



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



7

April 9, 1991

Budget & Finance Committee
of the City of Sacramento
Sacramento, CA

Honorable Members in Session:

SUBJECT: Proposed Revisions to Agency Fees and Charges Schedule

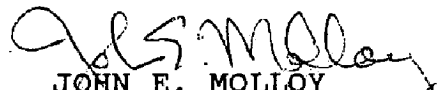
SUMMARY

The attached report is submitted to you for review and recommendation prior to consideration by the Redevelopment Agency and Housing Authority of the City of Sacramento.

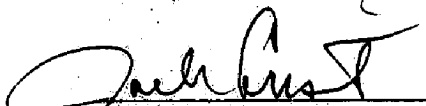
RECOMMENDATION

The staff recommends approval of the attached resolutions approving the revisions.

Respectfully submitted,


JOHN E. MOLLOY
Acting Executive Director

TRANSMITTAL TO COMMITTEE:



JACK R. CRIST
Deputy City Manager

Attachment



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY



April 16, 1991

Redevelopment Agency and
Housing Authority of the
City of Sacramento
Sacramento, California

Honorable Members in Session:

SUBJECT: Proposed Revisions to Agency Fees and Charges Schedule

SUMMARY

This report recommends the addition or revision of standardized fees and charges for various Agency activities and services.

BACKGROUND

The Agency first implemented a Fees and Charges Schedule in 1983. The Schedule has been revised each subsequent year to reflect additions, deletions, and increases to the prior schedule. It is now necessary to revise the 1990 Schedule to reflect adjustments for the 1991 year.

For 1991, one significant change plus two minor changes are recommended. The significant change recommended is for the service charges of the Housing Maintenance Division. Maintenance fees are only charged to tenants for "tenant caused damage" and not for normal routine maintenance. The current schedule of maintenance charges is based on an hourly labor rate of \$18.50 per hour and the current materials cost. This hourly labor rate of \$18.50 has been in effect since April 1990. The recommended maintenance charges for 1991 are based on an hourly rate of \$19.50 per hour and are also adjusted to reflect changing material costs. The increase in the labor rate reflects increased salary and benefits to the Maintenance Division employees. Annually, the labor rate is reviewed and adjusted accordingly to minimize the amount of increase from the old labor rate to the new.

The proposed fees and charges of the Housing Maintenance Division have been reviewed and unanimously approved by the Resident Council on March 8, 1991.

There are two recommended minor changes. The first change is from the Finance Division and deletes the current ten dollar charge per

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Redevelopment Agency and
Housing Authority of the
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copy for requested copies of the Agency Budget or Financial Statement. These documents should be free to interested parties. The second change involves Construction Management. The Plan Deposit charge for New Construction is being increased from \$50.00 each for conventional framed facilities to \$100.00. This deposit is refundable if plans and specifications are returned not later than ten consecutive calendar days after bid date. The increase in this charge is due to the increased cost of these plans and specifications.

No other changes are recommended at this time. If additional changes are recommended during the year, a separate staff report will be brought forward discussing those changes at that time.

The listing attached as Exhibit A indicates the recommended changes and additions to the 1990 Fees and Charges Schedule which has been in effect since April 24, 1990. All other Agency fees and charges currently in place would remain unchanged. The list attached as Exhibit B is the complete 1991 Agency Fees and Charges Schedule.

FINANCIAL DATA

The proposed changes would only have a minor financial impact on the Agency. The primary emphasis of this item is to:

- 1) Identify fees to potential users of Agency services;
- 2) Standardize fees as much as possible; and
- 3) Charge fees to cover the cost of providing services.

The fees and charges are not intended to generate additional income but to recover the Agency's actual cost in providing the service.

ENVIRONMENTAL IMPACT

CEQA/NEPA: The recommendation in this report is purely administrative in nature and is exempt from environmental review per CEQA Section 15378(b)(3) and NEPA Part 58.34(a)(3).

MBE/WBE

Not applicable (no outside contracting involved).

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POLICY IMPACT

The action proposed in this report is consistent with previously approved policy and there are no policy changes being recommended.

VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of April 3, 1991, the Sacramento Housing and Redevelopment Commission adopted a motion recommending adoption of the attached resolution. The votes were as follows:

AYES: Cespedes, Moose, Pernel, Simon, Simpson, Wooley, Yew, Strong

NOES: None

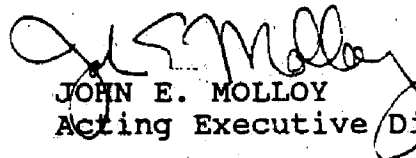
NOT PRESENT TO VOTE: Amundson

ABSENT: Williams, Deipenbrock

RECOMMENDATION

The staff recommends (1) approval of the proposed new and/or revised fees and charges on the attached schedule (Exhibit A), (2) addition of these new and/or revised fees and charges to the previously approved 1990 Sacramento Housing and Redevelopment Fees and Charges Schedule, which would become the 1991 Schedule (Exhibit B), and (3) publication and distribution of the 1991 Fees and Charges Schedule to users of Agency services.

Respectfully submitted,


JOHN E. MOLLOY
Acting Executive Director

TRANSMITTAL TO COUNCIL:

WALTER J. SLIPE, City Manager

Contact Person: Richard K. Slaymaker, 440-1373

RESOLUTION NO.

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF _____

AMENDMENTS FEES AND CHARGES SCHEDULE

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1: The Fees and Charges Schedule for the Sacramento Housing and Redevelopment Agency, is amended as set forth on Exhibit "A" attached.

Section 2: The Acting Executive Director is hereby authorized to implement such Fees and Charges Schedule and distribute the schedule to current users of Agency services.

Section 3: This resolution is effective immediately.

CHAIR

ATTEST:

SECRETARY

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FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

RESOLUTION NO.

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF _____

AMENDMENTS FEES AND CHARGES SCHEDULE

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO:

Section 1: The Fees and Charges Schedule for the Sacramento Housing and Redevelopment Agency, is amended as set forth on Exhibit "A" attached.

Section 2: The Acting Executive Director is hereby authorized to implement such Fees and Charges Schedule and distribute the schedule to current users of Agency services.

Section 3: This resolution is effective immediately.

CHAIR

ATTEST:

SECRETARY

P:\share\reso\91Fees

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

EXHIBIT "A"

CHANGES AND ADDITIONS
FROM
1990 FEES AND CHARGES SCHEDULE

<u>Charging Organization</u>	<u>Activity</u>	<u>Current Fee/Charge</u>	<u>Proposed Fee/Charge</u>
Maintenance	See attached list	Fixed Charges	Fixed Charges
	Labor Rate	\$18.50 per hour	\$19.50 per hour
Construction Management	Plan Deposits- New Construction	\$50.00 each- Conventional framed facilities	\$100 each - Conventional framed facilities
Finance	Requested copies of budget or financial statements	\$10.00 per copy	Fee Eliminated

EXHIBIT "B"

1991 FEES AND CHARGES SCHEDULE

<u>CHARGING DEPARTMENT</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
All Agency	Reproduction - Agency Employees	\$.05 per copy
	Reproduction - Outside Agency	\$.25 for first page \$.10 per additional page
Finance	Returned Checks	\$10.00 per check
	Wire transfer payment to Vendors	\$50.00 per wire
Agency Clerk	Agenda Packets -Outside Agency	\$500.00 per year
	Tape Cassette Reproduction	\$10.00 per tape
General Services	Washers, clothes	\$.50
	Dryers, clothes	\$.35
	Vending Machine Soda	\$.50
	Stores Items	Average weighted value plus 10%.
Construction Management	Plan Deposits - New Construction	\$100.00 each * - conventional framed facilities
		\$200.00 each * - high rise building *refundable if complete plans and specifications returned not later than 10 consecutive calendar days after bid date.
	Plan Deposits - Substantial Rehabilitation	\$35.00 each - refundable within 10 days after bid date,
Housing Development	Mortgage Credit Certificate Program Information Fee for Non-Program participants	\$25.00 to public entitles; \$50.00 to private agencies.

CHARGING
DEPARTMENT

ACTIVITY

AMOUNT

Housing
Development
- continued -

Mortgage Credit Certificate
Lender Participation Fee

\$225.00 initial
Application fee.
\$200.00 Annual Fee.

Mortgage Credit Certificate
Program Application Fee

\$200.00
Non-refundable

Mortgage Revenue Bond -
City and County

Non-refundable
application fee of
10 basis points and an
additional 25 - 50 basis
points at bond closing,
per individual project
negotiation, plus annual
fee of 12.5 basis points
for the life of the
bonds.

Economic
Development

Facade Grant Program
Application Fee

\$35.00 one-time
non-refundable.

Loan Late Fee

5% of monthly payment
if payment not made
within 15 days after
payment due date.

Industrial Development Bond
Local Fee (through Bonds
for Industry Agreement)

25 basis points at bond
closing.

Rehabilitation

Plan Deposits

\$35.00 each -
refundable within
10 days after bid date.

Loan Fee

1½% of loan amount for
owner occupied. 1½% loan
amount for CDBG funded
rental properties.

Legal -
Redevelopment

Assignments

\$1,000 minimum legal
service fee and \$67.00
per hour for legal
services exceeding
15 hours.

Redevelopment

Assignments

\$500 plus recording
fees and appraisal
charges.

CHARGING
DEPARTMENT

ACTIVITY

AMOUNT

Redevelopment
-continued-

Good Faith Deposit/Option Fees

Not less than 10% of purchase price (in any event not less than \$1,000) upon timely close of escrow, kept by Agency should redeveloper not perform.

Option Extension Fee

\$50.00 per day for any delay.

Industrial Development Bonds

Application fee of \$1,000 or 0.1% of par amount whichever is greater plus 0.5% of par amount at closing.

Plan Deposits

Amount varies from \$35.00 to \$250.00 dependent upon project, refundable if complete plans and specifications returned not later than 10 consecutive calendar days after bid date.

Old Sacramento Variance Appeals

\$100.00

Housing
Management

Security Deposits

The greater of \$100.00 or one months rent up to a maximum of \$200.00.

Pet Security Deposit

\$35.00 each to maximum of two (2) dogs or cats.

Key Deposit

\$5.00

Housing
Maintenance

See Attached List

Fixed charges for specific items and/or material and labor costs in accordance with attached list.

CIAP

Plan Deposits

\$35.00 each refundable within 10 days after bid date.

CHARGING
DEPARTMENT

ACTIVITY

AMOUNT

Tenant Services	Community Garden Plot	\$10.00 per year
	Non-resident group area of Community room	\$5.00 per hour and \$25.00 refundable cleaning deposit.
Senior shopping	\$1.00 per trip Transportation	
Nutrition	Co-operative purchasing agreement for disposables	Cost of disposable plus 15% administrative fee
	UCD/MSSP reimbursement for meals served	\$4.50 per meal
Child Development	Family Fee Schedule	Commensurate with California Dept. of Education, Office of Child Development Family Fee Schedule, Current Fiscal Year.

**1991 TENANT CHARGES
FOR MAINTENANCE SERVICES**

Keys and Locks

	1991
Lock out (during hours)	10.00
Lock out (after hours)	29.00
Key (apartment/mailbox)	2.00
Key (large bow "best")	6.00
Mailbox lock	9.00
Lock change	27.00
Interior locks (privacy, passage, patio)	18.00

Carpentry

Entry door - paint grade, solid core	73.00
Interior door - hollow core	55.00
Pocket door - hollow core	73.00
Garage service door (1 lite/1 panel)	86.00
Accordion door - vinyl - 36 x 80	43.00
- 84 x 80	53.00
- 60 x 94	63.00
Bread board	19.00
Foundation vents	3.00
Stairrail bracket	2.00
Gate latch	3.00
Gate hinge	3.00
Garage door handle	4.00
Garage door bolt lock	6.00
Door jamb - interior	27.00
Door jamb - exterior	44.00
Door casing	11.00
Door viewer	14.00
Drawer pulls	3.00
Door bumpers	2.00
Closet shelving	13.00
Closet poles - 6'	13.00
Door mailbox slot	14.00

**1991 TENANT CHARGES
FOR MAINTENANCE SERVICES**

<u>Electrical</u>	1991
Electric fixture	13.00
Electric fixture - glass	9.00
Electric outlet	10.00
Electric outlet cover	2.00
Electric switch	10.00
Electric switch cover	2.00
220 receptacle	11.00
Circuit breaker	21.00
Fluorescent tubes (all)	6.00
Light defuser - interior	6.00
Porch light shade - glass	5.00
Porch light shade - plastic	11.00
Splitter (T.V.)	9.00
Smoke alarm	18.00
Exhaust fan cover	19.00
 <u>Glass</u>	
Window glass - 20" x 20" (D.S.)	22.00
- 24" x 24" (D.S.)	24.00
- 36" x 36" (D.S.)	31.00
- 24" x 60" (D.S.)	32.00
- 36" x 60" (D.S.)	39.00
- 50" x 50" (D.S.)	42.00
Patio door glass - 34" x 76" (safety)	63.00
Shower door glass - 28" x 60" (safety)	36.00
Tub enclosure glass - 28" x 54" (safety)	31.00
Medicine cabinet mirror - 16" x 36"	15.00
Medicine cabinet shelf	3.00
Window operator	10.00
Window operator handle	3.00
Window lock	5.00
 <u>Screens</u>	
Sliding screen door (new) - 36" x 80"	48.00
Sliding screen door (rescreen) - 36" x 80"	15.00
Window screen (new)	16.00
Window screen (rescreen)	11.00
Half panel (rescreen)	11.00
Full panel (rescreen)	19.00
Screen door closer	15.00
Screen door hinge	12.00
Screen door latch	11.00
Screen door (passage)	62.00
Screen door grill - 36" x 36"	12.00
Screen door expander	18.00
Screen door lock	8.00

**1991 TENANT CHARGES
FOR MAINTENANCE SERVICES**

<u>Drapes and Shades</u>	1991
Drapes - 54" x 56"	32.00
- 78" x 56"	37.00
- 78" x 84"	43.00
- 102" x 84"	51.00
- 126" x 60"	57.00
- 144" x 60"	65.00
Traverse rod convertible	
(one way/two way) - 28" x 48"	14.00
- 48" x 84"	16.00
- 66" x 120"	18.00
- 84" x 156"	21.00
Window shade - 18" x 45"	13.00
- 54" x 72"	15.00

Appliances - Ranges/Refrigerators

Top burner - gas	15.00
Top element - electric	24.00
Top burner grate - gas	8.00
Oven door handle	20.00
Burner/oven knob	6.00
Oven door	57.00
Oven control - gas	57.00
Oven control - electric	33.00
Top element switch - electric	20.00
Gas range - 20"	245.00
Gas range - 30"	290.00
Gas connector	10.00
Electric stove - 20"	251.00
Electric stove - 30"	262.00
Evaporator - single door refrigerator	195.00
Freezer door gasket	32.00
Refrigerator door gasket	47.00
Refrigerator door handle	39.00
Freezer door - single door refrigerator	27.00
Crisper cover	19.00
Crisper	13.00
Light bulb	2.00
Chiller tray	18.00
Refrigerator - TA11	344.00
- TBFP14	384.00
- TBX16	415.00
Hood fan filter	12.00
Clean stove	39.00
Clean refrigerator	10.00
Washer	585.00
Dryer	325.00

**1991 TENANT CHARGES
FOR MAINTENANCE SERVICES**

<u>Plumbing</u>	1991
Sink faucet	51.00
Lavatory faucet	57.00
Laundry tray faucet	34.00
Sink P-trap	14.00
Basin P-trap	15.00
Sink/basin J-bend	9.00
Bathtub faucet	58.00
Toilet set	72.00
Flush tank	34.00
Toilet stool	50.00
Lavatory	41.00
Toilet tank cover	15.00
Toilet seat	14.00
Toilet paper spindle	3.00
Toilet paper holder	13.00
Towel bar	10.00
Shower rod	6.00
Sink strainer	4.00
Heating thermostat	17.00
Heating/cooling thermostat - heat pump	49.00
Heating/cooling thermostat-central system	26.00
Garbage disposal	50.00
PVC P-trap	11.00
Pop-up stopper	9.00
Toilet stoppage - local	10.00
Toilet stoppage - pull and reinstall	26.00
Basin/sink/tub/shwr/laundry tray stoppage	15.00
Any main sewer line stoppage	31.00
Garbage disposal stoppage	10.00
Shower door kit (towel bar)	14.00
Plastic soap dish	1.00
Basin/tub stopper	1.00
Garbage disposal stopper	3.00
Garbage disposal splash guard	3.00
Hand held showerhead	22.00
Showerhead	14.00
Hose bib	13.00
 <u>Miscellaneous Charges</u>	
Garbage can	10.00
Floor tile (9"x9", 12"x12")	3.00

**1991 TENANT CHARGES
FOR MAINTENANCE SERVICES**

For any repairs or replacements of items not listed, charges will be assessed on the basis of actual cost of materials and labor.

The prevailing labor rate for maintenance services to tenants is \$19.50 per hour.

Tenant charges will apply to services during occupancy, vacated units and preventative maintenance services when it is determined that repairs are necessary due to tenant caused damages or abuse.

If a tenant calls for service and arranges for a predetermined appointment time and is not at home when the maintenance person arrives, charges will be assessed to the tenant at the following rate:

During normal business hours - Monday thru Friday	<u>1991</u> 8.00
After normal business hours - Weekends and Holidays	11.00