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## Divisions, Programs, and Services

### Administration

- Provides overall operating support to the department
- Personnel management
- Assistance with daily needs of divisions or programs
- Procurement, budget and reporting
- Management and general service delivery

### Permitting & Compliance

- Building and Civil Engineering Plan Reviews
- Project Inspections
- Issues Permits for construction projects
- Code Violation Investigations

### Residential Services

#### SHRRP (Senior Home Repair & Replacement Program)

- Home repair and replacement services to aid with providing an opportunity for a safe and healthy home for Senior and Disabled Community Members
- Preventative maintenance services and homeowner training
- Residential replacement home Construction
- Major residential home renovation project
- Improvements and repairs to eligible residences
- Emergency residential repair services
- Construction Services - plumbing, electrical, carpentry, painting, HVAC, and concrete
- Repairs and/or structural renovation to existing homes

#### Affordable Housing Services

- Improving and maintaining the appearance of SRPMIC rental homes and neighborhoods
- Conducting regular inspections, preventive maintenance, and necessary repairs
- Provides Pest Control, Landscaping and HVAC service
- Providing renovation services for vacated homes
- Modernizes aging residential stock

### Survey

- Topographic/Design Surveys
- Construction Staking
- Cadastral Surveys
- Road and Utility Surveys
- Home Site Surveys
- Legal Descriptions

### Design

#### Rights of Way

- Easements
- Service Line Agreements
- SRPMIC Encroachment Permits
- Utility Coordination (Commercial / Residential / Tribal Facilities)
- Manufactured Home Process

#### Architecture

- Residential Architecture Services (in support of SHRRP)
- Landscape Architecture Services

#### Engineering

- Grading and Drainage
- Drainage Studies
- Computer-Aided Drafting
- Site Plans (Manufactured Homes)

#### Geographic Information Systems

- Mapping Services
- Addressing
- Data Collection
- Application Development
- Spatial Analysis

### Construction Management

- Capital Improvement Program
- Project and Construction Management
- Planning, Design, and Construction Supervision
- Contract Administration
- Consultant and Contractor Selection
- Cost Estimating
- Scheduling