

RESOLUTION NO. 03-36

A RESOLUTION OF THE RIDGECREST CITY COUNCIL AND THE RIDGECREST REDEVELOPMENT AGENCY ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2003-04, ESTABLISHING APPROPRIATIONS, ESTIMATING REVENUES, AND ESTABLISHING THE POLICIES BY WHICH THE BUDGET MAY BE AND SHALL BE AMENDED

WHEREAS, the City Council and the Redevelopment Agency has received and reviewed the proposed Fiscal Year 2003-04 City of 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 advised.

NOW, THEREFORE, BE IT RESOLVED,

1. That the fiscal year 2003-04 City of Ridgecrest/Ridgecrest Redevelopment Agency budget is hereby adopted.
2. The Budget Revision Policy, herein identified as Exhibit "A" is hereby adopted;
3. The purchasing limits adopted in resolution 02-134, reflected in Exhibit "B" are reaffirmed and adopted;
4. The Fee Schedule reflected in Exhibit "C" is reaffirmed and adopted; and the City Council reaffirms that the fees reflected therein do not exceed the cost for collection and or administration;
5. All "Temporary Employment Services", formerly "Contract Labor", shall require City Manager written authorization prior to budget amendment or expenditure;

6. Funding for specific Capital Construction Projects shall be identified and certified by the Director of Finance prior to the expenditure of any funds on said projects.
7. Fiscal Year-end Encumbrances from prior fiscal years are hereby appropriated
8. Council direct the City Manager to make further reductions and additions as advised and implement within sixty (60) days.
9. All previous and conflicting resolutions are hereby rescinded, revoked, and made of null effect.

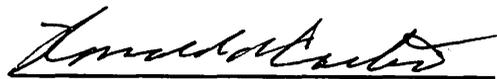
APPROVED AND ADOPTED, this 12th Day of June 2003 by the following vote:

AYES: Mayor Carter, Council Members Holloway, Martin, Morgan, and Clark

NOES: None

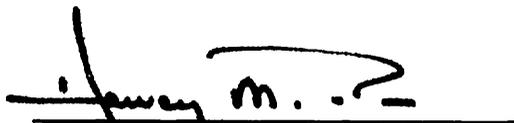
ABSENT: None

ABSTAIN: None



Ronald H. Carter, Mayor

ATTEST;



Harvey M. Rose
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.
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 and shall be reported to the City Council/Redevelopment Agency at the next regular Council/Agency Meeting.
5. Unliquidated Outstanding encumbrances are hereby appropriated.

Exhibit 'B'

Purchasing Authority and Limits

The positions authorized to make purchases or purchasing decisions for the City are:

- Department Heads (purchases of up to \$2,500 with purchase requisitions required at \$1,000; purchasing authority, including payment requests may be delegated by the Department Head to appropriate mid-management and supervisory-level employees);
- Finance Director (authorization of purchases up to \$10,000);
- City Manager (authorization of purchases of up to \$25,000);
- City Council (purchases greater than \$25,000 and all public improvement contracts greater than \$5,000 also require sealed bids and approved by the City Council)
- A purchase is defined as cost of acquisition, shipping, tax, installation, and all associated ancillary costs.

No changes have been made to the purchasing resolution.

DEPARTMENT: FINANCE			
NAME OF FEE	DESCRIPTION OF FEE	AMOUNT OF FEE	ACCOUNT NUMBER
Dog Licenses	1 year - Altered	\$ 10.00	001-0000-331-1255
	1 year - Natural	\$ 20.00	001-0000-331-1255
	2 year - Altered	\$ 18.00	001-0000-331-2255
	2 year - Natural	\$ 36.00	001-0000-331-2255
	3 year - Altered	\$ 25.00	001-0000-331-3255
	3 year - Natural	\$ 50.00	001-0000-331-3255
	Bus Passes	Regular/Adult	
Single Ride		\$ 1.25	003-0000-361-1362
Ridgecrest Monthly		\$ 25.00	003-0000-361-1362
Inyokern Monthly		\$ 35.00	003-0000-361-1365
Senior/Handicapped			
Single Ride		\$ 0.75	003-0000-361-1362
Ridgecrest Monthly		\$ 20.00	003-0000-361-1362
Inyokern Monthly		\$ 30.00	003-0000-361-1365
Youth			
Single Ride		\$ 0.75	003-0000-361-1362
Ridgecrest Monthly		\$ 20.00	003-0000-361-1362
Inyokern Monthly		\$ 20.00	003-0000-361-1362
Punch Pass			
\$5.00 Punch Pass	\$ 5.00	003-0000-223-0362	

DEPARTMENT: FINANCE			
NAME OF FEE	DESCRIPTION OF FEE	AMOUNT OF FEE	ACCOUNT NUMBER
Business Licenses Admin Fees (Not the Ordinance Governed BL Tax)	New License Fee	\$ 20.00	001-0000-316-0000
	Renewal Fee	\$ 15.00	001-0000-369-8000
Miscellaneous	Desert Mix (per ton) Copies <small>(fund changes per project copies are for)</small>	\$ 26.50	001-0000-393-0000 001-0000-369-3000
	Returned Check Fee	\$ 20.00	001-0000-110-0200
DEPARTMENT: PARKS & RECREATION			
NAME OF FEE	DESCRIPTION OF FEE	AMOUNT OF FEE	ACCOUNT NUMBER
KMCC Banquet Hall	Half Hall (includes setup/cleanup)	\$ 200.00	001-0000-352202
	Half Hall w/Kitchen	\$ 300.00	001-0000-352202
	Half Hall w/o Kitchen for Non Profit Groups	\$ 150.00	001-0000-352202
	Half Hall w/Kitchen for Non Profit Groups	\$ 250.00	001-0000-352202
	Deposits for Half Hall Rentals		
	Alcohol	\$ 250.00	
	Non Alcohol	\$ 150.00	
	Full Hall	\$ 450.00	001-0000-352-0201
	Full Hall w/Kitchen	\$ 550.00	001-0000-352-0201
	Full Hall w/o Kitchen for Non Profit Groups	\$ 350.00	001-0000-352-0201

DEPARTMENT: PARKS & RECREATION			
NAME OF FEE	DESCRIPTION OF FEE	AMOUNT OF FEE	ACCOUNT NUMBER
KMCC Banquet Hall	Full Hall w/Kitchen for Non Profit Groups	\$ 450.00	001-0000-352-0201
	Deposits for Full Hall Rentals		
	Alcohol	\$ 250.00	001-0000-352-0201
	Non Alcohol	\$ 150.00	001-0000-352-0201
KMCC Meeting Rooms	Single Room	\$10/hr (max \$70)	001-0000-352-0204
	Double Room	\$15/hr (max \$100)	001-0000-352-0209
Senior Center Hall (weekends only-no kitchen)	Parties & Group Functions	\$ 75.00	001-0000-352-1650
	Deposit	\$ 50.00	001-0000-352-1650
	Non-Profit Groups	\$ 50.00	001-0000-352-1650
	Deposit	\$ 50.00	001-0000-352-1650
	Meetings & Bingo	\$10/hr	001-0000-352-1650
	Deposit	\$ 25.00	001-0000-352-1650
City Council Chambers	Includes Sound System	\$15/hr (max \$100)	
Picnic Shelter	Jackson Sports Complex & Freedom Park	\$50/day	001-0000-352-0212
Pinney Pool	Party Base Fee (4hrs max)	\$ 35.00	001-0000-364-1633
	Minimum 2 Guards	\$30/hr	001-0000-364-1633
	Additional Guards	\$15/hr per Guard	001-0000-364-1633
	School District End of School Pty	\$ 30.00	001-0000-364-1633
	2 hrs max usage, incl 2 guards	\$15/hr per Guard	001-0000-364-1633

DEPARTMENT: PARKS & RECREATION			
NAME OF FEE	DESCRIPTION OF FEE	AMOUNT OF FEE	ACCOUNT NUMBER
Pinney Pool (con't)	Day Use Fee (swim meets, special events)	\$75 + Lifeguard fee	001-0000-364-1633
	Deposits	\$ 50.00	001-0000-364-1633
Tennis Courts	Per 3 Courts	\$50/day	001-0000-352-0103
	Per Court Use, 4 hours max.	\$20	001-0000-352-0103
Soccer Fields	Per game/practice, 2 hours max	\$ 30.00	001-0000-352-0102
	All Fields, All Day	\$ 150.00	001-0000-352-0102
	Deposits	\$ 100.00	001-0000-352-0102
Softball Fields	Per game/practice, 2 hours max	\$ 30.00	001-0000-352-0101
	All Fields/All Day	\$ 100.00	001-0000-352-0101
	Long term Field Usage (4-9 practices)	\$ 100.00	001-0000-352-0101
	Long term Field Usage (10-18 practices)	\$ 160.00	001-0000-352-0101
	Field Prep Fee	\$20/hr	001-0000-352-0101
	Use of Lights	\$10/hr	001-0000-352-0101
	Deposits	\$ 200.00	001-0000-352-0101
KMCC Gymnasium	Half Court	\$10/hr	001-0000-352-0211
	Full Court	\$20/hr	001-0000-352-0211
	Full Court all day	\$ 100.00	001-0000-352-0211
	Game Set Up Fee	\$ 20.00	001-0000-352-0211
	Deposits	\$ 100.00	001-0000-352-0211

DEPARTMENT: Admin			
NAME OF FEE	DESCRIPTION OF FEE	AMOUNT OF FEE	ACCOUNT NUMBER
Plans & Specifications	Public Works Projects	Varies	018-0000-369-3000
Copies	Copies of Various Items	Varies	001-0000-369-3000
DEPARTMENT: Police			
NAME OF FEE	DESCRIPTION OF FEE	AMOUNT OF FEE	ACCOUNT NUMBER
Police Services	New Special Business License Fee	\$ 250.00	001-0000-339-2211
	Renewal Special Business License	\$ 40.00	001-0000-339-2211
	New Concealed Weapons Permit	\$ 75.00	001-0000-339-1211
	Renewal Concealed Weapons Permit	\$ 40.00	001-0000-339-1211
	Outside City Limit Cite Sign-off fee	\$ 15.00	001-0000-393-0210
	VIN Verification fee	\$ 15.00	001-0000-367-9712
	Funeral Procession Traffic Control Fee	\$ 220.00	Not Used
	Bicycle License Fee	\$ 2.50	001-0000-367-3212
	Agency Clearance Report Fee-Letter	\$ 10.00	001-0000-369-3000
	Police Response to False Alarm #'s 1,2 Free	\$ -	
	Police False Alarm Charge #3rd Reponse	\$ 35.00	001-0000-367-6212
	Police False Alarm Charge #4 Response	\$ 35.00	001-0000-367-6212
	Police False Alarm Charge #5 Response	\$ 70.00	001-0000-367-6212
	Police False Alarm Charge #6 Response	\$ 70.00	001-0000-367-6212
	Police False Alarm Charge #7 Response	\$ 140.00	001-0000-367-6212
	Burglar Alarm Permit Fee	\$ 15.00	001-0000-339-3211
	Stored Vehicle Release Fee	\$ 60.00	001-0000-367-9712
	Impound Vehicle Release Fee	\$ 60.00	001-0000-367-9712
	Vehicle Repossession Admin Process Fee	\$ 15.00	001-0000-367-9712

DEPARTMENT: Police			
NAME OF FEE	DESCRIPTION OF FEE	AMOUNT OF FEE	ACCOUNT NUMBER
Police Services (con't)	Finger Printing / Hard Card	\$ 10.00	001-0000-367-2211
	Finger Printing / Live Scan	\$ 10.00	001-0000-367-2211
	Police Report Reproduction Charge	\$ 10.00	001-0000-369-3000
	Police Photograph Reproduction Fee/ ea	\$ 1.00	001-0000-369-3000
	Police Log Entry Reproduction Fee	\$ 2.00	001-0000-369-3000
	Police Subpeona Charge @ day	\$ 150.00	001-0000-367-7000
	New Special Business License - Taxi	\$ 40.00	001-0000-339-2211
	Renewal Special Business Licese -Taxi	\$ 40.00	001-0000-339-2211
DOG IMPOUND	1st Impound / No License	\$ 40.00	001-0000-368-12-56
	1st Impound / Current License	\$ 25.00	001-0000-368-12-56
	2nd Impound / No License	\$ 50.00	001-0000-368-12-56
	2nd Impound / Current License	\$ 40.00	001-0000-368-12-56
	3rd Impound / No License	\$ 80.00	001-0000-368-12-56
	Vicious Impound / No License	\$ 100.00	001-0000-368-12-56
	Vicious Impound / Current License	\$ 100.00	001-0000-368-12-56
	Other Animal Impound Fees		
	Cat	\$ 15.00	001-0000-368-12-56
	Misc Animal - Depending on Size		
Animal Less Than 25 Pounds	\$ 25.00	001-0000-368-12-56	
Animal From 26 and 100 Pounds	\$ 50.00	001-0000-368-12-56	
Animal Over 100 Pounds	\$ 100.00	001-0000-368-12-56	
	Additional Charge After Hour Impound	\$ 40.00	001-0000-368-12-56
BOARDING FEES			
- in addition to Impound Per night		\$ 5.00	001-0000-368-12-56

DEPARTMENT: Police			
NAME OF FEE	DESCRIPTION OF FEE	AMOUNT OF FEE	ACCOUNT NUMBER
ADOPTION FEES - DOGS	Rabies Vaccination	\$ 5.00	001-0000-220-06-00
	License Fee	\$ 10.00	001-0000-331-12-55
	Adoption Fee	\$ 20.00	001-0000-368-12-56
	Micro chip	\$ 10.00	001-0000-392-4001
ADOPTION FEES - CATS	Adoption Fee	\$ 20.00	001-0000-368-12-56
	Micro chip	\$ 10.00	001-0000-392-4001
SPAY/NEUTER FEES	Dog - Females	\$ 51.50	001-0000-220-05-00
	Dog - Males	\$ 41.00	001-0000-220-05-00
	Cats - Females	\$ 28.00	001-0000-220-05-00
	Cats - Males	\$ 18.50	001-0000-220-05-00
OTHER FEES	Euthanasia	\$ 45.00	001-0000-368-80-00
	Disposal	\$ 15.00	001-0000-368-80-00
	Animal Pick-up (owned)	\$ 40.00	001-0000-368-12-56

*DEVELOPMENT PERMITS ARE NOT GOVERNED BY THIS RESOLUTION