



Memorandum

TO: Bruce Glasscock, City Manager
FROM: Jack Carr, P.E., Director of Engineering
THRU: Frank Turner, Deputy City Manager
DATE: June 9, 2014
SUBJECT: Engineering Department Overview

Summary

- The Engineering Department is comprised of the following divisions:
 - Facilities Division
 - Development Engineering
 - Traffic Engineering
 - CIP Management

Facilities Division

- The Facilities Division, managed by Jim Razinha, is staffed by 30 people and provides facilities operations and maintenance, facilities services and facility construction services to the City.
- The division takes care of 100 City-owned buildings, and performs approximately 15,000 work orders each year on everything from boiler replacement and air conditioner repair, to fixing door locks and changing light bulbs, to overseeing the custodial care of 60 of those buildings, provides expertise in energy management solutions and oversees facilities construction.
- The division manages a \$9 million annual operating budget, about \$3.5 million in medium-level construction/equipment replacement contracts per year, and currently oversees \$52 million in Facilities CIP that are either under construction or in design.

FACILITIES MAINTENANCE

The Facilities Maintenance branch has two supervisors, eight technicians, and nine mechanics taking care of all aspects of building operations and maintenance, such as:

- Routine equipment and building maintenance, such as air conditioning, plumbing, doors, lighting, etc.
- Repair of failed equipment.

- Overseeing outsourced maintenance contracts, such as elevators inspection and maintenance, major air conditioning maintenance (minor and preventative maintenance is performed with city staff).
- Overseeing minor construction contracts, such as major equipment replacement, office reconfigurations, facility repair following damage from storms, etc.
- Responding to after-hours trouble calls.
- Provide constructability reviews of minor and capital improvement design.

FACILITIES SERVICES

The Facilities Services branch has a supervisor, four services representatives and one full time custodian who take care of building services such as:

- Overseeing the outsourced \$1.2 million custodial contract that services about 60 of the City's buildings during normal business and after hours.
- Overseeing other contracted services such as window and external pressure washing, specialized indoor plant care for plants in all common areas, office moves.
- Set up for events in common areas of buildings, such as joint use training rooms, large conference rooms, Council meetings.

FACILITIES CONSTRUCTION

This branch has two Facilities Construction Coordinators, Division manager and superintendent, and the maintenance staff, and is responsible for:

- Executing the facilities portion of the CIP.
- Procurement and management of appropriate consultants to produce design documents through the entire design process.
- Constructability reviews of construction designs.
- Procurement of construction contracts to renovate and/or expand existing buildings and construct new buildings.
- Oversight of construction contracts, construction quality assurance.
- Procurement and oversight of approximately 50 Capital Reserve Fund (not quite "major", but more than "minor", construction/replacement) projects totaling about \$3.5 million per year.

Development Engineering

- The Development Engineering Team is managed by Mike Martin.
 - The Development Review branch has two engineers that provide support for development activity such as:
 - Assist Planning Staff with site plans, plats, zoning, etc.
 - Review construction plans to ensure the proposed improvements comply with local state and Federal requirements.
 - Manage the infrastructure design standards for water systems, sewer systems, drainage and streets.

- Provide construction inspection of the infrastructure that will be dedicated to the City in an effort to be sure the completed projects meet the requirements of the plans and specification and will have the required service life.
- The utility cut permit program (for franchise utilities) minimizes the disruption to the other existing utilities in the corridor as well as ensures the work is completed in a manner that minimizes the disruption to the traffic travelling adjacent to the utility work.
- Utility engineering (for water and sewer systems) ensuring the capacity of the infrastructure is sufficient to accommodate the proposed and future development.
- Manage the flood plains to ensure the development activity will not result in increased flooding for current properties and will not place new construction in areas that will be flooded under fully develop / built-out conditions.
- Manage the stream corridors to provide stabile banks that have minimal amounts of erosion.

Traffic Engineering

- The Traffic Engineering Team is Managed by Lloyd Neal
 - The team responds to citizen requests related to stop signs, speed limits, traffic signal, parking restrictions, pedestrian safety, street lighting, etc.
 - They operate the Traffic Management Center and using this system can adjust traffic signal timing to react to congestion related to incidents.
 - The Traffic Team also reviews development plans to ensure the proposed projects conform to the criteria as well as the review of traffic control plans for utility cuts.
 - The traffic section reviews high accident locations in an effort to reduce the number of crashes.
 - They support the CIP Team regarding issues related to traffic engineering issues and Americans with Disabilities Act design issues.

CIP Engineering

- The CIP Team manager position is open and is currently being filled.
 - The CIP team manages the design and construction related to:
 - Street construction/rehabilitation
 - Street intersection capacity improvements
 - Traffic signals
 - Water main construction/rehabilitation
 - Sewer main construction/rehabilitation
 - Screening wall reconstruction
 - Alley reconstruction
 - Pump station rehabilitation
 - Elevated water tank rehabilitation
 - Drainage system – armoring/erosion protection

- The CIP Team provides project updates and information as follows:
 - CIP Updates – Monthly reports and presentations
 - Contract awards for design, construction, testing labs, etc.
 - Property acquisition
 - Funding grants and agreements
 - Utility relocation
- The CIP Team minimizes disruption to property owners and motorists and has a customer service program that provides timely communication with our customers including – website, social media, email, letter, meetings, etc.
- The CIP Team coordinates closely with franchise utilities to clear the proposed work area in advance of the construction project.