



REGULAR MEETING OF THE
MUNICIPAL SERVICES COMMITTEE
Tuesday, January 8, 2013, 4:00 P.M.
100 North Garfield Avenue, Pasadena, Council Chambers

AGENDA


1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**
3. **APPROVAL OF MINUTES** – December 25, 2012 – Canceled Meeting*
4. **NEW BUSINESS**
 - A. An Ordinance Amending Chapter 13.14, Section 13.14.100 and Section 13.14.110 of the Pasadena Municipal Code, Underground Utility Districts – Public Works*
5. **INFORMATION ITEMS**
 - A. Upcoming Major Initiatives – Public Works*
 - B. GHG/Cap and Trade – First Auction Update
6. **ADJOURNMENT**


Margaret McAustin, Chair
Municipal Service Committee

*Attachment

POSTING STATEMENT:

I HEREBY CERTIFY that this Agenda, in its entirety, was posted on the Council Chamber Bulletin Board S249, the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue, the City Clerk's Office, and a copy was distributed to the Central Library for posting on the 3rd day of January, 2013 by 4:00 p.m.


Sharon Stovall

DISTRIBUTION:

MSC Committee Members	Central Library	General Manager	Pasadena Weekly
City Council	City Clerk	Director of Planning and Permitting	Pasadena Star-News
City Manager	Director of Public Works	Los Angeles Times	Neighborhood Connections
City Attorney	Public Information Officer	La Opinion	Pasadena Journal

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3.A

**CITY OF PASADENA
REGULAR MEETING OF THE CITY COUNCIL
MUNICIPAL SERVICES COMMITTEE
DECEMBER 25, 2012
COUNCIL CHAMBERS – ROOM S-249
100 N. GARFIELD AVENUE (2ND FLOOR)**

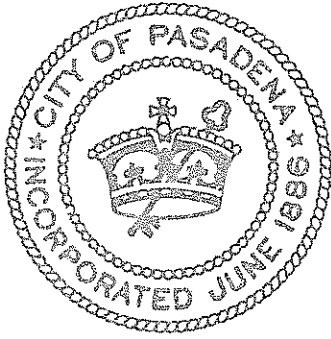
The regular meeting of the Municipal Services Committee, scheduled for Tuesday, December 25, 2012 at 4:00 p.m., was cancelled as ordered on December 20, 2012, and posted as required by law.

Margaret McAustin, Chair
Municipal Services Committee

ATTEST:

Sandra S. Robles
Recording Secretary

4.A



Agenda Report

January 14, 2013

TO: Honorable Mayor and City Council

THROUGH: Municipal Services Committee (01/08/2013)

FROM: Department of Public Works

SUBJECT: AN ORDINANCE AMENDING CHAPTER 13.14, SECTION 13.14.100 AND SECTION 13.14.110 OF THE PASADENA MUNICIPAL CODE, UNDERGROUND UTILITY DISTRICTS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the amending of the Pasadena Municipal Code, Chapter 13.14, Underground Utility Districts is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15302(a); and
2. Direct the City Attorney to draft an ordinance within 30 days to amend Chapter 13.14 of the Pasadena Municipal Code (PMC) entitled Underground Utility Districts, Section 13.14.100 and Section 13.14.110 authorizing the City to pay the cost to install the necessary conduits, wiring and other materials required to convert and connect private properties to the underground system.

BACKGROUND:

Since inception of the Underground Utility Program in 1968, property owners within an established underground district have been required to convert from overhead service to the underground electrical system, which involves the installation of conduit for power, telephone and/or cable television services from their property line to their existing meter or designated service point. After all affected properties are converted and connected to the underground system, power poles and overhead wires can be removed.

Currently in accordance with PMC, Chapter 13.14, after the installation of conduits, cables, transformers and other infrastructure facilities, the affected property owners must install conduits from their property line at the sidewalk to their existing meter or designated service point. The cost of the work ranges from \$3,800 to \$5,000, in which

the City will reimburse each property owner up to a maximum of \$3,000 or the lesser actual cost of the work to offset their out-of-pocket construction cost for the installation of power facilities. On September 27, 2010, the City Council approved Ordinance No. 7198 which increased the utility reimbursement from \$2,000 to \$3,000.

Even with the \$3,000 reimbursement, there continues to be a significant increase in the number of property owners faced with a financial hardship related to undergrounding their properties due to the lack of available finances to cover the upfront construction cost. These financial hardships have resulted in timely delays to the conversion of individual properties and thus the overall completion of the district by months and/or years.

In accordance with PMC, Chapter 13.14, Section 13.14.110 (D), the City may at its own expense provide for the installation of the necessary conduits, wiring and other materials for those affected property owners who are faced with financial hardship. These property owners are required to provide written authorization through Right-of-Entry for the City's contractor to construct the work on their property.

As part of the current, Los Robles Avenue, Washington Boulevard to North City Limits underground project, the Department of Public Works implemented a Pilot Program wherein the City funded the full cost to convert the overhead electrical portion of affected properties to underground. Of the 134 affected properties within the district boundary, 107 property owners were eligible to participate in this Pilot Program. The remaining 27 properties were not able to participate due to bids exceeding the \$3,000 reimbursement restriction. These property owners were required to install the necessary conduits at their expense per the current PMC process and received the \$3,000 reimbursement.

The Pilot Program was effective. Positive outcomes include:

1. Elimination of property owner financial involvement;
2. Expedited overall connection schedule to underground system;
3. Expedited removal of overhead wires and poles; and
4. Increased employment opportunities through the Pasadena local hire program.

Based on the effectiveness of the Pilot Program, the Department of Public Works recommends the amendment of PMC, Chapter 13.14.100 to authorize the City at its own expense to install the necessary conduits and other required material to convert all affected properties to underground. The proposed amendment would mutually benefit the property owner by eliminating financial hardship while enabling the City to accelerate the completion of underground projects.

If the City Council approves the proposed amendment, the new approach would be implemented with the upcoming undergrounding project on Hill Avenue between Villa Street to North City Limits and all future Category I underground projects.

COUNCIL POLICY CONSIDERATION:

The project is consistent with the City Council's Goal to improve, maintain and enhance public facilities and infrastructure. In addition, this project is consistent with the Mobility Element/Power Facilities to enhance the aesthetic quality of the streetscape by removing unsightly utility poles and overhead wires. The work included to convert existing overhead facilities to underground was adopted in the FY 2013-2017 Capital Improvement Program, Street Lighting and Electric System Undergrounding.

ENVIRONMENTAL ANALYSIS:

The City's Environmental Administrator has determined this project to be categorically exempt under the California Environmental Quality Act in accordance with Article 19, Section 15302(a) of the CEQA Guidelines (conversion of overhead electric utility systems to underground).

FISCAL IMPACT:

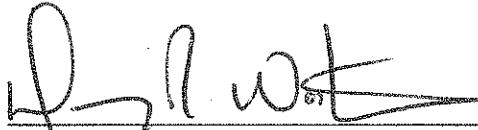
The additional cost to implement this ordinance change will be approximately \$1,500 per property. Sufficient funds in the amount of \$2,372,897 are available in the unencumbered balance of the Underground Utilities Surtax Fund. An increase in appropriations based on the projected number of affected property owners per utility district would be allocated during the FY 2014-2018 Capital Improvement Budget.

Respectfully submitted,



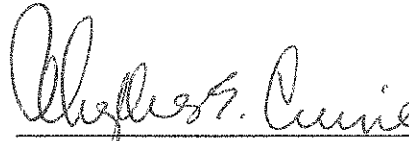
SIOBHAN FOSTER
Director of Public Works

Prepared by:



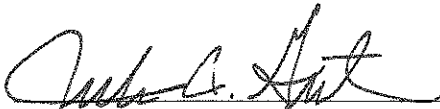
Danny R. Wooten
Management Analyst IV

Concurred by:



PHYLLIS CURRIE
General Manager
Department of Water and Power

Approved by:



for _____
MICHAEL J. BECK
City Manager

5.A

MEMORANDUM - CITY OF PASADENA
DEPARTMENT OF PUBLIC WORKS

DATE: January 3, 2013
TO: Municipal Services Committee
FROM: Siobhan Foster, Director of Public Works *SF*
RE: Department of Public Works – Upcoming Major Initiatives

This item is for information only.

BACKGROUND:

The Municipal Services Committee reviews electric, water and sanitation services offered by Pasadena Water and Power and the Department of Public Works.

On December 11, 2012, Pasadena Water and Power presented a list of upcoming projects and initiatives, as well as the anticipated timing for Municipal Services Committee consideration. This advanced notice allows the Committee to seek information about the projects, identify potential community concerns, and seek input from the community as warranted.

Attached is a similar look ahead for projects and initiatives the Department of Public Works will be bringing forward for Municipal Services Committee consideration in CY 2013.

The schedule and list of projects and initiatives is dynamic. The Department of Public Works may adjust timing and/or content to accommodate additional projects and initiatives as they arise and/or shifting priorities.

Summary of Key Public Works Initiatives

Table 1 - Schedule Overview (by Fiscal Year/Fiscal Quarter)

Initiative	2013		2014		2014		2014		2015		2015		2015		
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Months & Calendar Year	Q2 13	Q3 13	Q4 13	Q1 14	Q2 14	Q3 14	Q4 14	Q1 15	Q2 15	Q3 15	Q4 15	Q1 16	Q2 16	Q3 16	Q4 16
Engineering Division															
Underground Utility District Program - Category I Streets	U	U			U				U						
Underground Utility District Program - Category II Streets		A													
Sewer Master Plan			U				U								U
NPDES - Storm Water Pollution Prevention Program			U				U								U
SMIWM Division															
Green Living Curriculum/PUSD Recycling Program		U						U							
Integrated Waste Management Operational Efficiencies		U		U											
Zero Waste Strategic Plan		U					U							U	
Construction & Demolition Recycling Ordinance Amendment				A											

A = MSC Action U = MSC Update P = Milestone Activity G = Project Complete/Implemented

Q1 = Jul - Sep Q2 = Oct - Dec Q3 = Jan - Mar Q4 = Apr - Jun

Summary of Key Public Works Initiatives

Table 2 - Tentative Meeting Dates

MSC Meeting	Presentation Topic
January 14, 2013	Agenda Report to City Council to Amend PMC Chapter 13.14
February 26, 2013	Update of Pasadena Unified School District (PUSD) Green Curriculum & Recycling Program
February 26, 2013	Update of Integrated Waste Management Operational Efficiencies
March 12, 2013	Update of Undergrounding Category II Streets
March 26, 2013	Review of the Draft Zero Waste Strategic Plan
April 23, 2013	Update of Sewer Master Plan
June 11, 2013	Update of NPDES – Storm Water Pollution Prevention Program
July 23, 2013	Construction and Demolition (C&D) Ordinance proposed amendments.

Summary of Key Public Works Initiatives

Table 3 - Overview of Initiatives

Initiative	Schedule/Milestones	Status	Key Issues
<p>Engineering Division Underground Utility District Program – Category I Streets</p>	<ul style="list-style-type: none"> Amendment to PMC Chapter 13.14 – 1/14/13 enabling City to fund underground conversion cost on private property Utility District 04-1 Los Robles Avenue, Washington Boulevard to North City Limits – projected completion FY 2013 Utility District 04-2 Hill Avenue, Villa Street to North City Limits – projected construction period FY 2013 – FY 2015 Remaining underground priorities - consistent with current CIP schedule 	<ul style="list-style-type: none"> Present recommendation to MSC on 1/8/13 & City Council on 1/14/13 Removal of overhead wires/poles scheduled for 6/13 Bid advertisement – 3/13 Projected construction start – 6/13 	<ul style="list-style-type: none"> Mitigate project delays & expedite removal of overhead wires/poles Awaiting completion of AT&T wire installation & underground connection Awaiting final design review & approval due to Charter Communications design revisions
<p>Underground Utility District Program – Category II Streets</p>	<ul style="list-style-type: none"> Recommendation re: Category II Streets – underground selected Category II Streets or dissolve program after completion of Category I Streets 	<ul style="list-style-type: none"> Present recommendation to MSC – 3/13 	<ul style="list-style-type: none"> City incurs underground construction costs for all affected utilities per CPUC

Summary of Key Public Works Initiatives

Initiative	Schedule/Milestones	Status	Key Issues
Sewer Master Plan	<ul style="list-style-type: none"> • Update MSC Annually – 6/13 • Sewer Capacity Upgrades – replacement of 8.5 miles of existing sewer pipes that are hydraulically deficient per CIP Schedule 	<ul style="list-style-type: none"> • Sewer Master Plan Adopted 2007 • Replacement of 2.1 miles of sewer pipes completed since 2008 	<ul style="list-style-type: none"> • Maintain 311 miles of Sewer Pipes • Sewer Facility charge established in 10/07
NPDES - Storm Water Pollution Prevention Program	<ul style="list-style-type: none"> • Municipal Separate Storm Sewer System (MS4) Permit – update MSC in 4/13 • Proposed LA County water quality funding initiative – “Clean Water, Clean Beaches Measure” 	<ul style="list-style-type: none"> • New MS4 Permit – effective 12/28/12 • LA County Board of Supervisors Public Hearing – 1/15/13 	<ul style="list-style-type: none"> • Cities must notify RWQCB of intent to participate in a Watershed Management Plan within 6 months of effective date • Average resident would pay \$54/year • Pasadena to receive approximately \$1.8M annually • Pasadena to pay approximately \$160k annually for City-owned parcels
SMIWM Division			
PUSD Recycling Program/ Green Living Curriculum	<ul style="list-style-type: none"> • Distribution of Recycling Containers – 1/13 • Develop performance data – 12/12 • Establish recycling baseline – 1/13 • Establish student/parent green teams – 1/13 	<ul style="list-style-type: none"> • Procured recycling equipment • Instruction completed at four schools • Performance data collected • Initiated green teams development 	<ul style="list-style-type: none"> • Access to schools • Establishing relationships • Education & outreach – ongoing • Recycling data collection

Summary of Key Public Works Initiatives

Initiative	Schedule/Milestones	Status	Key Issues
Integrated Waste Management Operational Efficiencies	<ul style="list-style-type: none"> • Updates on operational efficiencies – every 6 months • Vehicle replacement • Route adjustments/accountability • Anti-scavenging initiatives • Franchise hauler pick-up of bulky items 	<ul style="list-style-type: none"> • Implementation of Integrated Waste Management operational efficiencies – ongoing 	<ul style="list-style-type: none"> • Revenue/rate stability • Complexity, feasibility • Impact on rate payers
Zero Waste Strategic Plan	<ul style="list-style-type: none"> • Complete Draft ZW Strategic Plan – 1/13 • Complete staff review of Draft ZW Strategic Plan – 2/13 • MSC review/recommend adoption of ZW Strategic Plan – 3/13 to 6/13 • Council review/adoption of ZW Strategic Plan – 7/13 to 12/13 	<ul style="list-style-type: none"> • Department & consultant developing draft ZW Strategic Plan 	<ul style="list-style-type: none"> • Stakeholder concerns • Participation from haulers • Infrastructure deficiencies • Potential additional cost of service for elements of Zero Waste Plan
Construction and Demolition Ordinance	<ul style="list-style-type: none"> • Revisit process of closing un-refunded deposits – 1/13 • Begin processing/closing non-compliant projects – 2/13 • Present proposed C&D Ordinance amendment for consideration – 7/13 	<ul style="list-style-type: none"> • City Attorney review forfeiture concept & has determined existing ordinance language enforceable 	<ul style="list-style-type: none"> • Difficult to locate project responsible parties • Align with ZW Strategic Plan • Streamline application/review process