

# PUBLIC WORKS ADMINISTRATION / ENGINEERING

## MISSION STATEMENT:

The mission of the Public Works Department is to plan, design, build and maintain the public infrastructure in a manner that is consistent with Professional Engineering Principles.

## CORE FUNCTIONS:

- 1) **Administer departmental operations** - Provide engineering and technical staff support for Public Works functions including Operations (Fleet Maintenance, Water and Sewer and Streets and Drainage Divisions)
- 2) **Review development plans and plats and perform construction inspection-** Review plans to assure conformance to City design standards, ordinances and accepted engineering practices and provide inspection services to assure compliance with plans and specifications
- 3) **Manage Capital Projects** - Coordinate and manage the design and construction of water, sewer, drainage and streets Capital Improvement Projects (CIP) and provide inspection services to assure compliance with plans and specifications
- 4) **Provide citizen assistance** - Inform citizens and offer advice pertaining to traffic, drainage and various related issues

2014 - 2015 WORK PLAN

**CORE FUNCTION: #1 Administer departmental operations**

**Action:**

- Review and approve Right-of-Way Work Permit requests
- Permit and monitor construction activity of franchise utilities within City right-of-way/easements
- Provide construction inspections for all projects under construction within City right-of-way
- Implement the City's water, sewer, storm water and transportation master plans and update as needed
- Assure compliance with federal, state and local requirements pertaining to the operation of water, sewer and storm water systems (Clean Water Act, National Pollutant Discharge Elimination Systems (NPDES), etc.)
- Coordinate with federal, state and county agencies regarding regional transportation initiatives
- Pursue outside funding sources for new projects

**Activity Measurement:**

- Review and approve Right-of-Way Work Permit requests within five working days
- Review Citizens' Information/Request Center (CIRC) printout - to ensure timely responses to customer requests monthly
- Attend transportation and water and waste water related committee meetings monthly (i.e. North Central Texas Council of Government committees, Trinity River Authority committees, etc.)
- Research grant opportunities monthly

**Meets City Council's Premier Statements:**

Cedar Hill has Excellent, Safe and Efficient Infrastructure.

Cedar Hill is Safe.

Cedar Hill is Clean.

**CORE FUNCTION: #2 Review development plans and plats and perform construction inspection**

**Action:**

- Advise developers and contractors regarding infrastructure improvements required for development
- Review site plans and engineering plans, plats and contractor specifications for compliance with the City's Comprehensive Plan, City ordinances, and the various infrastructure system master plans
- Perform daily inspections of construction for development related projects within City's right of way and/or public easements
- Obtain required fees and documentation from developers and contractors

**Activity Measurement:**

- Review public improvement plans and specifications to assure compliance with comprehensive plan and construction standards within ten working days
- Review private development plans within five working days
- Perform daily inspections of construction projects taking place within the City's right-of-way
- Collect required fees and documentation from developers and contractors within five business days from the date of the preconstruction meeting

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### **CORE FUNCTION: #3 Manage capital projects**

#### **Action:**

- Develop design criteria
- Review engineering plans and specifications
- Develop project construction schedules
- Acquire the required Right-of-Way (ROW), Right-of-Entry (ROE) and easements
- Coordinate contractor's activities and project schedules
- Manage Capital Improvement Program budget
- Verify that quantities which are invoiced for capital projects on a monthly basis are for work completed to date
- Develop scope of services and administer professional services agreements
- Provide project management and contract administration for all capital improvement projects
- Inform the public of Capital Improvement Projects (CIP)

#### **Activity Measurement:**

- Assure 100% compliance with the comprehensive plan, Parks' Master Plan and with the various infrastructure system master plans
- Review all engineering plans and specifications to assure compliance with City design criteria and construction standards within three weeks
- Coordinate the construction schedule with 100% of the residents, business owners, franchise utilities, other agencies and contractors
- Provide construction inspection services for 100% of all capital projects
- Review and process all contractor pay estimates submitted for payment monthly
- Monitor the progress of construction weekly to ensure the approved budget is not exceeded
- Seek input from and inform the public on 100% of all Capital Improvements Projects (CIP)

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**CORE FUNCTION: #4 Provide citizen assistance**

**Action:**

- Respond to citizen requests and offer assistance as required to resolve water, sewer, drainage, traffic and other public improvement related issues
- Meet with citizens regarding environmental issues
- Provide information and assistance to citizens regarding on-going construction projects within the City's right-of-way and easements
- Promote environmental protection
- Implement citizen education campaigns

**Activity Measurement:**

- Respond to citizens within two working days of request
- Provide public information regarding various environmental policies and issues via City newsletter and website quarterly
- Update the website monthly (or as needed) with status of ongoing construction projects
- Distribute public education materials for the Water Quality Report annually as required by state regulations
- Post changes to current water conservation stages to the website and to the hotline within 48 hours
- Participate in annual City-wide programs to distribute educational materials (Neighborhood Block Party/Country Day)

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**SUMMARY - PUBLIC WORKS ADMINISTRATION/ENGINEERING**

EXPENDITURES	ACTUAL	ACTUAL	EST.	FISCAL YEAR 2014-2015		
	FYE 12	FYE 13	FYE 14	CONTINUED	GROWTH	PROPOSED
Personnel	\$ 887,309	\$ 836,750	\$ 819,715	\$ 1,020,220	\$ 1,020,220	\$ 1,020,220
Supplies	14,021	14,431	15,680	16,650	16,650	16,650
Maintenance	4,773	9,176	7,540	12,340	12,340	12,340
Services	9,020	24,459	30,150	47,625	47,625	47,625
Utilities	7,338	6,206	6,540	6,265	6,265	6,265
Leases/Rentals	-	-	-	-	-	-
Sundry	26,505	33,602	32,835	37,960	37,960	37,960
Capital Outlay	-	-	-	-	-	-
<b>TOTAL Dept. Budget</b>	<b>\$ 948,966</b>	<b>\$ 924,624</b>	<b>\$ 912,460</b>	<b>\$ 1,141,060</b>	<b>\$ 1,141,060</b>	<b>\$ 1,141,060</b>

STAFFING	ACTUAL	ACTUAL	EST.	FISCAL YEAR 2014-2015		
	FYE 12	FYE 13	FYE 14	CONTINUED	GROWTH	PROPOSED
Director of Public Works	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineer	2.00	2.00	2.00	2.00	2.00	2.00
Civil Engineer (EIT)	1.00	1.00	1.00	1.00	1.00	1.00
Environmental Project Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Construction Inspector	2.00	2.00	2.00	2.00	2.00	2.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Data Entry Clerk	1.00	1.00	1.00	1.00	1.00	1.00
<b>TOTAL Department Staff</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>

<b>REPLACEMENT VEHICLES &amp; EQUIPMENT:</b>	<b>COST</b>	<b>FUNDED</b>
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N/A

<b>PROGRAMS:</b>	<b>PRIORITY</b>	<b>COST</b>	<b>FUNDED</b>
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N/A

PUBLIC WORKS ADMINISTRATION/ENGINEERING  
VEHICLES AND EQUIPMENT

ITEM	X IF ITEM IS UNRELIABLE	YEAR	MILEAGE	DESCRIPTION OF REPLACEMENT ITEM	COST	ESTIMATED LIFE	CM APPROVED
<b>Vehicles:</b>							
Ford Escape 4WD		2011	19,103				
F150 Pick-up (Inspector)		2008	65,828				
Ford Ranger PW-706	X	2002	87,423	Not Replaced/Auction			
Ford Ranger PW-705		2002	41,495				
Ford Explorer		2000	69,554				
<b>Equipment:</b>							
Canon GIS Plotter		2008					
KIP Scanner		2009					



**CEDAR HILL**  
WHERE OPPORTUNITIES GROW NATURALLY