
PUBLIC WORKS DEPARTMENT



"Providing Quality Service And Infrastructure"

MISSION:

The mission of the Public Works Department is to provide efficient and cost-effective services involving the engineering, maintenance, and operation of public facilities and equipment. The department strives to serve our citizens and customers in a helpful, caring, and responsive manner.

DEPARTMENT GOALS AND OBJECTIVES:

1. Provide prompt, courteous, and professional customer service to the community.
2. Improve the quality of life within the community.
3. Maximize the safety of our staff and community through the Citywide Safety Committee and a commitment to disaster preparedness.
4. Collaborate in solving regional and local transportation issues.
5. Promote and implement the planning and development of City infrastructure and capital improvement programs.
6. Maintain all public facilities at the highest standards possible to provide effective and safe use.
7. Utilize technology to establish the most effective work methods.
8. Maximize organizational productivity and efficiency.
9. Embody Corona's Corporate Values as a way of conducting daily business in the pursuit to achieve excellence today and tomorrow.

SCHEDULE OF POSITIONS BY DEPARTMENT

*For historical information, please reference the Citywide
Schedule of Positions located under the "Personnel" Section*

<u>PUBLIC WORKS</u>	<u>Authorized FY 2008-09</u>	<u>Adopted FY 2009-10</u>
Public Works Director	1	1
Assistant Public Works Director / Assistant City Engineer	1	1
Assistant Public Works Director / Operations	1	1
Principal Civil Engineer	3	3
Property and Contract Manager	1	1
Public Works Administrative Manager	1	1
Public Works Inspection Superintendent	1	1
Public Works Superintendent	1	1
Public Works Transportation Planning Supervisor	1	1
Senior Engineer	5	5
Senior Engineer - Traffic	1	1
Traffic Engineer	1	1
Construction Manager	1	1
Public Works Inspection Supervisor	1	1
Associate Engineer	5	5
Associate Traffic Engineer	1	1
Fleet Services Supervisor	1	1
Building/Facility Maintenance Supervisor	1	1
Street Maintenance Supervisor	1	1
Environmental Compliance Coordinator	1	1
Traffic Signal Automation Specialist	1	1
Public Works Program Specialist	1	1
Senior Public Works Inspector	1	1
Traffic Signal Specialist	1	1
Fleet Administrator	1	1
Facilities Locator Technician	1	1
Public Works Inspector II (Note 1)	3	2
Lead Building Maintenance Technician	2	2
Lead Fleet Services Technician	1	1
Public Works Inspection Technician	1	1
Senior Engineering Technician	1	1
Traffic Signal Technician	1	1
Street Maintenance Crew Leader	2	2
Office Manager	2	2
Fleet Services Technician	5	5
Engineering Technician	3	3
Fleet Services Writer	1	1
Assistant to the Public Works Director	1	1
Senior Administrative Assistant	1	1
Senior Street Maintenance Worker	5	5
Building Maintenance Technician	3	3
Building Maintenance/Graffiti Technician	1	1

SCHEDULE OF POSITIONS BY DEPARTMENT

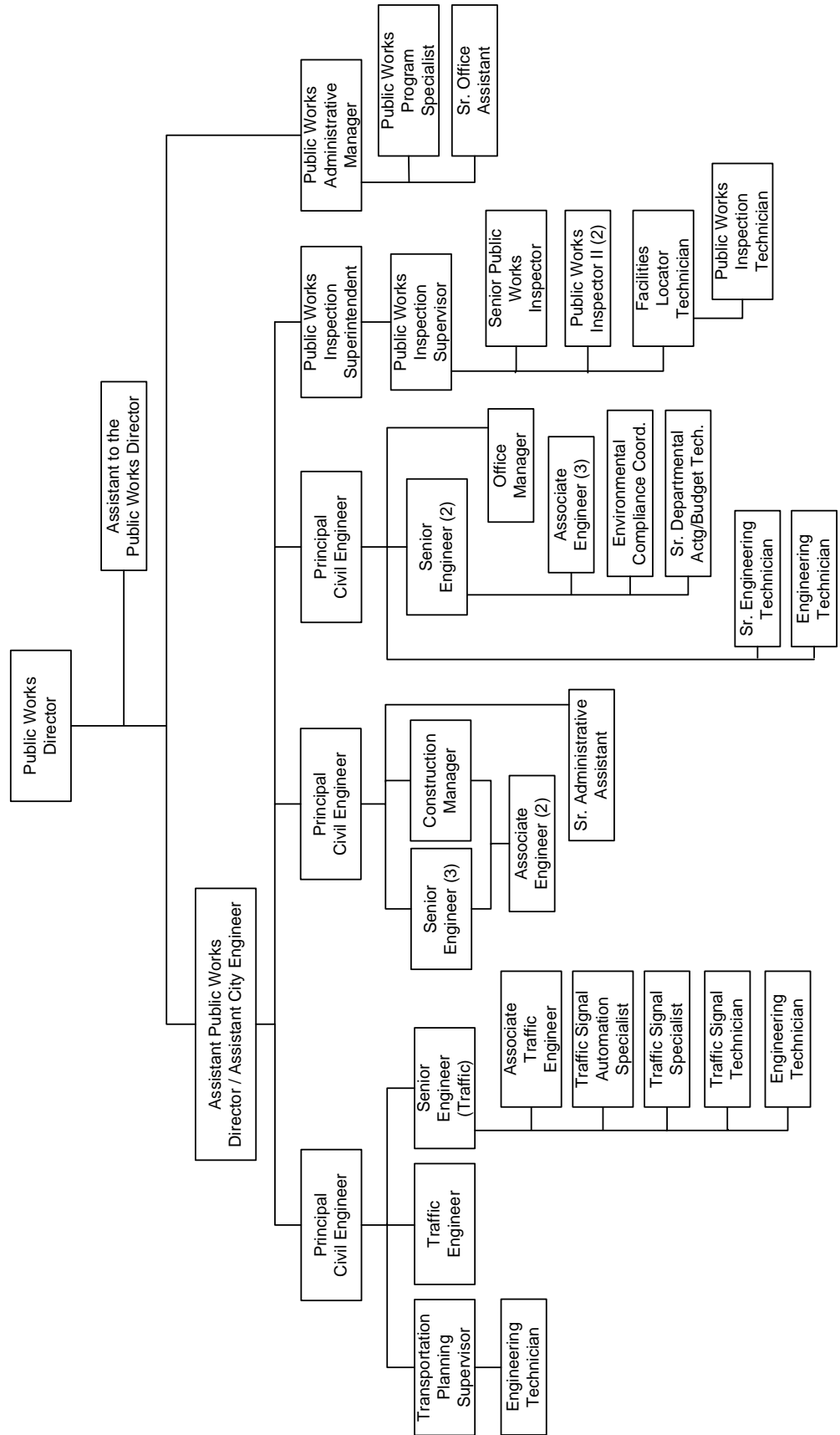
*For historical information, please reference the Citywide
Schedule of Positions located under the "Personnel" Section*

	<u>Authorized FY 2008-09</u>	<u>Adopted FY 2009-10</u>
<u>PUBLIC WORKS, Continued</u>		
Traffic Maintenance Technician	1	1
Senior Departmental Accounting/Budget Technician	1	1
Street Maintenance Worker	7	7
Inventory Control Specialist	2	2
Fleet Services Worker	1	1
Graffiti Worker	1	1
Senior Office Assistant	2	2
Mail Distribution Clerk	<u>1</u>	<u>1</u>
<u>Total Public Works</u>	85	84

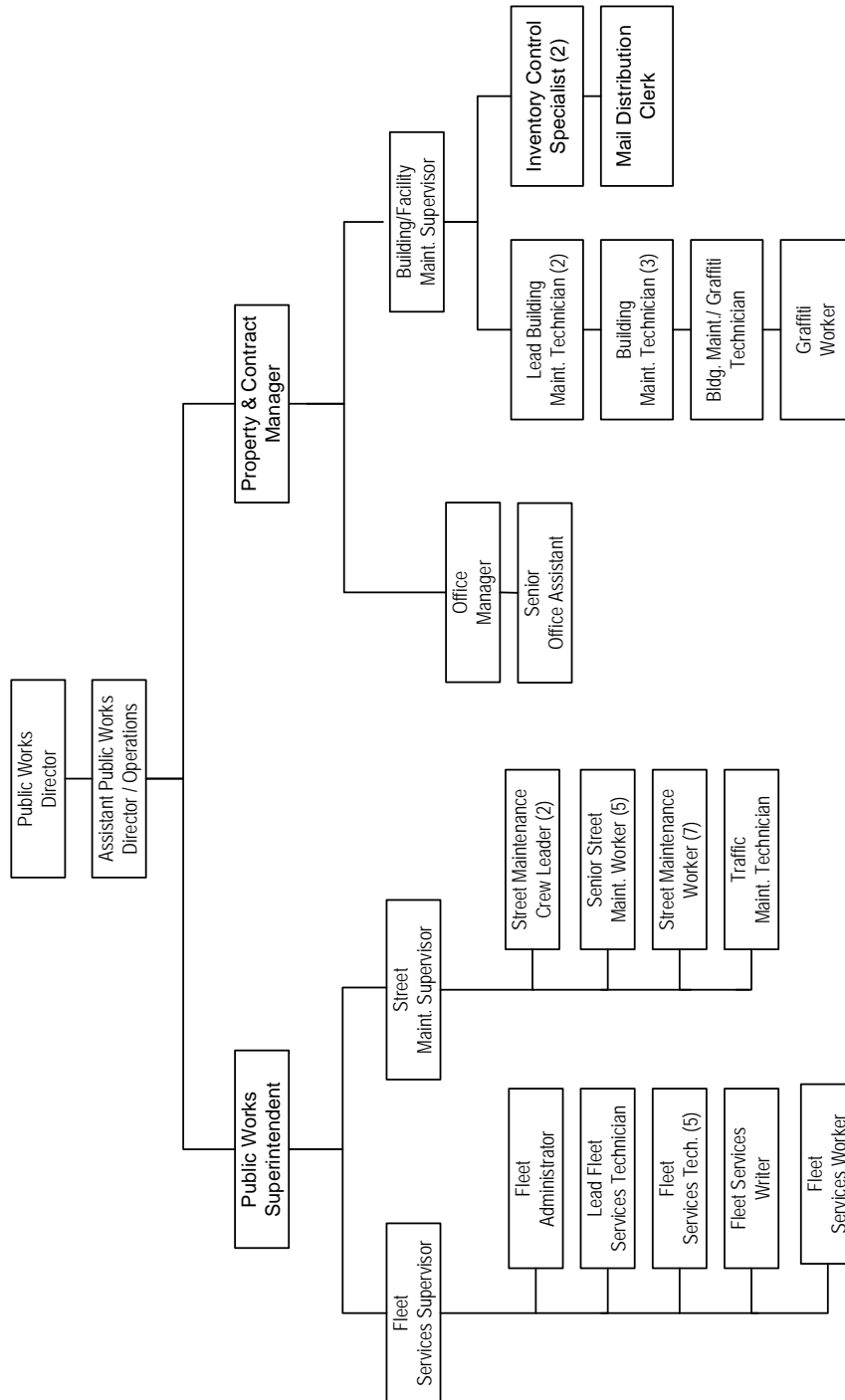
Public Works Notes:

1 One Public Works Inspector II position - provisional funding through 06/30/09.

Public Works Department Engineering



Public Works Department Services



FINANCIAL SUMMARY OPERATIONAL

Account/Description	Actual Expenditures FY 2006-07	Actual Expenditures FY 2007-08	Adopted Budget FY 2008-09	Cumulative Budget FY 2008-09	Estimated Expenditures FY 2008-09	Adopted Budget FY 2009-10
<u>BUDGET SUMMARY</u>						
1000 Salaries - Benefits	\$ 10,876,011	\$ 11,250,449	\$ 11,523,897	\$ 10,662,004	\$ 9,873,656	\$ 10,440,932
2000 Services - Supplies	16,937,479	17,019,643	20,099,304	20,244,809	18,666,867	19,936,432
5000 Capital Outlay	1,822,778	1,370,864	1,369,000	1,768,729	1,138,487	1,829,500
Total Department	<u>\$ 29,636,268</u>	<u>\$ 29,640,956</u>	<u>\$ 32,992,201</u>	<u>\$ 32,675,542</u>	<u>\$ 29,679,010</u>	<u>\$ 32,206,864</u>
<u>PROGRAMS</u>						
3911 Administration	\$ 986,344	\$ 956,909	\$ 1,060,410	\$ 884,131	\$ 839,398	\$ 564,778
3921 Traffic Engineering	964,145	853,250	1,000,933	1,006,757	926,063	1,092,804
3922 Trans/Environment Plan.	399,702	506,854	457,318	490,422	394,074	389,206
3923 Demand Response Svcs./ Dial-A-Ride	1,036,981	1,052,933	1,016,533	1,017,328	969,906	1,435,018
3924 Signal Operations	787,368	893,655	975,217	950,860	961,842	1,016,544
3925 Fixed Route Transit Service	1,732,402	1,117,168	1,116,839	1,116,952	1,114,002	1,267,205
3931 Capital Improvements	2,438,525	1,932,586	1,902,380	1,527,471	1,366,038	1,421,090
3932 Special Projects	945,514	1,125,967	1,153,006	1,134,796	894,309	915,392
3933 Customer Service Counter	206,611	217,127	222,588	219,160	186,136	232,264
3941 Land Development	647,216	553,178	564,092	447,751	368,924	455,306
3943 Drainage Quality Eng.	580,203	716,947	739,747	740,985	694,060	750,181
3951 Inspection	1,365,955	1,254,057	1,224,497	1,021,503	1,089,522	922,942
4111 Operations Services	233,807	288,396	309,579	261,911	275,329	370,058
4121 Building Maintenance	2,284,331	2,599,845	3,568,460	3,664,661	3,646,839	3,842,758
4122 Concrete Maintenance	319,979	334,421	388,639	383,486	361,405	386,233
4131 Street Maintenance	655,433	751,864	758,600	746,566	689,201	694,683
4132 Drainage Maintenance	412,265	311,152	372,237	312,884	299,307	294,183
4141 Street Painting	31,029	29,702	-	-	-	-
4143 Street Lighting	1,610,176	1,642,307	1,917,479	1,829,772	1,711,781	1,728,743
4144 Sign and Pavement Marking *	124,257	144,542	182,079	174,996	169,354	193,654

FINANCIAL SUMMARY OPERATIONAL

<u>Account/Description</u>	Actual Expenditures FY 2006-07	Actual Expenditures FY 2007-08	Adopted Budget FY 2008-09	Cumulative Budget FY 2008-09	Estimated Expenditures FY 2008-09	Adopted Budget FY 2009-10
<u>PROGRAMS, CONTINUED</u>						
4151 Refuse Disposal	6,584,579	6,527,496	6,830,486	6,891,524	6,709,974	7,168,607
4152 Street Sweeping	367,655	471,481	368,823	368,823	249,292	368,823
4153 Graffiti Removal	265,111	287,598	259,508	257,897	244,806	269,327
4161 Fleet Services	4,656,680	5,071,521	6,602,751	6,917,350	5,281,940	6,017,059
4171 Warehouse	-	-	-	307,556	235,508	410,006
Total Programs	<u>\$ 29,636,268</u>	<u>\$ 29,640,956</u>	<u>\$ 32,992,201</u>	<u>\$ 32,675,542</u>	<u>\$ 29,679,010</u>	<u>\$ 32,206,864</u>

* Division name change effective July 1, 2008

FUNDING SOURCES

110 General Fund	\$ 9,191,019	\$ 10,794,001	\$ 11,654,132	\$ 10,514,858	\$ 9,999,245	\$ 10,028,460
222 Gas Tax (2105-2106) Fund	934,643	818,586	1,017,004	1,019,368	871,040	1,106,003
224 Rideshare Trip Reduction Fund	159,846	183,426	288,478	325,342	211,570	214,362
227 Measure A Fund	71,845	42,573	26,273	26,273	26,274	29,995
232 Civic Center Fund	-	-	-	220,426	220,426	268,931
245 County Service Area 152 (NPDES) Fund	516,812	640,110	661,399	663,617	623,549	717,446
248 CFD/LMD 97-1 Fund	36,620	45,522	53,531	53,571	49,516	46,431
260 Residential Refuse/ Recycling Fund	6,535,921	6,527,453	6,830,486	6,891,524	6,709,974	7,168,607
431 CDBG Fund	28,117	-	-	-	-	-
446 LMD 84-1 Lighting Fund	2,157,824	2,294,498	2,649,042	2,534,546	2,440,356	2,491,317
448 LMD 84-2 Fund	234,681	274,292	229,074	228,385	199,046	225,729
475 Project Area "A" Administration Fund	109,666	125,578	130,431	129,135	85,845	99,813
570 Water Utility Fund	1,040,364	(1)	-	-	-	-
572 Water Reclamation Utility Fund	629,418	-	-	-	-	-
577 Transit Services Fund	2,769,383	2,170,101	2,133,372	2,134,280	2,083,908	2,702,223
632 Equipment Pool Capital Outlay Fund	1,715,202	1,701,604	1,803,887	2,195,916	1,527,441	1,675,709

FINANCIAL SUMMARY OPERATIONAL

<u>Account/Description</u>	Actual Expenditures FY 2006-07	Actual Expenditures FY 2007-08	Adopted Budget FY 2008-09	Cumulative Budget FY 2008-09	Estimated Expenditures FY 2008-09	Adopted Budget FY 2009-10
<u>FUNDING SOURCES, CONTINUED</u>						
680 Warehouse Services Fund	-	-	-	307,556	235,508	410,006
682 Fleet Operations Fund	2,941,478	3,369,917	4,798,864	4,721,434	3,754,499	4,341,350
Var Various CFD Funds	393,616	469,532	559,301	552,385	483,885	554,653
Var SC/Development Funds	169,813	183,764	156,927	156,926	156,928	125,829
Total Funding	<u>\$ 29,636,268</u>	<u>\$ 29,640,956</u>	<u>\$ 32,992,201</u>	<u>\$ 32,675,542</u>	<u>\$ 29,679,010</u>	<u>\$ 32,206,864</u>

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – ADMINISTRATION:

The Administration Program provides vital customer service to both internal and external customers. The program also provides administrative and technological services for the Engineering and Service Divisions of the Public Works Department.

PROGRAM ONGOING OBJECTIVES:

1. Coordinate the activities of all Engineering and Service Division programs throughout the year.
2. Coordinate and administer department personnel functions including hiring, training and education, and team building strategies.
3. Represent the Public Works Department at City Council and Planning Commission meetings throughout the year.
4. Coordinate the preparation of the department's annual budget and monitor budgetary activities.
5. Maintain departmental equipment, such as copy machines, scanners, fax machines, and any other related equipment.
6. Serve as the departmental hub for information gathering, the coordination of meetings, research of technological needs, records management, and the preparation of City Council and Committee Agenda items.
7. Coordinate departmental and division specific training classes for all Public Works employees.
8. Assess departmental technological needs, recommend new and advanced methods of automation, and prepare and distribute performance base reports.
9. Review and update department strategic goals documents.

PROGRAM GOALS:

1. Complete the planning phase of an electronic data library by April 2010.
2. Direct and manage the department's efforts to secure annual grants and other financial incentives for the department through June 2010.
3. Partner with Information Technology and Finance on the development of the Capital Improvement Program database by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – TRAFFIC ENGINEERING:

The Traffic Engineering Program ensures that the City's circulation system is operating in a safe, efficient manner and oversees growth-related issues as they relate to traffic circulation.

PROGRAM ONGOING OBJECTIVES:

1. Investigate and respond to community traffic requests, suggestions, complaints, and work orders.
2. Utilize the Advanced Traffic Management System to monitor, evaluate, and implement improvements to the City's traffic circulation system.
3. Review traffic detour plans to ensure the safe passage of traffic during construction and special civic events.
4. Coordinate with other departments or divisions for installation of traffic control devices and traffic operations issues.
5. Partner with Caltrans, the City of Norco, the County of Riverside, the Corona-Norco Unified School District, and other affected agencies on traffic related matters throughout the year.
6. Review signage, striping, signal, and site plans, as well as related traffic studies for development projects.
7. Analyze potential and existing high collision locations and make recommendations for reducing accidents.
8. Establish additional Preferential Parking Permit locations where appropriate, in coordination with the Police Department and school officials, and process preferred parking permit requests as needed.
9. Administer the citywide striping contract to apply new, and maintain existing, striping and legends on City streets.

PROGRAM GOALS:

1. Design and manage the construction of the signalization for the intersection of Lincoln and Parkridge Avenue by September 2009.
2. Develop new coordination plans for the redesigned Magnolia Avenue/I-15 interchange by November 2009.
3. Manage the design and construction of the Advanced Traffic Management System Phase II project to be completed by June 2010.
4. Assist the Police Department in the evaluation of the red light camera enforcement program by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – TRANSPORTATION PLANNING:

The Transportation Planning Program ensures that transportation issues are properly addressed from the standpoint of public transit, transportation funding and grants, and transportation planning and studies. The program provides residents with an effective and efficient public transit system, and coordinates transportation planning activities with other agencies.

PROGRAM ONGOING OBJECTIVES:

1. Administer the City's transit system and search and apply for Federal, State, and other agency grants to help fund public transit programs during the year.
2. Advocate well being, safe volumes, and speed for the SR-91 and I-15 Freeways through coordination with Caltrans, Orange County Transportation Authority, or OCTA, Riverside County Transportation Commission, or RCTC, Southern California Association of Governments, or SCAG, and Western Riverside Council of Governments, or WRCOG.
3. Coordinate with Riverside Transit Agency to provide regional public transit and appropriate bus facilities.
4. Administer the Federal Transit Administration and Transportation Development Act, or TDA, grants and other funding sources that are available through RCTC.
5. Utilize and seek reimbursement from Federal and State grants and other outside agency funding for capital improvement projects.
6. Administer the Transportation Uniform Mitigation Fee, or TUMF, Transportation Improvement Plan.
7. Coordinate the administration of TUMF projects with RCTC and WRCOG to ensure that all goals are met.
8. Prepare, submit, and implement the annual update of the South Coast Air Quality Management District Work Site Emission Reduction Program.
9. Monitor activities and actions of regional agencies such as RCTC, OCTA, SCAG, and WRCOG, for regional transportation issues that impact the City of Corona, including the Mid County Parkway and major investment studies.
10. Update City of Corona transportation and transit projects for State and Federal funding through the Regional Transportation Improvement Program, State Transportation Improvement Program, and the Regional Transportation Program on an as needed basis.
11. Administer the City's rideshare and vanpool programs.

PROGRAM GOALS:

1. Complete the acquisition of compressed natural gas passenger vehicles for the City's carpool program by December 2009.
2. Work with retail and restaurant businesses to develop and implement a merchandise discount for Corona Cruiser pass holders by December 2009.
3. Prepare and submit the 2009/10 through 2011/21 Short Range Transit Plan to the City of Corona Council and RCTC for approval by May 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – DEMAND RESPONSE SERVICES OR DIAL- A-RIDE:

The Dial-A-Ride Program provides residents with a demand-responsive, curb-to-curb general public transportation service within City limits and provides transportation to select satellite points upon request.

PROGRAM ONGOING OBJECTIVES:

1. Maintain and operate a fleet of nine buses through a contract service, and strive to meet the fare ratio of 20% as per the Public Utilities Code Section 99268.
2. Monitor and evaluate Dial-A-Ride activities and performance for cost effectiveness.
3. Meet with the Dial-A-Ride contractor on a monthly basis to help achieve goals and objectives.
4. Monitor performance measures and incentives utilized with the Dial-A-Ride contractor throughout the year to ensure compliance.
5. Represent the City concerning public transit issues and assist in transit studies conducted by Federal, State, and local agencies during the year when requested.
6. Conduct grant management activities in a timely manner; apply for Federal, State, and local funds, and assist in transit audits conducted by these agencies during the year.
7. Investigate and make findings that will mitigate complaints, improve service, and ensure that pedestrian and transit infrastructure needs are identified.
8. Meet with senior citizen and disabled community groups twice annually to solicit comments for enhancement of the Dial-A-Ride service.
9. Compile and report the City's transit services related data to Riverside County Transportation Commission and the National Transit Database on a monthly basis.
10. Attend Corona/Norco Transportation Now, or T-NOW, meetings and implement recommendations.

PROGRAM GOALS:

1. Develop and conduct an on-board transit survey of Dial-A-Ride patrons by September 2009.
2. Complete the acquisition of replacement Dial-A-Ride buses and complete required grant reporting procedures by April 2010.
3. Develop an emergency action plan including dispatching, inter-agency communication/coordination, evacuation and operational procedures in the event of a natural disaster by May 2010.
4. Properly dispose of aged buses that have exceeded their Federal Transit Agency-defined useful life by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – SIGNAL OPERATIONS:

The Signal Operations Program provides for the operation, maintenance, and repair of the City's traffic signals and flashing beacons. Maintenance of City's Traffic Management Center, or TMC, is associated with the Advanced Traffic Management System or ATMS, and fall under the program's jurisdiction as well. The upkeep of these facilities and equipment provides for the safe and efficient travel of pedestrians and drivers in Corona.

PROGRAM ONGOING OBJECTIVES:

1. Operate and maintain traffic signals in safe working condition with the use of staff, private contractors, and consultants.
2. Maintain the proper functioning of signals and related infrastructure through a scheduled preventive maintenance program.
3. Respond to emergency signal repair calls within one hour and make repairs with minimal disruption of traffic.
4. Keep records of all signal maintenance activities to reduce liability of the City.
5. Participate financially in the cost of 16 signals maintained by Caltrans and Riverside County.
6. Conduct reviews of critical intersection traffic signal timing on a quarterly basis.
7. Conduct reviews of signal synchronization on an ongoing basis.
8. Maintain the Traffic Management Center to ensure continuous operation.
9. Be responsible for the circulation of the 10 Dynamic Speed Limit Signs used for motorist edification and traffic calming.

PROGRAM GOALS:

1. Update the City's signal specifications to reflect the latest in Intelligent Transportation Systems technology by August 2009.
2. Install battery back-up systems at all fiber-optic hub locations by August 2009.
3. Collaborate with the Fire, Police, and Information Technology Departments to provide video feed from the Traffic Management Center to the Safety Dispatch office and the Emergency Operations Center by September 2009.
4. Rewire all existing Edison service cabinets at signalized intersections to function off a single meter operation for annual cost savings by November 2009.
5. Replace aged signal wire at two intersections by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – FIXED ROUTE TRANSIT SERVICE:

The Fixed Route Transit Service, known as the “Corona Cruiser,” consists of fixed route bus service along two routes. The Blue Line serves the easterly to central portion of the City and the Red Line serves the southeastern to the mid-western portion of the City. Both routes run during weekdays and Saturdays to provide reliable bus service within the City to all area residents with transfer connections to the North Main Corona Metrolink station and Riverside Transit Agency bus routes.

PROGRAM ONGOING OBJECTIVES:

1. Maintain and operate an adequately sized fleet of buses for multiple routes.
2. Monitor and evaluate the fixed route service for productivity in terms of rider-ship, cost per passenger, cost per mile, and cost per hour.
3. Monitor and evaluate the service for schedule adherence and route alignment to ensure it is meeting the needs of the public.
4. Meet with the contractor on a monthly basis to help achieve the goals and objectives for the program.
5. Represent the City concerning public transit issues and assist in transit studies conducted by Federal, State, and local agencies throughout the year.
6. Apply for Federal, State, and local funds; conduct all reporting and grant management activities necessary for funds obtained and participate in audits.
7. Investigate and make findings that will mitigate complaints, improve service, and ensure that pedestrian and transit infrastructure needs are identified.
8. Compile and report the City’s transit services related data to the Riverside County Transportation Commission on a monthly basis.
9. Attend Corona/Norco Transportation Now, or T-NOW, meetings and implement recommendations.

PROGRAM GOALS:

1. Develop and conduct an on-board transit survey of Corona Cruiser patrons by September 2009.
2. Develop a marketing campaign to broaden awareness of fixed route service and increase rider-ship by April 2010.
3. Develop an emergency action plan including dispatching, inter-agency communication/coordination, evacuation and operational procedures in the event of a natural disaster by May 2010.
4. Complete the installation of the bus stop shelter and bus bench program Phase I by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – CAPITAL IMPROVEMENTS:

The Capital Improvements Program provides proven engineering practices and services in the preparation of plans and specifications, technical direction, and overview in designing, bidding, construction, and management of capital improvement projects. This program develops and implements the major capital improvements for the City's Public Works Department and the Department of Water and Power. Funding for water and water reclamation associated capital improvement projects is provided by Department of Water and Power. The program also manages regionally funded transportation projects, including projects funded through the Transportation Uniform Mitigation Fee, or TUMF, program.

PROGRAM ONGOING OBJECTIVES:

1. Formulate, plan, and administer the design and construction of capital improvement projects for streets, water, sewer, and storm drain systems, pavement rehabilitation, railroad grade separations, traffic systems, special assessment and community facilities districts, and Riverside County Flood Control Zone 2 projects.
2. Program regional and local projects within the City's jurisdictional boundaries and seek regional and local funds to deliver the department's Capital Improvement Program.
3. Coordinate program activities in conjunction with other City departments, outside agencies, public and private utility companies, and the general public.
4. Prepare the annual Capital Improvement budget and Five-Year Capital Improvement Program for the Public Works Department, and assist in the budget preparation for the Department of Water and Power Capital Improvement Programs.

PROGRAM GOALS:

1. Finalize the design and right-of-way acquisition for the Auto Center Drive Grade Separation Project, and begin construction by October 2009.
2. Complete construction of the traffic signal at the intersections of Rimpau Avenue and California Avenue, and Main Street and Citron Avenue by November 2009.
3. Complete the final design for the Foothill Parkway Westerly Extension project by February 2010 and begin construction April 2010.
4. Finalize design and complete construction of projects funded by Community Development Block Grant, or CDBG, by May 2010.
5. Complete design and begin construction of annual major and local street pavement rehabilitation at various locations throughout the City by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – SPECIAL PROJECTS:

The Special Projects Section coordinates and administers programs involving inter-governmental agencies, utility companies, and various assessment districts that provide funding for construction of City infrastructure and maintenance of City landscaping and lighting facilities. The section administers the City's seven landscaping and lighting maintenance districts and performs the engineering and acquisition of construction districts that fund eligible public facilities. The section also monitors and reports the application and collection of the Transportation Uniform Mitigation Fees, or TUMF, to the Western Riverside Council of Governments, or WRCOG.

PROGRAM ONGOING OBJECTIVES:

1. Initiate and coordinate formation of new maintenance districts or annexation of new areas to the City's maintenance districts.
2. Administer and coordinate the annual budget review, preparation, and Council authorization of assessments for the City's five landscaping and two lighting maintenance districts.
3. Administer and coordinate the engineering and acquisition of public infrastructure funded through assessment districts or Community Facilities Districts.
4. Manage the daily activities affecting the City's seven maintenance districts' funds and make recommendations as necessary to resolve any issue that may impact the districts' reserves.
5. Update the City's Drainage Master Plan.
6. Administer the South Corona and Citywide Master Planned Construction Cost updates, and recommend fee adjustments and timelines for capital improvement projects accordingly.
7. Monitor and report the collection of TUMF and coordinate the annual audit of the program by WRCOG.

PROGRAM GOALS:

1. Coordinate the implementation of the second phase of a five year capital improvement program to rehabilitate Zone 14 of Landscape Maintenance District 84-2, or LMD 84-2, by June 2010 .
2. Coordinate the rehabilitation of Zone 10 and Zone 20 of LMD 84-2 following each of the zone's successful rate increase election by June 2010.
3. Study the fiscal outlook of all other zones within the LMD 84-2, and propose necessary plan of action to address those that may require Proposition 218 elections by June 2010.
4. Complete five project annexations to the City's seven maintenance districts by June 2010.
5. Complete the acquisition of facilities funded from three construction Community Facilities Districts, by June 2010.
6. Perform TUMF audits of two development projects in accordance with existing TUMF credit agreements by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – CUSTOMER SERVICE COUNTER:

The Customer Service Counter is responsible for providing exceptional customer service to the general public, development community, other agencies, and the City's internal departments. The program provides an effective and efficient permit application process, and responds to engineering related questions through interpretation of City Code, the Subdivision Map Act, and Public Works Standard Plans and Specifications.

PROGRAM ONGOING OBJECTIVES:

1. Process plan check and construction permit fees related to Public Works and the Department of Water and Power .
2. Assist the Land Development section by processing improvement plans including water and sewer facilities, grading plans, maps, and related documents using a database tracking system.
3. Process the Public Works Department's review of building permits through coordination with the Public Works Inspection section and the Building Department.
4. Plan check and process underground utility excavation permits.
5. Provide flood zone designation information to the public.
6. Maintain the Engineering Division's document control of improvement plans, grading plans, recorded maps, utility plans, erosion control plans, and easements.
7. Scan approximately 10,000 sheets of newly approved engineering drawings and recorded maps for efficient retrieval through the Questys document management system.
8. Evaluate permit-processing procedures for efficiency and effectiveness and implement changes as necessary.
9. Assist Public Works staff in the issuance of Certificates of Use and Occupancy.

PROGRAM GOALS:

1. Update the Public Works permit and land development information on the City's website by December 2009.
2. Scan all expired insurance certificates by December 2009.
3. Scan all center ties and place on the City's website by December 2009.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – LAND DEVELOPMENT:

The Land Development Program processes subdivision and development applications by assisting and guiding applicants through the process from submittal through the entitlement phase and then through the plan check phase using a partnering approach and clear communication. The Land Development Section ensures a safe and orderly development in compliance with state and local laws and accepted engineering practices.

PROGRAM ONGOING OBJECTIVES:

1. Meet with developers at Development Plan Review meetings to provide comments related to development proposals to ensure compliance with the City's master plan requirements and standards.
2. Represent the Public Works Department at Planning Review Committee meetings and provide Public Works Conditions of Approval for private land development projects.
3. Represent the Public Works Department at Planning Commission meetings and provide technical assistance.
4. Provide plan checking and processing services for submitted grading and improvement plans, maps, and other related land development plans, including the review of associated technical documents, in accordance with Public Works plan check policy of four weeks for the first plan check, three weeks for the second check, and two weeks for the plan approval.
5. Calculate and collect Development Impact Fees and Transportation Uniform Mitigation Fees, or TUMF.
6. Review and process street vacations, lot line adjustments, improvement agreements, bonds, lien agreements, and the acceptance of improvements through City Council.
7. Administer the City's Drainage Master Plan.

PROGRAM GOALS:

1. Update the construction unit cost for bonding and construction purposes by January 2010.
2. Process the second phase of The Crossings development by January 2010.
3. Process the proposed North Main development by January 2010.
4. Process the proposed Eagle Valley and Arantine Hills specific plans by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – DRAINAGE QUALITY ENGINEERING:

The Drainage Quality Engineering Program implements the City's Urban Runoff Management Program. Program implementation includes planning, coordination, monitoring, reporting, investigation, and enforcement to ensure community compliance with the National Pollutant Discharge Elimination System, or NPDES, permit requirements as they relate to storm water and non-storm water discharges to the City's storm drainage system.

PROGRAM ONGOING OBJECTIVES:

1. Administer the City's responsibilities as a co-permittee of the NPDES Municipal Permit.
2. Ensure permit compliance on all City owned facilities/properties through annual facility inspections, field reconnaissance of illegal discharge or illicit connections, and training of appropriate storm water staff.
3. Ensure compliance with the City's storm water ordinance through response and investigation of public complaints regarding illegal dumping/illicit connections to the City storm drainage system.
4. Participate in the Santa Ana Technical Committee and California Storm Water Quality Association meetings on storm water permitting.
5. Prepare the City's NPDES Municipal Storm Water Annual Report.
6. Implement the City's Municipal Storm Water Compliance Plan in accordance with the revised Drainage Area Management Plan, or DAMP.
7. Conduct annual inspections of certain industrial and commercial sites, distribute educational materials and maintain a database for all inspections.
8. Provide public outreach information in support of watershed awareness at various City sponsored events.
9. Conduct inspections and track maintenance responsibilities and locations of construction and post-construction structural Best Management Practices, or BMP, for new developments and significant redevelopments.
10. Incorporate watershed protection principles in the land use planning process through participation in basin plan amendments, Total Maximum Daily Load, or TMDL, development, regional storm water treatment control programs, Supplement-A provisions, and Water Quality Management Plans, or WQMP's.

PROGRAM GOALS:

1. Participate in NPDES Municipal Permit renewal activities by October 2009.
2. Review and approve approximately 20 preliminary and final project-specific WQMP's and grading plans for new development and significant redevelopment projects by June 2010.
3. Implement the Middle Santa Ana River Pathogen TMDL and Grant Project tasks through June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – INSPECTION:

The Public Works Inspection Program provides a broad spectrum of services related to Public Works activities. These services include the inspection of all above ground (street improvements, curbs, gutters, sidewalks, traffic control, streetlights, traffic signals, pavement striping, etc.) and underground (water reclamation, water, and storm drain) improvements for private development and City owned projects. The purpose of inspection is to ensure compliance with plans, specifications, and City standards and adherence to Federal, State, and local laws, regulations, and ordinances. Furthermore, this section is responsible for the operation, management, and administration of the Underground Service Alert Program in compliance with State law and for the protection of City owned underground facilities.

PROGRAM ONGOING OBJECTIVES:

1. Administer and perform inspection of land development projects, miscellaneous permit projects, capital improvement projects for items related to Public Works and Department of Water and Power, and inspect the construction activities of the various utility companies and minor work by private contractors.
2. Interface and coordinate land development construction projects with other City departments, utility companies, municipalities, districts, developers, and contractors. In addition, control the release of occupancy permits, final inspection, release of inspection deposits, and initiate the final acceptance for land development projects.
3. Respond to citizen inquiries about projects and other related items.
4. Administer the coordination and processing of work orders for Edison service points for traffic signals, streetlights, landscape maintenance districts, and other electrical services.
5. Respond to Underground Service Alerts.
6. Monitor and administer performance bonds on file with the City to guarantee the installation of public improvements and initiate release when completed.
7. Inspect construction projects for compliance with the National Pollutant Discharge Elimination System Program.
8. Train new and existing staff on traffic control and safety.

PROGRAM GOALS:

1. Provide over 250 National Pollution Discharge Elimination System, or NPDES, inspection reports on various projects by March 2010.
2. Continue the inspection of the Magnolia Avenue/Interstate 15 interchange and major and local pavement projects by June 2010.
3. Inspect approximately 300 underground utility construction permits by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – OPERATIONS SERVICES:

The Public Works Operations Services Program provides administrative and managerial services for the Property and Contract Management Program and the Public Works Services Division of the Public Works Department.

PROGRAM ONGOING OBJECTIVES:

1. Provide overall management and direction for the Property and Contract Management Program and the Public Works Operations Services Division.
2. Perform all clerical support for the Operations Services Division staff.
3. Receive, log, and manage miscellaneous Public Works requests.
4. Provide record keeping for, and ensure proper disposal of, hazardous waste generated or dumped on public right-of-ways.
5. Provide complete dispatching capabilities for all field programs.
6. Prepare all billings to help recover costs incurred by the Operations Services Division while assisting the Police and Fire Department on accidents and incidents.
7. Update and maintain the Public Works Emergency Operations Centers.
8. Manage all contracts that aid in the maintenance services of the Public Works Operations Services Division.
9. Administer the City's Shopping Cart Removal Program.
10. Maximize the value of City real property through effective resource management use planning, and disposal.
11. Provide citywide bidding oversight, advice and assistance to promote and ensure compliance with codes and statute and consistency in bidding practices amongst all City departments.
12. Identify and administer the re-use and/or disposal of the City's surplus materials, supplies and equipment.
13. Provide oversight, review, and negotiation assistance for citywide contracts.

PROGRAM GOALS:

1. Evaluate and refine the Crossbow software related to building maintenance by December 2009.
2. Re-evaluate administrative functions and develop policies and procedures to increase efficiency by January 2010.
3. Assess and evaluate facilities' energy use and identify saving and rebate opportunities by March 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – BUILDING MAINTENANCE:

The Building Maintenance Program is responsible for the maintenance and repair of City owned buildings and related public facilities through the use of City personnel and contractual services. A preventive maintenance program is designed to minimize the need for major repairs.

PROGRAM ONGOING OBJECTIVES:

1. Maintain and monitor all contracted building maintenance services provided at City Hall, Historic Civic Center, Police Department, Animal Control, Corporation Yard, Library, and Police Annex at 152 East 6th Street & Temescal Safety Facility.
2. Perform routine replacement of consumable maintenance products such as air conditioning filters and light bulbs.
3. Provide routine electrical repairs and upgrades as needed.
4. Provide routine maintenance of plumbing and drainage systems.
5. Respond to, and complete, maintenance work requests in a timely and expedient manner.
6. Evaluate opportunities to save energy and make recommendations for implementation.
7. Identify and enhance preventative and predictive maintenance opportunities to effectively manage resources.
8. Identify new technologies and discover opportunities to implement them into on-going maintenance processes.

PROGRAM GOALS:

1. Establish and initiate a key management program to ensure tracking and security of City facilities by December 2009.
2. Develop a parking lot light fixture and lamp for all City parking facilities to help increase the efficiency in the repair of parking facility lighting by February 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – CONCRETE MAINTENANCE:

The Concrete Maintenance Program is responsible for the maintenance of concrete sidewalks, curbs and gutters, and other concrete structures within the public right-of-way system, to ensure the safety of pedestrians and proper drainage of City streets and right-of-ways.

PROGRAM ONGOING OBJECTIVES:

1. Maintain all sidewalks, curbs, and gutters along City streets by removing and replacing damaged concrete and grinding tripping hazards from sidewalks.
2. Respond to concrete work requests from residents and other departments within the City.
3. Maintain an updated list of all locations needing repairs or replacement.
4. Conduct a bi-annual maintenance survey of the City's sidewalks, curbs, and gutters in conjunction with the hardscape survey and inventory.
5. Assist Risk Management with liability issues.
6. Coordinate with Traffic Engineering and the Capital Improvement Program, or CIP to identify maintenance needs for the "Safe Routes to School" walkways on an on-going basis.

PROGRAM GOALS:

1. Work with CIP to address areas of missing sidewalk within the "Safe Routes To School" walkways by March 2010.
2. Identify deficient driveway approaches for City maintained alleys and coordinate with CIP to correct these areas by May 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – STREET MAINTENANCE:

The Street Maintenance Program consists of the maintenance of City streets and right-of-ways to ensure the safe passage of vehicular traffic, and assist with hazardous materials responses and special events.

PROGRAM ONGOING OBJECTIVES:

1. Maintain City streets and alleys and provide a preventative maintenance program to ensure they are kept at an optimum level.
2. Schedule and complete all necessary street patching.
3. Maintain all unimproved road shoulders and re-grade unimproved City roadways for safe travel.
4. Assist with the clean up and disposal of hazardous material spills.
5. Repair potholes within 48 hours of receiving notification.
6. Utilize the paver to assist the Capital Improvement Program, or CIP, in maximizing street projects.
7. Maintain mitigation sites that are under the responsibility of the City as per requirements of permits issued by various government agencies.
8. Provide emergency response for after hour call-outs.
9. Provide assistance for special events such as holiday parades.

PROGRAM GOALS:

1. Configure a weed spraying program that compliments our weed abatement program, and apply herbicide to areas that have been abated by November 2009.
2. Identify alleys that are in need of repair and implement the removal and replacement of the deteriorated areas of asphalt by May 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – DRAINAGE MAINTENANCE:

The Drainage Maintenance Program performs maintenance on storm drainage facilities, including catch basins, to ensure maximum storm water diversion from City right-of-ways while simultaneously maintaining the National Pollutant Discharge Elimination System, or NPDES, standards. The program also handles the maintenance of wetland mitigation sites.

PROGRAM ONGOING OBJECTIVES:

1. Check and maintain catch basins, inlets, detention basins, desilting basins, and other drainage infrastructure citywide.
2. Grade and maintain drainage easements.
3. Inspect and clean underground storm drain laterals annually.
4. Clean desilting and detention basins and discharge points twice a year.
5. Perform preventative maintenance on all City owned detention basins.

PROGRAM GOALS:

1. Assess whistle drain structures citywide and make necessary repairs by December 2009.
2. Identify drainage areas that are in need of Best Management Practices, or BMP's, and have them in place by February 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – STREET LIGHTING:

The Street Lighting Program provides for the maintenance and repair of the City's residential and arterial street lighting system.

PROGRAM ONGOING OBJECTIVES:

1. Monitor and maintain streetlights citywide.
2. Respond to, and repair, damaged light poles.
3. Conduct a monthly nighttime inspection of the street lighting system to ensure all streetlights, safety lights, and lighted street name signs are in operation.
4. Research lighting components for energy efficiency and savings, and make recommendations for any improvements.
5. Examine all service points according to the annual maintenance schedule.
6. Repair all streetlights, safety lighting, and lighted street name signs citywide.

PROGRAM GOALS:

1. Perform an assessment of damaged street light globes within the Historic District and have them replaced by October 2009.
2. Identify leaning or cracked "Grand Style" street light poles within the Historic District, and implement a project to prioritize removal and replacement by November 2009.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – SIGN AND PAVEMENT MARKING:

The Sign and Pavement Marking Program is responsible for maintaining all of the regulatory, warning and guide signs, and pavement markings within the City in order to provide the public with a safe and informative transportation system.

PROGRAM ONGOING OBJECTIVES:

1. Complete work orders within two weeks of issuance.
2. Monitor the condition of existing signs and markings and repair or replace them in conformance with State and City standards.
3. Fabricate and install regulatory, directional, and special signs as necessary to maintain the public right-of-way.
4. Complete night surveys to measure the reflectivity of all City signs and prepare a maintenance schedule for applicable replacement.
5. Work with Traffic Engineering on portable speed limit message sign installations and relocations.
6. Assist with temporary striping for construction projects.
7. Apply raising pavement markings as needed or requested by Traffic Engineering.

PROGRAM GOALS:

1. Work with Traffic Engineering to evaluate the feasibility of raising City maintained traffic signs to reduce vandalism caused by graffiti or theft by October 2009.
2. Work with Traffic Engineering to identify missing striping throughout the City caused by construction projects and have these areas addressed by November 2009.
3. Perform an assessment of damaged or faded stop signs throughout the City and implement a plan to replace these signs by February 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – REFUSE DISPOSAL:

The Refuse Disposal Program provides for the administration of services provided by Waste Management, of the Inland Empire, the City's contract waste and recycling franchisee.

PROGRAM ONGOING OBJECTIVES:

1. Provide for the orderly collection and disposal of solid waste.
2. Provide for the orderly collection and processing of recyclables.
3. Respond to resident and business concerns associated with the collection and disposal of solid waste.
4. Divert fifty percent or more of the City's waste from the landfill per California Integrated Waste Management Board, or CIWMB, requirements and continually strive to improve the diversion rate.
5. Review the annual cost proposal submitted by the refuse contractor and recommend appropriate adjustments.
6. Work with contractor to promote the highest level of customer service and orderly collection of solid waste activities.
7. Maintain a close partnership with local businesses to aid in the collection of refuse diversion data and to promote recycling within the community.
8. Organize and host quarterly Household Hazardous Waste events in the City for residents to dispose of hazardous materials.

PROGRAM GOALS:

1. Work with Waste Management to formulate a comprehensive public outreach program to promote recycling opportunities with the business community and Corona-Norco Unified School District, or CNUSD, by June 2009.
2. Conduct an annual audit in accordance with the 2006 Franchise Contract Agreement with Waste Management of the Inland Empire by May 2010.
3. Evaluate new regulatory requirements and their impact to City of Corona refuse and recycling programs by May 2010.
4. Partner with Waste Management of the Inland Empire on a multi-family recycling program by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – STREET SWEEPING:

The Street Sweeping Program is responsible for overseeing the cleaning of City streets and alleys through the use of a contract street sweeping firm. This service provides for the continuous cleaning of residential and arterial streets. An ongoing and effective street sweeping program is required to comply with the South Coast Air Quality Management District, or SCAQMD, and National Pollutant Discharge Elimination System, or NPDES, requirements.

PROGRAM ONGOING OBJECTIVES:

1. Sweep residential streets every two weeks.
2. Sweep the commercial district streets weekly.
3. Sweep paved alleyways.
4. Sweep medians and intersections.
5. Monitor the contract sweeper routes on a weekly basis.
6. Coordinate the activities for special sweeping requests to ensure compliance with the NPDES requirements.
7. Evaluate the feasibility of alternative funding sources for the program.

PROGRAM GOALS:

1. Initiate a bid process for citywide street sweeping contract by August 2009.
2. Identify areas that may require additional street sweeping based on information compiled from the litter characterization study by April 2010.
3. Perform sample sweeping effectiveness audit by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – GRAFFITI REMOVAL:

The Graffiti Removal Program is responsible for the removal of graffiti and illegal signage from all public and private property when permission is granted. The program is designed to include education and publicity components for the accomplishment of program objectives. Under contract with the County of Riverside, City crews are authorized to remove graffiti in County areas around Corona.

PROGRAM ONGOING OBJECTIVES:

1. Educate school age children about the impact that graffiti and tagging have on our community.
2. Remove graffiti within 24 hours of being reported.
3. Maximize the use of donated paint and supplies to reduce program costs.
4. Coordinate with the Police Department regarding gang related graffiti sites.
5. Participate in at least three community activities each fiscal year for the promotion of the Graffiti Removal Program.
6. Submit Community Development Block Grant, or CDBG, application.

PROGRAM GOALS:

1. Partner with Corona Police Department to determine graffiti “Hotspots” for possible graffiti camera locations by December 2009.
2. Attend two or more graffiti conferences and/or forums to gain further knowledge on graffiti abatement program enhancements by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – FLEET SERVICES:

The Fleet Services Program administers and maintains the operation and maintenance of all City vehicles, heavy construction equipment, and machinery, except Fire Department emergency vehicles. This section is responsible for the scheduled preventive maintenance and repair of the City owned fleet, including the administration of specialized repairs contracted with local vendors. This section also administers the vehicle and equipment replacement and fueling programs.

PROGRAM ONGOING OBJECTIVES:

1. Provide prompt, courteous, and professional customer service to our customers.
2. Provide service for City vehicles and equipment, perform preventive maintenance services during the fiscal year, and respond to minor repairs immediately.
3. Monitor time levels required on each type of maintenance service in accordance with the industry standard in order to measure fleet operation efficiency.
4. Provide the annual smog inspection of City vehicles, manage fueling and fuel consumption on all equipment.
5. Ensure that every City vehicle has the proper emergency equipment on-board, including certified fire extinguishers and first aid kits where appropriate.
6. Prepare vehicle and equipment specifications for the purchase of vehicles and equipment for City departments.
7. Train and certify Fleet Services staff in new technology related to fleet operation and maintenance.
8. Provide instruction and training for Compressed Natural Gas, or CNG, fueling procedures to all City employees that operate CNG powered vehicles.
9. Provide our community with reliable source fuel for Compressed Natural Gas vehicles.
10. Assure interagency compliance with California Air Resources Board, or CARB, South Coast Air Quality Management District, or SCAQMD, California Highway Patrol, or CHP, Department of Transportation, or DOT, Bureau of Automotive Repair, or BAR, Cal-OSHA and Riverside County Hazardous Materials, or HAZMAT regulations and mandates.

PROGRAM GOALS:

1. Configure and implement the automated preventive maintenance scheduling module in Fleet Services Maintstar software program to optimize the efficiency of equipment service scheduling by October 2009.
2. Evaluate fuel data conversion, interface, download software and systems options to increase automation and improve accuracy by October 2009.
3. Review and streamline Fleet Services inventory control and document handling procedures to provide increased efficiency and reduce labor requirement by June 2010.

PUBLIC WORKS DEPARTMENT

PROGRAM DESCRIPTION – WAREHOUSE SERVICES:

The Warehouse Program provides for centralized warehouse, storage, receiving and distribution operation for inventory items, all citywide mail and packages, overnight courier delivery packages, surplus materials, supplies and equipment requiring temporary storage, and file archives.

PROGRAM ONGOING OBJECTIVES:

1. Provide safe, secure, and monitored storage and transfer facilities for the City's inventoried and as-needed materials, supplies, and equipment, optimizing space and supply levels and providing sufficient after-hours access to complement the City's uninterrupted construction, maintenance, and operational activities.
2. Maximize the use of available warehouse and file archives space.
3. Distribute inventory, mail, and received goods in a safe, timely, and organized manner and perform related administrative functions to ensure accountability, accurate reporting, and keeping of records.
4. Maintain procedures that minimize the need for departments to devote staff time to mail and pick-up/delivery functions that are best performed by warehouse staff, thereby reducing City staff travel and transportation of goods and the risks and time associated with such activities.
5. Inspect and monitor received goods to ensure that the quantity and quality of received goods are accurate and acceptable.

PROGRAM GOALS:

1. Finalize implementation of the bar coding systems by labeling all shelf items by June 2010.
2. Work with the Information Technology Department to improve and implement the On-line Surplus Materials Management software by June 2010.
3. Reorganize the mezzanine to maximize available storage space by June 2010.