

**ORDINANCE NO. 94-08**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIDGECREST AMENDING THE RIDGECREST MUNICIPAL CODE BY ESTABLISHING A FEE AND SERVICE CHARGE REVENUE/COST COMPARISON SYSTEM**

**THE CITY COUNCIL OF THE CITY OF RIDGECREST DOES HEREBY ORDAIN**  
as follows:

**Section 1. Scope and Findings**

This ordinance amends the Municipal Code to establish a process for maintenance of City fees. The adoption of this Chapter is exempt from the California Environmental Quality Act and 14 California Code of Regulations Section 15273, because it merely establishes a procedure for determining fees for the purpose of meeting the operating expenses of City departments.

**Section 2. Amendment**

Section 3-9.102 is hereby added to the Ridgecrest Municipal Code to read as follows:

**"Section 3-9.102. Purpose and Scope**

The City Council intends to ascertain and recover costs incurred by the City in providing regulations, products or services from fees as hereinafter enumerated for the user of the products and services. The revenue/cost comparison system set forth below provides a mechanism for ensuring fees adopted by the City do not exceed the reasonably estimated cost for providing the services or products for which the fees are charged."

**Section 3. Amendment**

Section 3-9.103 is hereby added to the Ridgecrest Municipal Code to read as follows:

**"Section 3-9.103. Delegation of Authority**

The City Administrator shall adjust fees and charges to recover the percentage of costs reasonably borne in providing regulations, products or services enumerated below in the percentage of costs reasonably borne and on the schedule of rate review and revision as hereinafter established. In adjusting fees and charges, the City Administrator shall act in an administrative and ministerial capacity and shall consider only the standards and criteria established herein and applicable State law."

**Section 4. Amendment**

Section 3-9.104 is hereby added to the Ridgecrest Municipal Code to read as follows:

**"Section 3-9.104. Definitions**

As used herein, the term 'costs reasonably borne' is the sum of the following:

(a) All applicable direct costs including, but not limited to salaries, wages, overtime, employee fringe benefits, services and supplies, maintenance and operation expenses, contracted services, special supplies, and any other direct expense incurred.

(b) All applicable indirect costs including, but not restricted to, building maintenance and operations, equipment maintenance and operations, communication expenses, computer costs,

printing and reproduction, vehicle expenses, insurance, debt service, and like expenses when distributed on an accounted and documented rational proration system.

(c) Fixed asset recovery expenses, consisting of depreciation of fixed assets, and additional fixed asset expense recovery charges calculated on the current estimated cost of replacement, divided by the approximate life expectancy of the fixed asset. A further additional charge to make up the difference between book value depreciation not previously recovered and reserved in cash and the full cost of replacement, also shall be calculated and considered a cost so as to recover such unrecovered costs between book value and cost of replacement over the remaining life of the asset.

(d) General Overhead, expressed as a percentage, distributing and charging the expenses of the City Council, City Attorney, City Administrator, City Clerk, City Treasurer, Economic Development, Finance Department, Personnel Office, and City Promotion, and all other staff and support service provided to the entire City organization. Overhead shall be prorated between tax-financed services and fee-financed services on the basis of the percentage so each of taxes and fees and charges shall proportionately defray such overhead costs.

(e) Departmental overhead, expressed as a percentage, distributing and charging the cost of each department head and supporting expenses as enumerated above.

(f) Debt service costs, consisting of repayment of principal, payment of interest, and trustee fees and administrative expenses for all applicable bond, certificate, or securities issues or loans of whatever nature or kind. Any required coverage factors or required or established reserves beyond basic debt service costs also shall be considered a cost if required by covenant within any securities ordinance, resolution, indenture or general law applicable to the City."

**Section 5. Amendment**

Section 3-9.105 is hereby added to the Ridgcrest Municipal Code to read as follows:

**"Section 3-9.105. Schedule of Fees and Service Charges**

(a) The City Administrator, Finance Director and each department head, under the direction of the City Administrator, shall annually review the following fees and service charges, and provide an adjusted fee or charge schedule to the City Council for its consideration to recover the listed percentage of costs reasonably borne:

Regulation, Product or Service	Percentage of Costs Reasonably Borne
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I. Development Services:

1.	Condition Use Review . . . . .	100%
2.	Variance Review (Note 1) . . . . .	100%
3.	Zone Change Review (Map) . . . . .	100%
4.	Zoning Code Amendment Review (Text) . . . . .	100%
5.	General Plan Amendment . . . . .	100%
6.	General Plan Maintenance . . . . .	100%
7.	Specific Plan Review . . . . .	100%
8.	Specific Plan Amendments . . . . .	100%
9.	Tentative Tract Map Processing . . . . .	100%
10.	Tentative Parcel Map Processing . . . . .	100%
11.	Categorical Exemption Review . . . . .	100%
12.	Initial Study & Negative Declaration . . . . .	100%
13.	Mitigated Negative Declaration . . . . .	100%
14.	Environmental Impact Report Review . . . . .	100%
15.	Mitigation Monitoring Plan Set-Up . . . . .	100%
16.	Mitigation Monitoring . . . . .	100%
17.	Home Occupation Review . . . . .	100%
18.	Time Extension Review . . . . .	100%
19.	Conceptual Pre-App. Plan Review . . . . .	100%
20.	Development Agreement Review . . . . .	100%
21.	Development Agreement Amendment . . . . .	100%
22.	Temporary Use Review (P.C./Staff) . . . . .	100%
23.	Annexation/Deannexation Processing . . . . .	100%
24.	Processing of Appeal (C.C./P.C.) . . . . .	100%
25.	Sign Permit Review (P.C./Staff) . . . . .	100%
26.	Certificate of Compliance . . . . .	100%
27.	Street & Alley Vacation Processing . . . . .	100%
28.	Street Name Change . . . . .	100%
29.	Street Address Change . . . . .	100%
30.	Landscape Plan Check/Inspection . . . . .	100%
31.	Site Plan Review (P.C./Staff) . . . . .	100%
32.	300' Notice List (Public Hearing) . . . . .	100%
33.	Final Tract Map Check . . . . .	100%
34.	Final Parcel Map Check . . . . .	100%
35.	Public Improvements Plan Check/Insp. . . . .	100%
36.	Engineering Plan Revision Checking . . . . .	100%
37.	Encroachment Permit Processing . . . . .	100%
38.	Grading Plan Check/Inspection-PW . . . . .	100%
39.	Grading Plan Check/Inspection-Building . . . . .	100%
40.	Lost Line/Merger Adjustment Review . . . . .	100%
41.	Engineering Surveying & Staking . . . . .	100%
42.	Property Ownership I.D. Service . . . . .	100%
43.	Building Plan Check . . . . .	100%

- 44. Building Plan Review/Modification Check . . . . . 100%
- 45. Building Inspection . . . . . 100%
- 46. Building Demolition Review & Inspection . . . . . 100%

II. Public Safety Services:

- 47. Special Business License Regulation . . . . . 100%
- 48. Concealed Weapon Permit Review . . . . . 100%
- 49a. Parking Enforcement--Resident . . . . . 100%
- 49b. Parking Enforcement--Non Resident . . . . . 100%
- 50. Vehicle Code Correction Sign-off . . . . . 100%
- 51. V.I.N. Verification . . . . . 100%
- 52. Funeral Procession Traffic Control . . . . . 100%
- 53. Bicycle License . . . . . 100%
- 54. Agency Clearance Report . . . . . 100%
- 55. Disturbance Response Call-back . . . . . 100%
- 56. Police False Alarm Response . . . . . 100%
- 57. Burglar Alarm Regulation . . . . . 100%
- 58. Impounded Vehicle Release . . . . . 100%
- 59. Fingerprinting Service . . . . . 100%
- 60. Police Report Reproduction . . . . . 100%
- 61. Police Photo Reproduction . . . . . 100%
- 62. DUI Arrest . . . . . 100%
- 63. Crosswalk Protection . . . . . 100%
- 64. Animal License/Control . . . . . 50%

III. Leisure and Cultural Services:

- 65. Adult Sports Programs . . . . . (Note 2)
- 66. Youth Sports Programs . . . . . (Note 2)
- 67. Adult Contract Recreation Classes . . . . . (Note 2)
- 68. Youth Contract Recreation Classes . . . . . (Note 2)
- 69. Pre-School Classes . . . . . (Note 2)
- 70. Youth Gymnastics Program . . . . . (Note 2)
- 71. Youth Special Events . . . . . (Note 2)
- 72. Summer Youth Day Camp Programs . . . . . (Note 2)
- 73. Adult Racquetball Tournaments . . . . . (Note 2)
- 74. Private Adult Ballfield Rental . . . . . (Note 4)
- 75. Private Youth Ballfield Rental . . . . . (Note 4)
- 76. Senior Building Rental . . . . . (Note 2)
- 77. Racquetball Court Use . . . . . (Note 2)
- 78. Swimming Lessons . . . . . (Note 2)
- 79. Recreational Swimming . . . . . (Note 2)
- 80. City Swim Team . . . . . (Note 2)
- 81. Swimming Classes . . . . . (Note 2)
- 82. Swimming Pool Rental . . . . . (Note 2)
- 83. Miniature Golf/Driving Range . . . . . NA

IV. Utility and Enterprise Services:

84. Sewer Service . . . . .	100%
85. Storm Drainage Maintenance . . . . .	0%
86. Transit Service (Note 3) . . . . .	10%

V. Maintenance Services:

- 87. General Utility Street Usage
- 88. Waste Management Services
- 89. Median Maintenance (Note 4)
- 90. Neighborhood Park Maintenance (Note 4)
- 91. Street/Traffic Lighting (Note 4)
- 92. Community Walkway Maintenance (Note 4)

VI. Finance and Administrative Services:

93. New/Moved Business License App. Rev. . . . .	100%
94. Business License Renewal Processing . . . . .	100%
95. Returned Check (NSF) Processing . . . . .	100%
96. Agenda/Minute Mailing Service . . . . .	100%
97. Municipal Code Update Service . . . . .	100%
98. Notary Public Services . . . . .	100%
99. Kerr McGee Center Paid Rental (Note 5) . . . . .	100%
100. Senior Center Rental (Note 5) . . . . .	100%
101. Assessment District Pay-off Calc. . . . .	100%
102. Document Printing & Copying . . . . .	100%
103. Records Research Service . . . . .	100%

- Notes:
- 1. Staff is to restructure service to make it less expensive.
  - 2. The Council goal for the Recreation Staff is to achieve in three years an average recovery of 75% from adult & senior programs and 35% from youth programs.
  - 3. Staff is to recover at least the minimum required by law.
  - 4. Staff is to pursue the creation of a 1972 Act Assessment District to recover these costs.
  - 5. Staff is to recover the maximum consistent with maximizing use of the facility and market limitation.

(b) A Minimum Fee of \$10 shall be charged in all instances except in the cases of numbers 64, 65-82, 86, and 102.

(c) The services listed above are further defined in the certain document entitled *Cost Control Study for the City of Ridgecrest* dated February 9, 1994, as produced by Management Services Institute, Inc., of Anaheim, California.

(e) The schedule of frequency of rate adjustments may be varied by the City Administrator to adjust revenues sufficient to meet debt service coverage requirements of any bond, certificate, or ordinance, resolution, indenture, contract, or action under which securities have been issued by the City containing coverage requirements.

(f) The City Administrator may vary the review schedule if a gross inequity would be perpetrated by not revising the rate schedule. Any such rate revision which deviates from the review schedule as set herein shall be reported to the City Council at its next succeeding meeting."

**Section 6. Amendment**

Section 3-9.106 is hereby added to the Ridgecrest Municipal Code to read as follows:

**"Section 3-9.106. Periodic Review**

City Council shall at least annually receive oral and written evidence concerning changes in the amount or type of fee. A duly-noticed public meeting shall be held prior to Council action.

Appropriate data indicating the cost, or estimated cost required to support the fees, general explanation of proposed changes and a summary of the present and proposed fees shall be made available



for public inspection at least ten days prior to consideration by the Council."

Section 7. **Other**

Except as provided herein, the Ridgecrest Municipal Code is hereby reaffirmed and readopted. This ordinance shall take effect thirty (30) days after its passage.

**APPROVED AND ADOPTED THIS 20th day of July , 1994, by the following vote:**

**AYES:** Mayor Corlett, Councilmembers Auld, Bitney, Bryan and Parode

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

  
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Kevin S. Corlett, Mayor

**ATTEST:**  
  
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Pamela Bartlett, City Clerk

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