

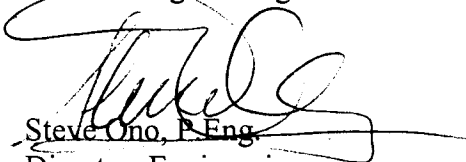


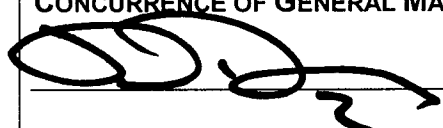
To: Public Works and Transportation Committee  
From: Steve Ono, P.Eng.  
Director, Engineering  
Re: Engineering Fees

Date: October 24, 2002  
File: 1070-00

**Staff Recommendation**

That the engineering fee schedule in Appendix A of this report be endorsed.

  
Steve Ono, P.Eng.  
Director, Engineering

FOR ORIGINATING DIVISION USE ONLY		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets .....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Law .....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

## Staff Report

### Origin

The Engineering and Public Works Division began presenting its Levels of Service during the June 5, 2002 Public Works and Transportation Committee. At the meeting, Committee requested that staff provide information on:

*“The feasibility of charging private land owners for cleaning of perimeter drains and other services currently provided by the city free of charge.”*

In response to this request, staff prepared a Report to Committee dated June 25, 2002 recommending implementation of charges in 2003 for cleaning of perimeter drains and other services currently provided free of charge by Sewerage and Drainage. Further to this, staff noted various other instances where fees charged for specific Engineering services do not cover the actual cost of providing that service and in some cases no costs are recovered at all.

The purpose of this report is to obtain Council’s endorsement for recovery of cost by way of user fees for services provided by the Engineering Department that do not have to be regulated by bylaw.

### Analysis

Engineering staff receive requests from residents and businesses for a variety of services. Some services are currently provided at no charge, while others are provided on a fee for service basis to recover some costs. The table in Appendix A summarizes regular requests for engineering services, current fees charged for providing the service, and the proposed cost recovery fees. A brief description of each service is also included in Appendix A. Most notable is item 10, Private Utility Permits. Richmond currently does not charge any permit fees for administration of private utility applications whereas some other GVRD jurisdictions do charge certain fees. The estimated cost recovery for this proposed item is \$120,000 per annum.

Staff propose that the new fee schedule take effect January 1, 2003. Delaying the effective date allows staff to advise residents and businesses of the new fee schedule as these services are requested in the meantime.

Staff would inform the public about the new fee schedule through brochures available at the front counters of City Hall and on the City’s Website.

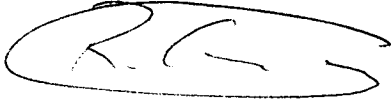
In addition, staff will review the fees based on relevant costs incurred and report back to committee annually.

### Financial Impact

Based upon the revised fee schedule in Appendix A, an additional \$147,800 in revenue is estimated for the following year.

**Conclusion**

During the Engineering Department's Levels of Service reviews, staff noted several cases where costs are not being recovered for services requested by residents and businesses. Adjusting fees for services that do not have to be regulated by bylaw as noted in Appendix A, enables the city to recover costs for services currently provided by Staff.

A handwritten signature in black ink, appearing to read 'RG', enclosed within a hand-drawn oval border.

Robert Gonzalez, P.Eng.  
Manager, Engineering Design and Construction

RG:rg

## Appendix A

Service	Current Fees	Proposed Fees	Approx. # per year	Approx. Value per year
Culvert Infill <sup>1</sup>	\$ 100 + 4%	Unchanged	25	\$ 2,500 + 4%
Culvert & Bridge Crossing <sup>1</sup>	\$ 100	Unchanged	14	\$ 1,400
CCTV Inspections	\$ 150 / hour	Unchanged	50 hours	\$ 7,500
Damage Deposit – Residential <sup>2</sup>	\$ 75	Unchanged	300	\$ 22,500
Damage Deposit – Commercial <sup>2</sup>	\$ 100	Unchanged	25	\$ 2,500
Benchmark Surveys – more than one request	None	\$ 150	20	\$ 3,000
As Constructed Record Drawings	\$ 3	\$ 10	500	\$ 5,000
Utility Map Books	\$ 80	\$ 100	10	\$ 1,000
Base Legal Map Books	\$ 200	\$300	10	\$ 3,000
Private Utility Permits	None	\$ 500	240	\$ 120,000
Drilling Program Permits	None	\$ 300	10	\$ 3,000
Sanitary Sewer Designs for Minor Developments	None	\$ 350	10	\$ 3,500
Water Flow Tests	None	\$ 75	60	\$ 4,500
Catchment Areas for Consultants (Developments)	None	\$ 300	2	\$ 600
Signage Encroachments	None	\$ 250	20	\$ 5,000
Right of Way Encroachment variances	None	\$ 350	10	\$ 3,500

<sup>1</sup> As per Ditch and Watercourse Protection and Regulation Bylaw No. 7285. Note that 4% is applied to construction value.

<sup>2</sup> As per Boulevard and Roadway Protection and Regulation Bylaw No. 6366.

### Service Summaries

1. Culvert Infill

The City receives culvert infill fees for inspection services provided for temporary ditch infills through Ditch and Watercourse and Regulation Protection Bylaw 7285.

2. Culvert and Bridge Crossings

The City receives culvert and bridge crossing fees for inspection services provided for temporary ditch infills through Ditch and Watercourse and Regulation Protection Bylaw 7285.

3. CCTV Inspections

Inspection staff provide Closed Circuit Television Video inspection services upon request by contractors to ensure the integrity of new sewer and drainage pipes.

4. Damage Deposit - Residential

Inspection staff receive requests from residents for inspection of City property upon completion of building construction in accordance with Boulevard and Roadway Protection and Regulation Bylaw No. 6366.

5. Damage Deposit - Commercial

Inspection staff receive requests from businesses for inspection of City property upon completion of building construction in accordance with Boulevard and Roadway Protection and Regulation Bylaw No. 6366.

6. Benchmark Surveys - More than one request

The City's surveyors provide benchmarks for use by private surveyors on development projects. Typically City surveyors are asked back a second time for additional benchmarks because benchmarks are removed due to construction activity. The intent is to charge for more than one benchmark request.

7. As Constructed Record Drawings

Engineering Planning staff receive requests from consultants for "as constructed" record drawings.

8. Utility Map Books

Engineering Planning staff sell comprehensive utility map books which are typically purchased by consultants or developers that repeatedly work on projects in Richmond.

9. Base Legal Map Books

Engineering Planning staff sell comprehensive base legal map books which are typically purchased by consultants or developers that repeatedly work on projects in Richmond.

10. Private Utility Permits

Engineering Planning staff review plans for hydro, telephone, gas, and communication installations. The intent of this service is to recover administration costs.

11. Drilling Program Permits

Staff receive requests from contractors to dig test holes in roadways to determine limits of contamination typically resulting from older gas service stations. Drilling program permits include administration of requests and a field review.

12. Sanitary Sewer Designs for Minor Developments

Staff provide service designs for minor developments such as two lot subdivisions. Typically the developer would retain a professional engineer. However, because the design is very minor, staff have provided this service at no charge.

13. Water Flow Test

In designing water systems for new subdivisions, consultants request historic hydrant flow information from engineering staff. Engineering staff provide letters to consultants in response to their request.

14. Catchment Areas for Consultants (Developments)

Consultants occasionally request catchment areas for design of drainage systems in order to minimize the amount of drainage analysis required.

15. Signage Encroachments

Temporary signage on City property is permitted only under certain circumstances. Engineering staff administer requests and ensure that signs are installed and removed accordingly.

16. Right of Way Encroachment Variances

Under certain circumstances, staff permit temporary encroachment of structures into City rights-of-way. Costs for this service include administration and field review for conformance.