

DEPARTMENT: Public Works

By: Michael Edwards Phone: 966-5356  
Director

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes X No    )

Public Works recommends that the Board approve the adoption of the attached Public Works policies with regard to land divisions, and direct Public Works and Planning to return with revisions to the County Improvement Standards.

Engineering staff provides compaction testing for most County Public Works projects and land division roads on a fee basis. However, we do not have sufficient staff to always provide this service for private development and keep our other work properly scheduled, especially survey work, where we must field multi-person crews. The County has provided this service in the past. In some instances, testing has not been done when County personnel were unavailable. This is an ideal activity to privatize and thereby limit County liability. By requiring private certification, the County will assure that testing is done, as is required by the County Improvement Standards. Certification is required before a final map is filed for recordation by the County Surveyor.

With geotechnical testing privatized, Public Works is proposing to reduce the required deposit for inspections from the 5% of construction costs we currently try to collect to 3%. We are also proposing a more vigorous effort to keep the deposit sufficient to cover anticipated costs.

The policy for inspection fee collection is intended to insure that the Department collects the necessary costs of inspecting private land division roads, with a more efficient use of time. At the time the final map is ready to record, current practice is to try to determine and collect all outstanding County-incurred costs. However, since time card data and vehicle use data may lag one or two weeks, even with the new CAMS system, this is difficult and time consuming and costs may be missed. Once the map is recorded, it is often difficult to collect all due amounts. With an adequate deposit and unused amounts refunded after all costs have cleared the system, this problem should be solved, or at least, greatly reduced.

Public Works staff is currently working on several other proposed revisions to the County Improvement standards. If the Board approves these policies, they will be incorporated into the revised standards.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

This is essentially an interim amendment to the Mariposa County Improvement Standards, adopted by the Board of Supervisors on August 9, 1988, by Resolution No. 88-418, and more specifically to Section 3, Inspection, Compliance and Acceptance.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

1. No action. We will continue current less-efficient practices that result in continued collection difficulties for fees due for inspecting land development projects.
2. Defer action until adoption of revised Improvement Standards by the Board. this may not occur for several months. Same result as item 1. above.

**COSTS:** (X) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

**SOURCE:** ( ) 4/5th Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

Balance in Reserve Contingencies, if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:

1. Policy re Geotechnical Testing on Land Division Rds \_\_\_\_\_

2. Policy re Land Division Fee Collection \_\_\_\_\_

3. Sample letter to Developer \_\_\_\_\_

**CLERK'S USE ONLY**

Res. No.: 94-381 Ord. No. \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

( ) Approved ( ) Denied

( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: WR

**MARIPOSA COUNTY**  
**DEPARTMENT OF PUBLIC WORKS**  
**POLICIES & PROCEDURES**

**DRAFT**

**N0:** PP 94-05

**Date:** 8/03/94 page 1 of 2

**Supersedes:** New (Dated: 8/03/94 )

**Related to:** Plan Check Process (PP 92-02) and Geotechnical testing (PP 94-04)

**Approved By:** \_\_\_\_\_  
**Michael D. Edwards, Director**

**DIVISIONS AFFECTED:**

<input checked="" type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> FLEET MAINT.	<input type="checkbox"/> SOLID WASTE
<input type="checkbox"/> BUILDINGS & GROUNDS	<input type="checkbox"/> PARKS MAINT.	<input type="checkbox"/> SPECIAL DISTRICTS
<input checked="" type="checkbox"/> ENGINEERING	<input type="checkbox"/> ROADS	<input type="checkbox"/> TRANSPORTATION

**DISTRIBUTION:**

<input type="checkbox"/> ALL EMPLOYEES	<input type="checkbox"/> DESIGN	<input type="checkbox"/> PARKS MAINT.	<input type="checkbox"/> SUPERVISORY EMPLOYEES
<input type="checkbox"/> ACCOUNTING	<input checked="" type="checkbox"/> ENGINEERING	<input type="checkbox"/> ROADS	<input checked="" type="checkbox"/> SURVEYOR
<input type="checkbox"/> BUILDING & GROUNDS	<input type="checkbox"/> FLEET MAINT.	<input type="checkbox"/> SOLID WASTE	<input type="checkbox"/> TRANSPORTATION
<input checked="" type="checkbox"/> CLERICAL			<input checked="" type="checkbox"/> OTHER (Planning Department)

**Purpose:** To establish the enforceable collection of inspection fees from private developers in connection with land division roads.\*

**Procedure:**

1. After a land division is approved, with conditions defined by the Planning Commission, and prior to construction, write a letter to the developer, outlining the requirements for inspection fees. Include this with the letter informing him of geotechnical testing requirements, if applicable. Require the developer to provide a construction estimate by a Registered Engineer or licensed contractor. Reserve the right to revise the estimate for deposit collection purposes, if the Public Works Department believes it is too low. Advise the developer of the required deposit. Explain that actual costs will be accounted for and unused fees, if any, will be refunded after map recordation.
2. Meet in the field, if necessary, to discuss the requirements and show the developer and his contractor what the County Improvement Standards require. This initial visit should be charged against the inspection fee requirement. If geotechnical

certification is required, coordinate this initial visit to cover all requirements.

3. Collect 3% of a verified estimate of the construction cost for the inspection deposit. The estimate should be made by a Registered Engineer or licensed contractor. If the inspector believes the estimate is too low, require additional deposit from the developer.
4. If it appears at any time that inspection costs are exceeding the deposited fees, collect additional estimated fees as soon as it is evident that the deposit is insufficient. The developer should be notified that there is a possibility that no inspections will be made until the deposit balance is sufficient. The developer jeopardizes progress by not having a sufficient balance. Also, extra costs may result if he proceeds without inspections.
5. If the Public Works Department believes that any County interests would be jeopardized by not inspecting in spite of the fact that insufficient deposit is in hand, inspections should be conducted and the charges billed against the development. Intensified efforts should then be made to collect the necessary deposit.
6. Advise the developer that final acceptance will not be forthcoming and his final map will not be recorded until all fees have been paid, and there is a sufficient deposit on hand to assure that all County costs will be paid. Within 60 days of recordation, any deposit balance will be refunded to the developer.
7. At the time the map is ready to record, Public Works should make a rough estimate of all outstanding costs to assure there is sufficient deposit, and collect more if necessary. Avoid minute detail, because the purpose is to have a sufficient deposit until all costs clear the system. This will avoid having to conduct a manual search of time cards and vehicle logs.

\* Fees for grading inspection outside of the roadway easement are collected by the Planning/Building Department.



# COUNTY of MARIPOSA

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Mariposa, CA 95338  
(209) 966-5356

## DEPARTMENT OF PUBLIC WORKS

Divisions of:  
Design & Construction  
Administration  
Operations

August 4, 1994

**Michael D. Edwards**  
Director

Mr. or Mrs. Land Developer  
P.O. Box 666  
Mariposa, CA 95338

RE: Requirements for Geotechnical Testing & Land Development Fees.

Dear Mr. or Mrs. Developer:

Congratulations on the approval of your proposed land division by the Mariposa County Planning Commission. As you have noted, those conditions related to roadway construction and encroachments on County-maintained roads will require inspections by personnel of the Engineering Division of the Public Works Department. We would like to make an initial site visit with you to discuss testing and inspection requirements for your project.

The Public Works staff no longer provides required soil compaction testing services for private road construction. You will be required to have a California Registered Civil or Geotechnical Engineer certify that any roadway fills, roadway subgrade and subbase or any trenching on County right-of-way or across roadways meet compaction requirements.

Certification of compaction is generally in accordance with Standards of the California Department of Transportation (CalTrans). We will be happy to provide details at the site meeting or to your contractor or engineer. We urge you to have the compaction testing done as construction proceeds, since backhoe excavation may be required to test after the fact at much greater cost. If an area fails, additional testing may be required, and an area may have to be reconstructed in order to be accepted.

All other aspects of road and encroachment construction is conducted by Public Works Department staff. For this work, you are required to deposit three percent (3%) of the estimated construction cost of the Public Works-inspected facilities to cover inspection fees. This estimate must be prepared by a Registered Civil Engineer or licensed contractor holding an "A" license. If the inspector believes that the cost will be greater than this, he may request that you deposit an additional amount. If at any time during the construction process, your deposit falls below the incurred inspection costs, you will be asked to refresh the deposit account for your project with the Public Works Department.

Letter, Tucker to Developer  
Geotechnical testing & Fees  
August 3, 1994, page 2

If your deposit account is in arrears, this may jeopardize the scheduling of inspections and cause delays for you and your contractor. It is usually less costly to have the inspections and geotechnical testing done as construction proceeds, since the inspector can require you to expose any buried or covered construction.

Before your final map will be accepted for recordation, any required geotechnical testing must be certified as complete and acceptable by your engineer.. Your deposit account must have sufficient funds, as estimated by the Public Works Department to cover all outstanding costs. Any balance in the deposit account will be refunded to you within 60 days after your map is recorded.

We look forward to working with you cooperatively towards the successful completion of your project.

If you have any questions concerning this matter, do not hesitate to contact this office.

Sincerely,

David L. Tucker  
Senior Civil Engineer

cc: Planning Department