



City of Del Mar Staff Report



TO: Honorable Mayor and City Council Members

FROM: Terry Sinnott, Mayor
Scott W. Huth, City Manager
Prepared by Ashley Jones, Administrative Services Director

DATE: December 4, 2017

SUBJECT: Creation of a Utility Undergrounding Project Team and a Utility Undergrounding Project Advisory Committee

REQUESTED ACTION/RECOMMENDATION:

It is recommended that the City Council: 1) Approve the creation of a Utility Undergrounding Project Team (Attachment A); 2) Adopt a resolution establishing the Utility Underground Project Advisory Committee (Attachment B); and 3) Appoint two Council liaisons to the Committee.

DISCUSSION/ANALYSIS:

On November 8, 2016, Del Mar residents voted to approve Measure Q - Del Mar Transaction and Use Tax (1% Sales Tax Measure). Measure Q provides for an additional 1% sales tax within the City of Del Mar, which went into effect on April 1, 2017. The funds can be used to provide funding for general City services and infrastructure projects such as utility undergrounding.

On October 23, 2017, the City Council directed staff to work with Mayor Sinnott to create a Utility Undergrounding Project Team (Team). As such, staff and Mayor Sinnott are recommending that the City Council approve the creation of a Utility Undergrounding Project Team as described in Attachment A, which includes the Team's purpose and scope, composition/roles, goals, and tasks.

The Team reports to the City Council, and consists of a project manager (staff or consultant/contract employee), Utility Undergrounding Project Advisory Committee, neighborhood representatives, city staff, and utilities. It is recommended that the Council additionally appoint two Council liaisons to assist the Team, and Utility Undergrounding Project Advisory Committee.

As a component of the Project Team, it is recommended that the City Council approve the formation of a Utility Undergrounding Project Advisory Committee (Committee) by adopting the Resolution included as Attachment B. Exhibit A to the resolution is the Committee Charter which describes the Committee's scope of work and membership

IT WAS MOVED BY DEPUTY MAYOR DRUKER, SECONDED BY COUNCIL MEMBER HAVILAND TO ADOPT RESOLUTION 2017-77. "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, ESTABLISHING THE UTILITY UNDERGROUNDING PROJECT ADVISORY COMMITTEE TO ASSIST WITH PLANNING AND IMPLEMENTATION OF A CITY-WIDE UTILITY UNDERGROUNDING PROJECT" (VOTE 5-0)

Ayes: Mayor Worden, Deputy Mayor Druker, Council Members Haviland, Parks and Sinnott

Noes: None

Absent: None

requirements. Staff is recommending the Committee be made up of five (5) resident voting members, who will serve five-year terms.

FISCAL IMPACT:

There is no fiscal impact associated with this item; however, staff time assisting the Committee will be redirected from other Council priorities.

ENVIRONMENTAL IMPACT:

The formation of the Utility Undergrounding Project Team and Utility Undergrounding Project Advisory Committee are not considered projects under CEQA.

PRIOR CITY COUNCIL REVIEW:

On October 23, 2017, the City Council directed staff to work with Mayor Sinnott to create a Utility Undergrounding Project Team.

NEXUS TO CITY COUNCIL GOALS AND PRIORITIES:

Utility undergrounding is a City Council priority project.

ATTACHMENTS:

Attachment A: Work Plan for the Utility Undergrounding Project Team

Exhibit A to Attachment A: Project Team Organization Chart

Attachment B: Resolution Creating Utility Undergrounding Project Advisory Committee

Exhibit A to Attachment A: Utility Undergrounding Project Advisory Committee Charter

UTILITY UNDERGROUNDING PROJECT TEAM CHARTER

Purpose & Scope of Work

The purpose of the Utility Undergrounding Project Team (Team) is to assist with the overall planning and implementation of a citywide utility undergrounding project (Project), which will be funded with Measure Q sales and use tax funds.

The team will make regular reports on the status of the Project to the City Council at City Council meetings. All policy questions will be referred to the City Council for decisions. It is anticipated that this project will take approximately 5 years or longer to complete..

Composition/Roles

The Team is comprised of a project manager (staff or consultant/contract employee) Del Mar residents, committee volunteers, City staff, utility experts, and two Council liaisons that report as a group to the Del Mar City Council. See Exhibit "A" attached.

Council Liaisons: Attend Team meetings, and assist with moving the Project forward and keeping the Council informed as to the Project status.

Project Manager: The Project Manager will be either a City staff member or consultant/contract employee that will be the lead on all aspects of the Project.

Utility Undergrounding Project Committee: The Committee will make recommendations to help ensure the Project moves forward in a timely manner and that the goals of the Project are achieved. They will work with the Project Manager and Project Team on organizing and completing Project tasks. The Committee will evaluate ongoing success and make recommendations to adjust as necessary.

Neighborhood Representatives: As each neighborhood or zone is scheduled for conversion, a resident or property owner should be selected to attend Team meetings and be a communication conduit from the Team to the neighbors.

City Staff: Depending on the issue or tasks, city staff from the City Manager's office, Public Works, Finance and the City Attorney's office will need to be involved in Project planning and implementation. Some examples of department involvement are as follows:

City Manager Office: Make sure project conforms to on-going city operations.

Public Works: Coordinate undergrounding with other city capital projects.

Finance: Assist in the financing evaluation and budgeting.

City Attorney: Review public policy recommendations as it relates to undergrounding.

Utilities: Utility companies will be responsible for developing underground electric designs and conversions costs. They will need to attend most if not all all Team meetings, and will need to schedule and complete utility work as needed.

Utility Consultant: The consultant will prepare the implementation plan with staff for review by the project team. The consultant will provide a third party critique of utility

UTILITY UNDERGROUNDING PROJECT TEAM CHARTER

system design and costs, and proposes alternate designs that can reduce costs without sacrificing quality.

Goals

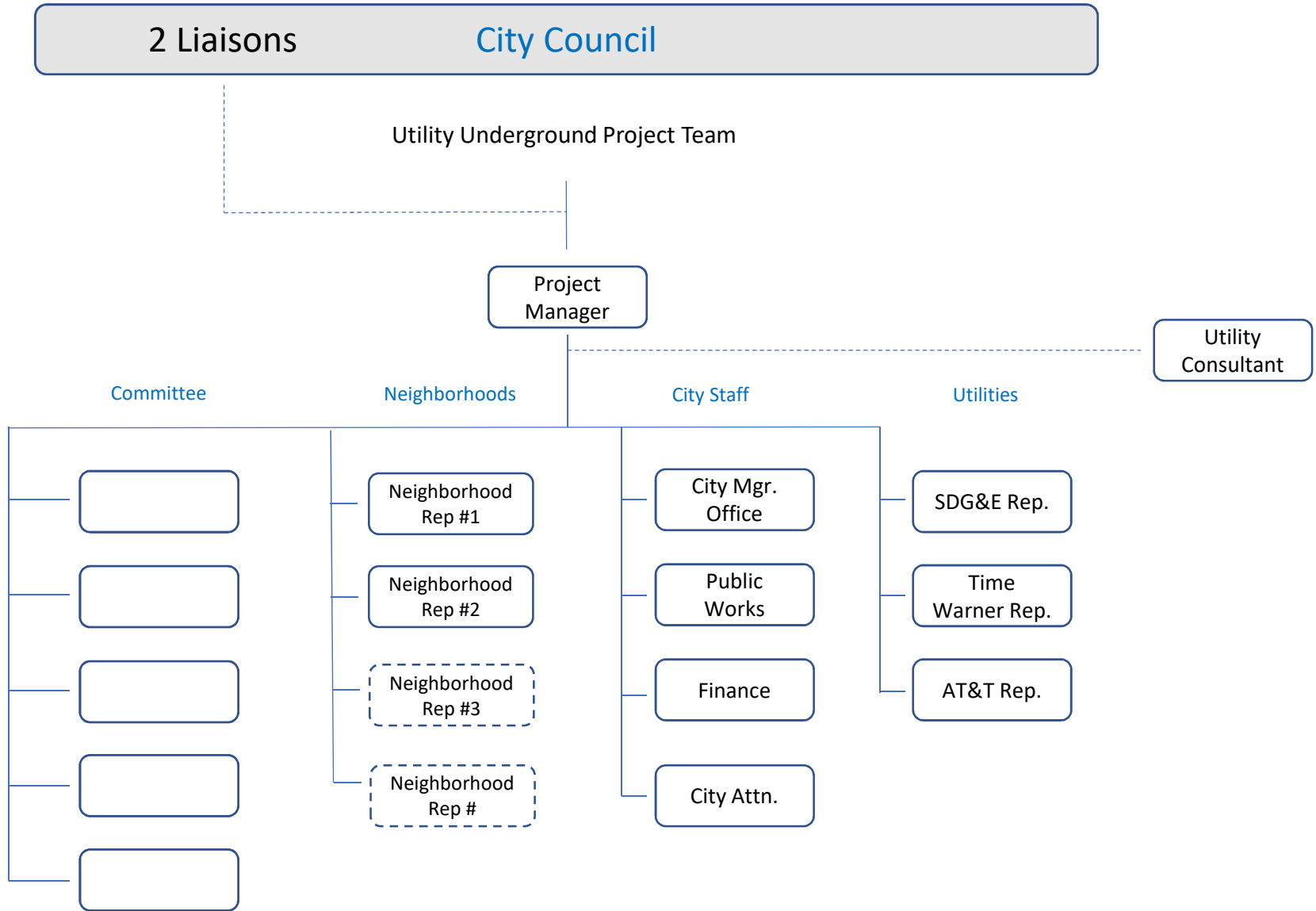
1. All residents and property owners are kept informed and understand the underground conversion process and how it affects their property.
2. That work is coordinated well to provide the least amount of disruption to neighborhoods.
3. Overall costs to the City are kept to a minimum.
4. The quality of underground systems is equal to or better than the existing overhead systems.
5. Contractors completing the undergrounding work provide a high level of customer service and are responsive to neighborhood issues.
6. The City Council is allowed to make all policy decisions, but is not called upon to provide answers to project management questions.
7. City department staff fulfill their normal roles, but are not overly burdened with the task of project management and project coordination. The City designated Project Manager will be the lead on coordinating all aspects the Project.

Tasks (Not in order)

- a) Communicate effectively with all property owners to provide them with up-to-date information on undergrounding costs, schedules, and conversion processes.
- b) Educate all residents on the details of how utilities are converted to underground systems. Include benefits, and who pays for what costs.
- c) Educate all residents on how service runs from the street to their home/building will be constructed. Include changes in meter panel placement.
- d) Develop process to help the City and neighborhood residents site above-ground utility structures that conform to utility design specifications.
- e) Work with utilities to identify logical undergrounding zones or neighborhoods.
- f) Working with utilities and city staff to determine the order that neighborhoods or zones will be converted. Develop and publish conversion schedule.

UTILITY UNDERGROUNDING PROJECT TEAM CHARTER

- g) Develop overall project budget. Use updated design standards and utility consultant vetting of costs. Get City Council approval of Project budget and use of Measure Q funds.
- h) Working with Finance Committee and city staff, identify financing options for Project to be presented to City Council.
- i) Oversee implementation of financing mechanism.
- j) Underground trenching will be done by responsive bid contractor. Develop process and schedule to seek bids for trenching work.
- k) Create a policy recommendation on how to assist residents in financing their service runs from street to their homes. Present policy to City Council for adoption.
- l) Evaluate the issue of reimbursing those property owners that have already undergrounded their utilities through assessment or 20C conversions. The answer maybe that we cannot do anything, but this issue needs to be thoroughly explored.
- m) Create a pre-bid/pre-selected list of contractors who can convert services for residences. This list will provide a reduced cost per linear foot by offering a large scale of work.
- n) Work with City staff to identify who (staff or consulting firm) will coordinate the trenching work, cable placement, connections and service conversions.



RESOLUTION NO. 2017 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, ESTABLISHING THE UTILITY UNDERGROUNDING PROJECT ADVISORY COMMITTEE TO ASSIST WITH PLANNING AND IMPLEMENTATION OF A CITY-WIDE UTILITY UNDERGROUNDING PROJECT

WHEREAS, the Del Mar residents, at the November 8, 2016 General Election, voted to approve Measure Q: A One Percent Transaction and Use Tax; and

WHEREAS, the City Council desires to use a portion of the Measure Q funds to plan and implement a city-wide utility undergrounding project; and

WHEREAS, a component of the City Council established Utility Undergrounding Project Team is a Utility Undergrounding Project Advisory Committee; and

WHEREAS, the Charter for the formation of a Utility Undergrounding Project Advisory Committee is attached as Exhibit "A"; and

WHEREAS, pursuant to Government Code Section 54952 (the Brown Act) a commission, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory, created by Charter, ordinance, resolution or formal action of a legislative body (City Council) is a legislative body subject to the Brown Act for open and noticed meetings and records of action.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Del Mar, California, that the Utility Undergrounding Project Advisory Committee is hereby established as provided in Exhibit "A".

BE IT FURTHER RESOLVED that the Committee will meet in full compliance with the California Open Meeting Laws and the Brown Act.

BE IT FURTHER RESOLVED that the Utility Undergrounding Project Advisory Committee shall select a Chair and a Vice Chair. Additionally, the Committee shall select a Secretary who shall prepare meeting minutes and submit them to the full Committee for review and approval; upon approval, the minutes shall be submitted to the Administrative Services Department to become part of the City's records.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held on the 4th day of December 2017.

Terry Sinnott, Mayor
City of Del Mar

APPROVED AS TO FORM:

Leslie E. Devaney, City Attorney
City of Del Mar

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
CITY OF DEL MAR

I, ASHLEY JONES, Administrative Services Director/City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY, that the foregoing is a true and correct copy of Resolution No. 2017-_____, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the 4th day of December, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ashley Jones, Administrative Services Director/
City Clerk, City of Del Mar

Utility Undergrounding Project Advisory Committee Charter

Mission & Work Program:

The Utility Undergrounding Project Advisory Committee (Committee) will work with the Utility Undergrounding Project Team (Team) and Project Manager to ensure the city-wide utility undergrounding project moves forward in a timely manner and that the Team goals and tasks are achieved. The Committee will assist with organizing and completing Team tasks, and will evaluate ongoing success and make recommendations for adjustments as necessary.

Membership:

The Committee will consist of five (5) Del Mar residents, all of which will be voting members.

To avoid conflicts of interest, members of this Committee cannot concurrently serve on the Measure Q Oversight Committee.

Membership Term: Committee members will serve five-year terms. Committee members may be appointed for an additional five-year term in order to remain on the Committee through completion of the undergrounding project.

Committee Roles: The Committee shall select a Chair and a Vice Chair. Additionally, the Committee shall select a Secretary who shall prepare meeting minutes and submit them to the full Committee for review and approval; upon approval, the minutes shall be submitted to the Administrative Services Department to become part of the City's records.

Meeting Requirements: The Committee will meet in full compliance with the California Open Meeting Laws and the Brown Act.