

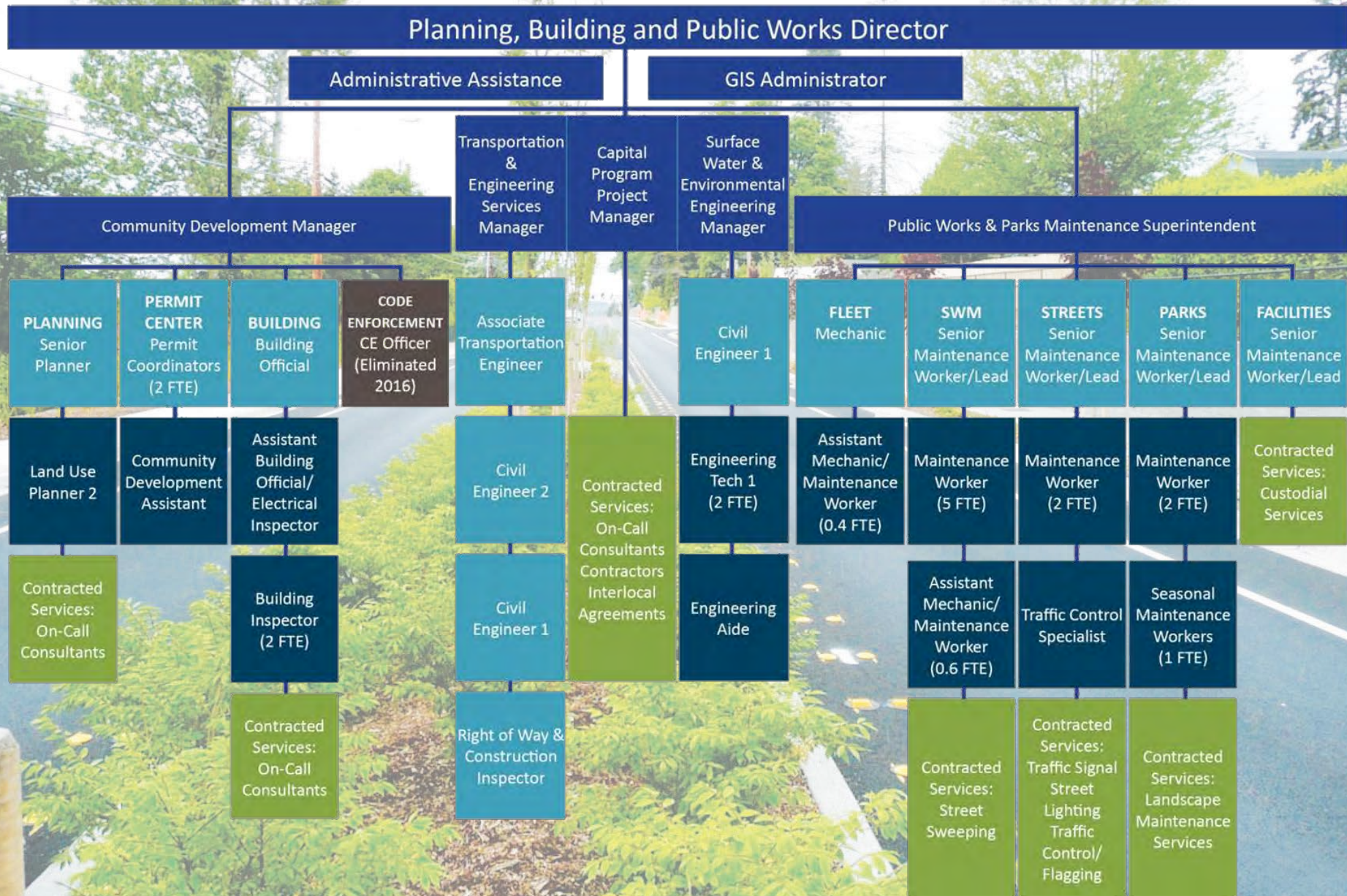


City Government 101

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

Community Development Manager

Transportation & Engineering Services Manager

Capital Program Project Manager

Surface Water & Environmental Engineering Manager

Public Works & Parks Maintenance Superintendent

PLANNING
Senior Planner

PERMIT CENTER
Permit Coordinators (2 FTE)

BUILDING
Building Official

CODE ENFORCEMENT
CE Officer (Eliminated 2016)

Associate Transportation Engineer

Civil Engineer 1

FLEET
Mechanic

SWM
Senior Maintenance Worker/Lead

STREETS
Senior Maintenance Worker/Lead

PARKS
Senior Maintenance Worker/Lead

FACILITIES
Senior Maintenance Worker/Lead

Land Use Planner 2

Community Development Assistant

Assistant Building Official/
Electrical Inspector

Civil Engineer 2

Contracted Services:
On-Call Consultants
Contractors
Interlocal Agreements

Engineering Tech 1 (2 FTE)

Assistant Mechanic/
Maintenance Worker (0.4 FTE)

Maintenance Worker (5 FTE)

Maintenance Worker (2 FTE)

Maintenance Worker (2 FTE)

Contracted Services:
Custodial Services

Contracted Services:
On-Call Consultants

Building Inspector (2 FTE)

Civil Engineer 1

Right of Way & Construction Inspector

Engineering Aide

Assistant Mechanic/
Maintenance Worker (0.6 FTE)

Traffic Control Specialist

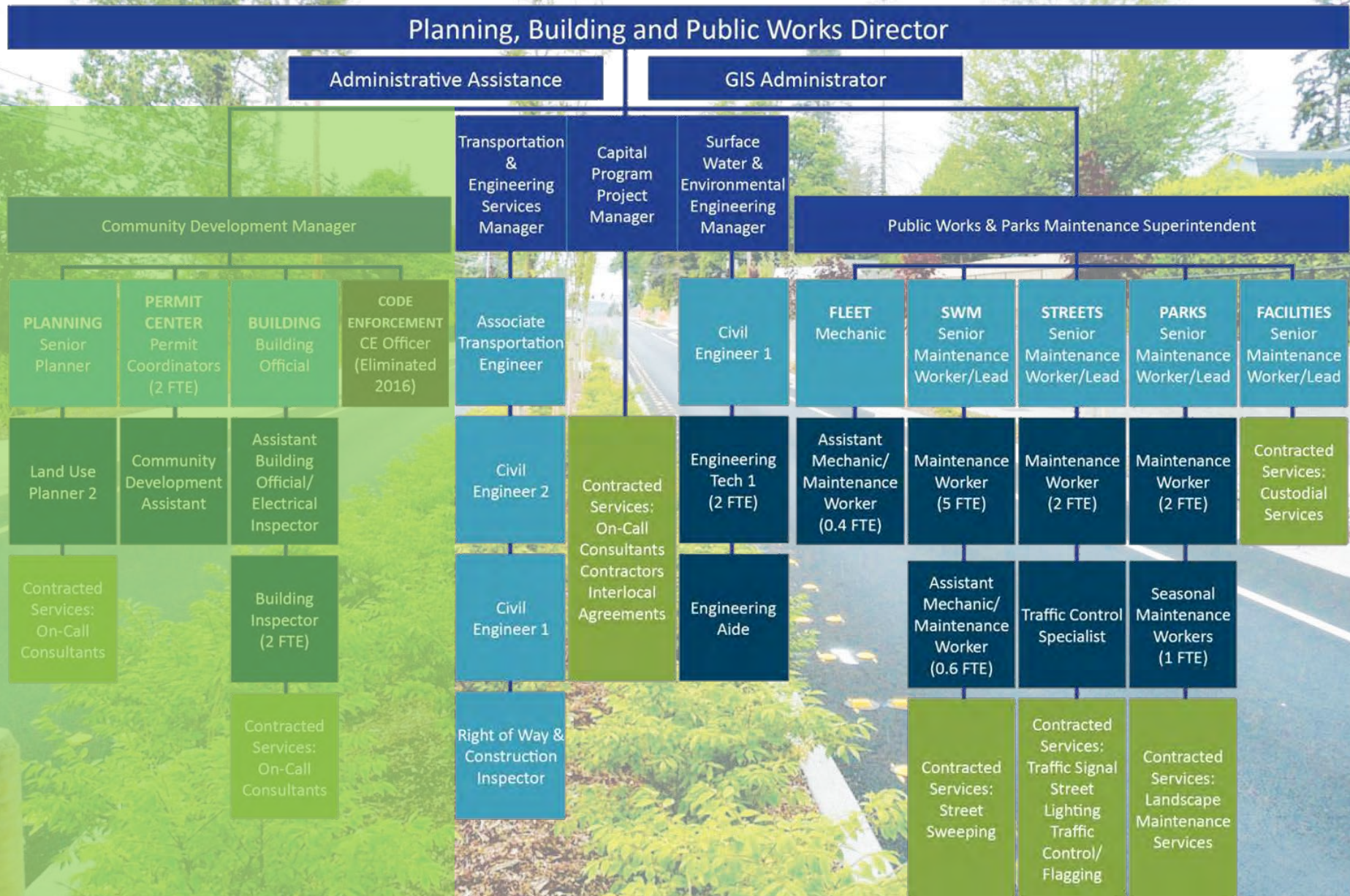
Seasonal Maintenance Workers (1 FTE)

Contracted Services:
Street Sweeping

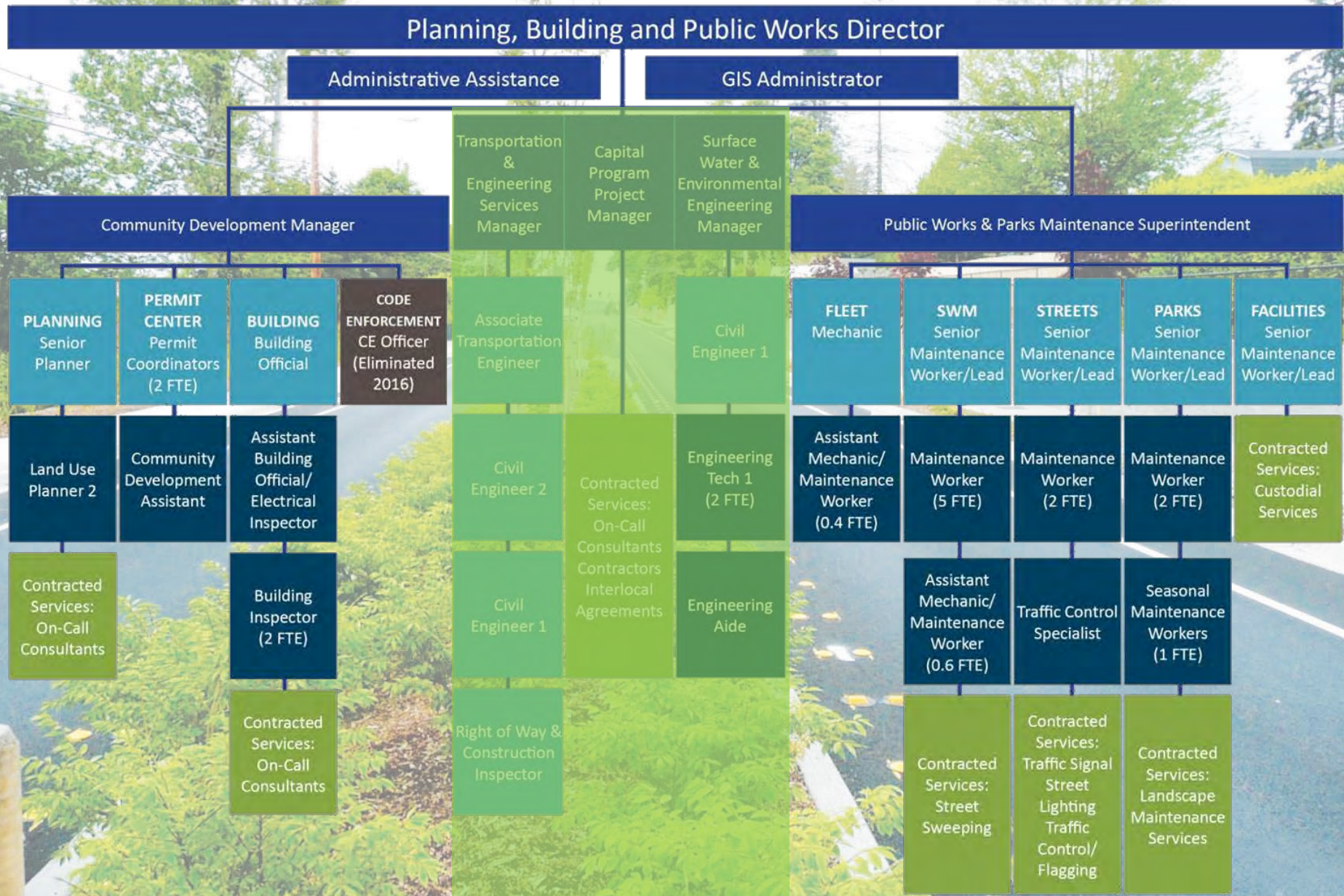
Contracted Services:
Traffic Signal
Street Lighting
Traffic Control/
Flagging

Contracted Services:
Landscape Maintenance Services

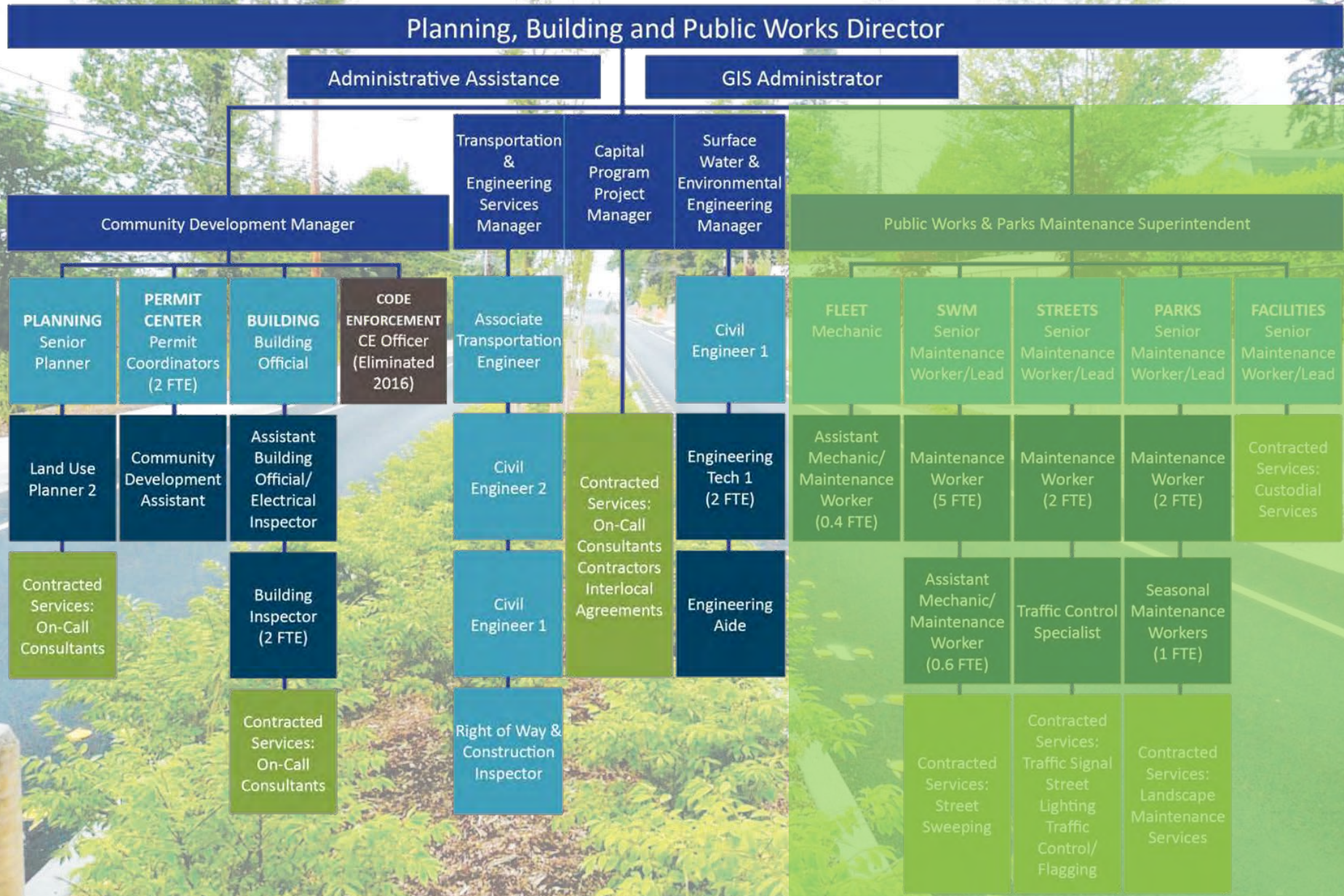
Department Organization



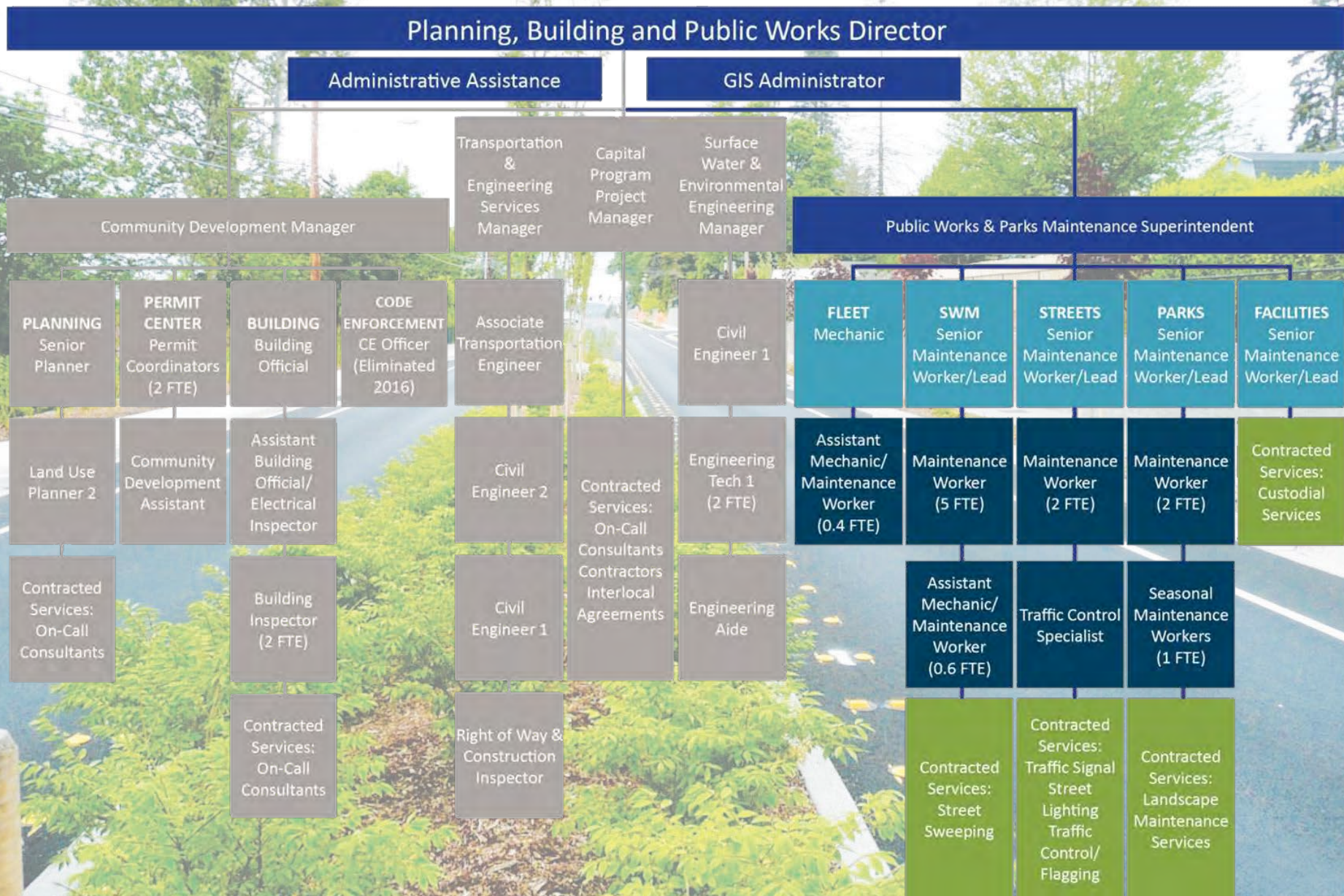
Department Organization



Department Organization

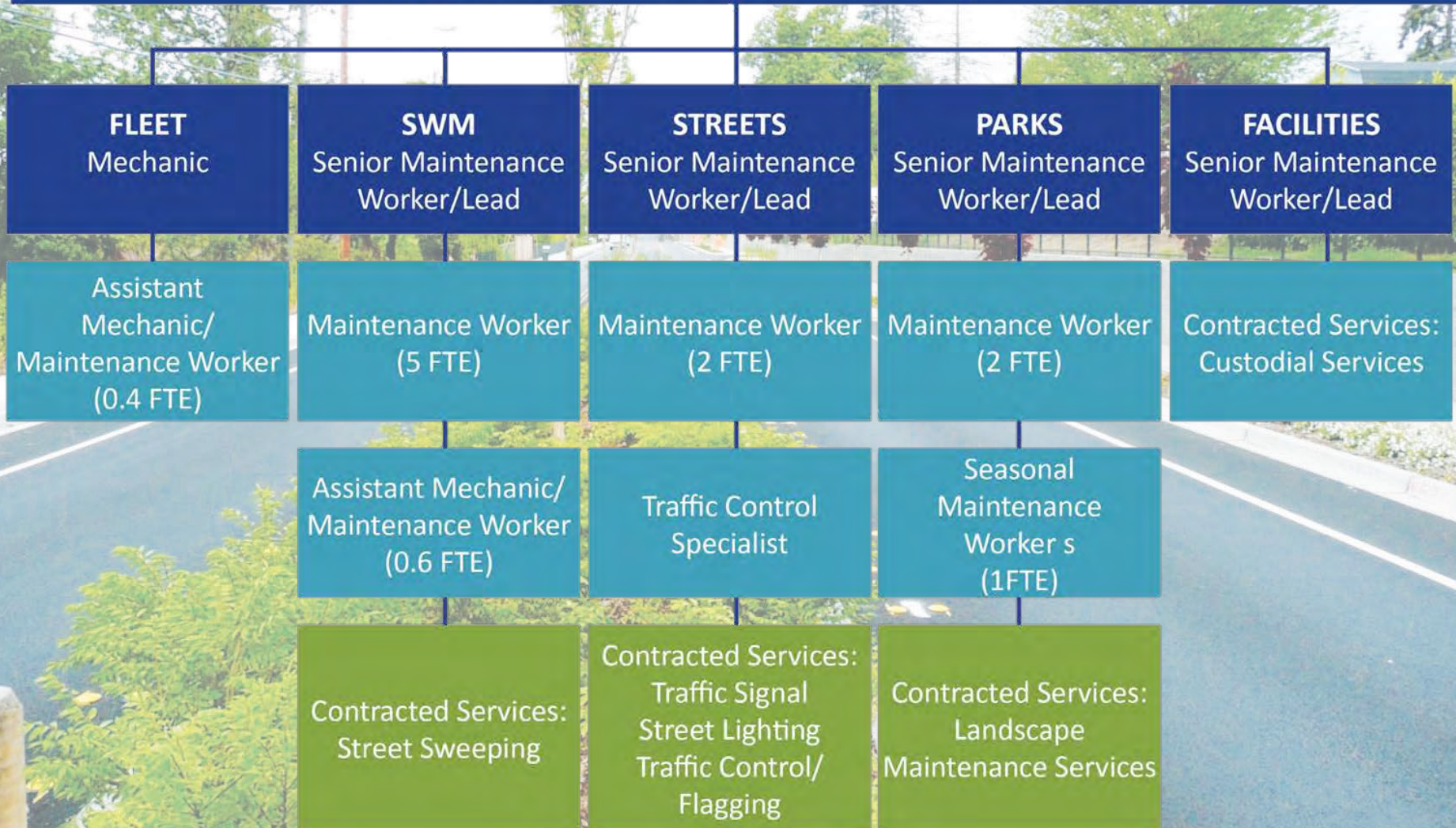


Division Organization



Team Organization | Maintenance

Public Works & Parks Maintenance Superintendent



Fleet Maintenance

Managing Assets Vehicles & Heavy Equipment



Fleet Maintenance

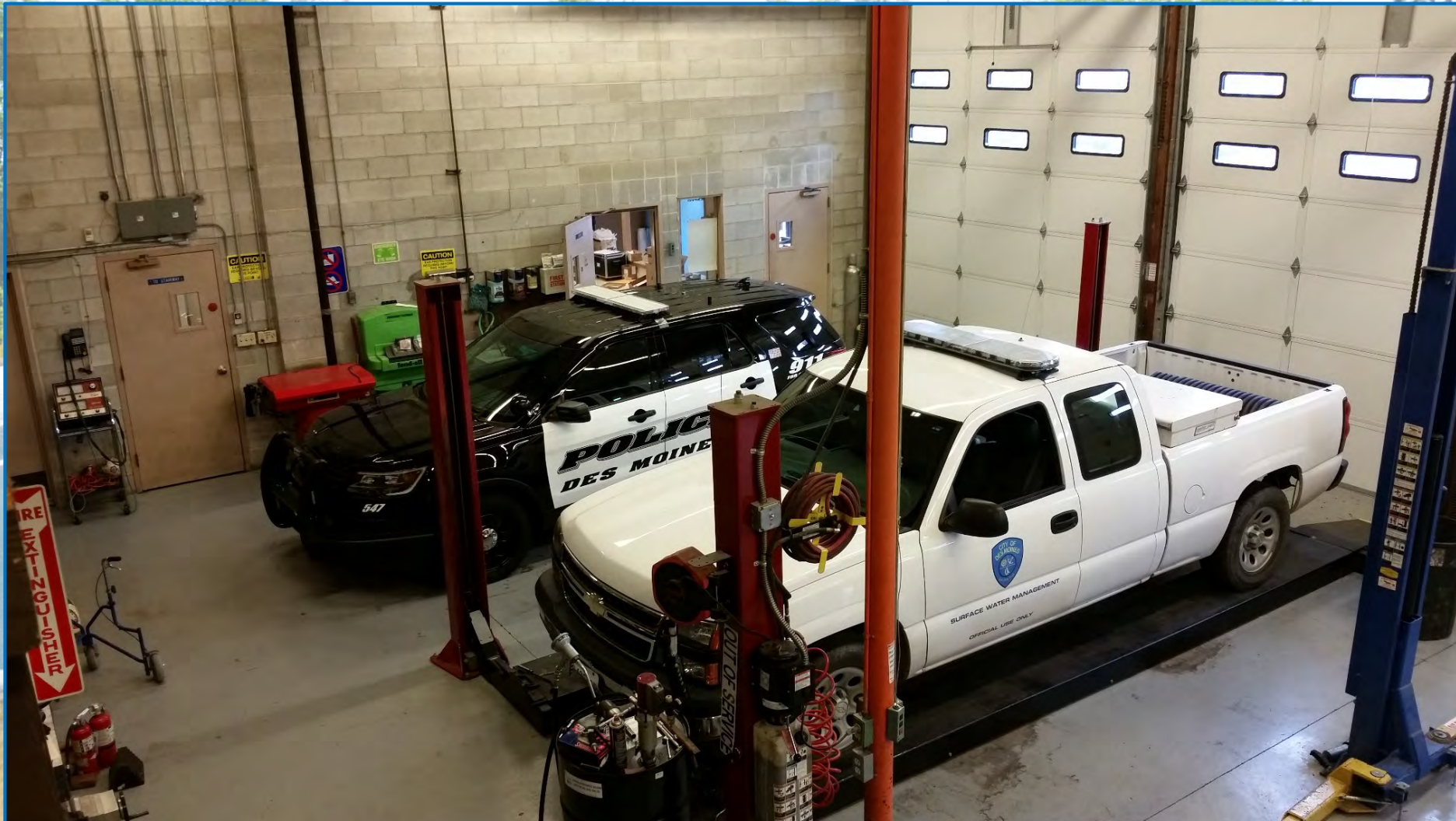
Managing Assets

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

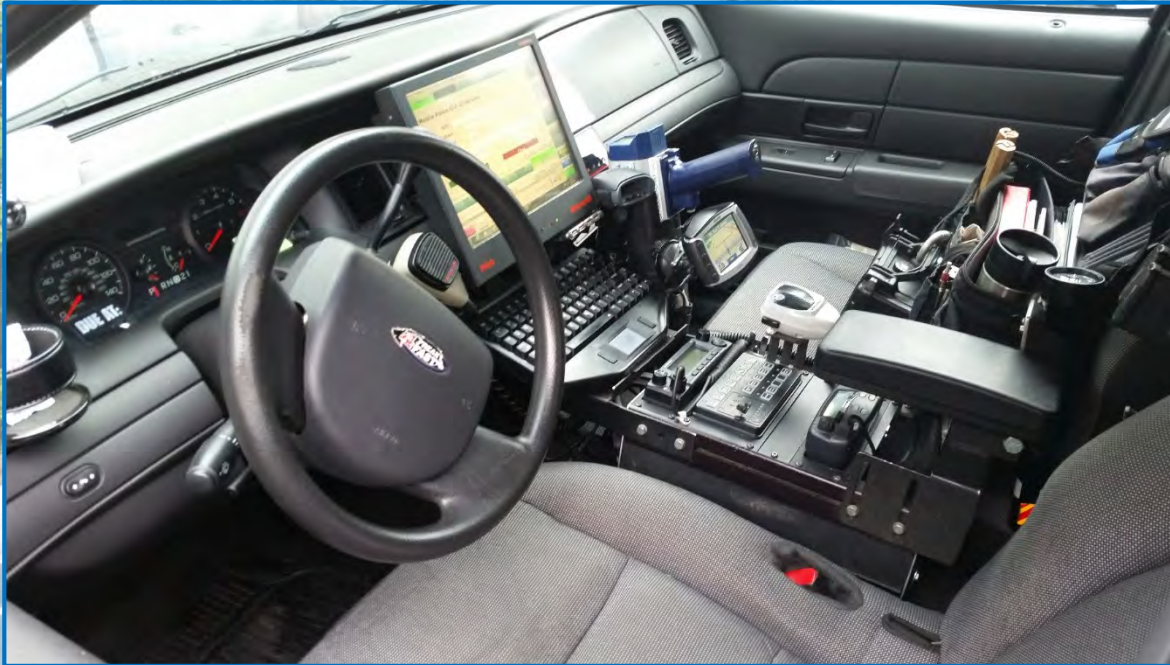
Services

- **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

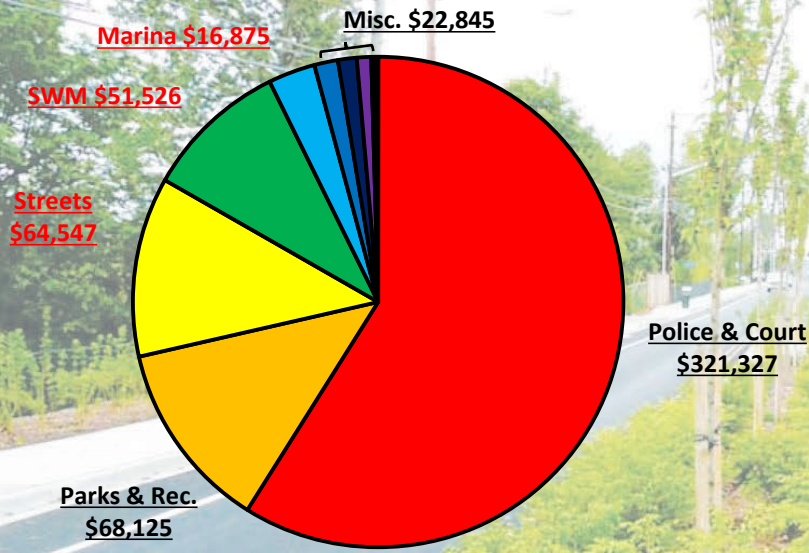
Services



Fleet Maintenance

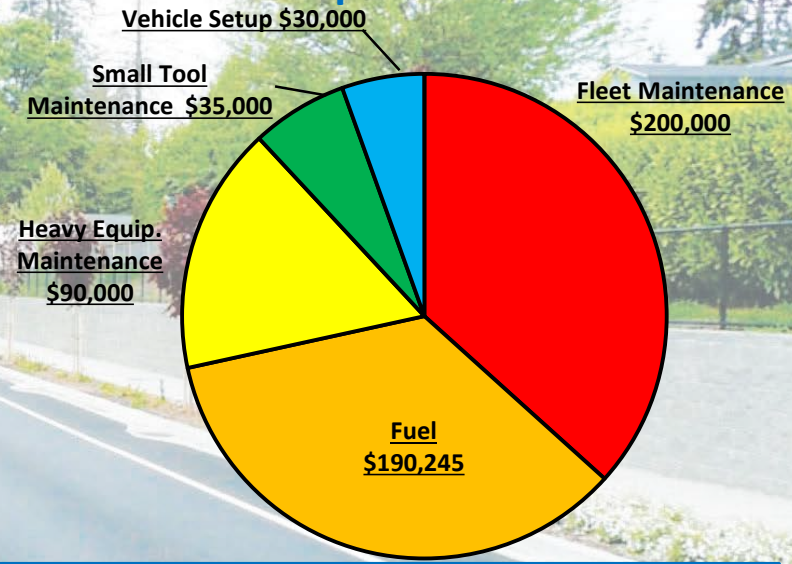
Personnel and Budget

Revenue



Budget = \$545,245

Expenditures



- 1.0 FTE Mechanic
- 0.4 FTE Assistant Mechanic

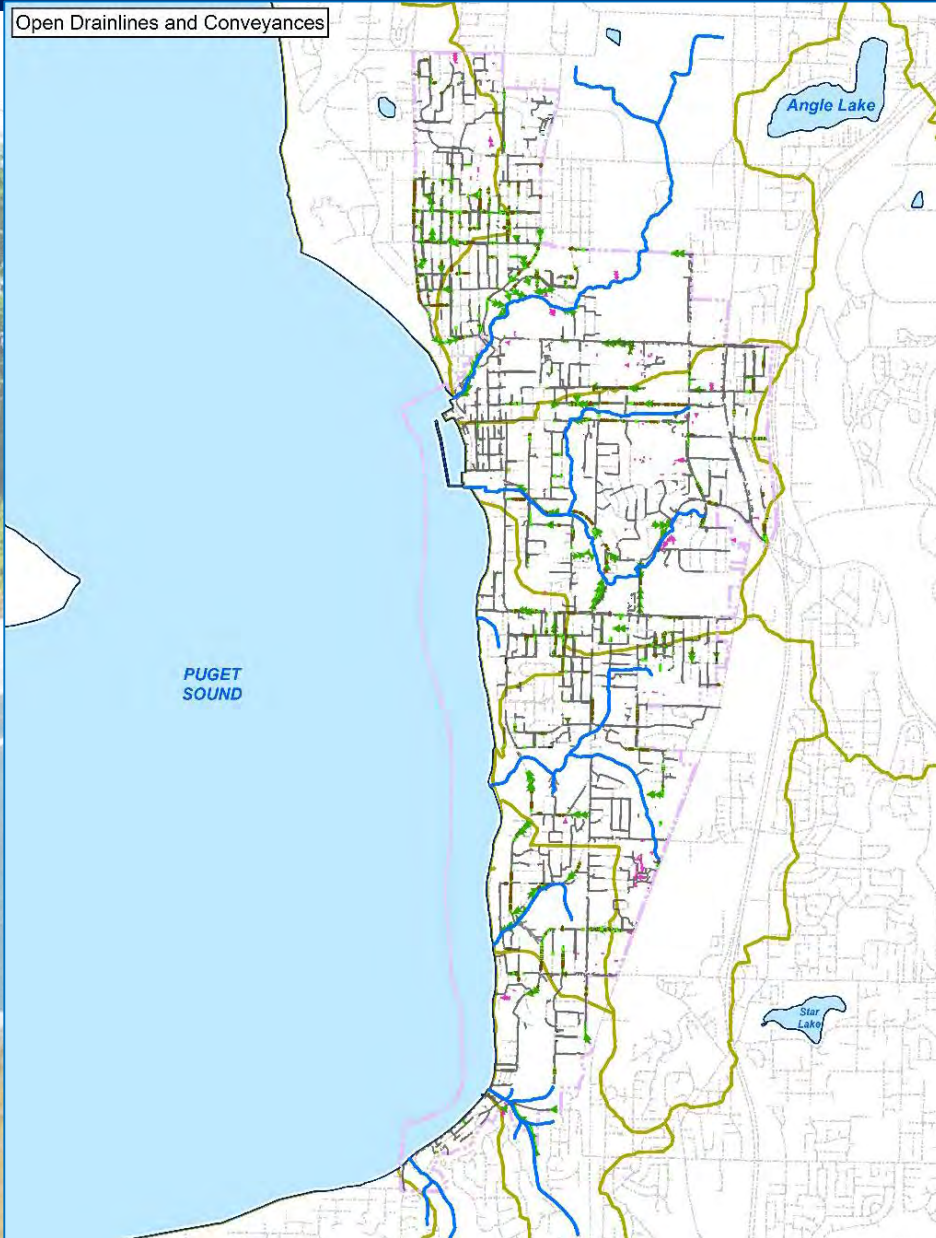


SWM Maintenance

Surface Water Management



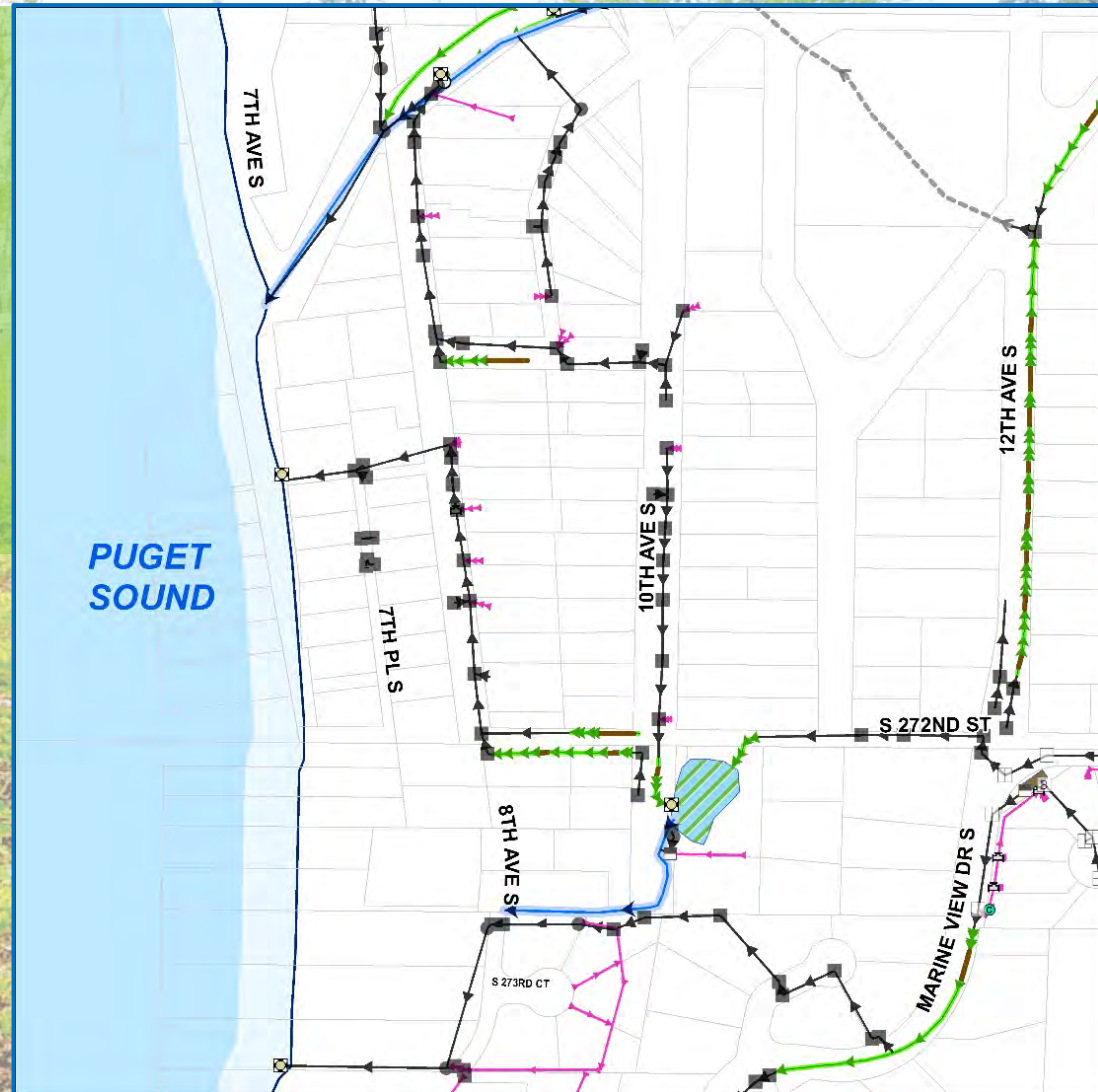
SWM Maintenance



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



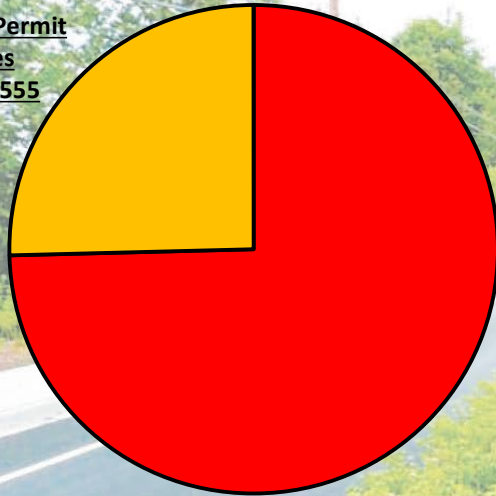
SWM Maintenance

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

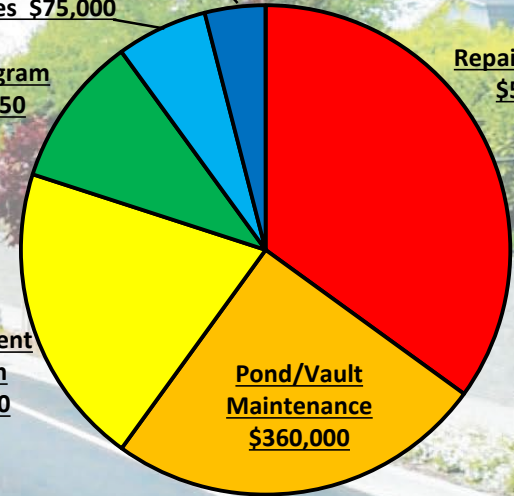
Utility Locates \$75,000

Pipe Program
\$143,750

CMP Replacement Program
\$287,500

Pond/Vault Maintenance
\$360,000

Basin Repairs/Flushing
\$503,500




Street Maintenance



Street Maintenance

Infrastructure & Assets

- 105 Miles of Street (215 lane miles)
- 75 miles of striping and RPM's
- 4,097 traffic signs
- 1,421 pavement markings
- 140 guide posts
- 15,350 feet of Guardrails
- 20 Traffic signals
- 17 Electronic Traffic Control Devices
 - RRFB's
 - Driver Feedback Signs
 - Traffic Calming Devices
- 1,705 PSE owned Street Lights
- 77 City owned Street Lights



The map displays the Woodmont Beach area, including Woodmont Beach, Y Bay, and Redondo. It shows a network of streets with various infrastructure assets marked. A legend indicates: Sign Inspection Routes (red line), PSE Street Lights (black dots), Pavement Markings (pink dots), and Signs (yellow dots). Specific streets labeled include S 2701H ST, 7TH PL S, 8TH AVE S, 10TH PL S, S 274TH PL, S 278TH PL, S 279TH PL, S 280TH ST, 9TH AVE S, 9TH PL S, 12TH AVE S, S 272ND ST, S 274TH ST, S 275TH PL, S 276TH PL, S 277TH PL, S 279TH ST, 13TH AVE S, 14TH PL S, 15TH PL S, and 16TH AVE S. Other landmarks include REDONDO BOAT RAMP and WOODMONT PARK. An 'INVENTORY ZONE: 8' is also indicated.

Infrastructure & Assets

- 
- **105 Miles of Street (215 lane miles)**
 - **75 miles of striping and RPM's**
 - **4,097 traffic signs**
 - **1,421 pavement markings**
 - **140 guide posts**
 - **15,350 feet of Guardrails**
 - **20 Traffic signals**
 - **17 Electronic Traffic Control Devices**
 - *RRFB's*
 - *Driver Feedback Signs*
 - *Traffic Calming Devices*
 - **1,705 PSE owned Street Lights**
 - **77 City owned Street Lights**



Street Maintenance

Pavement Management



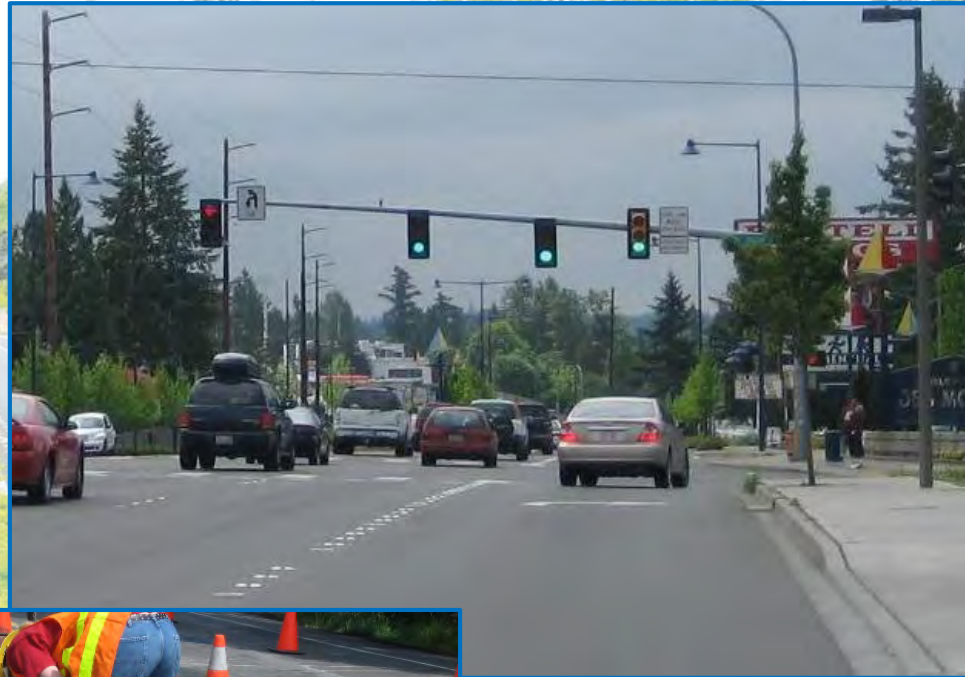
Street Maintenance

Pavement Management



Street Maintenance

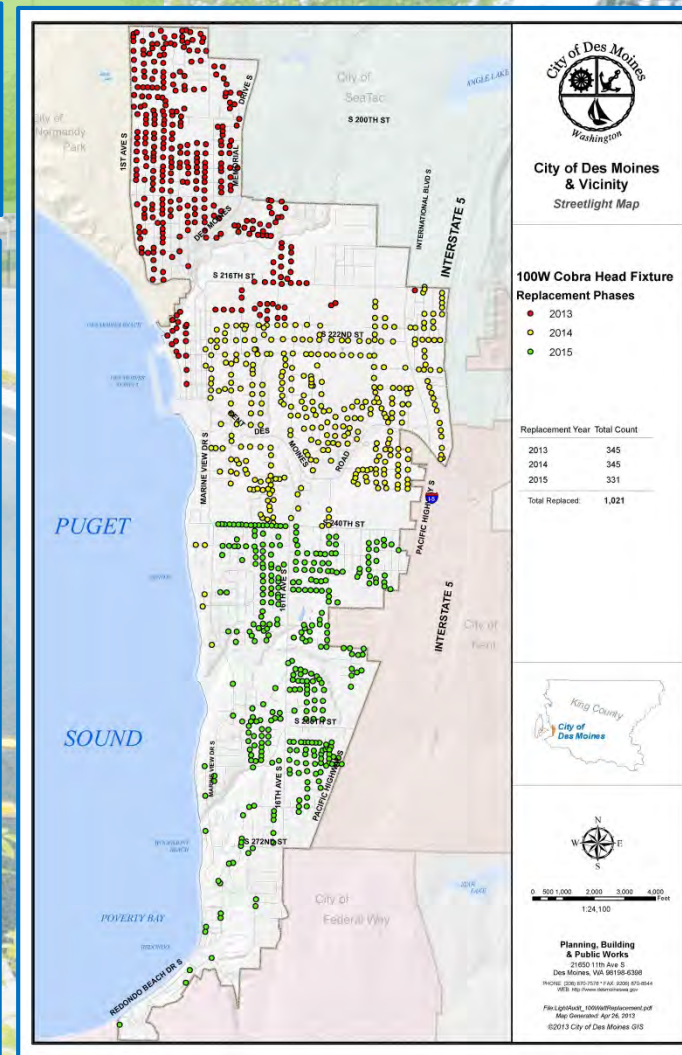
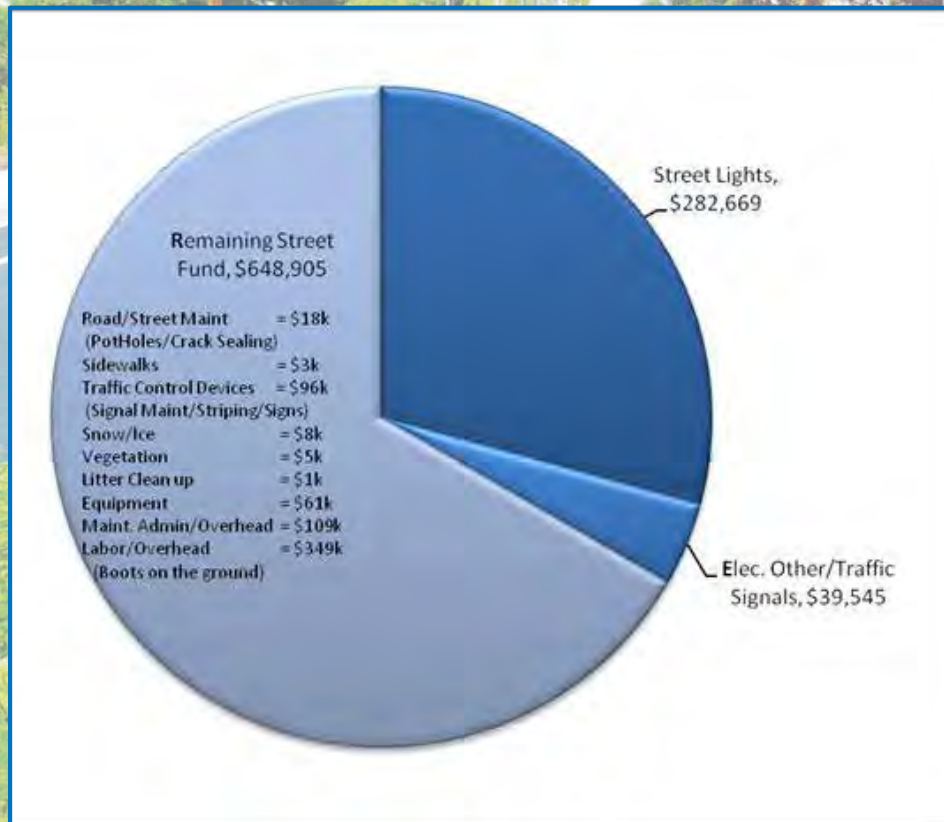
Traffic Signals and Street Lighting



Street Maintenance

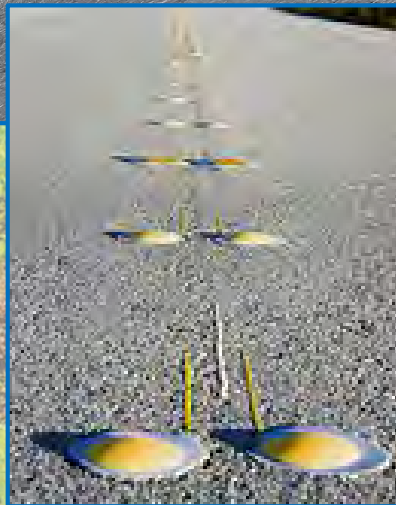
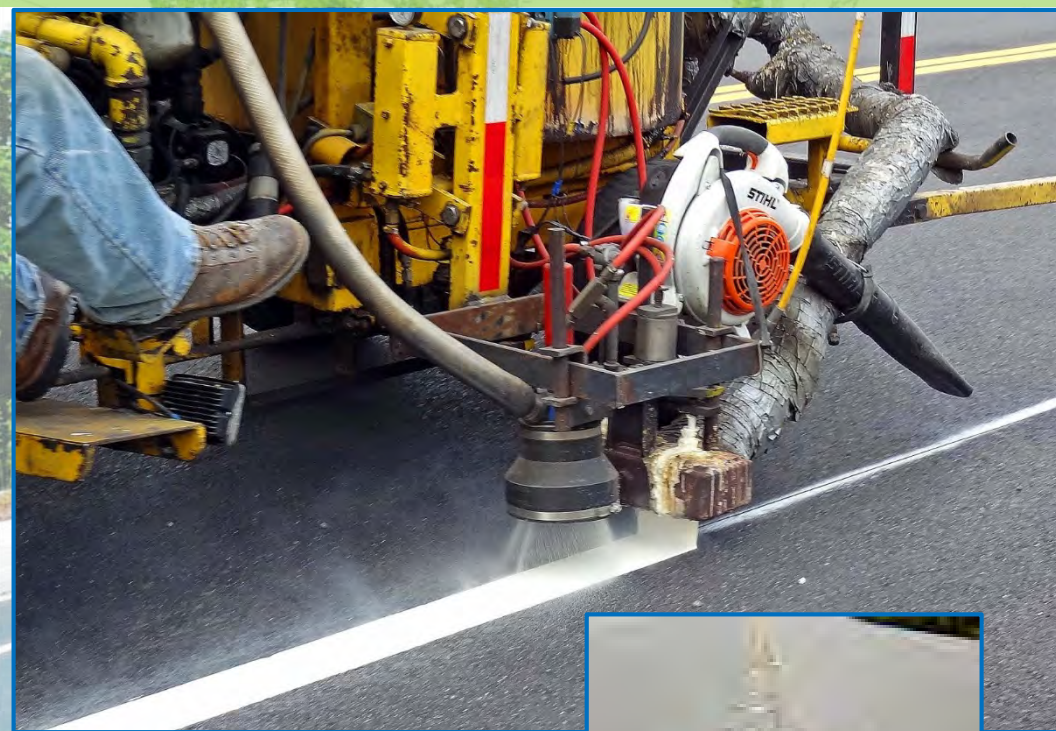
Conversion to LED Illumination

- 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



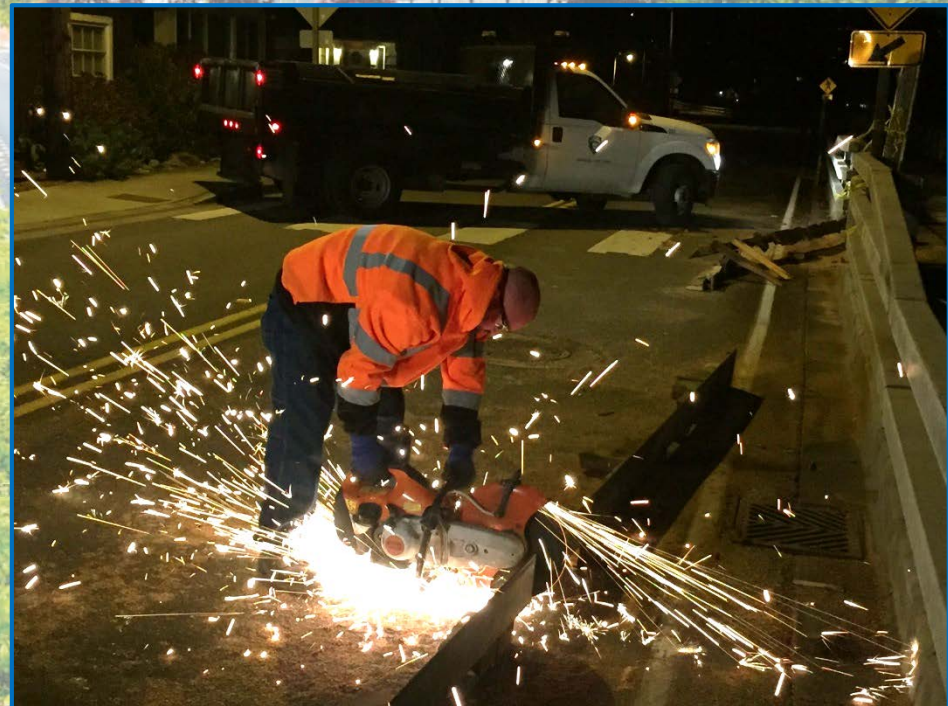
Street Maintenance

Winter Storm Response



Street Maintenance

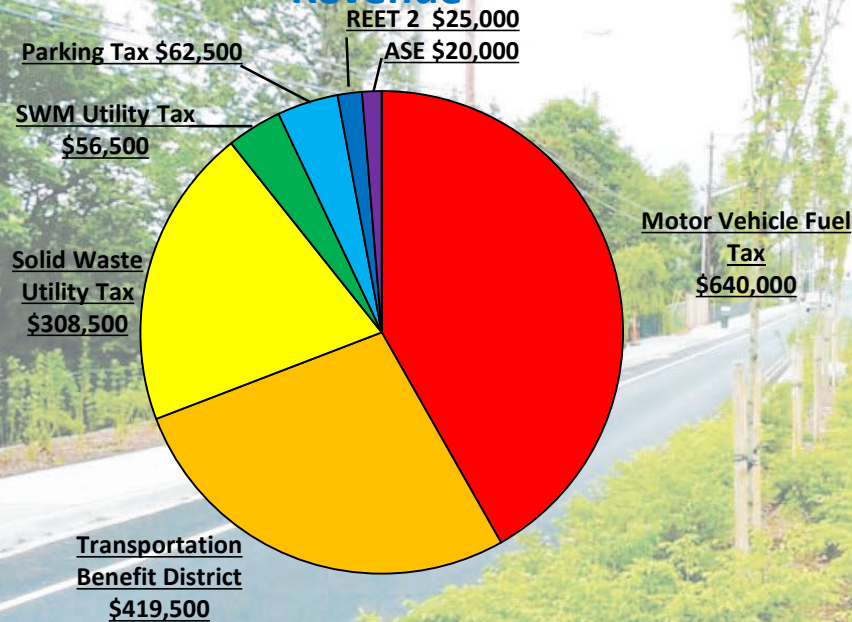
Emergency Response



Street Maintenance

Personnel and Budget

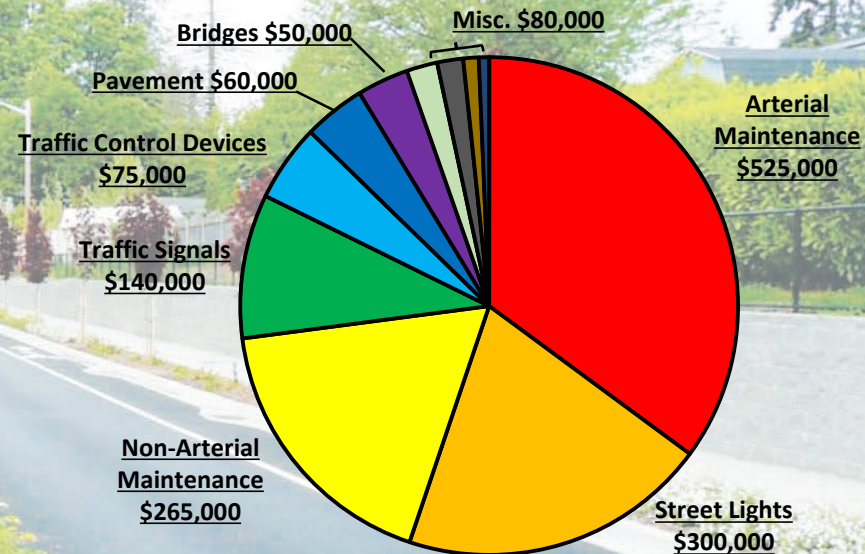
Revenue



Budget = \$1,495,000

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

Expenditures



Park Maintenance



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



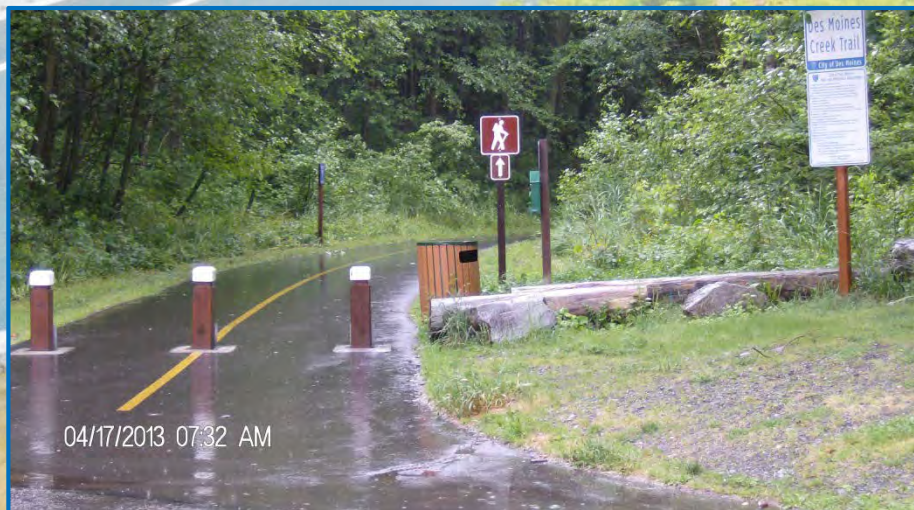
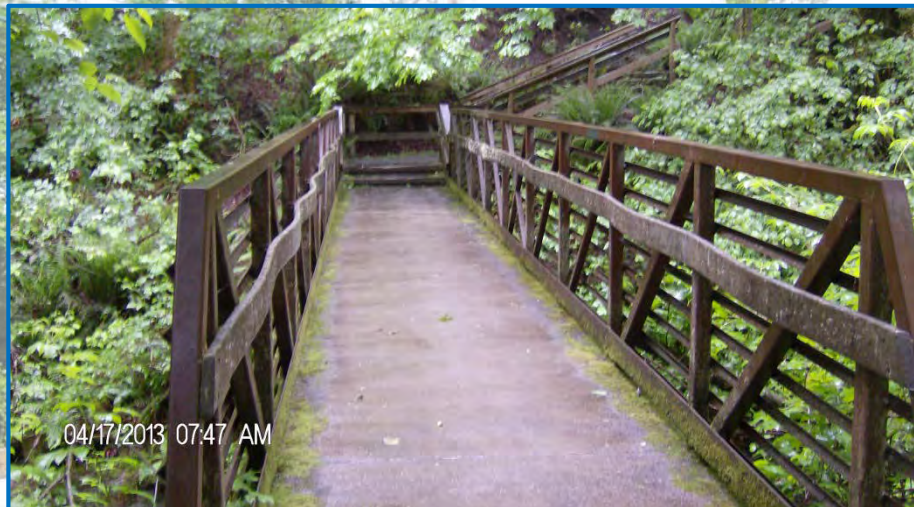
Park Maintenance

Special Events



Park Maintenance

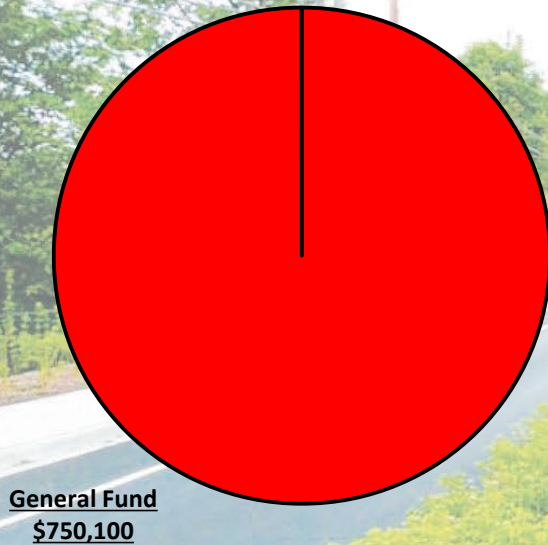
Trails



Park Maintenance

Personnel and Budget

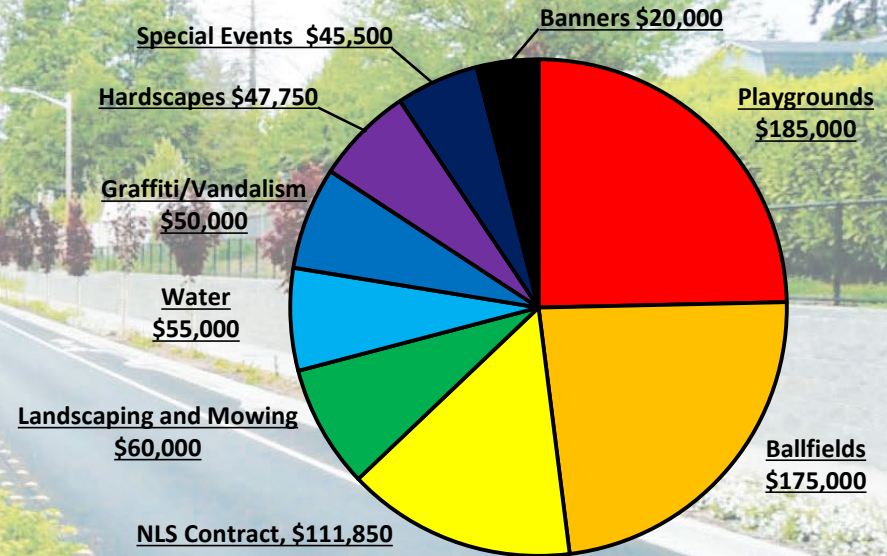
Revenue



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

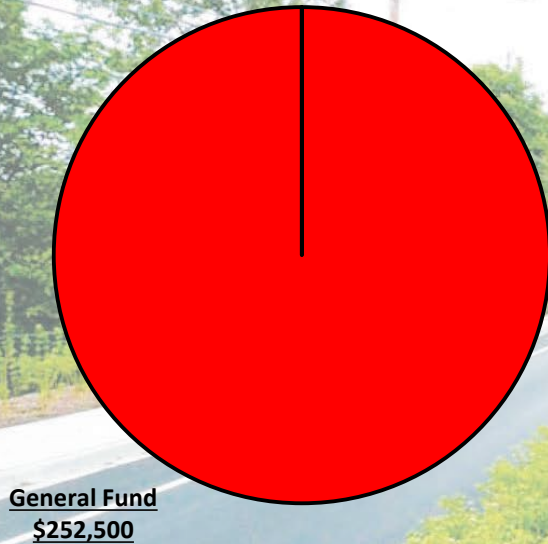
Capital Projects and Fund 506 Repairs



Facilities Maintenance

Personnel and Budget

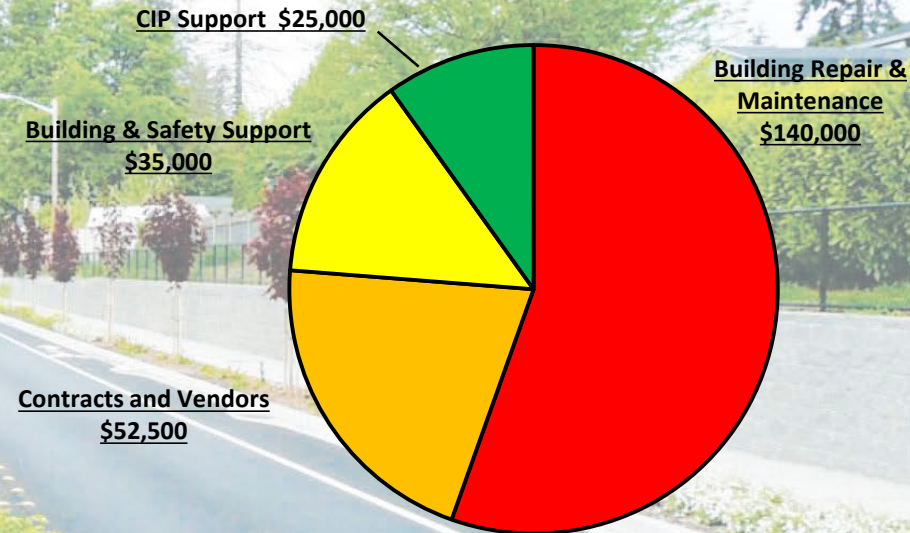
Revenue



Budget = \$252,500

- 1.0 FTE Facilities Lead

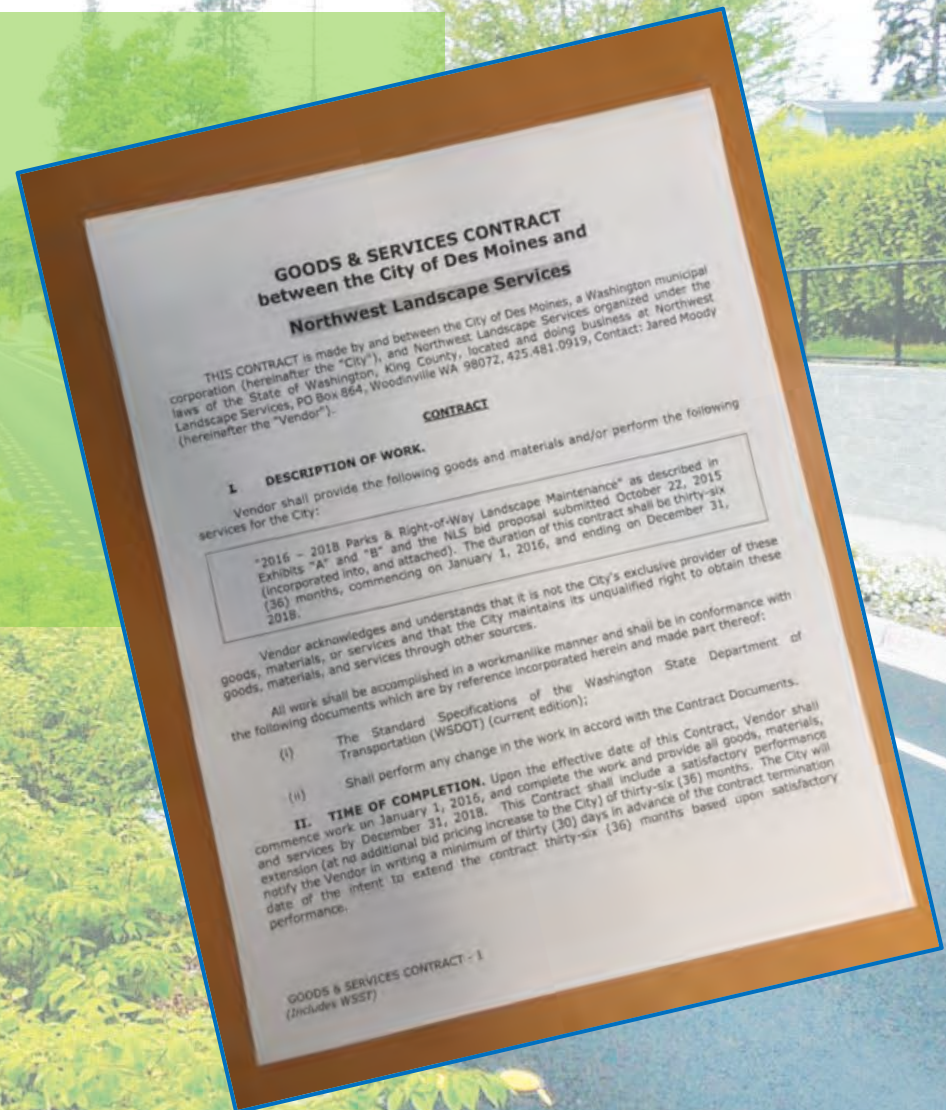
Expenditures



Maintenance

Contracted Maintenance Services

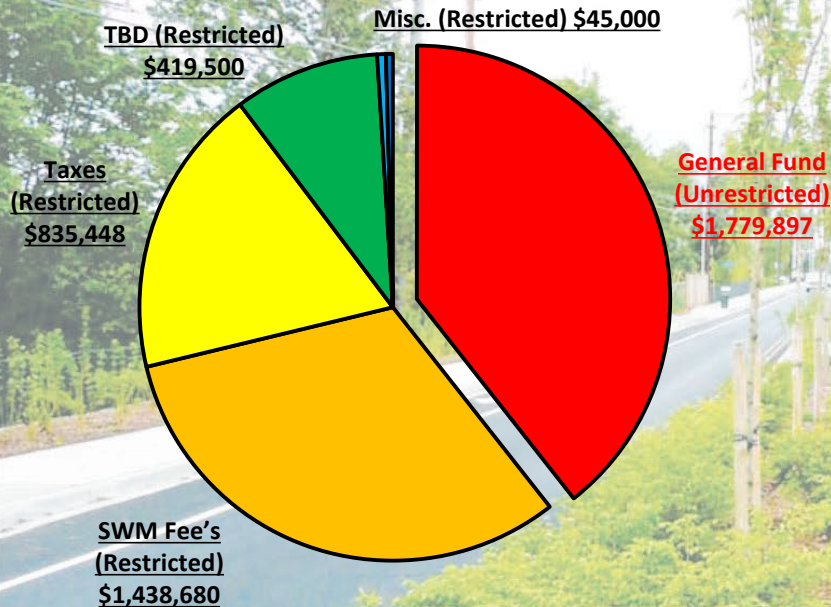
- Street sweeping – McDonough & Sons
- Landscape Maintenance - NLS
- Janitorial – American Building Services
- HVAC – MacDonald-Miller
- Traffic Signal - WSDOT
- Street Lighting - PSE
- Flagging – On call
- Solid Waste – Recology CleanScapes



Public Works & Parks Maintenance

Personnel and Budget

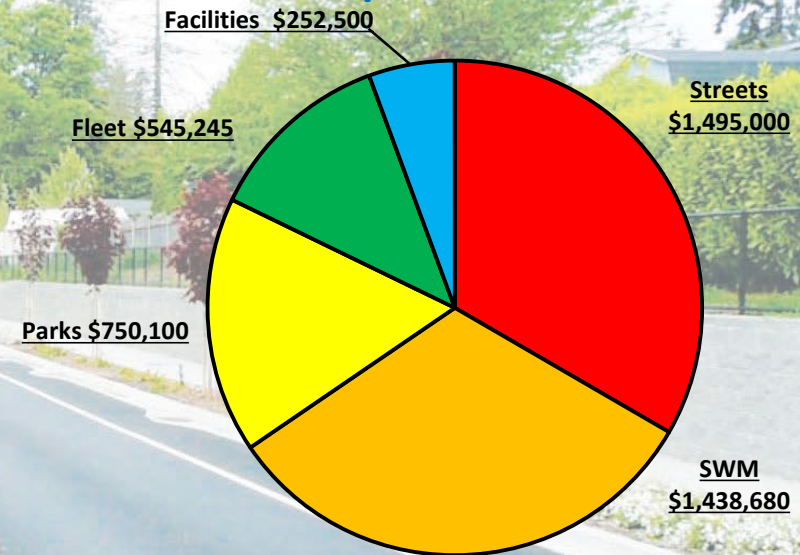
Revenue



Budget = \$4,481,525

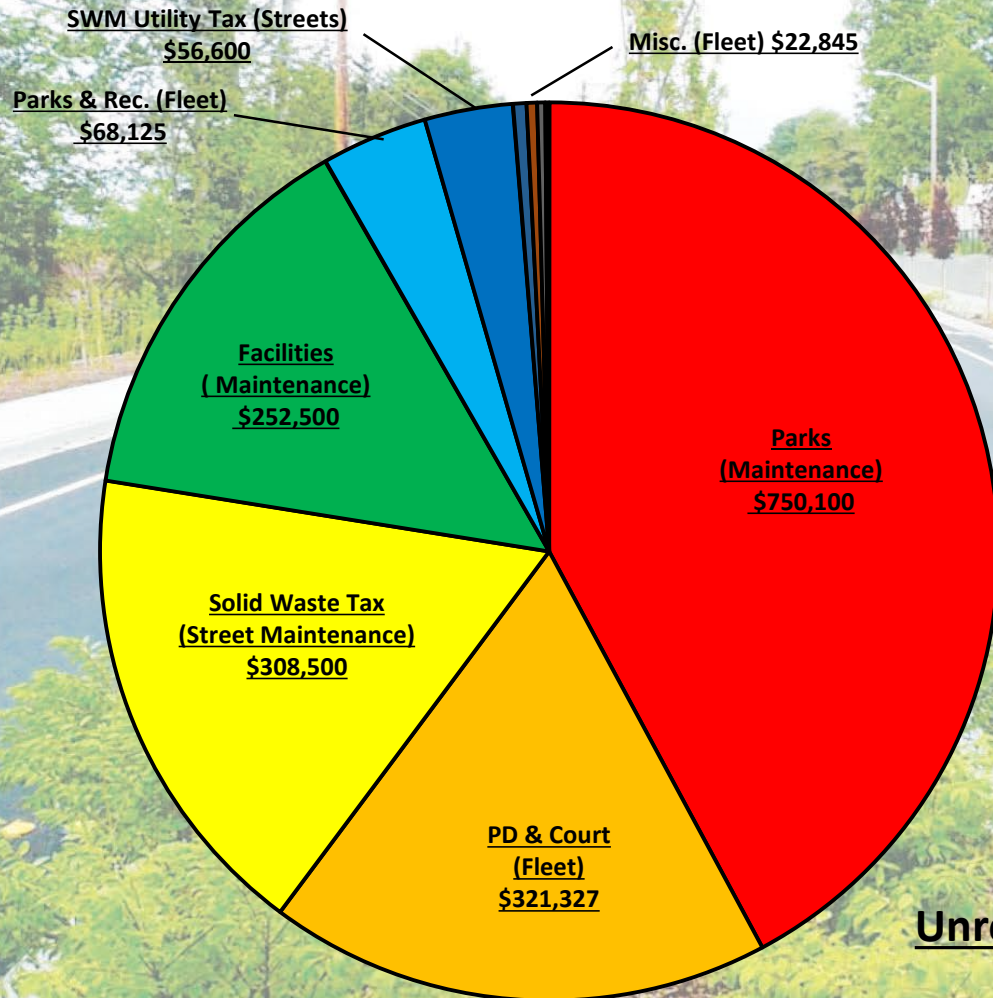
- 1.0 FTE Maintenance Superintendent

Expenditures



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

