

## **Attachment A**

**DATE:** February 1, 2016

**FROM:** Gonzales City Council

**SUBJECT:** "Dig Once" Policy for Public Works Projects in Gonzales

1. Unless waived by the Public Works Director on the basis of undue burden, or an unfavorable cost-benefit analysis, or the consideration of other relevant factors, Gonzales will install or have installed communications conduit whenever the City undertakes or authorizes the following types of projects:
  - a) New street, road, sidewalk, bike path, or other transportation infrastructure construction.
  - b) Maintenance, repaving or other significant work on the above infrastructure.
  - c) Excavations for the purpose of installing utilities, including but not limited to communications, electrical, gas, water, waste water, storm drainage.
  - d) Other excavations, or work on public property on in the public right of way that provide a similar opportunity to install conduit for future use at a low additional cost.
  
2. The Public Works Director will work with other local agencies to establish common standards for the type, size, and number of conduits and associated fixtures to be installed. Until these standards are established, a single conduit will be installed with the following specifications, unless the Public Works Director or Project Manager determines otherwise:
  - a) A minimum inside diameter of 2-inches.
  - b) Made of PVC Schedule 40 material (color orange).
  - c) Laid to a depth of not less than 18 inches below grade in concrete sidewalk areas, and not less than 30 inches below finished grade in all other areas when feasible, or the maximum feasible depth otherwise.
  - d) When feasible, installed so fiber optic cable maintains a minimum bend ratio of 20-times the cable diameter.
  - e) When practicable, furnish with pull tape and an external locate wire no more than 3-inches above the conduit.
  
3. When determining if a particular specification is feasible or practicable, the Public Works Director or Project Manager will take into account the added cost, the length of the conduit installed (and therefore its potential future value), the impact on the overall project, and other relevant factors.
  
4. Because communications facilities are needed to monitor, manage, and provide security for Public Works specifically, and to support Public Safety and Economic Development in general, the cost of purchasing, installing, and documenting the

conduit may be included in the cost of the overall project. However, other sources of funds may also be used if available.

5. Conduit installed by or on behalf of the City, will be owned by the City.
6. A record of all City-owned conduits will be maintained, and transferred into a geographic information system (GIS) whenever feasible.