

NEEDLES MUNICIPAL CODE

CHAPTER 8 FINANCE

Article III Fee And Service Charge Revenue/Cost Comparison System

(a) Pursuant to Article XIII B of the California Constitution, it is the intent of the City Council to require the ascertainment and recovery of costs reasonably borne from fees, charges and regulatory license fees levied therefore in providing the regulation, products or services hereinafter enumerated in this article.

(b) The fee and service charge revenue/cost comparison system set forth in this article provides a mechanism for ensuring that fees adopted by the city for services rendered do not exceed the reasonable estimated cost for providing the services for which the fees are charged.

(c) The adoption of this article is exempt from the California Environmental Quality Act (Public Resources Code Sections 21080 et seq.), because it approves and sets forth a procedure for determining fees for the purpose of meeting the operating expenses of city departments, as set forth in Public Resources Code Section 21080(b) (8). **Sec. 8-12. Delegation of authority and direction to City Manager**

(a) The City Manager is hereby delegated the authority and directed to provide documents to the City Council to implement its herein enumerated policy to adjust fees and charges to recover the percentage of costs reasonably borne as established hereby, in providing the regulation, product or service enumerated in this article in the percentage of costs reasonably borne and on the schedule of rate review and revision as hereinafter established in this article.

(b) "Costs reasonably borne" shall be as defined in Section 8-13. In recommending adjustments in fees and charges, the City Manager shall consider only the standards and criteria established by this article and the procedures set hereby and by applicable state law.

Sec. 8-13. Costs reasonably borne defined

"Costs reasonably borne", as used and ordered to be applied in this article, are to consist of the following elements:

(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, communications 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 Manager, City Clerk, Finance Department, Personnel Office, 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 said percentage so that 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 his or her supporting expenses as enumerated in subsections (a), (b), (c), and (f) of this section.

(f) Debt service costs, consisting of repayment of principal, payment of interest, and trustee fee 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.

Sec. 8-14. Schedule of fees and service charges

(a) The City Manager, Finance Director and each city department head, under the direction of the City Manager, are to review annually the fees and service charges listed below, and provide an adjusted fee or charge schedule to the City Council for its consideration so as to recover the listed percentage of costs reasonably borne necessary to provide the listed regulation, product or service.

Percentage of Costs Reasonably Borne Regulation, Product or Service To Be Recovered See Exhibit "A", below incorporated herein and by this reference made a part hereof Exhibit "A"

Ref#	Description	Dept. % Recovery
S000	Letter of Necessity	100%
S001	Site Plan Development Review	
	50% through December 31, 2014	50%
	75% January 1 through December 31, 2015	75%

	100% commencing January 1, 2016	100%
S001A	Site Plan Development Existing Bldg.	
	50% through December 31, 2014	50%
	75% January 1 through December 31, 2015	75%
	100% commencing January 1, 2016	100%
S001B	Zoning Permit	100%
S002	Conditional Use Permit (CUP)	100%
SOO2A	Conditional Use Permit Amendment	100%
S003	Variance Processing	100%
S004	Zone Change	100%
S005	Development Agreement	100%
S006	General Plan Amendment	100%
S007	Planned Unit Development	100%
S008	Tentative Parcel Map Review	100%
S008A	Tentative Parcel Map Extension	100%
S009	Tentative Tract Map Review	100%
S009A	Tentative Tract Map Extension	100%
S010	Environmental Assessment	100%
S011	Environmental Initial Study	100%
S012	Environmental Negative Declaration	100%
S013	EIR/EIS Review	100%
S014	Annexation Review	100%

S015	Motel Conversion Review	100%
S016	New Sign Review (Less than 200 sq. ft.)	100%
	New Sign Review (200 - 500 sq. ft.)	100%
	New Sign Review (500+ sq. ft.)	100%
S017	Temporary Occupancy Review	100%
	Temporary Occupancy Review (Single Family)	100%
S018	Special Use Permit	100%
S019	Appeal to Planning Commission	100%
S020	Appeal to City Council	83%
S020A	Appeal Directly to City Council	100%
S021	Building Plan Check	100%
S021-EXT	Building Plan Check Extension	100%
S021A	Building Permits / Inspection	100%
S021A-EXT	Building Permit Extension	100%
S021B	Other Inspection / Fees	100%
S021C	Septic Tank Permit/Inspection	100%
S021D	Electric Permit	100%
S021E	Plumbing Permit	100%
S022	Extra Plan Check-Beyond 3	100%
S023	Grease Interceptor Plan Check / Inspection	100%
S024	Grading & Drainage Permit / Inspection	100%
S025	Right of Way Plan Check	100%

S026	Right of Way Inspection	100%
S027	Retaining Wall Plan Check / Inspection	100%
S028	Final Parcel Map Review	100%
S029	Final Tract Map Review	100%
S030	Final Map Amendment Review	100%
S031	Lot Line Adjustment	100%
S032	Street / R-O-W Abandonment Process	100%
S034	Standard Encroachment Permit	100%
S035	Major Encroachment Permit	100%
S036A	Map Reproduction / CAD Plotting	100%
S037	Code Enforcement	100%
S038	Animal Control	6%
S039	Noise Disturbance Response: 1st Response 2nd Response	None 100%
S040	Police False Alarm Response	100% After 3 Alarms
S041	DUI Accident Response Investigation	100%
S042	Impounded / Stored Vehicle Release	100%
S043	Vehicle Equipment Correction Inspection	100%
S044	Police Report Copy	Fee Set By State Law
S046	Youth Sports	15%

	Basketball	15%
	Volleyball	15%
	Pee Wee Basketball	
S047	Aquatics:	
	Daily Admission	10%
	Nightly Admission-Adult	10%
	Nightly Admission-Child	10%
	Swim Lessons	10%
	Pool Parties	10%
	Private Rental of Aquatics Center	10%
S048	Summer Day Camp	5.64%
S049	After School Program	None
S050	Recreation Facility Usage / Rental	68%
S050A	Concession Contracts	100%
S051	El Garces Rental	100%
S052	Ballfield Rentals	6%
S053	Park Facility Rental	100%
S053A	Jack Smith Park Launch Fees	100%
S054	Water Meter Installation 3/4 - 1" meter	
	Install Meter Only	100%
	Water Meter Installation 2" meter	
	Install Meter Only	100%
	Water Meter Installation 3-6" meter	
Install Meter Only	100%	

S054A	Water System Capacity Fee: Residential	100%
	Commercial	100%
	Industrial	100%
S055	Water Meter Installation 1-2" up to 25'	
	Provides service to property & install meter	100%
	Water Meter Installation 1-2" over 25'	
	Provides service to property & install meter	100%
	Water Meter Installation 3-6" over 25'	
	Provides service to property & install meter	100%
	Water Meter Installation 3-6" over 25'	
	Provides service to property & install meter	100%
S056	Pulling and Testing Water Meter 3/4 - 2"	33%
	Pulling and Testing Water Meter 3+"	33%
S057	Temporary Hydrant Meter Rental	100%
S059	Sewer Lateral Installation Residential	None
	Sewer Lateral Installation Other	None
	Contractors Take Care of Installation of Sewer Laterals	100%
S059A	Wastewater System Capacity Fee:	
	Residential	100%
	Commercial	100%
	Industrial	100%

S060	Sewage Blockage Check for Private Lines	100%
S061	Sewer Dye Test	100%
S062	Emergency Spill Response	100%
S064	Electric Service Installation	100%
S06A	Electric System Capacity Fee	100%
S065	Temp Electric Services Existing Building	100%
	Temp Electric Services New	100%
S066	Banner Installation for Commercial	100%
	Banner Installation for Community Service	0%
	On city park sites only	
S070	Burial:	
	Adult Weekday	100%
	Adult Saturday / Holiday	100%
	Infant Weekday	100%
	Infant Saturday / Holiday	100%
	Burial Ash:	
	Adult Weekday	100%
	Adult Saturday / Holiday	100%
	Infant Weekday	100%
	Infant Saturday / Holiday	100%
S071	Disinterment - Adult	100%
	Disinterment - Infant	100%
S072	Install Marker:	
	With border, single marker	100%
	Without border, single marker	100%

	With border, double marker	100%
	Without border, double marker	100%
	With border, upright marker	100%
	Without border, upright marker	100%
S072A	Marker Cleaning	100%
S072B	Install Vase: With border	100%
	Without border	100%
S072C	Install Plaque: With border	100%
	Without border	100%
S073	Transfer of Burial Rights	100%
S074	Cemetery Lot Purchase, Maintenance Burial	16%
S075	Street Sweeping	100%
S076	Damage to City Property Repair	100%
S077	Review and Process New Business License Applications	100%
S078	Renewal of Business License	100%
S079	New Utility Establishment Fee	100%
S080	Delinquent Utility turn off/on	
	Collection fee	100%
	Re-establishment fee	100%
S081	Temporary Utility Turn off / on	100%

S082	Returned Check Fee	Limited by State Law
S083	Makes Copies of City Docs, maps, pubs	100%
S084	Certify Authenticity of City Documents	100%
S085	Electronic Meeting Copies	100%
S086	Process & Filing of Candidate Nomination Papers	Fee Set by State Law
S087	After Hour Utility Call Out	40%
S088	Meter Tampering / Theft of Utility	100%
S090	Regulatory Permit Setup	100%
S091	Regulatory Permit Renewal	100%
S094	Short Term Rental Permit Fee	100%