenance

Capital Projects and Fund 506 Repairs



Facilities Maintenance

Personnel and Budget

Revenue

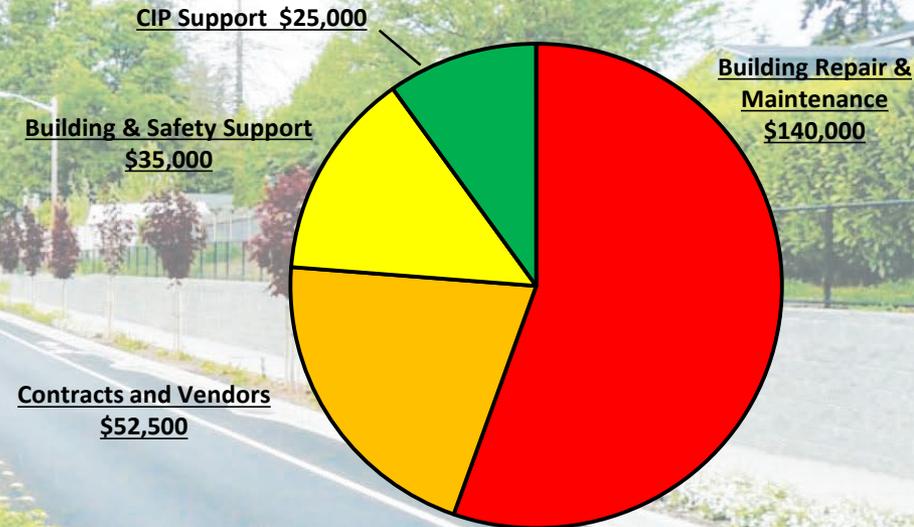


General Fund
\$252,500

Budget = \$252,500

- 1.0 FTE Facilities Lead

Expenditures



CIP Support \$25,000

Building & Safety Support \$35,000

Contracts and Vendors \$52,500

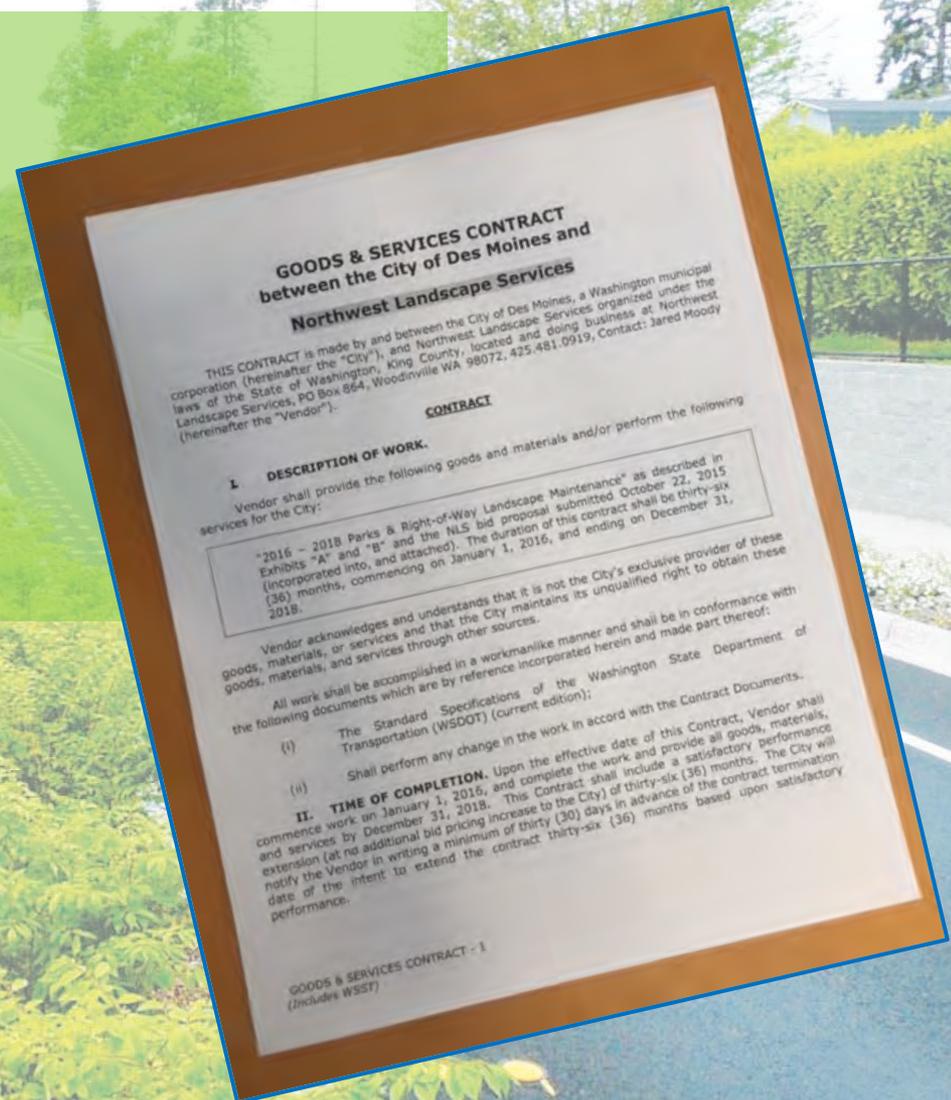
Building Repair & Maintenance \$140,000



Maintenance

Contracted Maintenance Services

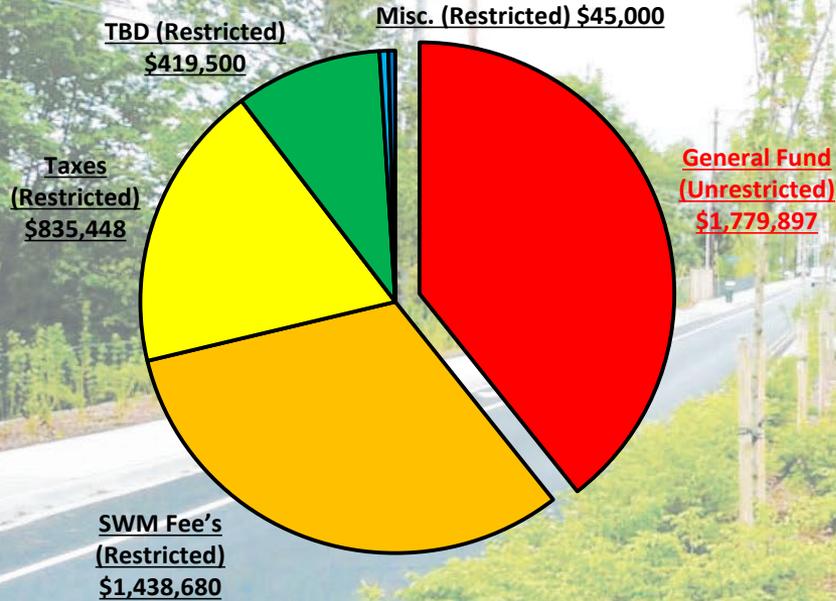
- Street sweeping – McDonough & Sons
- Landscape Maintenance - NLS
- Janitorial – American Building Services
- HVAC – MacDonald-Miller
- Traffic Signal - WSDOT
- Street Lighting - PSE
- Flagging – On call
- Solid Waste – Recology CleanScapes



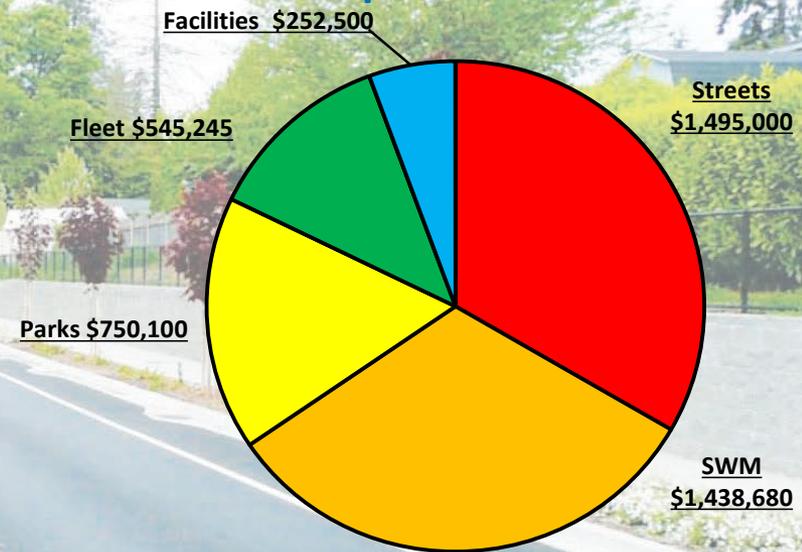
Public Works & Parks Maintenance

Personnel and Budget

Revenue



Expenditures



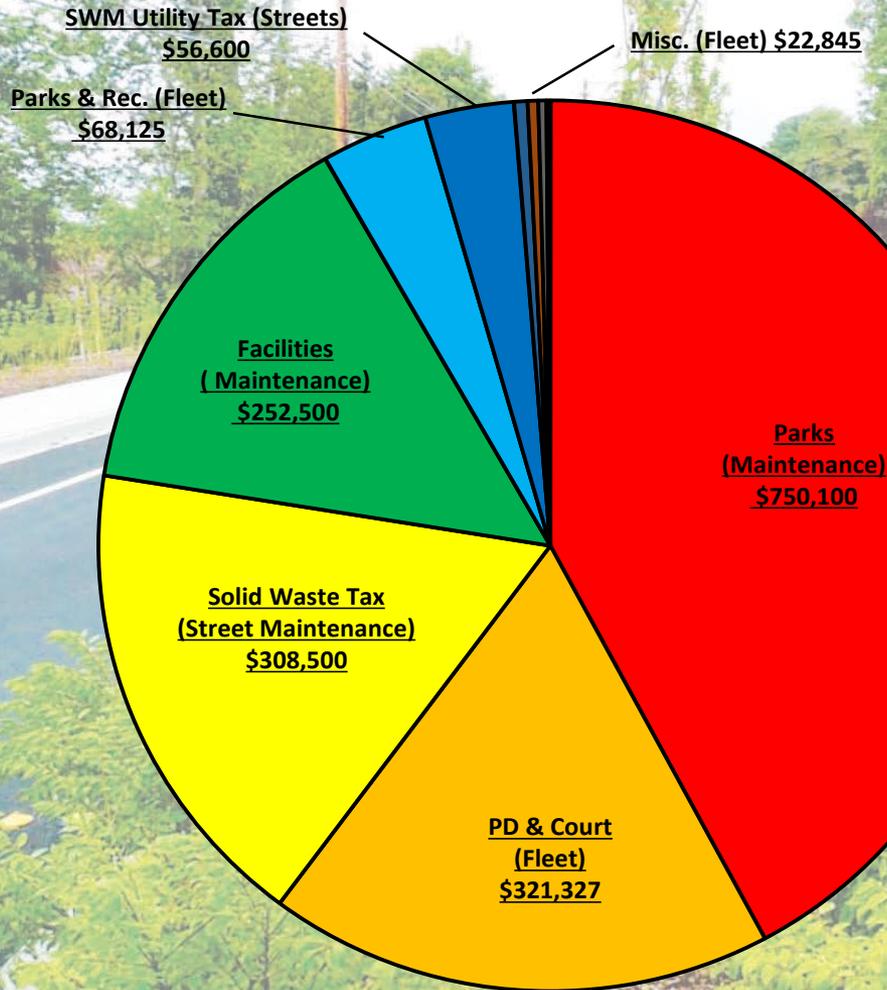
Budget = \$4,481,525

- 1.0 FTE Maintenance Superintendent



Public Works & Parks Maintenance

Unrestricted General Fund



Unrestricted General Funds = \$1,779,897

City Government 101

Public Works & Parks Maintenance

- ✓ Part 9a: Community Development
- ✓ Part 9b: Engineering Services
- ✓ Part 9c: Public Works & Parks Maintenance

