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**APPROVED**  
BY THE CITY COUNCIL

JUN 24 1991

OFFICE OF THE  
CITY CLERK

DEPARTMENT OF  
PUBLIC WORKS

CITY OF SACRAMENTO  
CALIFORNIA

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SACRAMENTO, CA  
95814-2819

TRANSPORTATION DIVISION

916-449-5307  
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June 24, 1991

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: REPORT-BACK - FEE PROPOSALS FOR DEVELOPMENT SERVICES AND  
TRANSPORTATION ENGINEERING**

SUMMARY

This report-back provides information regarding excavation permit fees, subdivision fees for tree planting and street name signs, and special events permit fees for the Department of Public Works, Development Services section and Transportation Engineering section.

This report-back recommends that the City Council adopt the attached resolutions that:

1. Revises subdivision fees for street tree planting and street name signs, and excavation permits for utility companies in compliance with Government Code Sections 54992 and 21080 (b) 8; and
2. Revises the City Fees and Charges Report to reflect the revised fees proposed, effective July 1, 1991 or as soon as possible thereafter.

BACKGROUND INFORMATION

On May 28, 1991, the fee proposals of the Department of Public Works, Development Services and Transportation Engineering, were adopted with the exception of the excavation permit fees for utility companies and the special events permit fees proposed by Transportation Engineering. Since that time, Development Services staff have worked together with the utility companies on the excavation permit fees and Transportation staff have reevaluated the proposed special events permit fees. This report-back provides the results of staff's efforts. In addition, this report recommends revision of the subdivision fees for tree planting and street name signs in order to fully recover costs.

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The purpose of these fee proposals is to offset General Fund costs as much as possible wherever it would be appropriate. These fee proposals are related to the FY 1991-92 proposed operating budget reductions insofar as the proposed fees will offset the General Fund support needed by the Public Works, Transportation Engineering and Development Services sections.

These revised fees will go into effect July 18, 1991, with the exception of the excavation permits which will go into effect July 1, 1991.

***Excavation Permit Fees***

Excavation permits are issued to utility companies and others for digging in City streets. The fees for these permits have been established to recover the costs of permit issuance and excavation inspection. A summary of the current and proposed fees and revenue follows:

<u>Service</u>	<u>Current Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Fee</u>	<u>Estimated Revenue</u>
Utility Companies	\$120/permit	\$19,920	\$105,935	\$85/permit, plus inspection costs to be billed monthly	\$105,935

Concerns were voiced by the utility companies, (Pac Bell, SMUD, PG&E, Citizens' Utilities, and Sacramento Cable), during public hearings and subsequent meetings held by staff with representatives of the utility companies regarding the services that would be provided in return for the fees. The representatives have agreed to the proposed fee structure.

***Subdivision Tree Planting***

The City currently charges a fee of \$25 per tree for street tree planting in subdivisions. One tree is planted per lot with the exception of the corner lots, where two trees are planted. It costs the City \$50 per tree to grow the tree to a suitable size for planting (15 gallon), and \$50 per tree to plant the tree; loading the tree, digging the hole, and placing the tree. Staff proposes revising the current fee of \$25 to \$100 per tree in order to recover the full cost.

<u>Service</u>	<u>Current Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Fee</u>	<u>Estimated Revenue</u>
Tree Planting	\$25/tree	\$46,700	\$186,800	\$100/tree	\$186,800

***Subdivision Street Name Signs***

A fee of \$150 per intersection is charged for the manufacture and installation of street name signs. This fee currently covers the costs of sign manufacture and installation by the Traffic Signs and Markings group of the Transportation Division. In addition to these costs however, approximately \$19,935 in administrative costs are spent annually for processing proposed subdivision street names (ex. avoiding duplicate names, adding the new names to the City's computerized data base). The proposed fee of \$230 per intersection will fully recover the costs of subdivision street name signs.

<u>Service</u>	<u>Current Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Fee</u>	<u>Estimated Revenue</u>
Street Name Signs	\$150/ intersection	\$35,400	\$55,335	\$230/ intersection	\$54,280

***Special Event Permits***

The Department of Public Works provides support for special events nearly every weekend of the year. Special Events are those major events that require coordination between City departments, street or intersection closures, temporary parking restrictions, and street sweeping. The City Traffic Engineer in coordination with the City Police Department Traffic Division determine which events require City services for public safety. Examples of special events include running and bike racing events, Camellia Parade, St. Patrick's Day Parade, 4th of July Display in Old Sacramento, and other Old Sacramento fairs and festivals. It does not include events such as block parties when blockades are picked up by the sponsors of the event for a refundable \$20 deposit.

Some special events, such as the Trash Ball or neighborhood clean-ups result in General Fund costs which average between \$450 to \$900 per event. Other events however, such as the Jazz Festival and parades result in General Fund costs which average between \$1,500 to \$3,000 per event. The current total cost to the General Fund for Public Works Department support to special events is approximately \$23,800. Staff is withdrawing the special event permit fee proposal and will continue to examine fee options that will be most equitable for event sponsors while at the same time reducing the burden on the General Fund.

**FINANCIAL DATA**

The fee revisions proposed in this report for the Department of Public Works, Transportation Engineering and Development Services are recommended in order to fully recover engineering and administrative services costs. The revenue to be received through these fees will help reduce the General Fund subsidy to these divisions.

The table below provides a summary of the current costs and revenue, proposed fees and estimated revenue.

<u>Service</u>	<u>Current Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Fee</u>	<u>Estimated Revenue</u>
<b>Excavation Permits</b>	\$120/permit	\$19,920	\$105,935	\$85/permit, plus inspection costs to be billed monthly	\$105,935
<b>Tree Planting</b>	\$25/tree	\$46,700	\$186,800	\$100/tree	\$186,800
<b>Street Name Signs</b>	\$150/intersection	\$35,400	\$55,335	\$230/intersection	\$ 54,280

**POLICY CONSIDERATIONS**

Cities may levy fees which are limited to the cost of services provided under the authority of the City Police Powers as defined by Article XI, Section 7 of the California Constitution. The recommended fee revisions are proposed in order to offset the direct and indirect costs of providing engineering, administrative and other services.

In addition, all of the recommended fee revisions are consistent with the applicable sections of the Sacramento City Code and State codes.

**MBE/WBE EFFORTS**

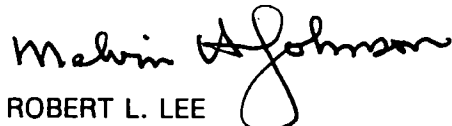
This report does not have any effect upon City's MBE/WBE efforts.

RECOMMENDATION

This report-back recommends that the City Council adopt the attached resolution that:

1. Revises subdivision fees for street tree planting and street name signs, and excavation permits for utility companies in compliance with Government Code Sections 54992 and 21080 (b) 8; and
2. Revises the City Fees and Charges Report to reflect the new and revised fees proposed, effective July 1, 1991 or as soon as possible thereafter.

Respectfully submitted,



for  
ROBERT L. LEE  
Deputy Director of Public Works

APPROVED:



MELVIN H. JOHNSON  
Director of Public Works

RECOMMENDATION APPROVED:



WALTER J. SLIPE  
City Manager

Contact Person:

Terry Moore, Supervising Engineer  
449-8213

MJ:lm  
CA5-01.L  
06.1791

June 24, 1991  
All Districts

APPROVED  
BY THE CITY COUNCIL

JUN 24 1991

**RESOLUTION NO. 91-456**

OFFICE OF THE  
CITY CLERK

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**RESOLUTION OF FINDINGS CONCERNING NEW  
AND REVISED FEES FOR PUBLIC WORKS DEPARTMENT,  
ENGINEERING AND TRANSPORTATION DIVISIONS**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

**WHEREAS**, the Budget and Finance and Transportation and Community Development Committee held a public hearing on May 21, 1991 concerning new and revised fees for the Department of Public Works, Engineering and Transportation Divisions, at which hearing staff presented oral and written reports, and at which hearing, oral and written presentations could be made by members of the public; and at which Committee recommended adoption of a new fee schedule; and

**WHEREAS**, the City Council received, on May 21, 1991 at a regularly scheduled Council meeting, oral and written reports by staff, and at which meeting, oral and written presentations could be made by members of the public; and

**WHEREAS**, The City Council continued a portion of proposed fee revision to June 18, 1991; and

**WHEREAS**, the City Council received, on June 24, 1991 and June 25, 1991 at regularly scheduled Council meetings, oral and written reports by staff, and at which meeting, oral and written presentations could be made by members of the public; and

**THEREFORE**, on the basis of the information presented to it and upon all information in the public record, in compliance with Government Code Sections 54992 and 21080(b)8, and Section 6481 of the Streets and Highways Code, and in connection with a resolution of even date herewith establishing new and revised fees for the Department of Public Works, Engineering and Transportation Divisions, the City Council finds:

1. The new and revised fees will provide funds to meet operating expenses in connection with provision of the services for which the fees are charged.
2. The new and revised fees will provide funds to purchase necessary equipment for use in connection with provision of the services for which the fees are charged.

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RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

3. The new and revised fees do not exceed the estimated amount required to provide the service for which the fees are levied.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

CA5-01.L

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FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

APPROVED  
BY THE CITY COUNCIL

JUN 24 1991

RESOLUTION NO. 91-457

OFFICE OF THE  
CITY CLERK

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

RESOLUTION AMENDING THE CITY OF SACRAMENTO  
FEE AND CHARGE REPORT FOR THE DEPARTMENT OF PUBLIC WORKS,  
ENGINEERING AND TRANSPORTATION DIVISIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That the City of Sacramento Fee and Charge Report for the Department of Public Works, Engineering and Transportation Divisions be amended as the attached Exhibit A indicates and herein incorporated as if in full.
2. That the following fees shall become effective July 1, 1991 or as soon thereafter as allowable:

Excavation Permit (Utilities)  
Tree Planting  
Street Name Signs

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

CA5-01.L

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RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_



**PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION**

**I. BARRICADES SIGNS USE (Deposit)**

Block Parties \$20 (refundable)

**II. BELL AVENUE STORM DRAINAGE AND SANITARY SEWER FEE DISTRICTS**

Fee for trunk storm drainage cost for Bell Avenue  
Drainage Benefit Area \$2,515.00\*  
per acre

Fee for trunk sanitary sewer cost for Bell Avenue  
Sewer Benefit Area \$2,175.00\*  
per acre

\*Trunk fees shall increase at the rate of 0.67% per month commencing May 2, 1989, provided that in no event shall the amount of the trunk storm drainage fee exceed \$5,030 per acre or the amount of the trunk sanitary sewer fee exceed \$4,350 per acre. Fee increases and total fees shall be calculated on the first of each month and remain in effect until the first of the following month.

Collector Sewer Fee for Bell Avenue Sewer Benefit Area \$2,464.00\*  
(I-80 Industrial Park Area exempted) per acre

\*The Collector Sewer Fee shall be subject to annual adjustment commencing on March 1, 1990 and each succeeding March 1 thereafter. At the beginning of each year, the Department of Public works shall review the Engineering News Record Construction Cost Index (ENRCCI). The January ENRCCI for 20 cities and the index for San Francisco will be averaged. When the average index thus computed differs from 5012, an adjustment factor shall be applied to the Collector Sewer Fee. This factor shall be equal to the ratio of the current 20 cities/San Francisco average index divided by 5012.

**III. PERMITS**

Driveway (driveway access) \$100 plus plan check and inspection costs per fee schedule for frontage improvements

**Excavation:**

Cable TV, PG&E, Pacific Bell, SMUD & Citizen's Utilities \*\$85 per permit for issuance plus full cost recovery for inspection.

\*Fee schedules include services only for standard projects. Additional fees will be charged for difficult or unusual projects as determined by the Public Works Director or his designee. (This includes "street light only" projects, lime treated base, unusual flooding concerns, extensive project redesign, charges for overtime required on the project, providing structural engineering services, etc.)

**PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION**

All Others	\$250 plus \$55 per hour for over five hours total staff time
Revocable	\$50 plus plan check and inspection fee per frontage improvement fee schedule (no Council action required. \$200 plus plan check and inspection fee per frontage improvement fee schedule (requiring Council action)
Transportation (for excess load or size)	
Short-term Permits	\$15
Annual Permits	\$70
Duplicate Permits for Additional Loads	
Short-term Permits	\$15
Annual Permits	\$35
Special Events Permits	No Charge

**IV. ENGINEERING AND RELATED FEES AND CHARGES**

Public Works Environmental Review Fee      \$2600 Per Environmental Impact Report.

Fee Schedule for Subdivisions, Frontage Improvements and Other Public Improvements (based on value of improvements and scope of service - City Code Section 38.7).

**NOTES:**

Fees are computed by: 1) locating appropriate fee range; 2) subtracting the low value in the range from the project cost; 3) multiplying result by indicated percentage; and 4) adding indicated amount.

Fee schedules include services only for standard projects. Additional fees will be charged for difficult or unusual projects as determined by the Public Works Director or his designee. (This includes "street light only" projects, lime treated base, unusual flooding concerns, extensive project redesign, charges for overtime required on the project, providing structural engineering services, etc.).

Materials testing fees cover original testing only. Additional charges will be made if retesting is necessary.

Charges for projects requiring City design services (other than street lighting) will be based on full cost recovery. An initial deposit will be required.

**PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION**

An initial payment equal to one-half the estimated plan check and inspection fee (plus street light design, if applicable) is required prior to the start of plan checking. Remaining fees are due prior to start of construction. Additional fees will be charged for change orders based on the estimated costs.

Basic Services:

<u>Value of Improvements</u>	<u>Plan Check and Inspection Fees</u>	<u>Materials Testing Fees</u>	<u>Total Fee</u>
\$ 0 - \$ 25,000	15.0%	3.0%	18.0%
\$ 25,000 - \$ 100,000	6.1% + \$ 3,750	2.0% + \$ 750	8.1% + \$ 4,500
\$ 100,000 - \$ 500,000	5.8% + \$ 8,325	1.0% + \$ 2,250	
6.8% + \$10,575			
\$500,000 - \$1,000,000	5.5% + \$31,525	0.5% + \$6,250	6.0% + \$37,775
over - \$1,000,000	5.1% + \$59,025	0.5% + \$8,750	5.6% + \$67,775

Street Light Design Services Initial Deposit:

<u>Value of All Improvements</u>	<u>Street Light Design Fees</u>
\$ 0 - \$ 100,000	\$ 1,000
\$ 100,000 - \$1,000,000	1% of Construction Cost
\$ over - \$1,000,000	\$ 10,000

Full Cost Recovery Prior to Start of Construction.

Surveying Services:

<u>Value of Improvements</u>	<u>Surveying Fee</u>
\$ 0 - \$ 25,000	7.0%
\$25,000 - \$100,000	5.0% + \$1,750
over - \$100,000	Service Not Provided

Building Permit Grading,  
Paving and On-Site Review

\$200 minimum charge plus \$55/hour in excess of four hours. Fee payable prior to issuance of building permit (City Code, Section 38.7)

Floodplain Evaluation and Response

No charge for verbal response or written response to owner occupied single family residents. A \$50 minimum charge for written response to all others, plus \$55/hour in excess of one hour

**PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION**

**IV. Engineering and Related Fees and Charges - continued**

Right-of-Way Acquisition	Full cost recovery with a minimum deposit of \$1,000. Payment in full required prior to Council action. (City Code, Section 38.7).
Right-of-Way Abandonments	Full cost recovery with a minimum charge of \$250 (Fee may be waived at the discretion of the Director of Public Works).
Processing of Easements Within City Right-of-Way	Full cost recovery with a minimum fee of \$100 (City Code, Section 38.7)
Franchise Agreement Processing	Full cost recovery with a minimum fee of \$500 (City Code, Section 38.7)

**V. PUBLICATIONS**

Abandonment Proceeding	Full cost recovery
Mylar Sheets	\$2.50 each
Standard Specifications for Public Works Construction	\$10 plus tax
Design Manual	\$20

**VI. SUBDIVISIONS**

Tentative Maps (parcel & subdivision)	\$650
Final Map	\$2,300 plus \$15 for each lot in excess of 50 (City Code, Section 40.510)

An additional fee of \$88.95 per acre for a final subdivision map located within the North Natomas Community Plan area. Additional fee not applicable if fee paid as part of planned unit development review process

**PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION**

**VI. Subdivisions - continued**

Parcel Map	\$1,350 (City Code, Section 40.609)
Map Correction Certificate	\$250 (City Code, Section 38.7)
Map Amendment	\$500 (City Code, Section 38.7)
Public Works Review of Planning Applications For Lot Splits, Lot Mergers, Lot Adjustments	\$200
Public Works Review of Planning Applications For Special Permits, Variances, etc.	\$100
Certificate of Compliance	(City Code, Section 40.1103)
Lot Splits	\$750
Lot Mergers	\$750
Lot Adjustments	\$750 for 2-3 lots; \$1,000 for 4-6 lots plus \$50/lot over 7 lots
Administrative	\$250
Tree Planting	\$100 per interior lot. \$200 per corner lot (City Code, Section 40.811i)
Survey Monumentation	\$50 deposit for each boundary or interior monument (City Code, Section 40.708)
Street Name Signs	\$230 per intersection (City Code Section 40.811b)
Traffic Warning Signs, Signals Devices	Established by the Traffic Engineer to permit full cost recovery by the City.