

Chapter 3.30

FEE AND SERVICE CHARGE REVENUE/COST COMPARISON SYSTEM

Sections:

- 3.30.010 Findings and intent.**
- 3.30.020 Definitions.**
- 3.30.030 Schedule of Regulation, Products and Services.**
- 3.30.040 Public meeting--Provision of data.**

Section 3.30.010 Findings and intent.

A. 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 therefor in providing the regulations, products or services hereinafter enumerated in this Chapter.

B. The fees and service charge revenue/cost comparison procedures set forth herein provide 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 chapter is exempt from the California Environmental Quality Act (Public Resources Code Sections 2100, *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)(A). (Ord. 7065 1, 2010; Ord. 5992 § 1, 1992; Ord. 5891 § 1, 1991)

Section 3.30.020 Definitions.

Except where the context requires otherwise, the definitions given in this section govern the construction of this chapter.

"City Manager" shall mean the City Manager of the City of Riverside.

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

1. 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.

2. 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.

3. Fixed asset recovery expenses, consisting of depreciation 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.

4. General overhead, expressed as a percentage, distributing and charging the expenses of the City Council, City Manager's Office, City Clerk's Office, City Treasurer, Finance Division, Information Systems Department, City Attorney's Office and Human Resources Department, 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.

5. Departmental overhead, expressed as a percentage, distributing and charging the cost of each department head and his or her supporting expenses as enumerated in subdivisions 1, 2, 3 and 4 of this definition.

6. Debt service costs, consisting of repayment of principal, payment of interest, and trustee fees and administrative expenses for all applicable bond, certificate, note 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. 7065 §1, 2010; Ord. 5992 §1, 1992; Ord. 5891 §1, 1991)

Section 3.30.030 Schedule of Regulation, Products and Services.

A. The City Manager, Finance Director and each City department head, under the direction of the City Manager, shall review annually the regulations, products and services of the City and the fees and service charges imposed by the City or recommended to be imposed by the City, and provide an adjusted fee or charge schedule to the City Council for its consideration so as to recover the percentage of costs reasonably borne as set forth in the Master Fees and Charges Schedule as necessary to provide the listed regulation, product or service:

Regulation, Product or Service

I. CITY CLERK:

- 1201 City Clerk Document Certification
- 1202 Candidate Nomination Filing
- 1203 Municipal Code Book/Supplement Charges
- 1204 Duplication of Council Meetings
- 1205 Political Reform Act Late Filing
- 1206 Candidate Statement Filing
- 1207 Passport Application
- 1208 Passport Photo

II. FINANCE:

- 2301 Transit Permit
- 2302 Taxicab Franchise Application
- 2303 Street Vendor Regulation/Permit
- 2304 Close-Out Sale Regulation/Permit
- 2305 Bicycle Registration/License
- 2306 Returned Check (NSF) Processing
- 2307 New Business Registration/Inspection
- 2308 Collection Payment Plan

III. COMMUNITY DEVELOPMENT - BUILDING:

- 2601 Building Plan Check
- 2602 Building Permit and Inspection
- 2606 Special Inspections
- 2607 Building Modification/Alternate Materials Review
- 2608 Appeal of Building Official
- 2609 Building Document Archiving
- 2610 Special Deputy Registration

IV. COMMUNITY DEVELOPMENT - PLANNING:

- 2701 Amendment to Zoning Text
- 2703 Public Hearing Advertise/Re-advertise
- 2705 Zoning Letter
- 2706 Site Plan Review
- 2707 Minor Conditional Use Permit Review
- 2708 Conditional Use Permit Review
- 2712 Time Extension Review
- 2713 Parcel Map or Waiver Review
- 2714 Minor Conditional Use Permit – Alcohol/Entertainment/Housing
- 2717 Conditional Use Permit – Alcohol/Entertainment/Housing
- 2719 Tentative Tract/Reversion to Acreage Map Review
- 2723 Vesting Map Review
- 2725 Planned Residential Development Permit Review
- 2730 Rezoning Request Review
- 2732 Rezoning Request Time Extension with Hearing
- 2739 Day Care Permit Review
- 2740 Administrative Variance Review
- 2743 Street/Alley Vacation/Traffic Pattern Modification Review
- 2744 Certificate of Compliance Investigation
- 2745 Modification of Conditions Review
- 2746 Temporary Use Permit (TUP)
- 2747 Nonconforming Status Review
- 2748 Condominium Conversion
- 2750 Water Quality Management Program – Preliminary
- 2751 Initial Environmental Study Single Family Residential (SFR) Grading
- 2752 Initial Environmental Study
- 2753 Environmental Impact Report
- 2758 Airport Land Use Commission (ALUC) Appeal
- 2760 Development Agreement
- 2764 General Plan Amendment Review
- 2766 Specific Plan Review
- 2770 Plot Plan/Elevation Design Review
- 2771 Landscape/Irrigation Plan Review
- 2772 Administrative Sign Review
- 2774 Street Design Review (Reverse Frontage)
- 2777 Minor Review – Single Family Residential (SFR) Plot Plan/Elevations
- 2778 Minor Review – Single Family Residential (SFR)Landscape/Irrig. Plans
- 2785 Administrative Design Review – Repaint
- 2787 General Plan Maintenance and Update
- 2788 Annexation Processing
- 2790 Planning Appeal
- 2792 Mills Act Preservation Review
- 2793 Street Name Change
- 2794 Lot Line Adjustments/Consolidations
- 2795 Summary Vacation Review
- 2796 Administrative Review for Public Convenience and Necessity
- 2797 Planning Document Imaging
- 2798 Williamson Act Contract Application Review

V. CITY-WIDE ACTIVITIES:

- 2901 Sale of Printed Material and Maps
- 2902 Social Services Program Support

- 2904 Live Steamer Club Services
- 2905 Visitor & Convention Bureau Support
- 2906 Copying of Documents
- 2907 Child Care Program Rental
- 2910 Animal Regulation/Licensing
- 2911 Copy of Records from Microfilm
- 2912 Public Safety Cost Recovery
- 2921 Transportation Center Maintenance
- 2923 Damage to City Property
- 2924 Municipal Auditorium Rental
- 2925 Specialized Report Request
- 2926 Sale of Digital CADME Data Products
- 2927 Overtime Service Request
- 2928 Fox Theater Facility

VI. PUBLIC SAFETY - POLICE:

- 3103 Police Security Service
- 3106 Noise Disturbance Response Call-Back
- 3107 Driving Under the Influence (DUI) Accident
Response Investigation/Reporting
- 3108 Background Investigation
- 3109 Fingerprint Processing
- 3110 Vehicle Citation Correction Inspection
- 3111 Security Alarm Regulation/Permit
- 3113 Concealed Weapon Background Investigation/Permit
- 3114 Abandoned Vehicle Removal
- 3115 Special Computer Print-Out Service
- 3116 Statutory Registration
- 3117 Reproduction of Crime Scene Photos
- 3119 Police Report Copying
- 3120 Parking Enforcement
- 3121 California Vehicle Code Enforcement
- 3124 Special Event Regulation
- 3126 Regulatory License/Special Permits
- 3128 Bingo Permit Regulation
- 3129 Police Tape Duplication Service
- 3130 Vehicle Release Fee – Safe Streets Act
- 3132 Repossessed Vehicle Processing
- 3133 School Resource Program
- 3134 Towing Referral Services

VII. PUBLIC SAFETY - FIRE:

- 3502 Hazardous Materials Usage/Permit I
(Business Emergency Plan)
- 3503 Hazardous Materials Usage/Permit II
(Business Emergency Plan)
- 3504 Hazardous Materials Usage/Permit III
(Business Emergency Plan)
- 3505 Hazardous Materials Investigation
- 3506 Fire Prevention Inspection
- 3509 Fireworks Display Inspection/Permit
- 3510 Requested Fire Inspection

- 3514 Fixed Extinguishing Systems Plan Check
- 3516 California Fire Code Without Inspection
- 3517 California Fire Code Inspection/Permit
- 3518 Removal of Above Ground Fuel Tank
- 3519 Install/Remove Underground Fuel Tank
- 3521 Hazardous Materials Records Search
- 3522 Medical Aid Response
- 3524 Fire Company Second Reinspection
- 3525 Illegal Burn Response
- 3526 Electrical Hazard Response
- 3527 Sprinkler System Plan Check/Inspection
- 3528 Tenant Improvement Sprinkler System Plan Check
- 3529 Fire Alarm System Plan Check
- 3530 Fire Protection Underground System Plan Check
- 3531 Petroleum Tank Inspection – Above Ground (APSA)
- 3532 Hazardous Material Response
- 3533 Requested Fire Investigation
- 3535 Sprinkler System Plan Check/Inspection
Multiple Site
- 3536 New Construction Reinspection
- 3537 Ambulance Franchise Application
- 3538 Fire Facility Rental

VIII. PUBLIC WORKS - ADMINISTRATION:

- 3123 Crosswalk Protection
- 4101 Air Quality Improvement Program

IX. PUBLIC SAFETY - CODE COMPLIANCE:

- 4110 Weed Abatement
- 4112 Vehicle Abatement
- 4113 Dangerous Building Inspection
- 4116 Trash/Nuisance Abatement

X. COMMUNITY DEVELOPMENT - PUBLIC WORKS:

- 4122 Traffic Plan Review
- 4123 Water Quality Management Program – Final
- 4124 Inspection Call-back
- 4125 Processing Fees
- 4126 Public Improvement Time Extensions
- 4127 Determination of Compliance
- 4128 Subdivision Plan Check
- 4129 Subdivision Map Check
- 4130 Parcel Map, Map Check
- 4131 Parcel Map Plan Check
- 4132 Engineering Plan Check
(Except Parcel Map and Subdivision)
- 4133 Private Development Inspection
- 4134 Street Encroachment Request
- 4135 Street Opening Permit/Inspection
- 4136 Grading Plan Check
- 4137 Grading Inspection
- 4138 Street Tree Plan Check

XI. PUBLIC PARKING - PUBLIC WORKS:

- 2309 Handicapped Parking Ticket Dismissal
- 4120 Public Parking Garage Operation
- 4121 Public Parking Lot Operation
- 4147 Overtime Parking

XII. MAINTENANCE:

- 4140 Wide, Overweight/Long-Load Permit Review
- 4141 General Utility Street Usage/Franchise
- 4142 Right-of-Way Cleanup
- 4146 Hazardous Material Cleanup

XIII. UTILITY AND ENTERPRISES - SEWER:

- 4165 Private Contractor Septic Tank Discharge

XIV. UTILITY AND ENTERPRISES - REFUSE:

- 4182 Self-Haul Permit Review

XV. LEISURE AND CULTURAL - LIBRARY:

- 5101 Library Room Rental
- 5102 Reservation of Library Materials
- 5103 Inter-Library Book Retrieval
- 5104 Retrieval and Copying of Periodicals
- 5105 Replacement of Lost Cards
- 5106 Replacing Lost Library Items
- 5107 County Library Service (Contract)
- 5108 Library Equipment Rental
- 5109 Library On-Line Records Search
- 5110 Overdue Materials Processing
- 5111 Damaged Material Repairs
- 5112 Historic Photograph Processing
- 5113 Overdue Collection Fee

XVI. LEISURE AND CULTURAL - RECREATION:

- 5210 Youth Contract Classes
- 5211 Youth City Activities
- 5212 Day Camp Programs
- 5213 Youth Center Special Events
- 5214 Adult Contract Classes
- 5216 Local Community Activities
- 5217 Picnic Facility Reservation/Rental
- 5218 Social Services Office Rental
- 5219 Facility Use Without Charge
- 5220 Community Center Rental
- 5221 Youth Sports Programs
- 5222 Adult Sports Programs
- 5223 Time for Tots Programs
- 5224 Youth Excursions
- 5225 City-Wide Special Events

- 5226 Special Trips and Travel
- 5227 Senior Citizen Programs
- 5228 Challenged Citizen Activities
- 5230 Youth Summer Food Program
- 5231 Recreational Swimming
- 5232 Swimming Lessons
- 5233 Pool Rentals
- 5234 Private Swim Team Pool Use
- 5235 Boathouse Boat Rentals
- 5236 Lakeside Room Rental
- 5237 Use of Other Departmental Facilities
- 5240 Goeske Senior Center Support
- 5245 Senior Nutrition Program

XVII. MAINTENANCE - PARK AND RECREATION:

- 5253 Private Youth Group Field Usage
- 5254 Private Adult Field Rental
- 5255 Private Youth Group Field Lighting
- 5256 Private Adult Field Lighting
- 5257 Lawn Bowling Grounds Maintenance
- 5258 Riverside Community College Ballfield and Tennis Court Maintenance
- 5260 Mobile Stage Rental

XVIII. LEISURE AND CULTURAL - HISTORIC RESOURCES:

- 5301 Museum Operation.
- 5302 Heritage House Operations
- 5303 Mission Inn Support

XIX. ENTERPRISES - AIRPORT:

- 5401 Airport Operations

(Ord. 7128 § 1, 2011; Ord. 7065 § 1, 2010; Ord. 6976 § 1, 2008; Ord. 6879 § 1, 2006; Ord. 6870 § 1, 2006; Ord. 6818 § 1, 2005; Ord. 6757 § 1, 2004; Ord 6694 § 1, 2003; Ord 6652 § 1, 2003; Ord. 6584 § 1, 2001; Ord. 6564 § 1, 2001; Ord. 6517 § 1, 2000; Ord. 6486 § 1, 1999; Ord. 6469 § 1, 1999; Ord. 6454 § 1, 1998; Ord. 6430 § 1, 1998; Ord. 6370 § 1, 1997; Ord. 6361 § 1, 1997; Ord. 6285 § 1, 1996; Ord. 6225 § 1, 1995; Ord. 6218 § 1, 1995; Ord. 6199 § 1, 1995; Ord. 6171 § 1, 1994; Ord. 6132 § 1, 1994; Ord. 6055 § 1, 1993; Ord. 6030 § 1, 1993; Ord. 6025 § 1, 1992; Ord. 6017 § 1, 1992; Ord. 6004 § 1, 1992; Ord. 5992 § 1, 1992; Ord. 5963 § 1, 1991; Ord. 5957 § 1, 1991; Ord. 5891 § 1, 1991)

Section 3.30.040 Public meeting--Provision of data.

The City Council shall, at least annually in conjunction with the City annual budget process, receive at a regularly scheduled meeting oral and written presentations concerning fees and charges proposed to be decreased, increased or deleted. At least ten days prior to such public meeting, the City Manager shall make available to the public appropriate data indicating the cost, or estimated cost, required to support the fees and charge 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 meeting (Ord. 7065 § 1, 2010; Ord. 5992 § 1, 1992; Ord. 5891 § 1, 1991)