



7

**DEPARTMENT OF  
PUBLIC WORKS**

**CITY OF SACRAMENTO**  
CALIFORNIA

ENGINEERING DIVISION

THOMAS M. FINLEY  
ENGINEERING DIVISION MANAGER

September 27, 1988

Budget and Finance Committee  
Sacramento, California

Honorable Members In Session:

**SUBJECT:** Engineering Division Fee Revision and Budget Amendment - Public  
Hearing

**SUMMARY**

The firm of Arthur Young and Associates was hired to evaluate fees and charges currently in place for various City services. For the Engineering Division, their report concludes that there is significant under-recovery of development related expenditures when they are evaluated on a full cost basis.

This report recommends both the establishment of new fees and the substantial increase of existing development related fees. This report also recommends the approval of an additional ten FTE positions, together with equipment and operating budget augmentations.

The result of these recommended actions is a General Fund revenue increase in FY 88/89 of approximately \$445,000 (see Appendix B), and an estimated increase of \$1.1 million annually starting in FY 89/90. The revenue increase in 88/89 will be offset by staff and equipment additions and by an adjustment to the budgeted CIP labor offset to maintain an acceptable level of service.

Approval of the proposed fee revision is subject to the provisions of Government Code Section 54992, which requires a public hearing. The Budget and Finance Committee constitutes the required public hearing. The required supporting fee information was filed with the City Clerk ten days prior to this hearing.

927 TENTH STREET  
ROOM 200  
SACRAMENTO, CA  
95814-2705

916-449-8220

CONSTRUCTION SECTION  
640 BERKUT DRIVE  
SUITE B  
SACRAMENTO, CA  
95814-0131

916-449-5282

BACKGROUND

The Engineering Division has two primary goals: the design and construction of Capital Improvement Projects, and the review, approval and inspection of public facilities related to private development projects. The Division's five sections and ninety-five (95) employees work to accomplish these two major programs.

For private development projects, the Engineering Division reviews subdivision and building plans to determine the nature of the public improvements needed, prepares recommended conditions of approval, reviews and approves engineering plans for those improvements, inspects the construction and accepts the public improvements for City maintenance. The public improvements typically include curb and gutter, sidewalks, streets, storm drains and channels, pumping plants, water systems, sewer systems, and similar public facilities.

Each year the Division processes and accepts \$15-\$20 million in privately constructed public improvements for City ownership and maintenance. It is critical that the City assure these facilities are well designed and properly constructed if the City's future expenditures for maintenance and replacement are to be minimized. As the future owner of the public facilities, the City's concerns extend beyond basic code compliance.

In addition to the above services, the Division reviews and approves tentative and final maps for land divisions, issues various permits for work in the City right of way, provides information on existing public facilities, administers FEMA regulations relating to property development, and provides various other development related activities.

In July, 1986, the development function and the CIP delivery function were separated to improve accountability and to better identify costs. With these activities separated, it gradually became apparent that the staff assigned to the development program could not keep pace with the workload. By Spring, 1987, the review of public improvements for building permits was occurring 90 days after submittal. Initial subdivision plan review was occurring 45 days after submittal. Inadequate tentative map reviews were causing unnecessary controversy at public hearings.

In response to these problems, ten staff (10 FTE) were temporarily transferred to the Development Services section over a period of time from various CIP delivery activities. This action gradually eliminated the backlog, and by June, 1988, had reduced initial processing for building permits to 12 days, and for initial subdivision plan processing to 18 days. The level of service provided by the addition of temporary staffing is considered to be acceptable. If this level of service to the development community is to be continued, permanent staffing must be provided.

Although turnaround times have reached acceptable levels, two staffing related problems remain in the development processing function. Inadequate clerical support has created a processing bottleneck, and inadequate administrative support prevents adequate expenditure, productivity and revenue management. Record keeping is inadequate. These problems must be solved to assure that productivity and processing times remain at acceptable levels, and to assure labor expenditures and revenues remain in balance in the future.

In July, 1987, the City hired the firm of Arthur Young and Associates to evaluate the fees and charges currently in place for various City services. Their "Final Report on a Fee and Charge Costs Analysis", dated May 23, 1988, outlines the result of that study. Staff has closely reviewed the report and is in general concurrence with its findings concerning development related services provided by the Engineering Division. Based upon the Arthur Young report, it is estimated these services provided cost \$1.93 million annually. Currently, \$537,800 is collected from the development community. The \$1.39 million funding shortfall is subsidized by the General Fund. This funding shortfall must be minimized or eliminated if full cost recovery for the development processing program is to be achieved.

For the development program, this report proposes to:

1. Reduce the development revenue shortfall from \$1.39 million to \$298,000 on an annual basis.
2. Permanently transfer ten CIP delivery staff (10 FTE) to the development processing program to continue the current level of service.
3. Add two new staff (2 FTE) to resolve the current clerical and administrative problems.

These proposals are fully funded in the fee proposal presented herein.

For the Capital Improvement Program, this report proposes to:

1. Restore CIP delivery capability by adding eight new staff (8 FTE) to assist in CIP project delivery.
2. Purchase necessary equipment to improve staff productivity.

The cost of the CIP related staff and equipment will be recovered from the CIP projects. Technical staff costs will be charged directly to projects as labor is expended. Support staff, equipment, and operating expenses will be recovered through overhead rates applied to direct labor.

Approval of these actions, as further outlined below, will reduce the current development revenue shortfall, maintain the current development processing

#### FEE PROPOSAL

Upon completion of the Arthur Young Report, staff analyzed the findings, expenditures, and proposed revenues. After minor revisions, staff prepared the fee proposal and presented it to the development community in a series of four meetings held between July 28 and August 29. The meetings included representatives of the Building Industry Association, the Building Trades Association, consulting engineers, and architects.

The information presented at those meetings is contained in the report entitled "Development Fee Revision, Background Information, Budget and Finance Committee Hearing" (Appendix A). The report includes the graphic information presented at the four meetings, as well as a written commentary to explain the illustrations, and includes new information which graphically illustrates the anticipated revenue increase.

The development community's reaction to the proposed fees was: 1) The fees are much higher than charged by neighboring jurisdictions; 2) The current plan review turnaround times are good and should be maintained; and, 3) Plan check fees are small when compared with total project costs.

Staff believes that the fees reflect actual costs on a full cost recovery basis similar to the practice of private industry; the fees are necessary to continue the current level of service; and, the fees proposed are similar to those charged by other large urban areas facing urban problems. (See Appendix A, pages 39-44.)

Major elements of the proposal include the following:

New plan check and inspection fees ranging from 15.0% for projects under \$25,000, to 5.1% for project costs over \$1,000,000.

A new materials testing fee ranging from 3.0% for projects under \$25,000, to 0.5% for project costs over \$1,000,000.

Elimination of surveying services for projects greater than \$100,000 in improvement value, and a charge ranging from 5% to 7% for projects under \$100,000.

Significant increases in fees in seven areas: driveway permits, excavation permits, subdivision maps, parcel maps, certificates of compliance, subdivision improvements, and frontage improvements.

Establishment of eight new fees to recover costs for services which were previously rendered without charge: revocable permits, map corrections, map amendments, easements processing, franchise agreements, commercial building plan review, floodplains evaluation, and abandonments.

**Elimination of hiring of consulting engineers by the City for  
development project design and surveying.**

Eliminating the City's retention of the developers' consultants will reduce revenues and expenditures by \$800,000 annually, and by a lesser amount in the current fiscal year. The proposed fees are included in the resolutions and explained in more detail on pages 18 through 30 of Appendix A.

State law requires a 60 day delay before new fees effecting single and multifamily developments are imposed. If the City Council approves the proposed fees on October 4, 1988, the effective date for imposing the new fees will be December 3, 1988. The new fees will be imposed on the next phase of processing for projects on which complete and adequate submittals have been made. Incomplete submittals will be rejected and will be charged the new fee if received after December 3, 1988.

Approval of the proposed fees by the City Council on October 4, 1988, will result in a projected revenue increase of \$445,000 in FY 88/89 and \$1.1 million annually. The current annual revenue shortfall of \$1.39 million is projected to be reduced to \$298,000. Of this \$298,000, \$56,000 is believed to be an appropriate General Fund expenditure for floodplain evaluation and information. The remaining \$242,000 revenue shortfall is related to the plan review, inspection and surveying of frontage improvements related to building construction projects. Additional information is needed before this shortfall can be eliminated by either reduced expenditures or increased revenues.

**DEVELOPMENT STAFFING AND EQUIPMENT**

The attached resolutions recommend permanently transferring ten FTE positions to the Development Services Section from CIP delivery activities within the Engineering Division. They also recommend approval of two new development support positions. Equipment and operating budget revisions and appropriations are also recommended.

The proposed staff and equipment are fully funded by the proposed fee revision. An explanation of the new positions and the transferred positions is included in Appendix C.

The proposed fee schedule is predicated on the assumption that additional permanent staff and equipment necessary to maintain the current level of service will be approved. If the proposed staffing and equipment are not approved, the fee schedule must to be revised downward in accordance with state law to avoid overcharging for services provided. This would also lower the level of service.

### **CIP STAFFING AND EQUIPMENT**

Staff recommends the approval of eight (8) FTE, support equipment, and operating budget augmentations to support the CIP program delivery. This is a net increase of 2.65 FTE for the remainder of the fiscal year.

Staff also recommends the purchase of necessary support equipment, including a computer aided design and drafting system (CADD) for the designers, and a electronic data collection system for the land surveyors. Both systems greatly enhance staff productivity.

The eight new staff positions for CIP delivery recommended replace the ten staff positions transferred to the development activity. The cost of the technical staff positions, labor and overhead will be directly applied to the CIP projects. The cost of the new support staff positions and equipment will be fully cost recovered through the overhead rate to be established in July, 1989.

The new CIP positions and equipment are explained in more detail in Appendix D and Appendix E.

### **FINANCIAL**

In terms of budgeted revenues and expenditures, the General Fund will not receive a "bonus" in FY 88/89 for the proposed changes. This is because the additional resources will go towards maintaining the current level of service for the development community which resulted in a projected under-recovery of Capital Improvement Project labor offset. The shortfall is estimated to be between \$100,000 to \$200,000. The increases to the General Fund resources described below will offset this projected shortfall.

The effect of the fee revision is to increase fee revenue to the General Fund by \$445,000 in FY 88/89, and by \$1.1 million annually beginning in FY 89/90. These figures are based on five months of revenue at the current fee level, and seven months at the new level with a factor included for projects rushed to submittal in advance of the effective date. (Appendix B contains full details.) In addition to the fees collected from developers, it is also projected that the work completed by the additional staff in the Design Section will generate \$49,000 this year and \$270,000 next year in revenue for indirect costs and CIP labor offsets which is not currently being recovered.

A total of \$306,010 is appropriated from the General Fund Contingency Reserve to the Engineering Division FY 88/89 operating budget as follows: \$109,923 in salaries, \$39,282 in supplies and services, and \$156,805 in equipment (see Appendix C).

Budget and Finance Committee  
Engineering Division Fee Revision and Budget Amendment -  
Public Hearing  
September 27, 1988  
Page 7

The operating budget for the Engineering Division is being reduced by \$400,000 in the developer funded consultant line of the development services section. Under the new subdivision review process, the City's engineering staff will work directly with the developers who will, in turn, deal privately with their own design firm. This amount is returned to the General Fund Contingency Reserve in paragraph 2 of the resolution. In connection with this operating budget reduction, the revenue budget for engineering fees has correspondingly been reduced by \$400,000.

The net effect of these amendments on the revenue and operating budgets is to increase revenue by \$42,400, reduce operating expenditures by \$93,990, for a total of \$136,390. This amount will be used towards meeting the CIP labor offset via a reduction to the CIP offset budget appropriation.

**RECOMMENDATION**

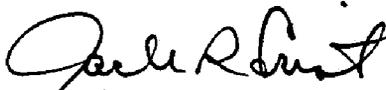
It is recommended that the Budget and Finance Committee receive testimony on the proposed fee revision and recommend adoption of the attached three resolutions which make necessary findings, approve the fee revision, transfer ten FTE between Engineering Division sections, authorize an additional 10 FTE, and authorize equipment and operating budget augmentations.

Respectfully submitted,



THOMAS M. FINLEY  
Engineering Division Manager

Recommendation Approved:



JACK R. CRIST  
Deputy City Manager

Approved:



MELVIN H. JOHNSON  
Director of Public Works

NDL:vr  
DE5-01.F  
09.1988.8

September 27, 1988  
All Council Districts

Attachment

## INDEX TO APPENDICES

Appendix A - Development Fee Revision Background Information (54 pages)

Appendix B - Revenue Projection Data with and without Fee Revisions (2 pages)

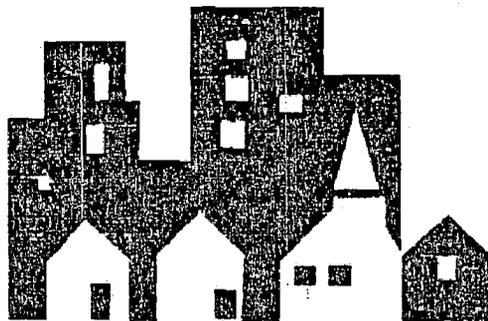
**APPENDIX A**

**DEVELOPMENT FEE REVISION**

**BACKGROUND INFORMATION**

City of Sacramento  
DEPARTMENT OF PUBLIC WORKS  
Engineering Division

DEVELOPMENT FEE REVISION  
BACKGROUND INFORMATION  
BUDGET AND FINANCE COMMITTEE HEARING



## INTRODUCTION

This report outlines the current funding shortfall, the current and proposed fees, and the fiscal projections resulting from the fee revisions.

Most of the information was provided to the development community as handouts in two meetings. The first meeting was held on July 28, the second meeting was held on August 15. At the end of this report is additional information on the revenue projections that has been compiled since the August 15th meeting. This new information begins on page 45.

The following two pages include a title page and an agenda of the report that was presented at the July 28, 1988 meeting with the development community.

The graphic and tabular information was presented at the meeting. The written text has been added and provides the information that was verbally provided at that time.

City of Sacramento  
Engineering Division

DEVELOPMENT FEE REVISION



7/28/88  
4

**CITY OF SACRAMENTO  
DEPARTMENT OF PUBLIC WORKS**

**Development Fee Revisions**

**Agenda**

**July 28, 1988  
10:00 a.m.**

- 1. OVERVIEW/INTRODUCTIONS - Melvin Johnson**
- 2. DEFINITION OF PROBLEM - Thomas Finley**
- 3. GOALS - Thomas Finley**
- 4. DESCRIPTION OF REVISION PROCESS - Thomas Finley**
- 5. CURRENT SYSTEM/PROPOSED CHANGES - N. Dee Lewis**
- 6. SUMMARY - QUESTIONS AND ANSWERS**

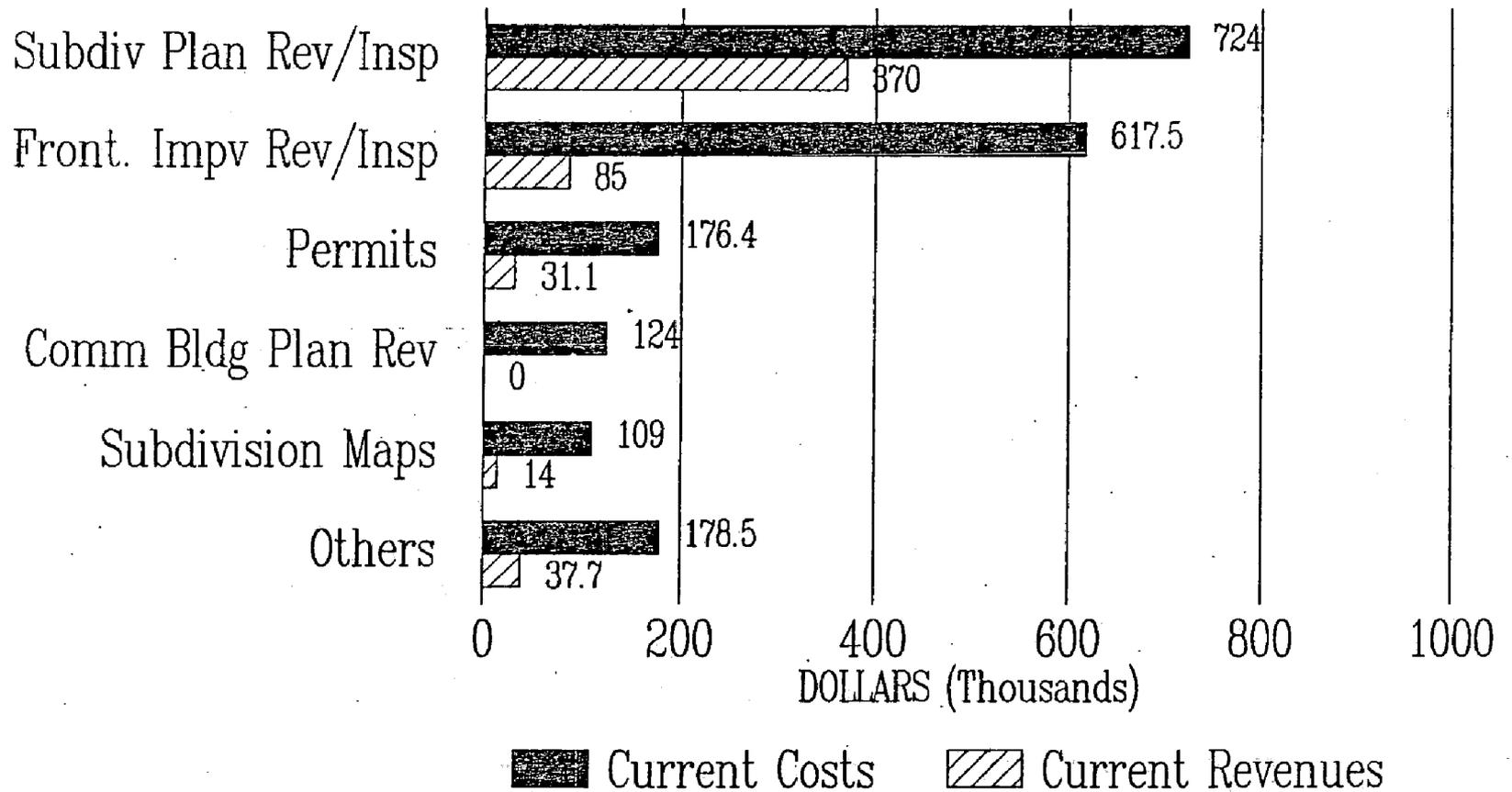
The following two pages provide a graphic illustration of the current revenue shortfall for key development services that are currently funded by the General Fund. This currently amounts to \$1.39 million annually.

The second page indicates that the proposed General Fund portion will be reduced to \$298,000 when the new fees are implemented.

These amounts are for a typical year with the fee fully collected for a full year. The revenues for FY 88-89 will be less because the new fees will not be collected for a full year, and because the fees will not apply to all phases of projects in progress.

# Engineering Division REVENUE SHORTFALL

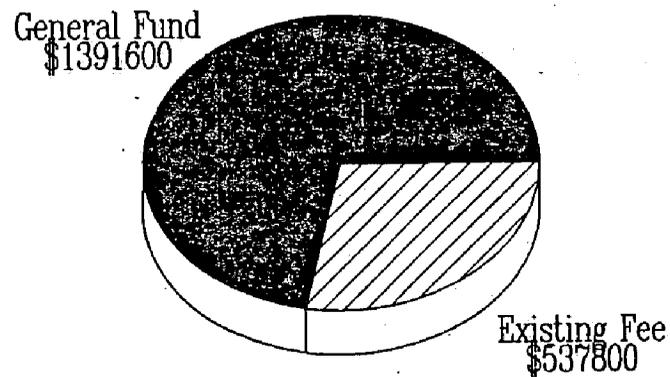
## FEE SERVICES



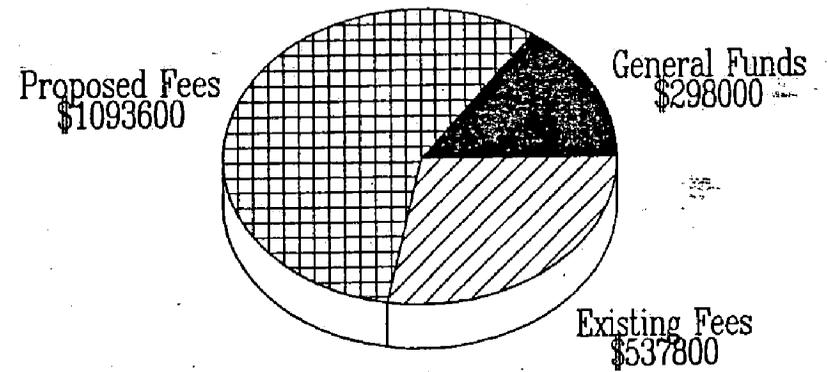
7/28/88

# Engineering Division DEVELOPMENT FUNDING

## CURRENT



## PROPOSED



7/28/88

The following page outlines the Department of Public Works Engineering Division  
Development Goals considered with the fee revision.

# Engineering Division

## DEVELOPMENT GOALS

- To provide adequate staffing to process development applications in a timely manner.
- To assure that infrastructure facilities are designed and constructed to specified standards in order to safeguard public health and safety and minimize City maintenance.
- To recover all costs for the various Development services provided.

7/28/88

The following page indicates current and past average turnaround times in calendar days for major development activities within the Division. The current turnaround times meet the needs of the development community. They have been achieved by "borrowing" staff from Capital Improvement Program delivery activities.

AVERAGE PROJECT TURNAROUND TIME  
 1987 v. 1988  
 (calendar days)

ACTIVITY =====	Early Spring 1987 Submittal No.			Current 1988 Submittal No.		
	1st =====	2nd =====	3rd =====	1st =====	2nd =====	3rd =====
Subdivision Plan Check	45	15	10	18	7	5
Final Map Check	42	7	5	24	7	5
Commercial Building Permit On-Site and Frontage Improvement Check	90	14	7	12	5	3

The following page describes the fee revision process that was originally presented to the Development Community at July 28, 1988, informational meeting.

The fee revision was originally planned to be presented to the Budget and Finance Committee on September 13, 1988, and the City Council on September 20, 1988. The schedule was revised to this date.

After further review, the new fee structure will be made effective about December 1, 1988, instead of October 1, in order to conform with a mandated 60 day waiting period after fee approval. The implementation date will be 60 days after Council approval.

# Engineering Division FEE REVISION PROCESS

- Coordination with Private Sector  
(July 28, August 15, August 22,  
August 29 if necessary)
- Fee Proposal to Budget and Finance  
Committee on September 13.
- Fee Proposal to City Council on  
September 20.
- Fees effective on October 1, 1988  
(will apply to next stage of all  
projects in progress).

7/28/88

The following page outlines the key changes being instituted by the fee revision process.

As indicated in the first item, current practice is for a developer to select a consulting engineer. The City then hires the consulting engineer to design the subdivisions public improvements. The engineer is paid by the City from fees collected from the developer. Surveying of the subdivisions public improvements is similarly handled. This circular, historically based practice will be eliminated in conjunction with this fee revision.

Typically, the City had approved and processed about \$800,000 in consultant agreements by this process.

# Engineering Division KEY CHANGES

- Deletion of City hiring design consultants and surveying consultants.
- Reduced General Fund subsidy of Development activities from \$1,391,600 to \$298,000.
- New fees for various minor services.

7/28/88

The following twelve pages provide an outline of existing and proposed new fee items for the Engineering Division. The outline includes the current fee, proposed fee, current revenue, current cost, proposed revenue and a comments column. The page following A-11 is the fee schedule that will be used for various engineering services provided by the Engineering Division. These services consist of plan check and inspection, materials testing, street light design and surveying. The fee structure will allow the City to fully recover actual costs, including overhead.

The fees related to Encroachment/Excavation Permits on page A-3 and to Publications on page A-11 and will be revised in a separate process at a later date.

A few minor technical changes have been made to this handout since its original distribution. The currently proposed fee structure is included in the Committee report.

**PUBLIC WORKS DEPARTMENT**

**7/25/88**

**ENGINEERING DIVISION**

**Current and Proposed Fee Structure**

General Information:

Fee, cost and revenue information contained in the attached pages is taken from the "Final Report on a Fee and Charge Cost Analysis" prepared for the City by Arthur Young, unless otherwise noted. See note definitions below.

- (a) Indicates figures from Arthur Young report have been adjusted by Public Works staff.
- (b) Indicates figures have been developed by Public Works staff.

PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION  
CURRENT AND PROPOSED FEE STRUCTURE

7/25/88

<u>Item</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Revenue</u>	<u>Comments</u>
<u>Barricades Sign Use</u> (Deposit)						
Block Parties	\$20.00 (Refundable)	\$20.00	-----	-----	-----	Item not reviewed. No changes proposed
<u>Driveway Permit</u>	\$5.00 plus \$0.10 per lineal foot	\$55.00 plus plan check and inspection fees per frontage improvement fee schedule. (a)	\$1,100	\$74,000	\$74,000	Results in \$73,000 additional annual revenue
<u>Engineering and Related Fees and Charges</u>						
Assessment proceedings for assessment districts formed prior to 11/30/78	Per approved schedule	Not applicable	-----	-----	-----	Delete this item from fee schedule
Assessment proceedings for assessment districts formed after 11/30/78	In accordance with the amount set by resolutions of the City Council at the time of formation of the district. (City Code Sec. 38.6)	Full cost recovery. Initial payment may be required prior to start of work.				No change. Item not reviewed.

19

**PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION  
CURRENT AND PROPOSED FEE STRUCTURE**

7/25/88

<u>Item</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Revenue</u>	<u>Comments</u>
Encroachment/Excavation Permits						
Cable TV	Full Cost Recovery	Full Cost Recovery	----	----	----	No change. Item not reviewed.
Utility Trenching	\$120	Permit review; \$80. (a)				
(Fee to be separately processed and coordinated with utility companies)		Inspection; \$165 + \$0.60 per lineal foot of trench in excess of 200 feet. (a)	\$30,000/yr.	\$98,000	\$98,000	Results in \$68,000 additional annual revenue
	-0-	Materials testing; \$300 plus \$200 per 500 feet or portion thereof. No charge for excavations less than 200 feet in length. (b)	-0-	Unknown	\$25,000 (b)	New fee. Total additional annual revenue is \$25,000. Program increase to decrease pavement failures.
	-0-	Pavement cutting surcharge	-0-	Unknown	Under Review	Proposed fee to offset increased maintenance costs.
Utility Trenching (Major projects with trench lengths greater than 5,000 feet)	\$120	Full cost recovery. Initial payment required based on estimated costs. Surcharge - same as above	*	*	*	* These costs and revenues are included in above categories

PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION  
CURRENT AND PROPOSED FEE STRUCTURE

7/25/88

<u>Item</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Revenue</u>	<u>Comments</u>
Minor Road Work	\$120	Per improvement fee schedule.	*	*	*	This item includes minor roadway type projects for which a set of standard drawings is not required.
Frontage and other improvements	Based on contract amount	See attached "Proposed Fee Schedule for Subdivisions, Frontage Improvements and Other Public Improvements" (a)	\$370,000 Subdivision	\$724,000 (a) subdivision	\$724,000 (a) Subdivision	This will result in full cost recovery for subdivisions and a substantial increase for frontage improvements. Total additional annual revenue is \$626,000. Remainder of \$242,000 is funded by General Fund.
	15% of 1st 5,000		\$85,000 frontage	\$617,000 (a) frontage	\$375,000 (b) frontage	
	13% of next 5,000		improvements	improvements	improvements	
	12% of next 5,000					
	11% of next 25,000					
	10% above 50,000					

PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION  
CURRENT AND PROPOSED FEE STRUCTURE

7/25/88

<u>Item</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Revenue</u>	<u>Comments</u>
100 foot frontage improvements	\$2.00 per foot	Delete	----	----	----	Delete this item, use new fee schedule
Reassessment	\$35.00 + \$5.00 per parcel	\$380 + \$10/parcel for greater than 20 parcels (a)	\$10,000	\$18,000	\$18,000	This will result in additional annual revenue of \$8,000. Proposed fee reflects more refined information obtained since the Arther Young study.
Recording	\$15.00 + \$5.00 per parcel	Delete	----	----	----	Included in reassessment item
Advertising	\$45.00	Delete	----	----	----	Included in reassessment item
<u>Publications</u>						
A. Abandonment Proceedings	Full Cost Recovery	Delete	----	----	----	Recover costs under new "Abandonment" category
B. Standard Specifications	\$4.50	Delete	----	----	----	Recover costs under new "Publications" category

**PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION  
CURRENT AND PROPOSED FEE STRUCTURE**

7/25/88

<u>Item</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Revenue</u>	<u>Comments</u>
<u>Subdivisions</u>						
Final Map	\$300 + \$2 for each lot in excess of 50	\$2,300 + \$15 for each lot in excess of 50	\$9,000	\$69,000	\$69,000	Will result in additional annual revenues in an amount of \$60,000. Includes Tentative Map review.
Parcel Map	\$180	\$1,350	\$5,000	\$40,000	\$40,000	Will result in additional annual revenues in an amount of \$35,000. Includes Tentative Map review.
Certificate of Compliance	\$50		\$8,000	\$57,000	\$57,000	This will result in additional annual revenues in an amount of \$49,000
Lot Splits		\$500 (a)				
Lot Mergers and Adjustments Administrative Only		\$500 (a) \$100 (b)				
Tree Planting	\$25 per interior lot; \$50 per corner lot	Same fee	----	----	----	No change. Item not reviewed
Survey Monumentation	\$50 deposit for each boundary or interior monument.	Same fee. May be bonded in lieu of payment.	----	----	----	No change. Item not reviewed
Street Name Sign	\$150 per intersection	Same fee	----	----	----	No change. Item not reviewed

PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION  
CURRENT AND PROPOSED FEE STRUCTURE

7/25/88

<u>Item</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Revenue</u>	<u>Comments</u>
Traffic warning signs, signals and devices	Full cost recovery	Same fee	-----	-----	-----	No change. Item not reviewed
<u>Transportation Permits</u>						
(For excess load or size)						
Short Term Permits	\$3.00	\$3.00	-----	-----	-----	No change. Item not reviewed
Annual Permits	\$25.00	\$25.00	-----	-----	-----	No change. Item not reviewed
Duplicate permits for additional loads:						
Short term permits	\$1.00	\$1.00	-----	-----	-----	No change. Item not reviewed
Annual permits	\$10.00	\$10.00	-----	-----	-----	No change. Item not reviewed
Route Modifications for Annual Permits	\$5.00	\$5.00	-----	-----	-----	No change. Item not reviewed

21

PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION  
CURRENT AND PROPOSED FEE STRUCTURE

7/25/88

<u>Item</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Revenue</u>	<u>Comments</u>
<u>Proposed New Fees</u>						
Map Correction Certificate	-0-	\$250.00 (b)	-0-	\$500 (b)	\$500 (b)	No fees presently charged for this service
Map Amendment	-0-	\$500.00 (b)	-0-	\$5,000 (b)	\$5,000 (b)	No fees presently charged for this service

PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION  
CURRENT AND PROPOSED FEE STRUCTURE

7/25/88

<u>Item</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Revenue</u>	<u>Comments</u>
Revocable Permit	-0-	\$25 plus plan check and inspection fee per frontage improvement fee schedule for routine permit which requires no Council action. (a)	-0-	\$4,400	\$4,400	Will result in additional annual revenues of \$4,400
		\$200 plus plan check and inspection fee per frontage improvement fee schedule for permit requiring Council approval Processing time in excess of four hours will be billed at \$55/hr. (a)				
Right-of-way Acquisition	Full Cost Recovery	\$1,000 minimum initial payment required. Payment in full required prior to Council action. (a)	\$20,000 (a)	\$24,000	\$24,000	Some loss currently experienced due to projects being dropped.

PUBLIC WORKS DEPARTMENT OF PUBLIC WORKS - ENGINEERING DIVISION  
CURRENT AND PROPOSED FEE STRUCTURE

7/25/88

<u>Item</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Revenue</u>	<u>Comments</u>
Processing of Easements within City Right-of-Way	-0-	Full cost recovery with a minimum fee of \$100 (b)	-0-	\$1,000 (b)	\$1,000 (b)	No fees presently charged
Franchise Agreement Processing	-0-	Full cost recovery with a minimum fee of \$500 (b)	-0-	\$2,000 (b)	\$2,000 (b)	No fees presently charged
Building Permit Grading, Paving and On-site Review	-0-	\$200 minimum + \$55/hr. in excess of four hours. (a)	-0-	\$124,000 (a)	\$124,000 (a)	Fees payable prior to issuance of building permit
Floodplain Evaluation						
a. Zone Determination Only	-0-	No charge for a verbal response. \$50 minimum charge for written response + \$55/hr. for each hour or portion thereof in excess of one hour. (b)	-0-	\$61,000	\$5,000 (b)	Will result in additional annual revenues of \$5,000. Remainder funded by General Fund.
b. Grading Plan Evaluation	-0-	Same as above				
Right-of-Way Abandonments	-0-	Full cost recovery with a minimum fee of \$250. (a)	-0-	\$10,000	\$10,000	Will result in additional annual revenues of \$10,000. Fee may be waived if in best interest of City.

PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION  
CURRENT AND PROPOSED FEE STRUCTURE

7/25/88

<u>Item</u>	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Current Revenue</u>	<u>Current Cost</u>	<u>Proposed Revenue</u>	<u>Comments</u>
Publications	-0-					
Counter Blueprints (24"x36")	-0-	\$ .50				
City Plan Mylars	-0-	\$ 1.50				
Xerox copies	-0-	\$ .25				
Bench Mark Index	-0-					
FEMA Maps	-0-					
Water Standard Plan Sets	-0-					
Standard Specifications		\$ 5.50				
Design and Procedures Manual						
Frontage On-Site Manual		\$ 5.00				Under Further Review
Aerial Photos						
Project Plans 1- 9 Sheets		\$ 5.00				
10-19 Sheets		\$10.00				
20-29 Sheets		\$15.00				
30-39 Sheets		\$20.00				
Project Specifications						
1- 75 Pages		\$10.00				
76-150 Pages		\$15.00				
151-225 Pages		\$20.00				
226-300 Pages		\$25.00				
Microfilm Copies		\$ .50				

Mailing charges are extra

28

Proposed Fee Schedule for Subdivisions,  
Frontage Improvements and other Public Improvements

7/25/88

I. BASIC SERVICES

<u>Value of Improvements</u>	<u>*Plan Check and Inspection Fees</u>	<u>*Materials Testing Fee</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

II. STREET LIGHT DESIGN SERVICES

<u>Value of Improvements</u>	<u>*Street Light Design Fee</u>
0 - \$ 25,000	1.0%
\$ 25,000 - \$ 100,000	0.8% + \$ 250
\$100,000 - \$ 500,000	0.7% + \$ 850
\$500,000 - \$1,000,000	0.6% + \$3,650
Over - \$1,000,000	0.4% + \$6,650

III. 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

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

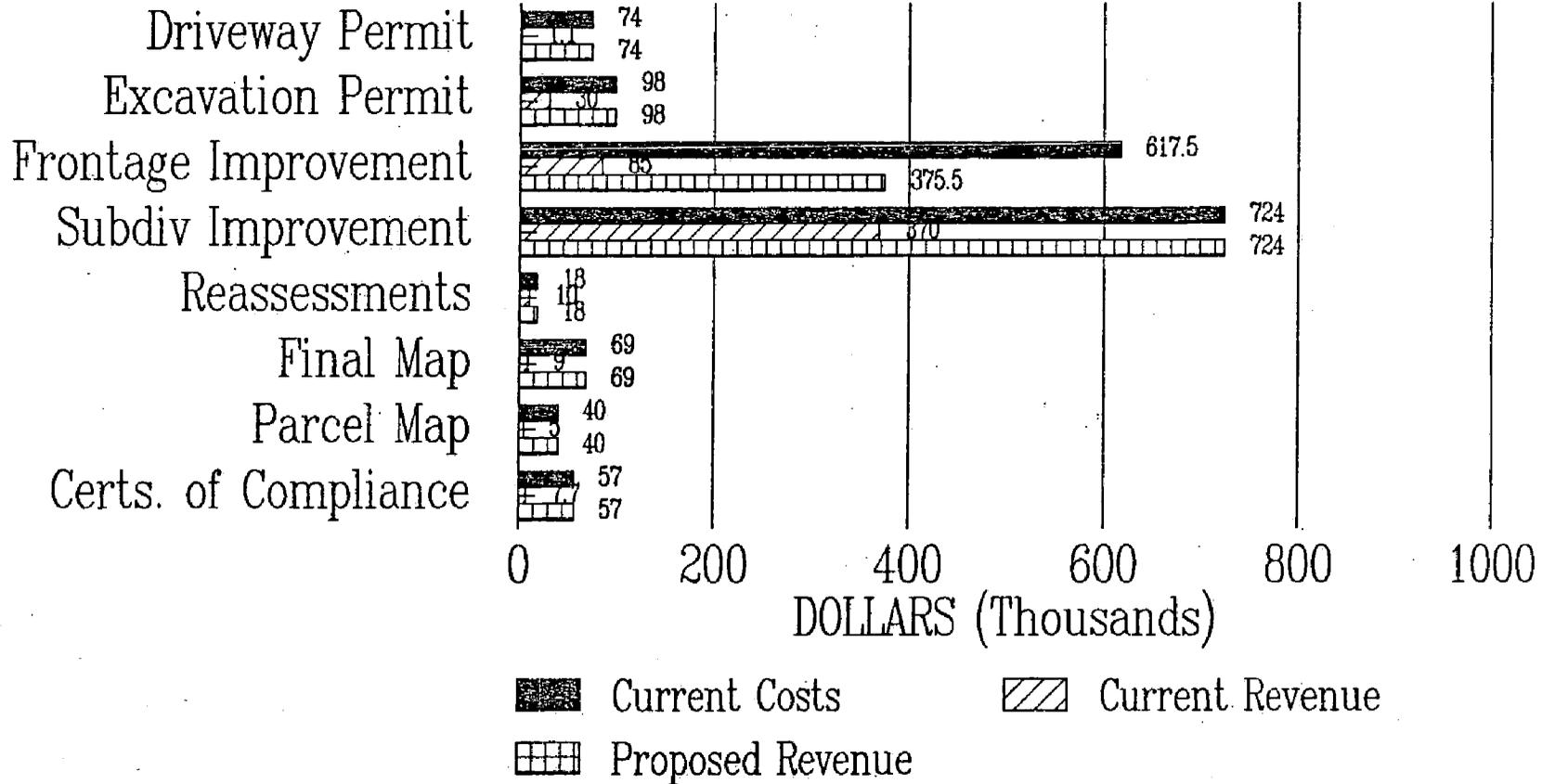
Notes:

- a. 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.)
- b. Materials testing fees cover original testing only. Additional charges will be made if retesting is necessary.
- c. Charges for projects requiring City design services (other than street lighting) will be based on full cost recovery. An initial deposit will be required.
- d. 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.
- e. Additional fees will be charged for change orders based on the estimated cost.

The following two pages summarize current costs, current revenues and proposed revenues for each of the fee services. The proposed revenues are based upon a full years fee collection. Since the new fees will not be in effect for a full year, a smaller amount will be recovered in 1988-89.

# Engineering Division FEE SUMMARY

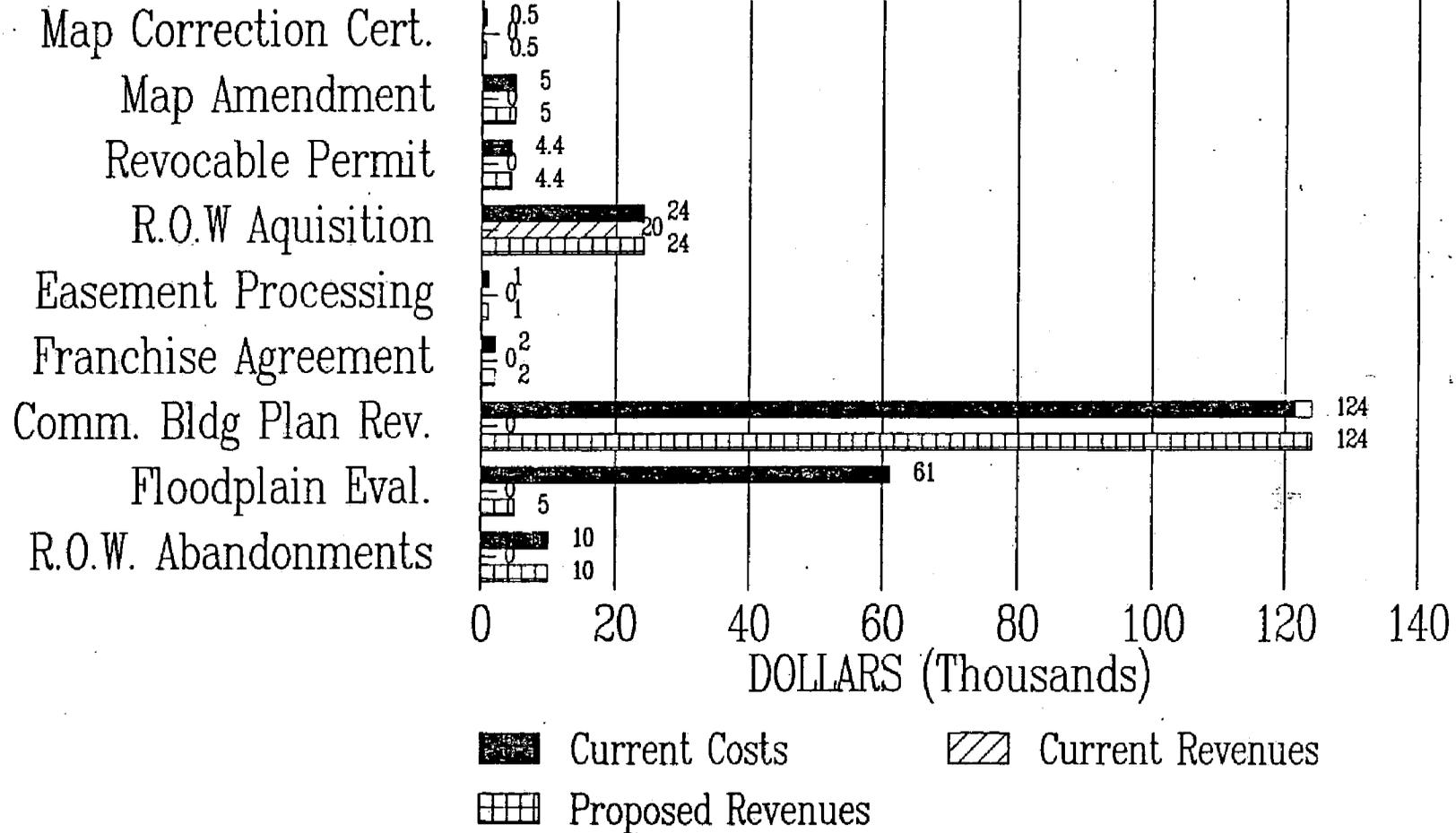
## FEE SERVICES



7/28/88

# FEE SUMMARY (cont'd)

## FEE SERVICES



7/28/88

The following two pages include the title page and agenda that were distributed to attendees of the second fee workshop which was held on August 15, 1988.

City of Sacramento  
DEPARTMENT OF PUBLIC WORKS  
Engineering Division

DEVELOPMENT FEE REVISION



Second Meeting  
8/15/88

**CITY OF SACRAMENTO  
DEPARTMENT OF PUBLIC WORKS**

**Development Fee Revisions**

**Agenda**

**August 15, 1988  
10:00 a.m.**

- 1. OVERVIEW/INTRODUCTIONS - Melvin Johnson**
- 2. REVIEW OF FEE PROPOSAL - Thomas Finley**
- 3. QUESTIONS & CONCERNS FROM PRIVATE SECTOR**
- 4. DISCUSSION OF HAND-OUTS**

**NEXT MEETING**

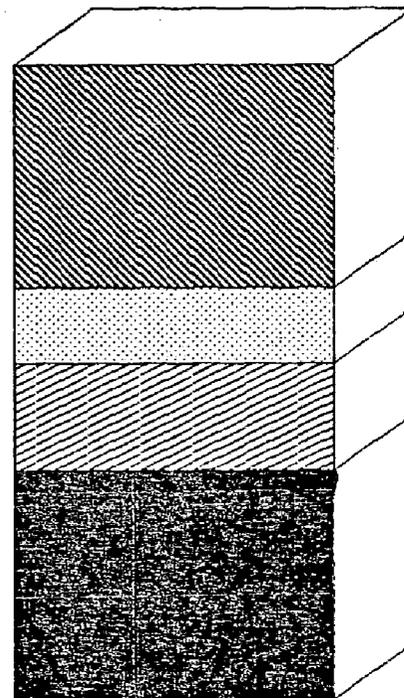
**AUGUST 22, 1988  
10:00 a.m.**

**927 - 10th Street  
(Basement)**

The following page illustrates a breakdown of development labor costs into direct labor, leave time, section overhead and City overhead segments.

# DEVELOPMENT LABOR COSTS

(for every \$100 billed)



Direct Labor \$35

Leave Time \$12

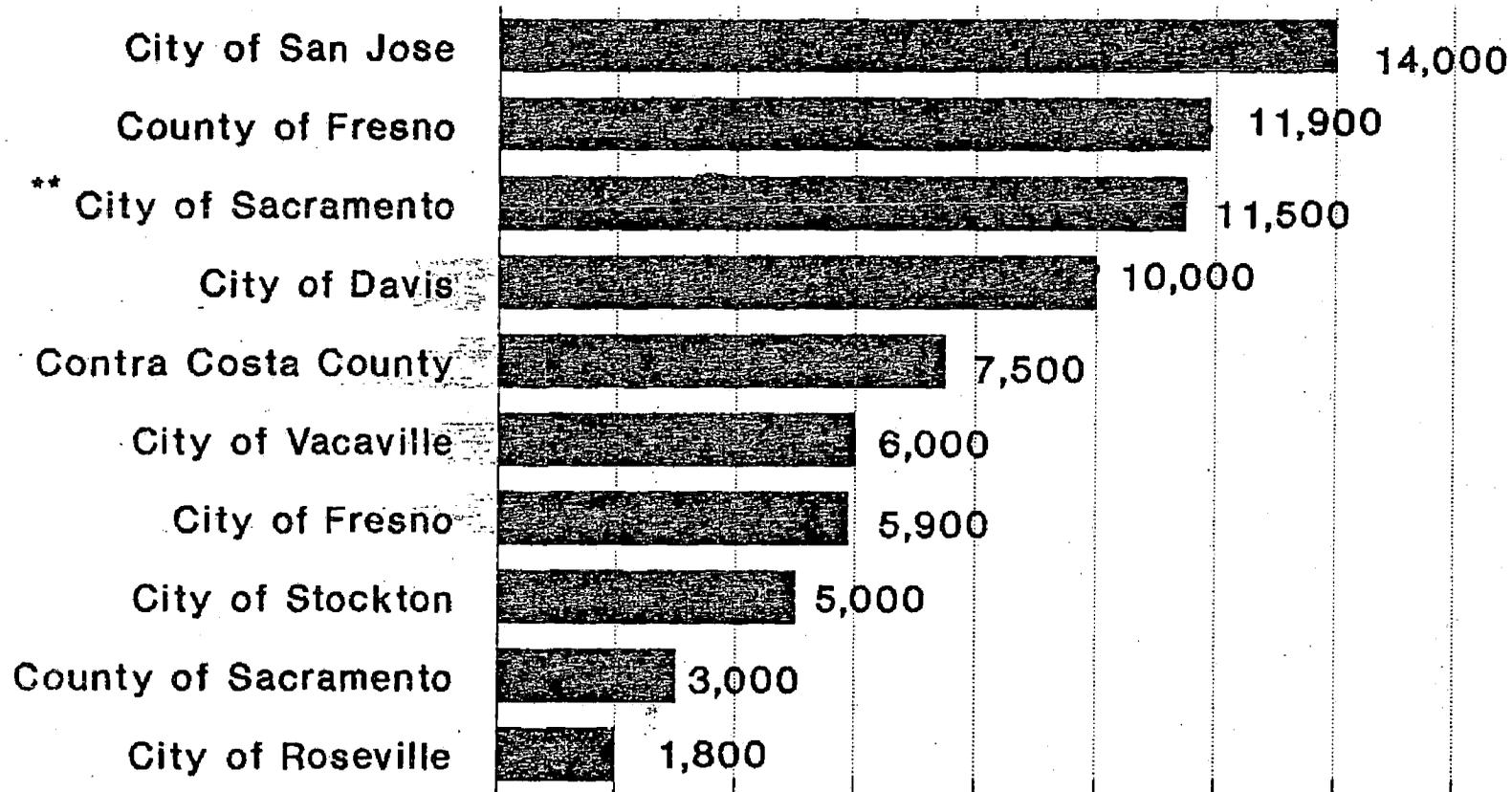
Section OH \$17  
includes supervisory and clerical costs, and supplies

City OH \$36  
includes bldg lease, City-wide support and division support

The following six pages provide sample engineering fee comparisons with eight other jurisdictions within California for typical subdivision projects and for final subdivision map checking services, based on the proposed fee schedule for the City of Sacramento. Generally, the proposed fees for City services are more than charged by most smaller communities in the area. The proposed fees are also generally in the same magnitude as charged by the larger urban areas who base their fees on full cost recovery. Several jurisdictions indicated their fee structure is under review for future revision to more fully recover costs.

# IMPROVEMENT FEE COMPARISON

(based on a \$100,000 project)



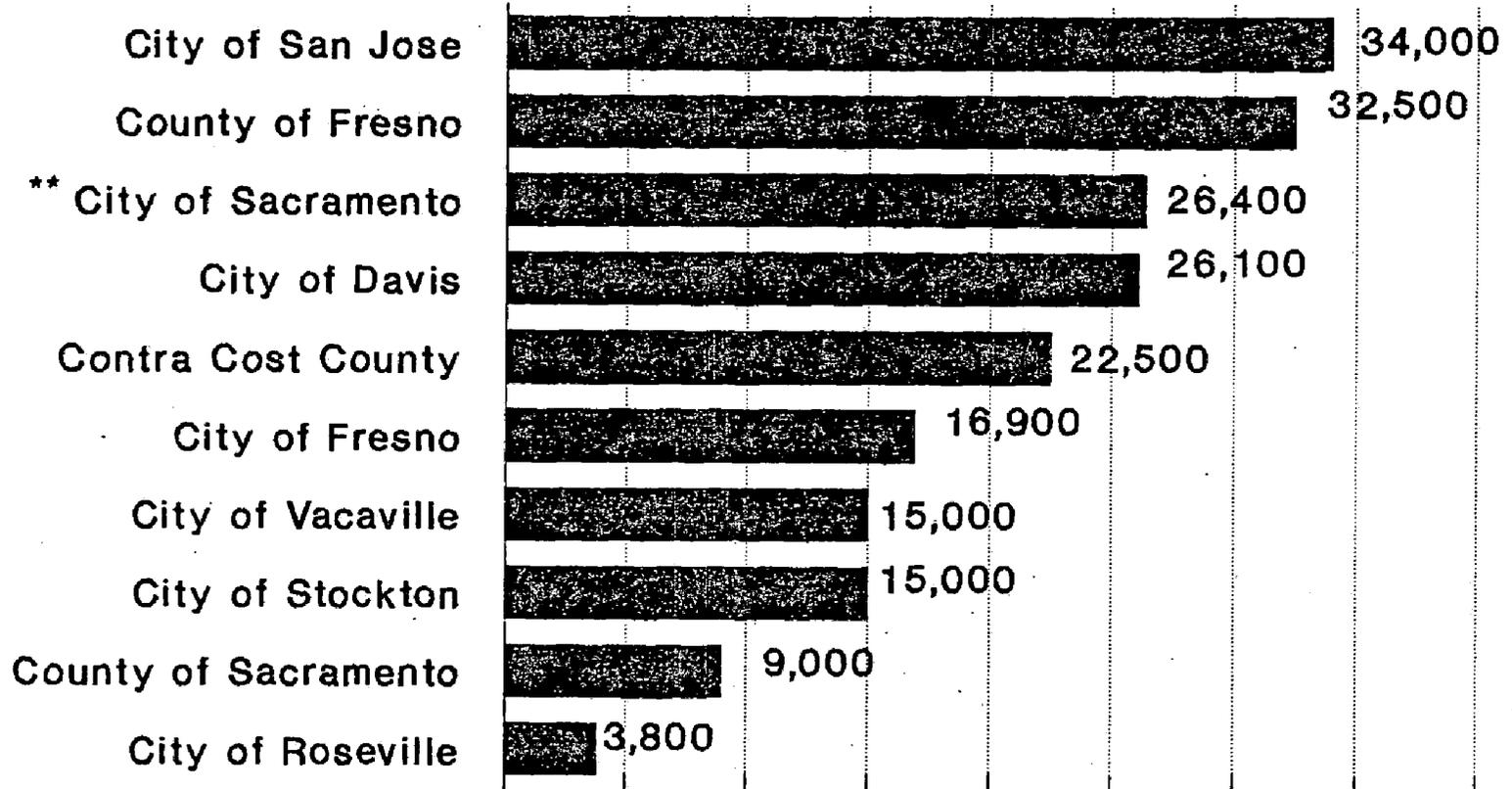
8/15/88

## FEE

(Fee are adjusted to include plan check inspection, street lights, and material testing)

# IMPROVEMENT FEE COMPARISON

(based on a \$300,000 project)



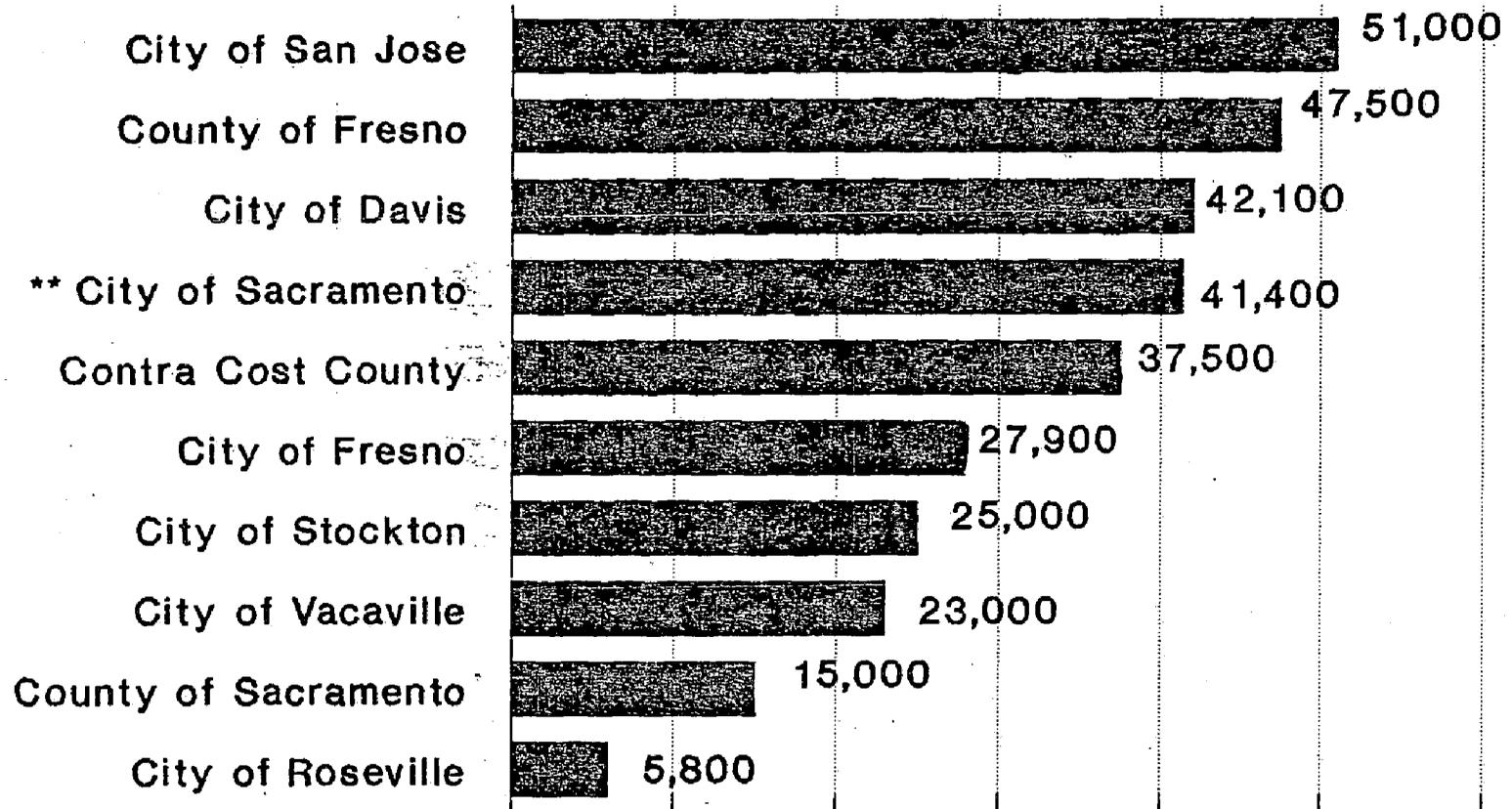
8/15/88

## FEE

(Fees are adjusted for plan check, inspection, street lights and material testing)

# IMPROVEMENT FEE COMPARISON

(based on a \$500,000 project)



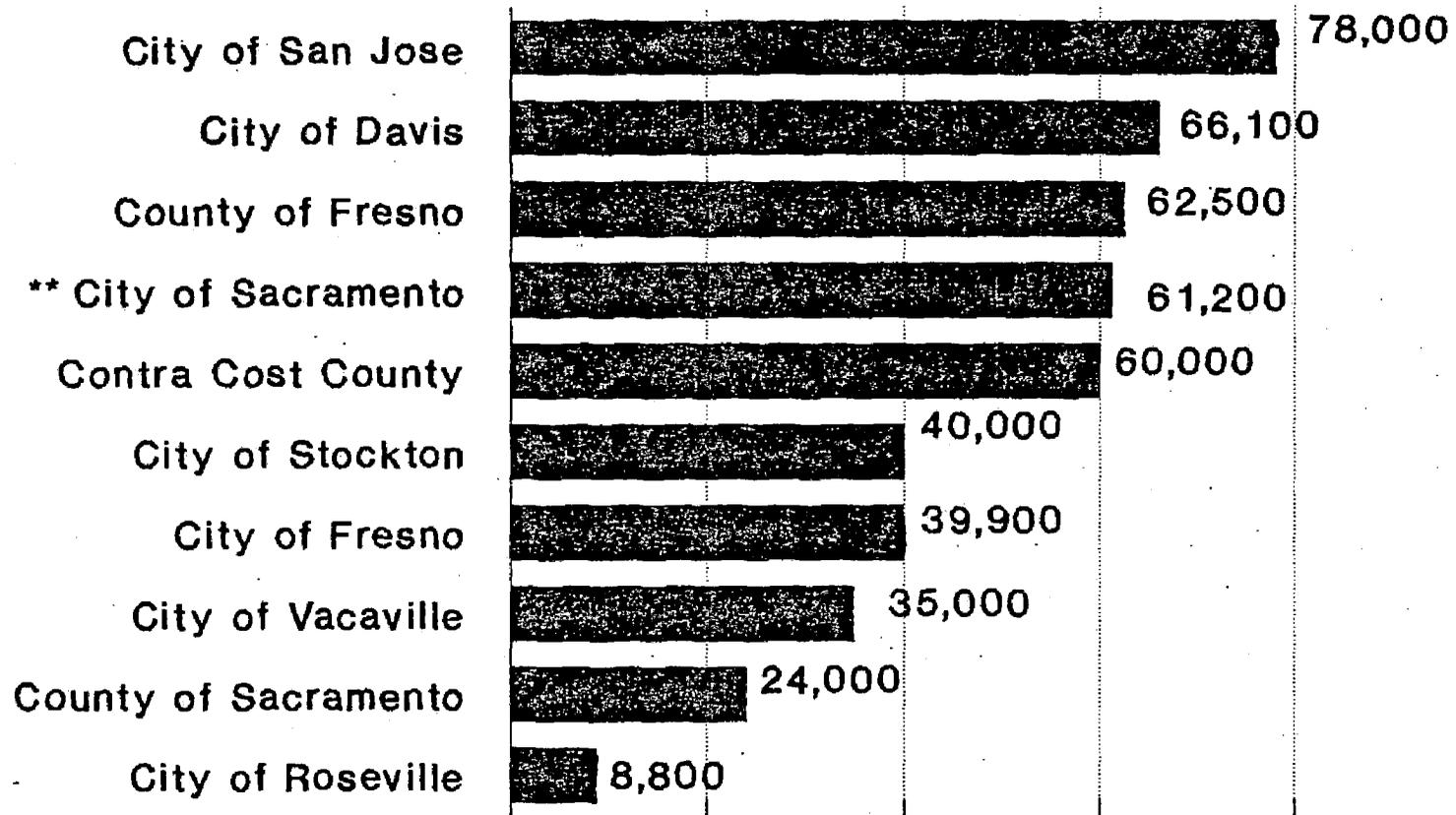
8/15/88

FEE

(Fees are adjusted for plan check, inspection, street lights and materials testing)

# IMPROVEMENT FEE COMPARISON

(based on a \$800,000 project)



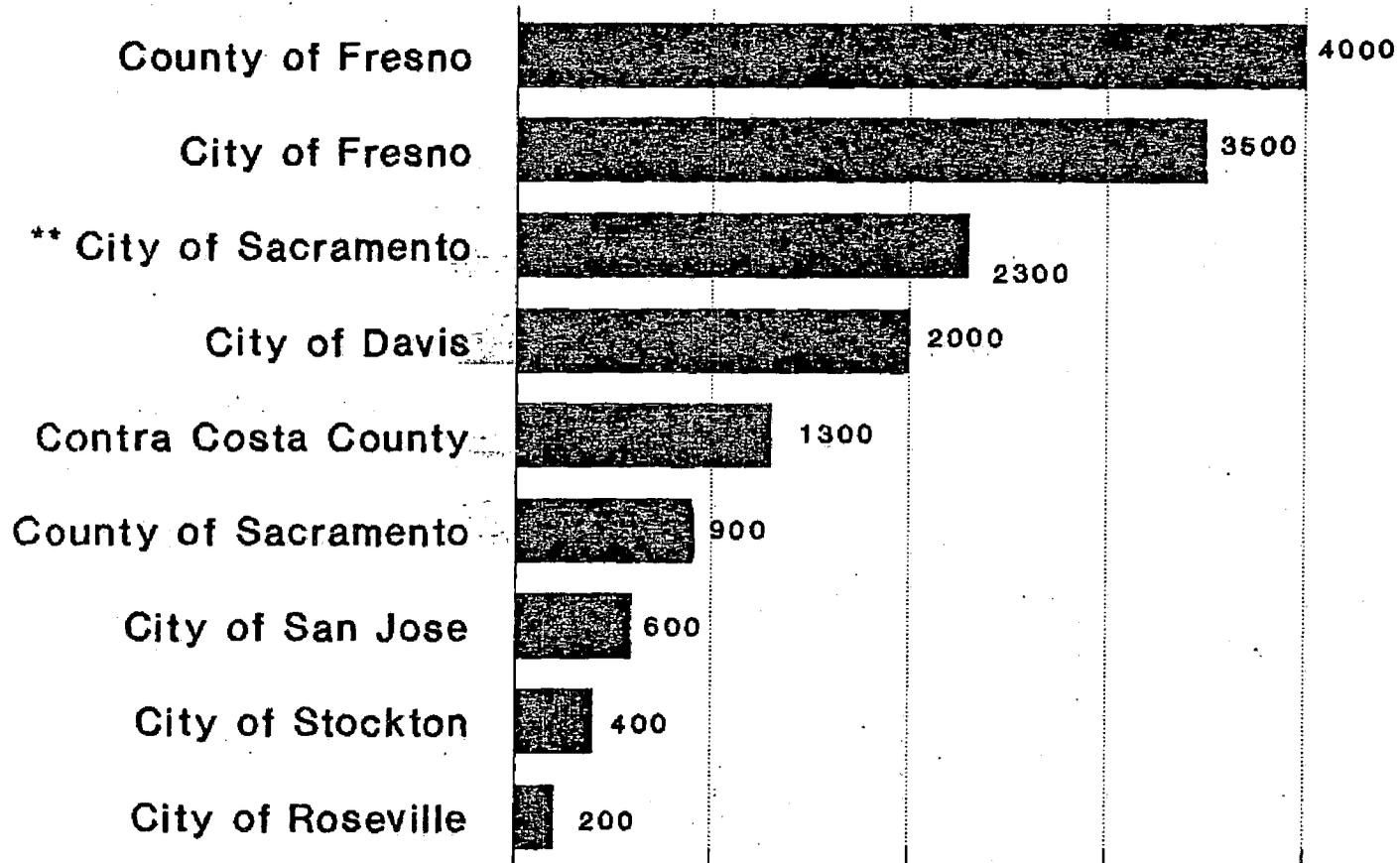
8/15/88

FEE

(Fees are adjusted for plan check, inspection, street lights and materials testing)

# FINAL MAP FEE COMPARISON

(based on 20 lots)

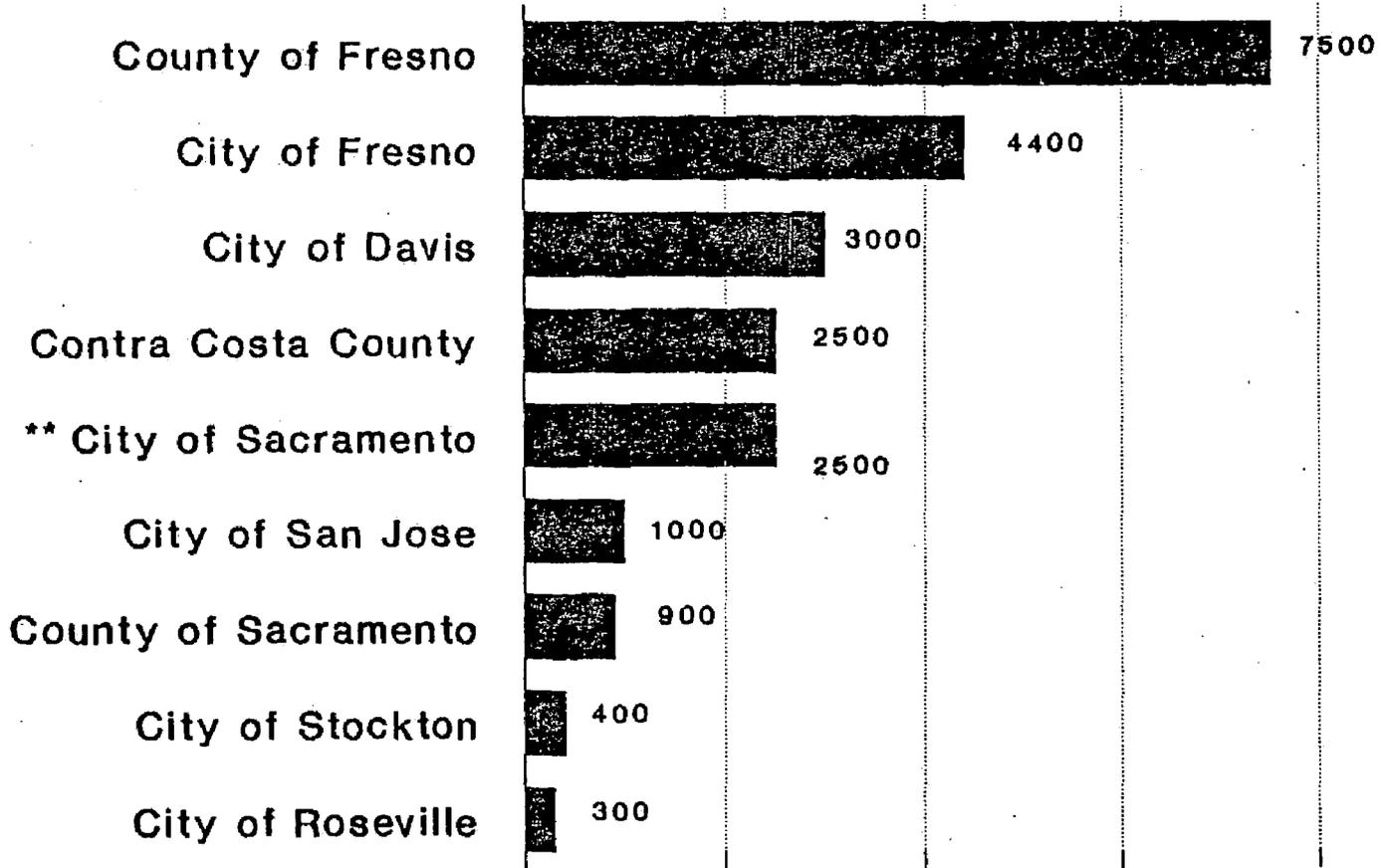


FEE

8/15/88

# FINAL MAP FEE COMPARISON

(based on 60 lots)



FEE

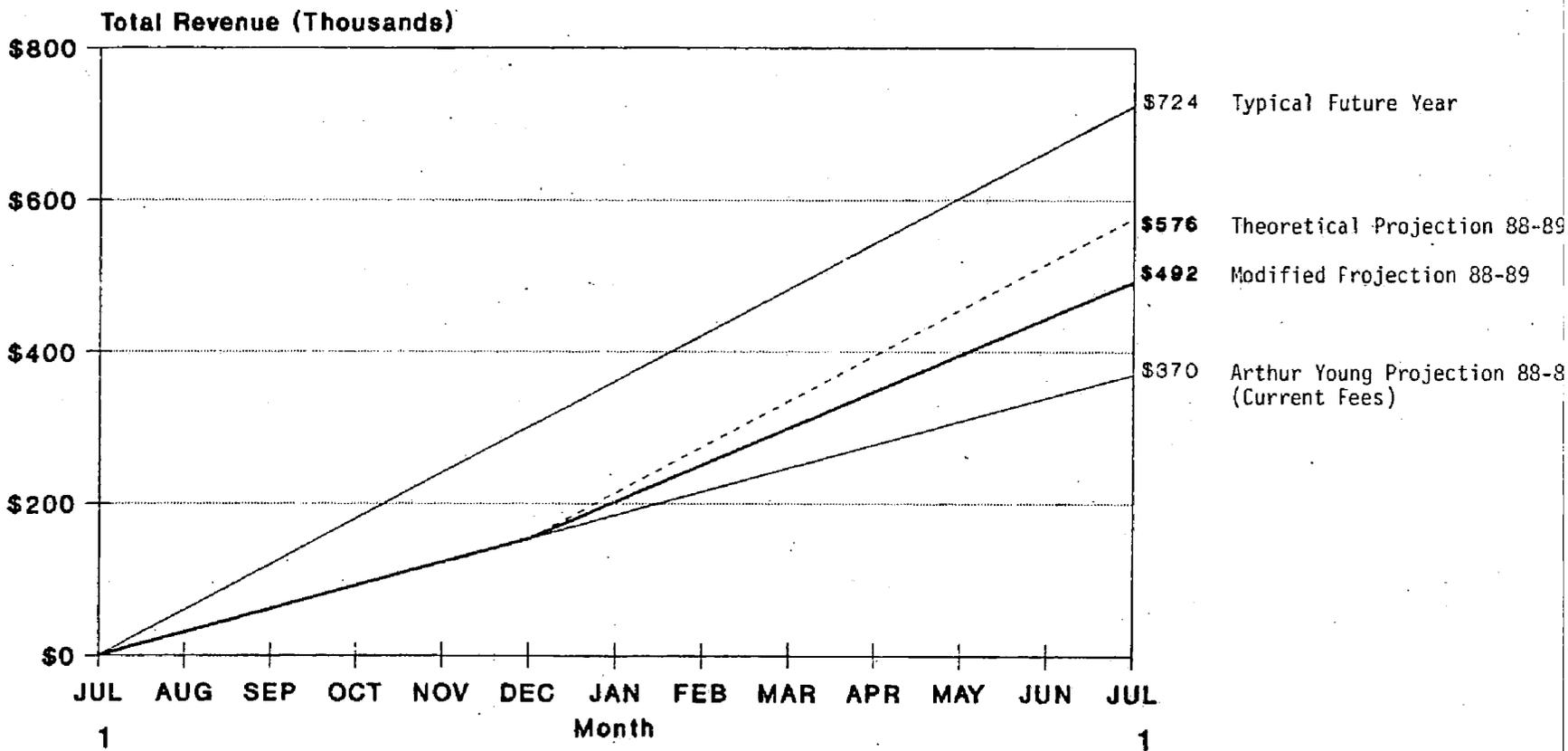
8/15/88

44

The following eight pages represent revenue projections, based on both current and new fee rates, for the various development services for a full year. The anticipated revenues for 1988-89 are also shown. This information was not presented in previous meetings.

The "Modified Projections, 88-89" have been used in the recommended budget revisions. The modified projections allow for reduced revenues for projects in progress.

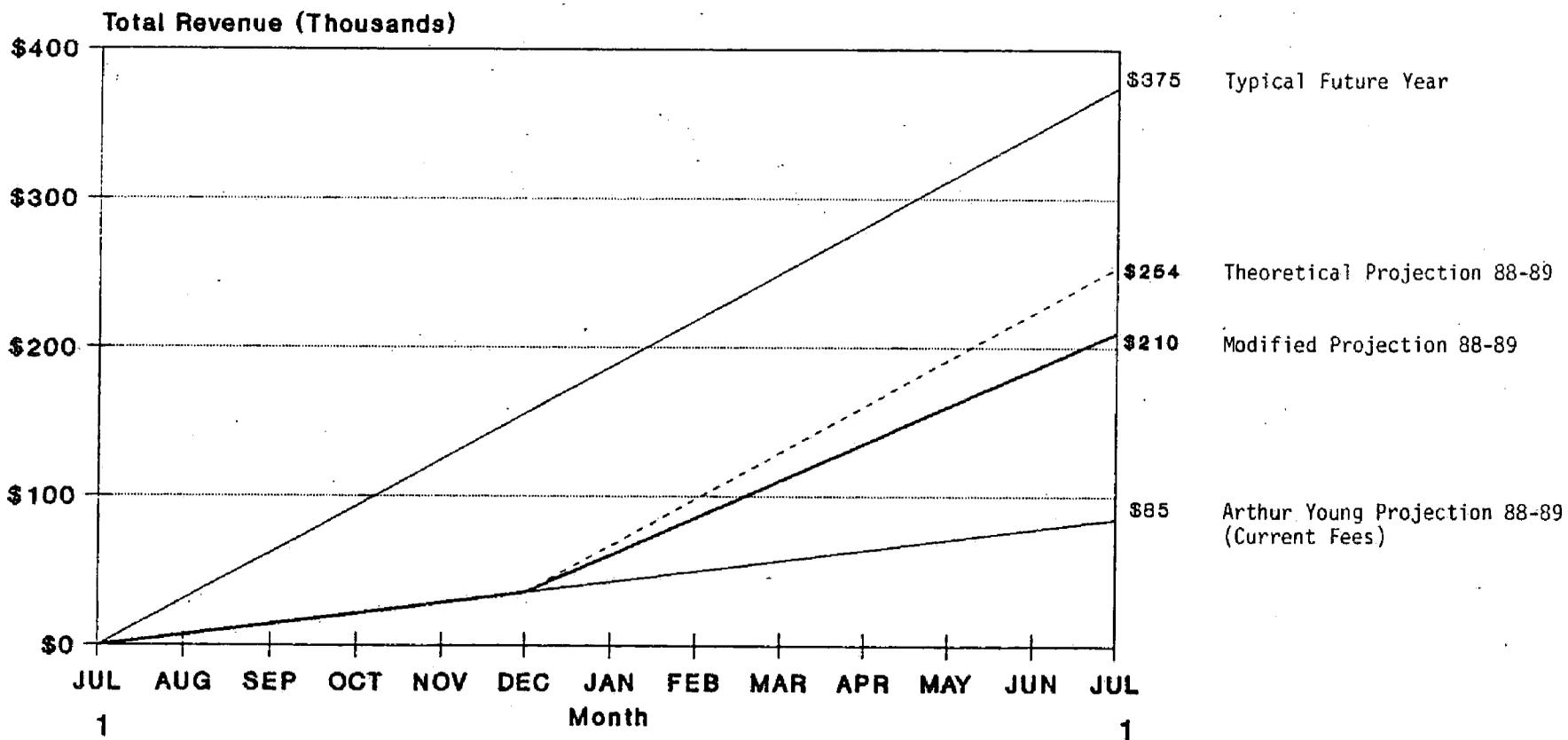
# REVENUE PROJECTION Subdivision Improvements



9/27/88

46

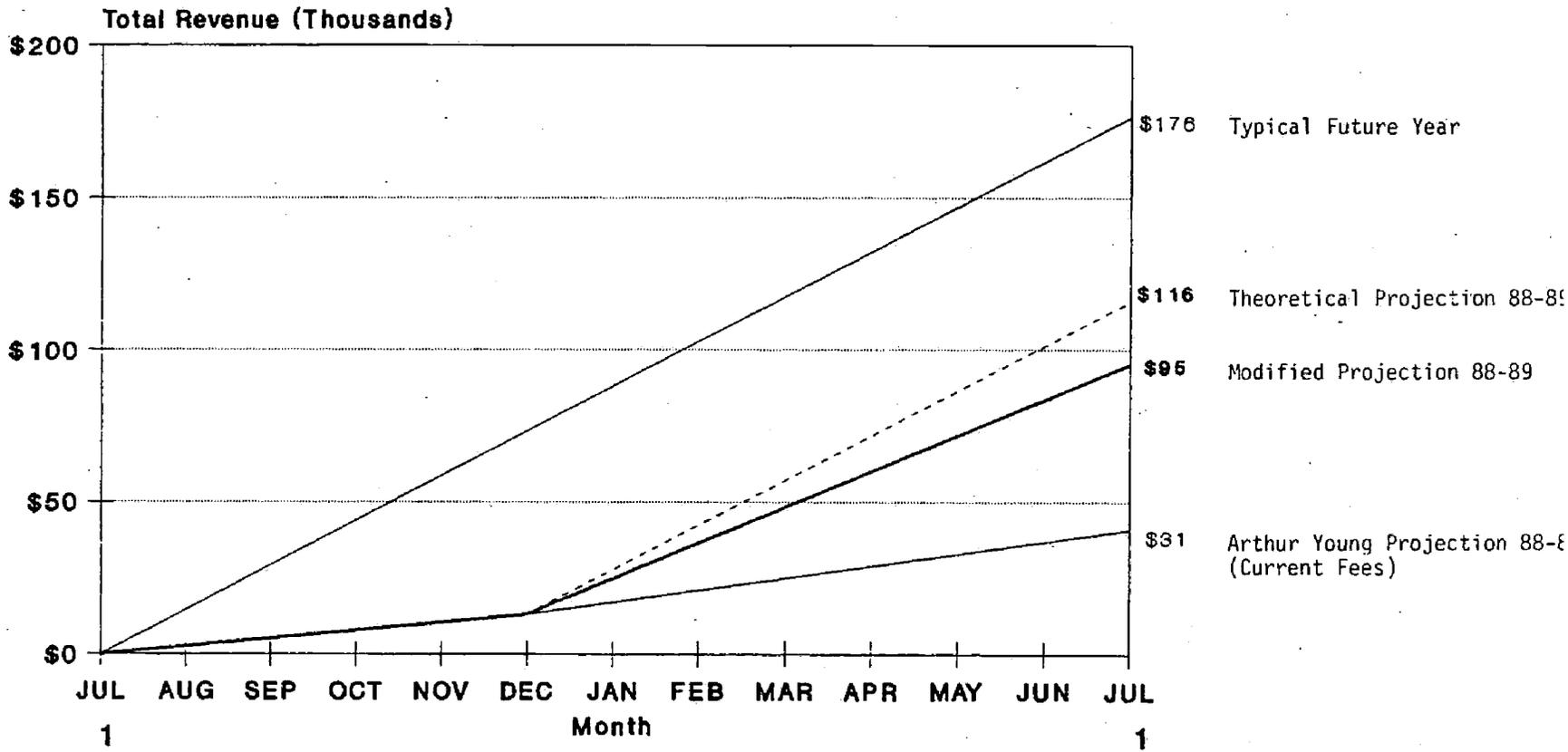
# REVENUE PROJECTION Frontage Improvements



9/27/88

7

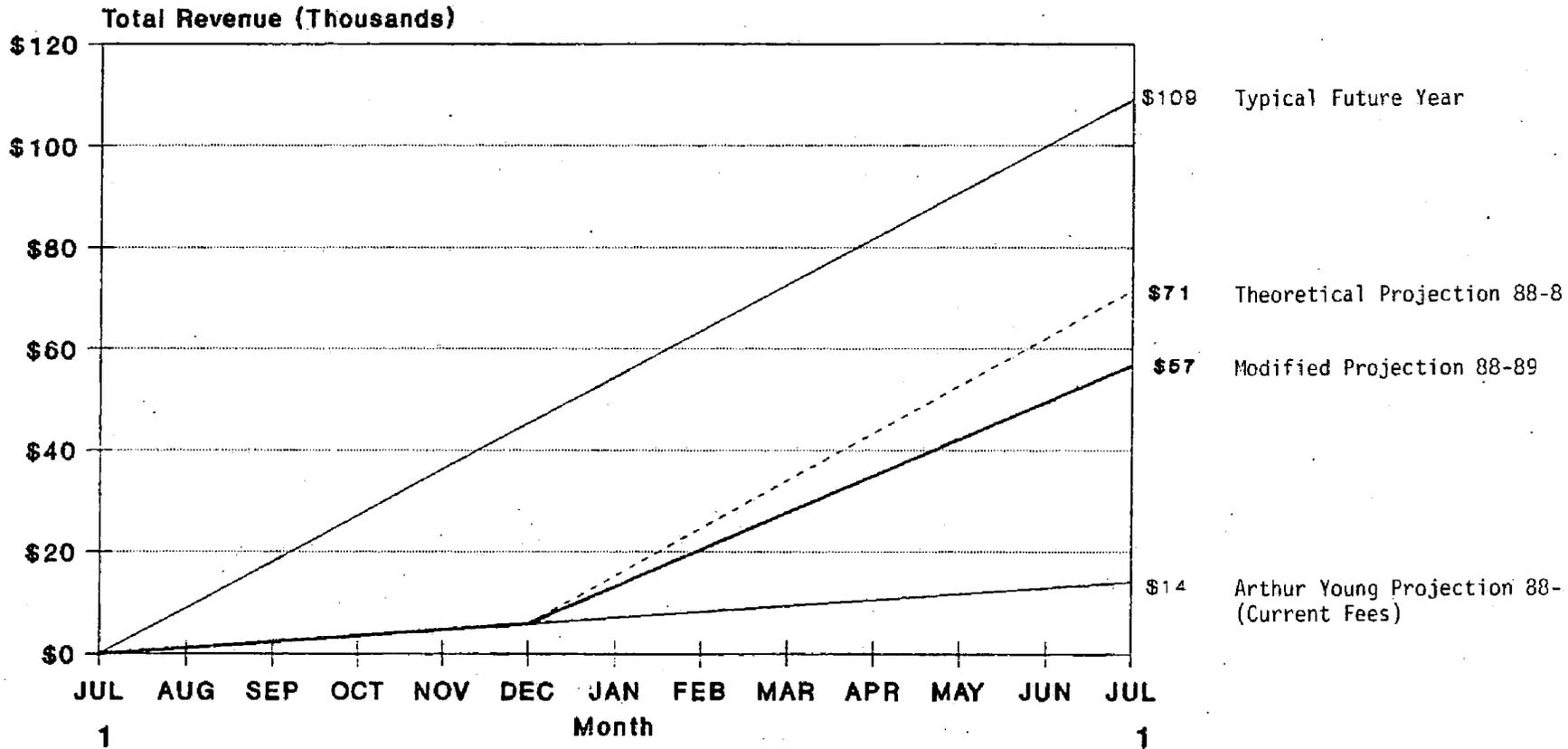
# REVENUE PROJECTION Permits



9/27/88

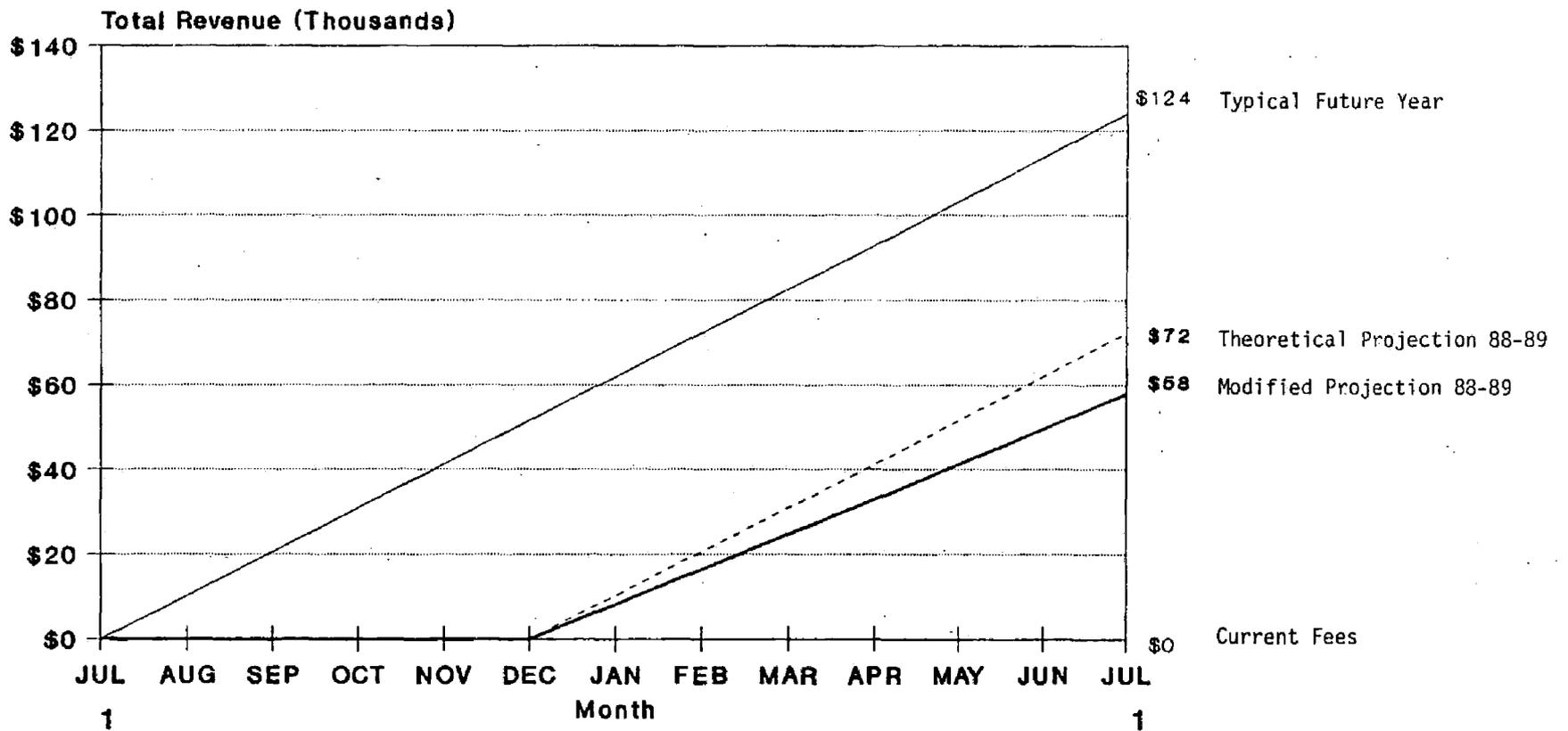
48

# REVENUE PROJECTION Subdivision Maps



9/27/88

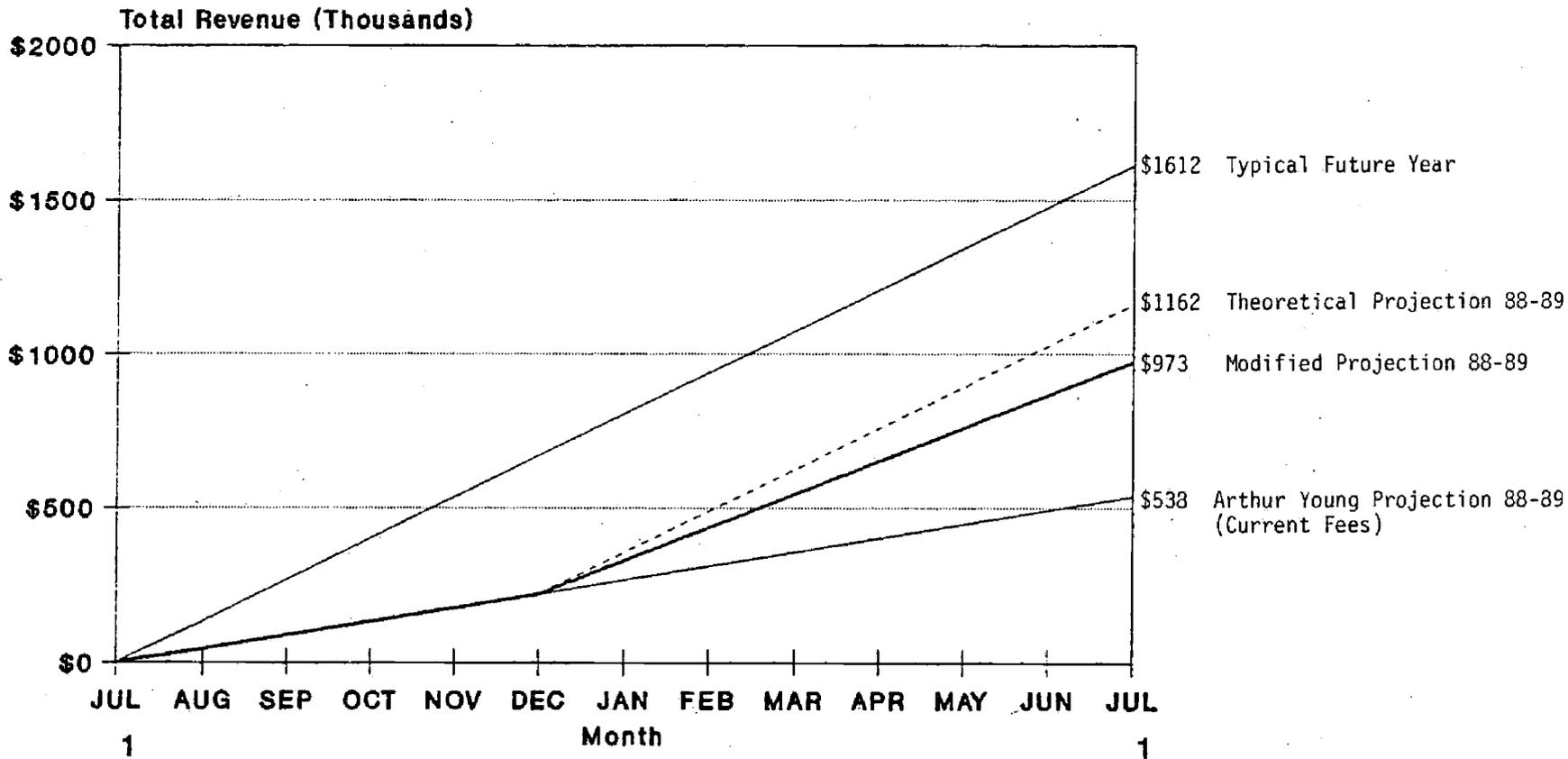
# REVENUE PROJECTION Commercial Building Review



9/27/88

50

# CUMULATIVE REVENUE PROJECTION Development Services



9/27/88

# FUTURE YEAR REVENUE PROJECTION

## Miscellaneous Fee Services

	FUTURE YEAR
Cert of Compliance	57,000
Map Correction	500
Map Amendment	5,000
ROW Acquisition	24,000
Easement Processing	1,000
Franchise Agreement	2,000
Floodplain Eval	5,000
Abandonments	10,000
Sub-Total	104,500
Subdiv Improv	724,000
Front Improv	375,000
Subdiv Maps	109,000
Permits	176,400
Comm Bldg Review	124,000
<b>TOTAL</b>	<b>1,612,900</b>

9/27/88

## FY 88/89 REVENUE PROJECTION Miscellaneous Fee Services

	CURRENT	THEORETICAL	MODIFIED
Cert of Compliance	8,000	37,000	30,000
Map Correction	0	300	200
Map Amendment	0	3,000	2,300
ROW Acquisition	20,000	22,300	20,000
Easement Processing	0	600	500
Franchise Agreement	0	1,200	900
Floodplain Eval	0	2,900	2,300
Abandonments	0	5,800	4,700
<b>Sub-Total</b>	<b>20,000</b>	<b>72,700</b>	<b>60,900</b>
Subdiv Improv	370,000	576,500	492,000
Front Improv	85,000	254,000	210,400
Subdiv Maps	14,000	71,400	56,700
Permits	41,000	116,000	95,300
Comm Bldg Review	0	72,300	57,900
<b>TOTAL</b>	<b>\$538,000</b>	<b>\$1,162,900</b>	<b>\$ 973,200</b>

9/27/88

## Conclusion

Proposed fees have been established to recover full costs for most services provided. Further analysis will be made to move closer to full cost recovery next year.

The implementation date for most fees is about December 1, 1988.

Fee rates have been established based on the level of service that meets the needs of the development community.

An ordinance change will be processed which eliminates the hiring of Engineering Consultants for design and surveying services on development projects.

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## APPENDIX B

### REVENUE PROJECTION DATA WITH AND WITHOUT FEE REVISIONS

#### Summary

The chart entitled "Fee Revision 88/89 Revenue Projection" which is a part of this appendix shows how revenue was projected for each revenue source and identifies the new total revenue which is expected from the revision to the fee schedule. The chart shows that the total revenue increase which can be attributed to the revised fees will be \$445,000 for FY 88/89.

#### Analysis

The left column of the chart (unnumbered) lists the eight revenue sources currently approved in the budget and the eight new revenue sources being proposed. (It should be noted that the revenue projections for the engineering development/private contracts fee exclude that portion of the fee which is collected under the current system solely for hiring consultants. It is fully passed through to the consulting engineering firms.) For each revenue source, the chart gives the current average monthly revenue being received as stated in the Arthur Young report, the amount of revenue expected to be recognized by the time the new fees become effective about December 1, and the total revenue which would be expected from this source if it were to continue at the present level for the full fiscal year. The sum of these 12 month projections reveals that the revenue for FY 88/89 would be \$528,000 according to Arthur Young and Associates. (Total Column #3)

Column #4 shows what the average monthly revenue is projected to be under the new fee schedule. In column #5, this average monthly revenue is first multiplied by 7 (the number of months the new fee is expected to be in effect this fiscal year) and then reduced by 20% to allow for the effects of a rush to submit plans before the fee increases become effective. Thus, column #5 gives the revenue expected to be recognized under the new fees for the remainder of the year, estimated very conservatively.

Column #6 lists the total revenue to be generated this fiscal year from each revenue source. It is the sum of the amounts in Column #2 (five months of revenue under the current schedule) and Column #5 (seven months of revenue under the new schedule). The sum of these new revenue projections is \$973,000; this is the new total revenue to be recognized this year.

The last column shows the difference between the total revenue previously expected from the current schedule and the total to be generated this year under the revised schedule. The sum of these is \$445,000. This figure is also the difference between the total revenue expected this year (\$973,158) and the total which was anticipated by Arthur Young under the current fee system if it were to remain in effect all year (\$528,000).

It should be noted that if development activity continues at its current pace, total revenue in future years will be approximately \$1,613,000 (12 months at the new fee level with the 80% damper removed), or \$1,075,000 more than the \$528,000 anticipated annually by Arthur Young and Associates under the current system.

FEE REVIS. 08/89  
REVENUE PROJECTION

4/88

FEE SERVICE	(1) CURRENT AVG MONTHLY REV PER AY	(2) TOTAL REV ON DEC 1 PER CURRENT FEE	(3) TOTAL REV ON JUN 30 PER CURRENT FEE	(4) AVERAGE MONTHLY REV PER NEW FEE	(5) TOTAL REV 12/1-6/30 PER NEW FEE (x 80%)	(6) TOTAL 88-89 REVENUE [2]+[5]	REVENUE INCREASE FROM NEW FEE [6]-[3]
SUBDIVISION (Engr/Priv Conslt)	\$30,833	\$154,165	\$370,000	\$60,333	\$337,865	\$492,030	\$122,030
FRONTAGE IMPR	\$7,083	\$35,415	\$85,000	\$31,250	\$175,000	\$210,415	\$125,415
FINAL MAP	\$750	\$3,750	\$9,000	\$5,750	\$32,200	\$35,950	\$26,950
PARCEL MAP	\$417	\$2,085	\$5,000	\$3,333	\$18,665	\$20,750	\$15,750
CERT OF COMPL	\$667	\$3,335	\$8,000	\$4,750	\$26,600	\$29,935	\$21,935
EXCV PERMIT	\$2,500	\$12,500	\$30,000	\$8,167	\$45,735	\$58,235	\$28,235
REVOG PERMIT	\$0	\$0	\$0	\$367	\$2,055	\$2,055	\$2,055
DRIVWAY PERMIT	\$91	\$455	\$1,100	\$6,166	\$34,530	\$34,985	\$33,885
MAP-CORRECTN	\$0	\$0	\$0	\$41	\$230	\$230	\$230
MAP AMENDMNT	\$0	\$0	\$0	\$417	\$2,335	\$2,335	\$2,335
ROW ACQUIST	\$1,666	\$8,330	\$20,000	\$2,000	\$11,200	\$19,530	(\$470)
EASEMENTS	\$0	\$0	\$0	\$83	\$465	\$465	\$465
FRANCHISE AGR	\$0	\$0	\$0	\$166	\$930	\$930	\$930
COMM BLDG PERMIT	\$0	\$0	\$0	\$10,333	\$57,865	\$57,865	\$57,865
FLOODPLAINS	\$0	\$0	\$0	\$416	\$2,330	\$2,330	\$2,330
ABANDONMENTS	\$0	\$0	\$0	\$833	\$4,665	\$4,665	\$4,665
	\$44,007	\$220,035	\$528,100	\$134,405	\$752,668	\$972,703	\$444,603

APPENDIX C

**DEVELOPMENT SERVICES STAFFING**

Background Information

In 1986, the design and development functions within the Engineering Division were separated into two sections. In Spring, 1987, turnaround time in private plan review and processing reached a crisis level. At that time, a decision was made to temporarily assign additional staff to the Development Services Section from the CIP delivery activities in the Construction Section and the Design Section. Staffing in the Development Section was increased gradually until the backlog was eliminated and the turnaround time reached a satisfactory level of 15 working days. The attached organization chart indicates the current staffing level as it has existed, with minor adjustments, since that time.

Two additional staff problems remain: 1) Development processing is currently restricted by insufficient clerical support. Routine correspondence often takes over four days to process. Record keeping and follow-up is inadequate. Technical staff must often perform clerical functions in order to complete work in a timely manner. 2) Detailed fiscal and labor records are not being compiled and analyzed, therefore accurate revenue and expenditure data is not available to management. Information is not available to help assure revenues and expenditures are in balance in the future.

Proposed Staff Transfers and New Positions

The new fee structure fully funds the staff positions necessary to maintain the current development processing level of services, and to resolve the clerical and administrative problems. It is also necessary to return to the CIP delivery program the positions temporarily transferred.

For budget purposes, the easiest way to accomplish this is to transfer to the Development Services Section, Org. 3136, the existing ten staff positions currently on loan to that activity, per the attached organization chart. A listing of these transfers is given below.

<u>Position</u>	<u>BAP No.</u>	<u>From</u>
Typist Clerk III	12065	3131 Engineering Administration
Supervising Engineer	13426	3132 Engineering Design
Associate Engineer	10634	3132 Engineering Design
Assistant Engineer	15309	3132 Engineering Design
Assistant Engineer	15307	3132 Engineering Design
Drafting Tech. II	13673	3132 Engineering Design
Drafting Tech. II	12757	3132 Engineering Design
Drafting Tech. II	13483	3132 Engineering Design
Assistant Engineer	17283	3134 Engineering Construction
Engineering Aide II	13183	3134 Engineering Construction

It is necessary that the following two new positions be approved to alleviate the remaining problems in the Development Services Section as discussed above:

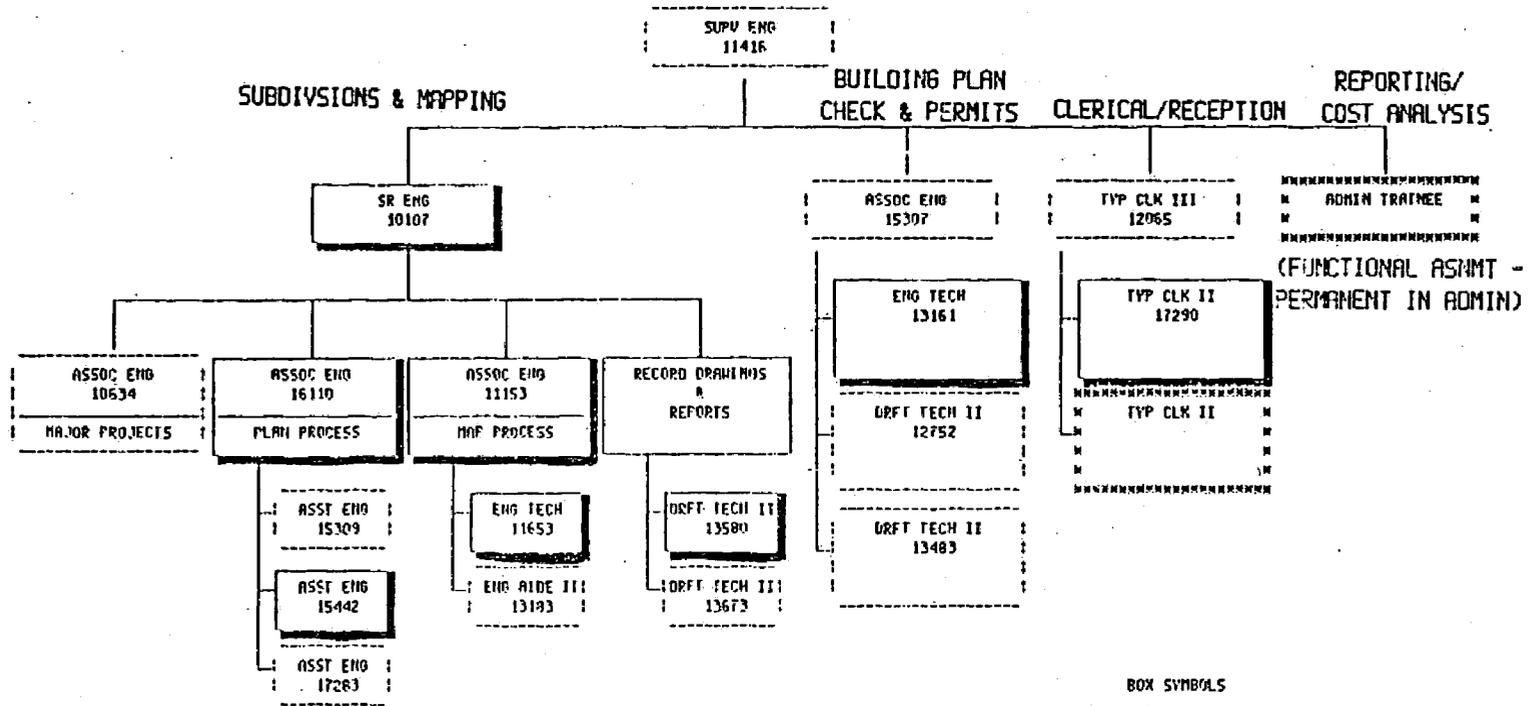
1. Administrative Trainee, BAP XXXX, Org 3131. This position will be responsible for monitoring and reporting on revenues and expenditures to help assure that the \$2 million budget and revenue are in balance for the development services function, and for monitoring and reporting on workload, productivity, and turnaround. It will also manage development agreements which provide contributions of private funds to future CIP projects such as traffic signals and road improvements, to assure that funds are obtained when needed.

The position will be budgeted and managed in Engineering Administration, Org. 3131.

2. Typist Clerk II, BAP XXXX, Org 3136. This position will provide clerical support needed for adequate record keeping and correspondence processing and filing, as described above.

With these actions taken, it is necessary to replace the CIP delivery staff transferred to the development program.

CURRENT AND PROPOSED  
DEVELOPMENT STAFFING  
(3196)



BOX SYMBOLS

POSITION CURRENTLY  
BUDGETED IN DEV

POSITION TRANSFERRED  
FROM OTHER ORD

NEW POSITION

C-3

## APPENDIX D

### CIP DELIVERY STAFFING

#### Background Information

The current temporary reassignment of ten staff from the Design and Construction Sections has adversely affected the planning, design, and inspection of the Capital Improvement Projects managed by the Department of Public Works. These projects generally include streets, storm drains, pumping plants, traffic signals, and water facilities. Even with the hiring of additional consulting engineers, CIP project delivery has slipped from acceptable levels due to the 30 percent decrease in available design staff and the continuing CIP workload.

In the annual budget process, staff are initially funded by the General Fund. As services are rendered, however, the Capital Improvement Projects, almost all of which are funded by non-General Fund sources, are directly billed appropriate labor and overhead expenses. The General Fund is then reimbursed. With recent accounting system improvements, these reimbursements are made on a quarterly basis. The net result is that costs incurred are fully recovered as expenditures are made. The exception to the principle is overhead expenses. New overhead expenditures are recovered in the following year when new overhead rates are established.

Before July 1, 1988, the overhead rates assessed to CIP projects did not fully recover costs and expenses. They were only charged to the CIP projects after project completion. This resulted in indirect General Fund expenditures for each CIP project. These historic accounting procedural problems were corrected with the approval of the FY 88/89 budget. Overhead rates now reflect full support costs, and are charged to projects quarterly.

#### Proposed New Positions

To return CIP delivery to acceptable levels, the following positions are necessary:

1. Engineering Administration, Org. 3131
  - a. Typist Clerk II, BAP XXXX. This position will provide clerical support to the real estate acquisition staff, and to the electrical design staff in the preparation of project specifications and related contract documents. It will be assigned to the Administrative Section's clerical pool. Currently, insufficient clerical support has resulted in the technical and professional staff performing clerical functions.
2. Engineering Design, Org. 3132
  - a. Supervising Engineer, BAP XXXX. This position will provide management and supervision to the three senior engineers who directly supervise design staff. It replaces the supervising engineer transferred to the Development Services Section.

- b. Typist Clerk II, BAP XXXX. This position will provide direct clerical support to the Civil Engineering Design technical and professional staff. Currently, insufficient clerical support has resulted in the technical and professional staff performing clerical functions. This is an inefficient use of staff.
- c. Associate Engineer, BAP XXXX. This position will provide CIP project design and project management. It replaces the associate engineer transferred to Development Services.
- d. Engineering Technician, BAP XXXX. This position will provide project design and drafting, as well as supervise drafting technicians in use of the proposed computer aided drafting. This position replaces a transferred drafting technician II.
- e. Junior Engineer, BAP XXXX. This position will provide project design and replaces a transferred assistant engineer.

3. Construction Section, Org. 3134

- a. Engineering Aide II, BAP XXXX. This position will provide project contract administration and inspection during construction and replaces a transferred engineering aide II.
- b. Junior Engineer, BAP XXXX. This position will provide project contract administration and inspection during construction, and replaces a transferred junior engineer.

All of the above positions will be fully cost recovered either through direct or indirect charges to Capital Improvement Projects. They provide the direct and indirect support necessary to plan, design, and construct the projects. Two of the first three positions (two Typist Clerk II's) are expected to be filled by January 1, 1989. Remaining positions will be phased in throughout the fiscal year. Junior Engineer positions are not expected to be filled until June, 1989.

The above eight (8) FTE replace the ten (10) FTE transferred. They are not the same position titles, rather they reflect management's evaluation of the staffing makeup necessary to maximize overall staff efficiency.

## APPENDIX E

### CIP EQUIPMENT

#### Background Information

Two key equipment packages are being requested which will make use of latest technology in increasing staff efficiency as well as improve the quality of design work. The first is a basic CADD system (computer aided design and drafting system) to support the Design Section, and the second is a surveying electronic data collection system. The cost of this equipment will be recovered through overhead charges to the direct labor applied to capital projects.

#### CADD System

A basic CADD System is estimated to cost approximately \$48,000. The system will provide staff with the latest in available technology and result in increased efficiency and work quality. It is estimated the system will result in labor savings in excess of \$2,000 for an average size project and over \$50,000 annually.

#### Surveying Data Collection System

The surveying data collection system will allow field surveying data to be electronically recorded and automatically entered and plotted by the CADD system. Currently, a survey party chief uses a electronic surveying instrument to make measurements, and then the information is written into a notebook. The productivity of the three person survey crew is governed by the notetaking. With the electronic data collectors in use, data recording no longer becomes the controlling factor. Field measurements are then taken much faster and with fewer errors. In the translation of the survey information onto engineering plans, the data collector is simply plugged into the CADD system computer. The surveying information is automatically analyzed and plotted onto engineering plans. This process saves a considerable amount of labor and greatly reduces the incidence of error. Time savings are estimated at \$15,000 annually. The system, together with radios for field communication, is estimated to cost \$31,000.

# RESOLUTION No.

Adopted by The Sacramento City Council on date of

RESOLUTION OF FINDINGS CONCERNING NEW  
AND INCREASED FEES FOR PUBLIC WORKS  
DEPARTMENT, ENGINEERING DIVISION

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

WHEREAS, the Budget and Finance Committee held a public hearing on September 27, 1988, concerning new and increased fees for the Public Works Department, Engineering Division, at which hearing staff presented oral and written reports, at which hearing oral and written presentations could be made by members of the public; and at which the Committee recommended adoption of a new fee schedule; and

WHEREAS, the City Council on October 4, 1988, at a regularly scheduled Council meeting at which oral or written presentations could be made by members of the public, received a written staff report on the new and increased fees and an oral presentation by City staff;

THEREFORE, based upon 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 in connection with a resolution of even date herewith establishing new and increased fees for the Public Works Department, Engineering Division, the City Council finds:

1. The new and increased 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 increased fees will provide funds to purchase necessary equipment for use in connection with provision of the services for which fees are charged.
3. The new and increased fees do not exceed the estimated amount required to provide the service for which the fees are levied.

\_\_\_\_\_  
MAYOR

ATTEST:

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

## CURRENT AND NEW FEE SCHEDULES

° CURRENT FEE SCHEDULE WITH PROPOSED REVISIONS NOTED

## PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION

		<u>COMMENTS</u>
I.	BARRICADES SIGNS USE (DEPOSIT)	
	Block parties	\$20.00 (refundable)
		No change
II.	<u>DRIVEWAY PERMITS</u> ( <del>DRIVEWAY ACCESS</del> )	\$5.00+ <del>\$ .10 per linear foot</del>
		See new fee schedule for proposed changes in Section II
III.	ENGINEERING AND RELATED FEES AND CHARGES	
	<del>Assessment proceedings for assessment districts formed on or before 11/30/78</del>	<del>Based on contract amount (City Code Sec. 38.6)</del>
		Delete reference to assessment proceedings formed prior to 11/30/78. See new fee schedule for new Section III.
	<del>15% of the first \$5,000 of the contract amount, or any part thereof;</del>	
	<del>13% of the next \$5,000 of the contract amount, or any part thereof;</del>	
	<del>12% of the next \$15,000 of the contract amount, or any part thereof;</del>	
	<del>11% of the next \$25,000 of the contract amount, or any part thereof;</del>	
	<del>10% of all contract amounts above \$50,000</del>	
	Assessment proceedings for assessment districts formed after 11/30/78	<u>Full Cost Recovery</u> in accordance with the amount set by resolution of the City Council at the time of formation of the district (City Code Sec. 38.6). <u>A deposit may be required prior to start of proceedings.</u>
		Revise as shown.

COMMENTS

Excavation Permit

Cable TV Full cost recovery  
 All others \$120.00

"Permits included in Section III. See new fee schedule.

Frontage and other improvements

(Based on direct and indirect cost recovery in full - see indirect cost factors above)

~~Based on contract amount:~~  
~~15% of the first \$5,000~~  
~~13% of the next \$5,000~~  
~~12% of the next \$15,000~~  
~~11% of the next \$25,000~~  
~~10% above \$50,000~~

Delete this item.

Public Improvements

Subdivisions

Frontage

Improvements, etc.

Based on value of improvements and scope of service (City Code Sec. 38.7).

See new "Fee Schedule for Subdivisions, Frontage Improvements and Other Public Improvements"

~~100' Frontage Improvements~~

~~\$2.00 per foot~~

Delete item on frontage improvements

~~Reassessments (City Code Sec. 38.7)~~

~~Streets & Highways Code Sec. 8740-8740.5~~

~~\$35.00 + \$5.00 per parcel~~  
\$380 plus \$10/parcel for greater than 20 parcels (City Code Sec. 38.7)

Revise as shown

Recording

\$15.00  
~~\$ 5.00/parcel~~

See new fee schedule for added items to Section III

Advertising

\$45.00

IV. PUBLICATIONS

A. Abandonment proceedings

Full cost recovery

B. Standard specifications

\$4.50

## SUBDIVISIONS

Final Map	<del>\$300</del> <u>\$2,300</u> plus the sum of <del>\$2.00</del> <u>\$15.00</u> for each lot in excess of 50 lots shown on said map. (City Code Sec. 40.510)	Revise as shown
	An additional fee of <del>\$81.00</del> <u>\$88.95</u> per acre for a final subdivision map located within the North Natomas Community Plan area. Additional fee not applicable if fee is paid as part of planned unit development review process	Revise as Shown
Parcel Map	<del>\$180.00</del> <u>\$1,350</u> (City Code Sec. 40.609)	Revise as shown
Certificate of Compliance	<del>\$50.00</del> (City Code Sec. 40.1103)	See new fee schedule for new fees
Tree planting	\$25.00 per lot for interior lot; \$50.00 per lot for corner lots (City Code Se. 40.811 1)	No change
Survey Monumentation	\$50.00 for each boundary or interior monument (City Code Sec. 40.708)	No change
Street name signs	\$150 per intersection (City Code Sec. 40.811 b)	No change
Traffic warning signs, signals and devices	Established by the Traffic Engineer to permit full cost recovery by the City	No change

VI. TRANSPORTATION PERMITS  
(FOR EXCESS LOAD OR SIZE)

No change in fees. Item moved to Section II, "Permits". See new fee schedule.

Short-term permits	\$ 3.00
Annual permits	25.00
Duplicate permits for additional loads:	
Short-term permits	
Annual permits	1.00
	10.00
Route modifications for annual permits	5.00



COMMENTS

Route  
Modifications for  
Annual Permits

\$ 5

No change in fee; item moved  
from Section VI to Section  
II

III. ENGINEERING AND  
RELATED FEES AND  
CHARGES

A) Assessment  
Proceedings

Full cost recovery in  
accordance with the  
resolution of the City  
Council at the time of  
formation of the district.  
(City Code, Sec. 38.6). A  
deposit may be required  
prior to start of  
proceedings.

Wording change only.

B) Reassessments

Streets and  
Highways Code Sec.  
8740-8740.5

\$380 plus \$10/parcel for  
greater than 20 parcels.  
Reassessment map will be  
provided by applicant. (City  
Code, Sec. 38.7)

Existing item, new fee.  
Added requirement concerning  
reassessment maps.

C) Public  
Improvements -

Subdivisions  
Frontage  
Improvements, etc.

Based on value of  
improvements and scope of  
service (City Code, Sec.  
38.7)

Item revised, see attached  
"Fee Schedule for  
Subdivisions, Frontage  
Improvements and other  
Public Improvements"

Fee Schedule for Subdivisions,  
Frontage Improvements and other Public Improvements

## I. BASIC SERVICES

<u>Value of Improvements</u>	<u>*Materials *Plan Check and Inspection Fees</u>	<u>Testing Fee</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

## II. STREET LIGHT DESIGN SERVICES

<u>Value of All Improvements</u>	<u>*Street Light Design Fee</u>
0 - \$ 25,000	1.0%
\$ 25,000 - \$ 100,000	0.8% + \$ 250
\$100,000 - \$ 500,000	0.7% + \$ 850
\$500,000 - \$1,000,000	0.6% + \$3,650
Over - \$1,000,000	0.4% + \$6,650

## II. 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

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

Notes:

- a. 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.)
- b. Materials testing fees cover original testing only. Additional charges will be made if retesting is necessary.
- c. Charges for projects requiring City design services (other than street lighting) will be based on full cost recovery. An initial deposit will be required.

- d. 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.
- e. Additional fees will be charged for change orders based on the estimated cost.

- D) 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)      New item; new fee
  
- E) Floodplain Evaluation and Response      No charge for verbal response. \$50 minimum charge for written response plus \$55/hour in excess of one hour (City Code, Section 38.7)      New item; new fee
  
- F) 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)      New item; new fee
  
- G) 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)      New item; new fee
  
- H) Processing of Easements within City Right-of-Way      Full cost recovery with a minimum fee of \$100 (City Code, Section 38.7)      New item; new fee
  
- I) Franchise Agreement Processing      Full cost recovery with a minimum fee of \$500 (City Code, Section 38.7)      New item; new fee

IV. PUBLICATIONS

- A. Abandonment proceedings      Full cost recovery
  
- B. Standard specifications      \$4.50

V. SUBDIVISIONS

COMMENTS

A) Final Map	\$2,300 plus \$15 for each lot in excess of 50 (City Code, Section 40.510)	Existing item; new fee
	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	
B) Parcel Map	\$1,350 (City Code, Section 40.609)	Existing item; new fee
C) Map Correction	250 (City Code, Section 38.7)	New item; new fee
D) Certificate of Map Amendment	\$500 (City Code, Section 38.7)	New item; new fee
E) Certificate of Compliance	(City Code, Section 40.1103)	Existing item. New fees and sub-items
Lot Splits	\$500	
Lot Mergers and adjustments	\$500	
Administrative	\$100	
F) Tree Planting	\$25 per interior lot. \$50 per corner lot (City Code, Section 40.8111)	Existing item and fee
G) Survey Monumentation	\$50 deposit for each boundary or interior monument (City Code, Section 40.708)	Existing item and fee
H) Street Name Signs	\$150 per intersection (City Code, Section 40.811b)	Existing item and fee
I) Traffic Warning Signs, Signals and Devices	Established by the Traffic Engineer to permit full cost recovery by the City	Existing item and fee

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

## RESOLUTION AMENDING CITY OF SACRAMENTO FEE AND CHARGE REPORT FOR THE PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

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

That the City of Sacramento Fee and Charge Report for the Public Works Department Engineering Division is amended as outlined below. Said fees shall become effective on December 3, 1988.

### I. BARRICADES SIGNS USE (Deposit)

A) Block Parties \$20 (Refundable)

### II. PERMITS

A) Driveway (Driveway Access) \$55 plus plan check and inspection costs per fee schedule for frontage improvements

#### B) Excavation

° Cable TV Full Cost Recovery

° All others \$120

#### C) Revocable

\$25 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)

#### D) Transportation (for excess load or size)

° Short-term Permits \$3

° Annual Permits	\$25
° Duplicate Permits for Additional Loads:	
- Short-term Permits	\$1
- Annual Permits	\$10
° Route Modifications for Annual Permits	\$5

### III. ENGINEERING AND RELATED FEES AND CHARGES

#### A) Assessment Proceedings

Full cost recovery in accordance with the resolution of the City Council at the time of formation of the district. (City Code, Section 38.6) A deposit may be required prior to start of proceedings.

#### B) Reassessments

Streets and Highways Code  
Section 8740-8740.5

\$380 plus \$10/parcel for greater than 20 parcels . Applicant shall provide reassessment map. (City Code, Section 38.7)

#### C) Public Improvements - Subdivisions, Frontage Improvements, etc.

Based on value of improvements and scope of service (City Code, Section 38.7)

Fee Schedule for Subdivisions,  
Frontage Improvements and other Public Improvements

I. BASIC SERVICES

<u>Value of Improvements</u>	<u>*Plan Check and Inspection Fees</u>	<u>*Materials Testing Fee</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

II. STREET LIGHT DESIGN SERVICES

<u>Value of All Improvements</u>	<u>*Street Light Design Fee</u>
0 - \$ 25,000	1.0%
\$ 25,000 - \$ 100,000	0.8% + \$ 250
\$100,000 - \$ 500,000	0.7% + \$ 850
\$500,000 - \$1,000,000	0.6% + \$3,650
Over - \$1,000,000	0.4% + \$6,650

III. 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

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

Notes:

- a. 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.)
- b. Materials testing fees cover original testing only. Additional charges will be made if retesting is necessary.
- c. Charges for projects requiring City design services (other than street lighting) will be based on full cost recovery. An initial deposit will be required.

- d. 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.
- e. Additional fees will be charged for change orders based on the estimated cost.

- |   |   |
|---|---|
| D) 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) |
| E) Floodplain Evaluation and Response                 | No charge for verbal response. \$50 minimum charge for written response plus \$55/hour in excess of one hour (City Code, Section 38.7)  |
| F) 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)       |
| G) 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)                 |
| H) Processing of Easements within City Right-of-Way   | Full cost recovery with a minimum fee of \$100 (City Code, Section 38.7)  |
| I) Franchise Agreement Processing                     | Full cost recovery with a minimum fee of \$500 (City Code, Section 38.7)  |

IV. PUBLICATIONS

- |                            |                    |
|----------------------------|--------------------|
| A) Abandonment Proceeding  | Full cost recovery |
| B) Standard Specifications | \$4.50             |

V. SUBDIVISIONS

- |                                 |  |
|---------------------------------|--|
| A) Final Map                    | \$2,300 plus \$15 for each lot in excess of 50 (City Code, Section 40.510)<br><br>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 |
| B) Parcel Map                   | \$1,350 (City Code, Section 40.609)  |
| C) Map Correction               | \$250 (City Code, Section 38.7)  |
| D) Certificate of Map Amendment | \$500 (City Code, Section 38.7)  |

- E) Certificate of Compliance (City Code, Section 40.1103)
- |                             |       |
|-----------------------------|-------|
| Lot Splits                  | \$500 |
| Lot Mergers and adjustments | \$500 |
| Administrative              | \$100 |
- F) Tree Planting \$25 per interior lot. \$50 per corner lot (City Code, Section 40.811f)
- G) Survey Monumentation \$50 deposit for each boundary or interior monument (City Code, Section 40.708)
- H) Street Name Signs \$150 per intersection (City Code, Section 40.811b)
- I) Traffic Warning Signs, Signals and Devices Established by the Traffic Engineer to permit full cost recovery by the City

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MAYOR

ATTEST:

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CITY CLERK

DE5-01.F

# RESOLUTION No.

Adopted by The Sacramento City Council on date of

RESOLUTION AMENDING THE 1988-89 REVENUE BUDGET  
AND 1988-89 OPERATING BUDGET AND APPROPRIATING FUNDS  
FROM THE GENERAL FUND CONTINGENCY RESERVE TO THE  
ENGINEERING DIVISION OPERATING BUDGET

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

1. The 1988-89 Revenue Budget is hereby amended as follows:

<u>Revenue Source</u>		<u>Current Budget</u>	<u>Amended Budget</u>
Driveway Permits	101-310-3136-3210	\$ 2,000	\$ 35,000
Excavation Permits	101-310-3136-3227	30,000	58,000
Subdivision Maps	101-310-3136-3634	25,000	56,000
Certificates of Compliance	101-310-3136-3639	3,000	30,000
Engineering Fees	101-310-3136-3651	2,000,000	1,722,000
Frontage Improvements	101-310-3136-3665	80,000	210,000
Revocable Permit	101-310-3136-XXXX	-0-	2,000
Map Correction	101-310-3136-XXXX	-0-	200
Map Amendment	101-310-3136-XXXX	-0-	2,300
Easements Process	101-310-3136-XXXX	-0-	500
Franchise Agreements	101-310-3136-XXXX	-0-	900
Commercial Bldg. Permit	101-310-3136-XXXX	-0-	58,000
Floodplains Evaluation	101-310-3136-XXXX	-0-	3,000
Abandonments	101-310-3136-XXXX	-0-	4,500
		<u>\$2,140,000</u>	<u>\$2,182,400</u>

2. The 1988-89 Operating Budget is hereby amended as follows:

<u>Object Code</u>		<u>Current Budget</u>	<u>Amended Budget</u>
Developer Funded Consultant	101-310-3136-4250	800,000	400,000
CIP Labor Offset	101-310-3132-4710	<696,585>	<560,195>

3. The following positions be transferred to the Development Services Section (3136) from the various other sections as follows:

<u>Transferred From</u>	<u>Position</u>	<u>BAP No.</u>	<u>FTE</u>
Engineering Design (3132)	Supervising Engineer	13426	1.0
Engineering Administration (3131)	Typist Clerk	12065	1.0
Engineering Design (3132)	Associate Engineer	10634	1.0
Engineering Design (3132)	Assistant Engineer	15309, 15307	2.0
Engineering Design (3132)	Drafting Tech II	13673, 12757, 13483	3.0
Construction (3134)	Assistant Engineer	17283	1.0
Construction (3134)	Engineering Aide II	13183	1.0

4. The amount of \$317,326, to be transferred to the Development Section (101-3136-0000-4101) from the identified sections as follows:

<u>From</u>	<u>To</u>	<u>Title</u>	<u>Amount</u>
101-310-3131-4101	101-310-3136-4101	Salaries	19,131
101-310-3132-4101	101-310-3136-4101	Salaries	246,755
101-310-3134-4101	101-310-3136-4101	Salaries	51,440

5. The following positions be added to the Engineering Budget as follows:

<u>Class Code</u>	<u>Position</u>	<u>Org.</u>	<u>88/89 FTE</u>	<u>89/90 FTE</u>
01263	Supervising Engineer	3132	.5	1.0
10029	Administrative Trainee	3131	.5	1.0
16095	Typist Clerk II	3131, 3132, 3136	1.5	3.0
03609	Engineering Aide II	3134	.4	1.0
11012	Associate Engineer	3132	.25	1.0
11010	Junior Engineer	3132, 3134	.1	2.0
16042	Engineering Technician	3132	.4	1.0

6. Funds in the amount of \$306,010 are hereby appropriated from the General Fund Contingency Reserve (101-710-7012-4999) to the Engineering Division operating budget as follows: (Salaries are based on the FTE above)

<u>Account Number</u>	<u>Title</u>	<u>88/89 Budget</u>
101-310-3131-4101	Salaries	25,734
101-310-3131-4202	Telephone	1,200
101-310-3131-4241	M&R Equipment	400

<u>Account Number</u>	<u>Title</u>	<u>88/89 Budget</u>
101-310-3131-4261	Transportation	100
101-310-3131-4262	Meals	50
101-310-3131-4263	Lodging	100
101-310-3131-4272	Registration and Tuition	750
101-310-3131-4411	Office Supply and Material	400
101-310-3131-4461	Small Tools	550
101-310-3131-4462	Computer Supply	1,800
101-310-3131-4630	Equipment	10,720
101-310-3132-4101	Salaries	59,986
101-310-3132-4202	Telephone	2,500
101-310-3132-4214	Blue Printing	1,500
101-310-3132-4234	Rental Equipment F/M	800
101-310-3132-4241	M&R Equipment	1,945
101-310-3132-4261	Transportation	950
101-310-3132-4262	Meals	475
101-310-3132-4263	Lodging	700
101-310-3132-4272	Registration and Tuition	1,300
101-310-3132-4276	Auto Allowance	1,800
101-310-3132-4411	Office Supply and Materials	3,000
101-310-3132-4412	Engineering and Drafting	400
101-310-3132-4461	Small Tools	1,750
101-310-3132-4462	Computer Supply	1,200
101-310-3132-4630	Equipment	64,845
101-310-3134-4101	Salaries	13,026
101-310-3134-4202	Telephone	1,200
101-310-3134-4214	Blue Printing	500
101-310-3134-4234	Rental Equipment F/M	200
101-310-3134-4241	M&R Equipment	1,100
101-310-3134-4261	Transportation	100
101-310-3134-4262	Meals	75
101-310-3134-4263	Lodging	100
101-310-3134-4272	Registration and Tuition	250
101-310-3134-4411	Office Supply and Materials	400
101-310-3134-4412	Engineering and Drafting	250
101-310-3134-4431	Safety Equipment	200
101-310-3134-4461	Small Tools	5,137
101-310-3134-4462	Computer Supply	100
101-310-3134-4471	Construction Supply	300
101-310-3134-4630	Equipment	29,970
101-310-3136-4101	Salaries	11,177
101-310-3136-4202	Telephone	600
101-310-3136-4241	M&R Equipment	1,700
101-310-3136-4272	Registration and Tuition	150
101-310-3136-4411	Office Supply and Materials	1,000

Account Number

Title

88/89  
Amount

101-310-3136-4461  
101-310-3136-4462  
101-310-3136-4630

Small Tools  
Computer Supply  
Equipment

1,450  
800  
51,270

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MAYOR

ATTEST:

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CITY CLERK