

FORM APPROVED COUNTY COUNSEL  
 BY: GREGORY P. PRAMOS  
 DATE: 7/19/16

Departmental Concurrence

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

370



**FROM:** TLMA – Transportation Department

**SUBMITTAL DATE:**  
 July 19, 2016

**SUBJECT:** Authorizing the Director of Transportation to Approve Deposit of Funds and Payments to Utility Owners for Utility Relocations and Service Arrangements. All Districts; [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Authorize the Director of Transportation, or designee, to approve deposit of funds and payments to utility companies for utility relocations, establishment of utility services, and associated utility project expenses per the County of Riverside (County) public works projects, when such deposits or payments total \$75,000 or less per utility owner, and when the County is determined to be responsible for the utility relocation or service costs; and
2. Authorize the Director of Transportation, or designee, to execute associated utility contracts for utility relocations and for the establishment of utility service, contingent upon approval as to form by County Counsel.

Patricia Romo  
 Director of Transportation

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (Per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

**SOURCE OF FUNDS:** Project Funding as identified in the T.I.P. There are no General Funds used for this payment.

**Budget Adjustment:**  
 For Fiscal Year: 2016/17

**C.E.O. RECOMMENDATION:**

APPROVE  
  
 Tina Grande

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

- Positions Added
- Change Order
- A-30
- 4/5 Vote

Prev. Agn. Ref.: District: ALL Agenda Number:

3-71

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: Authorizing the Director of Transportation to Approve Deposits of Funds and Payments to Utility Owners for Utility Relocations and Service Arrangements. All Districts; [\$0]**

**DATE:** July 19, 2016

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**BACKGROUND:**

**Summary**

Delivery of projects listed in the Transportation Improvement Program (TIP) often requires payments to utility owners for costs relating to:

1. The relocation of conflicting utilities, when it is determined that those costs are the responsibility of the County; and,
2. The establishment of utility services for the project itself, such as electrical power for a traffic signal installation.

These matters, including associated documents, are routine in nature. Currently, the County of Riverside Transportation Department (Transportation Department) has authority to pay invoices for utility relocations and service establishment for an amount up to \$25,000, in accordance with general purchasing authority. Payments for higher billing amounts require authorization from the County Purchasing Department or the Board of Supervisors.

The Board of Supervisors is requested to delegate authority to the Director of Transportation, or designee, to approve invoices for utility relocation costs up to the amount of \$75,000 per utility owner per project.

Utility cost for which authorization is requested includes the following:

- **Deposits for relocation engineering, as required by the utility owner.**  
Such deposits are generally reimbursable to the County if it is subsequently determined that the County has superior property rights.
- **Payment to Utility Owner for the County's costs for utility relocations and adjustments.**  
Such payments are made after research and determination of County's appropriate costs, based on property rights and other relevant factors.
- **Payment to Utility Owner for utility services for public works project.**  
Electric and water service are the most common services established for Transportation Department projects.
- **Other necessary payments to Utility Owners associated with Transportation Department Public Works projects.**

To avoid project delays and potential loss of funding the prompt payment of invoices is necessary. The funding for project expenses is established in the TIP and is verified by the Transportation Department's Project Manager prior to approval of invoices.

The Transportation Department will continue to submit documents and invoices to County Counsel and the Board of Supervisors when appropriate and as required.

The Board of Supervisors is also requested to delegate authority to the Director of Transportation, or designee, to execute utility contracts and documents for utility relocations and establishment of utility service, associated with the payment authority requested hereby. The Transportation Department would execute such documents after approval as to legal form by County Counsel, when that approval is required by the nature of the document.

The relocation of utilities for public works projects is costly, and the County is required to pay for the utility relocation cost including engineering relocation cost, when the utility owner has superior property rights.

Delegation of authority to the Director of Transportation will enable timely payment of such costs, which will assist with timely project delivery, and avoid construction delays and associated costs.

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**Impact on Residents and Businesses**

The delegation authority to execute utility contracts and documents, up to \$75,000, by the Director of Transportation will improve project delivery. The time needed to complete road improvement projects will be reduced and construction delays can be avoided.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

Costs for utility relocations, and for the establishment of utility services, are included in the budget for each public works project in the TIP, or modifications to the TIP as submitted to the Board of Supervisors.

**Contract History and Price Reasonableness**

The Transportation Department examines all invoices and cost estimates that are received from utility owners and verifies that the costs billed to the County are consistent with the services performed and that the costs are the responsibility of the County.

**ATTACHMENTS:**

N/A