

CHAPTER 8
FINANCE ¹

(Ord. No. 162-NS; 160-AC; 446-AC; 464-AC; 480-AC; 501-AC; 517-AC; 523-AC; 524-AC; 558-AC; and 565-AC)

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Article I. In General

Sec. 8-1. Special gas tax street improvement fund - Created; purpose ²

To comply with the provisions of article 5, chapter 1, division I of the Streets and Highways Code of the state, with particular reference to the amendments made thereto by Chapter 642, Statutes of 1935, there is hereby created in the city treasury a special fund to be known as the "Special Gas Tax Street Improvement Fund." (Ord. No. 162-NS)

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1. For state law as to financial powers of cities generally, see Government Code Section 37200 et seq. See also Government Code Sections 43000 to 43904 and 53600 to 53921. For charter provisions as to finances generally, see Charter Section 1100 et seq. As to dog tax, see Sections 4-11, 4-12 of this Code. (As to municipal hospital fund - Ord. No. 501-AC). As to licenses, see Chapter 12. As to fees for collection of garbage and rubbish, see Sections 16-6 to 16-8. As to taxation, see Chapter 20. As to water rates and charges, see Sections 22-2 to 22-4.
 2. For state law as to gas tax street improvement fund, see Streets & Highway Code Sections 180 to 207.

Sec. 8-2. Same - Accumulation of funds

All money received by the city from the state under the provisions of the Streets and Highways Code for the acquisition of real property or interest therein for, or the construction, maintenance or improvement of, streets or highways, other than state highways, shall be paid into the special gas tax street improvement fund. (Ord. No. 162-NS)

Sec. 8-3. Same - Use of funds

All money in the special gas tax street improvement fund shall be expended exclusively for the purposes authorized by, and subject to all of the provisions of, article 5, chapter 1, division I of the Streets and Highways Code of the state. (Ord. No. 162-NS)

Sec. 8-3.1. Procedure for the issuance of revenue bonds

Pursuant to Section 1111 of the Charter of the city, the procedure for the issuance of revenue bonds will be the procedure set forth in the Revenue Bond Law of 1941 (chapter 6, part 1, division 2, title 5 of the government code of the state of California beginning at section 54300, except that the provisions of section 54310 shall not apply, and "enterprise" includes any activity the city is permitted to undertake). If this procedure is inconsistent in any part with the provisions of the Charter of the city, the provisions of the Charter shall control. The election required by Section 1111 of the Charter, at which the voters will vote upon the proposition of issuing the revenue bonds may be consolidated with any other general or special election including any election called by the city. (Ord. No. 160-AC)

Article II. Purchasing³

Sec. 8-4. Purchasing system adopted - Purpose of system

A purchasing system is hereby adopted which ensures efficient and timely purchasing of supplies, services and equipment for the city. The system is designed to encourage such purchases be made at the lowest possible price, at the appropriate quality level, and with adequate financial controls, authority levels and accountabilities to discourage abuse or misuse of the system and to ensure timely payment of suppliers. (Ord. No. 446-AC)

Sec. 8-5. Purchasing officer

The responsibility and authority for the purchases of supplies, services and equipment is hereby vested in the city manager. As the Purchasing officer, the city manager shall have authority to:

- (a) Purchase or contract for supplies, services and equipment required by the city in accordance with the procedures described in this article, or other rules and regulations as approved by the city council;
- (b) Establish administrative procedures and policies for the management and operation of the purchasing system which may include the delegation of purchasing responsibilities to other management, departments or individual employees;

3. For state law as to purchasing of supplies and equipment by cities, see Government Code Sections 54201 to 54205. For charter provisions as to purchasing of supplies, etc., by city manager, see Charter Section 525. See also Charter Sections 1107, 1115. Prior ordinance history: Ord.Nos. 20-AC, 74-AC, 264-AC, 343- AC, 397-AC, 407-AC and 418-AC.

- (c) Establish quality standards and specification procedures that will ensure the city is purchasing supplies, services and equipment that will meet or exceed the desired performance or expectations, and that such supplies, services and equipment, when received, are inspected and/or tested, as appropriate, to verify such standards and specifications have been delivered by the supplier;
- (d) Establish supplier selection criteria that considers the "total cost" of supplies, services and equipment, for evaluating vendor. The criteria may include such items as warranty or guarantees, ability to service after sale, delivery schedules, estimated useful life, parts availability, repair or parts delivery guarantees, training, type of support documentation such as user's manuals, parts lists, training guides, etc.;
- (e) Develop supplier "partnerships" that may include single-source agreements, when approved by council, for reasonable periods of time. These arrangements shall be based upon either price, support services, supplier warehousing, guaranteed quantity purchases, technical design and support, training, or similar criteria;
- (f) Create documentation and forms needed for the purchasing system;
- (g) Endeavor to obtain as full and open competition where possible on all purchases;
- (h) The city manager and finance director shall certify that this purchasing chapter has been followed when submitting the warrants to council for approval.

(Ord. No. 446-AC)

Sec. 8-6. Centralized purchasing procedure

Supplies, services and equipment purchases shall be completed through a centralized purchasing system to ensure conformity to policies and procedures, accuracy of documentation and consistency. Exceptions to centralized purchasing can be approved by the city manager, when the item(s) being purchased are necessary to restore a customer(s) utility services(s), or to protect the health, safety or welfare of employees or the public; or when the use of the centralized purchasing system would be detrimental to the interest of the city. Exception to centralized purchasing means that the city manager may authorize any city department to purchase or contract for specified supplies, materials, equipment and services independently of the purchasing department, provided that such purchases or contracts be made in conformity with the procedures set forth in this chapter. (Ord. No. 446-AC)

Sec. 8-7. Encumbrance of funds

Except in cases of an emergency or in cases where specific authority has been first obtained from the city council, the city manager shall not issue any purchase order for supplies, services or equipment unless there exists an unencumbered appropriation in the department budget against which such purchase is to be charged. With exception of salaries and associated expenses and capital items the department may move appropriated funds between accounts in the same department. All departments needing additional appropriation of funds must get city council approval. For accounting purposes the capitalization threshold will be five thousand dollars (\$5,000.00). (Ord. No. 446-AC)

Sec. 8-8. Purchasing procedures

Purchasing procedures shall be developed by the city manager which support the centralized purchasing system, minimize costs, avoid delays and provide adequate controls and financial accountability. The system shall use purchase orders, except for purchases which may be exempted from this requirement, such as pre approved purchase agreements; and purchases of less than five thousand dollars (\$5,000.00). Splitting or separating any purchase or project into smaller purchases or projects to avoid following the requirements in this chapter is prohibited. (Ord. No. 446-AC; 524-AC)

Sec. 8-9. Purchasing

(a) Preference to Local Vendors.

- (1) "Local vendor" means any individual, partnership or corporation which regularly maintains a place of business and an inventory of merchandise or services for sale within the corporate limits of the city and holds a valid city business license.
- (2) The city manager may recommend and/or approve the awarding of a purchase to local vendors for supplies, services or equipment when the purchase is being made with an informal bid, even if the local vendor's price is not the lowest. Such awards may only be made when the local vendor can provide the quality and quantity required by the purchase order specifications, and if the difference in price does not exceed five (5) percent.
- (3) The city council may approve the awarding of bids or contracts to a local vendor when the purchase is being made with a formal bid, even if the local vendor's price is not the lowest. Such awards may only be made, when the local vendor can provide the quality and quantity required by the purchase order specifications, and if the difference in price does not exceed five (5) percent.
- (4) The net return of any sales tax to the city shall be utilized as a bid evaluation factor in determining the lowest bid.

(b) Preferred Vendor.

- (1) The city manager may identify a preferred vendor for supplies, services and equipment. A preferred vendor shall only be selected when the supplies, services or equipment from the vendor will either minimize spare parts inventory, eliminate equipment operation problems (such as configuration, coordination, downtime), expedite parts or equipment delivery, reduce employee training requirements, reduce customer outages or restoration time, or add significant life to the system.
- (2) A preferred vendor may be selected only if the above criteria has been met, and the supply, service or equipment price does not exceed five percent of the low bid or price of like supplies, services, or equipment. Support services and replacement parts for existing systems or equipment are exempt from the five (5) percent price requirement.
- (3) The council may authorize the use of a preferred vendor when the price exceeds five (5) percent of the low bid or price, when system maintenance and/or operation demands consistency and uniformity.
- (4) Supplies, services and equipment being purchased from a preferred vendor shall be informally bid annually to establish the low bid or price for the five (5) percent comparison.

(c) Single-Source Agreements

- (1) The city may enter into a "single-source" or "partner" agreement with a vendor for services, supplies and equipment, if the agreement reduces the cost of purchasing or other costs such as inventory warehousing; and/or the agreement provides additional services such as maintenance, training, engineering; and/or the agreement provides other benefits which either reduce costs or increase customer service for the city.
- (2) Single-source agreements may only be awarded, upon council approval, and only after a formal contract or bidding procedure has been completed. The contract and bidding procedure must include a published invitation to bid in at

least one newspaper of general circulation.

- (3) Single-source agreements may be awarded for a period not longer than three years.
 - (4) The city manager may develop and implement purchasing procedures specific to a single-source agreement, as required by that agreement.
- (d) Purchases from County, State and Federal Agencies. The city manager is authorized to procure supplies, services, equipment and motor vehicles through direct purchase from county, state or federal agencies when he deems it is in the best interest of the city to do so. All purchases from these agencies are exempt from the provisions of subsections (e) and (f) of this section.
- (e) Informal Bid Requirements
- (1) The city manager shall establish a maximum dollar amount in the purchasing procedures for purchases which can be made without the use of a formal bid and/or contract. The amount to be authorized in the procedures for such informal bid purchases shall not exceed fifteen thousand dollars (\$15,000.00), unless authorized by the city council. However, pursuant to Charter Section 1109, purchases for the construction or improvement of public buildings, works, streets, drains, sewers, utilities, parks or playgrounds, or for supplies and materials of such construction or improvement shall not be completed without a formal bid or contract, when the amount being purchased exceeds fifteen thousand dollars (\$15,000.00).
 - (2) Purchases that do not exceed the dollar amount, established in the purchasing procedures, may be made without solicitation of sealed proposals or bids. However, when such a purchase exceeds five thousand dollars (\$5,000.00), it shall be made only after three written or verbal bids are obtained for the supplies, services or equipment being purchased.
 - (3) Informal bid purchases shall be made from the low cost vendor, unless local preference is being given, (which must be approved by the city manager), or the low cost vendor cannot supply the quality, quantity or comply with "supplier selection criteria."
 - (4) Informal written or verbal bids or prices for supplies, services or equipment may be used for additional purchases up to twelve months.
- (f) Formal Bid Requirements
- (1) The city manager shall establish a dollar amount in the purchasing procedures, for the required use of formal bids and/or contracts. All purchases greater than fifteen thousand dollars (\$15,000.00) shall be by formal bid, unless otherwise authorized by the city council.
 - (2) Purchases requiring the use of formal bid and/or contract shall be approved by the city council, and other appropriate review boards or commissions, prior to advertising for proposals.
 - (3) The formal bid procedure shall include criteria for inviting bids, publication of solicitations, bidder security, bid openings, bid rejection, "tie breaker" selection, notification and award of successful bids, performance and other bond requirements, contractor license requirements, recordkeeping, etc.
 - (4) Except as otherwise provided in this article, formal bids shall be awarded by the city council to the lowest responsible and most responsive qualified bidder. The decision of the city council shall be final. For purposes of this chapter, "lowest responsible and most responsive qualified bidder" means that bidder which best responds in price, quality, service, fitness, or capacity to the particular requirements of the city as determined by the city council. Price alone shall not

be the determining factor but shall be considered along with the other factors including, but not limited to, the ability of the bidder to deliver, availability of parts or service, prior experience with the bidder, and other factors relating to the particular needs of the city for the materials, supplies, equipment or services to be purchased.

- (g) **Emergency Purchases.** The purchase of emergency supplies may be exempted from the requirements of chapter 8, article 2, including the requirement for formal or informal bid process, if the city manager determines that an emergency exists such that the purchase of such supplies and/or equipment must be made immediately to prevent or remedy a disruption of service, damage to the utility systems or other property, or injury to personnel or other persons. In such emergency situations, the city manager is authorized to purchase supplies and/or equipment in an amount not to exceed one hundred thousand dollars (\$100,000.00) without prior council approval. The city manager shall immediately notify each member of the city council of the intent to make any emergency purchase. For purchases in excess of twenty-five thousand dollars (\$25,000.00), the city manager shall wait, if feasible, to make the emergency purchase until forty-eight hours after notification of the city council members to allow the city council the opportunity to call a special meeting to consider the purchase. In any case, the city manager shall report all emergency purchases at the next meeting of the city council.
- (h) **Exceptions to Bid Policy.** Bidding shall not be required under the following conditions:
- (1) When the amount of the purchase is not more than five thousand dollars (\$5,000.00);
 - (2) When deemed to be of urgent necessity for the preservation of life, health or property;
 - (3) When the purchase can be obtained from only one vendor and no equivalents or alternatives exist;
 - (4) When the council deems specific purchases as specialized and require specific technical knowledge or licenses, certification or other similar accreditation to complete the purchase;
 - (5) When the council approves services for consulting or other similar support services and the award is based on professional qualification, experience or other such criteria;
 - (6) When purchases are being made through the state's cooperative purchasing program;
 - (7) When item(s) are purchased for resale;
 - (8) When item(s) fall under the demand order system.
- (i) **Demand Order System.** The purpose of the demand order system is to accommodate those expenditures that are not amenable to the city's purchase order system, such as subscriptions, membership dues, conference/seminar registrations, travel expenses, books, and similar expenditures where payment is required to accompany the order. In addition, the demand system may be used to request payment for purchases of supplies or services under five thousand dollars (\$5,000.00) for which the vendor does not require a purchase order. (Ord. No. 446-AC)

Sec. 8-10. Disposal of surplus supplies and equipment

- (a) All departments and agencies shall submit to the city manager, upon request, reports listing all supplies and equipment which are no longer used or which have become obsolete or worn out. The city manager shall have authority to exchange or trade in

these items for new supplies and equipment.

- (b) The city manager, with permission of the city council, may authorize the sale of any supplies or equipment which are no longer usable or which have become obsolete or worn out, to the public by sale either through public auction, or through a surplus sales site accessible to the public.
- (c) Surplus Sale Site. The city manager may sell excess or obsolete supplies and equipment at a surplus sale site(s) accessible to the public, if it is determined that such a sale may generate a better revenue for the city than an auction. The city manager, with permission of the city council, may designate all supplies and equipment of a general category or type be sold at such sales sites. Prices shall be established by the city manager, and will reflect approximate resale market value of the item, without discouraging purchase. Discounts to large quantity purchasers may be given by the city manager, if such discounts would be available to the purchaser in a retail/wholesale market environment.
- (d) Public Auction. The city manager may auction the supplies and equipment either through written or active competitive bid sale. Any individual, association or entity may bid at such a sale, including employees of the city. Notice of public sale shall be published in a newspaper having general circulation in the city at least thirty days, but not more than sixty days prior to the sale. The notice of public sale shall include the date of the sale, location of the sale and any bidder security requirements.

- (1) Active Competitive Bid. The supplies and equipment shall be sold by an auctioneer selected by the city manager. The cost of an auctioneer, if any, shall be paid from the proceeds of the auction. The supplies or equipment shall be sold on the date of the sale to the person, association or entity submitting the highest bid. The highest bidder shall pay for the item at the completion of the bidding, or may deposit ten (10) percent of the bid and make arrangements for payment of the balance at the time of pick up, if such deposit is approved by the city manager. All items purchased must be removed from the sale premises upon the published removal date.

If the highest bidder fails to fulfill his bid, or fails to pick up the items purchased upon the removal date, then the next highest bidder, with permission of the city manager, shall have the option of purchasing the supplies or equipment for the amount of his bid. If the next highest bidder does not desire to purchase the items, then the supplies and equipment may be disposed of as scrap, salvage or other, with permission of the city manager. If bidder security has been required, the city manager shall retain such security from the highest bidder upon default. All other bidders' security deposits shall be returned.

- (2) Written Competitive Bid. The supplies or equipment shall be sold on the date of the sale to the person, association or entity submitting the highest written bid. A written notice of award shall be given to the highest bidder within ten days from the date of the sale. If the highest bidder fails to fulfill his bid within ten days from the date of mailing of the notice of award, then the next highest bidder, with the permission of the city manager, shall have the option of purchasing the supplies or equipment for the amount of this submitted bid. If bidder security has been required, the city manager shall retain such security from the highest bidder upon default. All other bidders' security deposit shall be returned.

All items purchased must be removed from the sale premises upon the published removal date. If the highest bidder fails to pick up the items purchased upon the removal date, then the next highest bidder, with permission of the city

manager, shall have the option of purchasing the supplies or equipment for the amount of his bid. If the next highest bidder does not desire to purchase the items, then the supplies and equipment may be disposed of as scrap, salvage or other, with permission of the city manager. If bidder security has been required, the city manager shall retain such security from the highest bidder upon default. All other bidders' security deposits shall be returned. (Ord. No. 446-AC)

Article III. Fee and Service Charge Revenue/Cost Comparison System

Sec. 8-11. Findings and intent

- (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).

(Ord. No. 464-AC)

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. (Ord. No. 464-AC)

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. (Ord. No. 464-AC)

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
To Be Recovered

Regulation, Product or Service
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 75% January 1 through December 31, 2015 100% commencing January 1, 2016	50% 75% 100%
S001A	Site Plan Development Review Existing Bldg. 50% through December 31, 2014 75% January 1 through December 31, 2015 100% commencing January 1, 2016	50% 75% 100%
S001B	Zoning Permit	100%
S002	Conditional Use Permit (CUP)	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%
S016A	Existing Annual Sign Review	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%
S021A	Building Permits / Inspection	100%
S021B	Other Inspection / Fees	100%
S021C	Septic Tank Permit	100%
S021D	Electric Permit	100%
S021E	Plumbing Permit	100%
S022	Extra Plan Check	100%
S023	Grease Trap / Septic Tank Inspection	100%
S024	Grading & Drainage Permit / Inspection	100%
S025	Improvement Plan Check	100%
S026	Improvement 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%
S033	Flood Plain Review	100%
	Basic Flood Plain Review	100%
	Extended Flood Plain Review	100%
S034	Standard Encroachment Permit	100%
S035	Major Encroachment Permit	100%

S036	Blueprint Reproduction: 24x18 36x24	100% 100%
S036A	Map Reproduction / CAD Plotting	100%
S037	Code Enforcement	100%
S038	Animal Control	6%
S039	Noise Disturbance Response: 1 st Response 2 nd Response	None 100%
S040	Police False Alarm Response	100% after 3 alarms
S041	DUI Accident Response Invest	100%
S042	Impounded / Stored Vehicle Release	100%
S043	Vehicle Equipment Correction Inspection	100%
S044	Police Report Copy	Fee Set by State Law
S045	Co-Ed Softball	60%
S045A	Adult Men's Softball	60%
S046	Youth Sports Basketball Volleyball Pee Wee Basketball	15% 15% 15%
S047	Aquatics: Daily Admission Nightly Admission-Adult Nightly Admission-Child Swim Lessons Pool Parties Private Rental of Aquatics Center	10% 10% 10% 10% 10% 10%
S048	Summer Day Camp	5.64%
S049	After School Program	None
S050	Recreation Facility Usage / Rental	68%
S050A	Concession Contracts	100%
S051	Trips and Tours	100%
S052	Ballfield Rentals	6%
S052A	Ballfield Lights	40%
S053	Jack Smith Day Use Fees – no percentage established	
S054	Water Meter Installation ¾ -1" meter Install Meter only Water Meter Installation 2" meter Install Meter only Water Meter Installation 3-6" meter Install Meter only	100% 100% 100%

S054A	Water System Capacity Fee: Residential Commercial Industrial	100% 100% 100%
S055	Water Meter Installation 1-2" up to 25' Provides service to property & install meter Water Meter Installation 1-2" over 25' Provides service to property & install meter Water Meter Installation 3-6" up to 25' Provides service to property & installs meter Water Meter Installation 3-6" over 25' Provides service to property & install meter Water Meter Installation 8-12" up to 25' Provides service to property & install meter Water Meter Installation 8-12" over 25' Provides service to property & install meter	100% 100% 100% 100% 100%
S056	Pulling and Testing Water Meter ¾ -2" Pulling and Testing Water Meter 3+"	33% 33%
S057	Temporary Hydrant Meter Rental	100%
S059	Sewer Lateral Installation Residential Sewer Lateral Installation Other Contractors Take Care of Installation of sewer laterals	None None 100%
S059A	Wastewater System Capacity Fee: Residential Commercial Industrial	100% 100% 100%
S060	Sewage Blockage Check for Private Lines	100%
S061	Sewer Dye Test	100%
S062	Emergency Spill Response	100%
S064	Electric Service Installation	100%
S064A	Electric System Capacity Fee	100%
S065	Temp Electric Services Existing Building Temp Electric Services New	100% 100%
S066	Banner Installation for Commercial Banner Installation for Community Service On city park sites only	100% 0%
S070	Burial: Adult Weekday Adult Saturday / Holiday Infant Weekday Infant Saturday / Holiday	100% 100% 100% 100%

	Burial Ash: Adult Weekday Adult Saturday / Holiday Infant Weekday Infant Saturday / Holiday	100% 100% 100% 100%
S071	Disinterment - Adult Disinterment - Infant	100% 100%
S072	Install Marker: With border, single marker Without border, single marker With border, double marker Without border, double marker With border, upright marker Without border, upright marker	100% 100% 100% 100% 100% 100%
S072A	Marker Cleaning	100%
S072B	Install Vase: With border Without border	100% 100%
S072C	Install Plaque: With border Without border	100% 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 Re-establishment fee	100% 100%
S081	Temporary Utility Turn off / on	100%
S082	Returned Check Fee	Limited by State Law
S083	Make Copies of City docs, maps, pubs	100%
S084	Certify Authenticity of City Documents	100%
S085	Reproduce Cassette Tapes of Meetings	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%

- (b) The hereinabove services as listed in this section shall be as defined in that certain document entitled "Cost of Services Fee Study for the City of Needles", dated May, 2002, as prepared by Revenue & Cost Specialists, LLC, of Fullerton, California.
- (c) All fees and charges set pursuant to this article and section shall take effect ten days after adoption of a resolution by the City Council setting the amount of such fees and charges. (Ord. No. 464-AC, Ord. No. 480-AC, Ord. No. 517-AC, Ord. No. 523-AC)

Sec. 8-15. Public Meeting

Pursuant to California Government Code Section 66016 and 66018, the City Clerk shall cause notice to be provided as set out in Government Code Section 6062a, and the City Council periodically, at least annually, shall receive at a regularly scheduled meeting oral and written presentations concerning fees and charges proposed to be increased or added. Such notice, oral and written presentation, and public meeting shall be provided prior to the City Council taking any action on any new or increased fees or charges. (Ord. No. 464-AC)

Sec. 8-16. Provision of data

At least ten days prior to the required public hearing set out herein, the City Manager shall make available to the public appropriate data indicating the cost, or estimated cost, required to support the fees and charges for which changes are proposed to be made or fees or charges imposed. The City Manager also shall provide a summary of the present fee and charge schedules and those proposed at such annual public hearing. A general explanation of such changes also shall be published per the requirements of Government Code Section 6062a and 66016. (Ord. No. 464-AC)

Sec. 8-17. Appeal to City Council

- (a) Any person who feels that any fee or charge determined and set is in excess of the percentage of costs reasonably borne to be recovered as set out in this article may appeal in writing to the City Council.
- (b) No fee or charge for which an appeal has been filed shall take effect until heard by the City Council. Such appeal shall be placed on the agenda of the next ensuing regular Council meeting after receipt of such appeal, and shall be heard at that same Council meeting. Such appealed fee or charge shall take effect immediately upon hearing by the City Council unless ordered otherwise by the City Council by ordinance amending this article relating to Percentage of Costs Reasonably Borne to Be Recovered (Section 8-14 Schedule of fees and service charges). (Ord. No. 464-AC)

Sec. 8-18. Severability

If any portion of this article is found to be unconstitutional or invalid, the City Council hereby declares that it would have enacted the remainder of this article regardless of the absence of any such invalid part. (Ord. No. 464-AC)

Sec. 8-19. Repealer

All ordinances, municipal code sections, resolutions, City Council motions, and all actions of all city boards and commissions in conflict herewith are hereby repealed. The fees and charges established by this article shall supersede all previously established fees or charges for the same regulation, product or service, and all such previous fees and charges are hereby repealed on the effective date provided in Section 8-14(c) hereof. (Ord. No. 464-AC)