

## Utility Underground Assessment District – Program Administration Responsibilities

Formation Steps for Each Proposed Utility Underground Assessment District	Staff Report?	New Districts (5)	District 8	District 13	District 4	District 12	District 14
Estimated Number of homes in District		Unknown	146	278	167	229	245
<b>1. Respond to homeowners who want to form a district</b> <ul style="list-style-type: none"> <li>Help homeowners define proposed boundaries</li> <li>Confirm with utilities that the boundaries are appropriate</li> <li>Estimate district costs based on neighborhood characteristics</li> <li>Create petition form and provided property owner info to District leaders</li> <li>Provide support during the petition drive phase</li> </ul>	Briefing Note	x					
<b>2. Conduct Survey Validation Process</b> <ul style="list-style-type: none"> <li>Validate all signatures submitted are homeowners</li> <li>Prepare and mail out validation surveys verifying homeowners desire to underground at the estimated costs</li> <li>Log individual responses</li> <li>Send out postcards to non-responders during the validation phase</li> <li>Finalize results for district formation consideration</li> <li>Notify residents of the results</li> </ul>	Briefing Note	x	x	x			
<b>3. Coordinate Utility Design Services</b> <ul style="list-style-type: none"> <li>Request quotes from utilities for design services based on UUAD boundary</li> <li>Prepare request for City Council to pay design fees for SCE, Frontier and Spectrum</li> <li>Notify residents of Council action and estimated timeline</li> <li>Oversee design services for and coordinate between three utilities – typically 12 months</li> <li>Field review plans for accuracy relative to each home in the district</li> <li>Overlay all three utility plans to ensure there are no parcel inconsistencies</li> <li>Retain an Assessment Engineer and provide support in development of assessment methodology</li> </ul>	Yes-2	x	x	x	x		

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<b>4. Preparations for and Administering the Proposition 218 Process</b> <ul style="list-style-type: none"> <li>• Notice and host a public meeting to review design plans; field all questions</li> <li>• Prepare special letters to homeowners adjacent to above ground structures</li> <li>• Coordinate bidding and pre-bid meeting for contractors</li> <li>• Work with utilities on final bid results; alternatively, bid the project in-house.</li> <li>• Prepare and reviewing the Assessment Engineers report for accuracy</li> <li>• Initiate the Prop 218 process at a council meeting</li> <li>• Mail ballots out to individual homeowners</li> <li>• Send second notice (postcard) informing homeowners of sent ballots</li> <li>• Notice and host an assessment formula meeting for homeowners during the 45-day voting phase; field all homeowner questions</li> <li>• Conduct a public hearing to count ballots; determine whether district forms</li> <li>• Notice homeowners if district fails.</li> </ul>	Yes-2	x	x	x	x	x	x
<b>5. Administrative Actions in Forming the District</b> <ul style="list-style-type: none"> <li>• Prepare and send out individual notices of assessment amounts due; field questions</li> <li>• Work with bond council to finalize amount of unpaid assessments</li> <li>• Notice homeowners about construction scheduling and what to expect in Construction and cabling</li> </ul>		x	x	x	x	x	x
<b>6. Construction and Cabling Activities</b> <b><i>Assuming the utilities oversee bidding and construction:</i></b> <ul style="list-style-type: none"> <li>• Initial notice and periodic updates on construction status; field questions</li> <li>• Maintain webpage with weekly updates</li> <li>• Invitation to electrical contractors to be listed on City correspondence in preparation for residential conversions</li> <li>• Notice to residents to start preparing their properties for conversion; subsequent follow up notices; field questions</li> <li>• Coordination and tracking of every parcel to ensure they are conversion ready</li> <li>• Notices to those who fail to comply of the City's intent to take action</li> </ul>		x	x	x	x	x	

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<ul style="list-style-type: none"> <li>• Notice of utility cabling and conversion cut-over status</li> <li>• Notice of pole removal schedule</li> <li>• Notice of Project Completion</li> </ul>							
<b>7. If City Oversees Construction (additional responsibilities)</b> <ul style="list-style-type: none"> <li>• Administer the bidding process</li> <li>• Award and process contract</li> <li>• Conduct contactor oversight in the field and through regular weekly meetings</li> <li>• Process invoices, RFIs, change orders, etc.</li> <li>• Field residential complaints</li> <li>• Coordinate utility inspections as needed.</li> <li>• Address unforeseen that may arise</li> </ul>							

**1. Award Construction and Bond Sale Contracts**

The City also sell bonds to finance the work. The bonds will be repaid through the payment of the assessment. Once paid, the utilities will award the project to the low bidder and construction will commence.

**2. Construction Commences**

The City will notify all residents about construction details and timelines. Information will be provided to residents regarding hooking-up to the underground system once construction is complete. The Neighborhood Utility Undergrounding Coordinator and the project engineer will be available to answer your questions and concerns throughout the construction phase of the project.

**3. Official notice is sent notifying residents to connect to the underground system.**

Once construction is complete, an official notice from the City will be mailed to all property owners explaining that they are now required to hook-up to the underground system. Residents will be given 180 days to complete their service conversions. The cost for this work will be unique to each property and will be dependent on whether a home already has private property underground conduit and/or service. The Fact Booklet and/or website has additional details on anticipated costs. Residents who need to install conduit will need to hire an electrical contractor to prepare their homes for the conversion.

**4. City completes residential conversions for those who have not connected.**

Property owners will be given 30 days after a final notice has been mailed to hook-up to the system. After the deadline has passed the City will connect the property and place an additional lien on the property for the work completed.

**5. Utilities cable infrastructure and convert residents to the new underground system.**

The utility companies will begin cabling the mainline system at the conclusion of the residential conversion phase. Once completed, they will begin scheduling individual residential conversions. The speed at which Edison can complete its conversion phase will depend on the reliability of

electrical contractors to participate on scheduled cut-over dates. Verizon and Time Warner do not need to coordinate cut-overs with electrical contractors.

**6. Utilities remove poles and wires**

After cabling has been installed and 100% of the properties within the district have connected to the underground system, the utilities will come in and switch the system from overhead to underground and remove the poles and wires from the area.