

**ENGINEERING DEPARTMENT**  
**FUND NO. 017**  
**ACCOUNT NO. 0803**

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***DESCRIPTION***

The Engineering Projects/Standards Department is primarily responsible for:

- Management of the City's Capital Improvement Program and Budget;
- Management of construction contracts and activities;
- Management of contractual engineering services;
- Support to Merced Area Groundwater Pool Interests (MAGPI) Program;
- Development of Standard Designs of Common Engineering Structures;
- Chairmanship and staff support to the Traffic Safety Committee;
- Engineering and technical assistance to other departments;
- Infrastructure grant procurement, monitoring, and reporting;
- Maintenance of GIS plats and other mapping and record systems;
- Development and maintenance of the pavement management system;
- Management of right of way activities;
- Compliance with local, regional, state, and federal laws; and
- Development of staff in technical, organizational, and supervisory skills.

***MISSION***

The Engineering Projects/Standards Division of the Development Services Department strives to support its customers (public and private agencies, other city departments, and the general public) with prompt, quality technical assistance in developing capital improvement projects and standards that will protect the City's investments, reduce its deficiencies, and plan for future needs, while recognizing and complying with current and future mandates, as well as public concerns and opinions.

***GOALS***

- ◇ Manage Water, Wastewater, and Storm Drainage Master Plan activities
- ◇ Meet commitment to provide UC infrastructure
- ◇ Manage infrastructure development through Capital Improvement Program
- ◇ Pursue funding mechanisms for capital projects
- ◇ Manage City interest in groundwater issues and support Regional Groundwater Management Program through Merced Area Groundwater Pool Interests (MAGPI) Program
- ◇ Assist Fire Department in development of fifth fire station

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### ***GOALS (continued)***

- ◇ Provide Traffic Safety Committee services
- ◇ Develop and Manage Pavement Management Program
- ◇ Provide technical assistance to other departments and the general public
- ◇ Assist growth management efforts by developing self-sufficient maintenance districts, making annual review of district budgets, and preparing annual Engineer's Reports
- ◇ Assist public safety by performing engineering study for radar use in speed zone enforcement
- ◇ Work with BIA in updating City Standard Designs of Common Engineering Structures
- ◇ Review AB1600 Fees
- ◇ Monitor Local Business Enterprise (LBE) Outreach Program for locally-funded projects
- ◇ Monitor Disadvantaged Business Enterprise (DBE) Program as mandated for federally-funded projects

### ***OBJECTIVES***

### ***PERFORMANCE MEASUREMENTS/INDICATORS***

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| 1. Manage Water, Wastewater, and Storm Drainage Master Plan activities. Keep apprised of state and national issues regarding regulation and permitting of water, wastewater and storm drainage facilities. | Meet milestones established by Regional Water Quality Control Board.<br><br>Finalize program planning, complete environmental review and permitting process for the WWTP expansion.<br><br>Manage design and construction of WWTP. Continue to work with the federal, state and regional authorities to comply with existing and updated regulations for water, wastewater, and storm drain storage and conveyance systems. |
| 2. Meet commitment to provide water and sewer service infrastructure to UC Merced.   | Make sure that master plans, design, and construction timetable are met to assure that commitments to provide water and sewer service to UC Merced are met. Make sure that environmental clearances are in place.   |

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3. Prioritize and develop plans, specifications, and engineer's estimates for capital improvement projects, and manage consultant contracts for studies and design of capital improvement projects.

Develop fifteen projects during the fiscal year, for bidding by June 2004. An emphasis will be placed on continued development of prior year projects. Monitoring will be conducted through monthly CIP Reports distributed in the third week of the month to Department Heads and City Council members. Staff will work with other departments to develop and evaluate Requests for Proposals (RFPs) to hire consultants with specialized engineering, architectural or scientific skills for studies and design of capital improvement projects.
4. Continue to investigate sources of funding for capital improvements, as well as operations and maintenance of the City's infrastructure.

Work with local, regional, state and federal agencies to identify and pursue possible grants, as funding becomes available through various sources. Employ the use of eCivis internet Grants Locator Program to identify possible resources.
5. Manage City interest in groundwater issues and support Regional Groundwater Management Program through Merced Area Groundwater Pool Interests (MAGPI) Program.

Continue active involvement in MAGPI and work with MID to develop and implement various programs to protect our local and regional groundwater resources.
6. Assist Fire Department in development of fifth fire station.

Manage architectural design consultant contract for development of plans and specifications for fire station. Coordinate efforts with other departments and agencies to ensure that other milestones are met for construction of station by June 2004.

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7. Continue to serve as Chairman and provide the services of the Traffic Safety Committee to staff and the general public as needed.

Establish a Traffic Committee annual calendar and schedule meetings for the year 2003/2004 Fiscal Year by June 2003. Continue to encourage participation in neighborhood traffic safety issues, as well as long-range circulation and safety issues. Work with city schools in developing revised "Suggested Route to School" plans for each school, based on recent redistricting.
8. Develop and manage Pavement Management System (PMS).

Meet milestones established by the MCAG County-wide PMS Program, including data collection, system startup, and staff training in use and maintenance of this computerized system.
9. Provide technical assistance to other departments and the general public.

With support from Information Systems and continued technical training, gather and work with data to provide information via the Internet on a wide variety of subjects including capital improvement projects and standard designs.
10. Assist Growth Management efforts by developing self-sufficient Maintenance Districts, making annual review of district budgets, and preparing annual Engineer's Reports.

Review all maintenance district budgets and prepare annual engineer's reports by April 2003. Conduct ballot hearings as necessary for any increases in budgets and develop new annual assessments based on the Consumer Price Index for western states.

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| 11. Assist Public Safety by performing engineering study for radar use in speed zone enforcement. | Analyze radar speed data for the 160 locations and prepare 3-year accident history of these locations. Complete the review of engineering survey, prepare draft document for Traffic Committee review, and make recommend adoption of ordinance for all locations by August 2004.                                     |
| 12. Work with BIA in updating City Standard Designs of Common Engineering Structures.             | Prepare proposed changes/additions to City Standard Designs that are economical, and in the best interests of the City, without compromising health, safety, and welfare, by November 2003; review with the BIA by February 2004; and submit to City Council for adoption by May 2004.                                |
| 13. Review AB1600 Fees.   | Review the estimated cost of public improvements identified in the Capital Improvement Program budget and the Public Facilities Financing Plan, determine continued need for said improvements, and determine the relationship between the need and the impacts for which the fees are charged, by November 15, 2003. |
| 14. Monitor the Local Business Enterprise (LBE) Outreach Program for locally-funded projects.     | Determine local business bidding opportunities in developing bid packages for capital improvement projects and conduct informational pre-bid meetings for each project being developed.   |

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| 15. Manage the Disadvantaged Business Enterprise (DBE) Programs for Federally-funded projects as mandated. | Update the Disadvantaged Business Enterprise (DBE) Program as required annually by FHWA, HUD, and FAA. Determine disadvantaged business bidding opportunities in developing capital improvement project bid packages, and conduct informational pre-bid meetings for each project developed with federal funding. |
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### ***2003-2004 BUDGET HIGHLIGHTS***

Engineering will work with appropriate agencies in managing water, wastewater, and storm drainage Master Plan activities, keeping apprised of regional, state and federal issues regarding regulation and permitting of water, wastewater and storm drainage facilities.

Engineering will make every effort to assure that commitments to provide infrastructure for UC Merced are met.

Engineering will work with other departments to develop the Capital Improvement Program Projects identified in the annual budget and to carefully plan for future projects in the 5-year plan. Engineering will also work with regional agencies to plan and develop projects that will provide regional infrastructure and financing thereof.

Engineering will work with the Traffic Committee to complete the 7-year Radar Speed Study for Council adoption by September 2003.