

COUNTY OF SAN MATEO

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Inter-Departmental Correspondence

Date: July 6, 2001

Board Meeting Date: July 24, 2001

TO: Honorable Board of Supervisors

FROM: Neil R. Cullen, Director of Public Works

SUBJECT: Termination of Electrical Service to Specific Parcels within the Middlefield Road Underground Utility District (Phase I)– Redwood City Area (Project No. R2700-F87[5])

RECOMMENDATION

Adopt a resolution authorizing the Director of Public Works to:

- a) post written notice for 30 days on the properties within the Middlefield Road Underground Utility District (Phase I) that have not provided for underground electrical service within the time specified; and
- b) direct the Pacific Gas and Electric Company to discontinue electrical service to those parcels where the conversion to accept underground electrical service has not been done within the 30 day posted period.

Previous Board Action

1. Established an Underground Utility District (District) on Middlefield Road from Fifth Avenue to the Atherton Town limits including Sixth Avenue and Semicircular Road.
2. Approved funding for the undergrounding of utilities as part of the Middlefield Road Corridor Improvements (Phase I).
3. Approved a contract for the construction of the Phase I improvements including the undergrounding of utilities.
4. Authorized Community Development Block Grant Funds to reimburse owners of qualifying properties for a portion of the cost of modifying their electric meters to accept underground service.

Key Facts

1. Property owners within the Underground District are responsible for preparing their properties to accept underground electrical service.

Honorable Board of Supervisors

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2. The underground electrical system on Middlefield Road has been completed and is ready to be energized as soon as the adjacent properties are ready to receive service.
3. Pacific Gas and Electric (PG&E) will not install the necessary electrical connections to the adjacent properties until the properties are ready to accept underground service.
4. The overhead wiring cannot be removed until the underground system is energized.
5. Only ten (10) of the forty-six (46) properties within the District are ready to accept underground service at the writing of this report.
6. Section 4.40 of the County Ordinance Code provides that electrical service to a building within an underground district may be terminated if the conversion of the building to accept underground service is not completed with the time specified and after the Director of Public Works posts the building for a period of 30 days noticing the occupants and owners of said termination of service.

Discussion

The Department began notifying property owners of their responsibility to prepare their properties to receive underground service by letter in August of 1999, and sent subsequent letters to the property owners in June 2000, August 2000, and May of 2001 reminding them of their obligation to prepare their property for conversion from overhead to underground service.

Our records indicate at the writing of this report that only 10 of the 46 parcels requiring conversion have completed the work to allow their properties to be connected by PG&E to the recently installed underground system. PG&E is ready to supply service to the parcels but will not do so until the building permit for the property's meter conversion work has been signed off by the County's Building Division. Attached is the list of properties within the District where meter conversion work needs to be completed and the status of the conversion based on the Building Division's records. We have also indicated which parcel is owner or tenant occupied based on property tax bill information.

Chapter 4.40 of the County Ordinance Code pertaining to Underground Utility Districts provides two options when property owners do not comply with completing the required conversion work:

Option 1 is the disconnection and removal of all overhead service wires after the property owners have been given 30 days notice.

Option 2 allows the County to have the conversion work done if the work is not done after 30 days notice and to place a lien on the property to cover the costs of having the work done, if your Board, after conducting a public hearing, determines to overrule any protests to the levying of said lien(s).

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We are recommending Option 1 - disconnection of service - as the cost of Option 2 - having the work done by the County and conforming to the procedures to give notice, do the work, have your Board hold the requisite protest hearing and then if protests are overruled, lien the property - may cost between two to three times more than the actual conversion work itself. In addition, Option 2 would extend the time needed to convert all the parcels and complete the removal of the utility poles within the District.

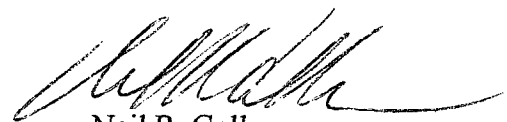
Fiscal Impact

Authorizing termination of electrical service to the properties listed on Exhibit "A" will not adversely impact County Service Area 8 (CSA8) funds or any other fund of the County. Additional CSA8 Funds would be expended if your Board authorized the Director of Public Works to have the conversion work completed and a lien placed on the properties.

There is no impact to the General Fund.

A form of resolution has been approved by County Counsel.

We have sent a copy of this report to both the tenants of each property as well as the property owners as Ordinance Code Section 4.40 places that burden of making the necessary electrical conversion on both the property owner and persons leasing, occupying or renting the buildings that need to be converted. We have also notified the property owners and tenants when this report will be considered by your Board.



Neil R. Cullen
Director of Public Works

NRC:BCL:BEK:AMS:sdd

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File No.: F-87 (5)

Attachment: Exhibit "A"

cc: Milt Mares, County Counsel
Dale Miller, North Fair Oaks Council
Jim Pierce, PG&E

Exhibit "A"

Properties Still Requiring Electrical Conversion Work

APN	Site Address	Occupied By	Zone	Phase I CDBG Qualify
060 072 460	3227 Middlefield Rd	Tenant	Commercial	<input type="checkbox"/>
060 072 470	3201 Middlefield Rd	Tenant	Commercial	<input type="checkbox"/>
060 072 480	3205 Middlefield Rd	Tenant	Commercial	<input type="checkbox"/>
060 072 490	3227 Middlefield Rd - A	Tenant	Commercial	<input type="checkbox"/>
060 072 510	3219 Middlefield Rd	Tenant	Commercial	<input checked="" type="checkbox"/>
060 072 520	3209 Middlefield Rd	Tenant	Commercial	<input checked="" type="checkbox"/>
060 072 530	3107 Middlefield Rd	Tenant	Residential	<input type="checkbox"/>
060 073 390	3253 Middlefield Rd	Tenant	Commercial	<input checked="" type="checkbox"/>
060 091 050	395 6th Ave	Owner	Residential	<input checked="" type="checkbox"/>
060 091 070	373 6th Ave	Tenant	Residential	<input type="checkbox"/>
060 091 080	357 6th Ave	Tenant	Residential	<input type="checkbox"/>
060 091 090	317 6th Ave	Tenant	Residential	<input type="checkbox"/>
060 091 100	317 6th Ave	Tenant	Residential	<input type="checkbox"/>
060 091 110	301 6th Ave	Tenant	Residential	<input type="checkbox"/>
060 091 260	3250 Middlefield Rd	Tenant	Commercial	<input checked="" type="checkbox"/>
060 091 270	3214 Middlefield Rd	Tenant	Commercial	<input type="checkbox"/>
060 091 280	3232 Middlefield Rd	Tenant	Residential	<input type="checkbox"/>
060 091 350	125 Semicircular Rd	Tenant	Residential	<input type="checkbox"/>
060 092 100	340 6th Ave	Tenant	Residential	<input type="checkbox"/>
060 092 110	372 6th Ave	Tenant	Residential	<input type="checkbox"/>
060 092 130	3270 Middlefield Rd	Owner	Commercial	<input checked="" type="checkbox"/>
060 092 140	3252 Middlefield Rd	Tenant	Commercial	<input checked="" type="checkbox"/>
060 092 150	3262 Middlefield Rd	Tenant	Commercial	<input checked="" type="checkbox"/>
060 092 190	3282 Middlefield Rd	Tenant	Commercial	<input checked="" type="checkbox"/>
060 092 200	3360 Middlefield Rd	Tenant	Commercial	<input type="checkbox"/>
060 093 010	240 Semicircular Rd	Tenant	Residential	<input type="checkbox"/>
060 093 080	216 Semicircular Rd	Owner	Residential	<input type="checkbox"/>
060 093 090	222 Semicircular Rd	Tenant	Residential	<input checked="" type="checkbox"/>

APN	Site Address	Occupied By	Zone	Phase I CDBG Qualify
060 093 100	230 Semicircular Rd	Tenant	Residential	<input type="checkbox"/>
060 093 110	232 Semicircular Rd	Owner	Residential	<input type="checkbox"/>
060 094 010	306 Semicircular Rd	Owner	Residential	<input checked="" type="checkbox"/>
060 094 030	312 Semicircular Rd	Owner	Residential	<input type="checkbox"/>
060 182 390	3405 Middlefield Rd	Tenant	Commercial	<input type="checkbox"/>
060 182 400	3423 Middlefield Rd	Owner	Residential	<input checked="" type="checkbox"/>
060 183 120	3531 Middlefield Rd	Tenant	Residential	<input checked="" type="checkbox"/>
060 183 130	3521 Middlefield Rd	Tenant	Residential	<input type="checkbox"/>

Resolution No. _____

Board of Supervisors, County of San Mateo, State of California

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Resolution Authorizing the Director of Public Works to Post Properties within the Middlefield Road Underground Utility District (Phase I) and to Direct the Pacific Gas and Electric Company to Discontinue Electrical Service to Specific Properties within the Middlefield Road Underground Utility District Where the Conversion to Accept Underground Electrical Service Has Not Been Done Within the Time Specified

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, this Board adopted Resolution No. 60792 on January 7, 1997, which established the Middlefield Road Underground Utility District (Phase I); and

WHEREAS, this Board adopted Resolution No. 63675 on June 6, 2000, which awarded and authorized execution of a Contract for the Middlefield Road Underground Utility District (Phase I) and Corridor Improvements Project (District); and

WHEREAS, formation of the Underground Utility District requires property owners to prepare their properties to accept underground utility service at their expense; and

WHEREAS, there are forty-six (46) parcels which require conversion from overhead to underground service within said District; and

WHEREAS, the Director of Public Works has sent four letters to the forty-six (46) property owners within the District notifying them of their responsibility to provide for the conversion of the electrical connection to accept underground service; and

WHEREAS, not all parcels have had their electrical connection converted to accept underground service; and

WHEREAS, County Ordinance Code Section 4.40 et sec. provides that the Director of Public Works shall post the properties where the electrical connection has not been converted to accept underground electric service, notifying both the tenants and owners that the electrical service to the property will be disconnected if the conversion is not made within 30 days of said posting, and authorizing the Director of Public Works to order that the electrical service be disconnected; and

WHEREAS, the Director of Public Works has recommended that the properties listed on Exhibit "A" attached hereto and made a part hereof, which have not been converted to accept underground electrical service, be posted and electrical service terminated after 30 days of said posting if said conversion is not completed within the 30 day notice period; and

WHEREAS, this Board has reviewed and considered the recommendation of the Director of Public Works.

NOW, THEREFORE, IT IS ORDERED AND DETERMINED that the Director of Public Works is authorized to:

1. post for 30 days the properties as shown on Exhibit "A" which have not been converted to accept underground electrical service, to inform the property owners and tenants that electrical service will be terminated if said conversion work is not completed and an electrical permit finalized within 30 days of the posting of said notice; and

2. direct PG&E to disconnect or remove all overhead electrical service wires to the parcels listed on Exhibit A which have not been converted to accept underground electrical service, after the 30 day notice has been given and if the property owners or tenants fail to perform or have performed the required electrical conversion work.

* * * * *

Exhibit "A"

Properties Still Requiring Electrical Conversion Work

APN	Site Address	Occupied By	Zone	Phase I CDBG Qualify
060 072 460	3227 Middlefield Rd	Tenant	Commercial	<input type="checkbox"/>
060 072 470	3201 Middlefield Rd	Tenant	Commercial	<input type="checkbox"/>
060 072 480	3205 Middlefield Rd	Tenant	Commercial	<input type="checkbox"/>
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