



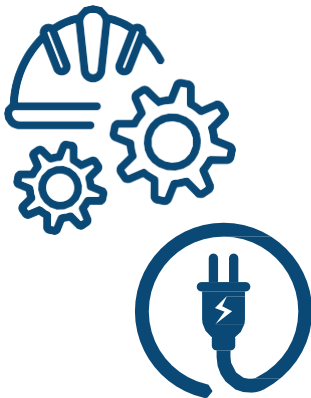
Public Works Department

Council Member Handbook

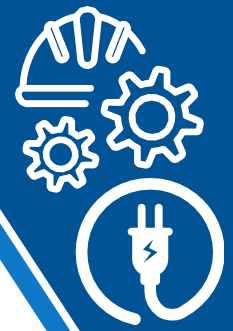
2024



TABLE OF CONTENTS



- About Public Works
- Primary Functions
- Engineering Division
 - Land Development Engineering
 - Transportation Engineering
 - Capital Projects Engineering
- Maintenance and Operations Division
- Fleet and Facilities Services Division
- Moreno Valley Electric Utility Division
- Leadership Team



ABOUT

PUBLIC WORKS

Public Works is responsible for providing engineering services and programs, project management, and the maintenance and management of public structures, resources, and City assets. These essential services and programs include engineering, design, and capital improvement projects, development project oversight, construction inspection and related activities, water quality management, maintenance and operations of street rights-of-way, City facility maintenance, fleet and equipment maintenance, and public electric utility service.

OUR DIVISIONS

Administration - Provides guidance and leadership to 164 employees and conducts a high-level analysis of regional, state, and federal legislative actions concerning public works issues. Our leadership team coordinates with local and regional agencies for flood control, water and wastewater supply, provides planning for public utilities, regional transportation coordination, emergency response to disasters, as well as provides administration of all Public Works Department budgets and resources.

Engineering Division - The Engineering Division is made up of three units and provides the following civil engineering services:

- **Land Development Engineering** - Responsible for providing engineering services related to developers, utilities, business owners, and residents, and is also charged with the responsibilities and duties associated with ensuring that the City remains in compliance with State-mandated water quality stormwater regulations, and National Flood Insurance Program requirements.
- **Transportation Engineering** - Responsible for improving safety and mobility for all roadway users, including pedestrians, bicyclists, cars, buses, and trucks. The division also oversees the school Crossing Guard Program.
- **Capital Projects Engineering** - Responsible for creating and implementing the City's biennial Capital Improvement Plan, which delivers projects that aim to improve the quality of life for Moreno Valley residents. The Capital Projects include full inter-governmental and public agency coordination, real property acquisitions, construction management, inspection, and fiscally responsible contract management.

Fleet and Facilities Maintenance Division - Oversees and manages the City's Fleet and Facilities maintenance programs, including emergency response equipment and Police and Fire stations.

Maintenance and Operations Division - Responsible for maintenance of the City's public streets, sidewalks, drainage systems, guardrails, and rights-of-way, as well as addressing illegal dumping and managing special projects.

Moreno Valley Electric Utility Division - Established in 2001 as a publicly-owned utility to serve the growing City of Moreno Valley and successfully contribute to the economic development goals of the City, helping to attract world-class businesses to the area.



PRIMARY FUNCTIONS PUBLIC WORKS DEPARTMENT

Administration

- Leadership and

Support Engineering Division - Land

Development

- Planning Pollutant Discharge
- National Emergency Response
- Elimination System and Stormwater
- Budget Management

Entitlements

Development Plans, Maps, Studies, and Review

Agreements and Permits

- Floodplain Management National Flood Insurance Program

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Engineering Division -

Capital Projects

- Capital Improvement Plan Governance
- Capital Improvement Plan Project Design & Planning
- American with Disabilities Act Compliance
- Real Property Acquisitions
- Grant Application Management
- Highway Bridge Maintenance Program
- Pavement Management Program
- Capital Improvement Plan Construction Inspection Services

Fleet and Facilities Maintenance

Division

- Fleet Maintenance
- Fleet Acquisition
- Equipment Maintenance
- Facilities Maintenance
- Heating, Ventilation, and Air Conditioning Maintenance

WORKING

Engineering Division - Transportation **TOGETHER**

Transportation Planning

Traffic Engineering

Traffic Studies and Analysis

Traffic Signing and Roadway

Striping

Traffic Signal Maintenance

School Crossing Guard Program

Pedestrian and Bicycle

Infrastructure

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Moreno Valley Electric Utility

- Customer Owned Public Utility Partner
- 77.7 Megawatts of Capacity
- Servicing 8,400 customers
- Residential and Commercial Power Provider
- Efficiency and Solar Integration Programs
- Customer Payment Programs
- Electronic Vehicle Charging stations

Maintenance and Operations

Division

- Asphalt and Concrete Maintenance
- Graffiti Removal
- Street Sweeping
- Rights-of-Way Abatements
- Stormwater Maintenance



To manage and maximize Moreno Valley's public infrastructure investment to enhance the quality of life today, while striving to develop and implement innovative solutions for tomorrow.

LAND DEVELOPMENT ENGINEERING DIVISION



Key Statistics

- Personnel: 7 employees
- \$4.1 million Fiscal Year 2023/2024 operating budget
- \$16.8 million public improvements secured Fiscal Year 2023/2024
- 477 encroachment permits processed in 2023
- 7,821 inspections conducted in 2023



Land Development oversees the management of the following programs and services:



- **Storm Water Management Program** — Offers environmental services focused on stormwater quality while ensuring adherence to state and federal regulations.
- **Entitlement Services** — Handles the processing of planning development applications and their approval conditions, specifically regarding Subdivision Map Act consistencies, grading requirements, floodplain regulations, and National Pollutant Discharge Elimination System compliance.
- **Plan Design Review Services** — Evaluates all private development projects within the City for conformity with the Subdivision Map Act, City Grading Ordinances, improvements within City rights-of-way, City design standards, and federal and state floodplain regulations, as well as National Pollutant Discharge Elimination System permits.
- **Inspection Services** — Conducts inspections for all development-related projects concerning improvements in the rights-of-way and grading.
- **Support Assistance** — Provides administrative services, including but not limited to, agreement and security administration, along with permit issuance.
- **Encroachment Permits** — Oversees the encroachment permit program to ensure compliance with City standards and maintain public safety.
- **Floodplain Management** — Manages the requirements for the City's participation in the National Flood Insurance Program.



FEMA

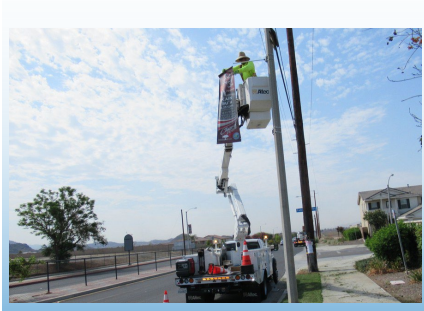
Logo from fema.gov



To efficiently and effectively partner in the development process by ensuring innovative, sustainable infrastructure with a commitment in making every customer experience a positive one.

TRANSPORTATION

ENGINEERING DIVISION



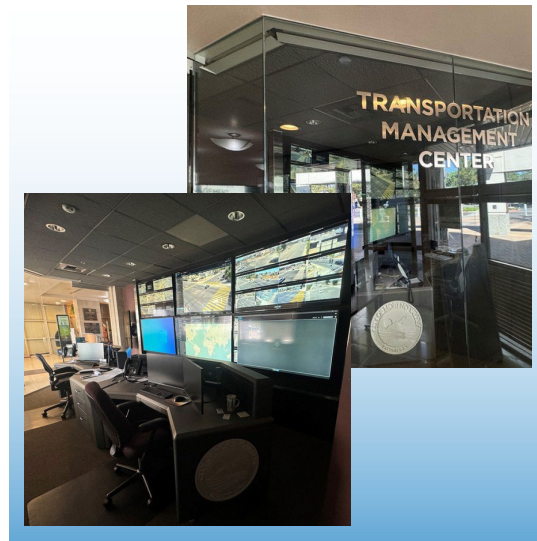
Key Statistics

- ◆ Personnel: 54 employees (including 36 part-time Crossing Guards)
- ◆ \$5 million approximate operating budget for Fiscal Year 2024/2025
- ◆ 199 signalized intersections
- ◆ 180 centerline miles of long-line striping
- ◆ 30,000 traffic signs to maintain
- ◆ Five active Capital Improvement Projects

Engineering and Administration

Places emphasis on both the regional and sub-regional arterial roadway system in order to address continuously increasing traffic demand. Focused areas include:

- ◆ Development of innovative traffic solutions, including roundabouts and road diets
- ◆ Real-time congestion management and incident response through the Transportation Management Center
- ◆ Widening of streets and intersections
- ◆ Finalizing pedestrian and bicycle networks
- ◆ Management of access points
- ◆ Installation of new and modified traffic signals
- ◆ Adjustments to signage and road markings
- ◆ Implementation of Intelligent Transportation Systems Oversight of the Traffic Safety Commission
- ◆ Residential speed management initiatives
- ◆ Implementation of the Crossing Guard Program
- ◆ Seeking transportation-related grants from federal, state, and local funding programs



Development Review

Engineers examine Traffic Impact Analysis reports, Traffic Control Plans, Signal Plans, and Signing and Striping plans for new development initiatives. This ensures adherence to safety standards, best engineering practices, and effective integration into the existing City circulation system for all transportation modes.

Operations

The team prioritizes maintaining the highest standards of upkeep and functionality for existing traffic signals to reduce delays and congestion. Signal coordination along key arterial roads is implemented to facilitate smooth and efficient traffic movement. Signing and striping are consistently maintained to ensure clear visibility and guidance in all weather conditions, both day and night.



Our mission is to provide innovative, effective, and timely engineering solutions to our customers through teamwork and dedication.

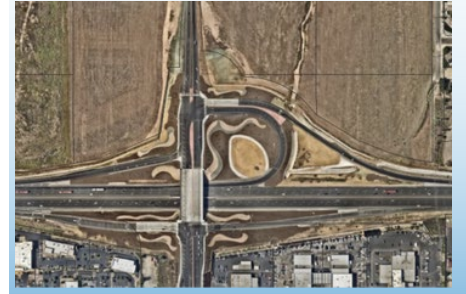


CAPITAL PROJECTS

ENGINEERING DIVISION

Key Statistics

- ◆ Personnel: 11 employees
- ◆ \$2.9 million Fiscal Year 2023/2024 operating budget
- ◆ \$62 million combined Capital Improvement Project budget for Fiscal Year 2023/2024 and Fiscal Year 2024/2025
- ◆ Active Capital Improvement Projects: 15 street and traffic signal improvement projects, one bridge, three buildings, and six storm drains
- ◆ \$34.9 million total grants for active Capital Improvement Projects projects



Capital Projects also offers real property services to all City departments, which encompass acquisitions and negotiations, appraisal reviews, cost estimates, legal description assessments, title and escrow services, rights of entry, and the oversight and coordination of rights-of-way consulting services.



Categories of City-Funded Capital Projects include:

- ◆ Installation of new and upgraded storm drain lines
- ◆ Expansion of roadways
- ◆ Installation of new and upgraded traffic signals
- ◆ Improvements to roadways
- ◆ Installation and enhancement of medians
- ◆ Development of bikeways and pedestrian facilities
- ◆ Construction of new bridges and maintenance of existing ones
- ◆ Development of municipal facilities, such as parks, fire
- ◆ American with Disabilities Act Compliance upgrades



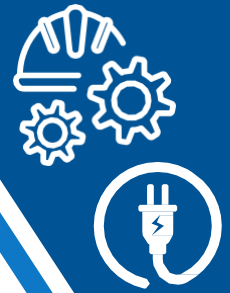
Capital Projects achieves its mission by effectively managing and supervising all stages of Capital Improvement Projects. This includes essential tasks such as preliminary planning, rights-of-way acquisition, environmental documentation, engineering design, construction management and inspection, as well as the bidding process. Additionally, it involves the development and management of Requests for Proposals for professional services when necessary.



The City of Moreno Valley's Capital Project Division is proudly committed to delivering quality and innovative public infrastructure projects by understanding our resident's needs through community engagement.

FLEET AND FACILITIES SERVICES

DIVISION



Key Statistics

- Personnel: 15 total employees
- \$12.2 million Fiscal Year 2024/2025 operating budget
- 450 fleet vehicles and equipment maintained, including 19 Electronic Vehicle Fleet
- 39 City public buildings and facilities including police and fire stations



Fleet and Facilities Maintenance Division provides a wide a variety of services such as:

- Oversees the maintenance of the City's fleet, which consists of vehicles and equipment powered by gasoline, diesel, propane, natural gas, hybrid, and battery electric systems.
- Offers services such as fuel management, vehicle replacement oversight, welding and fabrication, as well as emergency repairs after hours.
- Manages comprehensive programs, including the Preventive Maintenance Program, Vehicle Replacement Program, and Fleet Lease Program.
- Handles vehicle procurement.
- Provides maintenance, repairs, and upgrades for all facilities.
- Conducts Heating, Ventilation, and Air Conditioning maintenance.
- Ensures that buildings are safe and functional for both the public and City employees.
- Responds to emergencies resulting from storms or other crises.



To support and maintain our City and infrastructure in a manner that elevates quality of life.



MAINTENANCE AND OPERATIONS

Key Statistics

Personnel: 58 total employees
\$122 million Fiscal Year 2024/2025
operating budget

506 Centerline miles of streets maintained
2,520 catch basins maintained
17,560 annual curb-miles swept
11,850 street trees to maintain
• Maintenance of over 800 miles of sidewalk
• Maintenance of over 800 miles of curb and gutter

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Maintenance and Operations offers a diverse range of services, including:

Tree trimming, planting, and removal along parkways

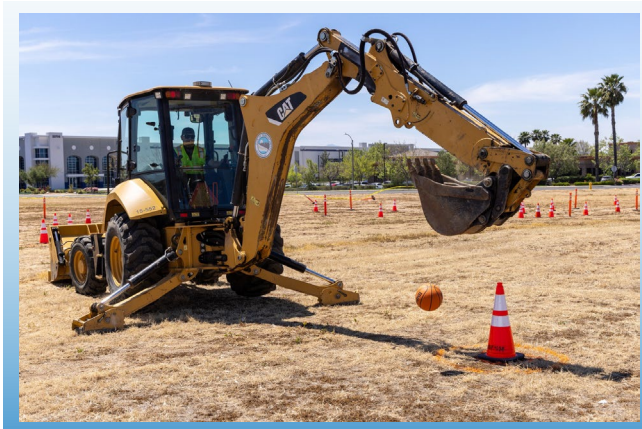
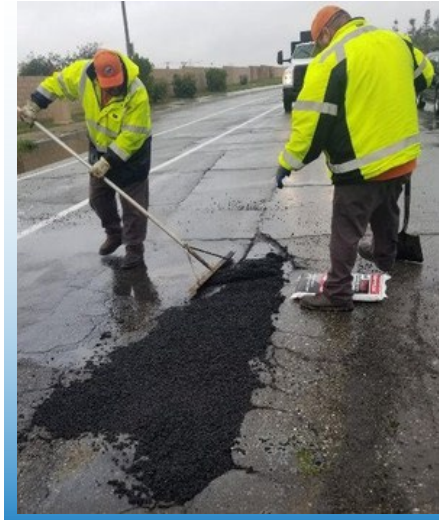
Repair and rehabilitation of pavement and roadway shoulders

Maintenance of curbs, gutters, and sidewalks

Inspection and cleaning of storm drains and catch basins

- Street sweeping services
- Weed and litter control in rights-of-way
- Addressing reports of illegal dumping
- Responding to emergencies resulting from storms and other crises
- Graffiti removal in and around rights-of-way

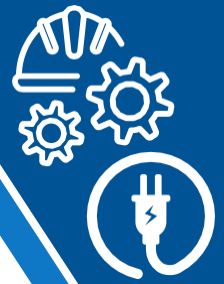
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Mission To maintain public infrastructure and provide quality services in a reliable, responsible, and effective manner that enhances public trust and community pride.

MORENO VALLEY ELECTRIC UTILITY

DIVISION



Key Statistics

- Personnel: 14 full-time employees and six part-time employees
- \$48.5 million Fiscal Year 2023/2024 operating budget
- \$10.12 million combined Capital Improvement Project budget for Fiscal Year 2023/2024
- 14 Active Capital Improvement Projects
- 2023 Certificate of Excellence in Reliability from the American Public Power Association
- Designated as a Reliable Public Power Provider by the American Public Power Association



The Moreno Valley Electric Utility serves more than 7,000 customers in its service region. It offers a range of services, including customer support, meter readings, billing, emergency response, and additional services for new commercial and residential developments within the Moreno Valley Electric Utility service area.

- **About Moreno Valley Electric Utility:** Moreno Valley Electric Utility is a public power utility that is owned and operated by the community, ensuring local control and management on a non-profit basis. As public service entities, public power utilities do not cater to shareholders, which allows Moreno Valley Electric Utility to customize its operations and services to meet the specific needs of the local community. Success is evaluated by the amount of revenue retained within the community rather than by the dividends paid to stockholders.
- **Incentives for Economic Development:** Moreno Valley Electric Utility offers special incentives for businesses to locate within the Moreno Valley Electric Utility service area. More businesses results in more jobs and a greater tax base for the City and its residents.
- **Direct control:** every Moreno Valley citizen is an owner with a direct say on the utility operations, whether they are serviced by Moreno Valley Electric Utility or not. The City Council is the governing body for the utility, giving citizens the right to participate in the meetings and offer comments.
- **Customer programs:** Moreno Valley Electric Utility offers many programs for customers, including an Energy Assistance Program for income-qualified customers, a Level Pay Program to help budget for energy costs, a Medical Baseline Program to assist those with special medical needs, a COVID-19 Utility Assistance Program, and a full portfolio of energy efficiency programs for both residents and businesses.



To provide safe, reliable, and economical public electric service with a focus on innovative customer solutions, infrastructure enhancement, community development, and environmentally responsible resource management.



MORENO VALLEY ELECTRIC UTILITY DIVISION

In 1996, the State of California mandated that all publicly owned electric utilities implement a fee to fund programs that would serve the public interest. These programs must fall into one of the following categories:



1. Energy Efficiency
2. Low-Income Assistance
3. Renewable Resources
4. Research and Development

MORENO VALLEY ELECTRIC UTILITY PUBLIC PURPOSE PROGRAMS

1. **Energy Efficiency Programs** promote energy conservation and reduce energy consumption:

- o Energy Audits (residential and commercial)
- o Direct Installs
- o Appliance Rebates
- o Light-Emitting **Diode** light bulb giveaway
- o Commercial retrofits for lighting, heating, ventilation, and cooling



2. **Low-Income Assistance Programs** promote energy conservation and reduce energy consumption:

- o Income-qualified customers will receive 23 and 35 percent discounts on their monthly bills
- o Level Pay Plan
- o Medical Baseline
- o Utility Tax Exemption
- o Emergency Assistance Fund



3. **Renewable Resource Programs** focus on increasing the generation and use of clean, sustainable energy sources:

- o Solar Interconnection program
- o Residential Interconnection
- o Commercial Interconnection



4. **Research and Development Programs** support the development and advancement of new technologies, practices, and strategies in the electric utility industry. Moreno Valley Electric Utility plans to create future programs to install grid tie batteries at electric substations to store electricity when energy costs are low and discharge that electricity when energy costs are high.



LEADERSHIP TEAM

Under the direction of the Public Works Director / City Engineer, Melissa Walker, P.E., the Public Works Department functions with a committed team of 164 employees. This workforce is

organized into four divisions and three units, led by a leadership team that includes:

Engineering Division Manager/Assistant City Engineer Electric Utility Division
Manager

Fleet & Facilities Service Division Manager Maintenance and
Operations Division Manager Land Development Principal Engineer
Transportation Engineering Principal Engineer/City Traffic Engineer Capital Project
Principal Engineer

For questions relating to Public Works please contact:

Melissa Walker, P.E.

Public Works Director / City Engineer phone: 951.413.3100 | email:

melissaw@moval.org



About Melissa

Melissa holds a Bachelor of Science degree in Civil Engineering from the University of California at Berkeley and a Master of Public Administration from California State University San Bernardino. With over 35 years of expertise in areas such as flood control, transportation, federal and state funding programs, grant management, budgeting, encroachment permitting, and field operations, she brings a wealth of knowledge to her work. Furthermore, she is deeply passionate about leadership, mentoring, and succession planning.



OFFICE LOCATIONS

City Hall and Annex Building

Administration | Engineering (Capital Projects, Land Development, and Transportation) | Moreno Valley Electric Utility (MVU)
14177 Frederick Street, Moreno Valley, California 92552

Moreno Valley Electric Utility Payment Center

14331 Frederick Street, Suite 2, Moreno Valley, California 92553

Corporate Yard

Fleet and Facilities Maintenance | Maintenance and Operations
Transportation (Sign and Striping and Traffic Signal Maintenance)
25180 Santiago Drive, Moreno Valley, California 92551

