

RESOLUTION NO. 98-74

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL
APPROVING THE RIDGECREST REDEVELOPMENT
AGENCY BUDGET FOR THE FISCAL YEAR 1998-99**

BE IT RESOLVED BY THE RIDGECREST CITY COUNCIL as follows:

**Section 1. Fund Balance, Investment Policy, Proceeds of Tax
Appropriations Limit**

On July 15, 1998 the City Council reaffirmed, under City Resolution 98-56, the Contingency Reserve Account, Investment Policy, and Proceeds of Tax Appropriations Limits (Gann Calculation).

Section 2. Ridgcrest Redevelopment Agency - Budget Approval

On July 1, 1998, the Ridgcrest Redevelopment Agency, under RRA Resolution 98-08 approved and adopted the budget for FY 1998/99 year commencing July 1, 1998. The budget as adopted as hereto and hereby incorporated by this reference as Exhibit "A" and the same are hereby approved for the fiscal year commencing July 1, 1998.

Section 3. City Council Budget Review - Approval FY 1998/99

The City Council pursuant to Section 33606 of the Health and Safety Code has reviewed the program accounts for the General and Housing Budgets of the Ridgcrest Redevelopment Agency. The budget as incorporated as Exhibit "A" and the same are hereby approved for the fiscal year commencing July 1, 1998.

APPROVED AND ADOPTED this 2nd day of September, 1998 by the following vote:

AYES: Mayor Lalor, Council Members Auld, Carter, and Morgan

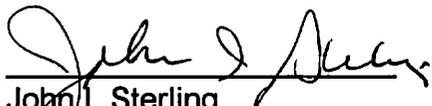
NOES: None

ABSTAIN: None

ABSENT: None


William R. Lalor, Mayor

ATTEST:


John I. Sterling
City Clerk

RESOLUTION NO. RRA 98-08

**A RESOLUTION OF THE RIDGECREST REDEVELOPMENT
AGENCY APPROVING AND ADOPTING ITS BUDGET FOR
FISCAL YEAR 1998-99**

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Ridgecrest Redevelopment Agency as follows:

Section 1. Adoption of Budget

Pursuant to Section 33606 of the Health and Safety Code, the Redevelopment Agency hereby approves and adopts the budget for the fiscal year 1998-99, attached hereto and incorporated herein as Exhibit "A".

Section 2. Content of Budget

The Ridgecrest Redevelopment Agency finds and determines that the budget contains the information specified as follows:

- (a) The proposed expenditures of the Ridgecrest Redevelopment Agency
- (b) Proposed indebtedness, if any, to be incurred by the Ridgecrest Redevelopment Agency.
- (c) The anticipated revenues of the Ridgecrest Redevelopment Agency.
- (d) The work program for the coming year, including objectives.
- (e) Compensation Plan.

and finds that:

- (f) Planning and administrative expenses are necessary for the production, improvements, or preservation of low/moderate housing.
- (g) The proposed budget and Capital Improvement Program are consistent with the purpose and intent of the goals in the State Redevelopment Law and the Ridgecrest Redevelopment Plan.
- (h) The Capital Projects and payment of funds and costs described in the budget are necessary for the correction of inadequate public improvements and factors which inhibit the economic and viable use of lots and buildings in the Redevelopment Project Area and will result in the retention and

enhancement of employment opportunities in the community and the elimination of blight.

- (l) That the work programs in the proposed budget are necessary to the establishment of appropriate physical and economic conditions for blight to be eliminated.
- (j) That the proposed budget's housing plan will increase, improve, and preserve low and moderate income housing opportunities.
- (k) That the Supplemental Budget explains the specific projects that if implemented can correct blight.

Section 3. Amendment of Budget

The budget may be amended from time to time as determined by the Ridgecrest Redevelopment Agency, provided that all expenditures are indebtedness of the Ridgecrest Redevelopment Agency shall be in conformance with the adopted or amended budget.

Section 4. Transmittal of Budget

The Secretary is hereby authorized and directed to forward a certified copy of this resolution to the City Clerk.

APPROVED AND ADOPTED this 1st day of July, 1998, by the following vote:

AYES: Chairman Auld, Agency Members Armstrong, Fulton, Heeke, and Hollingsworth

NOES: None

ABSTAIN: None

ABSENT: None


Howard Auld, Chairman

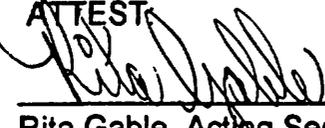
ATTEST

Rita Gable, Acting Secretary



Exhibit A



Ridgecrest Redevelopment Agency

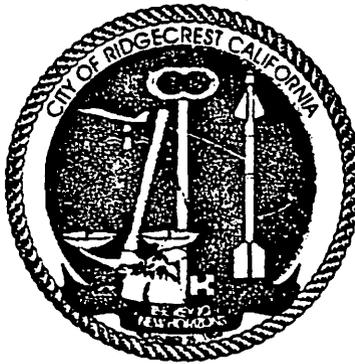
100 W. California Avenue
Ridgecrest, California 93555

(619) 371-3737

Ridgecrest Redevelopment Agency

Budget

Fiscal Year 1998-99



Members

Howard Auld, Agency Chair
Alice Hollingsworth, Vice-Chair
Kathleen Armstrong, Agency Member
Kenneth Heeke, Agency Member'
Gabriele Orozco-Fulton, Agency Member

Staff

Executive Director John I. Sterling
Deputy Executive Director George Hansen

APPROVED 07-01-98
Ridgecrest Redevelopment Agency
Resolution No. RRA98-08
FY 98-99 Budget

	General Budget	Housing Budget	Total Budget
Tax Revenue: (10% DECREASE)			
Gross Tax, inc., unsecured, home adj	2,781,000	697,500	3,478,500
Kern Pass Through = 80% of 832,340	(665,870)	0	(665,870)
Kern Water Agency= 80% of 5,510	(4,410)	0	(4,410)
Net Tax Revenue	2,110,720	697,500	2,808,220
Other Revenue:			
Misc.	0	0	0
Debt Service Interest	110,000	60,000	170,000
Interest	100,000	60,000	160,000
Total Revenue	2,320,720	817,500	3,138,220
Debt Payments			
1988 C.O.P.	1,166,280	0	1,166,280
1990 Tax Allocation	561,230	0	561,230
1991 Housing	0	441,830	441,830
1993 Tax Allocation	218,390	289,490	507,880
Interest Pmt - RBTIC Bldg - 8%	6,000	0	6,000
RBTIC Bldg Note \$75k BAL	35,000	0	35,000
Housing ERAF Note \$395,960 bal	60,000	0	60,000
Interest Pmt-ERAF Note-5%	19,800	0	19,800
Subtotal Debt	2,066,700	731,320	2,798,020
General Obligations:			
Arbitrage	65,000	35,000	100,000
KC Prop. Tax Admin.	65,000	15,000	80,000
General Counsel	3,000	3,000	6,000
City Admin Svcs	100,000	100,000	200,000
10% Project Admin Svcs	6,300	9,790	16,090
Other Misc. Services & Charges	15,000	15,000	30,000
K/C Jail Agreement	120,000	0	120,000
CountyProjects	75,000	0	75,000
Jail - Agency	81,000	0	81,000
Subtotal General Obligations	530,300	177,790	708,090
Projects in Progress			
Small Biz Development Center (Well	3,000	0	3,000
RBTIC (Contract)	30,000	0	30,000
Tourism & Film (RACVB)	30,000	0	30,000
Housing Projects 98-99			
Blight Abatement	0	97,850	97,850
Subtotal Projects	63,000	97,850	160,850
Total Expenditures	2,660,000	1,006,960	3,666,960
RRA NET FY 98-99	(339,280)	(189,460)	(528,740)
Estimated Beginning Fund Balance	1,290,000	945,000	2,235,000
Operating Capital	0	0	0
Emergency Reserves	950,720	755,540	1,706,260
Estimated Ending Fund Balance	950,720	755,540	1,706,260

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Ridgecrest Redevelopment Agency

Supplemental Budget Information

Revenues

Fiscal Year 1998-1999

<u>Title / Description</u>	<u>Amount</u>
<i>Gross Tax Revenues</i>	\$ 2,781,000
Gross tax increment, unsecured property tax, adjustment tax monies. Figure reflects a 10% decrease from FY 97-98.	\$ (670,280) Pass Thru
<i>Net General Fund Tax Revenue</i>	\$ 2,110,720
Net General Fund after deducting Housing set aside, Kern County and Kern Water Agency pass-thru agreements.	
<i>Debt Service Interest</i>	\$ 110,000
Earnings from bond issues' debt service reserves held by trustee.	
<i>Interest</i>	<u>\$ 100,000</u>
Earnings from investments, primarily LAIF	
<i>Total FY 98-99 General Fund Revenue:</i>	<u><u>\$ 2,320,720</u></u>

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Ridgecrest Redevelopment Agency

**Supplemental Budget Information
General Fund Long-Term Debt Payments
Fiscal Year 1998-1999**

<u>Title / Description</u>	<u>Amount</u>
<i>General Fund Debt Service</i>	\$ 1,945,900
1988 C.O.P.	\$ 1,166,280
1990 Tax Allocation	\$ 561,230
1993 Tax Allocation	\$ 218,390
	<u>\$ 1,945,900</u>
<i>Interest Payment "RBTIC Building"</i>	\$ 6,000
8% interest payments for 5 years; agreement is extendable for an additional 5 years.	
<i>RBTIC Building Notice</i>	\$ 35,000
Payment on the RBTIC note. It becomes due at the end of FY 97-98. Sales price was \$175,000 and the balance at the end of FY 97-98 was \$75,000.	
<i>Housing ERAF Note</i>	\$ 60,000
The Educational Revenue (Reimbursement) Adjustment Fund, also known as the RED shift, is a result of action by the State of California to take money from Redevelopment Agencies to balance its budget. The State has previously taken approximately \$652,000 (FY 92-93: \$500,000, FY 93-94: \$151,962) from the RRA's annual operating budget. The State additionally required agencies to pay ERAF from their general funds. The State did, however, allow Redevelopment Agencies to borrow from their housing funds to pay the State, providing the housing fund is repaid by the year 2004 (H&S 33681.5(b)). The Ridgecrest	

General Fund borrowed \$440,000 from the housing authority in FY 92-93 and \$151,960 in FY 93-94; totalling \$591,960. Balance was \$395,960 at the end of FY 97-98.

Interest Payment on Housing ERAF Note

\$ 19,800

Rate of 5%

Total General Fund Long-Term Debt Payments

\$ 2,066,700

- DRAFT -

Ridgecrest Redevelopment Agency

Supplemental Budget Information

General Obligation Expenditures

Fiscal Year 1998-1999

<u>Title / Description</u>	<u>Amount</u>
<i>Arbitrage</i>	\$ 65,000
Potential payment to federal government as required by law if a net gain is achieved on investment of debt proceeds over the interest cost of the debt.	
<i>Kern County Property Tax Administration</i>	\$ 65,000
General Fund share (80%) of Kern County property tax administrative costs per state law permitting counties to recoup such costs.	
<i>Salaries & Benefits</i>	\$ 14,510
General Fund share (50%) of salaries and benefits (\$29,020) for the Executive Director, Deputy Executive Director, Treasurer, Secretary-Clerk, Members.	
<i>General Counsel Retainer</i>	\$ 3,000
General Fund share (50%) of \$6,000 for general transactional legal costs associated with the day to day operations of the agency including attendance at regular meetings.	
<i>City Administrative Services</i>	\$ 120,000
50% of lump sum payment to the City for general support services, including use of City Hall building, vehicles, telephones, utilities, staff, and City Departments.	

<i>er Services</i>	\$ 15,000
Miscellaneous expenses not charged to any project.	
<i>Ridgecrest Jail Operation Agreement</i>	\$ 120,000
Per the 1990 Jail Agreement section 2b & c, which states the Agency is to pay Kern County for the operation of the "Ridgecrest Jail". Per the agreement, the base amount of \$96,000 in FY 91-92 is adjusted annually in accordance with a recognized inflation index. The amount is deducted from "Other County" funds.	
<i>Other County Projects</i>	\$ 75,000
Set-aside funds for other County projects per the 1987 City/County Pass-Thru Agreement less the Ridgecrest Jail Operations Agreement amount.	
<i>Jail Services Agreement</i>	<u>\$ 81,000</u>
Jail Agreement section 2a states the City is obligated to pay a fixed annual amount of \$81,000 for the Superior Court, Jail, etc.	
<i>Total General Obligation Expenditures</i>	<u><u>\$ 558,510</u></u>

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Ridgecrest Redevelopment Agency

Supplemental Budget Information

Expenditures: Projects in Progress

Fiscal Year 1998-1999

<u>Title / Description</u>	<u>Amount</u>
<i>Balsam Street</i> Agency participation in the downtown revitalization project includes reconstruction of curb, gutter, sidewalk, streets, and downtown streetscaping from Argus to Ridgecrest Blvd. The project is paid for by \$430,000 TEA Grant funding and \$190,000 in City CDBG funding. Actual project cost may be less than estimated, resulting in a reduction of agency financial participation.	Completed
<i>Small Business Development Center (Weill Institute)</i> Contract of \$3,000 and incidentals for Weill's business development activities.	Completed
<i>Intervention, Legislative, Corporate</i> Funding trips to Washington D.C., Sacramento, and other locations to interface with elected representatives, public agencies, and employers on behalf of the City and RRA. A central component of eliminating physical, social, and economic blight in Ridgecrest is the health of NAWCWPNS/NAWS programs, continuing activities to recruit new industries to the community, and the continuing diversification of the economy through the support of Southwest Military Complex, California Space Authority, and Project Selene. This fund would support meetings, appearances, and	Completed

testimony before Congress, Governor, State Legislature, Agencies, and Corporations in order to strengthen our community. It also is to fund travel and correspondence with potential employers and companies that may move to Ridgecrest, advertise in appropriate journals, promote the City via website links, employ technical representatives, and publish documents & materials that provide information about the community. Costs are estimated at:

Southwest Complex	\$	40,000
Space Selene	\$	8,500
Business Recruitment	\$	75,000
Retirement Industry	\$	10,000
General/Misc./Unexpected	\$	5,000
	\$	<u>138,500</u>

RB TIC Management Contract **\$ 30,000**

Ridgecrest Business Technology & Incubation Center is a project to facilitate the development of small businesses in Ridgecrest and to establish a technology transfer office to assist in the development of new jobs and industry via a management firm. Funding of a 3 year contract began in January of 1995. The committee's recommendation is to fund this contract through December 1998, when the current contract expires. They recommend the Board re-examine the budget after doing an RFP for a new contract period.

Tourism & Film (RACVB) **\$ 30,000**

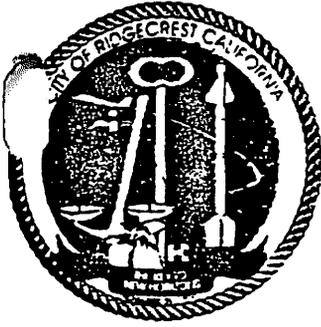
7th year of 3 year agreement for development of tourist industry.

Marketing Strategy & Implementation **Completed**

Consultant contract to determine the potential market niches for Ridgecrest and to target potential employers for attraction and recruitment. City obtained grant funding to pay for this project.

City/RRA Services Contract Estimates

	Division	Budget	Dept. % Overhead	Dept. Cost	17% Overhead	Total Cost
4120	Admin	230,060	8%	18,405	3,129	21,534
4130	City Clerk	113,360	20%	22,672	3,854	26,526
4150	Finance	283,000	15%	42,450	7,217	49,667
4160	Public Works	74,000	5%	3,700	629	4,329
4192	MIS	111,000	15%	16,650	2,831	19,481
4210	Police	221,600	3%	5,540	942	6,482
4340	Streets	282,580	2%	5,652	961	6,612
4410	Engineering	123,000	5%	6,150	1,046	7,196
4430	Protective Insp (Bldg.)	70,000	3%	2,100	357	2,457
4480	Planning/Econ Dev.	324,140	25%	81,035	13,776	94,811
4492	Planning Commission	14,370	10%	1,437	244	1,681
4610	Recreation	296,670	2%	5,933	1,009	6,942
4630	Parks & Recreation	439,850	2%	8,797	1,495	10,292
		2,583,630		220,521	37,489	258,009
	Property Tax Shift:					
	Current City Property Tax			377,000		
	City Assessed Valuation			475,950,078		
	Percentage Received			0.079209988%		
	Percentage			0.079209988%		
	Total A.V. without RRA			872,600,000		
	Est. Amount City would receive without RRA			691,186		
	Est. Amount City would receive without RRA			691,000		
	Less Est. Amount City to receive currently			377,000		
	Est. additional City would receive			314,000		



City of Ridgecrest

100 West California Ave. • Ridgecrest, CA 93555 • (760) 371-3700

Cost Allocations

April 9, 1998

According to the MSI Cost Study, the City should charge a rate of 17% of general overhead costs to the Redevelopment Agency (RRA). MSI determined this rate based on operating and capital expenses, isolating those costs which were associated with staff and support functions for the *entire organization*. General overhead costs include, but are not limited to, building costs, utilities, vehicles, and use of computer & telephone systems. This rate was to be multiplied by the RRA expenses and the product was the overhead related to RRA activities. At the time the study was completed (1994), the City's estimated RRA expenditures were approximately \$1,196,410. Therefore, the amount charged to the RRA was calculated as follows:

Estimated RRA Expenditures:	\$1,196,410	Includes prof. services, supplies, & capital project expenditures
Multiply by 17% Overhead Rate:	X 0.17	
Total Overhead Cost Allocation to RRA:	<u>\$ 203,390</u>	

Because of the additional costs associated with special staff projects related to the RRA (i.e. the State Controllers Report, special required audit reports, project administration) it was agreed upon between the RRA and the City Administer that an additional \$40,000 would be charged back to the RRA to reimburse the General Fund for these costs.

At this time, we are not able to track the exact number of hours and transactions that occur solely for the RRA. If this information will be a requirement in the future, a significant change would need to be made to our accounting system which would also result in increased operating costs.

Overhead Costs:	\$203,390
Staff Work:	<u>40,000</u>
Total:	<u>\$243,390*</u>

* This figure was then rounded to \$240,000.

interoffice
MEMORANDUM

To: Roger Ward, Finance
From: Pam Bartlett, City Clerk *Pam*
Subject: City Clerk RRA Duties
Date: May 28, 1998

Following is a description of the duties performed by the City Clerk's Department on behalf of the RRA.

1. Agenda preparation and distribution/posting- regular, adjourned, special meetings.
2. Compile and copy agenda packets for each meeting (30 packets)
3. Minutes preparation for each meeting (1 hr of meeting=3 hrs to transcribe)
4. Preparation of Agency Resolutions (draft and finals w/signatures)
5. Resolution log and index.
6. Maintain RRA files in accordance with State law.
7. Attend RRA meetings.
8. FPPC/Conflict of Interest Filing Officer.
9. Provide copies of documents as requested by Agency Members, staff and public.
10. Administer Oath of Office to all incoming members and maintain files.
11. Special Projects as assigned such as obtaining appraisal reports, real property acquisition process, plan amendment.
12. Assist Agency Members and staff as needed.

LDW

CITY OF RIDGECREST
Memorandum

TO: City Council and Interim City Administrator
FROM: Roger Ward, Director of Finance/Treasurer *RW*
SUBJ: Finance Department Services to City and RRA Funds
DATE: May 2, 1998

As requested, following are services that the Finance Department provides for City and Ridgcrest Redevelopment Agency (RRA) funds. The term "fund" is used here in the sense of a separate bucket of money with its own set of accounts, as for example in the RRA Housing Fund.

Working on special studies. Current ones are the RRA study for 10-year general and housing revenue projections with the Rosenow, Spevacek Group; the multiyear wastewater system revenue plan with Keese Company; the new Transit Development Plan with Nelson, Nygaard; and studies for labor negotiations with the various bargaining units.

Designing and updating a consolidated chart of accounts--or information coding system--for all funds, compatible with the financial software. Covering both program and object type information. Providing consistent tracking across all funds for budgeting, accounting, and reporting. Meeting state and national standards, including for each grant.

Preparing or helping prepare budgets for all funds, including two-year operating and capital budgets. Includes estimating funds' revenues, preparing coordinating summary pages and supporting documents. Monthly budget summary reports. Special budget studies.

Helping prepare and update five-year capital improvement plan. Three-year capital equipment plan to show all funds' needs.

General accounting such as for grants, cash deposits, accounts receivable, and reconciling bank statements. Also includes fiscal year-end closing of each fund's operating accounts and opening the new year's.

Issuing purchase orders. Training City employees on the City's purchasing policies and procedures, and on the use of electronic (paperless) requisitions and receiving of goods and services.

Accounts payable (bill paying), including debt service on RRA bonds and payments to RRA-funded projects such as with IWV 2000. Maintaining vendor files. Also helping vendors with their billing system errors.

Payroll and withholdings--voluntary and court-ordered, tax payments, and reports to the state and federal governments. Working with the Public Employees Retirement System, deferred compensation plans, and the cafeteria benefits program, all for employees working on each fund's activities.

Responding to inquiries from news media, board, council, and committee members, other staff, and public. Also to inquiries from rating agencies and from companies handling RRA bonds in the secondary market.

Preparing monthly, quarterly, and annual reports to regional, state, and federal agencies. Includes separate annual reports to the state controller on all City and RRA activities' revenues, and expenditures by program/activity categories as well as line item information.

Preparing committee agendas and minutes.

Working with independent audits of grants and of each type of City and RRA fund. The City undergoes compliance and performance audits in addition to financial audits.

Helping departments year-round find and correct account coding errors. This maximizes the accuracy of budget and other reports.

For the integrated AS/400 and personal computers serving all funds: system administration and trouble shooting, and user training and support. Implementing solutions for the Year 2000 problem for hardware and software.

Managing cash and investments for all City and RRA funds for, in order of priority: safety; cash flow needs--both regular ones and last-minute requests; and investment income. Distributing interest. Preparing treasury reports. Watching the bond market and working with financial advisors on possible refinancing of RRA general and housing bonds.

Finance Director's service on Kern COG's Technical Advisory Committee, and assistance to City's representative on the COG's Board. Active also on subcommittees setting criteria for awarding grants. Kern COG is key for state and federal grants for streets, signals, transportation enhancement, highways, transit, walkways, and bike trails. The City's getting such grants on an ongoing basis has helped several funds. It helped the City be able to take over the Balsam Street Project from the RRA, and thereby helped the RRA's finances.

As an estimated percentage for the RRA:

Finance:	15% x \$283,000=42,450
Management Information System (MIS):	15% x 111,000=16,650
	Subtotal 59,100
	59,100 x 1.17 (17% overhead)=69,150 (rounded)

Ohfinrra

From the desk of the Public Works Director

Date: May 13, 1998

To: Finance Department

CC: City Administrator, Parks and Recreation, Community and Economic Development

From: Ken Kelley *KCK*

RE: Support for the RRA

I've been asked to review the previous studies on the level of support we need from the RRA and to comment on that issue.

The previous study estimated that Engineering used 35% of its budget to support the RRA. That was at a time when the Agency had many more projects in progress. I know the Agency is not able to fund as many projects so I do not expect that the Engineering Division or Public Works in general will provide the historical level of support.

Even with no specific projects we will still support the Community and Economic Development Department as they handle a major role of supporting the Agency. We will provide estimates, engineering advice for general problems, or just a sounding board for ideas the Agency needs to have developed. Most of this support will be in the area of LMI housing for the coming year. I estimate this general support would not amount to more than five percent of the Division's time for the year. I think it would be fair for the Agency to pay five percent of the Division's budget, plus an amount for overall City overhead, for general support. If we get into a specific project we should set up a project and charge engineering time directly. The same should go for PW Administration.

I think Public Works could help the RRA apply some of the LMI set aside funds to improving living conditions in the LMI neighborhoods. The applicable reference is H&S Code Section 33334.2(e). There are plenty of worthwhile projects to promote better health and safety such as adequate curbs for drainage, sidewalks to keep people from walking in the street, and even providing paved streets in the areas that do not have them. A quick example is Church Street just east of Sunset. Water stands in the ditch all the time and pedestrians have to walk in the street. Another need is improving some of the older mobile home parks to help preserve that housing asset for LMI occupants.

4410 Community Development, Engineering	\$123,000
4160 Public Works Administration	<u>74,000</u>
Subtotal	\$197,000
* 0.05 =	\$9,850
Add overhead charge *1.17 =	\$11,525 say \$11,500

MEMORANDUM

Date: June 2, 1998
To: Roger Ward, Finance Director
From: George Hansen, CED Director
Subj: RRA Work Descriptions



Community and Economic Development (CED) provides key staff support to the Ridgecrest Redevelopment Agency and is responsible for assisting and implementing the Agency Redevelopment Projects. Redevelopment Projects include off-street parking improvements, rehabilitation assistance, drainage problems, sewage treatment facilities, and traffic/circulation improvements. CED staff assists in the planning of projects, produces required documents for project approvals as well as schedules public hearings. Staff also prepares project schedules and assists in the procurement process as needed. In addition staff assists the Agency with the following programs: Property Owner Assistance (Rehabilitation Loans and Grants; Site Expansion or Relocation; Provision of Off-Site Improvements in the downtown area), Low- and Moderate- Income Housing, Neighborhood Enhancement and New or Upgraded Public Improvements, Utilities and Neighborhood Facilities.

Additionally, staff assists the Agency with the preparation of amendments to the Redevelopment Plan, as needed, and in the preparation and upkeep of the Agency's Five Year Implementation Plan. Staff is responsible for assisting the Agency in developing other financial resources by locating and preparing applications for State or Federal funding such as planning grants, Section 108(a) Loan Guarantees Program, HUD housing grants and other grant funding as might be available.

Approximately 35% of the CED Director's time is allocated to project management, economic development (elimination of blighting condition), community coordination, preparation of cooperation agreements between Agency and other governmental groups, the private sector and the City, owner participation agreement, DDA preparation of Administration and program implementation. CED staff allocation between 15 to 35% of their respective time to support the Agency, depending on the scope of magnitude of assigned task.

City of Ridgecrest

MEMORANDUM

TO: Roger Ward, Director, Finance Department
FROM:  William Bersie, Director, Parks and Recreation Department
DATE: May 28, 1998
SUBJECT: Support for RRA

I have been requested to review the level of support required from the Ridgecrest Redevelopment Agency and to provide comments.

The previous study estimated that the Parks and Recreation Department and the Street Maintenance Division of the Public Works Department used 2% of its budget to support the RRA.

The positions of Director, Parks and Recreation; Director, Street Maintenance Division; Director, High Desert Nutrition Program; and the staff of all Departments support the RRA by providing the following services or functions:

- Support Finance Department by making necessary telephone contact with LAIF for the purposes of investments and withdrawals, for all funds, in the absence of the Finance Director.
- Park maintenance on RRA sponsored projects.
Upgrading parks to meet new Federal and/or State guidelines, or make necessary repairs, for ADA Compliance.
Maintenance on City facilities, HVAC and Roofing repairs to various facilities.
- Work with youth on planning and development of future Skateboard Park.
- Provide City Scholarship Programs for youth and discounted prices for use of Sgt. John Pinney Memorial Pool for patrons who reside in Gold Canyon Apartments.
- Support the Engineering Department in providing curb/gutter and sidewalk in LMI areas.
Street maintenance and repaving in LMI areas.
Provide bicycle trails where feasible.
- Senior Nutrition Department provides meals to Senior Citizens at Ridgecrest Site located on Warner Street. The program also delivers frozen meals to community seniors in the LMI area.

Parks and Recreation Department	2% + 17% overhead	\$9,874.00
Public Works Department	2% + 17% overhead	\$7,045.00

If you have any questions, please let me know.

WB:tw

CITY OF RIDGECREST

INTEROFFICE MEMORANDUM

TO: Finance Department, Marie Freer
FROM: Stephen Compton, Support Services Manager
SUBJECT: RRA - Estimate for overhead use of funds

DATE: June 1, 1998

The attached excel spread sheet contains the departments review of overhead costs associated with program funds provided by the RRA under the "Blight Abatement" agreement.

Three personnel are associated in-directly with management, supervision, and support of Roy Doughty in the Nuisance Abatement / Code Enforcement Program.

PERSONNEL:

John I Sterling, Chief of Police: in-directly provides the program management goals and direction.

Myrna Hood, Department Secretary: provides in-direct support secretary work.

Stephen Compton, Support Services Manager: provides the daily direct operational and in-direct budget/finance oversight on the program.

RRA COST ESTIMATES: (In-direct)

In reviewing the time and associated personnel and benefit costs and estimate of one hour each week for 52 weeks is used to accomplish these tasks.

This breaks down to 2.5% of direct general fund costs are provided to in-directly manage and supervise the Blight Abatement / Code Enforcement program.

	<u>% of time</u>	<u>Cost</u>	<u>Overhead 17%</u>	<u>Total</u>
John I. Sterling	2.5	\$ 2,615.15	\$ 444.58	\$ 3,059.73
Myrna Hood	2.5	\$ 1,022.56	\$ 173.84	\$ 1,196.40
Stephen Compton	2.5	<u>\$ 1,902.59</u>	<u>\$ 323.44</u>	<u>\$ 2,226.03</u>
		\$ 5,540.30	\$ 941.85	\$ 6,482.16

