

CITY OF DALY CITY

Regular Meeting - CITY COUNCIL

AGENDA

Monday, March 11, 2013 - 7:00 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

Live Telecast: Comcast Channel 27, Astound 26, AT&T U-Verse 99

Webcast: www.dalycity.org/meetings

DRAFT

For those wishing to address the City Council on any Item on the Agenda or under Public Appearances/Oral Communications, please complete a Speaker Card located at the entrance to the Council Chambers and submit to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at 991-8078 as soon as possible.

CALL TO ORDER:

PLEDGE TO THE FLAG:

ROLL CALL:

PRESENTATIONS:

Check Presentation from the Friends of the Daly City Library (Marie Brizuela)

APPROVAL OF AGENDA:

CONSENT AGENDA

All items listed on the Consent Agenda are considered to be routine and may be approved by one roll call vote of the City Council. There shall be no separate discussion of the matters on the Consent Agenda unless requested by a member of the City Council. If discussion is required, that item will be removed from the Consent Agenda and will be considered separately at the end of the Agenda.

Resolutions:

AVAILABILITY OF PUBLIC RECORDS:

All public record to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk's Office, City Hall located at 333 90th Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.

1. Approving Professional Services Agreement for Mussel Rock Landfill Site Feasibility Study and Seawall Maintenance and Site Access Improvements
2. Approving Amendment No. 1 to Water Supply Agreement with the City and County of San Francisco
3. Accepting and Appropriating a \$1,795.58 Grant from the Friends of the Daly City Public Library
4. Authorizing Application to California Department of Housing and Community Development (HCD) for CalHome Program Funds
5. Setting Time and Place for Public Hearing to Consider Five-Year Consolidated Plan for FY 2014-18 and One-Year HUD Action Plan for Fiscal Year 2013-14

END OF CONSENT AGENDA

PUBLIC HEARINGS:

6. Update of Fees for Engineering Services and Adoption of an Ordinance Amending Municipal Code Sections 12.040.030, 12.080.040, and 15.62.170 RE: Engineering Fees

Staff:

Nevin

Recommended Action:

Open/Close Hearing

Adopt Resolution

Roll Call

Motion for City Attorney to Read by Title Only

Councilmember Introduce Ordinance

7. Adoption of an Ordinance to Amend Municipal Code Section 3.12.50, Methods of Procurement

Staff:

McVey

Recommended Action:

Open/Close Hearing

Motion for City Attorney to Read by Title Only

Councilmember Introduce Ordinance

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

NOTE: Speakers are limited to two minutes, unless modified by the Mayor. The Council cannot take action on any matter raised under this item

APPOINTMENTS: Board/Commission Membership Committee Appointments

REPORTS:

8. Council Committee
9. City Council
10. Staff

ADJOURNMENT:



City Council Agenda Report

Item # _____

Meeting Date: March 11, 2013

Subject: Professional Services Agreement for Mussel Rock Landfill Site Feasibility Study and Seawall Maintenance and Site Access Improvements

Recommended Action

Authorize the City Manager to execute an agreement for additional professional services from URS Corporation of Oakland, California, for analysis, design and other professional services at the Mussel Rock Landfill site necessitated by conditions imposed by the most recent California Coastal Commission permit.

Background

The Mussel Rock Landfill was closed in 1978 and requires routine repair and maintenance activities, which include but are not limited to the maintenance of the seawall, access roads, gabion walls, sedimentation ponds, surface and subsurface drainage systems, and fences and gates. A 450-foot section of the seawall was previously identified as needing repair. The seawall repair work extends into the surf and requires a Coastal Development Permit (CDP) from the California Coastal Commission. The Coastal Commission approved the permit for the maintenance of the seawall and authorized additional site maintenance through August 2015.

The permit requires that the City update the plans and specifications for the seawall repairs to include additional cross sections and additional specifications regarding contractor activities on the site. The permit conditions further require that the City:

- Submit a detailed current conditions report outlining the extent and cross-sectional details of the seawall, gabion walls, drainage and other structures on site;
- Coordinate repair activities with Coastal Commission Staff;
- Develop a public access management plan that addressed public access, signage, fencing, screening, and amenities;
- Monitor the site and report annually on the condition of the seawall;
- Prepare a Planned Retreat Management Plan evaluating methods for relocation of the landfill, removal of the revetment (seawall) and remediation of the site. The plan is to evaluate and consider potential geotechnical and engineering constraints, potential phasing options and timelines and project costs for various alternatives; and,
- Submit a Coastal development Permit application to maintain the site beyond August 2015.

Discussion

URS Corporation (URS) has been serving as the City's consultant for monitoring and reporting services related to Mussel Rock since 2006. URS prepared an Engineering Evaluation Report regarding site maintenance needs in 2007, and prepared the original project design documents for the seawall repair work.

The scope of work with URS includes the following:

- Update of the project plans and specifications for the seawall repair project to address the CDP conditions of approval.
- Preparation of the current conditions report outlining the extent and cross-sectional details of the seawall, gabion walls, drainage and other structures on site. This report will be used as the baseline for the required annual monitoring.
- Prepare plans, specifications and cost estimates for a plan to allow, enhance and maintain public access at the site, including public access areas, paths, viewpoints and amenities and a public access management plan that addresses public access, signage, fencing, screening, and amenities.
- Preparation of annual monitoring reports through April 2015 as required by the CDP.
- Prepare a Planned Retreat Management Plan evaluating methods for relocation of the landfill, removal of the revetment (seawall) and remediation of the site. The analysis will include historical data review, site investigation, geotechnical exploration and laboratory testing, slope stability analyses, evaluation of phasing options, identification of environmental/permitting criteria and other constraints for the various options.

Fiscal Impact

The agreement provides for a fee of \$403,670 as follows:

Update of seawall repair plans and specifications and preparation of Current Conditions Report.	\$27,420
Development of the public access management plan and preparation of construction bid documents for the associated improvements.	\$89,200
Annual Monitoring and Reporting through 2015.	\$30,650
Development, analyzing and costing of the phasing options for the Planned Retreat Management Plan.	\$60,940

**Professional Services Agreement for Mussel Rock
Landfill Site Feasibility Study and Seawall
Maintenance and Site Access Improvements
Meeting Date: March 11, 2013
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Site Geotechnical Investigation and Slope Stability analyses for the various phasing options and final report preparation (estimated)	\$192,000*
Project Support Services.	<u>\$3,460</u>
Total	\$403,670

*The actual scope and cost of site investigation, including number and depths of soil borings, would be determined after the completion of the historical record research is completed and may result in a cost increase or decrease. Scope and cost will be concurred by staff prior to initiation.

Adequate funding for these services is available in FY 2012-13 and FY 2013-14 approved Capital Improvement Budget Account 31-310-550.

Summary/Conclusion

Staff recommends that the City Council authorize the City Manager to execute an agreement for professional services with URS Corporation of Oakland, California, for analysis, design and monitoring services at the Mussel Rock Landfill site.

Staff is available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,



Robert Ovadia
Acting City Engineer



John L. Fuller
Director of Public Works



City Council Meeting Agenda Report

Item # _____

Meeting Date: March 11, 2013

Subject: Approval of Amendment No. 1 to Water Supply Agreement with the City and County of San Francisco

Recommended Action

Approve and authorize the City Manager to execute Amendment No. 1 to the Water Supply Agreement with the City and County of San Francisco.

Background

The Water Supply Agreement, in place until at least June 30, 2034, sets forth the terms in which Daly City along with 25 other Wholesale Customers comprising 1.7 million residents in Alameda, San Mateo and Santa Clara Counties purchase water from the San Francisco Regional Water System which includes the Hetch Hetchy Reservoir and O'Shaughnessy Dam in Yosemite National Park.

Discussion

During the 2012 election cycle, the citizens group Restore Hetch Hetchy qualified an initiative before San Francisco voters that would have required the City and County of San Francisco to develop plans to drain the reservoir and restore Hetch Hetchy Valley. Although the initiative, Proposition F, the "Water Sustainability and Environmental Restoration Act", was soundly defeated (23.1% Yes; 76.9% No) in the November 2012 San Francisco election, the organization announced it would continue pursuing the goal of restoring the valley.

At issue is the Wholesale Customers use two-thirds of the water provided by the San Francisco Regional Water System, pay two-thirds of the costs of building, operating and maintaining the system, yet none of these customers vote on San Francisco ballot measures. As a result, there is a fundamental uncertainty as to how Wholesale Customers and San Francisco would address changes to the regional water system in the event of draining the reservoir which stores some 117 billion gallons of water providing significant drought and seasonal water supply reliability to the region.

In order to provide long-term protection for the Wholesale Customers, the Bay Area Water Supply and Conservation Agency (BAWSCA) and the San Francisco Public Utilities Commission have developed an administrative solution in the form of Amendment No. 1 to add new Section 3.18 to the Water Sales Agreement (attached). The amendment addresses water supply reliability, water quality and cost allocation intended to assure that the existing condition of the reservoir is maintained unless the parties agree to a further amendment to the agreement that meets certain conditions. Notably, the amendment provides that if the parties do not agree on any such amendment, San Francisco may not drain the Hetch Hetchy Reservoir or abandon or decommission O'Shaughnessy Dam.

San Francisco, acting through its Public Utilities Commission, approved the amendment at its January 22, 2013 meeting and authorized its General manager to execute it pending approval by the requisite number of the Wholesale Customers. BAWSCA is seeking to formalize the execution of the amendment by the first week in April.

City Council Agenda Report

**Subject: Approval of Amendment No. 1 to Water Supply Agreement with the City and
County of San Francisco**

Meeting of March 11, 2013

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Staff is available to answer any questions or to provide additional information as desired by the Mayor and Members of the City Council.

Respectfully submitted,



Patricia E. Martel
City Manager



Patrick Sweetland
Director of Water and Wastewater Resources

Attachment (1)

Section 3.18 Water Supply Agreement Amendment Required

San Francisco may not change the existing condition of the Hetch Hetchy Reservoir by:

- (1) abandoning or decommissioning O'Shaughnessy Dam; or
- (2) draining Hetch Hetchy Reservoir, except for purposes of (i) repair, rehabilitation, maintenance, improvement, or reconstruction of O'Shaughnessy Dam or appurtenances, (ii) supplying water to the Bay Area during drought, or (iii) meeting water release requirements under the Raker Act, or federal or state law,

unless the parties enter into an amendment to the Water Supply Agreement, in full force and effect, adopted in accordance with Section 2.03.

The amendment shall state, or restate, as the case may be:

- A. The level of service goals for seismic reliability and delivery reliability adopted by the Commission in conjunction with such proposed changes to the Regional Water System, provided such goals are at least as protective of the Wholesale Customers as the level of service goals adopted by the Commission on October 30, 2008 in conjunction with the WSIP;
- B. The level of water quality to be delivered, which is currently provided for in Section 3.08, and
- C. The specific cost allocation procedures, written as an amendment to Article 5, which apply to (1) the abandonment or decommissioning of O'Shaughnessy Dam, or (2) the draining of Hetch Hetchy Reservoir, and (3) the development, operation and maintenance of New Regional Assets that may be required to replace water supplied by Hetch Hetchy Reservoir and delivered to the Bay Area.

In the event that the parties are not able to agree upon and approve an amendment to the Water Supply Agreement as set forth above, San Francisco may not abandon or decommission O'Shaughnessy Dam or drain Hetch Hetchy Reservoir.



City Council Meeting Agenda Report

Item # _____

Meeting Date: March 11, 2013

Subject: Accepting and Appropriating a \$1,795.58 Grant from the Friends of the Daly City Library

Recommended Action

It is recommended the City Council accept a \$1,795.58 grant from the Friends of the Daly City Library (a disbanded non-profit group) and appropriate this amount for the purchase of an Early Literacy Station computer.

Background/Discussion

The now defunct Friends of the Daly City Library is providing a grant to the Library for the purchase of an Early Literacy Station computer. A representative from the organization contacted the City with a request to disburse the remainder of their funds to a special project. After a brief discussion, the group confirmed that it would provide funds to be used to offset the purchase of an Early Literacy Station computer.

Early Literacy Stations are currently available at all four Daly City branch libraries. The Early Literacy Station is an all-in-one computer designed for children ages 2-8. The stations do not require an internet connection. Early Literacy Stations feature a variety of educational software titles spanning seven curricular areas. The educational titles are pre-loaded on the computer and displayed using engaging graphics and intuitive menus.

Fiscal Impact

These grant funds were received and will be expended in Fiscal Year 2012/13.

Summary/Conclusion

Staff is available to provide any additional information desired by the Mayor or City Council.

Respectfully submitted,

Chela Anderson
Library Services Manager

Joseph Curran
Acting Director
Department of Library and Recreation Services

Department/Division: Library and Recreation Services / Library **Date:** 3/11/2013

Month/Fiscal Year: March / 2012/2013

The Daly City Public Library will receive a one-time grant of \$1,795.58 from the Friends of the Daly City Library for the purchase of an AWE Early Literacy Station computer.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

City Manager/City Council

City of Daly City Budget Transfer/Adjustment

Account Number

Use of Funds:

01-120-128-4234

Account Name

Special Departmental

Program/Project Name

Library General

Amount

\$1,795.58

Finance Only:

lance

Before	After
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\$1,795.58

1 | \$

Source of Funds:

Reduced Expenditures:

New Revenue:

01-120-128-3840

Private Contributions

Library General

\$1,795.58

Total Source of Funds

\$1,795.58

For Capital Projects Only - Transfer of Funding Between Projects

From Account Number

Name/Type Code

Amount

To Account Number

Amount

Finance Only:

Verified By/Date

Entered By/Date

Audited By/Date

Document No.



City Council Meeting Agenda Report

Item # _____

Meeting Date: March 11, 2013

Subject: Application to California Department of Housing and Community Development (HCD) for CalHome Program Funds

Recommended Action

Authorize submittal of an application to the California Department of Housing and Community Development (HCD) for \$500,000 in CalHOME funds to finance housing rehabilitation and replacement for low- income households in Daly City.

Background

The CalHome Program was established in 2000 by SB1656. The purpose of the program is to support existing homeownership programs aimed at lower- and very-low income households, to increase homeownership, encourage neighborhood revitalization and sustainable development and maximize the use of existing homes.

In 2008, the City was awarded a \$600,000 CalHome Grant for the purpose of owner-occupied housing rehabilitation. The City utilized these funds to finance twelve complete housing rehabilitation loans over a 24-month period. As of June 2011, the 2008 CalHome grant funds have been fully expended.

In January of 2013, HCD issued a Notice of Funding Availability (NOFA) for the 2013 CalHome program. Local government entities may apply for the funds to carry out owner-occupied housing rehabilitation. A total of \$49,000,000 is available with a total of \$14,700,000 allocated for Northern California. Applications are due on March 20, 2013.

The CalHome program allows for housing rehabilitation loans of up to \$60,000 per household. The loans may be used for a variety of housing rehabilitation activities including rehabilitation and replacement of mobile homes.

If awarded, the CalHome funds would be issued as a grant to Daly City. The City, in turn, would use the funds to offer deferred payment loans to low-income homeowners. Payment of the loans would be due upon sale or transfer of the property, when the property ceases to be owner-occupied or upon loan maturity. The City would have the option to defer loan payments for up to 60 years. In the case of mobile home replacements, the City could actually forgive the loans over a 20-year term. Loan repayment funds received by the City would go into a reuse account for future housing rehabilitation activities.

Discussion

Daly City has offered a housing rehabilitation loan program for over 20 years. The program is funded with Community Development Block Grant (CDBG) funds. Due to limits in CDBG funds, the need for housing rehabilitation exceeds available resources. The CalHome program represents a way to expand our housing rehabilitation services, particularly to homeowners whose incomes are so

City Council Agenda Report**Subject: Application to HCD for CalHome Program Funds****Meeting Date March 11, 2013****Page 2 of 2**

low that they cannot afford to make a monthly loan payment. Furthermore, CalHome funds can be used to help fund mobile home replacements in Franciscan Mobile Home Park where many housing units are in need of such extensive repairs that replacement of the unit is more cost-effective than rehabilitation.

The ability to offer deferred payment loans and loan forgiveness would address a critical need in Daly City, where many homeowners need extensive repairs to their homes but cannot afford a monthly housing rehabilitation loan payment.

The City of Daly City has extensive in-house experience in all phases of the housing rehabilitation process including home inspection, construction administration, loan underwriting and loan servicing. This expertise can easily be adapted to administer housing rehab loans funded by the Cal Home program.

Fiscal Impact

If awarded, the CalHome program would have no impact on the City's General Fund. Administration of activities funded with 2013 CalHome Program funds would be carried out by existing staff funded through the Federal Community Development Block Grant program and limited activity delivery charges allowed under the CalHome Program.

Summary/Conclusion

Staff is available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,



Betsy ZoBell
Housing and Community Development Supervisor



Brian Millar
Director of Economic & Community Development



City Council Meeting Agenda Report

Item # _____

Meeting Date: March 11, 2013

Subject: Setting Time and Place for Public Hearing to Consider Five-Year Consolidated Plan for FY 2014-18 and One-Year HUD Action Plan for Fiscal Year 2013-14

Recommended Action

Set a Public Hearing for Monday, April 22, 2013 for the purpose of citizen review and comment on Daly City's Five-Year HUD Consolidated Plan for Fiscal Years 2013-14 through 2017-18 and the One-Year Action Plan under the Community Development Block Grant (CDBG) and HOME programs for FY 2013-14.

Background

The Five-Year HUD Consolidated Plan provides a blueprint for the City's Housing and Community Development activities. The Plan includes an extensive evaluation of needs, sets priorities and identifies types of activities that will be carried out utilizing Community Development Block Grant (CDBG) and HOME programs for the years 2013-14 through 2017-18. The One-Year Action Plan describes the specific allocation of CDBG and HOME funds to various activities for FY 2013-14. Prior to Council adoption of the Five-Year and One-Year plans, the Department of Housing and Urban Development (HUD) requires the City to hold a public hearing to allow for citizen comment on proposed priorities, activities and funding levels.

Discussion

CDBG funds can be used for various activities including Administration, Economic Development, Capital Projects, Housing and Public Services. HOME funds may be used for activities that expand the supply of decent, affordable housing for lower income families.

Pursuant to the City's Citizen Participation Plan, the draft Five-Year Consolidated Plan and the One-Year Action Plan will be available at City Hall and all City libraries for a 30-day review and comment period beginning March 22, 2013 through April 22, 2013. Notice of the availability of this document and a summary of the draft Action Plan will be published in *The Examiner Peninsula* and made available on the City's web site.

Staff is available to provide additional information desired by the Mayor or Council Members.

Respectfully submitted,

Betsy ZoBell
Housing and Community Development Supervisor

Brian Millar
Director of Economic & Community Development



City Council Agenda Report

Item # _____

Meeting Date: February 25, 2013

Subject: Update of Fees for Engineering Services and Adoption of an Ordinance Amending Municipal Code Sections 12.040.030, 12.080.040, and 15.62.170 RE: Engineering Fees

Recommended Action

It is recommended that the City Council adopt by resolution the attached fee schedule establishing and updating fees for various services provided by the Department of Public Works – Engineering Division and adopt an Ordinance amending sections 12.040.030, 12.080.040, and 15.62.170 to allow deposits to be set by Resolution of the City Council.

Background

The last comprehensive review of Engineering Division fees was completed in 2008, and adopted by the City Council in August 2008. City Council action at that time effectively set most fees at fixed levels as well as established a \$125 per hour billing rate for providing technical engineering services. Since City Council adoption in 2008, changes in personnel, processing and service delivery methods have necessitated a complete review of the fee schedule.

Discussion

Presented to the City Council this evening for consideration are revised fees and charges associated with the technical services provided by the Engineering Division. The proposed fee schedule has been prepared to reasonably reflect the actual cost of providing the service for which the fee is imposed. Fees proposed are based on an updated hourly rate of \$160, which includes direct and indirect costs. Over the past several months staff has met with Engineering personnel that provide the services in the proposed fee schedule to review time and resources involved in processing and issuing various permits, conducting plan and technical reviews and performing construction inspections. Data was compiled from the multiple meetings and a cost recovery method was constructed in order to determine the appropriate fee level. Typically, each fee has been constructed to be 100% cost recovery to ensure that the City continues to operate in a cost effective manner.

The proposed fees and charges of the Engineering Division are divided into seven areas:

- Subdivision Reviews;
- Grading and Erosion Control Permits;
- Transportation Permits;
- Encroachment Permits;
- Development Impact Reviews;
- Building Permit Reviews; and,
- Other Engineering Services

The proposed fees have been designed to encourage those who are performing work in the public right-of-way to obtain the proper permits before commencing any work; to submit complete and timely revisions of plans and cost estimates; to complete all work in the public right-of-way within an acceptable amount of time; and, to properly close their permits. The proposed fee schedule also

includes archive and technology fees equal to a percentage of the total cost of the permit. Fees governed by statute will not be adjusted.

And although other public agencies operate with different staff and resources to provide various engineering permits and services, staff felt it prudent to cross check the proposed fees with comparable cities in our area. Staff has determined where like services are rendered the fees proposed are similar in amount and structure when compared to those of other cities. Additionally, the proposed fee schedule has been developed in such a way so it can be easily updated as part of the Biennial Budget review and adoption process as necessary.

Currently, there are sections of the Municipal Code related to deposits that set a specific amount, which are out of date. The attached ordinance prepared by the City Attorney's Office will remove such references and revise the Municipal Code to accurately reflect that the amounts are established by City Council resolution.

Proper notice of the Public Hearing was published by the City Clerk, and the schedule of fees have been on file in the City Clerk's Office and available for public inspection beginning February 14, 2013. The effective date for the fees is 60 days for development related fees; all others on adoption.

Fiscal Impact

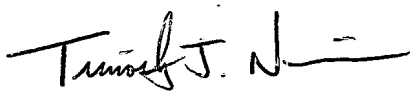
The proposed fee schedule will generate revenue that more accurately reflects the cost to the City for providing various services. Any increase or decrease in revenue that the City may realize will be directly related to construction and development activity during any defined period.

Summary/Conclusion

Staff recommends the City Council adopt the proposed fee schedule for various Engineering services and adopt an Ordinance amending sections 12.040.030, 12.080.040, and 15.62.170 to allow deposits to be set by Resolution of the City Council.

Staff is available to provide any additional information desired by the Mayor or City Council Members.

Respectfully submitted,



Timothy J. Nevin
Senior Management Analyst



Donald W. McVey
Director of Finance and
Administrative Services

Attachments: Fee Schedule for Engineering Services and Addendum
Ordinance Amending Sections 12.040.030, 12.080.040, and 15.62.170 of the Daly
City Municipal Code

Fees for Engineering Services

The following fees were adopted by the City Council on March 11, 2013 and reflect the appropriate compensation for the professional work required of Engineering staff at a rate of \$160 per hour. Fees, in addition to those listed below, may be required when the service exceeds the typical number of reviews or inspections, or requires the services of outside consultants. If work commences prior to the issuance of a permit, a penalty equal to 100% of the Engineering Permit Fee will be assessed in addition to the cost of the permit. All permits will be assessed an Archive Fee equal to 4% of the cost of the permit as well as a Technology Fee equal to 2% of the cost of the permit.

ENGINEERING SERVICE	BASE FEE	+	UNIT FEE	x	UNITS
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I. SUBDIVISION REVIEWS

Agreements / Map Reviews:

Subdivision Agreement	\$4,800				
Parcel Map Review	\$2,400	+	\$80	x	(each lot or unit)
Final Map Review	\$3,200	+	\$80	x	(each lot or unit)
Map Security Deposit			\$100	x	(each page, refunded when copy of recorded map is provided)

Improvement Plan Reviews [1]:

Improvement Cost (Cost) \$100,000 or less [2]	\$160	+	\$160	x	(each \$5,000 of Cost)
Cost \$100,001 - \$500,000	\$3,360	+	\$120	x	(each \$5,000 of Cost)
Cost \$500,001 or greater	\$12,960	+	\$80	x	(each \$5,000 of Cost)

Improvement Permit and Inspections [3]:

Cost \$100,000 or less (30 days to complete)	\$320	+	\$320	x	(each \$5,000 of Cost)
Cost \$100,001 - \$500,000 (90 days to complete)	\$6,720	+	\$240	x	(each \$5,000 of Cost)
Cost \$500,001 or greater (150 days to complete)	\$25,920	+	\$160	x	(each \$5,000 of Cost)

Improvement Security Deposit / Bond			100%	x	(Cost)
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[1] The permit fee includes review of one initial plan and two revisions. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be applied to the permit for additional reviews.

[2] Improvement Cost (Cost) is equal to the total construction cost of only those items subject to plan review and inspection by Engineering staff. Cost shall be the higher of the provided valuation by applicant or prevailing unit costs in the Bay Area to include contingency (10%) as well as supervision and contract administration (15%). Cost shall be determined by Engineering staff.

[3] The permit fee includes inspections made during the specified timeline. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be applied to the permit for additional inspections.

ENGINEERING SERVICE	BASE FEE	+	UNIT FEE	x	UNITS
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II. GRADING AND EROSION CONTROL PERMITS

Plan Reviews [4]:

1,000 cubic yards (c.y.) or less [5]	\$160	+	\$80	x	(each 100 c.y. more than 100 c.y., or fraction thereof)
1,001 to 10,000 c.y.	\$880	+	\$160	x	(each 1,000 c.y. more than 1,000 c.y., or fraction thereof)
10,001 to 100,000 c.y.	\$2,320	+	\$64	x	(each 1,000 c.y. more than 10,000 c.y., or fraction thereof)
100,001 c.y. or greater	\$8,080	+	\$48	x	(each 1,000 c.y. more than 100,000 c.y., or fraction thereof)

Permit and Inspections [6]:

1,000 c.y. or less (30 days to complete) [5]	\$320	+	\$160	x	(each 100 c.y. more than 100 c.y., or fraction thereof)
1,001 to 10,000 c.y. (60 days to complete)	\$1,760	+	\$320	x	(each 1,000 c.y. more than 1,000 c.y., or fraction thereof)
10,001 to 100,000 c.y. (90 days to complete)	\$4,640	+	\$128	x	(each 1,000 c.y. more than 10,000 c.y., or fraction thereof)
100,001 c.y. or greater (120 days to complete)	\$16,160	+	\$96	x	(each 1,000 c.y. more than 100,000 c.y., or fraction thereof)

Security Deposits:

<i>Cleanup Security Deposit</i>	\$500 minimum				
<i>Grading Security Deposit / Bond</i>	25%	x	(Grading Cost)		

Wet Season Work Authorization	\$80	x	(each week)		
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[4] The permit fee includes review of one initial plan and two revisions. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be applied to the permit for additional reviews.

[5] No permit is required if all of the following five criteria are met: the site upon which land area is disturbed or filled is three thousand square feet or less; natural and finished slopes are less than ten percent; volume of soil or earth materials stored is fifty cubic yards or less; rainwater runoff is diverted, either during or after construction, from an area smaller than one thousand five hundred square feet; and, no drainage way is blocked or has its stormwater-carrying capacities or characteristics modified. *[Municipal Code 15.62.080]* Otherwise, fees as listed above will apply.

[6] The permit fee includes inspections made during the specified timeline. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be applied to the permit for additional inspections.

III. TRANSPORTATION PERMITS

Oversize Load:

Permit Fees (set by the State of California)	\$16	x	(each trip)		
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Dirt Hauling:

Permit Fees (per operation)	\$160	+	\$0.22	x	(each cubic yard per mile)
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ENGINEERING SERVICE	BASE FEE	+	UNIT FEE	x	UNITS
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IV. ENCROACHMENT PERMITS

Temporary Encroachment (scaffolding, construction fencing, etc.):

Permit Fees	\$480	+	\$80	x	(each week more than two weeks)
<i>Security Deposit</i>	<i>\$1,000</i>				

Long-Term Encroachment (awnings, overhangs, planters, fences, etc.) [7]:

Permit Fees	\$640	+	\$80	x	(each 25 linear feet more than 35 linear feet, or fraction thereof)
<i>Security Deposit</i>	<i>\$1,000</i>				

Street Parking / Space Obstruction (renewable every four weeks):

Residential	\$320				
Commercial	\$320	+	\$160	x	(each week, for the second, third and fourth weeks)
<i>Security Deposit</i>	<i>\$500</i>				
Temporary Container [8]	\$160	+	\$80	x	(each week, for the second, third and fourth weeks)
<i>Security Deposit</i>	<i>\$150</i>				

Traffic Control [9]:

Processing Fee	\$160				
Plan Review Fee			\$160	x	(each hour of plan review)
Inspection Fee (mobile, temporary setup)			\$240	x	(each day)
Inspection Fee (fixed, long-term setup)			\$640	x	(each week)
Traffic Signal Adjustment Fee	\$160	+	\$80	x	(each intersection per day)
<i>Security Deposit</i>	<i>\$1,000</i>				

Monitoring Well / Core Drilling / Potholing [10]:

Permit Fees	\$320	+	\$320	x	(each location)
<i>Security Deposit</i>			\$250	x	(each location)

[7] The permits are non-transferable and are to be recorded on the property.

[8] Any obstruction permit will not be granted if there is available space on the private property to accommodate the proposed use. If a permit is granted, such obstructions shall be located away from adjacent driveways, fire hydrants, curb returns, and utility access points.

[9] Not applicable with Water Service and Sanitary Sewer Lateral. May be needed in conjunction with other encroachment permits.

[10] Encroachment permit only. Additional permits outside of Public Works Engineering may be required depending upon the nature of the work.

ENGINEERING SERVICE	BASE FEE	+	UNIT FEE	x	UNITS
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Sidewalk / Curb Drain / Driveway (not longer than 30 days) [11]:

Processing Fee	\$160				
Plan Review Fee			\$160	x	(each hour of plan review)
Sidewalk - 1,000 square feet or less			\$160	x	(each 100 square feet, or fraction thereof, or each location)
Sidewalk - 1,001 square feet or greater	\$1,600	+	\$80	x	(each 100 square feet more than 1,000 square feet, or fraction thereof)
Curb Drain Under Sidewalk			\$160	x	(each location, includes up to 50 square feet of sidewalk area)
Driveway - single			\$160	x	(each driveway)
Driveway - double			\$240	x	(each driveway)
Driveway - commercial			\$480	x	(each driveway)
Excavation in Unpaved Areas			\$80	x	(each 100 square feet, or fraction thereof, or each location)
<i>Security Deposit</i>			\$10	x	(each square foot, or \$500 minimum)

Street Excavation / Directional Boring (not longer than one week) [12,13]:

Processing Fee	\$160				
Plan Review Fee			\$160	x	(each hour of plan review)
Inspection Fee	\$320	+	\$160	x	(each 50 square feet more than 200 square feet, or fraction thereof)
<i>Security Deposit</i>			\$15	x	(each square foot, or \$750 minimum)

Water Service:

Permit Fees	\$160	+	\$580	x	(each service)
<i>Security Deposit (2" service or less)</i>	\$2,000				
<i>Security Deposit (greater than 2" service)</i>	\$3,500				
Fire Flow Test and Results	\$160	+	\$260	x	(each test result)

Sanitary Sewer Lateral:

Within the City right-of-way, within the District	\$160	+	\$580	x	(each lateral)
<i>Security Deposit</i>	\$2,000				
Within the City right-of-way, not within the District	\$160	+	\$480	x	(each lateral)
<i>Security Deposit</i>	\$2,000				
Not within the City right-of-way, within the District [14]	\$160	+	\$100	x	(each lateral)

[11] The permit fee includes inspections made during the specified timeline of thirty days. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be applied to the permit for additional inspections after thirty days.

[12] Square feet shall be calculated as total length by a bore pit width of two feet.

[13] The permit fee includes inspections made during the specified timeline of one week. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be applied to the permit for additional inspections after one week.

[14] There may be additional fees required of the North San Mateo County Sanitation District.

ENGINEERING SERVICE	BASE FEE	+	UNIT FEE	x	UNITS
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V. DEVELOPMENT IMPACT REVIEWS [15]

Geotechnical Report:

Review Fees	\$640	+	\$320	x	(each half acre more than one half acre, or fraction thereof)
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Detension Analysis:

Review Fees			\$320	x	(each 3,500 square feet, or fraction thereof)
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Storm Drain Study:

Review Fees	\$640	+	\$160	x	(each hour more than four hours)
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Traffic Study:

Project 50,000 square feet or less	\$1,280	+	\$80	x	(each intersection)
Project 50,001 - 150,000 square feet	\$1,920	+	\$40	x	(each intersection)
Project greater than 150,000 square feet	\$2,560	+	\$20	x	(each intersection)

Water System Study:

Review Fees	\$640	+	\$160	x	(each hour more than four hours)
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Sanitary Sewer Study:

Review Fees	\$640	+	\$160	x	(each hour more than four hours)
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[15] The cost of any report, analysis, or study conducted by an outside consultant and coordinated by City staff will be equal to the consultant's fee, plus a 20% administrative fee. Fees for reviews completed by Engineering staff are as listed above. Fees include review of one initial plan and two revisions. A fee of \$160 per hour (rounded to the nearest one-quarter hour) will be charged for additional reviews. Additionally, any review not listed above will be billed at the same hourly rate.

VI. BUILDING PERMIT REVIEWS

Plan reviews completed by Engineering staff of building permits administered by the Department of Economic and Community Development require a fee of 20% of the Building Permit Fee.

ENGINEERING SERVICE	BASE FEE	+	UNIT FEE	x	UNITS
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VII. OTHER REQUESTS

City General Conditions, Standard Specifications & Drawings:

Online at www.dalycity.org	free of charge
Binder Picked-up	\$65
Binder Mailed	\$70

Capital Project Plans & Specification Books:

Picked-up or Mailed	as determined by Engineering staff
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Aerial Topographic Maps:

Setup Fee Copy or Plotting	\$30
Copies of Maps	\$12 x (each page)

Copies of Documents:

8.5" x 11" (black and white)	\$0.10 x (each page)
8.5" x 11" (color)	\$0.25 x (each page)
11" x 17"	\$1.50 x (each page)
24" x 36"	\$6 x (each page)
36" x 66"	\$15 x (each page)
42" x 60"	\$18 x (each page)

Request for Official Public Records:

All Requests	coordinated by the City Attorney's Office
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Fees for Engineering Services – Addendum

ARCHIVE FEE

The Archive Fee is equal to 4% of the cost of the permit. The percentage was calculated by dividing the actual costs of archiving in the Building Division by the total permit revenue. It is assumed that the Engineering Division will experience the same level of costs relative to permit revenue. The same outside vendor will be utilized for a large portion of the scanning and indexing of documents that is needed for archiving. The fee will be reassessed each time Engineering fees are updated.

TECHNOLOGY FEE

The Technology Fee is equal to 2% of the cost of the permit. The revenue resulting from this fee offsets the cost of computer system purchases and technology expenditures related to the issuance of a permit within the Engineering Division. The fee will be reassessed each time Engineering fees are updated.

I. SUBDIVISION REVIEWS

Subdivision Agreement:

Subdivision agreements are entered into between the City and a Subdivider, at the Subdivider's request, pursuant to Section 66462 of the Subdivision Map Act, which allows for the approval of a final subdivision map prior to completion and acceptance of the public improvements required as part of the subdivision. The agreement ensures that the Subdivider will do and perform or cause to be done and performed, at Subdivider's own expense, in a good and workmanlike manner, and furnish all required materials, all under the direction and to the satisfaction of the City Engineer of the City of Daly City, all of the said work and improvements within or without the subdivision.

Those certain improvements designated and shown as streets, curbs, gutters, sanitary sewers, storm sewers, water mains, fire hydrants, sidewalks, and other on- or off-site improvements must be reviewed by Engineering staff to ensure that the Subdivider will do all work and furnish all materials necessary in the opinion of the City Engineer to complete the improvements in accordance with the plans and specifications on file, or with any changes required or ordered by said Engineer, which in his/her opinion are necessary or required to complete the work, at no cost to the City.

The fee for a subdivision agreement is equal to 30 hours of Engineering staff time. Such time includes:

- 1) preparation of the agreement, associated attachments, and exhibits;
- 2) coordination with the Subdivider; coordination with other City departments to ensure the various fees required by the development are collected prior to approval and that any required easements for public facilities, emergency access, and conservation areas are provided;
- 3) review and coordination with the City Attorney's Office;
- 4) preparation of City Council Staff Reports; and,
- 5) presentation of the item to the City Council.

Parcel Map Review:

A parcel map pertains to a subdivision of four or fewer parcels and is prepared in accordance with Section 66444 of the Subdivision Map Act. The fee for a parcel map review is equal to 15 hours of Engineering staff time, plus one half hour of Engineering staff time for each lot or unit within the subdivision. Such time includes:

- 1) coordination with the Subdivider and their Engineers, Surveyor, and Title Company;
- 2) review of reference maps, conditions of approval, and title reports;
- 3) technical review of the parcel map and closure calculations, map statements, and certification; and,
- 4) review and approval by the City Engineer.

Final Map Review:

A final map pertains to a subdivision of five or more parcels and is prepared in accordance with Section 66426 of the Subdivision Map Act. The fee for a final map review is equal to 20 hours of Engineering staff time, plus one half hour of Engineering staff time for each lot or unit within the subdivision. Such time includes:

- 1) coordination with the Subdivider and their Engineers, Surveyor, and Title Company;
- 2) review of reference maps, conditions of approval, and title reports;
- 3) technical review of the parcel map and closure calculations, map statements, and certification;
- 4) review by the City Engineer;
- 5) preparation of City Council Staff Reports; and,
- 6) presentation of the item to the City Council.

Map Security Deposit:

This deposit is taken to ensure that the original subdivision map, borrowed by the Subdivider (or Designee) for recordation at the County Recorder's Office, is returned to the City. The deposit is refunded when the original recorded map is returned to the City.

Improvement Plan Reviews:

Improvement Plan Review fees are collected to cover the cost of reviews conducted by Engineering staff to ensure that proposed improvements include all required public service facilities, comply with the conditions of approval set forth by the City Council (when applicable), and meet City standards and specifications. Reviews include coordination with other City departments, Subsidiary Districts and other public service providers such as the North County Fire Authority and the Bayshore Sanitary

District, to confirm that the proposed improvements meet applicable standards. Estimated costs are also reviewed to establish security deposit and bonding valuations.

Improvement Permit and Inspections:

Improvement Permit fees are collected to cover the cost of inspecting projects on a regular basis to ensure that improvements are being constructed in a manner consistent with the approved plans, City standards, specifications, and requirements; are in compliance with applicable stormwater pollution prevention requirements; and, minimize impacts to the surrounding area, the public, and traffic affected by the work.

Improvement Plan Reviews, and Improvement Permit and Inspections:

As the cost for public service improvements, including streets, sidewalks, curbs, gutters and utility installations, are commensurate with the scale of work, a unit percentage cost applied to the cost of the proposed improvements is used as a way to quantify the level of effort required by Engineering staff in reviewing plans and providing inspection services for larger scale projects. This is a widely used method to assess the fees associated with providing plan review and inspection services to applicants, developers, and contractors for larger scale projects. The total estimated cost of improvements reflects project character, complication of design, and level of engineering sophistication required to review plans of a particular nature. Lower dollar value projects typically require lower levels of coordination, detail, and review. Whereas higher dollar value projects typically cover greater areas, require more advanced coordination, and greater detailing and review.

The Improvement Plan Review fee includes the review of one initial plan and two revisions. An hourly fee (rounded to the nearest one-quarter hour) will be applied to the permit for additional reviews. For a project where the Improvement Costs are \$100,000, the Engineering staff time is equal to 20 hours of review. For Improvement Costs of \$500,000, the Engineering staff time is equal to 80 hours.

The Improvement Permit fee includes inspections made during the specified timeline. An hourly fee (rounded to the nearest one-quarter hour) will be applied to the permit for additional inspections. For a project where the Improvement Costs are \$100,000, the Engineering staff time is equal to 40 hours of inspection. For Improvement Costs of \$500,000, the Engineering staff time is equal to 160 hours.

Improvement Security Deposit / Bond:

The Improvement Security Deposit or Bond is equal to the total improvement cost. This deposit or bond is needed to cover the cost of building and/or implementing all public service improvements and other improvements required by the development as depicted in the approved plans and is subject to the approval of the City Engineer.

II. GRADING AND EROSION CONTROL PERMITS

A Grading Permit and Erosion Control Permit is required by Daly City Municipal Code Section 15.62.070 for grading, filling, storing, or disposing of soil and earth material and for any other land-disturbing or land-filling activity that may cause erosion. A permit is not required if all of the following criteria are met (as per Municipal Code Section 15.62.080):

- The site upon which land area is disturbed or filled is three thousand square feet or less.
- Natural and finished slopes are less than ten percent.
- Volume of soil or earth materials stored is fifty cubic yards or less.
- Rainwater runoff is diverted, either during or after construction, from an area smaller than one thousand five hundred square feet.
- No drainage way is blocked or has its stormwater-carrying capacities or characteristics modified.

Plan Reviews:

Plan Review fees are collected to cover the cost of reviewing site maps, grading plans, erosion and sediment control plans, soil engineering reports, engineering geology reports, estimates and supplemental materials, bonds, and securities.

Permit and Inspections:

Grading Permit fees are collected to cover the cost of inspecting grading projects on a regular basis to ensure that work:

- 1) is progressing in a manner consistent with the approved plans, City standards, specifications, and requirements;
- 2) is in compliance with applicable stormwater pollution prevention requirements;
- 3) adheres to proper dust controls and Best Management Practices; and,
- 4) minimizes impacts to the surrounding area, the public, and traffic affected by the work.

This fee also includes completion of additional stormwater inspections required by the City's Municipal Regional Stormwater Permit.

Plan Reviews, and Permit and Inspections:

Plan Review and Permit fees are based upon the scope of the grading or land-disturbing activity as measured in number of cubic yards.

The Plan Review fee includes one initial plan review and two revisions. An hourly fee (rounded to the nearest one-quarter hour) will be applied to the permit for additional reviews. For a project of 1,000 cubic yards, the Engineering staff time approximates 5 hours of review. For a 10,000 cubic yard project, the Engineering staff time approximates 15 hours. For a 100,000 cubic yard project, the Engineering staff time approximates 50 hours.

The Permit fee includes inspections made during the specified timeline. An hourly fee (rounded to the nearest one-quarter hour) will be applied to the permit for additional inspections. For a project of 1,000 cubic yards, the Engineering staff time approximates 10 hours of inspection. For a 10,000 cubic yard project, the Engineering staff time approximates 30 hours. For a 100,000 cubic yard project, the Engineering staff time approximates 100 hours.

Plan Review and Permit fees assessed for grading projects 1,000 cubic yards or less reflect the level of effort required for smaller scale projects of a routine nature that will typically be completed in less than 30 days. Larger projects, more than 1,000 cubic yards, typically encompass greater area and may realize higher efficiency by utilizing larger equipment. As such, a lower incremental unit fee will apply.

Cleanup Security Deposit:

The Cleanup Security Deposit is based upon potential impacts of the work and determined by Engineering staff.

Grading Security Deposit / Bond:

The Grading Security Deposit or Bond is equal to 25 percent of the total grading cost, an amount sufficient to cover the cost to the City to implement unfinished or insufficient erosion protection, sediment control, and stabilization activities.

Wet Season Work Authorization:

For commencement of land-disturbing or filling activity during the wet season, applicant shall demonstrate to the satisfaction of the City Engineer that land disturbance is relatively minor and that erosion and sedimentation can be controlled. For continuation of land-disturbing or filling activities, other than installation, maintenance or repair of measures in the interim or final plans, during the wet season, permittee must apply for and receive, every five working days, special permission to proceed. The City Engineer shall grant permission on the basis of weather forecasts, experience and other pertinent factors which indicate the activity may commence or continue without excessive erosion occurring. Applicant/permittee's failure to obtain permission for wet season activity shall result in the imposition of suspension of the work or revocation of the permit.

III. TRANSPORTATION PERMITS**Oversize Load:**

The City has the authority to issue permits for the movement of vehicles/loads exceeding statutory limitations on the size, weight, and loading of vehicles as specified in Division 15 of the California Vehicle Code. The permit fee is established by the State of California.

Dirt Hauling:

The permit fee consists of one hour of Engineering staff time, plus a unit fee for each cubic yard hauled per mile. This fee is an efficient way to assess the cost associated with monitoring debris transit and its potential impacts upon pollution prevention measures throughout the City.

IV. ENCROACHMENT PERMITS**Temporary Encroachment:**

Temporary encroachments include scaffolding, construction fencing, or any other encroachment in the City right-of-way, typically sidewalks and parking spaces, which are temporary in nature. The permit fee is equal to three hours of Engineering staff time to review the permit application and inspect the encroachment. If the encroachment exists for longer than two weeks, one half hour of Engineering

staff time will be applied to the permit for each week thereafter to cover additional inspections. A refundable security deposit also applies to the permit.

Long-Term Encroachment:

Long-term encroachments include awnings, overhangs, planters, fences, or other encroachments that are long-term in nature. Any such encroachment must be removable in nature in the event that the City right-of-way is required for public purposes. The permit fee is equal to four hours of Engineering staff time to review the permit application and inspect the encroachment. If the encroachment is longer than 35 linear feet, one half hour of Engineering staff time will be applied to the permit for each additional 25 linear feet, to cover additional inspection time. A refundable security deposit also applies to the permit. The permits are non-transferable and are to be recorded on the property.

Street Parking / Space Obstruction:

Street Parking / Space Obstruction permits on residential streets typically require two hours of Engineering staff time for issuance and initial inspections. The permit may be renewed if the obstruction is required for more than four weeks.

Street Parking / Space Obstruction permits on commercial streets typically require two hours of Engineering staff time for issuance and initial inspections. Due to the typically higher pedestrian and vehicular traffic in commercial areas, weekly inspections are required. If the obstruction in a commercial area extends beyond one week, an additional hour will be added to the permit fee for each additional week, up to four weeks, as applicable. The permit may be renewed if the obstruction is required for more than four weeks. A refundable security deposit also applies to the permit.

Encroachment permits for temporary container Street Parking Obstructions or Space Obstructions are renewable every four weeks. Any temporary container obstruction permit will not be granted if there is available space on private property to accommodate the proposed use. If a permit is granted, such obstructions shall be located away from adjacent driveways, fire hydrants, curb returns, and utility access points. Permits for a temporary moving or storage container in the public right-of-way typically require one hour of Engineering staff time for issuance and initial inspections. If the container is required for more than one week, an additional one half hour will be added to the permit fee for each additional week, up to four weeks, as applicable. Additional charges may apply for obstructions in commercial areas. The permit may be renewed if the container is required for more than four weeks. A refundable security deposit also applies to the permit.

Traffic Control:

Traffic Control permits are not applicable with water services and sanitary sewer laterals. However, one may be needed in conjunction with other encroachment permits. In those cases, a permit may be issued for work affecting traffic operations, lanes, and/or signals. The permit fee includes one hour of Engineering staff time for processing. Plan reviews associated with the permit are charged per hour of review at the adopted hourly rate.

Most permits are issued for mobile/temporary setups that are installed in the beginning of the approved work hours and removed by the end of the approved work hours, to maintain traffic during non-operational hours. The inspection fee is charged at the rate of one and one half hours of Engineering staff time per day such measures are planned or in place.

Under limited circumstances, a fixed traffic control setup may be permitted long-term. Such measures may include fixed barriers or temporary signals that alter the normal flow of traffic for an extended period of time. The inspection fee is charged at a rate of four hours of Engineering staff time per week. If traffic signals need to be adjusted to accommodate the traffic controls, fees will be charged at the rate of one hour, plus one half hour for each intersection per day.

A security deposit is retained and refunded once work is complete and the City right-of-way has been restored to a state deemed acceptable by the City Engineer.

Monitoring Well / Core Drilling / Potholing:

A permit may be issued for localized, small diameter excavations (12 inches or less) in the street or sidewalk restored on the same day. The permit fee includes two hours of Engineering staff time for review and processing. Inspection fees are assessed at the rate of two hours of Engineering staff time for each location and includes traffic control inspection. Additional inspection charges will apply for locations not restored on the same day. A refundable security deposit also applies to the permit for each location. Additional permits may be required from other City Departments or regulatory agencies depending upon the nature of the work.

Sidewalk / Curb Drain / Driveway:

A permit may be issued for repair, replacement, excavation, and restoration in sidewalk areas. The permit fee includes one hour of Engineering staff time for processing. Plan Reviews associated with the permit, when required, are charged per hour of review at the adopted hourly rate.

Inspection fees are assessed based on the extent of sidewalk area excavated or impacted by construction and the associated restoration areas. For 1,000 square feet or less, one hour of Engineering staff time will be charged for each 100 square feet, or fraction thereof, or for each location. For more than 1,000 square feet, the incremental unit fee is one half hour of Engineering staff time for each additional 100 square feet, or fraction thereof.

The inspection fee for a curb drain under a sidewalk is equal to one hour of Engineering staff time for each location and includes up to 50 square feet of sidewalk area.

The inspection fee for each single car driveway approach (approximately 8 feet) is equal to one hour of Engineering staff time. The inspection fee for each double car driveway approach (approximately 14 feet) is equal to one and one half hours of Engineering staff time. The fee for each commercial driveway is equal to three hours of Engineering staff time.

Excavation in unpaved areas is assessed a charge equal to one half hour of Engineering staff time for each 100 square feet, or fraction thereof, or for each location.

A security deposit equal to one hour of Engineering staff time, plus a per square foot unit charge is retained and refunded once work is complete and the City right-of-way has been restored to a state deemed acceptable by the City Engineer.

Street Excavation / Directional Boring:

A permit may be issued for excavation in and restoration of City streets, typically associated with utility installations. The permit fee includes one hour of Engineering staff time for processing. Plan Reviews associated with the permit are charged per hour of review at the adopted hourly rate. Inspections are conducted to ensure work is conforming to approved plans. Inspection fees are

assessed based upon the extent of street area excavated or impacted by construction. Fees for installations using boring or other “trenchless” methods are calculated as if the work were done using open cut methods due to the required potholing of utilities and associated restoration requirements. If excavation and associated restoration is not completed within a one week time frame, then additional inspection time will be billed at the applicable hourly rate. Fees associated with approved no-parking zones required for the work are included in the excavation permit. Fees for traffic control plan review and inspection shall apply separately based on the scope and duration of the traffic control measures required to facilitate the work.

A security deposit is retained and refunded once work is complete and the City right-of-way has been restored to a state deemed acceptable by the City Engineer.

Water Service:

A permit may be issued for the installation, repair, or replacement of water service connections within the City right-of-way, from the water main to the water meter. Water service installation and replacement often requires that street, sidewalk, curb, and gutter be excavated and restored so that the new service lateral can be connected to the mainline. The permit fee includes one hour of Engineering staff time for processing, baseline inspection fees associated with street excavation and inspection fees charged by the Department of Water and Wastewater Resources for a certified Water Operator to observe the service line installations and connections to the City’s water system. Water service repairs on the building side of the meter require a plumbing permit from the Building Division. Separate charges for water meters are assessed and collected by the Utility Billing Division.

A security deposit is retained and refunded once piping and meters have been installed correctly and the City right-of-way has been restored to a satisfactory state.

Fire Flow Test and Results:

This fee is assessed when an applicant requests that a fire hydrant be tested to determine available water flows and pressures. The tests are conducted by staff from the Department of Water and Wastewater Resources. The fee is calculated at the base rate of one hour of Engineering staff time for coordination and processing, plus the applicable fees charged by the Department of Water and Wastewater Resources for the testing.

Sanitary Sewer Lateral:

Within the City right-of-way, and within the District boundary:

A permit may be issued for the installation, repair, or replacement of sanitary sewer laterals, clean-outs and connections, between the sewer main and the building, which includes work in the City right-of-way. Sewer lateral installation and replacement often requires that street, sidewalk, curb, and gutter be excavated and restored so that the service lateral can be connected to the mainline. The permit fee includes one hour of Engineering staff time for processing, baseline inspection fees associated with street excavation and inspection fees charged by the North San Mateo County Sanitation District to observe the lateral installations, repairs and connections to the District’s Sanitary Sewer System. Sewer connection charges are assessed separately by the Building Division. Plumbing work within the building requires a plumbing permit from the Building Division.

A security deposit is retained and refunded once piping has been installed correctly and the City right-of-way has been restored to a satisfactory state.

Within the City right-of-way, but not within the District boundary:

A permit may be issued for the installation, repair, or replacement of sanitary sewer laterals within the City right-of-way and within the service area of the Bayshore Sanitation District. The permit fee includes one hour of Engineering staff time for processing and baseline inspection fees associated with street excavation. A separate permit may be required from the Bayshore Sanitary District for inspection of the service lateral installation and repairs. Sewer connection charges may be assessed by the Bayshore Sanitary District. Plumbing work within the building requires a plumbing permit from the Building Division.

A security deposit is retained and refunded once the City right-of-way has been restored to a satisfactory state.

Not within the City right-of-way, but within the District boundary:

1. A permit may be issued for the repair of sanitary sewer laterals and clean-outs on private property, between the sidewalk and the building. Work in the City right-of-way is not authorized under this permit. The permit fee includes one hour of Engineering staff time for processing, and inspection fees charged by the North San Mateo County Sanitation District to observe the lateral repairs. Plumbing work within the building requires a plumbing permit from the County of San Mateo.
2. A permit may be issued for the installation, repair, or replacement of sanitary sewer laterals, clean-outs and connections, between the sewer main and the building, within the service area of the North San Mateo County Sanitation District, but outside the limits of the City of Daly City (i.e. Broadmoor, Colma, etc.).
 - a. For repair or replacement of existing service laterals that are not associated with new construction, remodels and additions, the permit fee includes one hour of Engineering staff time for processing, and inspection fees charged by the North San Mateo County Sanitation District to observe the lateral repairs. A separate permit may be required from the County of San Mateo, Town of Colma or other jurisdiction for excavation within the street right-of-way.
 - b. For new construction, remodels, and additions: Issued to provide service associated with building permits issued by jurisdictions other than the City of Daly City, but within the service area of the North San Mateo County Sanitation District. A fee equivalent to one hour of Engineering staff time for processing, and District staff time for plan review will be collected at application. Sewer connection charges are assessed separately by the Building Division. District charges for observation of video inspections and lateral installation and repair inspections may be assessed as required by the District. A separate permit may be required from the County of San Mateo, Town of Colma or other jurisdictions for excavation within the street right-of-way.

V. DEVELOPMENT IMPACT REVIEWS

Certain developments have the potential to significantly impact the environment, public safety, facilities, services, and infrastructure. Studies are often required to ascertain the needs and demands of

such developments as well as any required mitigation measures. The developer is responsible for the costs of the studies, reviews, and mitigation.

The cost of any report, analysis, or study conducted by an outside consultant and coordinated by City staff is equal to the consultant's fee, plus 20%. Fees for reviews completed by Engineering staff are as listed below. Any review not listed below will be billed at the adopted hourly rate.

Geotechnical Report:

This fee is assessed for the review of Soil Reports, Geotechnical Reports, Engineering Geology Reports, and similar documents required for subdivisions, use permits, environmental reports, grading, and other construction activities. The review fee consists of four hours of Engineering staff time, plus an additional two hours of staff time per each half acre more than one half acre, or fraction thereof.

Detention Analysis:

Most development projects that increase impervious areas are required to restrict storm water flows to pre-project levels to minimize the impacts to the City's storm drain system. Storm flows in excess of the pre-project condition are to be detained and attenuated to the pre-project flow rate. The Detention Analysis review fee varies based upon the lot size and added impervious area. The fee is equal to two hours of Engineering staff time for each 3,500 square feet, or fraction thereof.

Storm Drain Study:

Projects that have the potential to increase demands on the City's storm drain system would be required to analyze the downstream impacts to the City's system and identify appropriate system improvements and mitigation measures. Base review fees are equal to four hours of Engineering staff time and may increase based upon complexity and review beyond four hours.

Traffic Study:

Development projects that have the potential to generate a significant number of Average Daily or Peak Hour Trips or are located near critical intersections or Congestion Management Program Network roads or intersections, or other areas of concern, are required to analyze the traffic impacts and identify appropriate system improvements to mitigate the impacts. The review fee varies based upon project size and number of intersections affected. For projects 50,000 square feet or less, the base fee is equal to eight hours of Engineering staff time, and the unit fee is equal to one half hour of Engineering staff time per each intersection. For projects more than 50,000 square feet but no more than 150,000 square feet, the base fee is equal to 12 hours of Engineering staff time, and the unit fee is equal to one quarter hour of Engineering staff time per each intersection. For projects more than 150,000 square feet, the base fee is equal to 18 hours of Engineering staff time, and the unit fee is equal to one eighth hour of Engineering staff time per each intersection.

Water System Study:

Certain developments have the need to confirm that the City's water system can supply the water needed to support the proposed use including domestic and fire demands. The study analyzes the current system and any required improvements necessary to meet the proposed demands on the system. Base fees are equal to four hours of Engineering staff time and may increase based upon complexity and review beyond four hours.

Sanitary Sewer Study:

Projects that have the potential to increase demands on the City's sanitary sewer system are required to analyze the downstream impacts to the City's system and identify appropriate system improvements and mitigation measures. Base review fees are equal to four hours of Engineering staff time and may increase based upon complexity and review beyond four hours.

VI. BUILDING PERMIT REVIEWS

Plan reviews completed by Engineering staff of Building Permits administered by the Department of Economic and Community Development require a fee of 20% of the Building Permit Fee.

VII. OTHER REQUESTS**City General Conditions, Standard Specifications & Drawings:**

This information is available on the City's website at www.dalycity.org. Binders either picked up at City Hall or mailed are assessed a binder preparation fee.

Capital Project Plans & Specification Books:

These plans / books require a fee as determined by Engineering staff. They consist of hard copies of plans and specifications of projects put out to bid, and they are prepared on an individual project basis.

Aerial Topographic Maps:

A setup fee is required for aerial topographic maps. Copies of maps require a per page fee.

Copies of Documents:

Copies of documents 8.5" by 11" (either black and white or color) require a per page fee. Copies of larger documents require fees roughly equivalent to \$1.00 per square foot.

Request for Official Public Records:

All requests are coordinated by the City Attorney's Office.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DALY CITY
AMENDING SECTIONS 12.040.030, 12.080.040 AND 15.62.170 OF THE MUNICIPAL
CODE RE: ENGINEERING FEES

The City Council of the City of Daly City, DOES ORDAIN as follows:

SECTION 1. Section 12.040.030 of the Municipal Code is hereby amended to read as follows:

12.04.030 Permit – Application - Deposit

Any person desirous of breaking up, cutting, excavating, disturbing or undermining any public street, sidewalk, curb, right-of-way or public utility area or easement for any lawful purpose, shall first file application therefor with the Department of Public Works and deposit with the City, a sum pursuant to the schedule of fees to be established by the City Council by resolution. The city shall thereupon give such person a receipt for the sum so deposited by him, specifying therein the place of excavation, the work to be done, and the date the work will be done. Such receipt shall be the authority for such person to proceed with the work therein described

SECTION 2. Section 12.08.040 of the Municipal Code is hereby amended to read as follows:

12.08.040 Permittee requirements – Deposits.

The permits required by Section 12.08.010 shall be granted only to the owner or lessee (or agent of either) of the property in front of which the permit is to allow the obstruction to the public right-of-way, or to the public utility seeking to construct, modify, or make repairs to its utility, or to any licensed contractor performing work in connection with a public utility.

Every permit shall require the depositing by such owner, lessee or agent, with the city, a sum pursuant to the schedule of fees to be established by the City Council by resolution. Said deposit shall guarantee to the city that the permittee will remove, or cause to be removed, all dirt, debris and materials of any kind from the street, roadway or sidewalk area, to the satisfaction of said department of public works. This removal shall be done immediately upon the completion of the construction, alteration or repair of the building, or within the time limit prescribed by the permit; provided, however, that if at any time prior thereto the department of public works declares that the public interest or convenience requires the removal of same, or any portion thereof, then the permittee shall promptly remove or cause to be removed such materials from such areas. Every permit granted as provided in Section 12.08.010, and every permit for temporary construction, shall be subject to such condition and guarantee.

SECTION 3. Section 15.62.170 of the Municipal Code is hereby amended to read as follows:

15.62.170 Performance security.

The applicant shall provide security for the performance of the work described and delineated on the approved grading plan in an amount to be set pursuant to the schedule of fees to be established by the City Council by resolution. The form of security shall be one or a combination of the following to be determined by the city engineer or his/her authorized representative.

- A. Bond or bonds issued by one or more duly authorized corporate sureties admitted to provide surety services in the state of California. The form of the bond or bonds shall be subject to the approval of the city attorney;
- B. Deposit, either with the city or a responsible escrow agent or trust company at the option of the city, of money, negotiable bonds of the kind approved for securing deposits of public moneys, or other instrument of credit from one or more financial institutions subject to regulation by the state or federal government wherein said financial institution pledges funds are on deposit and guaranteed for payment;
- C. Cash in U.S. currency.

SECTION 4. Environmental Determination.

The City Council of the City of Daly City finds and determines that the implementation of measures described in this Chapter is in furtherance police powers of the City of Daly City, and that these purposes are exempt from the provisions of the California Environmental Quality Act (CEQA); Chapter 3 (commencing with Section 21100) of Division 13 of the Public Resources Code, as provided in categorical exemption Classes 1, 4, 5, 7, 8, 9, and or 21 of the CEQA Guidelines (Title 14, *California Code of Regulations*, Sections 15301-15329).

SECTION 5. Effective Date and Publication: This Ordinance shall be in full force and effect thirty (30) days from and after its passage. This Ordinance shall be published according to law.

SECTION 6. Severability: If any section, subsection or sentence of this Ordinance is found by a court of competent jurisdiction to be invalid or unlawful, the City Council finds and declares that the remainder of this ordinance would be and is enforceable and would have been adopted notwithstanding the finding of invalidity as to any section, subsection or sentence.

Introduced this _____ day of _____, 2013.

Passed and adopted as an Ordinance of the City of Daly City at a regular meeting of the City Council of the City of Daly City held on the _____ day of _____, 2013, by the following vote:

AYES, Councilmembers: _____

NOES, Councilmembers: _____

ABSENT, Councilmembers: _____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

MAYOR OF THE CITY OF DALY CITY



City Council Meeting Agenda Report

Item # _____

Meeting Date: February 25, 2012

Subject: Adoption of an Ordinance to Amend Municipal Code section 3.12.50, Methods of Procurement

Recommended Action

Adoption of an Ordinance to amend Municipal Code section 3.12.50, Methods of Procurement, to revise purchasing limits and required approvals.

Background

In the last Leadership Academy, one of the groups was tasked with applying the LEAN process to Daly City's Purchasing Policies. This was timely, in that the paperless purchasing module of the financial system had just been completed.

As a result of the Leadership Academy team's analysis, a number of recommendations were developed for improving efficiency and effectiveness. Many of the items were in the process of or scheduled for implementation and have been completed. A very significant component in improving the efficiency of the purchasing process was to increase the purchasing approval dollar limits.

Discussion

With the retirement of the Central Services/Purchasing Supervisor, the purchasing function has become more decentralized. Product research and pricing has moved to the departments. However, Finance continues to monitor each purchase requisition for compliance with the City's purchasing policy and dollar limits.

Over the last year we have been monitoring the City's purchasing activity, and it has become clear that purchases below \$6,000 make up the vast majority of purchase requisitions. Often there is only one vendor that will quote, given the low dollar amount. This is also very often the vendor which the City has previously purchased from. Little is accomplished in finding a better price, but much staff time is expended.

For purchases from \$6,000 to \$20,000, vendors have become reluctant to issue written quotes. They consider it to be too onerous a requirement to take the time to produce a written document when they are unsure whether they will actually get the sale. Getting any new vendors to respond to our bid requests is becoming harder and harder. They will more often provide a verbal quote, or respond via email, which is just as effective for obtaining a competitive price.

Written quotes beyond \$20,000 will still be required, as this seems to be a reasonable threshold to obtain quotes in writing.

Therefore in order to increase the efficiency of the process and more effectively deal with the changes in the marketplace, without significantly decreasing the level of control, the following changes are recommended.

City Council Agenda Report

Subject: Adoption of an Ordinance to Amend Meeting Date: February 25, 2012

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Recommended Revisions to Dollar Limits:

	Current Limits	Annual Requisitions	Proposed Limits
Open Market Purchases, Multiple Quotes Encouraged	\$1,200	N/A	\$6,000
Requisition Required, Three Verbal Quotes (Documented)	\$1,201 - \$6,000	250	\$6,001 - \$20,000
Three Written Quotes Required	\$6,001 - \$60,000	190	\$20,001 - \$75,000
City Council Approval	\$60,001	30	\$75,001+

Approval Process:

As we continue to deal with the effects of the global financial crisis we carefully review and track City purchases. Purchase requisition approvals occur at the department head level, budgetary authorization and documentation is verified in Accounting, review is performed by the Director of Finance and Administrative Services, with final approval by the City Manager's Office. No revision to this approval process is being proposed.

Fiscal Impact

The net impact of revising the purchasing limits and approvals is anticipated to be significant savings in processing time for City purchases. This is difficult to quantify, but it is reasonable to assume that at least one hour of staff time, on average, is expected to be saved in the processing of each of the approximately 250 purchase requisitions that would have been required under the old limits for purchases between \$1,200 and \$6,000. Significant time will also be saved in not requiring formal written quotes between \$20,001 and \$60,000, for which approximately 190 purchase requisitions are processed each year.

Conclusion

Revising the purchasing limits and approvals will allow Daly City to save significant staff time and costs over the current limits, while still providing the proper purchasing controls to help insure that the City is receiving the best value for each dollar spent.

City Council Agenda Report

Subject: Adoption of an Ordinance to Amend Meeting Date: February 25, 2012

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Staff is available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Donald W. McVey". The signature is fluid and cursive, with the first name "Donald" being the most prominent.

Donald W. McVey
Director of Finance and Administrative Services

Attachment: Ordinance Revising Municipal Code Section 3.12.50

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DALY CITY AMENDING
SECTION 3.12.050 OF THE MUNICIPAL CODE RE: METHODS OF PROCUREMENT

The City Council of the City of Daly City, DOES ORDAIN as follows:

SECTION 1. Section 3.12.050 of the Municipal Code is hereby amended to read as follows:

3.12.050 Methods of Procurement.

- A. Small Procurements. Procurements, the cost of which are six thousand dollars or less in any one transaction, shall be made in the open market. No formal requisition is required, but a reasonable attempt shall be made to obtain the lowest price. Requirements shall not be artificially divided so as to constitute a small purchase under this subsection.
- B. Informal Competitive Bids or Proposals.
 - 1. Procurements, the cost of which is at least six thousand and one dollars and not greater than twenty thousand dollars, shall be made using simplified and cost effective operational procedures and forms without use of formal bids. Reasonable efforts shall be made to obtain quotes from several sources to ensure receiving the best price, and all quotes received shall be documented. Requirements shall not be artificially divided so as to constitute a small purchase under this subsection.
 - 2. Procurements anticipated to cost seventy-five thousand dollars or less but more than twenty thousand and one dollars in any one transaction may be made by informal bid or proposal solicitations in accordance with the provisions of this chapter. The purchasing officer shall be the awarding authority, and in his or her discretion may delegate authority for any purchase or contract to the department heads at designated dollar levels. The purchasing officer or delegate shall evaluate the bids and determine the most responsible/responsive bidder. Solicitations may be verbal or written, but bids must be in writing. Where possible, a minimum of three bidders should be solicited. Requirements shall not be artificially divided so as to constitute a small purchase under this subsection.
- C. Formal Competitive Bids. Procurements anticipated to cost more than seventy-five thousand dollars in any one transaction shall be made by issuance of written invitations for bids. The purchasing officer shall evaluate the bids and recommend the most responsible/responsive bidder for the city council's consideration. The city council shall be the awarding authority. The purchasing officer shall execute any and all required documents necessary to complete the procurement. Bid documents shall include, at a minimum, the notice inviting bids; instructions to bidders; specifications describing the required goods and/or services; bid forms and schedules; any required bond forms and proposed contract terms and conditions.
- D. Formal Competitive Proposals. Where the City has defined a situation for which it seeks a solution, instead of using a bid, procurements anticipated to cost more than seventy-five thousand dollars in one transaction may be made by issuance of written requests for proposals. The purchasing officer shall evaluate the proposals and make a recommendation to the city council for consideration. The city council shall be the awarding authority. The solution may be in the form of goods, services or a combination

of goods and services and may require exceptional technical knowledge or professional expertise beyond that available within the end user. The circumstances may require that a contract award be based on factors in addition to price. The purchasing officer may enter into discussions with bidders to achieve clarification, full understanding and responsiveness to the solicitation requirements, but neither the purchasing officer nor any other city employee shall disclose any information derived from proposals submitted by competing bidders prior to contract award or rejection, except to city employees directly responsible for the procurement.

- E. Alternative Methods of Procurement. Subject to the limitations of this section, the purchasing officer shall determine the method for each procurement that is in the best interest of the city and in full compliance with this chapter. The purchasing officer may use methods of procurement not included in this section on an experimental basis. Such methods shall not inhibit fair and open competition, shall not compromise the integrity of the procurement process, and shall not be precluded by other requirements of this chapter or state law.
- F. Rejection of Bids—Identical Lowest Bid—No Bids Received. In its discretion, the city may reject all bids. If all bids are rejected, the city may re-bid, modify the requirements and re-bid, or abandon the purchase. If two or more bids are the same and the lowest, the city may accept the one it chooses. If no bids are received, the purchasing officer may immediately proceed to have the services performed or the goods procured without further competitive bidding.
- G. Refusal or Failure to Execute Contract. Should the lowest responsible bidder either refuse or fail to execute the contract, the purchasing officer may immediately award it to the next lowest responsible bidder.

SECTION 2. Environmental Determination.

The City Council of the City of Daly City finds and determines that the implementation of measures described in this Chapter is in furtherance police powers of the City of Daly City, and that these purposes are exempt from the provisions of the California Environmental Quality Act (CEQA); Chapter 3 (commencing with Section 21100) of Division 13 of the Public Resources Code, as provided in categorical exemption Classes 1, 4, 5, 7, 8, 9, and or 21 of the CEQA Guidelines (Title 14, *California Code of Regulations*, Sections 15301-15329).

SECTION 3. Effective Date and Publication: This Ordinance shall be in full force and effect thirty (30) days from and after its passage. This Ordinance shall be published according to law.

SECTION 4. Severability: If any section, subsection or sentence of this Ordinance is found by a court of competent jurisdiction to be invalid or unlawful, the City Council finds and declares that the remainder of this ordinance would be and is enforceable and would have been adopted notwithstanding the finding of invalidity as to any section, subsection or sentence.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF DALY CITY AMENDING
SECTION 3.12.050 OF THE MUNICIPAL CODE RE: METHODS OF PROCUREMENT

Introduced this _____ day of _____, 2013.

Passed and adopted as an Ordinance of the City of Daly City at a regular meeting of the
City Council of the City of Daly City held on the _____ day of _____, 2013, by the
following vote:

AYES, Councilmembers: _____

NOES, Councilmembers: _____

ABSENT, Councilmembers: _____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

MAYOR OF THE CITY OF DALY CITY