

City of Mount Rainier

Department of Public Works

3715 Wells Avenue, Mount Rainier, MD 20712
Telephone: (301) 985-6583: Fax (301) 779-4485

To: Mayor, City Council

From: Kourosh Kamali, Public Works Director

CC: City Manager

Date: 09/04/2018

Re: Public Works Department 2 Year Progress Report

City Manager Miranda Braatz hired me as the Mount Rainier Director of Public Works on July 5, 2016. With Miranda's direction, I have successfully set priorities and established tools for implementing them including modernizing the operations of the Public Works Department, increasing accountability, providing excellent services to the community and repairing the City's infrastructure. In my two year tenure with the City of Mount Rainier I have restructured the Public Works Department to improve efficiency, overseen successful capital improvement projects, and have demonstrated responsiveness to the communities concerns.

Overall goals:

- Increasing accountability and safety
- Providing excellent services to the community
- Repairing the City's infrastructure

I. Public Works Facility

A. Building was repainted, cleaned, and repaired

1. Old office equipment, unusable materials and debris were removed
2. Power washed and repainted
3. Walls repaired

B. Stopped wasteful ordering practices

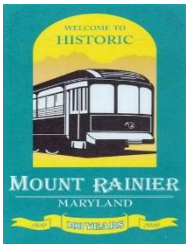
- 1 The policy that all orders must have Department Head Approval was re-instated
2. Vendor overcharges were recovered
 - a. \$10,500 from Cintas for uniform cleaning services

C. Organized storage room and equipment room

1. Access the supplies quickly and safely
2. Shelves were added to the storage room, the items were inventoried
3. Keep tools tidy and accessible to save time and avoid trip hazards and other accidents.

D. Renovations

1. **Locker room**
 - a. Cleared out, renovated, painted,



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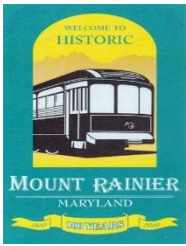
- b. Both bathrooms were repaired and modernized.
- c. The rusted metal lockers were removed and larger built-in lockers were constructed
- d. Benches and a laundry hamper were installed.
- 2. Lunch room**
 - a. The lunch room provides a casual break space for team bonding to boost morale
- 3. Conference room**
 - a. The Department to conduct meetings with vendors, project teams, and the quarterly meetings with the Department Head and also the Public Works team to plan for the day's work and week ahead.
- 4. Additional office constructed**
- 5. Planned for Fiscal Year 19**
 - a. Parking Lot repairs and repaving
 - b. Install a new fence and front gate to protect the valuable fleet and equipment

II. Fleet Upgrades & Maintenance

- A. To reduce repair costs and time lost, the Department has developed a preventive fleet maintenance program with D&D Auto.
- B. The Department has reinstated the Vehicle Condition Reports to improve safety and accountability.
- C. New Vehicles**
 - 1. 2 Ford F-350 pick-up trucks with snow packages, and 1 Ford F-150 with snow package for winter snow operations.
 - a. eliminates the need for private snow removal contractors
 - 2. Small vehicle for the Public Works Director
 - a. Save on fuel costs
- D. New Trash and Recycling Trucks**
 - 1. 2 trash trucks retrofitted with lifts for new trash and recycling containers
 - 2. New trash truck equipped with the lift system – expected November 2018.
 - a. Retire oldest trash truck #4 to be retired
 - b. Improve the reliability of the waste collection operation
- E. GPS tracking system**
 - 1. increases accountability
 - 2. reduces unnecessary trips, increases efficiency

III. Personnel Changes

- A. New team members**
 - 1. New skills
 - 2. Diverse workforce (have a bilingual team members)
 - 3. Energize the department



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B. Maintenance Supervisor Position

1. Eliminate the unnecessary Assistant Director position
2. Works in the field alongside the team

C. Improved Accountability

1. 24 hours to respond, eliminates backlog
2. Daily work tracking system
3. Electronic time clock fingerprint scanner.

IV. Safety Training

A. National Safety Council's *Defensive Driving Course* offered by LGIT

1. Offered by LGIT November 2017
2. Decrease potential for accidents

B. LGIT Training Grant

1. Applied fall 2018
2. For more workplace safety and leadership training for the Public Works team

C. OSHA and Cintas safety training sessions

1. Planned with OSHA alongside Cintas for 2018-2019
2. To educate team about safety and decreasing the city's liability

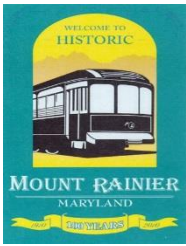
V. Capital Improvements

A. CDBG Grants

1. PY41 – Approx. \$140,000 (resurfacing 31st street between Perry Street & Arundel Rd.)
2. PY42 – \$176,582 Total (sidewalk improvements and roadway resurfacing on Webster street, 29th street. between Webster and Allison street, and 28th street between Upshur and Eastern Ave.)
3. PY44 – Not awarded due to federal funding cuts

B. Comprehensive Street and Sidewalk Inventory, Assessment, and Action Plan

1. Toole Design Group presented recommendations to the Mayor and Council in March 2018
2. Implementation of the street and sidewalk improvements has begun
 - a. \$290,000 allocated
 - b. Grace Management & Construction conducting concrete sidewalk repairs, concrete sidewalk installation, and flexible porous pavement installation
 - c. 32nd Street between Arundel Road and Varnum Street, Webster Street between 32nd Street and Thomas Stone Elementary School, Varnum Street between 32nd Street and 34th Street, 33rd Street between Rainier Avenue and Shepherd Street, and Bunker Hill Road between 33rd Street and 34th Street.
 - d. Mayor and Council allocated in FY19 an additional \$284,000.00 to continue implementing the Capital Improvement Project recommendations and planning is underway.



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C. Stormwater Management Retrofits

1. Selected projects based on Toole Design Group's recommendations & the 2013 Mount Rainier Green Infrastructure Master Plan
2. Chesapeake Bay Trust Prince George's County Stormwater Stewardship Grant Program application – September 27, 2018
3. Requesting funding to design and build stormwater management retrofits in public right of way

VI. City Services

A. Maintenance

1. Curb painting
2. Street markings
3. Street sign replacement
4. Sidewalk and street patches
5. Park maintenance
 - a. Rogers Park Clean-up with Sustainable Resource Management - use a herd of goats to clear the overgrown invasive species and debris from Rogers Park on Eastern Avenue between Bunker Hill Road and 28th Street
 - b. Rhode Island Ave. and Buchanan Bio retention landscaping maintenance contract with Denchfield Landscaping Company

B. Trash and recycling containers upgrade

1. Funded for FY2018
 - a. New trucks, Retrofit trucks with semi-automated lifts.
2. New Trash and Recycling containers
 - a. Expected for delivery and distribution September 24th – 28th
3. Save time and alleviate the physical strain on the Public Works employees
4. Projected to increase residential recycling rates and save in tipping fees.

C. Curbside Leaf Collection operations.

1. New schedule
 - a. Avoid weather delays
 - b. Allow the necessary time for collection
2. Published guidelines for improved efficiency

D. Urban Tree Canopy Maintenance

1. Maintenance contract with Bartlett Tree Experts to reduce tree hazards and conduct preventive maintenance
2. Consulting City Arborist to advise the Roadside Tree Care Expert and the City on tree maintenance & risk assessment
3. Upcoming Pepco line clearance work – Fall 2018
4. Roadside Tree Care Expert
 - a. Class and Exam for Roadside Tree Care Expert certification in October 2018