



The mission of the Maintenance Services Department is to operate and maintain public facilities and equipment in an efficient, cost-effective manner as well as enhance the parks and open spaces within the City of Corona for the benefit and enjoyment of its residents through care, dedication and responsiveness.

"Providing Quality Service and Infrastructure"

Summary of Services

Maintenance Services Administration

The Maintenance Services Administration Program ensures a high level of customer care to both internal and external customers. The program also provides the Department with administrative and technological support.

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 both City personnel and contractual services. A systematic preventative maintenance program is utilized to enhance the longevity and efficiency of the buildings and their related equipment and infrastructure.

Street Maintenance

The Street Maintenance Program consists of the maintenance of City streets, alleys, and right-of-ways to ensure the safe passage of vehicular traffic. The program also assists with road closures, hazardous material responses and special events. It is responsible for the maintenance of concrete sidewalks, curbs and gutters, and other concrete structures within the public right-of-way, to ensure the safety of pedestrians and proper drainage of City streets and right-of-ways. Street Maintenance is responsible for maintaining all of the regulatory, warning and guide signs, as well as all pavement markings within the City in order to provide the public with a safe and informative transportation system.

Street Sweeping provides for the regular cleaning of the City's public streets and alleys through the use of a contract street sweeping firm. An ongoing and effective street sweeping program is required to comply with the South Coast Air Quality Management District and National Pollutant Discharge Elimination System requirements.

Drainage Maintenance

The Drainage Maintenance Program performs maintenance on all City owned storm drainage systems, including catch basins, storm drains, and debris basins. This function is critical to ensure maximum storm water diversion from City right-of-ways while simultaneously maintaining the National Pollutant Discharge Elimination System standards. The program also handles the maintenance of wetland mitigation sites.

Street Lighting

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

Graffiti Removal

The Graffiti Removal Program is responsible for the removal of graffiti from all public property and from private property when permission is granted. The program is designed to include education and outreach components to accomplish the program's objectives.

Refuse Disposal

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

Fleet Services

The Fleet Services Program administers and maintains the operation and maintenance of all City-owned vehicles, heavy construction equipment, and machinery, including maintenance on fire apparatus, emergency units and related equipment. This section is responsible for the scheduling of preventative maintenance and repair of the City-owned fleet, monitoring and maintaining the asset management system, and the coordination of specialized repairs contracted with local vendors. This section also administers the vehicle and equipment replacement program, maintains the City fueling infrastructure, and oversees other fleet related programs.

Fueling Infrastructure

The Fueling Infrastructure Program provides for the compliance, maintenance, and operational needs of the City's fueling infrastructure and automated fueling systems. The program provides a clean, safe, and reliable fueling infrastructure for dispensing various fuel types to all City vehicles, including clean-burning alternative fuels.

Warehouse Services

The Warehouse Services Program provides for a centralized inventory and warehouse operations, storage, shipping, receiving and distribution operations for inventory items, file archives, interoffice and United States Postal Service mail sorting and delivery services, surplus material and housing of supplies and equipment requiring temporary storage.

Park Planning and Development

The Park Planning and Development Program manages the design and construction elements of open space and trail space development, all park and Community Development Block Grant projects, and reviewing all City development projects.

Park Maintenance

The Park Maintenance program provides maintenance for all developed and undeveloped park land. This includes the maintenance of recreation and community buildings, playgrounds, and three aquatic facilities.

Landscape Contract Management Program

The Landscape Contract Management Program administers the contracted landscape maintenance of Community Facilities Districts (CFDs) and Landscape Maintenance Districts (LMDs).

Urban Forestry

The Urban Forestry Program is responsible for the management of City trees. The Program provides ongoing maintenance for safety, tree health, and aesthetics, as well as response to storms and emergencies related to City trees. In addition, the Urban Forestry Program maintains the City's status as "Tree City USA" and administers the annual tree maintenance contract for City trees.

Airport Administration

The Corona Municipal Airport Administration is responsible for the management of all aspects of airport operations including: the adherence of lease agreements; ensuring compliance with all federal, state, and local laws, ordinances, and regulations; and the continual maintenance of runways, taxiways, aprons, streets, grounds, lighting, and equipment located within the airport's parameters. The Airport Administration is dedicated to safety and providing a first-rate General Aviation facility serving commercial operators, recreational flyers, and the City of Corona.

Department Accomplishments for Fiscal Year 2013-14

- Completed American Disabilities Act (ADA) modifications to all Paths of Travel at all City parks.
- Constructed and installed three new ADA compliant swings with rubberized surfacing at Brentwood, Kellogg, and Mountain Gate Parks.
- Re-painted picnic shelters, light poles, restrooms, fences, rails, and block walls at 18 City parks.
- Completed the Butterflied Parking Lot Expansion and ADA Path of Travel Project.
- Planted 152 trees throughout City parks via the Cal Fire Tree Grant.
- Completed trimming maintenance on over 12,000 trees.
- Completed interior and exterior improvements to Victoria Park Community Building.
- Received the award of “Tree City USA” recognition for the 25th consecutive year.
- Completed turf removal projects along McKinley Street medians.
- Resurfaced and seal coated parking lots at five parks. Performed complete landscape and planting rehabilitation at 18 parks.
- Installed eight new monument signs at Chase, Fairview, Kellogg, Lincoln, Mangular, Rock Vista, Sheridan, and Spyglass Parks.
- Implemented a new sports field maintenance program using the Px3 Landscape Maintenance Application, which provides soil sampling, fertilizing reports, area measurements and turf recommendations.
- Updated the Municipal Code to reflect changes to the new Park Department’s structure and allow residents to maintain their own parkway trees.
- Removed and replaced 24 trees on Border Avenue and Kroonen Drive to improve pedestrian and vehicle access.
- Revamped the Parks website to make it more user-friendly, including a method to provide input on facilities.
- Standardized the equipment used at parks, such as benches, trash enclosures, and monument signs.
- Applied for the Sustainable Communities Planning Grant to seek funds for a master plan to evaluate the City’s parks and landscape maintenance districts and provide strategies to ensure efficient and sustainable use of the City’s resources.
- Initiated a new self-service inventory machine system to eliminate decentralized ordering of office supplies and ensure the availability of and access to safety and other sundry items such as gloves, tools and hardware.
- Painted the City Hall facility and installed a generator for back-up power at City Hall.
- Relocated the Emergency Operations Center (EOC) and Fire Command to existing available space at 735 Public Safety Way to improve communications, efficiency and coordination of efforts during an emergency.
- Revised the surplus procedures to allow for alternative methods of surplus to ensure the City receives the maximum benefit and value for surplus items.

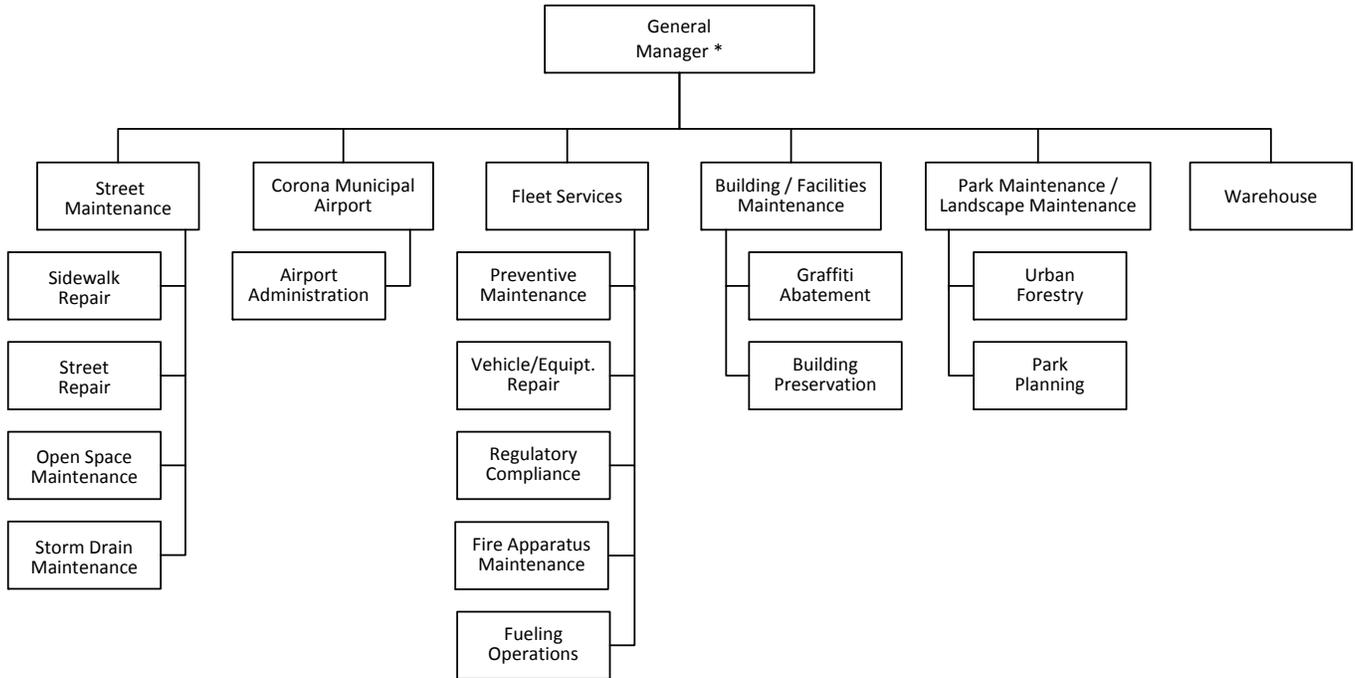
Maintenance Services

- Implemented a new battery recycling program for City facilities to ensure the efficient, safe recycling of batteries used by City employees.
- Implemented a first aid safety kit program to ensure all City facilities have first aid kits that are stocked completely with American National Standards Institute (ANSI) approved first aid items at all times and reduce the amount of inventory required to be kept at the City's warehouse.

Department Goals for Fiscal Year 2014-15

- Rehabilitate and restore roadway pavement, sidewalks, curbs, and gutters to the maximum extent possible within the current funding limitations of Measure A and Gas Tax revenues through June 2015.
- Install new pre-fabricated restrooms at Border, Chase, Jameson, Mangular, Parkview, Rock Vista, Spyglass, Stagecoach, and Tehachapi Parks by June 2015.
- Trim additional 15,000 trees in the urban forestry program by June 2015.
- Complete the installation of new concrete furniture at all parks by June 2015.
- Complete the rehabilitation of River Road medians by June 2015.
- Complete the construction of two new, lighted basketball courts at City Park by June 2015.
- Establish a park asset database and mapping system for parks using NexGen Systems by June 2015.
- Complete the re-design of Foothill Parkway medians from Lincoln Avenue to Monticello Drive to remove turf and replace with low-water use plants and irrigation by June 2015.
- Remove approximately 13,000 square feet of turf at Sheridan Park and replace with low-water use plants and irrigation utilizing a rebate funds from the Metropolitan Water District by June 2015.
- Establish an Urban Forestry database and mapping system using Arbor Access by June 2015.
- Utilize new EnergyCap software to monitor the utility usage at City facilities and infrastructure to ensure proper billing and identify areas for savings on monthly utility costs by June 2015.

Department Organizational Chart by Function Maintenance Services



* Position oversees both the Department of Water and Power and Maintenance Services.

Financial Summary Operational

MAINTENANCE SERVICES

Account/Description	Actual Expenditures FY 2011-12	Actual Expenditures FY 2012-13	Adopted Budget FY 2013-14	Cumulative Budget FY 2013-14	Adopted Budget FY 2014-15
BUDGET SUMMARY					
1000 Salaries - Benefits	4,045,270	3,924,105	4,276,074	5,704,858	4,723,293
2000 Services - Supplies	13,198,272	13,852,721	13,310,466	21,774,303	20,225,227
5000 Capital Outlay	542,762	91,431	-	62,278	130,000
Total Department	<u>\$ 17,786,304</u>	<u>\$ 17,868,257</u>	<u>\$ 17,586,540</u>	<u>\$ 27,541,439</u>	<u>\$ 25,078,520</u>

PROGRAMS

4111 Operations Services ***	213,284	371,984	365,668	350,336	245,017
4121 Building Maintenance ***	2,838,217	3,021,830	1,869,128	1,992,879	1,706,878
4122 Concrete Maintenance ***	328,604	320,544	316,361	306,751	-
4131 Street Maintenance ***	626,678	680,404	559,022	731,946	1,786,983
4132 Drainage Maintenance ***	291,510	227,232	240,417	242,137	183,075
4143 Street Lighting ***	1,493,751	1,471,344	1,607,151	1,604,720	1,453,527
4144 Sign and Pavement Marking ***	191,188	191,414	206,985	205,471	-
4146 Airport Administration **	-	-	-	275,066	173,288
4151 Refuse Disposal ***	7,305,335	7,527,007	7,495,646	7,574,484	7,544,097
4152 Street Sweeping ***	339,076	339,076	358,001	358,001	-
4153 Graffiti Removal ***	189,271	194,009	176,694	201,861	66,665
4161 Fleet Services ***	3,566,598	3,123,274	2,378,748	2,465,792	1,817,487
4162 Fueling Infrastructure ***	-	-	1,713,650	1,713,645	1,669,978
4163 Fire Apparatus Maintenance ****	-	-	-	-	412,702
4171 Warehouse Services *	402,792	400,139	299,069	30,584	-
6011 Warehouse Services *	-	-	-	268,226	300,230
6520 Urban Forestry **	-	-	-	471,282	436,407
6530 Park Planning **	-	-	-	198,374	94,280
6533 Park Maintenance/Contract Management **	-	-	-	8,549,884	7,187,906
Total Programs	<u>\$ 17,786,304</u>	<u>\$ 17,868,257</u>	<u>\$ 17,586,540</u>	<u>\$ 27,541,439</u>	<u>\$ 25,078,520</u>

Financial Summary Operational

MAINTENANCE SERVICES

<u>Account/Description</u>	Actual Expenditures FY 2011-12	Actual Expenditures FY 2012-13	Adopted Budget FY 2013-14	Cumulative Budget FY 2013-14	Adopted Budget FY 2014-15
FUNDING SOURCES					
110 General Fund	4,819,562	5,237,027	3,964,177	8,771,884	7,273,637
222 Gas Tax Fund	-	4,654	-	-	8,227
232 Civic Center Fund	205,676	208,947	234,217	235,539	153,746
246 CFD 2000-1 Fund	961	999	11,309	11,309	11,081
247 CFD 2002-2 LMD Fund	-	-	-	106,065	176,212
248 CFD 97-1 Landscape Fund	-	-	-	329,537	301,134
249 CFD 2001-1 Landscape Fd	-	-	-	998,066	654,770
251 CFD/LMD 2002-3 Landscape Fund	-	-	-	51,623	54,577
252 CFD 97-1 Landscape Fund	120,260	130,420	141,291	139,391	75,550
253 CFD/LMD 2011-1 Fund	-	-	1,600	19,884	36,729
260 Residential Refuse/ Recycling Fund	7,305,335	7,527,007	7,495,646	7,574,484	7,544,097
275 Airport Fund	-	-	-	275,066	173,288
446 LMD 84-1 Lighting Fund	1,278,566	1,235,790	1,346,833	1,346,341	1,258,391
475 Successor Agency Administration Fund	86,554	-	-	-	-
448 LMD 84-2 Landscape Fund	-	-	-	3,204,003	3,569,386
632 Equipment Pool Capital Outlay Fund	635,344	-	-	-	-
680 Warehouse Services	402,792	400,139	299,069	298,810	300,230
682 Fleet Operations Fund	2,931,254	3,123,274	4,092,398	4,179,437	3,487,465
Total Funding	<u>\$ 17,786,304</u>	<u>\$ 17,868,257</u>	<u>\$ 17,586,540</u>	<u>\$ 27,541,439</u>	<u>\$ 25,078,520</u>

* Warehouse moved to new division number in FY 2013-14.

** Airport, Park Planning, Urban Forestry, and Park Maintenance/Contract Managements moved from Parks and Community Services to Maintenance Services in FY 2013-14.

*** Operations Services, Building Maintenance, Concrete Maintenance, Street Maintenance, Street Lighting, Sign and Pavement Marking, Refuse Disposal, Street Sweeping, Graffiti Removal, Fleet Services, and Fueling Infrastructure moved from Public Works Services to Maintenance Services in FY 2013-14.

****Fire Apparatus Maintenance moved from Fire to Maintenance Services in FY 2014-15.

