Chapter 3.30

FEE AND SERVICE CHARGE REVENUE/COST COMPARISON SYSTEM

Sections:
3.30.010 Findings and intent.
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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:

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<th>Regulation, Product or Service</th>
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<td>1202 Candidate Nomination Filing</td>
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<td>2305 Bicycle Registration-License</td>
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<td>2306 Returned Check (NSF) Processing</td>
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<td>2602 Building Permit and Inspection</td>
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2701 Amendment to Zoning Text
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2706 Site Plan Review
2707 Minor Conditional Use Permit Review
2708 Conditional Use Permit Review
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2713 Parcel Map or Waiver Review
2714 Minor Conditional Use Permit – Alcohol/Entertainment/Housing
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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
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2750 Water Quality Management Program – Preliminary
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2752 Initial Environmental Study
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2770 Plot Plan/Elevation Design Review
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2772 Administrative Sign Review
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2778 Minor Review – Single Family Residential (SFR) Landscape/Irrig. Plans
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2787 General Plan Maintenance, Update and Implementation, including Specific Plans, Zoning Code Amendments and related activities
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
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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
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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
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3116 Statutory Registration
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3120 Parking Enforcement
3121 California Vehicle Code Enforcement
3124 Special Event Regulation
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3130 Vehicle Release Fee – Safe Streets Act
3132 Repossessed Vehicle Processing
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3134 Towing Referral Services

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3503 Hazardous Materials Usage/Permit II (Business Emergency Plan)
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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
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3537 Ambulance Franchise Application
3538 Fire Facility Rental
3539 Non-Emergency Ambulance Inspection Permit

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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:

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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
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4133 Private Development Inspection
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4120  Public Parking Garage Operation
4121  Public Parking Lot Operation
4147  Overtime Parking

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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
4183  Shopping Cart Impound Release

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
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5211  Youth City Activities
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5254 Private Adult Field Rental
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5258 Riverside Community College Ballfield and Tennis Court Maintenance
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XVIII. LEISURE AND CULTURAL - HISTORIC RESOURCES:

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

XIX. ENTERPRISES - AIRPORT:

5401 Airport Operations

(Ord. 7270 1, 2015; Ord. 7208 1, 2013; Ord. 7192 § 7, 2012; 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)