

**Ridgecrest City Council  
Successor Redevelopment Agency  
Financing Authority  
Housing Authority  
AGENDA**

**June 19, 2024**

Closed Session 5:00 p.m.  
Regular Session 6:00 p.m.

**CITY COUNCIL**

Eric A. Bruen, Mayor

Solomon P. Rajaratnam, Mayor Pro-Tem

Kyle Blades, Vice Mayor

L. Scott Hayman, Council Member

John 'Skip' Gorman, Council Member

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Ron Strand, City Manager

Keith Lemieux, City Attorney  
Martin Koczanowicz, City Attorney



**City Hall, Council Chambers  
100 West California Avenue  
Ridgecrest CA 93555**

Ricca Charlton, CMC  
City Clerk

rcharlon@ridgecrest-ca.gov  
(760) 499-5002

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in the meeting, please contact Ricca Charlton at (760) 499-5002. Requests must be made as early as possible and at least one full business day before the start of the meeting.

Watch meetings on-line:

All of our meetings are streamed live at <https://ridgecrest-ca.gov/369/Watch> or on YouTube at <https://www.youtube.com/cityofridgecrest/live> and are also available for playback after the meeting.

Call in for public comments:

To participate with verbal comments, *please call (760) 499-5010*. This phone line will allow only one caller at a time, so if the line is busy, please continue to dial. We will be allowing a 20-30 second delay between callers to give time for media delays and callers to dial in. If you wish to comment on multiple items you will need to call in as each item is presented.

*Agendas are available on the City Website  
<https://www.ridgecrest-ca.gov/council-agendas>*

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NOTICE AND CALL OF A **SPECIAL CLOSED SESSION MEETING** OF THE  
RIDGECREST CITY COUNCIL / SUCCESSOR REDEVELOPMENT AGENCY /  
HOUSING AUTHORITY / FINANCING AUTHORITY

TO THE MEMBERS OF THE RIDGECREST CITY COUNCIL / SUCCESSOR  
REDEVELOPMENT AGENCY / HOUSING AUTHORITY / FINANCING AUTHORITY, PUBLIC  
AND CITY CLERK:

PUBLIC NOTICE that a **SPECIAL CLOSED SESSION MEETING** of the Ridgecrest City  
Council/Successor Redevelopment Agency/Housing Authority/Financing Authority is hereby  
called on:

Wednesday, June 19, 2024 @ 5:00 p.m.

City Council Chambers  
100 W. California Avenue  
Ridgecrest, California

Said **SPECIAL CLOSED SESSION MEETING** shall be for the purpose of:

CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION

Government Code Section 54956.9 (4 cases)

- City of Ridgecrest v. Super 8, Patel & Solanki
- City of Ridgecrest v. Heritage Living LLC
- Aguillar & Atkinsson v. City of Ridgecrest and R. Henderson
- Mojave Pistachios LLC et al v. IWVWD et al

CONFERENCE WITH LEGAL COUNSEL POTENTIAL LITIGATION

Government Code Section 54956.9(b) Two Cases

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code § 54956.8

City: City Manager and City Attorney

Other Party(ies): Undetermined

Under Negotiation: Seek Council's direction regarding various available properties within  
City limits.

Dated: June 12, 2024

Eric A. Bruen, Mayor / Chair

ATTEST:

Ricca Charlon, City Clerk

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**RIDGECREST CITY COUNCIL  
SUCCESSOR REDEVELOPMENT AGENCY  
FINANCING AUTHORITY  
HOUSING AUTHORITY**

**AGENDA**

**Wednesday, June 19, 2024**

**Closed Session – 5:00 p.m.  
Regular Session – 6:00 p.m.**

**CALL TO ORDER** - Roll call

**APPROVAL OF AGENDA**

**PUBLIC COMMENT ON CLOSED SESSION**

**CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION**

Government Code Section 54956.9 (4 cases)

- City of Ridgecrest v. Super 8, Patel & Solanki
- City of Ridgecrest v. Heritage Living LLC
- Aguillar & Atkinsson v. City of Ridgecrest and R. Henderson
- Mojave Pistachios LLC et al v. IWVWD et al

**CONFERENCE WITH LEGAL COUNSEL POTENTIAL LITIGATION**

Government Code Section 54956.9(b) Two Cases

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Government Code § 54956.8

City: City Manager and City Attorney

Other Party(ies): Undetermined

Under Negotiation: Seek Council’s direction regarding various available properties within City limits.

**REGULAR SESSION**

- Pledge Of Allegiance
- Invocation

**ATTORNEY REPORT OUT OF CLOSED SESSION**

**PRESENTATIONS**

1. *American Radio Relay League (ARRL) Field Day Presentation & Proclamation*

**Council**

**PUBLIC COMMENT OF ITEMS NOT ON THE AGENDA** - Persons wishing to address the Council on matters that are within the Council’s jurisdiction and DO NOT ALREADY APPEAR ON THE AGENDA, may do so at this time.

**COUNCIL ANNOUNCEMENTS/DIRECTION**

**CONSENT CALENDAR** – All Matters Listed Under The Consent Calendar Are To Be Considered Routine And Enacted By One Motion Unless Pulled By A Council Member Or A Member Of The Public.

2. Proposed Action To Approve Draft Minutes Of The Ridgecrest City Council Regular Meeting Dated June 5, 2024 **Charlon**
3. Grant Acceptance For A Grant Awarded From The University Of California – Davis School Of Veterinary Medicine **Dampier**
4. Proposed Action To Adopt A Resolution Of The Ridgecrest City Council And The Successor Redevelopment Agency Adopting The Annual Budget For Fiscal Year 2024-25, Establishing Appropriations, Estimating Revenues, And Establishing The Policies By Which The Budget May Be And Shall Be Amended **Freese**
5. Authorization For The City Manager, Ron Strand To Sign The Notice Of Completion For The Installation Of Spectator Shades At The Kerr McGee Youth Sports Complex; For The City Clerk To File The Notice Of Completion And For City Staff To Release Retention In The Amount Of Twenty-Five Thousand Three Hundred Fifty-Six Dollars And Eighty Cents (\$25,356.80) To The Contractor, Landscape Structures Within Thirty (30) Days After Recordation Of The Notice Of Completion **Wegener**
6. A Resolution Of The City Of Ridgecrest City Council To Adopt A Road Project List For Fiscal Year 2024-2025 Partially Funded By SBI: The Road Repair And Accountability Act Of 2017 **Reed**

## **DISCUSSION AND ACTION ITEMS**

7. Discussion Regarding The Board Of The Indian Wells Valley Groundwater Authority (IWVGA) **Hayman**

## **COMMITTEE REPORTS**

### City Organization and Services Committee ('City Org')

Members: Mayor Eric A. Bruen and Skip Gorman  
Meeting: 1<sup>st</sup> Thursday each month at 5:30 p.m.  
Location: City Hall Council Chambers  
➤ **Next meeting July 4, 2024**

### Economic Development Committee

Members: Kyle Blades and Solomon Rajaratnam  
Meeting: 1<sup>st</sup> Monday of the month @ 5:15 p.m.  
Location: City Hall Conference Room B, 1<sup>st</sup> Floor  
➤ **Next meeting July 3, 2024**

### Finance Committee

Members: Mayor Eric A. Bruen and Scott Hayman  
Meeting: 2<sup>nd</sup> Tuesday each month at 5:30 p.m.  
Location: City Hall Conference Room B, 1<sup>st</sup> Floor  
➤ **Report from June 11, 2024**

Infrastructure Committee

Members: Solomon Rajaratnam and Kyle Blades  
Meeting: 4<sup>th</sup> Thursday each month at 5:00 p.m.  
Location: City Hall Conference Room B, 1<sup>st</sup> Floor  
➤ **Next meeting June 27, 2024**

Parks, Recreation, and Quality of Life Committee

Members: Mayor Eric A. Bruen and Skip Gorman  
Meeting: 1<sup>st</sup> Tuesday each month at 5:30 p.m.  
Location: City Hall Council Chambers  
➤ **Next meeting July 2, 2024**

Ridgecrest Area Convention and Visitor Bureau (RACVB)

Members: Solomon Rajaratnam and Megan McKenzie (staff)  
Meeting: 4<sup>th</sup> Wednesday each month at 9:00 a.m.  
Location: California Welcome Center  
➤ **Next meeting June 26, 2024**

**OTHER COMMITTEES, BOARDS, OR COMMISSIONS**

**CITY MANAGER REPORT**

**FUTURE AGENDA ITEMS**

**MAYOR AND COUNCIL COMMENTS**

**ADJOURNMENT**

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# A Proclamation of The City of Ridgecrest, California Amateur Radio Week June 16 - 23, 2024

**Whereas**, Amateur radio operators are celebrating over a century of the miracle of the human voice broadcast over the airwaves; and,

**Whereas**, Amateur radio has continued to provide a bridge between peoples, societies and countries by creating friendships and the sharing of ideas; and,

**Whereas**, Amateur radio operators have also provided countless hours of community services both in emergencies and to other local organizations throughout these decades; and,

**Whereas**, these Amateur radio services are provided wholly uncompensated; and,

**Whereas**, the City of Ridgecrest also recognizes the services amateur radio's people also provide to our many Emergency Response organizations, including Ridgecrest Regional Hospital and local and government served agencies; and,

**Whereas**, these same individuals have further demonstrated their value in public assistance by providing free radio communications for local parades, bike races, horse races, marathons and other charitable public events; and,

**Whereas**, the American Radio Relay League (ARRL) is the national association for amateur radio in the USA; and,

**Whereas**, the ARRL Amateur Radio Field Day exercise will take place on June 22-23, 2024 in Freedom Park. This is a 24-hour emergency preparedness exercise and demonstration of the radio amateurs' skills.

**NOW, THEREFORE**, the Ridgecrest City Council, in recognition of this event does hereby proclaim the week of June 16<sup>th</sup> to June 23<sup>rd</sup>, 2024, as **AMATEUR RADIO WEEK**.

Proclaimed this 19<sup>th</sup> Day of June, 2024



Eric A. Bruen  
Mayor



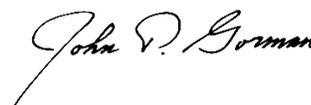
Kyle Blades  
Vice Mayor



Solomon P. Rajaratnam  
Mayor Pro Tem



L. Scott Hayman  
Council Member



John 'Skip' Gorman  
Council Member

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**Ridgecrest City Council  
Successor Redevelopment Agency  
Financing Authority  
Housing Authority  
STAFF REPORT**

**SUBJECT:** Proposed Action To Approve Draft Minutes Of The Ridgecrest City Council Regular Meeting Dated June 5, 2024

**PRESENTED BY:** Ricca Charlon, City Clerk

**SUMMARY:**

Draft Minutes of the City Council / Successor Redevelopment Agency / Housing Authority / Financing Authority Regular Meeting Dated June 5, 2024

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Approve minutes

**CITY MANAGER'S RECOMMENDATION:** Action as requested

Submitted by: Ricca Charlon

Action Date: June 19, 2024

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**RIDGECREST CITY COUNCIL  
SUCCESSOR REDEVELOPMENT AGENCY  
FINANCING AUTHORITY  
HOUSING AUTHORITY**

**Draft Minutes**

**Wednesday, June 5, 2024**

**Regular Session – 6:00 p.m.**

This meeting was recorded and will be on file in the Office of the City Clerk for a certain period of time from date of approval by the Ridgecrest City Successor Agency/Financing Authority/Housing Authority. Meetings are recorded solely for the purpose of preparation of minutes.

**ROLL CALL – 6:00 p.m.**

Council Present: Mayor Eric A. Bruen; Mayor Pro-Tem Solomon P. Rajaratnam; Vice Mayor Kyle Blades; Council Member L. Scott Hayman; Council Member Skip Gorman  
Absent: None  
Staff Present: City Attorney M. Koczanowicz; City Clerk Charlon; City Manager Strand; Chief Ysyt; Captain Tucker; P & R Director Wegener

**APPROVAL OF AGENDA - Motion To Approve Agenda moving Pinney Pool presentation in front of Code Enforcement presentation – *Rajaratnam - Hayman 5 Ayes***

**NOTE:** The vote is displayed in bold below each item. For example, **Blades-Rajaratnam** denotes Council Member Blades made the motion and Council Member Rajaratnam seconded the motion. Ayes, Noes, Absents, Abstentions follow.

**REGULAR SESSION**

**PRESENTATIONS**

<u>Inyokern Air Service Study Update</u>	<b>Scott O’Neil</b>
<u>Pinney Pool Update</u>	<b>Strand</b>
<u>Code Enforcement Presentation</u>	<b>Tucker</b>

**PUBLIC COMMENT OF ITEMS NOT ON THE AGENDA – M. Neel, Unknown Speaker, T. Wicnick**

**COUNCIL ANNOUNCEMENTS/DIRECTION**

**CONSENT CALENDAR**

1. Proposed Action To Approve Draft Minutes Of The Ridgecrest City Council Regular Meeting Dated May 15, 2024 **Charlon**
2. A Resolution Of The City Of Ridgecrest City Council To Adopt A Road Project List For Fiscal Year 2024-2025 Partially Funded By SBI: The Road Repair And Accountability Act Of 2017 **Reed**
3. A Resolution Authorizing The Submission Of The Fiscal Year 2022-2023 Transportation Development Act (TDA) Article 4 Claim To The Kern Council Of Governments **Reed**
4. Grant Acceptance For A Grant Awarded From The Off-Highway Motor Vehicle Recreation Division With The California Department Of Parks And Recreation **Tucker**

5. Authorization For The City Manager, Ron Strand To Sign The Notice Of Completion For The Emergency Well Rehab Project Located In Freedom Park; For The City Clerk To File The Notice Of Completion And For City Staff To Release Retention In The Amount Of Eight Thousand Eight Hundred Dollars And Zero Cents (\$8,800.00) To The Contractor, Water Well Service Inc. Within Thirty (30) Days After Recordation Of The Notice Of Completion **Wegener**
6. Authorization For The City Manager, Ron Strand To Sign The Notice Of Completion For The Installation Of A Mow Curb And French Drain System Located At The Splash Pad; For The City Clerk To File The Notice Of Completion And For City Staff To Release Retention In The Amount Of Three Thousand Five Hundred And Twenty-Five Dollars And Zero Cents (\$3,525.00) To The Contractor, CLC Construction Inc. Within Thirty (30) Days After Recordation Of The Notice Of Completion **Wegener**

Item 2 pulled by M. Neel  
 Neel asked for the list of roads to be on the plan  
 Staff reviewed the list

*Motion To Approve Consent Calendar– Hayman – Gorman 5 Ayes*

## **PUBLIC HEARING**

7. Public Hearing And Adoption Of Resolution Of The City Council Of The City Of Ridgecrest, California Declaring Its Intent To Levy And Collect Assessments Within The City Of Ridgecrest Drainage Benefit Assessment District No. 2016-1, Pursuant To The Provisions Of The Benefit Assessment Act Of 1982; Review Of The Preliminary Engineers Report And Authorization To Finalize Said Report For Fiscal Year 2024/2025 **Reed**
  - Receive Report
  - Open Public Hearing 8:14 p.m.
  - Discussion
  - Public Comment - None
  - Close Public Hearing
  - *Motion To Approve – Blades – Rajaratnam 5 Ayes*
8. Public Hearing And Adoption Of Resolution Of The City Council Of The City Of Ridgecrest, California Declaring Its Intent To Levy And Collect Assessments Within The Consolidated Landscaping And Lighting District No. 2012-1, Review Of The Preliminary Engineers Report And Authorization To Finalize Said Report For Fiscal Year 2024/2025 **Reed**
  - Open Public Hearing 8:17 p.m.
  - Receive Report
  - Discussion
  - Public Comment - None
  - Close Public Hearing
  - *Motion To Approve – Blades – Rajaratnam 5 Ayes*

## DISCUSSION AND ACTION ITEMS

9. A Resolution Regarding The Annual Assessments For The Drainage Benefit Assessment District No. 2016-1 (The "District"); And Adoption Of The Resolution (1) Approving The Annual Engineer's Report And (2) Ordering The Levy And Collection Of Assessments For Fiscal Year 2024/2025 **Reed**

Public comment – None

Motion To Approve – **Blades – Hayman 5 Ayes**

10. A Resolution Regarding The Annual Assessments For The Consolidated Landscaping And Lighting District No. 2012-1 (The "District"); And Adoption Of The Resolution (1) Approving The Annual Engineer's Report And (2) Ordering The Levy And Collection Of Assessments For Fiscal Year 2024/2025 **Reed**

Public comment – None

Motion To Approve – **Blades – Gorman 5 Ayes**

11. A Resolution Of The Ridgecrest City Council Approving A Community Development Activity Agreement (CD#17.22.1) With The County Of Kern For Funding For Skate Park Shaded Seating Area Project In The Amount Of \$108,346, And Accepting The Terms Of The Receipt Of (CDBG) Funds And Authorizing The City Manager To Sign The Agreement **Wegener**

Public comment – None

Motion To Approve – **Hayman – Blades 5 Ayes**

12. A Resolution To Amend A Professional Services Agreement With Willdan Engineering Inc. For \$28,600.00 To Provide Additional Design For The Extended Project Limits For The Bowman Channel Between S. Norma St. And S. China Lake Blvd. **Reed**

Public comment – Melanie

Motion To Approve – **Blades – Rajaratnam 5 Ayes**

## COMMITTEE REPORTS

### City Organization and Services Committee ('City Org')

Members: Mayor Eric A. Bruen and Skip Gorman

Meeting: 1<sup>st</sup> Thursday each month at 5:30 p.m.

Location: City Hall Council Chambers

➤ **Next meeting June 6, 2024**

### Economic Development Committee

Members: Kyle Blades and Solomon Rajaratnam

Meeting: 1<sup>st</sup> Monday of the month @ 5:15 p.m.

Location: City Hall Conference Room B, 1<sup>st</sup> Floor

➤ **Report from June 3, 2024**

### Finance Committee

Members: Mayor Eric A. Bruen and Scott Hayman

Meeting: 2<sup>nd</sup> Tuesday each month at 5:30 p.m.

Location: City Hall Conference Room B, 1<sup>st</sup> Floor

➤ **Next meeting June 11, 2024**

Infrastructure Committee

Members: Solomon Rajaratnam and Kyle Blades  
Meeting: 4<sup>th</sup> Thursday each month at 5:00 p.m.  
Location: City Hall Conference Room B, 1<sup>st</sup> Floor  
➤ **Next meeting June 27, 2024**

Parks, Recreation, and Quality of Life Committee

Members: Mayor Eric A. Bruen and Skip Gorman  
Meeting: 1<sup>st</sup> Tuesday each month at 5:30 p.m.  
Location: City Hall Council Chambers  
➤ **Report from June 4, 2024**

Ridgecrest Area Convention and Visitor Bureau (RACVB)

Members: Solomon Rajaratnam and Megan McKenzie (staff)  
Meeting: 4<sup>th</sup> Wednesday each month at 9:00 a.m.  
Location: California Welcome Center  
➤ **Next meeting June 26, 2024**

**OTHER COMMITTEES, BOARDS, OR COMMISSIONS**

**CITY MANAGER REPORT**

**FUTURE AGENDA ITEMS**

- Discussion regarding pan handling – what can be done? what does the code say?

**MAYOR AND COUNCIL COMMENTS**

**ADJOURNMENT – 9:12 p.m.**



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**Ridgecrest City Council  
Successor Redevelopment Agency  
Financing Authority  
Housing Authority  
STAFF REPORT**

**SUBJECT:** Grant Acceptance For A Grant Awarded From The University Of California – Davis School Of Veterinary Medicine

**PRESENTED BY:** Justin Dampier, Police Captain

**SUMMARY:**

Over the past couple of years, the Ridgecrest Animal Shelter has been awarded two grants through the University of California – Davis School of Veterinary Medicine. These grants were in the amount of \$147,000 and \$562,441. The primary program goal of both grants was to increase capacity of spay/neuter services above and beyond what currently existed in our area. Although still currently within the program cycle for the second grant, we have been meeting the program goals and UC Davis is pleased with our progress.

As a result of the efforts of our Animal Control staff and volunteers, we have been awarded a third grant from UC-Davis in the amount of \$149,250. This grant is focused on the following areas:

1. Pet retention.
2. Intake prevention.
3. Foster recruitment and retention.
4. Professional development and education.
5. Material language translation.

The grant funds are paid in advance and there is no reimbursement procedures needed.

The grant period begins March 01, 2024 and ends February 28, 2025.

**FISCAL IMPACT:**

Approximate revenue to the city in the amount of \$149,250.

**ACTION REQUESTED:**

Approval of Resolution.

**CITY MANAGER'S RECOMMENDATION:**

Action as requested:

Submitted by: Captain Justin Dampier

Action Date: June 19, 2024

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**RESOLUTION NO. 24-XX**

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL  
AUTHORIZING ACCEPTANCE OF THE UNIVERSITY OF  
CALIFORNIA – DAVIS SCHOOL OF VETERINARY MEDICINE,  
PET RETENTION GRANT**

**WHEREAS**, the University of California – Davis School of Veterinary Medicine seeks to increase pet retention in California; and,

**WHEREAS**, the University of California – Davis School of Veterinary Medicine seeks to decrease shelter intakes in local Animal Shelters; and,

**WHEREAS**, the City of Ridgecrest has the need to reinforce pet retention by community members; and,

**WHEREAS**, the Ridgecrest Animal Shelter has the need to decrease the number of animals that are taken into the Shelter; and,

**WHEREAS**, the Ridgecrest Animal Shelter has been awarded grant funding in the amount of \$149,250; and,

**WHEREAS**, the grant period is March 01, 2024 through February 28, 2025.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Ridgecrest hereby:

1. Certifies that the project will be well-maintained during its usual life; and,
2. Certifies that this agency will implement the project with diligence once funds are available and the Shelter Services Agreement has been consummated between UC-Davis and Animal Control Division of the Ridgecrest Police Department.

**BE IT FURTHER RESOLVED**, that the City Council of the City of Ridgecrest authorizes the City Manager, or his designee, to approve this grant with the University of California – Davis School of Veterinary Medicine, and to sign and execute any and all documents relating to the grant award, including amendments, and is authorized to make any necessary adjustments to the FY25 budget.

**APPROVED AND ADOPTED THIS** 19<sup>th</sup> day of June, 2024, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Eric Bruen, Mayor

ATTEST:

\_\_\_\_\_  
Ricca Charlon  
City Clerk

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**Ridgecrest City Council  
Successor Redevelopment Agency  
Financing Authority  
Housing Authority  
STAFF REPORT**

**SUBJECT:** Proposed Action To Adopt A Resolution Of The Ridgecrest City Council And The Successor Redevelopment Agency Adopting The Annual Budget For Fiscal Year 2024-25, Establishing Appropriations, Estimating Revenues, And Establishing The Policies By Which The Budget May Be And Shall Be Amended

**PRESENTED BY:** Cheri Freese, Finance Director

**SUMMARY:** City Council/Successor Redevelopment Agency has reviewed the draft Budget for Fiscal Year 2024-25 and discussed adjustments in public hearings.

The following changes were made to the Fiscal Year 2024-25 Proposed Budget at the Budget Workshop:

- Addition of \$5,000 to the materials line of the IT Department's (100.15.1510) budget for the IWV TV Boosters for the purchase of a battery backup.
- Addition of \$1,170,000 to the AHSC revenue in the Capital Projects Fund (118) for additional reimbursement for the AHSC project.

This resolution, if passed, will authorize the following:

1. That the fiscal year 2024-25 City of Ridgecrest/Successor to the Ridgecrest Redevelopment Agency budget is hereby adopted.
2. Tax Increment, TOT, and Sales Tax Sharing Agreements currently in force and duly approved by the City Council or the Successor to the Ridgecrest Redevelopment Agency are hereby amended and appropriated for Fiscal Year 2025;
3. The Budget Revision Policy, herein identified as Exhibit "A" is hereby adopted;
4. The Administrative Purchasing Policy, herein identified as Exhibit "B" is hereby adopted;
5. The annual appropriation limit (Gann Limit) reflected in Exhibit "C" is adopted;
6. The Table of Authorized Full-Time Equivalent Positions presented in Exhibit "D" is hereby approved;
7. The Fee Schedule reflected in Exhibit "E" is reaffirmed and adopted; and the City Council reaffirms that the fees reflected therein do not exceed the cost for collection and or administration;
8. The Salary Schedules for Management, Mid-Management, Confidential, PEAR, and UFCW Local 8 groups and for part time employees with effective dates of July 1, 2024 – June 30, 2025 as presented in Exhibit "F" are hereby approved;
9. All "Temporary Employment Services", formerly "Contract Labor", shall require City Manager written authorization prior to budget amendment or expenditure;

**Ridgecrest City Council  
Successor Redevelopment Agency  
Financing Authority  
Housing Authority  
STAFF REPORT**

- 10.** All administrative leave for Management and Mid-Management employees has been incorporated into their salaries. Rather than accruing and cashing out the leave, these employees will receive an equivalent amount added to their base salaries. This change does not incur any additional cost to the City. City Manager is authorized to update existing MOUs and Agreements to reflect this change;
- 11.** Funding for specific Capital Construction Projects shall be identified and certified by the City Manager or Finance Director prior to the expenditure of any funds on said projects;
- 12.** Fiscal Year-end Encumbrances from prior fiscal years are hereby appropriated;
- 13.** The Director of Finance and City Treasurer is herein authorized to conduct all Fiscal Year 2023-24 year-end transfers and budget adjustments as required under governmental accounting rules;
- 14.** All previous and conflicting resolutions are hereby rescinded, revoked, and made null.

**FISCAL IMPACT:**

Implementation of the FY 2025 Budget

**ACTION REQUESTED:**

Approval of Resolution adopting the City of Ridgecrest Annual Budget FY 2025

**CITY MANAGER'S RECOMMENDATION:**

Action as requested

Submitted by: Cheri Freese, Finance Director

Action Date: June 19, 2024

## RESOLUTION NO. 24-XX

### **A RESOLUTION OF THE RIDGECREST CITY COUNCIL AND THE SUCCESSOR TO THE RIDGECREST REDEVELOPMENT AGENCY ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2024-25, ESTABLISHING APPROPRIATIONS, ESTIMATING REVENUES, AND ESTABLISHING THE POLICIES BY WHICH THE BUDGET MAY BE AND SHALL BE AMENDED**

**WHEREAS**, the City Council and the Successor to the Redevelopment Agency has received and reviewed the proposed Fiscal Year 2024-25 City of Ridgecrest/ Successor to the Ridgecrest Redevelopment Agency budget; and

**WHEREAS**, public budget review meetings were held during which the public was provided opportunities to comment on the proposed budget; and

**WHEREAS**, final adjustments to the budget have been made.

### **NOW, THEREFORE, BE IT RESOLVED,**

1. That the fiscal year 2024-25 City of Ridgecrest/Successor to the Ridgecrest Redevelopment Agency budget is hereby adopted.
2. Tax Increment, TOT, and Sales Tax Sharing Agreements currently in force and duly approved by the City Council or the Successor to the Ridgecrest Redevelopment Agency are hereby amended and appropriated for Fiscal Year 2025;
3. The Budget Revision Policy, herein identified as Exhibit "A" is hereby adopted;
4. The Administrative Purchasing Policy, herein identified as Exhibit "B" is hereby adopted;
5. The annual appropriation limit (Gann Limit) reflected in Exhibit "C" is adopted;
6. The Table of Authorized Full-Time Equivalent Positions presented in Exhibit "D" is hereby approved;
7. The Fee Schedule reflected in Exhibit "E" is reaffirmed and adopted; and the City Council reaffirms that the fees reflected therein do not exceed the cost for collection and or administration;
8. The Salary Schedules for Management, Mid-Management, Confidential, PEAR, and UFCW Local 8 groups and for part time employees with effective dates of July 1, 2024 – June 30, 2025 as presented in Exhibit "F" are hereby approved;

9. All “Temporary Employment Services”, formerly “Contract Labor”, shall require City Manager written authorization prior to budget amendment or expenditure;
10. All administrative leave for Management and Mid-Management employees has been incorporated into their salaries. Rather than accruing and cashing out the leave, these employees will receive an equivalent amount added to their base salaries. This change does not incur any additional cost to the City. City Manager is authorized to update existing MOUs and Agreements to reflect this change;
11. Funding for specific Capital Construction Projects shall be identified and certified by the City Manager or Finance Director prior to the expenditure of any funds on said projects;
12. Fiscal Year-end Encumbrances from prior fiscal years are hereby appropriated;
13. The Director of Finance and City Treasurer is herein authorized to conduct all Fiscal Year 2023-24 year-end transfers and budget adjustments as required under governmental accounting rules;
14. All previous and conflicting resolutions are hereby rescinded, revoked, and made null.

**APPROVED AND ADOPTED** this 19th Day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Eric A. Bruen, Mayor

ATTEST:

---

Ricca Charlon, City Clerk

**EXHIBIT 'A'**  
**BUDGET REVISION POLICY**

1. All funds are appropriated at the fund level; No expenditure, encumbrance, or contract shall be made or agreed to that exceeds total Fund Appropriations without prior Council/Agency Authorization as appropriate. All increases in appropriations shall be made by Council/Agency Resolution.
2. All Appropriations within said funds are managed at the Department level. The City Manager is herein authorized to make transfers within and between Departments as appropriate. The City Manager shall notify the City Council of any Department-to-Department transfers at the next regularly scheduled council meeting following the transfer.
3. All Temporary Employment Services shall require City Manager written Authorization prior to expenditure of such funds or prior to transferring such funds to other accounts.
4. Estimated Revenues may be administratively increased in excess of the original estimate once the City Manager and Finance Director certify that such estimates at the fund and source levels have been exceeded. Notwithstanding the requirement in item 1 above, subsequent increases in appropriations stemming from the increases in estimated revenues, may be granted from increased estimated revenues administratively.
5. Un-liquidated Outstanding encumbrances from the prior year are hereby appropriated.
6. Unexpended and unobligated capital projects' funds' budgets from the prior fiscal year are hereby appropriated.

## EXHIBIT 'B'

### ADMINISTRATIVE PURCHASING POLICY

#### Purpose

This defines the policies and procedures for the procurement of supplies, equipment, and services for the City and supersedes other policies and procedures related to purchasing.

#### I. Scope

The basic purchasing policy of the City is to obtain quality supplies, services, and equipment for the City's operation at the lowest cost through the use of quotes and competitive bidding whenever possible. The policies herein enumerated are within the scope of the duly revised official City/Agency budget.

#### II. Purchasing Authority

There are six positions authorized to make purchases: (1) Information Technology Manager, (2) City Clerk, (3) Department Heads, (4) Finance Director, (5) Deputy City Manager, and (6) City Manager. Limits prescribed herein shall be reviewed annually by the City Council and may be changed as occasion may require by Council Resolution.

- a. A Department Head may purchase supplies, equipment, or services needed for the department up to \$15,000, but purchases in excess of \$2,000 must be pursuant to a purchase order. In addition, a Department Head may delegate purchasing authority up to \$5,000 to management or supervisory level employees.
- b. The Finance Director and Deputy City Manager may purchase or approve for purchase supplies, equipment, or services for any department up to \$30,000.
- c. The City Manager may purchase or approve for purchase supplies, equipment, or services for any department up to \$50,000 or purchases above \$50,000 which have been approved within the budget.
- d. City Council shall award all public improvement contracts requiring formal sealed bids. The results of the bids, along with recommendations regarding results and awards, are to be submitted by the City Manager or designee to the City Council. The Council will declare the outcome of bids at public session.

#### III. Process

- a. Purchases of less than \$2,000 do not require comparative pricing. However, comparative pricing should be used whenever practical. Purchase orders may be issued regardless of the amount when required

by the vendor or when the complexity of the contract demands a formal document for clarity.

- b. A purchase order is required for purchases where the estimated cost exceeds \$2,000. Cost of acquisition includes the cost of the item plus tax, shipping, or any other related expenses. Purchase order request must consist of at least three vendor quotes unless the vendor is considered a "sole source" supplier. Purchases are not to be split to circumvent these purchasing limits.
- c. When seeking goods or services exceeding \$2,000, a purchase order is required, and the department is required to submit a purchase order request, including specifications, at least three quotes, and other supporting data, to the Finance Department before making the purchase. Upon approval, a purchase order will be issued.

#### IV. Responsibilities of Departments

- a. Each Department Head shall ensure employees are following purchasing procedures in the department. Further, each department shall:
  - i. Verify that budget funds are available for items requisitioned.
  - ii. Consider the time required for the procurement process and plan for needs in advance so as not to create an artificial "emergency."
  - iii. Never "split" orders for the purpose of avoiding procurement requirements. Splitting a job to prevent bidding for a work of improvement is a felony and will be referred to the District Attorney by the City Attorney for prosecution.
  - iv. Never obligate the City to unauthorized commitments.
  - v. Purchase orders are to be issued BEFORE goods or services are purchased.

#### V. Purchasing Policies

##### a. Ethics

In performing their duties under this policy, City Council members and employees shall observe conflicts of interest and procurement statutes. City Council members and employees shall consult with the City Attorney concerning the City's interpretation of such laws. Violation of state laws pertaining to conflicts of interest or procurement will result in discipline up to termination. City Council members and employees shall follow the highest ethical standards in procurement. Employees may make purchases from relatives, other than spouses, with written authorization from the City Manager.

##### b. Vendor Requirements

Vendors doing business within the City of Ridgecrest must obtain a Ridgecrest City business license. All vendors must complete the vendor

registration form (Attachment A) and an IRS form W-9, to be entered into the City of Ridgecrest Accounts Payable system for payment.

c. Request of a Purchase Order

When a purchase order is required, a purchase order request must be entered into the City's Purchasing system. The request must contain sufficient information to ensure the acquisition of the correct item(s), vendor quote information, and comments indicating the purpose of the requisition. The City's purchasing system manages account budgets on a line-item basis. If the purchase order request being entered will put an account over budget, a Budget Adjustment request (Attachment B) must be completed before issuing the purchase order. Those budgets that are managed at the project level require that project line items be within budget as well. The Finance Director may allow a budget override as long as such action would not put the fund over-budget when reasonably projected to the end of the fiscal year. Purchase orders will not be made utilizing accounts that are unrelated to the type of item or service being purchased.

d. Purchase Order

The purpose of a purchase order is to manage the budget, not to pay invoices. The purchase order number is generated by the Finance Department upon final approval and acceptance of the purchase order request. Upon completion of the purchase order, the Finance Department will distribute copies to the ordering department. The ordering department is responsible for forwarding the purchase order to the vendor/contractor.

e. Amendment to Purchase Order

It is sometimes necessary to change a purchase order after it has been issued. The three most common changes are monetary, time extension, and scope of work. Only the City Manager or Finance Director may approve a formal change to an existing purchase order. The requesting department must complete a purchase order change request noting that it is for the purpose of a Contract Change Order. The purchase order change request must include a detailed description of the change/amendment. Upon approval by the Finance Director and/or City Manager, the requesting department will receive an amended purchase order reflecting the change(s). The requesting department is responsible for forwarding the change order to the vendor.

f. Open Purchase Order

Open purchase orders are entered into vendors that are expected to supply products or services to the City on an ongoing and/or regular basis

throughout the year. Open purchase orders are closed at the conclusion of each fiscal year. A department must make a request to the Finance Department at the beginning of each fiscal year for an open purchase order to be issued for the new fiscal year.

- g. Request for Proposal (RFP)/Request for Qualifications (RFQ)  
In detail, the RFP/RFQ defines the terms, conditions, and specifications of goods or services required by the City. An RFP is primarily intended for large, complex projects where cost and performance are equally important. An RFQ is intended mainly for professional services. However, the RFP/RFQ may also be utilized for smaller projects. The RFP/RFQ will be used whenever the acquisition of goods or services is multi-faceted and carries a high possibility of liability for the City.

Two-step RFP/RFQ: in this case, pricing is not included in the RFP/RFQ but is submitted in a separate sealed envelope. Only after selection is made on the basis of the proposal is the favored bidder's pricing information opened. The other proposal's pricing envelopes are returned to the respective bidders unopened. Once a bid has been accepted, and a contract is signed, the money budgeted to fund the purchase is to be encumbered via a purchase order request.

- h. Notice Inviting Sealed Proposals  
The Notice Inviting Sealed Proposals (NISP) is prepared by the initiating division and is formal notification, through posting and advertisement by the City Clerk that the City is soliciting goods or services. This gives widespread exposure to the City's needs, expands the vendor base, and fulfills the legal responsibility of providing fair access to supplying the City's needs. The NISP must contain sufficient information to define the work and other details to the reader and the date and time at which the bids will be publicly opened and read. If expanded documentation is available, the NISP must indicate the cost, if any, plus the procedures for acquiring such documents (see II, c, City Manager Authorization). Specifications and other relative data shall be sent to the City Manager, or his authorized representative, for approval before issuing a NISP. Upon approval by the City, the Notice will be prepared by the initiating department and forwarded to the City Clerk for publication. The City Clerk must receive the Notice at least six weeks before the date and time set for opening of bids.

Formal bid opening dates will be at a time, date, and location specified in the Notice. The City Clerk, or a designee, will publicly open and declare the content of bids received at the time and place specified in the Notice.

Bids received after the appointed hour for opening will be returned unopened to the sender. The City Manager or City Council may reject all bids. In addition, the City may consider responsiveness to specifications, ability to render post-purchase service, and the life cycle cost of the equipment. Bid results will be made available to interested parties following the bid reading.

For public improvement projects in excess of \$50,000, the City Manager shall report the formal bidding results to the City Council along with recommendations regarding results and award. The Council will declare the outcome of bids at public session. If at least two bids are not received, the bid opening may be suspended pending City Council action. If the determination is made to open the sole original bid, or if no other bids are received during the bid extension, the Council may: 1) Re-advertise; 2) Order the work done by City employees; 3) Award the contract to the sole bidder based on a cost analysis evidencing the relationship of the one bid to expected market price, and 4) Negotiate a contract to the best advantage of the City.

i. Credit Card Purchase

For certain purchases, the use of a credit card is expedient and sometimes even necessary (e.g., car rental). Procedures for using City credit cards are described in the City's Credit Card Policy & Procedures guide.

j. Receiving of Goods/ Equipment

i. Inspection and Testing

All goods procured by the City shall be subject to inspection and/or testing upon receipt or completion by the department receiving the product to assure conformance with the specifications set forth in the order. If a product is determined to be unusable, it shall be rejected and returned to the vendor as the vendor directs and for credit or replacement at their expense. Items found not to specifications but of limited usability may be conditionally accepted but only after renegotiation of the original contract.

ii. The Finance Director or their designee shall have the authority to require chemical and physical tests or any other necessary tests to ensure full compliance with the specifications.

iii. Acceptance

When goods have been received or a project has been completed to the satisfaction of the ordering department, and the specifications, the packing slip and/or other completion documentation shall be signed-off by the receiver/inspector. Information to be noted on the documents must include, as a

minimum, the acceptor's signature and a legible rendering of their name and the date of receipt/completion. In addition, any deviation from the exact ordering specifications must be noted on the receiving/acceptance documents.

VI. Exceptions

- a. In case of emergency, the City Manager may authorize the Finance Director or designee to secure in the open market, at the lowest obtainable price, supplies, materials, equipment, or contractual services required, regardless of the amount of the expenditure. A breakdown in machinery or equipment resulting in the interruption of an essential service or a distinct threat to public health, safety, or welfare ("emergency") requires the immediate purchase of supplies, materials, equipment, or services. During an emergency, the affected department may purchase supplies, materials, equipment, or services after the department head has concluded that the purchase is essential to prevent delays that may adversely affect citizens' lives, health, or safety. As soon as possible, the department head shall provide a completed purchase order request to the Finance Director or designee and a full written explanation of the circumstances.
  - i. Nothing contained herein shall limit the authority of the director of emergency services or the City Manager to make purchases and take such other emergency steps as are, or maybe, authorized by the City Council in the case of a disaster or for civil defense.
- b. Occasionally, required supplies, material, equipment, or services are of a proprietary nature, or are otherwise of such specific design or construction, or are specifically desired for purposes of maintaining cost-effective system consistency, as to be available from only one source. After reasonable efforts to find alternative suppliers, the Finance Director or designee may dispense with the requirement of a minimum of three bids and recommend making the purchase from the sole source.
- c. The Finance Director or designee may join with other public jurisdictions in cooperative purchasing agreements. The Finance Director or designee may also buy directly from a vendor at a price established by competitive bidding by another public jurisdiction in substantial compliance with this policy, even if the City has not joined with that public agency in a formal agreement. The Finance Director or designee may also purchase from the United States of America or any state, municipality, or other public corporation or agency without following formal purchasing procedures as defined in this document.
- d. Local preference is the practice of procurement from vendors who are City taxpayers because it stimulates the City's economy. Purchase orders are issued based on quality, previous performance, ability to meet the contract

requirements, availability of service and parts, delivery schedule, and payment terms/discounts. When these factors are equal except price, a preference will be given to local vendors at the discretion of the City Council or employee.

VII. Record Keeping

The original bid shall be filed with the Clerk, and the original documents will be filed with the Finance Department. When the purchase is final, all original documents shall be filed with the City Clerk. The Finance Department shall maintain purchasing records.

During the course of a Contract, the department will maintain records of contract administration. At the conclusion of the Contract, the original bids, specifications, and other pertinent data will be forwarded, with the request for final payment, to the Finance Department.

VIII. Payment Procedures

a. Request for Payment

Payments are generated as a result of either a Payment Request form (Attachment C) or an Invoice. The ordering/administering department is responsible for initiating payment requests for goods received and services rendered.

Upon completing the Payment Request Form, the requesting department shall forward the completed form and proper supporting documentation to Accounts Payable. If the request is for a partial payment on a purchase order, a copy of the Purchase Order is to accompany the request; if it is for final payment on a purchase order, a notation is to be made that the purchase order is to be closed following processing of the requested payment.

All invoices are to be sent directly to the Finance Department by the vendor. Invoices will then be submitted to the responsible department for coding and approval. It is the responsibility of the ordering department to verify that funds are available in the account number they code on the invoice. The invoice is then to be returned to the Finance Department within the time frame specified by the Finance Director. For purchases in excess of \$2,000 that require a purchase order, a copy of the Purchase Order is to accompany the invoice.

b. Urgent/Emergency Payment (Pre-Issue Payment)

Pursuant to City of Ridgecrest Resolution 00-91 Exhibit "A" § 4, the issuance of pre-issue payment is discouraged and should be done only in

emergencies or when expediting payment is required or highly desired by the circumstance as determined by the City Manager. When requesting urgent/emergency payment, the requesting division must complete a Pre-Issue Payment Request Form (Attachment D) and attach all relevant supporting documentation. The request form must be signed by the Department Head of the requesting department, the Finance Director, and the City Manager.

IX. Surplus Supplies and Equipment

All using departments shall submit to the City Manager at such time and in such form as they shall prescribe, reports showing all supplies and equipment that are no longer used or have become obsolete or worn out.

The City Manager shall have the authority to sell all supplies and equipment that any department cannot use or that have become unsuitable for City use or exchange the same for, or trade-in the same on, new supplies and equipment. The sale of such supplies & equipment shall be made to the highest responsible quotation/bid.

X. Definitions and Special Requirements

Bid Security

On council award procedures, except materials and supplies contracts, each bidder shall be required to submit, with the bid, either by cash, cashier's check, certified check, or Surety Bond, an amount not to exceed 10% of the aggregate amount of the bid. This requirement may be waived by the City Manager, on a case-by-case basis, before the initiation of the bid.

Capital (Fixed) Assets Threshold

Capital assets are significant assets with a minimum total acquisition cost of \$5,000 and a useful life of at least three years. Typical examples are land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art, historical treasures, infrastructure, and various intangible assets. Computer systems, including capital software, are classified as fixed assets. Furniture and other related durable goods are classified as fixed assets. Typically, any product, good, project, or piece of equipment that requires formal bidding are fixed assets. Assets meeting this definition are to be coded to an account number in the 5300 account code series when acquired.

Continuing Performance

A continuing activity or service that extends over time, not involving solely the delivery of goods or materials.

### Formal Bid

Written offer, more formal than a quote, to furnish supplies, equipment, vehicles, services in conformity with the specifications, delivery terms, and conditions required at a guaranteed maximum cost.

### Lowest Responsible Bidder

The lowest responsible bidder is a bidder who, in addition to the lowest price, is financially responsible and possesses the resources, judgment skills, ability, capacity, and integrity necessary to perform the contract according to its terms.

### Materials

Basic ingredients in a relatively raw, unrefined, or unmanufactured state that may be worked into a more finished form (e.g., sand, wood, asphalt).

### Performance Guarantee

All contractors in "continuing performance" service on contracts over \$50,000, and all public improvement project contracts over \$50,000, are required to submit a performance bond, letter of credit, or cash deposit equivalent to 100% of the contract within 10 working days following award of the Contract, unless specifically exempted or modified by the City Manager or City Attorney.

### Professional Services

Professional or specialized services such as, but not limited to, those rendered by architects, attorneys, engineers, technicians, etc.

### Property Damage Insurance

All contractors engaged in service on City property are required to maintain minimum property damage insurance of \$1,000,000 for each occurrence naming the City of Ridgecrest as additional insured. Certain high-risk activities require higher limits.

### Public Liability Insurance

All contractors engaged in service on City property are required to maintain minimum public liability insurance of \$1,000,000 for each occurrence naming the City of Ridgecrest as additional insured. Certain high-risk activities will require higher limits.

### Public Improvement Project

Specific, planned undertaking for the creation, improvement and/or repair of buildings and works, including parks and related facilities; the construction and installation of streets, parks, recreation facilities, municipal buildings, and sewers; for the general benefit of the citizenry (e.g., street lights, drains, etc.).

#### Quote

A verbal or written promise from the vendor/contractor guaranteeing the cost of specific goods, supplies, or services.

#### Sole Source Purchase

Only one supplier (source), to the best of the requester's knowledge and belief, based upon thorough research, is capable of delivering the required product or service. Similar types of goods and services may exist, but only one supplier, for reasons of expertise, and/or standardization, quality, compatibility with existing software or equipment, specifications, or availability, is the only source that is acceptable to meet a specific need.

#### Supplies

Goods in a manufactured state kept in the ordinary course of business for regular use or consumption (e.g., pencils, light bulbs, street signs).

#### Worker's Compensation Insurance

All contractors engaged in service on behalf of the City are required to maintain Worker's Compensation insurance in accordance with the provisions of the State of California contractor's licensing laws.

**Exhibit “C”**  
**Appropriations Limit**  
**Fiscal Year 2025**

**BACKGROUND**

The voters of California, during a special election in 1979, approved Article XIII-B of the California State Constitution (also known as Proposition 4, or the “Gann Limit Initiative”), which restricts the total amount of appropriations allowed in any given fiscal year from the “proceeds of taxes”.

In 1980, the State Legislative added Section 9710 to the Government Code that required the governing body of each local agency to establish, by resolution, an appropriations limit for the following year. The appropriations limit for any fiscal year was equal to the previous year’s limit, adjusted for population changes and the change in the U.S. Consumer Price Index (or California per Capita Personal Income, if smaller). The necessary statistical information is provided each year by the California State Department of Finance.

In June 1990, the voters modified the original Article XIII-B (Proposition 4/Gann Limit) with the passage of Proposition 111 and its implementing legislation (California Senate Bill 88). Beginning with the 1990-91 appropriations limit, a City may choose annual adjustment factors. The adjustment factors include the growth in the California Per Capita Income or the growth in the non-residential assessed valuation due to construction within the City, and the population growth within the County or the City. Under Proposition 4, if a city ends the fiscal year having more proceeds of taxes than the Limit allows, it must return the excess to the taxpayers within two years (either by reducing taxes levied or fees charged).

## **CALCULATION OF LIMITATION**

	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
PRIOR YEAR APPROPRIATIONS LIMIT	24,456,697	25,718,298	27,016,396	28,764,387	31,001,064	32,134,680
POPULATION FACTOR - RIDGECREST	1.0126	1.0127	1.0070	1.0021	0.9925	1.0075
ECONOMIC FACTOR	1.0385	1.0373	1.0573	1.0755	1.0444	1.0362
TOTAL ADJUSTMENT RATIO	1.0516	1.0505	1.0647	1.0778	1.0366	1.0440
NEW YEAR APPROPRIATIONS LIMIT	25,718,298	27,016,396	28,764,387	31,001,064	32,134,680	33,547,690

## **RIDGECREST'S APPROPRIATIONS LIMIT**

The following table provides an analysis of the City of Ridgecrest's appropriations limit. As seen in the below table, the City's appropriations have remained well below the Appropriations Limit.

<b>Fiscal Year</b>	<b>Appropriation Limit</b>	<b>General Fund Appropriations</b>
2012	\$ 17,554,253	\$ 7,561,437
2013	\$ 18,405,495	\$ 10,160,460
2014	\$ 19,556,487	\$ 11,929,014
2015	\$ 19,667,895	\$ 10,355,298
2016	\$ 20,378,371	\$ 10,197,620
2017	\$ 22,374,542	\$ 10,030,150
2018	\$ 23,272,083	\$ 11,764,300
2019	\$ 24,456,632	\$ 12,539,621
2020	\$ 25,718,298	\$ 13,081,500
2021	\$ 27,016,396	\$ 13,657,199
2022	\$ 28,433,039	\$ 15,121,038
2023	\$ 31,001,064	\$ 17,287,084
2024	\$ 32,134,680	\$ 23,942,239
2025	\$ 33,547,690	\$ 24,905,549



## Exhibit D – Staffing Summary



**CITY OF RIDGECREST**  
**FY 2024 - 2025 STAFFING SUMMARY**

<b>DEPARTMENT</b>	<b>POSITION TITLE</b>	<b>FY 2025</b>	<b>FY 2024</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>
<b>City Council</b>							
	City Council Members	5.00	5.00	5.00	5.00	5.00	5.00
		<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
<b>Administration/Human Resources</b>							
	City Manager	1.00	1.00	1.00	1.00	1.00	1.00
	Deputy City Manager/Public Works Director	1.00	1.00	-	-	-	-
	Deputy City Manager	-	-	-	1.00	-	-
	City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
	Administrative Assistant Human Resources	-	-	-	-	-	-
	Human Resources Administrator	2.00	2.00	1.00	1.00	1.00	1.00
		<u>5.00</u>	<u>5.00</u>	<u>3.00</u>	<u>4.00</u>	<u>3.00</u>	<u>3.00</u>
<b>Community Development</b>							
	Economic Development Manager	1.00	-	-	-	-	-
	Planner	-	1.00	1.00	-	-	-
	Associate Planner	-	-	-	-	-	1.00
	P/T Administrative Analyst I	0.50	-	-	-	-	-
	Administrative Analyst I	-	-	2.00	1.00	3.00	2.00
	Administrative Analyst II	2.00	2.00	-	1.00	-	-
	Administrative Analyst III	1.00	1.00	-	-	-	-
	Comm Development Technician	2.00	2.00	2.00	1.00	1.00	1.00
		<u>6.50</u>	<u>6.00</u>	<u>5.00</u>	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>
<b>Finance</b>							
	Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00
	Assistant Finance Director	1.00	1.00	1.00	-	-	-
	Accounting Supervisor	-	-	-	1.00	1.00	1.00
	Jr. Accountant	1.00	1.00	1.00	1.00	-	-
	Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
	Accounts Payable Technician	1.00	1.00	1.00	1.00	1.00	1.00
	Payroll Technician I	1.00	1.00	1.00	1.00	1.00	1.00
		<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>5.00</u>	<u>5.00</u>
<b>Information Technology</b>							
	Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00
	Information Systems Specialist	2.00	2.00	2.00	1.00	1.00	1.00
	Information Systems Technician	-	-	-	1.00	-	-
		<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>

**CITY OF RIDGECREST**  
**FY 2024 - 2025 STAFFING SUMMARY**

<b>DEPARTMENT</b>	<b>POSITION TITLE</b>	<b>FY 2025</b>	<b>FY 2024</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>
<b>Parks &amp; Recreation</b>							
	Director of Parks & Recreation	1.00	1.00	1.00	-	1.00	1.00
	Recreation Supervisor	-	-	-	1.00	-	-
	Administrative Analyst II - P&R	1.00	1.00	-	-	-	-
	Administrative Analyst I - P&R	-	-	1.00	1.00	1.00	1.00
	Parks Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
	Cultural Affairs Coordinator II	2.00	-	1.00	1.00	2.00	2.00
	Maintenance Worker I	5.00	3.00	4.00	3.00	3.00	2.00
	Maintenance Worker I - Seasonal (3@900H)	1.50	1.50	1.00	2.00	1.00	1.00
	Maintenance Worker II	3.00	3.00	2.00	3.00	2.00	4.00
	Maintenance Worker III	2.00	2.00	2.00	2.00	2.00	1.00
	Recreation Assistant	-	2.00	1.00	-	-	-
	P/T Recreation Leaders (6@988H)	2.85	2.85	2.38	2.40	2.40	2.40
	P/T Recreation Leaders - Day Camp (7@440H)	1.48	1.48	1.06	2.19	2.19	2.19
	P/T Recreation Leaders - PreSchool (3@760H)	-	1.10	1.83	2.19	1.73	1.73
		<b>20.83</b>	<b>19.93</b>	<b>19.27</b>	<b>20.78</b>	<b>19.33</b>	<b>19.33</b>
<b>Planning Commission</b>							
	Planning Commissioners	5.00	5.00	5.00	5.00	5.00	5.00
		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Police</b>							
	Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
	Captain	2.00	2.00	2.00	2.00	1.00	1.00
	Sergeant	6.00	6.00	6.00	6.00	7.00	7.00
	Police Officer	23.00	23.00	19.00	23.00	23.00	22.00
	Police Officer - Authorized but Unfunded	-	-	-	-	-	1.00
	Community Service Officer	2.00	2.00	2.00	2.00	2.00	2.00
	Dispatcher	6.00	6.00	5.00	5.00	5.00	5.00
	P/T Dispatcher	0.50	-	-	-	-	-
	Administrative Analyst II - PD	1.00	1.00	-	-	-	-
	Administrative Analyst I - PD	-	-	1.00	1.00	1.00	1.00
	Animal Shelter Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
	Kennel Attendant	2.00	2.00	1.00	1.00	1.00	1.00
	Animal Control Officer	2.00	2.00	2.00	2.00	2.00	2.00
	Property/Evidence LDO/Vehicle Maintenance Cler	1.00	1.00	1.00	1.00	1.00	1.00
	Police Clerk II	4.00	4.00	3.00	3.00	3.00	4.00
	Police Clerk Supervisor	1.00	1.00	1.00	1.00	1.00	-
	Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00	1.00
	P/T PACT Coordinator	0.75	0.75	0.75	0.75	0.75	0.75
	P/T Background Investigator	0.50	-	-	-	-	-
		<b>54.75</b>	<b>53.75</b>	<b>46.75</b>	<b>50.75</b>	<b>50.75</b>	<b>50.75</b>

**CITY OF RIDGECREST**  
**FY 2024 - 2025 STAFFING SUMMARY**

DEPARTMENT	POSITION TITLE	FY 2025	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
<b>Public Works - Administration &amp; Engineering</b>							
	Director of Public Works	-	-	1.00	1.00	1.00	1.00
	Administrative Analyst II	1.00	1.00	-	-	-	-
	Administrative Analyst I - PW	-	-	1.00	1.00	1.00	1.00
	Administrative Secretary	-	-	-	1.00	-	-
	Assistant Public Works Director/City Engineer	-	-	-	1.00	1.00	1.00
	Senior Engineer	-	1.00	-	-	-	-
	Engineer II	1.00	1.00	1.00	-	1.00	1.00
	Engineer I	1.00	1.00	2.00	2.00	1.00	1.00
		<b>3.00</b>	<b>4.00</b>	<b>5.00</b>	<b>6.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Solid Waste</b>							
	Code Enforcement Officer	2.00	2.00	2.00	-	-	-
		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Streets</b>							
	Public Works Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
	Fleet Mechanic II	1.00	1.00	1.00	1.00	1.00	1.00
	Fleet Mechanic III	1.00	1.00	-	-	-	-
	Maintenance Worker I	5.00	6.00	6.00	4.00	2.00	2.00
	Maintenance Worker II	2.00	2.00	2.00	2.00	2.00	2.00
	Maintenance Worker III	5.00	3.00	3.00	3.00	3.00	3.00
		<b>15.00</b>	<b>14.00</b>	<b>13.00</b>	<b>11.00</b>	<b>9.00</b>	<b>9.00</b>
<b>Transit</b>							
	Transit Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
	Transit Dispatcher	1.00	1.00	1.00	1.00	1.00	1.00
	Transit Road Safety/Driver Train	1.00	1.00	1.00	1.00	1.00	1.00
	Transit Driver	5.00	5.00	5.00	5.00	5.00	5.00
	Transit Driver - P/T (2496 hours total for all 3)	-	-	-	1.20	1.20	1.20
		<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.20</b>	<b>9.20</b>	<b>9.20</b>
<b>Wastewater</b>							
	Chief Plant Operator	1.00	1.00	1.00	1.00	1.00	1.00
	Wastewater Foreman	1.00	1.00	1.00	-	-	-
	Wastewater Operator I	3.00	2.00	2.00	1.00	2.00	4.00
	Wastewater Operator II	3.00	3.00	2.00	1.00	1.00	1.00
	Wastewater Operator III	1.00	-	-	-	1.00	1.00
	Wastewater Operator Trainee	-	1.00	2.00	4.00	2.00	-
	Wastewater Pretreatment Inspector	1.00	1.00	1.00	2.00	2.00	-
		<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>7.00</b>
	<b>TOTAL BUDGETED POSITIONS</b>	<b>144.08</b>	<b>140.68</b>	<b>130.02</b>	<b>132.73</b>	<b>126.28</b>	<b>124.28</b>

Note: 1 FTE = 2080 hours



# CITY OF RIDGECREST

ANNUAL BUDGET FY 2024-2025

## Exhibit E – Schedule of Fees



City of Ridgecrest  
Schedule of Fees  
Fiscal Year 2024-2025

DEPARTMENT: ADMINISTRATION

Fee Category	Description of Fee	FY 2025 Fee	FY 2024 Fee
Plans & Specifications	Public Works Projects	Varies	Varies
Copies	Copies of Various Items	Varies	Varies
Council Chamber	Room Rent w/o IT services	\$51/hour	\$51/hour
Council Chamber IT Services	Council Chamber IT Services For First 2 Hours	\$ 150.00	\$ 150.00
	Council Chamber IT Services For Each Hour over 2 Hours	\$60/hour	\$60/hour
City Council	City Council Nomination Papers (Ordinance 94-07 § 2)	\$ 25.00	\$ 25.00
Records Requests	Hard Copy - 1st page (B&W)	\$ 2.00	\$ 2.00
	Hard Copy - Additional pages (B&W) - up to 6 pages	\$ 0.20	\$ 0.20
	After 6 page per ounce charge	\$ 0.80	\$ 0.80
	Hard Copy - 1st page (Color)	\$ 2.00	\$ 2.00
	Hard Copy - Additional pages (Color) - up to 6 pages	\$ 0.45	\$ 0.45
	After 6 pages per ounce charge	\$ 1.60	\$ 1.60
	Faxed Documents - 1st page	\$ 1.50	\$ 1.50
	Faxed Documents - Additional pages	\$ 0.15	\$ 0.15
	Electronic - per page*	\$ 0.10	\$ 0.10
	Scanned/Emailed Documents**	\$1.35/minute	\$1.35/minute
	<i>Note: 2 minute minimum charge of \$2.70 applies to all requests</i>		
	Mailed Documents	Copy Fees + Actual Mail Cost	Copy Fees + Actual Mail Cost
	Electronic Media (USB, etc.)	\$10.00/device	\$10.00/device
*Electronic where printing is needed in order to scan - same charge as B&W and color copies that are printed PLUS \$.10 per page for scanning.			
**Electronic where information must first be extracted from source - In addition to the printing charges described above, the City may charge for time spent extracting information from an existing source at a rate of \$1.35 per minute.			
***All credit card payments will be charged a 2.95% or a \$3.00 minimum service fee.			

City of Ridgecrest  
Schedule of Fees  
Fiscal Year 2024-2025

DEPARTMENT: ANIMAL CONTROL

Fee Category	Description of Fee	FY 2025 Fee	FY 2024 Fee
Dog Licenses	1 year - Altered	\$ 15.00	\$ 15.00
	1 year - Natural	\$ 60.00	\$ 60.00
	2 year - Altered	\$ 22.00	\$ 22.00
	2 year - Natural	\$ 120.00	\$ 120.00
	3 year - Altered	\$ 30.00	\$ 30.00
	3 year - Natural	\$ 180.00	\$ 180.00
	Vicious dog license (per year)	\$ 150.00	\$ 150.00
Dog Impound	1st Impound / No License	\$ 55.00	\$ 55.00
	1st Impound / Current License	\$ 40.00	\$ 40.00
	2nd Impound / No License	\$ 75.00	\$ 75.00
	2nd Impound / Current License	\$ 70.00	\$ 70.00
	3rd Impound / No License	\$ 105.00	\$ 105.00
	3rd Impound / Current License	\$ 100.00	\$ 100.00
	1st Vicious Impound / No License	\$ 150.00	\$ 150.00
	1st Vicious Impound / Current License	\$ 150.00	\$ 150.00
	2nd Vicious Impound / No License	\$ 250.00	\$ 250.00
	2nd Vicious Impound / Current License	\$ 250.00	\$ 250.00
	3rd Vicious Impound / No License	\$ 350.00	\$ 350.00
	3rd Vicious Impound / Current License	\$ 350.00	\$ 350.00
Other Animal Impound Fees	Cat	\$ 35.00	\$ 35.00
	Misc. Animal - Depending on Size		
	Animal Less Than 25 Pounds	\$ 30.00	\$ 30.00
	Animal From 26 and 100 Pounds	\$ 55.00	\$ 55.00
	Animal Over 100 Pounds	\$ 105.00	\$ 105.00
	Additional Charge After Hours Impound/Up to 2 hours *	\$ 100.00	\$ 100.00
	<i>Note: After hours call outs over 2 hours calculated at fully burdened overtime rate of pay</i>		
Refusal to Spay and Neuter	1st Occurrence	\$ 40.00	\$ 40.00
Release Fee: Impounded Dogs and Cats	2nd Occurrence	\$ 55.00	\$ 55.00
	3rd & Subsequent Occurrences	\$ 105.00	\$ 105.00
Boarding Fees	Boarding Fee - In addition to Impound	\$10.00/night	\$10.00/night
Adoption Fees - Dogs	Rabies Vaccination	Set By Vet	Set By Vet
	License Fee	\$ 10.00	\$ 10.00
	Adoption Fee	\$ 20.00	\$ 20.00
	Micro chip	\$ 10.00	\$ 10.00
Adoption Fees - Cats	Adoption Fee	\$ 20.00	\$ 20.00
	Rabies Vaccination	Set By Vet	Set By Vet
	Micro chip	\$ 10.00	\$ 10.00
Spay/Neuter Fees	Dog - Females	Set By Vet	Set By Vet
	Dog - Males	Set By Vet	Set By Vet
	Cats - Females	Set By Vet	Set By Vet
	Cats - Males	Set By Vet	Set By Vet

City of Ridgecrest  
 Schedule of Fees  
 Fiscal Year 2024-2025

DEPARTMENT: ANIMAL CONTROL

Fee Category	Description of Fee	FY 2025 Fee	FY 2024 Fee
Other Fees	Euthanasia	\$ 65.00	\$ 65.00
	Disposal (Dogs and Cats)	\$ 20.00	\$ 20.00
	Disposal: Other Animals		
	Animals Less Than 25 Pounds	\$ 30.00	\$ 30.00
	Animals From 26 to 100 Pounds	\$ 55.00	\$ 55.00
	Animals over 100 Pounds	\$ 110.00	\$ 110.00
	Animal Pick Up Fee: Owner Animals*	\$ 105.00	\$ 105.00
	Voluntary/public Micro Chip	\$ 35.00	\$ 35.00
	Female Dog in Heat At-Large	\$ 110.00	\$ 110.00
	Lost license fee (Section 3-52)	\$ 5.00	\$ 5.00
	Animal Drop Off Fee: Owner*	\$ 60.00	\$ 60.00
	<i>Note: This fee is for Relinquished Animals at Shelter</i>		
*These fees may be waived due to hardship by the ACO Supervisor			
**All credit card payments will be charged a 2.95% or a \$3.00 minimum service fee.			

City of Ridgecrest  
Schedule of Fees  
Fiscal Year 2024-2025

DEPARTMENT: ENGINEERING

Fee Category	Sub Category	Description of Fee	FY 2025 Fee	FY 2024 Fee	
Encroachment*****	All	Admin. Application	\$ 90.00	\$ 90.00	
		Traffic Control Plan (basic)	\$ 300.00	\$ 300.00	
		Traffic Control Plan (Advanced, or with detour)	\$500 min. plus actual time spent	\$500 min. plus actual time spent	
		Time Extension (additional 6 mo.)	\$ 90.00	\$ 90.00	
		Sub-Standard Street Fee	\$2.53 per SF measured from lip of gutter to centerline of street for entire lot frontage.	\$2.53 per SF measured from lip of gutter to centerline of street for entire lot frontage.	
		Temp. Staging	Day	\$ 110.00	\$ 110.00
			Week	\$ 220.00	\$ 220.00
			Month	\$ 295.00	\$ 295.00
			Each Additional Month	\$ 145.00	\$ 145.00
			Emergency	<i>Admin. Application fee applied on a per month basis</i>	
		Utility Emergency (subject to trench cut fee)	\$ 40.00	\$ 40.00	
	Improvements	Curb, Gutter & Sidewalk Inspection	\$400 (up to 100 LF), \$75 each additional 25 LF)	\$400 (up to 100 LF), \$75 each additional 25 LF)	
		Driveway- Residential	\$ 295.00	\$ 295.00	
		Driveway- Commercial	\$ 400.00	\$ 400.00	
		Sidewalk only	\$295 (up to 100 LF, \$50 each additional 25 LF)	\$295 (up to 100 LF, \$50 each additional 25 LF)	
		Sign/Banner	\$ 300.00	\$ 300.00	
		Inspection Services (Billing Rate)	\$115.00/Hour	\$115.00/Hour	
	Surveying Services	Staking of Curbing & Gutter	\$9.25/LF up to 55'; \$2.75/LF thereafter	\$9.25/LF up to 55'; \$2.75/LF thereafter	
		Trench Cut	<i>Moratorium Streets</i>		
		Longitudinal & Inspection (per street)	\$1000 for 1st 100 LF, \$110 for each additional 150 LF.	\$1000 for 1st 100 LF, \$110 for each additional 150 LF.	
		Transverse & Inspection (per street)	\$295 per, no road closure. \$500 per, with road closure. \$100 each additional on same street.	\$295 per, no road closure. \$500 per, with road closure. \$100 each additional on same street.	
		<i>Non Moratorium Streets</i>			
		Longitudinal & Inspection (per street)	N/A	N/A	
		Transverse & Inspection (per street)	N/A	N/A	
		Inspection Services (Billing Rate)	\$115.00/Hour	\$115.00/Hour	
Grading	Infill	Permit Application	\$ 145.00	\$ 145.00	
		Plan Check (\$250.00 min.)	2.5% of Eng. Estimate*	2.5% of Eng. Estimate*	
		Inspection (\$250.00 min.)	2.0% of Eng. Estimate*	2.0% of Eng. Estimate*	
		Inspection Services (Billing Rate)	\$115.00/Hour	\$115.00/Hour	

City of Ridgecrest  
Schedule of Fees  
Fiscal Year 2024-2025

DEPARTMENT: ENGINEERING

Fee Category	Sub Category	Description of Fee	FY 2025 Fee	FY 2024 Fee
	Land Division	Permit Application	\$ 145.00	\$ 145.00
		Plan (\$500.00 min.)	2.5% of Eng. Estimate*	2.5% of Eng. Estimate*
		Inspection (\$500.00 min.)	2.0% of Eng. Estimate*	2.0% of Eng. Estimate*
		Inspection Services (Billing Rate)	\$115.00/Hour	\$115.00/Hour
Public Improvements	Infill	Plan Check (\$500.00 min.)	2.5% of Eng. Estimate*	2.5% of Eng. Estimate*
		Inspection (\$500.00 min.)	3.0% of Eng. Estimate*	3.0% of Eng. Estimate*
		Inspection Services (Billing Rate)	\$115.00/Hour	\$115.00/Hour
	Land Division	Plan Check (\$500.00 min.)	2.5% of Eng. Estimate*	2.5% of Eng. Estimate*
		Inspection (\$500.00 min.)	3.0% of Eng. Estimate*	3.0% of Eng. Estimate*
		Inspection Services (Billing Rate)	\$115.00/Hour	\$115.00/Hour
Studies	All	Admin. Application	\$ 85.00	\$ 85.00
		Engineering Study Review	\$1,500 deposit + actual time spent*	\$1,500 deposit + actual time spent*
		Traffic/Drainage Study Review	\$500 deposit + actual time spent*	\$500 deposit + actual time spent*
Subdivision of land		Tentative Map (All)	\$3000 deposit + actual time spent	\$3000 deposit + actual time spent
		Tentative Map Amendment	\$1500 deposit + actual time spent	\$1500 deposit + actual time spent
		Easement Document Review	\$ 900.00	\$ 900.00
		Easement Dedication to City	\$ 900.00	\$ 900.00
		Time Extension	See Planning	See Planning
		Grading	See above	See above
		Public Improvement	See above	See above
		Final Parcel Map	\$4,000 deposit + actual time spent*	\$4,000 deposit + actual time spent*
		Final Tract Map	\$5,000 deposit + actual time spent*	\$5,000 deposit + actual time spent*
		Improvement Agreement & Securities	\$2,500 deposit + actual time spent*	\$2,500 deposit + actual time spent*
		Development Agreement Review	\$4,000 deposit + actual time spent*	\$4,000 deposit + actual time spent*
		Development Agreement Amendment	\$3,000 deposit + actual time spent*	\$3,000 deposit + actual time spent*

City of Ridgecrest  
 Schedule of Fees  
 Fiscal Year 2024-2025

DEPARTMENT: ENGINEERING

Fee Category	Sub Category	Description of Fee	FY 2025 Fee	FY 2024 Fee
Misc.		Certificate of Correction	\$1,000 deposit + actual time spent*	\$1,000 deposit + actual time spent*
		Parcel Map Waiver	\$1,000 deposit + actual time spent*	\$1,000 deposit + actual time spent*
		Reversion to Acreage	\$1,500 deposit + actual time spent*	\$1,500 deposit + actual time spent*
		Street & Alley Vacation	\$2,500 deposit + actual time spent*	\$2,500 deposit + actual time spent*
		All other projects (Deposit Based)	\$2,500 deposit + actual time spent*	\$2,500 deposit + actual time spent*

\*Rate described is for work completed by City staff. If consultant services are utilized fee shall be actual consultant fee plus 25% administrative processing, plus \$1,500 deposit for City Staff review. Final billing will be based on fully burdened rate for all involved staff plus any outside costs. Funds may be drawn from other Engineering services.

\*\*All credit card payments will be charged a 2.95% or a \$3.00 minimum service fee.

\*\*\* All fees include a maximum of three (3) Plan Checks, all additional plan checks will be 20% of the original fee.

\*\*\*\* Plan reviews will not begin prior to the paying of any plan review fees.

\*\*\*\*\* Encroachment permits are valid for one (1) year

1. City shall retain full authority and discretion in retaining consultants as needed to provide services.
2. Charges for third-party consultants or outside services will equal actual contract costs plus 25% administrative
3. Actual costs are based on time and materials. Time is the fully burdened hour rate of an employee.

City of Ridgecrest  
 Schedule of Fees  
 Fiscal Year 2024-2025

DEPARTMENT: FINANCE

Fee Category	Description of Fee	FY 2025 Fee	FY 2024 Fee
Business Licenses Admin Fees	New License Fee	\$ 25.00	\$ 25.00
(Not the Ordinance Governed BL Tax)	Renewal Fee	\$ 20.00	\$ 20.00
	Duplicate License Fee (Ordinance 92-02 § 13)	Varies	Varies
	Live Entertainment Fee (Ordinance 15-02)	\$ 20.00	\$ 20.00
	<i>Note: Fee added to base Business License Fee</i>		
Miscellaneous	Copies	Varies	Varies
	Returned Check Fee	\$ 25.00	\$ 25.00
*All credit card payments will be charged a 2.95% or a \$3.00 minimum service fee.			

City of Ridgecrest  
Schedule of Fees  
Fiscal Year 2024-2025

DEPARTMENT: PARKS & RECREATION

Fee Category	Description of Fee	FY 2025 Fee	FY 2024 Fee
KMCC Banquet Hall	Kitchen only	\$11.50/hour	\$11.50/hour
*4 hour minimum rental required*	Deposit for Kitchen only	\$ 300.00	\$ 300.00
	Half Hall	\$40/hour	\$40/hour
	Half Hall w/Kitchen	\$51.50/hour	\$51.50/hour
	Half Hall for Non Profit Groups	20% off total	20% off total
	Half Hall w/Kitchen for Non Profit Groups	20% off total	20% off total
	Deposits for Half Hall Rentals	\$ 500.00	\$ 500.00
	Full Hall	\$80/hour	\$80/hour
	Full Hall w/Kitchen	\$91.50/hour	\$91.50/hour
	Full Hall for Non Profit Groups	20% off total	20% off total
	Full Hall w/Kitchen for Non Profit Groups	20% off total	20% off total
	Deposits for Full Hall Rentals	\$ 1,000.00	\$ 1,000.00
	Full Hall and Gymnasium	\$160/hour	\$160/hour
	Full Hall and Gymnasium w/ Kitchen	\$171.50/hour	\$171.50/hour
	Full Hall and Gymnasium for Non Profit Groups	20% off total	20% off total
	Full Hall and Gymnasium w/ Kitchen for Non Profit Groups	20% off total	20% off total
	Deposits for Full Hall and Gymnasium Rentals	\$ 1,300.00	\$ 1,300.00
	Full Hall and Gymnasium w/kitchen + all meeting rooms	331.50/hour	331.50/hour
	Full Hall and Gymnasium w/kitchen + all meeting rooms for Non Profit Groups	20% off total	20% off total
	Deposits for Full Hall and Gymnasium w/kitchen + all meeting room rentals	\$ 1,900.00	\$ 1,900.00
	Change over fee/half hall	\$ 298.00	\$ 298.00
	Change over fee/full hall	\$ 596.00	\$ 596.00
	Sanitizing Fee Kitchen	N/A	N/A
	Sanitizing Fee Half Hall	N/A	N/A
	Sanitizing Fee Half Hall w/Kitchen	N/A	N/A
	Sanitizing Fee Full Hall	N/A	N/A
	Sanitizing Fee Full Hall w/Kitchen	N/A	N/A
	Hourly Half Hall	N/A	N/A
	Hourly Half Hall w/Kitchen	N/A	N/A
	Additional Time (beyond 12 hour rental)	\$100/hour	\$100/hour
	Sunday Rate	\$100/hour	\$100/hour
	5 day or less Cancellation Fee	Deposit Amount	Deposit Amount
Add Ons	Pipe and Drapes	\$4.75/linear foot	\$4.75/linear foot
	Stage	\$ 53.25	\$ 53.25
	Inside Projector and Screen	\$ 53.25	\$ 53.25
	Deposit for Projector and Screen (Must provide valid insurance w/City of Ridgecrest being named additionally insured)	\$ 200.00	\$ 200.00
	Microphone Deposit	\$ 200.00	\$ 200.00
	Off Site Chair Rental - NAWS agreement	\$1.60/chair	\$1.60/chair
	Off Site Table Rental - NAWS agreement	\$8.50/table	\$8.50/table
	Off Site Chair/Table Rental Deposit	TBD	TBD
KMCC Gymnasium	Half Court	\$21.50/hour	\$21.50/hour
	Full Court	\$43/hour	\$43/hour
	Full Court all day	N/A	N/A
	Full Court for Non Profit Groups	20% off total	20% off total
	Full Court all day for Non Profit Groups	N/A	N/A
	Game Set Up Fee	\$ 43.00	\$ 43.00
KMCC Meeting Rooms	Single Room	\$15/hour	\$32/hour
	Single Room Daily	N/A	N/A
	Double Room	\$30/hour	\$64/hour
	Double Room Daily	N/A	N/A
	Double Room for Non Profit Groups	20% off total	20% off total
	Double Room Daily for Non Profit Groups	N/A	N/A
	Refundable Deposit if Food	\$ 300.00	\$ 300.00
	Sanitizing Fee	N/A	N/A
	24 Hour Cancellation Fee Single Room	\$ 32.00	\$ 32.00
	24 Hour Cancellation Fee Double Room	\$ 64.00	\$ 64.00

City of Ridgecrest  
Schedule of Fees  
Fiscal Year 2024-2025

DEPARTMENT: PARKS & RECREATION

Fee Category	Description of Fee	FY 2025 Fee	FY 2024 Fee
Senior Center Hall	Parties & Group Functions	\$ 250.25	\$ 250.25
(weekends only-no kitchen)	Refundable Deposit	\$ 400.00	\$ 400.00
Tennis Courts	Per 3 Courts	\$96/day	\$96/day
	Per Court Use, 4 hours max.	\$32/day	\$32/day
	Court Complex per Day	\$192/day	\$192/day
Soccer/Football Fields	Per Hour/Per Field	\$ 28.75	\$ 28.75
	Per Field/Per Day	See tournament rates	See tournament rates
	Field Prep Fee	\$153/field	\$153/field
	Use of Lights	\$27.75/hour	\$27.75/hour
Softball Fields	Per Hour/Per Field	\$ 28.75	\$ 28.75
	Per Field/Per Day	See tournament rates	See tournament rates
	Field Prep Fee	\$63/field	\$63/field
	Tournament Rate - For Small Tournaments	\$172.50 per field/day	\$172.50 per field/day
	<i>Note: This will not include a staff member to be on site</i>		
	Tournament Rate	\$335.50 per field/day	\$335.50 per field/day
	<i>Note: This will include additional trash cans, stocked bathroom, and a staff member working during the event at the discretion of the Parks and Recreation Director</i>		
	Use of Lights	\$27.75/hour	\$27.75/hour
Youth Sports Organizations	Weekly facility user fee for baseball, football and soccer organizations, plus cost of utilities (phased in over three years)	\$340/week	\$340/week
	<i>Note: The user fees paid will be held in individual fund accounts for each facility used for future major repairs (\$10k+) and improvements</i>		
Skate Park	Per Day	\$ 74.50	\$ 74.50
	<i>Note: Insurance required for this rental</i>		
Freedom Park Gazebo Rental & Park Areas	Fees set for Regular Park Use/No Alcohol		
	Gazebo	\$112/day	\$112/day
	Chair fees	\$.65/chair	\$.65/chair
	Chair fees	\$.90/chair	\$.90/chair
	Special Event fee up to 250/ppl	\$ 186.00	\$ 186.00
	Special Event fee up to 1000/ppl	\$ 372.75	\$ 372.75
	Special Event fee up to 1000+/ppl	\$ 745.50	\$ 745.50
	Vendor fee	\$ 37.25	\$ 37.25
Recreation Programs	Youth Soccer League	\$ 84.00	\$ 84.00
	Youth Basketball League	\$ 84.00	\$ 84.00
	Additional Children in Same Household per Sport League	\$ 79.00	\$ 79.00
	Day Camp	\$165/week	\$165/week
	KMCC After School Program	N/A	N/A
	Teen Night	\$15/person	\$15/person
	Spring Camp - 24 spots available	\$100/person	\$100/person
	Winter Camp - 24 spots available	\$100/person	\$100/person
	Pre-School (41-week Program)	\$4,083.60/year	\$4,083.60/year
KMCC Racquetball Courts	Daily Rate per Court	\$12/hour/court	\$12/hour/court
Showers	Showers	\$4.50/use	\$4.50/use
Open Gym	Open Gym	\$2.50/visit/person	\$2.50/visit/person
Open Volleyball	Open Volleyball	\$2.50/visit/person	\$2.50/visit/person
Pickleball	Pickleball	\$6.50/visit/person	\$6.50/visit/person

\*All credit card payments will be charged a 2.95% or a \$3.00 minimum service fee.

City of Ridgecrest  
Schedule of Fees  
Fiscal Year 2024-2025

**DEPARTMENT: PLANNING**

Fee Category	Description of Fee	FY 2025 Fee	FY 2024 Fee
Planning Fees	Appeal	\$ 725.00	\$ 725.00
	Accessory Dwelling Units	\$ 80.00	\$ 80.00
	Address Assignment	\$ 80.00	\$ 80.00
	Categorical Exemption	\$ 64.00	\$ 64.00
	Comprehensive Sign Plan	\$ 192.00	\$ 192.00
	Conditional Use Permit	\$ 1,920.00	\$ 1,920.00
	Home Occupation Permit	\$ 80.00	\$ 80.00
	Landscape Plan Check	\$ 188.00	\$ 188.00
	Lot Line/ Merger Adjustment	\$ 373.00	\$ 373.00
	Map Time Extension	\$ 810.00	\$ 810.00
	Parcel Map Waiver	\$ 1,044.00	\$ 1,044.00
	Planning Commission Hearing	\$ 810.00	\$ 810.00
	Public Hearing Notice	\$ 373.00	\$ 373.00
	Sign Permit Review	\$ 80.00	\$ 80.00
	Site Plan Review	\$ 724.00	\$ 724.00
	Temporary Use Permit	\$ 280.00	\$ 280.00
	Variance	\$ 586.00	\$ 586.00
	Zoning Verification	\$ 80.00	\$ 80.00
Deposits	Annexation	*Deposit	*Deposit
	Environmental Impact Report	*Deposit	*Deposit
	General Plan Amendment	*Deposit	*Deposit
	Mitigated Negative Declaration	*Deposit	*Deposit
	Negative Declaration	*Deposit	*Deposit
	Tentative Parcel Map	*Deposit	*Deposit
	Tentative Tract Map	*Deposit	*Deposit
	Zone Amendment	*Deposit	*Deposit
	Zone Change	*Deposit	*Deposit

\*Deposit is based on estimated time and materials to complete the application.

\*\*All credit card payments will be charged a 2.95% or a \$3.00 minimum service fee.

1. City shall retain full authority and discretion in retaining consultants as needed to provide services.

2. Charges for third-party consultants or outside services will equal actual contract costs plus 25% administrative charge and/or actual costs. A deposit is required.

3. Actual costs are based on time and materials. Time is the fully burdened hour rate of an employee.

City of Ridgecrest  
Schedule of Fees  
Fiscal Year 2024-2025

DEPARTMENT: POLICE (SERVICES)

Fee Category	Description of Fee	FY 2025 Fee	FY 2024 Fee
Police Services	New Special Business License Fee	\$ 260.00	\$ 260.00
	Renewal Special Business License	\$ 45.00	\$ 45.00
	New Concealed Weapons Permit	\$ 100.00	\$ 100.00
	Renewal Concealed Weapons Permit	\$ 50.00	\$ 50.00
	CCW License Amendment	\$ 10.00	\$ 10.00
	Cite Sign-off Fee (City Residents)	\$ 20.00	\$ 20.00
	Outside City Limit Cite Sign-off fee	\$ 30.00	\$ 30.00
	VIN Verification fee	\$ 20.00	\$ 20.00
	Funeral Procession Traffic Control Fee	\$ 230.00	\$ 230.00
	Bicycle License Fee	\$ 3.00	\$ 3.00
	Agency Clearance Report Fee-Letter	\$ 20.00	\$ 20.00
	Police Response to False Alarm #'s 1, 2 & 3	\$ -	\$ -
	Police False Alarm Charge #4th Response	\$ 120.00	\$ 120.00
	Police False Alarm Charge #5 Response and all subsequent	\$ 160.00	\$ 160.00
	Alarm Appeal Fee (Ordinance 90-01 § 17)	\$ 10.00	\$ 10.00
	Burglar Alarm Permit Fee	\$ 30.00	\$ 30.00
	Stored Vehicle Release Fee	\$ 130.00	\$ 130.00
	Impound Vehicle Release Fee	\$ 135.00	\$ 135.00
	Impound Vehicle Release Fee for DUI	\$ 150.00	\$ 150.00
	Vehicle Repossession Admin Process Fee (CA Gov. Code Sec. 41612)	\$ 15.00	\$ 15.00
	Finger Printing / Hard Card or Live Scan - Non-Profit Organizations	\$ 15.00	\$ 15.00
	Finger Printing / Hard Card or Live Scan - All Others	\$ 20.00	\$ 20.00
	PRA Request Record Construction fee per GC 6253.9 - per hour cost	\$ 30.00	\$ 30.00
	Police Evidence Audio or Video to DVD/USB/ ea	\$ 20.00	\$ 20.00
	Police Report Reproduction Charge	\$ 20.00	\$ 20.00
	Mailed Reports additional charge	\$ 3.00	\$ 3.00
	Police Evidence Photos to DVD/USB - set-up/ ea	\$ 20.00	\$ 20.00
	Police Photograph Reproduction Fee/ ea	\$ 5.00	\$ 5.00
	Police Log Entry Reproduction Fee	\$ 5.00	\$ 5.00
	Police Subpoena Deposit (Actual perosnnal and travel costs)	\$ 275.00	\$ 275.00
	New Special Business License - Taxi	\$ 100.00	\$ 100.00
	Reissue Taxi ID	\$ 20.00	\$ 20.00
	Renewal Special Business License - Taxi	\$ 75.00	\$ 75.00
	Taxi Vehicle Inspection Fee RMC 7-50 (b)	\$ 150.00	\$ 150.00
	Firearm Storage Fee Pursuant to Section 6389 of the CA Family Code. Each firearm.	\$ 100.00	\$ 100.00
	Abandoned Veh Removal Admin Fee - RMC 15-543	\$ 75.00	\$ 75.00
	Nuisance Abate Appeal - RMC 11-5	\$ 250.00	\$ 250.00
	Admin Citation Handling Fee - 1-122	\$ 60.00	\$ 60.00
	Vacant/Boarded Building Monitoring Fee - per visit	\$ 75.00	\$ 75.00
	Graffiti Abatement (Costs include Fully Burdened Rate, Materials, Equipment)	Actual Costs	Actual Costs
	Special Requests for Police Services	Overtime Rate	Overtime Rate
*Failure to pay Admin Citation Fine (RMC 1-127) results in a 10% fee after 20 days and 20% each month thereafter. Total delinquent fine is 150% of base fine.			
**Failure to pay Alarm Permit Fee of False Alarm Fee when due results in a penalty of 10% after 20 days and 20% each month thereafter. Total penalties added shall in no event exceed 100% of the amount of the fee due.			
***All credit card payments will be charged a 2.95% or a \$3.00 minimum service fee.			

City of Ridgecrest  
Schedule of Fees  
Fiscal Year 2024-2025

**DEPARTMENT: POLICE (PARKING)**

Code Section	Nature of Offense	FY 2025 Fee	FY 2024 Fee
The Ridgecrest Municipal Code and the California Vehicle Code authorize the City of Ridgecrest to adopt penalties and fees for parking violations. These are exempt from CEQA on the basis of Public Resources Code Section 21080.			
(a) The following fee and penalties are established for municipal code parking violations within the City:			
15-335	Angle Parking -- Obedience to signs and markings	\$ 53.00	\$ 53.00
15-360	Improper Parking -- Red zones and no parking zones	\$ 58.00	\$ 58.00
15-360	Improper Parking -- Obstructing traffic	\$ 53.00	\$ 53.00
15-362	Improper Parking -- Obstructing alley ways	\$ 48.00	\$ 48.00
15-363	Parking For Certain Purposes -- Display vehicle for sale -- Washing, repairing vehicle	\$ 48.00	\$ 48.00
15-364	Parking near schools, signs posted	\$ 53.00	\$ 53.00
15-365	Parking on narrow St with no parking signs posted	\$ 53.00	\$ 53.00
15-366	Left side parking on one way St where prohibited	\$ 53.00	\$ 53.00
15-369	Unlawful parking -- Peddlers, vendors and taxicabs	\$ 48.00	\$ 48.00
15-372	Unlawful parking of city/public lots	\$ 53.00	\$ 53.00
15-290	Time limits -- Parking in excess of	\$ 58.00	\$ 58.00
15-431	Unlawful parking in handicapped space	\$ 400.00	\$ 400.00
15-463	Oversized vehicle prohibited parking	\$ 100.00	\$ 100.00
15-464	Heavy vehicle parking -- Vehicle with GVWR in excess of 26,000 lbs. on St or highway in resid zone	\$ 100.00	\$ 100.00
15-535	Abandoned vehicles: public highways 72 (seventy-two) hour parking	\$ 88.00	\$ 88.00
(b) The following fee and penalties are established for violation of California vehicle code parking laws:			
5200	License plate missing	\$ 53.00	\$ 53.00
5204 (a)	No current tabs displayed	\$ 83.00	\$ 83.00
21113 (a)	Unlawful parking -- public grounds	\$ 53.00	\$ 53.00
22500.1	Parking in fire zone	\$ 58.00	\$ 58.00
22500 (a) - (h), (k)	Improper parking	\$ 53.00	\$ 53.00
22500 (i)	Improper parking -- Bus zone	\$ 278.00	\$ 278.00
22500 (l)	Improper parking -- Wheelchair access ramp	\$ 400.00	\$ 400.00
22502 (a)	Curb parking -- Within eighteen inches of curb	\$ 48.00	\$ 48.00
22505 (b)	Improper parking -- State highways	\$ 53.00	\$ 53.00
22507.8 (a) - (c)	Unlawful parking in handicapped space	\$ 400.00	\$ 400.00

City of Ridgecrest  
 Schedule of Fees  
 Fiscal Year 2024-2025

**DEPARTMENT: POLICE (PARKING)**

Code Section	Nature of Offense	FY 2025 Fee	FY 2024 Fee
22514	Parking within fifteen feet of fire hydrant	\$ 58.00	\$ 58.00
22515 (a) & (b)	Unattended vehicles -- Motor running or not setting brakes or not in park	\$ 53.00	\$ 53.00
22522	Parking within three feet of disabled person sidewalk access ramp	\$ 400.00	\$ 400.00
22523 (a) & (b)	Vehicle abandonment	\$ 133.00	\$ 133.00
22526 (a) & (b)	Blocking an intersection	\$ 78.00	\$ 78.00
24401	Improper parking -- high beams lighted	\$ 58.00	\$ 58.00
25300 (a) - (c), (e)	Warning device on disabled or parked vehicle	\$ 53.00	\$ 53.00
31303 (a)	Vehicles used for transportation of hazardous materials or hazardous waste left unattended or parked overnight in a residential district	\$ 358.00	\$ 358.00
<p>(c) The civil penalty for an equipment violation upon proof of correction to the processing agency, shall be reduced to ten dollars (\$10.00).</p>			
<p>(d) Upon proof that a registered owner of the vehicle which had been issued a notice of parking violation for RMC 15-431 or CVC 22507.8 (a) - (c), had a current handicap placard in possession, but not displayed at the time of the violation, the penalty shall be reduced to thirty dollars (\$30.00).</p>			
<p>(e) Pursuant to CVC 42001.13 the fee for the second violation of CVC 22507.8 shall be seven hundred and fifty dollars (\$750.00) and the fee for third violation of this section shall be one thousand dollars (\$1,000.00).</p>			
<p>(f) Late payment penalties for any of the above violations shall be equal to the base fine, 25 days after the fine is due (example: base fine is \$53, plus late fee of \$53, equals total payment of \$106.)</p>			
<p>(g) Any federal, state, or local standing or parking regulation constituting a violation for which no provision is made in this schedule shall have a fine of fifty-three dollars (\$53.00).</p>			
<p>*All credit card payments will be charged a 2.95% or a \$3.00 minimum service fee.</p>			

City of Ridgecrest  
Schedule of Fees  
Fiscal Year 2024-2025

**DEPARTMENT: TRANSIT - BUS PASSES**

Fee Category	Description of Fee	FY 2025 Fee	FY 2024 Fee
Regular/Adult	Single Ride	\$ 2.50	\$ 2.50
	Single Ride - Inyokern	\$ 2.50	\$ 2.50
	Single Ride - County	\$ 2.00	\$ 2.00
	Single Ride - Randsburg	\$ 8.00	\$ 8.00
	Ridgecrest Monthly	\$ 45.00	\$ 45.00
	Inyokern Monthly	\$ 45.00	\$ 45.00
Senior/Handicapped	Single Ride	\$ 1.25	\$ 1.25
	Single Ride - Inyokern	\$ 1.25	\$ 1.25
	Single Ride - County	\$ 1.00	\$ 1.00
	Single Ride - Randsburg	\$ 4.00	\$ 4.00
	Ridgecrest Monthly	\$ 35.00	\$ 35.00
	Inyokern Monthly	\$ 35.00	\$ 35.00
Youth	Single Ride	\$ 1.25	\$ 1.25
	Single Ride - Inyokern	\$ 1.25	\$ 1.25
	Single Ride - County	\$ 1.00	\$ 1.00
	Single Ride - Randsburg	\$ 4.00	\$ 4.00
	Ridgecrest Monthly	\$ 35.00	\$ 35.00
	Inyokern Monthly	\$ 35.00	\$ 35.00
Student (W/ Student ID)	Single Ride	\$ 1.25	\$ 1.25
	Single Ride - Inyokern	\$ 1.25	\$ 1.25
	Single Ride - County	\$ 1.00	\$ 1.00
	Ridgecrest Monthly	\$ 35.00	\$ 35.00
	Inyokern Monthly	\$ 35.00	\$ 35.00
Punch Pass	Punch Pass	\$ 10.00	\$ 10.00
Advertising	Outside of Bus (7'x22")	\$250/month	\$250/month
	Inside of Every Bus (11"x17")	\$250/month	\$250/month
*All credit card payments will be charged a 2.95% or a \$3.00 minimum service fee.			

City of Ridgecrest  
 Schedule of Fees  
 Fiscal Year 2024-2025

**IMPACT FEES**

<b>TABLE 1 - FIRE IMPACT FEES</b>					
Category	Acres	Units/Acre	FY 2024 FEE	Unit of Measure	NEW FEE - FY 2025
Estate & Rural Residential	818	2.5	\$900	per dwelling unit	\$931
Low Density Residential	527	4	\$564	per dwelling unit	\$583
Medium Density Residential	226	12	\$189	per dwelling unit	\$195
Commercial	275	0	\$2,250	per acre	\$2,327
Civic	10	0	\$2,250	per acre	\$2,327
Industrial	166	0	\$2,250	per acre	\$2,327

<b>TABLE 2 - TRAFFIC IMPACT FEES</b>				
Category	UNITS	TRIP ENDS	FY 2024 FEE	NEW FEE - FY 2025
<b>RESIDENTIAL</b>				
Single Family	<b>Dwelling Units</b>	9.6	\$ 2,667	\$2,758
Multi Family	<b>Dwelling Units</b>	6.7	\$ 1,863	\$1,926
<b>COMMERCIAL</b>				
Retail Commercial	<b>1000 SF/building</b>	46.6 (reduce to 23.3)	\$ 6,407	\$6,625
Service Stations	<b>Fueling Position</b>	166 (reduce to 16.6)	\$ 4,099	\$4,238
Movie Theater	<b>1000 SF/building</b>	27.8 (reduce to 13.9)	\$ 3,821	\$3,951
Automobile Sales	<b>1000 SF/lot area</b>	1.2	\$ 330	\$341
Hotels/Motels	<b>Room</b>	0.7	\$ 193	\$200
<b>RESTAURANTS</b>				
Restaurants	<b>1000 SF/building</b>	36.6 (reduce to 18.3)	\$ 5,015	\$5,186
<b>OFFICE BUILDINGS</b>				
Medical-Dental	<b>1000 SF/building</b>	18(reduce to 9)	\$ 2,468	\$2,552
General Office	<b>1000 SF/building</b>	6.1	\$ 1,672	\$1,729
<b>INDUSTRIAL</b>				
Manufacturing	<b>1000 SF/building</b>	3.8(reduce to 1.9)	\$ 527	\$545
Mini Warehousing	<b>1000 SF/building</b>	2.4(reduce to 1.2)	\$ 335	\$346
Warehousing	<b>1000 SF/building</b>	2.2(reduce to 1.1)	\$ 307	\$317
<b>INSTITUTIONAL</b>				
Schools/Churches	-	-	-	-
Nursing Homes	<b>Bed</b>	0.2	\$ 55	\$57

Notes:  
 Rates - \$219 per trip end  
 Trip end rates for other than those listed above shall be determined using trip generation statistics in the Institute Transportation Engineers Trip Generation Manual, latest edition.  
 Trip ends for Commercial, Office, Restaurants, Theaters and Industrial shall be reduced by 50%  
 Trip ends for Gas Stations shall be reduced by 90% to reflect by-pass and captured trips

City of Ridgecrest  
 Schedule of Fees  
 Fiscal Year 2024-2025

IMPACT FEES

<b>TABLE 3 - PARK IMPACT FEES</b>					
Category	UNITS		FY 2024 FEE	NEW FEE - FY 2025	
<b>RESIDENTIAL</b>					
Single Family	<b>Each Dwelling Unit</b>		\$ 1,152	\$1,191	
Multi Family	<b>Each Dwelling Unit</b>		\$ 1,152	\$1,191	

<b>TABLE 4 - LAW ENFORCEMENT IMPACT FEES</b>					
Category	Acres	Units/Acre	FY 2024 FEE	Unit of Measure	NEW FEE - FY 2025
Estate & Rural Residential	818	2.5	\$1,501	per dwelling unit	\$1,552
Low Density Residential	527	4	\$935	per dwelling unit	\$967
Medium Density Residential	226	12	\$312	per dwelling unit	\$323
Commercial	275	0	\$3,756	per acre	\$3,884
Civic	10	0	\$3,756	per acre	\$3,884
Industrial	166	0	\$3,756	per acre	\$3,884

<b>TABLE 5 - DRAINAGE IMPACT FEES</b>					
Category	Acres	% Impervious	Fair Share Cost	FY 2024 FEE	NEW FEE - FY 2025
<b>Per Acre</b>					
Estate & Rural Residential	818	10%	\$3,699,673	\$6,295	\$6,509
Low Density Residential	527	23%	\$5,482,119	\$14,480	\$14,972
Medium Density Residential	226	40%	\$4,088,636	\$25,181	\$26,037
Commercial	275	85%	\$2,878,054	\$14,566	\$15,061
Civic	10	75%	\$92,339	\$12,855	\$13,292
Industrial	166	85%	\$1,737,279	\$14,566	\$15,061
<b>Per Dwelling Unit</b>					
Estate & Rural Residential	818	10%	\$3,699,673	\$2,520	\$2,606
Low Density Residential	527	23%	\$5,482,119	\$3,618	\$3,741
Medium Density Residential	226	40%	\$4,088,636	\$2,098	\$2,169

**CITY OF RIDGECREST  
BUSINESS LICENSE FEES**

<b>License Classification</b>	<b>Fee Type</b>	<b>2025 Fee</b>	<b>2024 Fee</b>
(A) Retail Sales and Services	Base Fee	\$ 85	\$ 82
	Additional Employees (After first five)	\$ 7	\$ 7
(B) Professionals	Base Fee	\$ 85	\$ 82
	Additional Professional	\$ 85	\$ 82
	Additional Non-Professional	\$ 7	\$ 7
(C) Manufacturing	Base Fee	\$ 118	\$ 114
	Additional Employees (After first five)	\$ 7	\$ 7
(D) Vending	Base Fee	\$ 85	\$ 82
	Additional Employees (After first five)	\$ 94	\$ 91
(E) Wholesale	Base Fee	\$ 85	\$ 82
	Additional Vehicles	\$ 21	\$ 20
(F) Catering from Vehicle	Base Fee	\$ 85	\$ 82
	Additional Vehicles (After first five)	\$ 94	\$ 91
(G) Itinerant Merchant	Base Fee	\$ 224	\$ 217
	ID Badge	\$ 7	\$ 7
(H) Residential Rental	Base Fee	\$ 94	\$ 91
	Additional Units (After first four)	\$ 7	\$ 7
(I) Mobile Home Space Rentals	Base Fee	\$ 94	\$ 91
	Additional Units (After first four)	\$ 7	\$ 7
(J) Commercial Rentals	Base Fee	\$ 85	\$ 82
	Additional parcel or structures	\$ 21	\$ 20
(K) Pool Tables, Bowling Alleys	Base Fee	\$ 113	\$ 109
	Additional table or alley	\$ 7	\$ 7
(L) Card Rooms	Base Fee	\$ 548	\$ 530
	Additional table	\$ 56	\$ 54
(M) Billboards/Outdoor Advertising	Base Fee	\$ 85	\$ 82
	Additional Sign	\$ 85	\$ 82
(N) Carnivals (Non-Charitable Sponsor)	Base Fee	\$ 548	\$ 530
	Per each concession	\$ 21	\$ 20
(O) Carnivals (Charitable Sponsor)	Base Fee	\$ 141	\$ 136
(P) Shoe Shining	Base Fee	\$ 20	\$ 19
	Additional Chair	\$ 7	\$ 7
(Q) Non-Licensed Contractor, Handyman	Base Fee	\$ 94	\$ 91
	Additional Employees	\$ 7	\$ 7
(R) Licensed Contractor	Base Fee	\$ 94	\$ 91
	Additional Licensed contractors	\$ 94	\$ 91
	Additional Non-licensed employees	\$ 7	\$ 7
(S) Part-Time Intermittent	Base Fee	\$ 12	\$ 12
	ID Badge	\$ 7	\$ 7
(T) Swap Meets, Craft Exhibitions, Flea Markets	Base Fee	\$ 548	\$ 530
	Per day Non-licensed vendors	\$ 12	\$ 12
Adult Entertainment	Base Fee	\$ 597	\$ 577
	Instigation Fee	\$ 61	\$ 59
Bingo Games (Charitable Sponsor)	Base Fee	\$ 71	\$ 69

RIDGECREST  
BUILDING PLAN CHECK AND INSPECTION FEES  
*July 2024*

A. PAYMENT OF FEES

1. Fees shall be paid in advance or at the time the fee is capable of calculation. Additionally charged fees shall be paid prior to the commencement of the additional work for which a fee is assessed, prior to the issuance of a permit, or prior to approval of projects where a time and materials charge has been determined and additional fees have been calculated. The City may require an advance deposit of the estimated cost of time and material work. Re-inspection fees shall be paid prior to the next succeeding called inspection.
2. Exceptions:
  - a. The City Manager or designee may refund unexpired subscription fee upon request, for cancellation of the monthly permit summary service.
  - b. The City Manager or designee may waive payment of additionally charged fees if he/she determines that the delay or defect which necessitated the special fees was occasioned without fault or neglect of the permittee.

B. PERMIT ISSUANCE FEE

1. For each building, relocation, demolition, plumbing, mechanical, electrical, electrical maintenance, grading, special/miscellaneous or mobile home site preparation permit application, there shall be a permit issuance fee. Permits may be combined on any project and one issuance fee charged.

Permit Issuance Fee, each permit issued	\$ 90
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2. Exceptions:

For mobile home set-up permits and accessory structures see Section "K."

C. PERMIT EXTENSION OF TIME

Annual extension of time of Building permits, for which five years have expired from the issuance date.

Annual Time extension	\$ 100
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D. FEE REFUND POLICY

1. Clerical errors on the part of the County, resulting in overpayment. Refund in full, fees paid that exceed the true and correct fee.
2. Project termination by written request\* of the applicant prior to any plan checking or other work being done by the Department. Refunds of fees paid including plan check fees, but less the issuance, the processing and strong motion instrumentation fees.

Processing Fee	\$ 90
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Strong Motion Instrumentation Fee\*\* Variable

3. Project termination by written request\* of the applicant any time after plan check by the Department has started, but prior to the start of construction Refunds of fees paid, less all plan check fees and less the issuance, the processing and strong motion instrumentation fees.

Processing Fee \$ 90

Strong Motion Instrumentation Fee\*\* Variable

\* Written requests stating the reason for termination must be made within the time limitations for plan checking or start of construction or approved extensions thereof granted by the City and established under the Code of Building Regulations Requests made after expiration of the time limits will not be valid, and the fees will be retained by the City. If the permit has been issued to an applicant, the approved plans and job card must be returned to the City Building Division for cancellation along with the letter of request.

\*\* For the Strong Motion Instrumentation Fees see Section E, Administrative Fees.

#### E. ADMINISTRATIVE FEES

1. Special Inspection/Investigation fee for inspection, investigation and research of any work done without benefit of required permits or any land use not in Compliance with City Ordinances. This charge may also include file preparation, consulting and any applicable administrative costs. Also, applies to any special inspection or investigation at the request of the public.

Actual Time and Material Cost Variable

2. Expungement of Recorded Notice of Building Code or Zoning Ordinance Violations. This charge shall include all file preparation, investigation, consulting administrative, recordation, public hearing and any other costs associated with the processing and correction of the violation.

Actual Time and Material Cost Variable

3. Second and subsequent re-inspection necessitated by faulty or incomplete work.  
Each Re-inspection \$ 90

4. Strong Motion Instrumentation Fee shall be charged on all permits issued. The fee is in accordance with and required by California State Public Resources Code Section 2705.

- a. Residential Occupancies, one to three stories in height, excluding hotels and motels; \$10 per each \$100,000 in valuation with appropriate fractions thereof (minimum fee is \$1).

Strong Motion Fee \$10 per \$100,000 Valuation

- b. All other Occupancies, \$21 per each \$100,000 in valuation with appropriate fractions thereof (minimum fee is \$1)

Strong Motion Fee \$21 per \$100,000 Valuation

Exhibit "A"

5. Hourly flat rate charge for inspection/research services. Includes inspection for work which requires a permit but for which fees are not otherwise provided.  
     Each Hour or Portion Thereof \$ 70

**F. BUILDING PERMIT FEE**

1. The Building Permit Fee, excluding the Permit Issuance Fee, is composed of 1/3 plan check service and 2/3 building inspection, where the combined fee is determined by the Percentage Method of Calculation.
2. Exceptions:
  - a. The 1/3 plan check service shall be deleted when no plan is required. The total Building Permit Fee, excluding the Permit Issuance Fee, shall be 2/3 of the fee determined by the Percentage Method of Calculation.
  - b. The plan check fee shall be reduced by 50% (equal to 1/6 of the Building Permit Fee) for an "R-1, "R-3", or "M-1" occupancy plan which is identical to a plan on which a Permit has been issued within the previous six months. The total Building Permit Fee, excluding the Permit Issuance Fee, shall be 5/6 of the permit fee determined by the Percentage Method of Calculation. Additional first time plan check fee of .4% valuation for the identical plan.

**G. PERCENTAGE METHOD OF CALCULATION FOR BUILDING PERMIT FEE**

1. Construction of new buildings, remodels, additions, and accessory structures shall have Building Permit Fees based on the table listed below. Such fees shall be inclusive of plan check, building inspection, electrical, mechanical and plumbing fees.

Total Valuation	Building Permit Fee
\$1 to \$28,000	See Exhibit "D"
\$28,001 to \$500,000	2.2% of Valuation
\$500,001 to \$1,000,000	\$11,000 for first \$500,000 of Valuation, plus \$2.00 for each \$100 of Valuation or fraction thereof, up to and including \$1,000,000
\$1,000,001 or more	\$21,000 for first \$1,000,000 of Valuation, plus \$1.80 for each \$100 of Valuation or fraction thereof

2. Permit fees for factory-built housing shall include Permit Issuance Fees plus 50% of the amounts listed in (1) above.

3. Valuations:

In determining valuation for the purpose of computing Building Permit Fees, costs per square foot for various types of structures, as published under the heading BUILDING VALUATION DATA in the March-April 1994 issue of Building Standards, using the modifier of 1.00, as published by the International Code Council, shall be used (Exhibit "B"). For occupancies and/or types not included within the Building Valuations Data, the City Manager or designee may determine valuations based on similar occupancies and/or types or an engineer's estimate.

Included in these Percentage Method of Calculation Building Permit Fees are the STANDARD REPAIR COSTS FEES (Exhibit "C"), the STANDARD REMODEL FEES (Exhibit "D"), and the FEES FOR CONCRETE FOUNDATIONS, HEAVY ENGINEERED FOUNDATIONS AND CONCRETE BLOCK RETAINING WALLS (Exhibit "E").

For single item inspections or small projects, the itemized method of calculation will be used. Examples include installation of an electrical panel, relocation of HVAC, and replacement of water heater.

H. ELECTRICAL PERMIT FEE (ITEMIZED METHOD OF CALCULATION)

- 1. Permit Issuance Fee (each permit issued) \$ 90
  
- 2. Services
  - a. 0 to 600 volts, each \$ 44
  
  - b. Over 600 volts, each \$ 105
  
- 3. Alteration and Additions
  - a. Where no structural work is being done or where it is impractical to use the percentage method of calculation:
    - i. Receptacles and lighting fixtures-Each 10 or fraction thereof \$ 25
  
    - ii. Multi-outlet assemblies (plug-mold, light track, etc)  
Each 20 feet or fraction thereof \$ 25
  
  - b. For equipment rated in horsepower (HP), kilowatts (KW) or kilo-volt-amps (KVA), the fee for each motor, transformer, and/or appliance shall be:
    - i. 0.0 to 5 \$ 18
  
    - ii. 5.1 to 15 \$ 22
  
    - iii. 15.1 to 100 \$ 40
  
    - iv. 100.1 to 500 \$ 73
  
    - v. Over 500 \$ 124

Notes:

- For equipment or appliances that have more than one motor, heater or combination of both, the sum of the combined ratings may be used to compute the fee.
    - These fees shall include all switches, circuit breakers, contactors relays and other directly related control equipment
4. Temporary Services
    - a. Temporary or construction services including pole or pedestal \$ 44
    - b. Additional supporting poles, each \$ 29
  5. Miscellaneous
    - a. Area lighting standards (over six feet in height)
      - Up to and including ten on each site \$ 18
      - Over ten on a site, each \$ 11
    - b. Temporary sale stands (Christmas tree lots, etc., including service) \$ 65
  6. Overhead Line Construction (additional fees in this schedule may apply)
    - a. Poles and anchors, each \$ 15
  7. Illuminated Signs – Alteration of any existing sign, each \$ 22
- I. MECHANICAL PERMIT FEE (ITEMIZED METHOD OF CALCULATION)
1. Permit Issuance Fee (each permit issued) \$ 90
  2. For the installation or relocation of forced-air or gravity-type furnaces or burners, including ducts and vents attached to such appliances.
    - a. 0 to 150,000 B.T.U. \$ 51
    - b. 150,001 to 1,750,000 B.T.U. \$ 65
    - c. Over 1,750,000 B.T.U. \$ 135
  3. For the installation or relocation of combination heating/air conditioning units, including ducts and vents attached to such appliances.
    - a. Up to 5 H.P. \$ 98
    - b. Over 5 H.P. \$ 135
  4. For the installation, relocation or replacement of each suspended heater, wall heater, floor mounted unit heater or floor furnace (no ducts). \$ 51
  5. For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit. \$ 29

6. For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, comfort cooling unit, absorption unit, or each comfort heating, cooling, absorption, or evaporative cooling system, including installation of controls. \$ 51
7. For the installation or relocation of boilers or compressors.
  - a. 0 to 5 H.P. \$ 98
  - b. Over 5 H.P. \$ 135
8. For the installation or relocation of absorption system.
  - a. 0 to 150,000 B.T.U. \$ 65
  - b. Over 150,000 B.T.U. \$ 113
9. For each air handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto. \$ 51

Note: This fee shall not apply to air a handling unit which is a portion of a factory assembled appliances, comfort cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Code of Building Regulations

10. For each air handling unit over 10,000 cubic feet per minute. \$ 65
11. For each evaporative cooler other than portable type. \$ 40
12. For each ventilation fan connected to a single duct. \$ 29
13. For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit. \$ 40
14. For the installation of each commercial hood which is served by mechanical exhaust, including the ducts for such hood. \$ 124
15. For the installation or relocation of each free-standing fireplace, including vent. \$ 65
16. For the installation or relocation of each commercial or industrial type incinerator. \$ 164
17. For each appliance or piece of equipment not classified in other appliance categories, or for which no other fees are listed in this schedule \$ 55

J. PLUMBING PERMIT FEE (ITEMIZED METHOD OF CALCULATION)

1. Permit Issuance Fee (each permit issued) \$ 90

2. For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping, and backflow protection thereof).	\$ 29
3. For each building, mobile home, commercial coach, or manufactured house sewer.	\$ 51
4. Rain water systems, each drain (inside building).	\$ 25
5. For each water heater and/or vent.	\$ 29
6. For first gas-piping system outlet.	\$ 29
7. For each additional gas piping system outlet, per outlet.	\$ 15
8. For each grease interceptor or industrial waste pre-treatment interceptor, including its trap, vent and traffic slab.	\$ 113
9. For installation, alteration, or repair of water piping and/or water treating equipment, each fixture.	\$ 29
10. For repair or alteration of drainage or vent piping per fixture or unit	\$ 29
11. For each vacuum breaker or backflow protective device.	\$ 29
12. For each water service.	\$ 25
13. For each outlet not serving a fixture, each outlet.	\$ 11
14. For each private sewage disposal system consisting of one septic tank and one seepage pit or drain line.	\$ 160
15. For each septic tank, seepage pit, cesspool, or drain line in excess of one.	\$ 51
16. For any change or repair to existing septic tank, seepage pit or drain line.	\$ 98
17. For the abandonment of septic systems.	\$ 44
18. For each graywater system.	\$ 145
<b>K. MOBILE HOME FEES</b>	
1. Permit Issuance Fee (each permit issued)	\$ 90

2. Application Filing Fee for mobile home not installed on a permanent foundation.	\$ 40
3. Installation Permit Fee for mobile home not installed on a permanent foundation – New or used, required to be moved under a permit. *	\$ 262
4. Site Preparation Fee for mobile home not installed on a permanent foundation – including all facilities; and LPG tank. **	\$ 309
5. Application Filing Fee for mobile home installed on a permanent foundation	\$ 273
6. Installation and Site Preparation Permit Fee – mobile home installed on a permanent foundation - including, all site preparation, foundation systems, mobile home installation, and LPG tank. * and **	\$ 615
7. Installation Permit Fee - Existing mobile home to be placed on a permanent foundation - All site facilities, including gas, water, electric and sewer, to be in place and pre-existing. * and **	\$ 309
8. Mobile home Accessory Structure Fees – Construction or alteration permit fees for mobile home accessory buildings and structures that have a Standard Plan Approval from the Kern County Department of Housing and Community Development are as follows:	
a. Each cabana or ramada	\$ 113
b. Each private garage	\$ 40
c. Each awning or carport	\$ 40
d. Each porch	\$ 40
e. Each fence or windbreak over six feet in height	\$ 40

- 9. Mobile home Earthquake Stabilization Systems – For existing manufactured homes. \$ 382

\* A separate Flood Hazard Evaluation may also be required.

\*\* A separate permit will be required for any grading required by the Kern County Code of Building Regulations.

**L. SPECIAL/MISCELLANEOUS PERMITS (INCLUDES PLAN CHECK FEE)**

- 1. Permit Issuance Fee (each permit issued) \$ 90
- 2. Commercial Coach Installation \$ 531
- 3. Masonry Fireplaces \$ 244
- 4. Satellite Dish \$ 244
- 5. Signs
  - a. Wall Mounted \$ 98
  - b. Monument – Greater than six feet above grade \$ 127
  - c. Single Pole \$ 324
  - d. Double Pole \$ 364
- 6. Solar Systems (Residential) \$ 280
- 7. Spas (In ground)
  - a. Standard Plans \$ 204
  - b. Non-Standard Plans \$ 244
- 8. Swimming Pools (In ground)
  - a. Standard Plans \$ 596
  - b. Non-Standard Plans \$ 716
  - c. Commercial \$ 924
- 9. Foundation only Permits (minimum) (See Exhibit "E") \$ 189
- 10. Solar Re-installation Permit \$155**
  - a. Must be a previously permitted Solar Array**
  - b. Installer must be a Qualified Solar Contractor**

## 11. Fire Surveys

\$155

- a. Must be obtained to receive a Fire Report
- b. Must be obtained prior to issuance of a Fire Repair Permit
- c. Fire Repair permits shall be conditional based on findings.
  - i. Fire Repair May Require engineering and Plan Check

## M. ADDITIONAL CONDITIONS

- 1) Actual costs are based on time and material. Time is the fully allocated hour rate of an employee.
- 2) Charges for third-party consultants or outside services will equal actual contract costs plus 25% administrative charge and/or actual costs. A deposit may be required.
- 3) City shall retain full authority and discretion in retaining consultants as needed to provide services.
- 4) Any requested services not cover under this schedule will be charged actual costs based on time and material. A deposit may be required.
- 5) Third-party consultants (excluding Kern County) for single item building inspections will be charged 125% of hourly rate plus permit issuance fee. A deposit will be required.
- 6) Third-party consultants (excluding Kern County) for building inspections where the current building permit fee does not cover city costs due to consultant costs. The percent of the project valuation in determining the Building Permit Fee may be increased by the City Manager to cover city costs.

## BUILDING VALUATION DATA

The building valuation data as compiled in April of 1994 and published in the Building Standards magazine modified for areas in California other than Los Angeles and San Francisco.

	<u>COST PER SQUARE</u> <u>FOOT AVERAGE</u>		<u>COST PER SQUARE</u> <u>FOOT AVERAGE</u>
<b>1 APARTMENT HOUSES:</b>		<b>7 DWELLINGS:</b>	
Type I or II F.R.*	\$ 62.93	Type V - Masonry	\$ 57.15
Type V - Masonry (or Type III)	\$ 54.15	Type V - Wood Frame	\$ 53.50
Type V - Wood Frame	\$ 50.70	Basements -	
Type I - Basement Garage	\$ 28.95	Semi-Finished	\$ 17.39
		Unfinished	\$ 13.44
<b>2 AUDITORIUMS:</b>		<b>8 FIRE STATIONS:</b>	
Type I or II F.R.	\$ 80.65	Type I or II F.R.	\$ 87.23
Type II - 1-Hour	\$ 57.81	Type II - 1-Hour	\$ 56.87
Type II - N	\$ 55.27	Type II - N	\$ 54.05
Type III - 1-Hour	\$ 60.72	Type III - 1-Hour	\$ 62.70
Type III - N	\$ 58.00	Type III - N	\$ 59.97
Type V - 1-Hour	\$ 57.72	Type V - 1-Hour	\$ 58.47
Type V - N	\$ 54.99	Type V - N	\$ 55.65
<b>3 BANKS:</b>		<b>9 HOMES FOR THE ELDERLY:</b>	
Type I or II F.R.	\$ 114.12	Type I or II F.R.	\$ 79.90
Type II - 1-Hour	\$ 76.17	Type II - 1-Hour	\$ 64.30
Type II - N	\$ 80.46	Type II - N	\$ 61.29
Type III - 1-Hour	\$ 91.84	Type III - 1-Hour	\$ 66.93
Type III - N	\$ 88.64	Type III - N	\$ 64.11
Type V - 1-Hour	\$ 82.63	Type V - 1-Hour	\$ 64.48
Type V - N	\$ 79.90	Type V - N	\$ 61.76
<b>4 BOWLING ALLEYS:</b>		<b>10 HOSPITALS:</b>	
Type II - 1-Hour	\$ 38.63	Type I or II F.R.*	\$ 125.49
Type II - N	\$ 36.00	Type III - 1-Hour	\$ 102.84
Type III - 1-Hour	\$ 42.21	Type V - 1-Hour	\$ 97.29
Type III - N	\$ 39.39		
Type V - 1-Hour	\$ 28.67	<b>11 HOTELS AND MOTELS:</b>	
<b>5 CHURCHES:</b>		Type I or II F.R.*	\$ 77.27
Type I or II F.R.	\$ 76.33	Type III - 1-Hour	\$ 66.74
Type II - 1-Hour	\$ 56.59	Type III - N	\$ 63.54
Type II - N	\$ 53.77	Type V - 1-Hour	\$ 59.13
Type III - 1-Hour	\$ 61.57	Type V - N	\$ 56.30
Type III - N	\$ 58.75	<b>12 INDUSTRIAL PLANTS:</b>	
Type V - 1-Hour	\$ 57.15	Type I or II F.R.	
Type V - N	\$ 54.52	Type II - 1-Hour	\$ 43.80
<b>6 CONVALESCENT HOSPITALS:</b>		Type II - N (Stock)	\$ 30.17
Type I or II F.R.	\$ 106.97	Type III - 1-Hour	\$ 27.64
Type II - 1-Hour	\$ 72.57	Type III - N	\$ 30.83
Type III - 1-Hour	\$ 75.29	Tilt-up	\$ 22.65
Type V - 1-Hour	\$ 70.59	Type V - 1 Hour	\$ 31.02
		Type V - N	\$ 28.39

	COST PER SQUARE FOOT AVERAGE		COST PER SQUARE FOOT AVERAGE
<b>13 JAILS:</b>		<b>20 RESTAURANTS:</b>	
Type I or II F.R.	\$ 122.20	Type III - 1-Hour	\$ 74.07
Type III - 1-Hour	\$ 109.89	Type III - N	\$ 71.63
Type V - 1-Hour	\$ 82.72	Type V - 1-Hour	\$ 67.68
		Type V - N	\$ 64.95
<b>14 LIBRARIES:</b>		<b>21 SCHOOLS:</b>	
Type I or II F.R.	\$ 89.68	Type I or II F.R.	\$ 85.45
Type II - 1-Hour	\$ 64.77	Type II - 1-Hour	\$ 57.53
Type II - N	\$ 61.57	Type III - 1-Hour	\$ 61.76
Type III - 1-Hour	\$ 68.34	Type III - N	\$ 58.56
Type III - N	\$ 65.05	Type V - 1-Hour	\$ 57.53
Type V - 1-Hour	\$ 64.11	Type V - N	\$ 54.90
Type V - N	\$ 61.29		
<b>15 MEDICAL OFFICES:</b>		<b>22 SERVICE STATIONS:</b>	
Type I or II F.R.	\$ 91.56	Type II - N	\$ 51.14
Type II - 1-Hour	\$ 70.12	Type III - 1-Hour	\$ 53.20
Type II - N	\$ 66.93	Type V - 1-Hour	\$ 45.21
Type III - 1-Hour	\$ 73.88	Canopies	\$ 21.24
Type III - N	\$ 71.16		
Type V - 1-Hour	\$ 68.53	<b>23 STORES:</b>	
Type V - N	\$ 65.80	Type I or II F.R.*	\$ 63.36
		Type II - 1-Hour	\$ 38.16
<b>16 OFFICES:**</b>		Type II - N	\$ 37.41
Type I or II F.R.	\$ 81.97	Type III - 1-Hour	\$ 46.62
Type II - 1-Hour	\$ 55.33	Type III - N	\$ 43.99
Type II - N	\$ 51.89	Type V - 1-Hour	\$ 39.10
Type III - 1-Hour	\$ 58.66	Type V - N	\$ 36.10
Type III - N	\$ 56.02		
Type V - 1-Hour	\$ 54.33	<b>24 THEATERS:</b>	
Type V - N	\$ 51.61	Type I or II F.R.	\$ 84.41
		Type III - 1-Hour	\$ 60.72
<b>17 PRIVATE GARAGES:</b>		Type III - N	\$ 57.90
Wood Frame	\$ 18.42	Type V - 1-Hour	\$ 56.78
Masonry	\$ 20.68	Type V - N	\$ 53.96
Open Carports	\$ 12.50		
		<b>25 WAREHOUSES:***</b>	
<b>18 PUBLIC BUILDINGS:</b>		Type I or II F.R.	\$ 37.98
Type I or II F.R.	\$ 95.32	Type II or V - 1-Hour	\$ 22.18
Type II - 1-Hour	\$ 76.05	Type II or V - N	\$ 20.87
Type II - N	\$ 72.94	Type III - 1-Hour	\$ 25.47
Type III - 1-Hour	\$ 78.77	Type III - N	\$ 24.35
Type III - N	\$ 76.23		
Type V - 1-Hour	\$ 72.10	<b>26 EQUIPMENT:</b>	
Type V - N	\$ 69.37	AIR CONDITIONING	
		Commercial	\$ 3.29
<b>19 PUBLIC GARAGES:</b>		Residential	\$ 2.73
Type I or II F.R.*	\$ 37.22	SPRINKLER SYSTEMS	\$ 1.60
Type I or II Open Parking	\$ 28.20		
Type II - N	\$ 21.81		
Type III - 1-Hour	\$ 28.11		
Type III - N	\$ 25.10		
Type V - 1-Hour	\$ 25.47		

\* Add 0.5% to total cost for each story over three.

\*\* Deduct 20% for shell only building.

\*\*\* Deduct 11 % for mini-warehouses.

**STANDARD REPAIR COSTS  
BUILDING FEES**

<b>Plans:</b>		<b>Plumbing:</b>	
1. Without Engineering	\$618.00	1. Fixture Replacement, Traps	\$750.00
2. With Engineering	\$927.00	2. Private Sewerage - lin ft	\$33.00
		3. Sewer Line - lin ft	\$12.00
<b>Foundation Area:</b>		4. Gas Orifice Change (each)	\$104.00
1. Concr Floor Porches & Steps - sq ft	\$8.50	<b>Mechanical:</b>	
2. Concr Foundations Wood Floor - sq ft	\$8.50	1. Vented Heater - 30,000 BTU	\$1,000.00
Porches & Steps - sq ft	\$4.00	2. Vented Heater - 50,000 BTU	\$1,150.00
3. Underpinning - lin ft	\$4.00	3. Water Heater (each)	\$650.00
4. Redwood Plate or Sill - lin ft	\$5.00	<b>Electrical:</b>	
5. Screened Vents (each)	\$16.00	1. Service and Break-Up, sq ft	\$5.00
6. Attic Vents (each)	\$93.00	2. Grounded Receptacle Only	\$62.00
<b>Framing Items:</b>		3. New Base Receptacle	\$62.00
1. Studs (each)	\$12.00	4. Utility Circuit	\$62.00
2. 2x4 Reinforcing - lin ft	\$4.00	5. Changes	\$62.00
3. 2x6 Joists Blocking - lin ft	\$5.00	6. Smoke Detector	\$104.00
4. 2x10 Joists - Blocking - lin ft	\$5.50	7. GFCI	\$206.00
5. 2x12 Joists - Blocking - lin ft	\$6.00	<b>Miscellaneous:</b>	
6. 2x4 Rafters - lin ft	\$5.00	1. Windows Added (each)	\$360.00
7. Plywood - sq ft	\$6.50	2. Glazing per pane	\$52.00
<b>Beams:</b>		3. Dust Binder Parking	\$412.00
1. 4x8 - lin ft	\$5.50	4. Fireplace	\$3,090.00
2. 4x10 - lin ft	\$6.50	5. Tempered Glass - sq ft	\$4.00
3. 4x12 - lin ft	\$7.50	6. Concrete Driveway - sq ft	\$3.50
4. 4x14 - lin ft	\$8.50	7. Asphalt Driveway - sq ft	\$3.00
<b>Wall Cover:</b>		8. Painting Interior	\$1,030.00
1. Stucco - sq yd	\$32.00	9. Insulation, Ceiling R-19 sq ft	\$1.30
2. Siding - sq yd	\$32.00	10. Insulation, Ceiling R-30 sq ft	\$1.50
3. Plaster - sq yd	\$27.00	11. Insulation, Wall R-11 sq ft	\$1.00
4. Sheet Rock - sq yd	\$10.50	12. Curbs and Gutters - lin ft	\$37.50
5. Thin Wall - sq yd	\$25.00		
<b>Roof Cover:</b>			
1. Wood Shingle per sq	\$370.00		
2. Wood Shake per sq	\$400.00		
3. Asphalt Shingle per sq	\$160.00		
4. Built Up Roof per sq	\$240.00		

Standard Remodel  
Building Fees

Total Valuation	(1/3) Plan Check	(2/3) Inspection	Total Fee <sup>(1)</sup>
\$1 - \$500	\$23.31	\$46.69	\$70.00
\$501 - \$600	\$23.31	\$46.69	\$70.00
\$601 - \$700	\$23.31	\$46.69	\$70.00
\$701 - \$800	\$23.31	\$46.69	\$70.00
\$801 - \$900	\$23.31	\$46.69	\$70.00
\$901 - \$1,000	\$23.31	\$46.69	\$70.00
\$1,001 - \$1,100	\$23.31	\$46.69	\$70.00
\$1,101 - \$1,200	\$23.31	\$46.69	\$70.00
\$1,201 - \$1,300	\$23.31	\$46.69	\$70.00
\$1,301 - \$1,400	\$24.18	\$48.42	\$72.60
\$1,401 - \$1,500	\$25.83	\$51.73	\$77.56
\$1,501 - \$1,600	\$27.47	\$55.03	\$82.50
\$1,601 - \$1,700	\$29.14	\$58.38	\$87.52
\$1,701 - \$1,800	\$30.77	\$61.63	\$92.40
\$1,801 - \$1,900	\$32.42	\$64.94	\$97.36
\$1,901 - \$2,000	\$34.07	\$68.23	\$102.30
\$2,001 - \$3,000	\$42.96	\$86.04	\$129.00
\$3,001 - \$4,000	\$49.95	\$100.05	\$150.00
\$4,001 - \$5,000	\$56.94	\$114.06	\$171.00
\$5,001 - \$6,000	\$63.94	\$128.06	\$192.00
\$6,001 - \$7,000	\$70.93	\$142.07	\$213.00
\$7,001 - \$8,000	\$77.92	\$156.08	\$234.00
\$8,001 - \$9,000	\$84.92	\$170.09	\$255.00
\$9,001 - \$10,000	\$91.91	\$184.09	\$276.00
\$10,001 - \$11,000	\$98.90	\$198.10	\$297.00
\$11,001 - \$12,000	\$105.89	\$212.11	\$318.00
\$12,001 - \$13,000	\$112.89	\$226.11	\$339.00
\$13,001 - \$14,000	\$119.88	\$240.12	\$360.00
\$14,001 - \$15,000	\$126.87	\$254.13	\$381.00
\$15,001 - \$16,000	\$133.87	\$268.13	\$402.00
\$16,001 - \$17,000	\$140.86	\$282.14	\$423.00
\$17,001 - \$18,000	\$147.85	\$296.15	\$444.00
\$18,001 - \$19,000	\$154.85	\$310.16	\$465.00
\$19,001 - \$20,000	\$161.84	\$324.16	\$486.00
\$20,001 - \$21,000	\$168.83	\$338.17	\$507.00
\$21,001 - \$22,000	\$175.82	\$352.18	\$528.00
\$22,001 - \$23,000	\$182.82	\$366.18	\$549.00
\$23,001 - \$24,000	\$189.81	\$380.19	\$570.00
\$24,001 - \$25,000	\$196.80	\$394.20	\$591.00
\$25,001 - \$26,000	\$199.80	\$400.20	\$600.00
\$26,001 - \$27,000	\$202.80	\$406.20	\$609.00
\$27,001 - \$28,000	\$205.13	\$410.87	\$616.00
\$28,001			2.20%

<sup>(1)</sup> Based on changing to 2.2% of the valuation above \$28,000. The Strong Motion Instrumentation (SMI) Fee of \$10 per \$100,000 of building valuation for single family or \$21 per \$100,000 of valuation for all other occupancies and the Permit Issuance Fee must be added to these fees.

CONCRETE FOUNDATIONS, HEAVY ENGINEERED FOUNDATIONS  
AND RETAINING WALLS  
BUILDING VALUATION DATA

Fee Title:	Valuation
1. Concrete Foundations with Light Reinforcement – per yard Minimum Permit Fee	\$ 669.00 \$ 189.00
2. Heavy Engineered Foundation – per yard Minimum Permit Fee	\$ 1,022.00 \$ 189.00
3. Concrete Block Retaining Walls Price/Lineal Foot of Wall Height of Wall	
0'0" to 3'0"	\$ 22.00
3'1" to 4'0"	\$ 26.00
4'1" to 5'0"	\$ 33.00
5'1" to 6'0"	\$ 45.00
6'1" to 7'0"	\$ 56.00
7'1" to 8'0"	\$ 67.00
8'1" to 9'0"	\$ 76.00

\* Wall height is measured from the bottom of the footing to the top of the wall.



CITY OF RIDGECREST

**ANNUAL BUDGET FY 2024-2025**

## Exhibit F – Salary Schedule

100 West California Ave, Ridgecrest, CA 93555  
Phone: 760-499-5020 Fax: 760-499-1520



## Salary Schedule for Management (Department Heads) & City Council Effective on July 1, 2024

JOB TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Elected Official	9999	Monthly 774.00					
Appointed Official	9998	Monthly 200.00					
City Manager	9990	Hourly Salary Range Monthly		80.0000 13,866.67	- -	108.9474 18,884.22	
Deputy City Manager/PW Dir	9980	Hourly 76.0372 Monthly 13,179.78	79.8391 13,838.78	83.8311 14,530.72	88.0227 15,257.27	92.4238 16,020.13	97.0450 16,821.13
Deputy City Manager	9500	Hourly 64.7409 Monthly 11,221.76	67.9779 11,782.84	71.3768 12,371.98	74.9456 12,990.57	78.6929 13,640.10	82.6275 14,322.10
Chief of Police	9500	Hourly 64.7409 Monthly 11,221.76	67.9779 11,782.84	71.3768 12,371.98	74.9456 12,990.57	78.6929 13,640.10	82.6275 14,322.10
Director of Finance	9500	Hourly 64.7409 Monthly 11,221.76	67.9779 11,782.84	71.3768 12,371.98	74.9456 12,990.57	78.6929 13,640.10	82.6275 14,322.10
Director of Community Dev	9500	Hourly 64.7409 Monthly 11,221.76	67.9779 11,782.84	71.3768 12,371.98	74.9456 12,990.57	78.6929 13,640.10	82.6275 14,322.10
Director of Parks and Recreation	9653	Hourly 51.4202 Monthly 8,912.83	53.9912 9,358.47	56.6908 9,826.41	59.5253 10,317.72	62.5016 10,833.61	65.6267 11,375.29
Director of Public Works	9500	Hourly 64.7409 Monthly 11,221.76	67.9779 11,782.84	71.3768 12,371.98	74.9456 12,990.57	78.6929 13,640.10	82.6275 14,322.10

**Each department head has his/her own employment contract.**

**Salary Schedule for Mid-Management**  
Effective on July 1, 2024

JOB TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Administrative Analyst III	8653	Hourly 39,4012	41,3713	43,4399	45,6119	47,8925	50,2871	51,5443	52,8329	54,1537	55,5075	56,8952
Assistant Finance Director	8636	Monthly 6,829.54	7,171.03	7,529.58	7,906.06	8,301.37	8,716.43	8,934.35	9,157.70	9,386.64	9,621.30	9,861.83
City Clerk	8636	Hourly 40,2588	42,2717	44,3853	46,6046	48,9348	51,3815	52,6660	53,9827	55,3323	56,7156	58,1335
City Planner	8653	Monthly 6,978.19	7,327.09	7,693.45	8,078.13	8,482.03	8,906.13	9,128.77	9,357.00	9,590.93	9,830.70	10,076.47
Chief Plant Operator	8593	Hourly 40,2588	42,2717	44,3853	46,6046	48,9348	51,3815	52,6660	53,9827	55,3323	56,7156	58,1335
Comm & Econ Development Manager	8636	Monthly 6,978.19	7,327.09	7,693.45	8,078.13	8,482.03	8,906.13	9,128.77	9,357.00	9,590.93	9,830.70	10,076.47
Information Technology Manager	8653	Hourly 39,4012	41,3713	43,4399	45,6119	47,8925	50,2871	51,5443	52,8329	54,1537	55,5075	56,8952
Parks Maintenance Supervisor	8598	Monthly 6,829.54	7,171.03	7,529.58	7,906.06	8,301.37	8,716.43	8,934.35	9,157.70	9,386.64	9,621.30	9,861.83
Police Captain	8877	Hourly 36,5989	38,4288	40,3502	42,3677	44,4861	46,7104	47,8782	53,9827	55,3323	56,7156	58,1335
Public Works Supervisor	8598	Monthly 6,343.81	6,660.99	6,994.03	7,343.73	7,710.92	8,096.47	8,298.89	9,357.00	9,590.93	9,830.70	10,076.47
Senior Engineer	8667	Hourly 47,2577	49,6206	52,1016	54,7067	57,4420	60,3141	61,8220	63,3676	64,9518	66,5756	68,2400
Transit Services Coordinator	8667	Monthly 8,191.33	8,600.90	9,030.94	9,482.49	9,956.61	10,454.44	10,715.81	10,983.72	11,258.31	11,539.77	11,828.27

**Salary Schedule for Confidential Group**  
Effective on July 1, 2024

TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Account Clerk	6468	Hourly 17,4201	18,2911	19,2057	20,1660	21,1743	22,2330	22,7888	23,3585	23,9425		
		Monthly 3,019.48	3,170.46	3,328.99	3,495.44	3,670.21	3,853.72	3,950.06	4,048.81	4,150.03		
Accounts Payable Technician	6568	Hourly 17,4202	18,2912	19,2058	20,1661	21,1744	22,2331	22,7889	23,3586	23,9426	24,5412	25,1547
		Monthly 3,019.50	3,170.47	3,329.01	3,495.46	3,670.23	3,853.74	3,950.08	4,048.82	4,150.05	4,253.81	4,360.15
Accountant	7559	Hourly 28,5486	29,9760	31,4748	33,0485	34,7009	36,4359	37,3468	38,2805	39,2375	40,2184	41,2239
		Monthly 4,948.42	5,195.84	5,455.63	5,728.41	6,014.82	6,315.56	6,473.45	6,635.29	6,801.17	6,971.19	7,145.48
Administrative Analyst I	6663	Hourly 25,2517	26,5143	27,8400	29,2320	30,6936	32,2283	33,0340	33,8599	34,7064	35,5741	36,4635
		Monthly 4,376.96	4,595.81	4,825.60	5,066.88	5,320.22	5,586.24	5,725.89	5,869.05	6,015.78	6,166.18	6,320.34
Administrative Analyst II	7680	Hourly 29,5685	31,0469	32,5992	34,2292	35,9407	37,7377	38,6811	39,6481	40,6393	41,6553	42,6967
		Monthly 5,125.21	5,381.46	5,650.53	5,933.06	6,229.72	6,541.20	6,704.72	6,872.34	7,044.15	7,220.25	7,400.76
Cultural Affairs Coordinator	6539	Hourly 18,3031	19,2183	20,1792	21,1882	22,2476	23,3600	23,9440	24,5426	25,1562	25,7851	26,4297
		Monthly 3,172.54	3,331.17	3,497.73	3,672.62	3,856.25	4,049.07	4,150.29	4,254.05	4,360.41	4,469.42	4,581.15
Human Resources Administrator	7680	Hourly 29,5685	31,0469	32,5992	34,2292	35,9407	37,7377	38,6811	39,6481	40,6393	41,6553	42,6967
		Monthly 5,125.21	5,381.46	5,650.53	5,933.06	6,229.72	6,541.20	6,704.72	6,872.34	7,044.15	7,220.25	7,400.76
Information Systems Specialist	7625	Hourly 29,5685	31,0469	32,5992	34,2292	35,9407	37,7377	38,6811	39,6481	40,6393	41,6553	42,6967
		Monthly 5,125.21	5,381.46	5,650.53	5,933.06	6,229.72	6,541.20	6,704.72	6,872.34	7,044.15	7,220.25	7,400.76
Information Systems Technician	6625	Hourly 19,8450	20,8373	21,8792	22,9732	24,1219	25,3280	25,9612	26,6102	27,2755	27,9574	28,6563
		Monthly 3,439.80	3,611.80	3,792.39	3,982.02	4,181.13	4,390.19	4,499.94	4,612.43	4,727.75	4,845.95	4,967.09
Junior Accountant	6555	Hourly 23,1620	24,3201	25,5361	26,8129	28,1535	29,5612	30,3002	31,0577	31,8341	32,6300	33,4458
		Monthly 4,014.75	4,215.48	4,426.26	4,647.57	4,879.94	5,123.94	5,252.03	5,383.33	5,517.91	5,655.87	5,797.27
Payroll Technician	7591	Hourly 25,8093	27,0998	28,4548	29,8775	31,3714	32,9400	33,7635	34,6076	35,4728	36,3596	37,2686
		Monthly 4,473.61	4,697.30	4,932.17	5,178.77	5,437.71	5,709.60	5,852.34	5,998.65	6,148.62	6,302.33	6,459.89
Police Clerk Supervisor	7804	Hourly 25,2517	26,5143	27,8400	29,2320	30,6936	32,2283	33,0340	33,8599	34,7064	35,5741	36,4635
		Monthly 4,376.96	4,595.81	4,825.60	5,066.88	5,320.22	5,586.24	5,725.89	5,869.05	6,015.78	6,166.18	6,320.34
Recreation Assistant	6170	Hourly 17,3644	18,2326	19,1442	20,1014	21,1065	22,1618	22,7158	23,2837	23,8658	24,4624	25,0740
		Monthly 3,009.83	3,160.32	3,318.33	3,484.24	3,658.46	3,841.38	3,937.41	4,035.84	4,136.74	4,240.15	4,346.16
Transit Dispatcher	6181	Hourly 19,1569	20,1147	21,1204	22,1764	23,2852	24,4495	25,0607	25,6872	26,3294		
		Monthly 3,320.53	3,486.55	3,660.87	3,843.91	4,036.10	4,237.91	4,343.85	4,452.45	4,563.76		
Transit Road Safety Driver Trainer	6130	Hourly 18,6430	19,5752	20,5540	21,5817	22,6608	23,7938	24,3886	24,9983	25,6233		
		Monthly 3,231.45	3,393.03	3,562.69	3,740.83	3,927.87	4,124.26	4,227.36	4,333.04	4,441.37		
WasteWater Foreman	7270	Hourly 33,2056	34,8659	36,6092	38,4397	40,3617	42,3798					
		Monthly 5,755.64	6,043.42	6,345.59	6,662.88	6,996.03	7,345.83					

## Salary Schedule for PEAR Effective on July 1, 2024

JOB TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Animal Control Officer	4772	Hourly 18,5823 3,220.93	19,5114 3,381.98	20,4870 3,551.08	21,5114 3,728.64	22,5870 3,915.08	23,7164 4,110.84	24,3093 4,213.61	24,9170 4,318.95		
Animal Control Supervisor	5802	Hourly 22,4358 3,888.87	23,5576 4,083.32	24,7355 4,287.49	25,9723 4,501.87	27,2709 4,726.96	28,6344 4,963.30	29,3503 5,087.39	30,0841 5,214.58	30,8362 5,344.94	31,6071 5,478.56
Community Service Officer	4221	Hourly 19,3349 3,351.38	20,3016 3,518.94	21,3167 3,694.89	22,3825 3,879.63	23,5016 4,073.61	24,6767 4,277.29	25,2936 4,384.22	25,9259 4,493.82	26,5740 4,606.16	27,2384 4,721.32
Police Dispatch	5816	Hourly 20,5923 3,569.33	21,6219 3,747.80	22,7030 3,935.19	23,8382 4,131.95	25,0301 4,338.55	26,2816 4,555.48	26,9386 4,669.36	27,6121 4,786.10	28,3024 4,905.75	29,0100 5,028.40
Kennel Attendant	4762	Hourly 17,1625 2,974.83	18,0206 3,123.57	18,9216 3,279.74	19,8677 3,443.73	20,8611 3,615.92	21,9042 3,796.73				
Property Evidence Clerk	4151	Hourly 19,3709 3,357.62	20,3394 3,525.50	21,3564 3,701.78	22,4242 3,886.86	23,5454 4,081.20	24,7227 4,285.27	25,3408 4,392.41	25,9743 4,502.21		
Police Officer	4837	Hourly 29,5022 5,113.71	30,9773 5,369.40	32,5262 5,637.87	34,1525 5,919.77	35,8601 6,215.75	37,6531 6,526.54				
Police Officer Trainee	4237	Hourly 25,2937 4,384.24									
Police Sergeant	5867	Hourly 39,9236 6,920.09	41,9198 7,266.10	44,0158 7,629.41	46,2166 8,010.88						

**Salary Schedule for UFCW Local 8**  
 Effective on July 1, 2024  
 Corrected 8/02/2023

TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12**	STEP 13***
Code Enforcement Officer	3221	Hourly	21,268.4	22,331.8	23,448.4	24,620.8	25,851.8	27,144.4	27,823.0	28,518.6	29,231.6	30,711.5	31,479.3	32,266.3
Community Dev Technician	2201	Monthly	3,686.52	3,870.85	4,064.39	4,267.61	4,480.98	4,705.03	4,822.65	4,943.22	5,066.81	5,323.33	5,456.41	5,592.83
Transit Driver	2140	Hourly	17,997.9	18,897.8	19,847.2	20,834.8	21,876.5	22,970.3	23,544.6	24,133.2	24,736.5	25,988.8	26,638.5	27,304.5
Engineer I	2280	Hourly	3,119.64	3,275.62	3,439.40	3,611.37	3,791.93	3,981.52	4,081.06	4,183.09	4,287.66	4,504.73	4,617.34	4,732.78
Engineer II	2285	Hourly	18,398.3	19,318.2	20,284.1	21,298.3	22,363.2	23,481.4	24,068.4	24,670.1	25,286.9	26,919.1	27,551.9	28,236.7
Fleet Mechanic I	2245	Hourly	3,189.04	3,348.49	3,515.91	3,691.71	3,876.29	4,070.11	4,171.86	4,276.15	4,383.06	4,492.64	4,604.96	4,720.05
Fleet Mechanic II	3245	Hourly	27,157.3	28,515.2	29,941.0	31,438.1	33,010.0	34,660.5	35,527.0	36,415.2	37,325.6	39,215.2	40,195.6	41,200.5
Fleet Mechanic III	3145	Hourly	4,707.27	4,942.63	5,189.77	5,449.27	5,721.73	6,007.82	6,158.01	6,311.97	6,469.77	6,797.30	6,967.24	7,141.42
Maintenance Worker I	2150	Hourly	31,303.5	32,868.7	34,512.1	36,237.7	38,049.6	39,952.1	40,950.9	41,974.7	43,024.1	44,099.7	46,332.3	47,490.6
Maintenance Worker II	2170	Hourly	5,425.94	5,697.24	5,982.10	6,281.20	6,595.26	6,925.03	7,098.16	7,275.61	7,457.51	7,835.05	8,030.93	8,231.70
Maintenance Worker III	3183	Hourly	20,724.3	21,760.5	22,848.5	23,990.9	25,190.4	26,449.9	27,111.1	27,788.9	28,483.6	29,195.7	30,673.7	31,440.5
Assistant Planning Technician	2201	Hourly	3,592.21	3,771.82	3,960.41	4,158.42	4,366.34	4,584.65	4,699.26	4,816.74	4,937.16	5,187.10	5,316.77	5,449.69
Associate Planning Technician	3265	Hourly	22,963.4	24,116.6	25,317.2	26,583.1	27,912.3	29,307.9	30,040.6	30,791.6	31,561.4	33,159.2	33,988.2	34,838.7
Police Clerk	3150	Hourly	3,980.32	4,179.34	4,388.31	4,607.74	4,838.13	5,080.04	5,207.04	5,337.21	5,470.64	5,747.59	5,891.29	6,038.57
Traffic Engineer	3295	Hourly	25,317.2	26,583.1	27,912.3	29,307.9	30,733.2	32,198.8	33,119.8	33,947.8	34,796.5	36,558.1	37,472.1	38,408.9
Wastewater Operator I	2195	Hourly	18,894.5	19,839.2	20,831.2	21,872.8	22,966.4	24,114.7	24,717.6	25,320.4	26,586.4	27,251.1	27,932.4	28,630.7
Wastewater Operator II	2215	Hourly	3,275.05	3,438.79	3,610.74	3,791.29	3,980.84	4,179.88	4,284.38	4,390.84	4,498.31	4,723.52	4,841.62	4,962.65
Wastewater Operator III	3270	Hourly	20,831.2	21,872.8	22,966.4	24,114.7	25,320.4	26,586.4	27,251.1	27,932.4	28,630.7	29,350.4	30,088.2	30,837.9
Wastewater Inspector	2185	Hourly	17,997.9	18,897.8	19,847.2	20,834.8	21,876.5	22,970.3	23,544.6	24,133.2	24,736.5	25,988.8	26,638.5	27,304.5
Wastewater Trainee	2175	Hourly	3,119.64	3,275.62	3,439.40	3,611.37	3,791.93	3,981.52	4,081.06	4,183.09	4,287.66	4,504.73	4,617.34	4,732.78
		Hourly	4,283.95	4,498.16	4,723.06	4,959.21	5,207.16	5,467.52	5,604.21	5,744.32	5,887.93	6,186.01	6,340.65	6,499.17
		Hourly	17,994.8	18,894.5	19,839.2	20,831.2	21,872.8	22,966.4	23,540.6	24,129.1	24,732.3	25,350.6	26,634.0	27,299.9
		Hourly	3,119.10	3,275.05	3,438.79	3,610.74	3,791.29	3,980.84	4,080.37	4,182.38	4,286.93	4,394.10	4,616.56	4,731.98
		Hourly	32,797.0	34,436.9	36,158.7	37,966.6	39,864.9	41,858.1	42,904.6	43,977.2	45,076.6	46,203.5	48,542.6	49,756.2
		Hourly	5,684.81	5,969.06	6,267.51	6,580.88	6,909.92	7,255.40	7,436.80	7,622.71	7,813.28	8,008.61	8,414.05	8,624.41
		Hourly	24,284.7	25,498.9	26,773.8	28,112.5	29,518.1	30,990.2	31,528.6	32,086.4	32,664.7	33,263.6	33,892.1	34,551.1
		Hourly	4,209.35	4,419.81	4,640.79	4,872.83	5,116.47	5,366.22	5,604.21	5,846.25	6,092.44	6,342.78	6,598.26	6,863.98
		Hourly	26,096.5	27,401.3	28,771.4	30,210.0	31,720.5	33,304.2	34,964.2	36,699.7	38,512.9	40,406.8	42,383.6	44,447.4
		Hourly	4,523.39	4,749.56	4,987.04	5,236.40	5,498.22	5,773.84	6,064.64	6,371.24	6,694.04	7,033.64	7,389.56	7,762.40
		Hourly	30,345.7	31,863.0	33,456.2	35,129.0	36,885.5	38,730.4	40,664.2	42,694.6	44,828.2	47,063.6	49,403.6	51,850.0
		Hourly	5,259.92	5,522.92	5,799.07	6,089.03	6,393.49	6,712.84	7,057.64	7,427.44	7,812.84	8,214.44	8,631.84	9,065.64
		Hourly	24,812.9	26,053.5	27,356.2	28,724.0	30,160.2	31,674.4	33,264.4	34,939.2	36,699.2	38,554.4	40,499.2	42,534.4
		Hourly	4,300.90	4,515.94	4,741.74	4,978.83	5,227.77	5,489.24	5,762.77	6,047.84	6,343.04	6,654.04	6,980.64	7,323.44
		Hourly	19,174.3	20,133.0	21,139.7	22,196.7	23,318.7	24,500.7	25,748.7	27,066.7	28,450.7	29,906.7	31,430.7	33,030.7
		Hourly	3,323.55	3,489.72	3,664.21	3,847.43	4,039.04	4,240.64	4,452.84	4,676.24	4,911.64	5,158.64	5,417.64	5,689.44

\*\* To be eligible in this step, the employee must be employed by the City for over 15 years and at least one year in top step.  
 \*\*\* To be eligible in this step, the employee must be employed by the City for over 20 years and at least one year in step 12.

**Salary Schedule for Part-time**  
Effective on July 1, 2024

TITLE	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
Recreation Leader I	1020	Hourly	16.5375	17.3644	18.2326	19.1442	20.1014	21.1065	21.6342	22.1751		
Recreation Leader II	1021	Hourly	17.0888	17.9432	18.8404	19.7824	20.7715	21.8101	22.3554	22.9143		
Recreation Leader III	1022	Hourly	17.6400	18.5220	19.4481	20.4205	21.4415	22.5136	23.0764	23.6533		
P/T PACT Coordinator	1035	Hourly	16.9455	17.7928	18.6824	19.6165	20.5973	21.6272	22.1679	22.7221	23.2902	
P/T Background Investigator	1040	Hourly	21.2684	22.3318	23.4484	24.6208	25.8518	27.1444	27.9230	28.5186	29.2316	29.9624
P/T Administrative Analyst I	1063	Hourly	25.2517	26.5143	27.8400	29.2320	30.6936	32.2283	33.0340	33.8599	34.7064	35.5741
												36.4635

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**Ridgecrest City Council  
Successor Redevelopment Agency  
Financing Authority  
Housing Authority  
STAFF REPORT**

**SUBJECT:** Authorization For The City Manager, Ron Strand To Sign The Notice Of Completion For The Installation Of Spectator Shades At The Kerr McGee Youth Sports Complex; For The City Clerk To File The Notice Of Completion And For City Staff To Release Retention In The Amount Of Twenty-Five Thousand Three Hundred Fifty-Six Dollars And Eighty Cents (\$25,356.80) To The Contractor, Landscape Structures Within Thirty (30) Days After Recordation Of The Notice Of Completion

**PRESENTED BY:** Nerissa Wegener, Parks and Recreation Director

**SUMMARY:** The Contractor, Landscape Structures has finished the installation of the spectator shades at the Kerr McGee Sports Complex facility. This consisted of installation of 11 total canvas shades covering the spectator seating, 10 at the baseball fields, and 1 at the soccer field. In addition to the installation, the construction crew completed concrete work and removed debris.

There was one Change order for hand digging due to electrical and water lines being under where the footings were to be placed. This change order was necessary to make sure that all necessary utilities could remain on and functioning during the construction. This project came in under budget in the amount of \$52,742.17. The project accounting is as follows:

<b>Original budget amount + 15% Const. Contingency:</b>	<b>\$559,878.21</b>
BID Amount:	\$501,518.29
Change Order #1:	\$5,617.75
<b>Revised total contract amount:</b>	<b>\$507,136.04</b>

With the work being completed, and with the exception of the 5% retention in the amount of \$25,356.80; Landscape Structures, will be paid in full for the work completed.

The City Staff will authorize release of retention within thirty (30) days from the filing of the Notice of Completion as long as no claims have been filed against the retained funds and the City of Ridgecrest has accepted all work.

**FISCAL IMPACT:** This project came in under budget in the amount of \$52,742.17, the remaining ARPA funds may be released and reallocated.

**ACTION REQUESTED:**

1. Authorizes the City Manager to sign the Notice of Completion
2. Authorizes the City Clerk to file the Notice of Completion
3. Authorizes City Staff to release retention in the amount of, \$25,356.80 to Landscape Structures within thirty (30) days after recordation of the Notice of Completion provided no claims have been filed against said retained funds.

**CITY MANAGER'S RECOMMENDATION:** Action as Requested

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RESOLUTION NO. 24-Xx

**AUTHORIZATION FOR THE CITY MANAGER, RON STRAND TO SIGN THE NOTICE OF COMPLETION FOR THE INSTALLATION OF SPECTATOR SHADE AT THE KERR MCGEE SPORTS COMPLEX, FOR THE CITY CLERK TO FILE THE NOTICE OF COMPLETION AND FOR CITY STAFF TO RELEASE RETENTION IN THE AMOUNT OF TWENTY-FIVE THOUSAND THREE HUNDRED FIFTY-SIX DOLLARS AND EIGHTY CENTS (\$25,356.80) TO THE CONTRACTOR, LANDSCAPE STRUCTURES WITHIN THIRTY (30) DAYS AFTER RECORDATION OF THE NOTICE OF COMPLETION**

**WHEREAS**, the Contractor, Landscape Structures has completed the installation of the spectator shade at Kerr McGee Sports Complex. Project consisted of installation of 11 total canvas shades covering the spectator seating, 10 at the baseball fields, and 1 at the soccer field. In addition to the installation, the construction crew completed concrete work and removed debris with completion on May 29, 2024; and,

**WHEREAS**, with the work completed and the exception of the retention amount of twenty-five thousand three hundred fifty-six dollars and eighty cents (\$25,356.80) the contractor Landscape Structure has been paid in full; and,

**WHEREAS**, the City Staff will authorize release of retention within thirty (30) days from the filing of the Notice of Completion so long as no claims have been filed against the retained funds and the City of Ridgecrest has accepted all work.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Ridgecrest hereby:

1. Authorizes the City Manager to sign the Notice of Completion; and
2. Authorizes the City Clerk to file the Notice of Completion for recordation for the Emergency well rehab project.
3. Authorizes City Staff to release retention in the amount of twenty-five thousand three hundred fifty-six dollars and eighty cents (\$25,356.80) to the contractor Landscape Structures within thirty (30) days after recordation of the Notice of Completion provided no claims have been filed against said retained funds.

**APPROVED AND ADOPTED** this 19th day of June 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Eric Bruen, Mayor

ATTEST:

\_\_\_\_\_  
Ricca Charlon, City Clerk

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<p><b>Recording Requested By:</b></p> <p><u>CITY OF RIDGECREST</u></p> <p><b>When Recorded Mail to:</b></p> <p><u>City of Ridgecrest</u>  <u>City Clerk</u>  <u>100 West California Avenue</u>  <u>Ridgecrest, CA 93555</u></p>	<p>Document Title(s):</p> <hr/> <hr/> <hr/>
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**NOTICE OF COMPLETION**

**NOTICE IS HEREBY GIVEN THAT:**

1. The undersigned is **OWNER** or Agent of the **OWNER** of the interest or estate stated below in the property hereinafter described.
2. The **FULL NAME** of the **OWNER** is City of Ridgecrest
3. The **FULL ADDRESS** of the **OWNER** is 100 West California Avenue, Ridgecrest, CA 93555
4. The **NATURE OF THE INTEREST** or **ESTATE** of the undersigned is: In Fee.

(if other than fee, Strike "In Fee" and insert, for example, "Purchaser under contract of purchase," or "Lessee.")

5. The **FULL NAMES** and **FULL ADDRESSES** of **ALL PERSONS**, if any, **WHO HOLD SUCH INTEREST** or **ESTATE** with the undersigned as **JOINT TENANTS IN COMMON** are:

Names	Addresses
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6. The full names and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

Names	Addresses
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7. A work of improvement on the property hereinafter described was **COMPLETED** May 29, 2024

8. The work of improvement completed is described as follows: Spectator shades installed at Kerr McGee Youth Sports Complex

9. The **NAME OF THE ORIGINAL CONTRACTOR**, if any, for such work of improvement is: Landscape Structures

10. The street address of said property is: 201 South Downs St. Ridgecrest, CA 93555

11. The property on which said work of improvement was completed is in the City of Ridgecrest County of Kern, State of California, and is described as follows:

Spectator shades installed at Kerr McGee Sports Complex

Date	<u>Ronald Strand, City Manager, City of Ridgecrest</u>
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Verification for **INDIVIDUAL** owner

I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place	Signature of Owner named in paragraph 2
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Verification for **NON-INDIVIDUAL** owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the **City Manager** of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place	<u>Ronald Strand, City Manager, City of Ridgecrest</u>
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**SUBSCRIBED AND SWORN TO** before me on \_\_\_\_\_

Ricca Charlton, City Clerk, City of Ridgecrest

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**Ridgecrest City Council  
Successor Redevelopment Agency  
Financing Authority  
Housing Authority  
STAFF REPORT**

**SUBJECT:** A Resolution Of The City Of Ridgecrest City Council To Adopt A Road Project List For Fiscal Year 2024-2025 Partially Funded By SB1: The Road Repair And Accountability Act Of 2017

**PRESENTED BY:** Travis Reed, Public Works Director

**SUMMARY:**

Senate Bill SB1, "The Road Repair and Accountability Act of 2017" provided much needed funding for maintaining streets, roads and highways throughout the State of California. One step in becoming eligible to receive these funds each year is for the City of Ridgecrest to adopt by resolution a proposed work plan that will be funded using SB1 funding.

The 2024/2025 work plan is submitted with this resolution. Changes to the work plan are likely but do not revoke eligibility. As long as the City is eligible and the work completed using the funding is within the guidelines, then use of Road Maintenance and Rehabilitation Account (RMRA) funding will be approved by the California Transportation Commission (CTC).

Once the resolution is signed and forwarded to the CTC, our submittal will be reviewed and when approved the City will become eligible to receive funds in the 2024/2025 fiscal year.

**FISCAL IMPACT:** In the 2024/2025 fiscal year it is estimated that this funding will provide approximately \$713,643.00 to improve our City's streets.

**ACTION REQUESTED:** Approve Resolution To Adopt A Road Project List For Fiscal Year 2024-2025 Partially Funded By SB1: The Road Repair And Accountability Act Of 2017

**CITY MANAGER'S RECOMMENDATION:**

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## RESOLUTION NO. 24-XX

### **A RESOLUTION OF THE CITY OF RIDGECREST CITY COUNCIL TO ADOPT A ROAD PROJECT LIST FOR FISCAL YEAR 2024-2025 PARTIALLY FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and,

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Ridgecrest are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and,

**WHEREAS**, the City of Ridgecrest must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and,

**WHEREAS**, the City of Ridgecrest, will receive and estimated \$713,643 in RMRA funding in Fiscal Year 2024-2025 from SB 1; and,

**WHEREAS**, this is the sixth year in which the City of Ridgecrest is receiving SB 1 funding and will enable the City of Ridgecrest to continue essential road maintenance and rehabilitation projects, for the traveling public that would not have otherwise been possible without SB 1; and,

**WHEREAS**, the City of Ridgecrest has undergone a robust public process by presenting this program to Council and the City's Infrastructure Committee, to ensure public input into our community's transportation priorities/the project list; and,

**WHEREAS**, the City of Ridgecrest used a Pavement Management System when developing the SB 1 project list to ensure revenues are being used on the highest priority and cost-effective projects that also meet the communities priorities for transportation investment; and,

**WHEREAS**, the funding from SB 1 will help the City of Ridgecrest maintain and rehabilitate 8 streets in eight neighborhoods within the City this year and hundreds of similar projects into the future; and,

**WHEREAS**, the 2016 California Statewide Local Streets and Roads Needs Assessment found that the City of Ridgecrest's streets and roads overall are in an fair to good condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a good condition; and,

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, and using cutting-edge technology, materials and practices, will have significant positive benefit; and,

**WHEREAS**, the improvements made to these neighborhoods will bring roads that have not been touched for the last 30 years back from a poor to failed condition to an average/good condition; and,

**WHEREAS**, all the roads listed below have either been prepared or will be before they are resurfaced; and,

**WHEREAS**, all the roads listed below will receive at least a slurry coat, which will add between 6 and 7 years of life; and,

**WHEREAS**, for fiscal year 2024-2025 the list of projects will be at least partially funded with Road Maintenance and Rehabilitation Account revenues include:

**2024/2025 Paving Program**

The 2024/25 Paving Program will encompass \* streets of full depth grind and repaving. This project cost far exceeds the funding received by more than two times. The 24/25 paving program will also include numerous slurry sealed streets which is a preventative measure utilized to preserve existing asphalt infrastructure. Below is the list of planned streets for full paving reconstruction.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that The City of Ridgecrest City Council adopts a road project list for fiscal year 2024-2025 partially funded by SB1: The Road Repair and Accountability Act of 2017.

<u>Street</u>	<u>Begin</u>	<u>End</u>	<u>Estimated Service Life In Years</u>	<u>Anticipated Year of Completion</u>
Wildrose Ave	Downs St.	Sierra View St	30	2024/2025
Sierra View St	Bataan Ave	Dolphin Ave	30	2024/2025
Windy Lynn/ Inyo	Drummond	Dead End	30	2024/2025
Cottonwood Dr.	N Sunland Ave	Chambers St	30	2024/2025
N. Broadway St	Ridgecrest Blvd	N. Sunland Dr	30	2024/2025
N. American St	Ridgecrest Blvd	N. Broadway St	30	2024/2025
N. Kimberly Ln	N. American St	N. Broadway St	30	2024/2025
Lucille Ct.	Inyo	Cul-De-Sac	30	2024/2025

**APPROVED AND ADOPTED** this 5<sup>th</sup> day of June 2024 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Eric A Buren, Mayor

ATTEST:

\_\_\_\_\_  
Ricca Charlon, City Clerk



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**Ridgecrest City Council  
Successor Redevelopment Agency  
Financing Authority  
Housing Authority  
STAFF REPORT**

**SUBJECT:** Discussion Regarding The Board Of The Indian Wells Valley Groundwater Authority (IWVGA)

**PRESENTED BY:**

L. Scott Hayman, City Council / IWVGA Representative

**SUMMARY:**

Report and discussion regarding Board meetings of the IWVGA. Including, Board discussion and consideration of issues of importance requiring action by the IWVGA.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Discuss

**CITY MANAGER'S RECOMMENDATION:** Action as requested

Submitted by: Ricca Charlon

Action Date: June 19, 2024

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