

AGENDA

**TEHACHAPI CITY COUNCIL REGULAR MEETING,
TEHACHAPI REDEVELOPMENT SUCCESSOR AGENCY REGULAR MEETING,
TEHACHAPI PUBLIC FINANCING AUTHORITY REGULAR MEETING, AND
TEHACHAPI CITY FINANCING CORPORATION REGULAR MEETING
MONDAY, NOVEMBER 21, 2016 - 6:00 P.M.**

Persons desiring disability-related accommodations should contact the City Clerk no later than ten days prior to the need for the accommodation. A copy of any writing that is a public record relating to an open session item of this meeting is available at City Hall, 115 South Robinson Street, Tehachapi, California, 93561.

CALL TO ORDER

ROLL CALL

INVOCATION

Participation in the invocation is strictly voluntary. Each City Councilmember, city employee, and each person in attendance may participate or not participate as he or she chooses.

PLEDGE TO FLAG

CONSENT AGENDA/OPPORTUNITY FOR PUBLIC COMMENT

All items listed with an asterisk (*) are considered to be routine and non-controversial by city staff. Consent items will be considered first and may be approved by one motion if no member of the council or audience wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in listed sequence with an opportunity for any member of the public to address the city council concerning the item before action is taken. Staff recommendations are shown in caps. Please turn all cellular phones off during the meeting.

AUDIENCE ORAL AND WRITTEN COMMUNICATIONS

The City Council welcomes public comments on any items within the subject matter jurisdiction of the Council. We respectfully request that this public forum be utilized in a positive and constructive manner. Persons addressing the Council should first state their name and area of residence, the matter of City business to be discussed, and the organization or persons represented, if any. To ensure accuracy in the minutes, please fill out a speaker's card at the podium. Comments directed to an item on the agenda should be made at the time the item is called for discussion by the Mayor. Questions on non-agenda items directed to the Council or staff should be first submitted to the City Clerk in written form no later than 12:00 p.m. on the Wednesday preceding the Council meeting; otherwise response to the question may be carried over to the next City Council meeting. No action can be taken by the Council on matters not listed on the agenda except in certain specified circumstances. The Council reserves the right to limit the speaking time of individual speakers and the time allotted for public presentations.

1. General public comments regarding matters not listed as an agenda item

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Monday, November 21, 2016- 6:00 P.M. - PG. 2

CITY CLERK REPORTS

Tehachapi City Council Unassigned Res. No. 47-16
Tehachapi City Council Unassigned Ord. No. 16-06-736
Tehachapi Redevelopment Successor Agency Unassigned Res. No. 01-16
Tehachapi Public Financing Authority Unassigned Res. No. 01-16

- *2. **ALL ORDINANCES SCHEDULED FOR INTRODUCTION OR ADOPTION AT THIS MEETING SHALL BE READ BY TITLE ONLY**
- *3. Minutes for the Tehachapi City Council, Tehachapi Redevelopment Successor Agency, Tehachapi Public Financing Authority, and the Tehachapi City Financing Corporation regular meeting on November 7, 2016 – **APPROVE AND FILE**
- *4. 16th Annual Tehachapi Christmas Parade Special Event Application for December 3, 2016 in downtown – **APPROVE THE GREATER TEHACHAPI CHAMBER OF COMMERCE 16TH ANNUAL TEHACHAPI CHRISTMAS PARADE SPECIAL EVENT APPLICATION AND ASSOCIATED STREET CLOSURES SUBJECT TO STAFF CONDITIONS AND CITY ATTORNEY APPROVAL**

FINANCE DIRECTOR REPORTS

- *5. Disbursements, bills, and claims for November 2, 2016 through November 15, 2016 – **AUTHORIZE PAYMENTS**
- 6. Auditor recommended loan payment agreement for Impact Fees borrowed from the Sewer Capacity Increase Fund to pay for fund shortages in building the new police facility and remodeling of the old police building – **APPROVE THE PROMISSORY NOTE BETWEEN THE PUBLIC FACILITIES IMPACT FEES FUND AND THE SEWER CAPACITY INCREASE FUND**

DEVELOPMENT SERVICES DIRECTOR REPORTS

- 7. Second reading of an ordinance adopting the 2016 California Building Codes – **ADOPT AN ORDINANCE ADOPTING BY REFERENCE THE 2016 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE, KNOWN AS THE CALIFORNIA CODE OF REGULATIONS – 2016 CALIFORNIA RESIDENTIAL CODE, 2016 CALIFORNIA BUILDING CODE, 2016 CALIFORNIA GREEN BUILDING STANDARDS CODE, 2016 CALIFORNIA MECHANICAL CODE, 2016 CALIFORNIA HOUSING CODE, 2016 CALIFORNIA PLUMBING CODE, 2016 CALIFORNIA ELECTRICAL CODE, SEISMIC STRENGTHENING PROVISIONS FOR UNREINFORCED MASONRY BEARING WALL BUILDINGS, GRADING CODE, 2016 CALIFORNIA FIRE CODE, DANGEROUS BUILDINGS CODE, BUILDING RELOCATION, MOBILE HOME AND ACCESSORY STRUCTURES, FLOOD PLAIN MANAGEMENT CODE, AND 2016 CALIFORNIA ENERGY CODE, 2016 CALIFORNIA ADMINISTRATIVE CODE, 2016 CALIFORNIA REFERENCE STANDARDS CODE AND AMENDING SECTION 1 OF ORDINANCE NO. 14-01-715 OF THE CITY OF TEHACHAPI AND TEHACHAPI MUNICIPAL CODE SECTION 15.04.160**
- 8. Services Fee Study – **ADOPT A RESOLUTION ADJUSTING, EXTENDING, AND ESTABLISHING FEES FOR PLANNING, ENGINEERING, BUILDING, AND POLICE SERVICES**

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CITY ATTORNEY REPORTS

9. Proposition 64 was adopted at the November 8, 2016 election which provides for use, sales, and cultivation of recreational marijuana. Private use and the private growing of up to six (6) marijuana plants is now legal. Commercial sales and commercial cultivation will require a state permit. Permits will not be issued for commercial marijuana activities in cities that have prohibited its use. Where cities have not prohibited it, they may nevertheless regulate its sales and cultivation. In order for the City Council to determine how it wishes to address the issue, additional study by staff is necessary. Staff is therefore recommending approval of the urgency ordinance in your packet which prohibits all such activities for forty-five (45) days and can be extended for an additional ten (10) months and fifteen (15) days and an additional year after that if there is sufficient reason to justify either or both extensions - **APPROVE AN INTERIM ORDINANCE OF THE CITY OF TEHACHAPI PROHIBITING ALL COMMERCIAL NON-MEDICAL MARIJUANA ACTIVITY IN THE CITY, PROHIBITING OUTDOOR NON-MEDICAL MARIJUANA CULTIVATION ON PRIVATE RESIDENCES AND DECLARING THE URGENCY THEREOF.**

CITY MANAGER REPORTS

10. Report to Council regarding current activities and programs – **VERBAL REPORT**

COUNCILMEMBER REPORTS

11. Councilman Grimes appointed to the Kern County National Cemetery District Board of Directors – **INFORMATION ONLY**

On their own initiative, a Councilmember may ask a question for clarification, make a brief announcement, provide a reference to staff or other resources for factual information, take action to have staff place a matter of business on a future agenda, request staff to report back at a subsequent meeting concerning any matter, or make a brief report on his or her own activities. (Per Gov't. Code §54954.2(a))

ADJOURNMENT

ACTION TAKEN

MEETING SHALL BE READ BY TITLE ONLY.	
*4. Minutes for the Tehachapi City Council, Tehachapi Redevelopment Successor Agency, Tehachapi Public Financing Authority, and the Tehachapi City Financing Corporation regular meeting on October 17, 2016 - APPROVED AND FILED	Approved & Filed Gr/Ni Ayes All
*5. Disposition of Property – ADOPTED RESOLUTION 45-16 AUTHORIZING THE DISPOSITION OF PERSONAL PROPERTY	Adopted Resolution 45-16 Authorizing The Disposition Of Personal Property Gr/Ni Ayes All
<u>FINANCE DIRECTOR REPORTS</u>	
*6. Disbursements, bills and claims for October 13, 2016 through November 1, 2016 – AUTHORIZED PAYMENTS	Authorized Payments Gr/Ni Ayes All
*7. City of Tehachapi Treasurer’s Report through October, 2016 – RECEIVED REPORT	Received Report Gr/Ni Ayes All
<u>PUBLIC WORKS DIRECTOR REPORTS</u>	
8. Term Municipal and Industrial (M&I) water agreement related to the practice of recharging State Water Project water (banked water) for later extraction – PUBLIC WORKS DIRECTOR JON CURRY GAVE STAFF REPORT; APPROVED TERM M&I AGREEMENT BETWEEN TEHACHAPI-CUMMINGS COUNTY WATER DISTRICT AND THE CITY OF TEHACHAPI	Approved Term M&I Agreement Between Tehachapi-Cummings County Water District And The City Of Tehachapi Ni/Sm Ayes All
9. Trailer Mounted Vacuum Excavator System Bids – PUBLIC WORKS DIRECTOR JON CURRY GAVE STAFF REPORT; APPROVED THE PURCHASE OF THE VX30 GAS ENGINE SERIES EXCAVATOR FROM RDO EQUIPMENT COMPANY	Approved The Purchase Of The Vx30 Gas Engine Series Excavator From RDO Equipment Company Sm/Ni Ayes All
<u>DEVELOPMENT SERVICES REPORTS</u>	
10. First reading of an ordinance adopting the 2016 California Building Codes – DEVELOPMENT SERVICES DIRECTOR JAY SCHLOSSER GAVE STAFF REPORT; INFORMATION ONLY	Introduction of Ordinance Sm/Gr Ayes All
11. West Valley Boulevard Bikeway Facilities Project Phase II change order approval – DEVELOPMENT SERVICES DIRECTOR JAY SCHLOSSER GAVE STAFF REPORT; AUTHORIZED STAFF TO RESOLVE THE VARIOUS UTILITY CONFLICTS WITH THE UPDATED PROJECT DESIGN AS PROPOSED AND INCREASE THE 5% CHANGE ORDER CAP PREVIOUSLY AUTHORIZED TO \$160,000.00	Authorized Staff To Resolve The Various Utility Conflicts With The Updated Project Design As Proposed And Increase The 5% Change Order Cap Previously Authorized To \$160, 000.00 Ni/Sm Ayes All
<u>POLICE CHIEF REPORTS</u>	
12. Part-Time Police Technician – POLICE CHIEF KENT KROEGER GAVE STAFF REPORT; APPROVED THE CLASSIFICATION DESCRIPTION AND SALARY RANGE FOR THE PART-TIME POLICE TECHNICIAN POSITION	Approved The Classification Description And Salary Range For The Part-Time Police Technician Position Gr/Sm Ayes All

ASSISTANT CITY MANAGER REPORTS

13. Policy to provide prescription safety glasses to employees within certain job classifications that require corrective lenses – **ASSISTANT CITY MANAGER CHRIS KIRK GAVE STAFF REPORT; ADOPTED THE PRESCRIPTION SAFETY GLASSES POLICY**
14. Employee Recognition Policy to provide guidelines for recognition awards in support of business objectives – **ASSISTANT CITY MANAGER CHRIS KIRK GAVE STAFF REPORT; ADOPTED THE EMPLOYEE RECOGNITION POLICY**

Adopted The Prescription Safety Glasses Policy
 Ni/Wa Ayes All

Adopted The Employee Recognition Policy
 Sm/Ni Ayes All

CITY MANAGER REPORTS

- *15. Salary Plan Amendment #4 to include new part-time Police Technician position as required by CalPERS – **APPROVED SALARY PLAN AMENDMENT #4, ADOPTED RESOLUTION 46-16 AND REPEALED RESOLUTION 42-16**
16. Report to Council regarding current activities and programs – **VERBAL REPORT.**

Approved Salary Plan Amendment #4, Adopted Resolution 46-16 And Repealed Resolution 42-16
 Gr/Ni Ayes All

COUNCIL MEMBER ANNOUNCEMENTS OR REPORTS

17. Mayoral Certificates of Appreciation to search and recovery organizations of the June Lake tragedy.
- Councilmember Smith commented that Tehachapi’s share of TDA funds to be \$685,000. California Transportation Commission committed 31 million to our region for projects. Councilmember Smith also reminded the public that if residents are having problems with their sewer line and if it’s a structural problem the property owner is responsible for the line between the property line and the home and if it’s a maintenance issue the property owner would be responsible from the property all the way to the main.
- Councilmember Grimes commented on coach Steve Denman obtaining the 300 win threshold for Tehachapi High School football.
- Mayor Pro Tem Nixon commented on the great work of the Public Works department repairing the main leak break on Tucker Rd. She also commented that the residents in the Valley Blvd area are excited about the project to improve the drainage in their area.
- Mayor Wiggins went to the Dia de los Muertos event at the old cemetery. She thanked the Heritage League on the success of the event.

ADJOURNMENT

The City Council/Boards adjourned at 7pm to a Tehachapi City Council, Tehachapi Redevelopment Successor Agency, Tehachapi Public Financing Authority and Tehachapi City Financing Corporation Regular Meeting to be held on Monday, November 21, 2016, at 6:00p.m.

TORI MARSH
City Clerk, City of Tehachapi

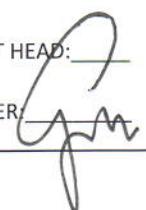
Approved this 21st day
Of November, 2016.

SUSAN WIGGINS
Mayor, City of Tehachapi



COUNCIL REPORTS

APPROVED
DEPARTMENT HEAD: _____
CITY MANAGER: _____



MEETING DATE: NOVEMBER 21, 2016 AGENDA SECTION: CITY CLERK

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: ASHLEY WHITMORE, DEPUTY CITY CLERK

DATE: NOVEMBER 16, 2016

SUBJECT: SPECIAL EVENT APPLICATION – 16TH ANNUAL TEHACHAPI CHRISTMAS PARADE

APPLICANT AND ORGANIZATION

Ida Perkins, Greater Tehachapi Chamber of Commerce

EVENT DESCRIPTION

The 16th Annual Tehachapi Christmas Parade will be held on December 3, 2016 at 5:30 pm on 'F' Street from Mulberry Street to Hayes Street. This event is open to the public.

APPLICANT REQUESTS

- Closure of F from Mulberry Street to Hayes Street.
- No Parking signs up the morning of the event stating "No Parking from 4 – 7 pm."
- Street barricades from the Public Works Department

STAFF CONDITIONS

Administration:

1. All City facilities must be properly cleaned immediately following the close of the event.

RECOMMENDATION

APPROVE THE GREATER TEHACHAPI CHAMBER OF COMMERCE CHRISTMAS PARADE SPECIAL EVENT APPLICATION AND ASSOCIATED STREET CLOSURES SUBJECT TO STAFF CONDITIONS AND CITY ATTORNEY APPROVAL



SPECIAL USE/EVENT APPLICATION

Organization Greater Tehachapi Chamber of Commerce

Event Contact Ida Perkins Phone Number +1 (661) 822-4180

Address 209 E. Tehachapi Blvd, PO Box 401

City Tehachapi State CA Zip Code 93561

E-mail Address idaperkins@tehachapi.com

Event Name 16th Annual Tehachapi Christmas Parade

Event Location Down "F" Street from Mulberry St to Hayes St

Event Date(s) Saturday, December 3, 2016 Event Time(s) 5:30 p.m. - 6:30 p.m.

Describe Event: (Street Closures, Activities, Participation, Etc.)

16th Annual Tehachapi Christmas Parade on Saturday, December 3, 2016 from 5:30 p.m. - 6:30 p.m. going down "F" Street from Mulberry St (Kmart) to Hayes St.

We request there be no parking and the closure of "F" Street for the parade. We have attached a map showing our request of barricades for the closure.

Is the event open to the Public? Yes No Is event for money raising purposes? Yes No

If Yes, what will the proceeds be used for? _____

Will there be vendors at your event? Yes No If yes, how many? _____

Will alcoholic beverages be served? Yes No

Will alcoholic beverages be sold? Yes No

If Yes, what is A.B.C. Permit No? _____

*mailed
10/24/16*

Event Name 16th Annual Tehachapi Christmas Parade

Event Date(s) Saturday, December 3, 2016

Please Describe How The Following Will Be Accomplished:

Street Barricades Request City of Tehachapi Public Works to provide barricades for street closures (see attached map)

Traffic Control Tehachapi Police Department and volunteers (service groups and parade committee)

Crowd Control Volunteer parade walkers and parade committee members

Utility Services: Water, Sewer, Electric N/A

Lights light standards to be rented

Dust Control N/A

Site Clean-up & Maintenance Parade committee

Security N/A

Site Facilities "F" Street from Mulberry St (Kmart) to Hayes St.

Health Dept. N/A

I understand that if I am utilizing a city-owned facility I am responsible to clean the above requested facility, by removing all rubbish, debris, etc., and restore the grounds/facility back to a clean and orderly condition. I further understand I may be required to pay a deposit, at the cities discretion, for clean-up of the grounds/facility, and upon inspection of the grounds/facility, the deposit, may be fully or partially refunded, depending upon the condition the facility is left in by the user.

I understand that power will not be available unless pre-arranged. A fee may be charged at the cities discretion.

I understand that a call out to City employees for services will be at my expense and I will be charged a 3 hour minimum call out fee for the first call out of the day. The current fee is \$63.54 per hour (\$190.62 for the first call out of the day) and is subject to change.

I understand that this application is not a guarantee of event approval.

I, the undersigned, have read the above statements, general regulations and insurance requirements attached to this contract, and understand them and agree fully.

Applicant Signature 

Date October 24, 2016

Office Use Only

Insurance Certificate

List Of Vendors

Meeting

Deposit

Plot Plan

Date

Time

- | | | | |
|------------------------------|-----------------------------|----------------------------|-----------------------------|
| <input type="checkbox"/> CM | <input type="checkbox"/> PW | <input type="checkbox"/> A | <input type="checkbox"/> HD |
| <input type="checkbox"/> CPM | <input type="checkbox"/> CD | <input type="checkbox"/> P | <input type="checkbox"/> BL |
| <input type="checkbox"/> LC | <input type="checkbox"/> BI | <input type="checkbox"/> F | <input type="checkbox"/> C |

Notes _____

GENERAL REGULATIONS

Facility use agreements are issued in accordance with the policies outlined below as established by the City of Tehachapi. All reservation forms must be signed and returned, along with fees and deposits, before consideration of use approval. SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL.

1. Any authorization and usage is understood to be at the City's discretion. The City will not be responsible for special condition, accommodations or other improvements for any granted request for use. Any special needs are the responsibility of the user with prior approval of the Public Works Director.
2. Groups or persons using a facility are responsible to pay for any damage to property or loss of property.
3. The City of Tehachapi is not liable for accidental injury to persons or loss or damage of group or individual property. The City requires proof of insurance coverage.
4. When, in the opinion of the City, activity conditions warrant the presence of one or more security personnel, the cost of such service shall be borne by the group or organization sponsoring the activity.
5. Permission to use City of Tehachapi facilities is granted subject to observance of regulations, and permits may be revoked for violation of regulations.
6. Permits may not be transferred, assigned or sublet.
7. Users of the facilities shall observe, obey and comply with all applicable City, County, State and Federal Laws, rules and regulations.

FOOD AND ALCOHOL REGULATIONS

1. The use of alcoholic beverages is by written permit only and must be requested at the time the facility use application is made. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law.
2. The alcoholic beverage permittee will remove all beverages from the premises immediately following the approved function.
3. Food and refreshments, including alcoholic beverages, may be permitted in certain designated areas as determined by the City, or the designated representative.
4. Any function that is to be catered will be catered by an approved licensed caterer. All caterer's names and addresses will be provided upon request.
5. Any function where alcoholic beverages will be permitted shall require an additional (\$50.00) deposit.

ANY EXCEPTION TO THE ABOVE POLICIES WILL BE REFERRED TO THE CITY MANAGER.

FEE AND DEPOSIT SCHEDULE

The following guidelines and rules will govern the costs and procedures for City approvals.

1. Any part of an hour will be considered a full hour in determining City costs.
2. All fees must be paid to the City of Tehachapi located at 115 South Robinson Street.
3. All refunds will be mailed as soon as possible following conclusion of the activity.
4. No arrangements can be made for a time extension with personnel on duty the day of the activity.

SECURITY PERSONNEL

If, in the opinion of the City Manager or a designated representative an activity condition warrants the presence of one or more security personnel, the cost of such service shall be borne by the group or person sponsoring the activity. Proof of obtaining the required security personnel must be in the City Hall no later than ten (10) working days prior to the activity. Proof should be in the form of a receipt and/or contract from a bonded security agency. If proof is not in the City Hall by the required date, use of the facility may be denied.

IF AFTER PROOF OF SECURITY HAS BEEN SUBMITTED TO CITY, SAID SECURITY IS NOT PRESENT ON DATE OF ACTIVITY, THE CITY EMPLOYEE IN CHARGE MAY REQUEST THE GROUP TO DISCONTINUE ACTIVITY AND ASK THE GROUP TO LEAVE THE AREA.

LIABILITY INSURANCE REQUIREMENTS

Insurance requirements for persons or organizations wishing to use City facilities should be as follows:

The party requesting to use the facility ("applicant") shall secure and keep in force during the entire term of applicant's use of the facility and covering all of applicant's activities with respect to the facility a comprehensive general liability insurance policy with bodily injury, property damage, and contractual coverage of not less than \$1 million per occurrence and including a comprehensive coverage form, and coverages for premises/operation, operations hazard, complete operations, and products liability, and containing special endorsements providing substantially the following:

(1) That the City of Tehachapi, its agents, officers, employees and governing body and each member thereof are declared to be an additional named insured under the terms of the policy with reference to the activity described in the policy, whether such additional insured be actively or passively negligent or liable by operation of law;

(2) Contractual liability coverage underwriting the obligations of applicant to hold harmless, indemnify and defend each of the insureds provided herein;

(3) "Cross liability" or "Severability of Interest" coverage for all named insureds;

(4) That such insurance is primary, and that any other insurance maintained by the additional named insureds is excess and not contributing insurance with respect to the subject insurance policy;

(5) That the insurer waives all rights of subrogation against the additional named insureds;

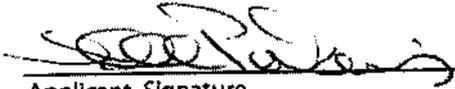
(6) That the coverage afforded by such policy to the additional named insureds shall not be prejudiced in any way by any failure of the principal insured to comply with any notice requirements of such policy; and

(7) That such policy may not be canceled, coverage reduced or terms altered in any manner detrimental to the coverage except after delivery to the City of written notice not less than 15 days prior to the effective date of such cancellation, reduction or alteration. No such cancellation provisions in any such insurance policy shall be construed in derogation of the continuous duty of applicant to furnish insurance during the term of applicant's use of the facility. The lapse for any reason of insurance as required herein shall constitute breach of this requirement.

The facility shall not be used until applicant has provided City with a duly certificated certificate of insurance issued by an insurance company approved by City and evidencing that the policy has been issued, is effective, and complies with the foregoing requirements. Applicant must also provide City with a facsimile of the insurance policy and no use of the facility can be made until City has approved the policy.

INDEMNIFICATION

Applicant hereby agrees to indemnify, defend, and hold harmless the City, its Councilpersons, boards, commissions, officers, employees and agents from any and all claims, demands, suits, judgements, liability, damages, costs, and expenses arising out of or related to applicant's use or occupation of City's streets or facilities, including but not limited to, any act or omission to act on the part of City, its Councilpersons, boards, commissions, officers, employees, or agents, whether active or passive.



Applicant Signature
October 24, 2016

Date

Accounts Payable

Checks by Date - Detail by Vendor Number

User: afrescas
 Printed: 11/15/2016 3:51 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0015 74759249	211 Praxair Distribution Inc. Ind Acetylene/Ind High Pressure 100cf/Safety &		85.05
Total for this ACH Check for Vendor 0015:				85.05
Total for Vendor 0015 (211 Praxair Distribution Inc.):				85.05
ACH	0017 298346	American Business Machines PD-Records/Contract Oct 5 2016-Oct 4 2017/Ca		2,019.44
Total for this ACH Check for Vendor 0017:				2,019.44
Total for Vendor 0017 (American Business Machines):				2,019.44
ACH	0027 10472568 10472568-1	Atco International Strts/Pursuit-94 Use Tax		352.06 -24.56
Total for this ACH Check for Vendor 0027:				327.50
Total for Vendor 0027 (Atco International):				327.50
ACH	0035 B248807 B249064 B249661 B250034 B250178 B250277 B250657 B250917 B250922	BC Laboratories Inc. Wtr/Curry Reservoir Wtr/Bacteriological/1305 Alder/221 Hayes/1317 Wtr/Bacteriological/309 East I/222 West D/1199 Wtr/Drinking Water-EDT/Snyder Well Wtr/Drinking Water-EDT/Curry Reservoir/Snyd Wtr/Bacteriological/1185 Fig/1073 Hickory/802 Wtr/Drinking Water-EDT/Curry Reservoir/Snyd Wtr/Bacteriological/1341 Tanglewood/408 Oakv Wtr/Drinking Water-EDT/Curry Reservoir/Snyd		15.00 36.00 36.00 45.00 30.00 36.00 30.00 36.00 30.00
Total for this ACH Check for Vendor 0035:				294.00
Total for Vendor 0035 (BC Laboratories Inc.):				294.00
ACH	0041 238404301 238404301-1	Benz Propane Company Inc. Wtr/1228102/750 Enterprise-City of Tehachapi Land/1228102/750 Enterprise-City of Tehachapi		32.18 3.57
Total for this ACH Check for Vendor 0041:				35.75
Total for Vendor 0041 (Benz Propane Company Inc.):				35.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0061	BSK Associates		
	0078659	E Tehachapi Signalization & Street Improve/Pro		1,510.00
	0078660	W Valley Bl Bikeway Facilities Phase II/Proj C1		2,885.00
	0098654	Tehachapi Snyder Well Intertie/Proj C1534861B		145.00
Total for this ACH Check for Vendor 0061:				4,540.00
Total for Vendor 0061 (BSK Associates):				4,540.00
ACH	0093	Coles Environmental		
	72906	Air/Drained Used Oil Filters		65.00
Total for this ACH Check for Vendor 0093:				65.00
Total for Vendor 0093 (Coles Environmental):				65.00
ACH	0127	State of California Department of Justice		
	193975	PD/Booking Costs-Fingerprinting/Sept 2016		987.00
Total for this ACH Check for Vendor 0127:				987.00
Total for Vendor 0127 (State of California Department of Justice):				987.00
ACH	0155	FedEx		
	3971784784	Swr/GE Lane #GEA10416 Hardware/BofL # 22		133.70
Total for this ACH Check for Vendor 0155:				133.70
Total for Vendor 0155 (FedEx):				133.70
ACH	0216	Judicial Data Systems Corporation		
	6295	Parking Activity/Sept 2016		100.00
Total for this ACH Check for Vendor 0216:				100.00
Total for Vendor 0216 (Judicial Data Systems Corporation):				100.00
ACH	0263	Lebeau Thelen LLP		
	65	Walmart CEQA Litigation		84.00
Total for this ACH Check for Vendor 0263:				84.00
Total for Vendor 0263 (Lebeau Thelen LLP):				84.00
ACH	0300	Mission Lincn & Uniform Service		
	503587714	PW/Linen Maintenance		14.15
	503587715	Swr/Mats		22.55
	503634370	PW/Linen Maintenance		14.15
	503634371	Swr/Mats		22.55
	503681808	PW/Linen Maintenance		14.15
	503681809	Swr/Mats		22.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for this ACH Check for Vendor 0300:	110.10
			Total for Vendor 0300 (Mission Linen & Uniform Service):	110.10
ACH	0304	Mojave Sanitation		
	2831471	Swr/965528800/800 Enterprise/3 Yd Bin/Gate F		132.36
	2831677	Const/310163000/Gate Fee Oct 2016		2,171.43
	2831706	Swr/975428801/800 Enterprise/Storage Contain		85.00
			Total for this ACH Check for Vendor 0304:	2,388.79
			Total for Vendor 0304 (Mojave Sanitation):	2,388.79
ACH	0362	RSI Petroleum Products		
	0299273	PW/Regular Unleaded Gas/Diesel Fuel		915.53
	0299482	PW/Reg Unleaded Gas/Diesel Fuel		789.83
	0299559	PW/Misc Decals- Unleaded/Diesel		146.67
	0299664	PW/Reg Unleaded Gas/Diesel Fuel		912.38
			Total for this ACH Check for Vendor 0362:	2,764.41
			Total for Vendor 0362 (RSI Petroleum Products):	2,764.41
ACH	0395	The Gas Company		
	11152016	DSD/00881702005/117 S Robinson St/Oct 12-N		93.48
	11152016-A	Air/01091699981/409 Bryan Ct/Oct 12-Nov 10 :		21.92
	11152016-B	GG/06551704007/115 S Robinson/Oct 12-Nov 1		14.99
	11152016-C	GG/0010107300/200 W Tehachapi Blvd/Oct 12-		19.76
	11152016-D	PD/12851696026/220 West C St/Oct 12-Nov 10		347.56
	11152016-E	Air/13691700283/100 Commercial Way/Oct 12-		56.00
			Total for this ACH Check for Vendor 0395:	553.71
			Total for Vendor 0395 (The Gas Company):	553.71
ACH	0426	Tehachapi-Cummings County Water District		
	1142016-A	Wtr/Acct #005399/Chemtool		332.32
	1142016-B	Wtr/Acct #005400/Henway		8.51
	1142016-C	Wtr/Acct #005401/Benz Sanitation		100.70
	1142016-D	Wtr/Acct #005402/TUSD		7,260.41
	1142016-E	LLD/Acct #005403/Warrior Park		624.95
	1142016-F	LLD/Acct #005404/Landscaping		615.45
	1142016-G	LLD/Acct #005405/DS2 City Median		688.37
	1142016-H	Wtr/Acct #005434/TUSD-2		2,081.07
	1142016-I	Wtr/Acct #005435/TUSD-4		574.75
	1142016-J	Wtr/Acct #005437/TUSD-6		990.27
	1142016-K	Wtr/Acct #005438/TUSD-8		481.88
			Total for this ACH Check for Vendor 0426:	13,758.68
			Total for Vendor 0426 (Tehachapi-Cummings County Water District):	13,758.68
ACH	0450	USA Bluebook		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	089101	Swr/Carhartt Extremes Bib Overall		158.19
	091489	Swr/Hazardous Material Cal Gas 50% Lel 20.9%		255.73
	093437	Swr/3x5 Emergency Shut-Off/10x14 Danger Sig		131.54
	099207	Swr/3x5 Emergency Shut-Off/10x14 Danger Sig		155.19
		Total for this ACH Check for Vendor 0450:		700.65
		Total for Vendor 0450 (USA Bluebook):		700.65
ACH	0476	WITTS Everything for the Office		
	143027-1	GG/Click Eraser-3 Pak		7.25
	143128-1	GG/Rubberbands		5.77
	143137-1	GG/Value Pak Flags/Highlighters		11.81
	143167-1	GG/8.5x11 Copy Paper		34.39
	143201-0	GG/Correction Tape/Post-it/8.5x11 and 11x17 C		78.90
	143263-0	GG/Antibacterial Dish Soap		6.47
	143271-0	GG/#10 Window Envelopes		10.74
	745898-0	DSD/5x7 Fire Extinguisher Sign		5.47
		Total for this ACH Check for Vendor 0476:		160.80
		Total for Vendor 0476 (WITTS Everything for the Office):		160.80
ACH	0478	Zee Medical Service		
	34223544	Swr/First Aid Supplies/Nov 2016		78.91
	34223544-1	Wtr/First Aid Supplies/Nov 2016		78.90
	34223545	PW/First Aid Supplies/Nov 2016		345.18
	34223546	PW/First Aid Supplies/Nov 2016		121.80
	34223548	Const/First Aid Supplies/Nov 2016		36.50
	34-223550	GG/First Aid Supplies/Nov 2016		38.06
	34-223551	DSD/First Aid Supplies/Nov 2016		67.62
	34-223552	PD/First Aid Supplies/Nov 2016		30.80
		Total for this ACH Check for Vendor 0478:		797.77
		Total for Vendor 0478 (Zee Medical Service):		797.77
ACH	0485	McMaster-Carr Supply Company		
	85845372	GG/Std Hand Held Abrasive Blaster w/Ceramic		241.49
		Total for this ACH Check for Vendor 0485:		241.49
		Total for Vendor 0485 (McMaster-Carr Supply Company):		241.49
ACH	0493	Kieffe & Sons Ford		
	25689	PD/TE-29 Maintenance-Check Brakes		43.94
	25984	PD/TE-20 Check Engine Light/Airbag Light		283.39
		Total for this ACH Check for Vendor 0493:		327.33
		Total for Vendor 0493 (Kieffe & Sons Ford):		327.33
ACH	0509	Safety-Kleen Systems Inc.		
	71740863	PW/55 Gal Drum-Blk Used/Non Hazardous Soli		343.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 0509:				343.70
Total for Vendor 0509 (Safety-Kleen Systems Inc.):				343.70
ACH	0610 721712	Abate-A-Weed Inc. Land/Blower Parts - Tube Middle/Pipe End		16.85
Total for this ACH Check for Vendor 0610:				16.85
Total for Vendor 0610 (Abate-A-Weed Inc.):				16.85
ACH	0689 68279 68280 68293 68320	Pioneer True Value Home Center Wtr/1 Yd Concrete w/Rental/Deposit for Car Co Wtr/Deposit Return-Cover for Car PW/Juno Entry Lockset/4 Edge Scraper/Wire Br Air/Double Cut Plastic Head Keys		268.00 -100.00 50.59 3.21
Total for this ACH Check for Vendor 0689:				221.80
Total for Vendor 0689 (Pioneer True Value Home Center):				221.80
ACH	0972 44892 92508	The Tire Store Credit Memo-Ref 44892 PD/TE-30 Repair Flat Tire		-35.00 40.00
Total for this ACH Check for Vendor 0972:				5.00
Total for Vendor 0972 (The Tire Store):				5.00
ACH	1005 86059 86391	Quad Knopf Inc. E Tehachapi Traffic Signal & St Improve Proj #1 E Tehachapi Traffic Signal & St Improve Proj #1		2,206.19 1,743.66
Total for this ACH Check for Vendor 1005:				3,949.85
Total for Vendor 1005 (Quad Knopf Inc.):				3,949.85
ACH	1055 4839 4840 4841	Mercury Graphics GG/2 Color Window Envelopes (1000) PD/Business Cards/S Mountjoy GG/Adopt A Landscape Sign/T Engle/Terra-Gen		143.19 57.94 440.75
Total for this ACH Check for Vendor 1055:				641.88
Total for Vendor 1055 (Mercury Graphics):				641.88
ACH	1061 10212016 10212016-1	USDA Rural Development Wtr/Case #04-015-0956000801/Loan #01/Intere: Swr/Case# 04-015-0956000801/Loan #03/Interc		3,150.00 1,734.75
Total for this ACH Check for Vendor 1061:				4,884.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Vendor 1061 (USDA Rural Development):				4,884.75
ACH	1286	M&M's Sports Uniforms & Embroidery		
	37414	PD/Sew Patches/A Price		2.90
	37445	Wtr/Polos/Artwork/Design		19.35
	37445-1	Swr/Polos/Artwork/Design		19.35
	37635	Plaque Benches/In Memory of Ron Mathis-Fly I		240.67
Total for this ACH Check for Vendor 1286:				282.27
Total for Vendor 1286 (M&M's Sports Uniforms & Embroidery):				282.27
ACH	1348	Association of California Water Agencies		
	10232016	GG/2017 Annual Agency Dues		11,580.00
Total for this ACH Check for Vendor 1348:				11,580.00
Total for Vendor 1348 (Association of California Water Agencies):				11,580.00
ACH	1505	Benz Construction Services		
	2826109	Strts/967182500/410 West D St/Septic Pumping		200.00
Total for this ACH Check for Vendor 1505:				200.00
Total for Vendor 1505 (Benz Construction Services):				200.00
ACH	1506	San Joaquin Safety Shoes		
	69152	Swr/Safety Shoes/B Aboltin		191.33
	69276	PW/Safety Shoes/M Curiel		182.74
	69314	PW/Safety Shoes/J Thompson		224.66
Total for this ACH Check for Vendor 1506:				598.73
Total for Vendor 1506 (San Joaquin Safety Shoes):				598.73
ACH	1658	Accela Inc #774375		
	INV-ACC25403	GG/On-Line Web Payments/Oct 2016		390.00
Total for this ACH Check for Vendor 1658:				390.00
Total for Vendor 1658 (Accela Inc #774375):				390.00
ACH	1724	Banks Pest Control Inc.		
	606218	Const/Pest Control Bi-Monthly Svc/314 N Hays		92.50
	606218-1	Air/Pest Control Bi-Monthly Svc/100 Commerci		92.50
	609962	PD/Pest Control Bi-Monthly Svc/220 C Street		95.00
Total for this ACH Check for Vendor 1724:				280.00
Total for Vendor 1724 (Banks Pest Control Inc.):				280.00
ACH	1729	Alpha Landscape Maintenance		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	12790	City Office/Nov 2016		50.00
	12790-A	Market Place/Nov 2016		25.00
	12790-B	Union Pacific/Nov 2016		85.00
	12790-C	Mill St/Nov 2016		400.00
	12790-D	Capital Hills/Nov 2016		270.00
	12790-E	South Curry/Nov 2016		227.00
	12790-F	Street Trees/Nov 2016		11.00
	12790-G	Dennison St/Nov 2016		720.00
	12790-H	Pioneer Park/Nov 2016		553.00
	12790-I	Downtown Planters/Nov 2016		82.00
	12790-J	Railroad Park/Nov 2016		505.00
	12790-K	Parking Lot and Wall/Nov 2016		28.00
	12790-L	Senior Center/Nov 2016		105.00
	12790-M	Railroad Depot/Nov 2016		128.00
	12790-N	Tehachapi Blvd Phase 4/Nov 2016		35.00
	12790-O	Robinson St Parking Lot/Nov 2016		25.00
	12790-P	Police Department/Nov 2016		35.00
	12790-Q	Voyager St Trees/Nov 2016		10.00
	12790-R	Centennial Plaza/Nov 2016		40.00
	12790-S	Heritage Oaks/Nov 2016		860.00
	12790-T	Clear View Estates/Nov 2016		321.00
	12790-U	Autumn Hills/Nov 2016		1,235.00
	12790-V	Alta Homes/Nov 2016		7,790.00
	12790-W	Orchard Glen/Nov 2016		3,632.00
	12790-X	Mill St Cottages/Nov 2016		25.00
	12790-Y	Red Barn/Nov 2016		95.00
	12790-Z	Visitor Center/Nov 2016		64.59
Total for this ACH Check for Vendor 1729:				17,356.59
Total for Vendor 1729 (Alpha Landscape Maintenance):				17,356.59
ACH	1801	HD Supply Waterworks LTD		
	G155371	Wtr/1.5 M/11 Meter USG 3G UC 83 Sebiloy		568.22
	G176893	Swr/2" Viega NPT Union		329.27
	G304223	Wtr/2" VID10 Trantex Tape 100' Roll		75.03
Total for this ACH Check for Vendor 1801:				972.52
Total for Vendor 1801 (HD Supply Waterworks LTD):				972.52
ACH	1851	AT&T		
	10232016	PD/66191127755468/911 Dispatch-Trunks/Oct 2		337.63
	1112016	GG/24813431106697/White Pages		18.81
Total for this ACH Check for Vendor 1851:				356.44
Total for Vendor 1851 (AT&T):				356.44
ACH	1945	RST Cranes Inc.		
	16-0402	Swr/33 Ton Crane & Semitruck-West Screw Pun		1,155.60
Total for this ACH Check for Vendor 1945:				1,155.60
Total for Vendor 1945 (RST Cranes Inc.):				1,155.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	1967 1132016	Kern County Recorder-Assessor's Office GG/Recording Fees-Release Memo of Delinquer		26.00
		Total for this ACH Check for Vendor 1967:		26.00
		Total for Vendor 1967 (Kern County Recorder-Assessor's Office):		26.00
ACH	2026 008992627	AV Fuel Corporation Air/100LL Aviation Fuel		13,366.15
		Total for this ACH Check for Vendor 2026:		13,366.15
		Total for Vendor 2026 (AV Fuel Corporation):		13,366.15
ACH	2053 114141	Burtch Construction Inc. PW/F St Parking Lot/Cleaned Asphalt-Applied S		4,150.00
		Total for this ACH Check for Vendor 2053:		4,150.00
		Total for Vendor 2053 (Burtch Construction Inc.):		4,150.00
ACH	2111 883694 883791 883971 884056	Swift Napa Auto Parts Strts/Heater Hose/Sweeper PW/Primary Wire PW/Connector GM/Terminal GM/Silicone Cable PW/Solenoid		5.35 15.03 15.36 29.55
		Total for this ACH Check for Vendor 2111:		65.29
		Total for Vendor 2111 (Swift Napa Auto Parts):		65.29
ACH	2134 3877561 3877561-1	Ferguson Enterprises Inc #1350 Swr/16x25x2 and 20x20x1 Pleated Air Filters PD/16x25x2 and 20x20x1 Pleated Air Filters		37.91 54.30
		Total for this ACH Check for Vendor 2134:		92.21
		Total for Vendor 2134 (Ferguson Enterprises Inc #1350):		92.21
ACH	2147 NOV4382	Coffee Break Service Inc. GG/Monthly Water Cooler Rental/Nov 2016		28.95
		Total for this ACH Check for Vendor 2147:		28.95
		Total for Vendor 2147 (Coffee Break Service Inc.):		28.95
ACH	2200 161002 1610152	Argo Chemical Swr/Calcium Hypochlorite Granular Wtr/Hypochlorite Solution 12.5%		2,047.52 1,352.45
		Total for this ACH Check for Vendor 2200:		3,399.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Vendor 2200 (Argo Chemical):	3,399.97
ACH	2478	DataProse Inc.		
	DP1603233	Ref/Printing & Tax		106.98
	DP1603233-1	Wtr/Printing & Tax		213.98
	DP1603233-2	Swr/Printing & Tax		213.98
	DP1603233-3	Ref/Postage		215.78
	DP1603233-4	Wtr/Postage		431.54
	DP1603233-5	Swr/Postage		431.54
			Total for this ACH Check for Vendor 2478:	1,613.80
			Total for Vendor 2478 (DataProse Inc.):	1,613.80
ACH	2874	Department of Justice Accounting Office		
	198392	Swr/Fingerprint Apps/HeribertoPasos		32.00
			Total for this ACH Check for Vendor 2874:	32.00
			Total for Vendor 2874 (Department of Justice Accounting Office):	32.00
ACH	2902	Sim Sanitation Inc		
	36972	Air/Std Unit Rental/Handicap Rental/Nov 2016		82.00
			Total for this ACH Check for Vendor 2902:	82.00
			Total for Vendor 2902 (Sim Sanitation Inc):	82.00
ACH	2963	AT&T		
	8798653	PD/9391055312 - 911 Digital Ali		66.75
	8816014	SWR/9391006711-DSL Fax		55.61
	8816015	SWR/9391006714-Telemetry System		19.79
			Total for this ACH Check for Vendor 2963:	142.15
			Total for Vendor 2963 (AT&T):	142.15
ACH	2981	Burke Williams & Sorenson LLP		
	207194	Fees for Professional Services Rendered Thru Oct		136.50
			Total for this ACH Check for Vendor 2981:	136.50
			Total for Vendor 2981 (Burke Williams & Sorenson LLP):	136.50
ACH	3026	Centro Print Solutions		
	210703	Fin/1099 Forms/W-2 Forms/Envelopes		201.94
			Total for this ACH Check for Vendor 3026:	201.94
			Total for Vendor 3026 (Centro Print Solutions):	201.94
ACH	3066	AECOM Technical Services Inc.		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	37797412	DSD/Building Plan Check Services From Jul 1-		520.00
	37830251	DSD/COT 2016-17 General Services		272.50
	37830361	DSD/Building Plan Check Services From Aug 6-		3,825.00
		Total for this ACH Check for Vendor 3066:		4,617.50
		Total for Vendor 3066 (AECOM Technical Services Inc.):		4,617.50
ACH	3083 1182016	Hub International Services Inc. Insurance For Special Event-October Apple Fest		1,423.20
		Total for this ACH Check for Vendor 3083:		1,423.20
		Total for Vendor 3083 (Hub International Services Inc.):		1,423.20
ACH	3088 8918	All Valley Towing II PD/Hyundai Sonata-Blue 70JBSN1/Vehicle Stor		695.00
		Total for this ACH Check for Vendor 3088:		695.00
		Total for Vendor 3088 (All Valley Towing II):		695.00
ACH	3093 10132016	Kern County Animal Services GG/Animal Services-Agreement #067-2002 and		8,750.00
		Total for this ACH Check for Vendor 3093:		8,750.00
		Total for Vendor 3093 (Kern County Animal Services):		8,750.00
ACH	3248 693022	Three Way Automotive Group Swr/Keys/V-9		14.41
		Total for this ACH Check for Vendor 3248:		14.41
		Total for Vendor 3248 (Three Way Automotive Group):		14.41
ACH	3267 10242016 10262016 1052016 1132016	Tehachapi Medical Clinic Inc. Swr/Hepatitis Program/G Sorenson Swr/Hepatitis Program/G Sorenson Swr/Hepatitis Program/D Miller Swr/Hepatitis Program/G Sorenson		92.00 345.00 134.68 134.68
		Total for this ACH Check for Vendor 3267:		706.36
		Total for Vendor 3267 (Tehachapi Medical Clinic Inc.):		706.36
ACH	3277 81738971	CoreLogic Information Solutions Inc. DSD/Real Quest-Geographic Pkg		241.66
		Total for this ACH Check for Vendor 3277:		241.66
		Total for Vendor 3277 (CoreLogic Information Solutions Inc.):		241.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	3281 12004158	Statewide Traffic Safety & Signs Inc. Wtr/Custom Sign/24x24 City of Tehachapi		59.13
		Total for this ACH Check for Vendor 3281:		59.13
		Total for Vendor 3281 (Statewide Traffic Safety & Signs Inc.):		59.13
ACH	3343 11142016 11142016-1	Ashley G. Whitmore CC/New Law & Elections/Nov29-Dec1 2016/A CC/New Law & Elections/Nov29-Dec1 2016/A		174.00 280.80
		Total for this ACH Check for Vendor 3343:		454.80
		Total for Vendor 3343 (Ashley G. Whitmore):		454.80
ACH	3370 5580	County of Kern- Information Technology S CJIS Access-License Fee/Jul-Sep 2016		840.00
		Total for this ACH Check for Vendor 3370:		840.00
		Total for Vendor 3370 (County of Kern- Information Technology Service):		840.00
ACH	3504 18784 18784-1	Fresno Rack & Shelving Inc. Wtr/Upright Frame/Load Beams/Wire Decking/£ PW/Upright Frame/Load Beams/Wire Decking/£		1,340.52 1,340.53
		Total for this ACH Check for Vendor 3504:		2,681.05
		Total for Vendor 3504 (Fresno Rack & Shelving Inc.):		2,681.05
ACH	3533 10312016	Ron Christy Excavation PW/Sump on Laura Ln/Removed & Replaced Pa		500.00
		Total for this ACH Check for Vendor 3533:		500.00
		Total for Vendor 3533 (Ron Christy Excavation):		500.00
ACH	3543 13970	West Coast Lights & Sirens PD/TE-27 Seatbelts		62.35
		Total for this ACH Check for Vendor 3543:		62.35
		Total for Vendor 3543 (West Coast Lights & Sirens):		62.35
ACH	3561 2273	Lisa Wise Consulting Inc. Oak Tree Village Specific Plan		24,340.50
		Total for this ACH Check for Vendor 3561:		24,340.50
		Total for Vendor 3561 (Lisa Wise Consulting Inc.):		24,340.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	3566 32566650001	BlueLine Rental PW/2000 Gal Water Truck		68.69
		Total for this ACH Check for Vendor 3566:		68.69
		Total for Vendor 3566 (BlueLine Rental):		68.69
ACH	3568 60103	Provost & Pritchard COT H St Sidewalk Improve Proj #02233-16-00		2,500.00
		Total for this ACH Check for Vendor 3568:		2,500.00
		Total for Vendor 3568 (Provost & Pritchard):		2,500.00
ACH	3591 61908846 61908846-1	Fresno Oxygen - Barnes Welding Supply Const/Flashback Arrestors PW/Flashback Arrestors		40.00 39.29
		Total for this ACH Check for Vendor 3591:		79.29
		Total for Vendor 3591 (Fresno Oxygen - Barnes Welding Supply):		79.29
ACH	3674 2831043 2831044 2831045	Secure On-Site Shredding GG/300421002/115 S Robinson/Shredding Swr/300421004/750 Enterprise/Shredding PD/300421006/220 West C St/Shredding		35.00 35.00 35.00
		Total for this ACH Check for Vendor 3674:		105.00
		Total for Vendor 3674 (Secure On-Site Shredding):		105.00
ACH	3708 COT10162	Customized Custodial Services Freedom Plaza Monuments/Additional Janitorial		350.00
		Total for this ACH Check for Vendor 3708:		350.00
		Total for Vendor 3708 (Customized Custodial Services):		350.00
ACH	3730 A-005817 B-005445 C-005206 D-005041 E-011873 F-013973 G-017239 H-019361 I-019343 J-019623 K-024039	Tractor Supply Credit Plan PW/Wheel Chock 4in High/Bolton WWHL PW/Four Weather Gear/D Carvalho Swr/Alcohol Swr/Boot Blk Knee Promo 13 Swr/10" Deck Scrub Brushes/Metal Handle/Duc PW/Mousetrap-4 Pak Swr/Lockpin PW/20'x20' Blk&Silv Tarp PW/Wheel Chock/J Hook Ratchet PW/15 Gram Super Glue PW/Mouse Traps/Fly Ribbon		95.62 198.32 40.83 13.70 56.37 3.21 6.00 91.36 98.84 27.39 11.21
		Total for this ACH Check for Vendor 3730:		642.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Vendor 3730 (Tractor Supply Credit Plan):				642.85
ACH	3782 LW-1007391	SWRCB Accounting Office Wtr/1510020 - Large Water System Fees Jul 1 20		2,730.10
Total for this ACH Check for Vendor 3782:				2,730.10
Total for Vendor 3782 (SWRCB Accounting Office):				2,730.10
ACH	3807 17899 17956 17975	Diamond Technologies GG/Block Retainer IT/Manage Centric-Desktop/Server/Anti Virus/N IT/Backup Centric/Backup Server Lic/Offsite B		25,000.00 463.65 1,264.72
Total for this ACH Check for Vendor 3807:				26,728.37
Total for Vendor 3807 (Diamond Technologies):				26,728.37
ACH	3848 4447-193667 4447-193667-A 4447-193667-B 4447-193667-C 4447-193667-D 4447-193667-E 4447-193668	O'Reilly Automotive Inc PW/Wiper Blades Air/Wiper Blades Wtr/Wiper Blades Const/Wiper Blades GG/Wiper Blades DSD/Wiper Blades PW/FLR LNR FRNT		174.61 49.89 149.66 99.78 99.78 99.78 99.96
Total for this ACH Check for Vendor 3848:				773.46
Total for Vendor 3848 (O'Reilly Automotive Inc):				773.46
ACH	3855 5717-29	Central Valley Occupational Med Grp PW/DOT Exam/D Miller		72.00
Total for this ACH Check for Vendor 3855:				72.00
Total for Vendor 3855 (Central Valley Occupational Med Grp):				72.00
ACH	3969 2706	Michael K Nunley & Assoc Inc Title 22 Motocross		70.00
Total for this ACH Check for Vendor 3969:				70.00
Total for Vendor 3969 (Michael K Nunley & Assoc Inc):				70.00
ACH	3977 10182016	ARCOR INC ADA Compliance/Case #2659		27,740.00
Total for this ACH Check for Vendor 3977:				27,740.00
Total for Vendor 3977 (ARCOR INC):				27,740.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	3991 S13004-7	Brown and Fowler Construction WWTP Recycled Water Pump Station Project		18,797.83
Total for this ACH Check for Vendor 3991:				18,797.83
Total for Vendor 3991 (Brown and Fowler Construction):				18,797.83
ACH	4000 1425 1436	Big Jims PW/Gatorline Square .105 PW/Kawi Weed Eater Tag #312/Starter/Starter D		20.41 41.50
Total for this ACH Check for Vendor 4000:				61.91
Total for Vendor 4000 (Big Jims):				61.91
ACH	4011 BJ61688-8827M BJ62441-8827M BK60343-8827M	Babcock Laboratories, Inc. Swr/Water Analysis/Lab Fees Swr/Water Analysis/Lab Fees Swr/Water Analysis/lab Fees		344.00 344.00 344.00
Total for this ACH Check for Vendor 4011:				1,032.00
Total for Vendor 4011 (Babcock Laboratories, Inc.):				1,032.00
ACH	4020 861301525	AT&T Long Distance PD/Long Distance/#2528564		10.84
Total for this ACH Check for Vendor 4020:				10.84
Total for Vendor 4020 (AT&T Long Distance):				10.84
ACH	4063 3946168	Language Line Services Inc PD/Interpretation Services		20.64
Total for this ACH Check for Vendor 4063:				20.64
Total for Vendor 4063 (Language Line Services Inc):				20.64
ACH	4067 1032 1033	661 Communications PD/Align Handheld Radios & Reprogram Voice PD/Quantar UHF R2 100 Watt		680.00 1,935.00
Total for this ACH Check for Vendor 4067:				2,615.00
Total for Vendor 4067 (661 Communications):				2,615.00
ACH	4069 631-16	Michael Burger & Associates Air/Real Estate Appriasal Services/Airport-Even		6,000.00
Total for this ACH Check for Vendor 4069:				6,000.00
Total for Vendor 4069 (Michael Burger & Associates):				6,000.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	4070	Trevor Hawkes		
	1192016	DSD/CEQA Compliance Course-UCLA/T Hawk		118.00
	1192016-1	DSD/CEQA Compliance Course-UCLA/T Hawk		31.17
	1192016-2	DSD/CEQA Compliance Course-UCLA/T Hawk		48.27
Total for this ACH Check for Vendor 4070:				197.44
Total for Vendor 4070 (Trevor Hawkes):				197.44
Report Total (85 checks):				233,029.49

Accounts Payable
Computer Check Register

User: afrescas
 Printed: 11/14/2016 - 3:16PM
 Batch: 10914.11.2016 - BYN Mellon
 Bank Account: AP



Check	Vendor No	Vendor Name	Date	Invoice No	amount
46058	3659	ACCAPS Attn: Ron Ramsey	11/14/2016		
				11102016	80.00
		Check 46058 Total:			80.00
46059	1843	The Bank of New York Mello	11/14/2016		
				11102016	200,000.00
				11102016-1	201,672.50
				11102016-2	220,000.00
				11102016-3	174,583.75
		Check 46059 Total:			796,256.25
46060	3714	Accounting Unit Department	11/14/2016		
				10312016	157.50
		Check 46060 Total:			157.50
46061	1869	State Water Resources Contro	11/14/2016		
				11102016	50.00
		Check 46061 Total:			50.00
		Report Total:			796,543.75

Accounts Payable
Computer Check Register

User: afrescas
 Printed: 11/14/2016 - 3:38PM
 Batch: 10913.11.2016 - POST
 Bank Account: AP



Check	Vendor No	Vendor Name	Date	Invoice No	amount
46062	2803	Jason Dunham	11/14/2016		
				11142016	160.00
				11142016-1	240.30
		Check 46062 Total:			400.30
46063	4071	Jonathan Vielma	11/14/2016		
				11142016	160.00
				11142016-1	277.56
		Check 46063 Total:			437.56
46064	2809	Amelia Thompson	11/14/2016		
				11142016	132.00
				11142016-1	141.48
		Check 46064 Total:			273.48
		Report Total:			1,111.34



APPROVED
DEPARTMENT HEAD: _____
CITY MANAGER: _____

COUNCIL REPORTS

MEETING DATE: November 21, 2016 **AGENDA SECTION:** FINANCE DIRECTOR

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: HANNAH CHUNG, FINANCE DIRECTOR

DATE: NOVEMBER 14, 2016

SUBJECT: LOAN PAYMENT AGREEMENT BETWEEN PUBLIC FACILITIES FEE FUND and SEWER CAPACITY INCREASE FUND

The City currently imposes Public Facility Impact Fees ("Impact Fees") on new developments. The primary objective of these fees is to ensure that new developments pay the capital costs associated with growth. The Impact Fees are apportioned into two separate accounts; one for civic facilities and the other for police facilities.

As council may be aware, the Impact Fees Fund borrowed \$1,735,000 from the Sewer Capacity Increase Fund (Sewer Fund) to pay for fund shortages in building of the new police facility (\$1,485,000) and remodeling of the old police building for the Development Services Department (\$250,000) in 2015-16 fiscal year.

While no promissory notes are issued when funds are borrowed temporarily amongst city funds, the auditor recommended to have a promissory note in place for the money borrowed from Sewer Fund since the the loan amount is significant, long term, and the Sewer Fund is a discretionary fund which holds specific purpose for the use of funds.

The proposed repayment agreement is as follows:

- A. Future impact fees collected for the police and civic facilities will pay the Sewer Fund annually for principal and interest as stated in the Promissory Note. If the Sewer Fund is in need of funds for any reason before the loan becomes mature, the General Fund will be responsible to pay off the balance of the loan.
- B. Impact Fee Fund will pay 0.5% annual interest to the Sewer Fund. The City currently receives interest income from Local Agency Investment Fund (aka LAIF) at an approximately 0.4% annual interest rate.

OPTIONS

1. Approve the promissory note as a loan agreement between the Facility Impact Fees Fund and Sewer Fund as presented.
2. Modify the Loan Agreement.

RECOMMENDATION

Approve the promissory note between Public Facilities Impact Fees Fund and Sewer Capacity Increase Fund.

PROMISSORY NOTE

\$1,735,000.00

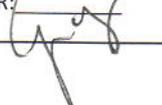
November 21, 2016
Tehachapi, California

1. FOR VALUE RECEIVED, the undersigned ("Borrower") promises to pay to the order of the CITY OF TEHACHAPI SEWER CAPACITY INCREASE FUND (the "Holder") at 115 South Robinson Street, Tehachapi, California 93561 or at such other place as the Holder may designate, in lawful money of the United States of America and in immediately available funds, the principal amount of ONE MILLION, SEVEN HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$1,735,000.00) (the "Principal") with interest at the rate of One half percent (0.5%) per annum on the unpaid Principal commencing July 1, 2016. An annual Principal and accrued interest payment shall be made on June 30 of each year commencing June 30, 2017 in the amount of the available fund balance in the Public Facility Impact Fee Fund or \$8,675 whichever is more (the "Installment"), provided, however, that if the Public Facility Impact Fee Fund contains insufficient funds to pay an Installment when it is due, the General Fund of the City of Tehachapi shall pay the difference up to the full amount of the Installment. Not later than June 30 2036, the total unpaid Principal and accrued interest shall be paid in full.
2. Borrower may prepay any portion of the Principal at any time without penalty.
3. The Borrower shall pay to the Holder immediately upon demand the full amount of all payments, advances, charges, costs and expenses, including reasonable attorney's fees, expended or incurred by the Holder in connection with the enforcement of the Holder's rights and the collection of any amounts which become due to the Holder under this Note.
4. This Note shall be governed by and construed in accordance with the laws of the State of California which shall also be the venue for any legal action arising out of same.

IN WITNESS WHEREOF, the undersigned has executed this note as of the date first hereinabove written.

SUSAN WIGGINS, Mayor
City of Tehachapi, California on behalf
of the Public Facility Impact Fee Fund,
"Borrower"

COUNCIL REPORTS

APPROVED
DEPARTMENT HEAD: 
CITY MANAGER: 

MEETING DATE: November 7, 2016 AGENDA SECTION: Development Services

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS
FROM: JAY SCHLOSSER, DEVELOPMENT SERVICES DIRECTOR
DATE: NOVEMBER 2, 2016
SUBJECT: 2016 BUILDING CODE ADOPTION

BACKGROUND

Every few years, the State of California puts forth updated Building Codes for adoption by all local agencies for the enforcement of uniform building construction. These codes are constantly changing to reflect the industry's understanding of best construction practices. These codes also set the standard for construction conforming to the State Legislatures' desires for the way our communities are to be formed. The City of Tehachapi is required, under State law, to adopt and enforce these codes as a minimum set of standards for construction within our community.

In past cycles, the City has also adopted several location specific standards in addition to the state level codes. The County of Kern typically leads the efforts to identify appropriate local area additions / modifications. That said, in the past, the City of Tehachapi has waited until the County has adopted their modifications before asking the City Council to adopt the new codes. This has commonly resulted in an urgency action. This cycle, City Staff is asking the Council to approve the new codes in two actions. The first action is the adoption of the State-level codes. Once the County has adopted their modifications, staff will review them to determine appropriateness for our community and will bring these modifications forward for consideration.

RECOMMENDATION

STAFF RECOMMENDS THAT THE CITY COUNCIL ADOPT, BY TITLE ONLY, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEHACHAPI ADOPTING BY REFERENCE THE 2016 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE, KNOWN AS THE CALIFORNIA CODE OF REGULATIONS - 2016 CALIFORNIA RESIDENTIAL CODE, 2016 CALIFORNIA BUILDING CODE, 2016 CALIFORNIA GREEN BUILDING STANDARDS CODE, 2016 CALIFORNIA MECHANICAL CODE, 2016 CALIFORNIA HOUSING CODE, 2016 CALIFORNIA PLUMBING CODE, 2016 CALIFORNIA ELECTRICAL CODE, SEISMIC STRENGTHENING PROVISIONS FOR UNREINFORCED MASONRY BEARING WALL BUILDINGS, GRADING CODE, 2016 CALIFORNIA FIRE CODE, DANGEROUS BUILDINGS CODE, BUILDING RELOCATION, MOBILE HOME AND ACCESSORY STRUCTURES, FLOOD PLAIN MANAGEMENT CODE, AND 2016 CALIFORNIA ENERGY CODE, 2016 CALIFORNIA ADMINISTRATIVE CODE, 2016 CALIFORNIA REFERENCE STANDARDS CODE AND AMENDING SECTION 1 OF ORDINANCE NO. 14-01-715 OF THE CITY OF TEHACHAPI AND TEHACHAPI MUNICIPAL CODE SECTION 15.04.160

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEHACHAPI ADOPTING BY REFERENCE THE 2016 EDITION OF THE CALIFORNIA BUILDING STANDARDS CODE, KNOWN AS THE CALIFORNIA CODE OF REGULATIONS - 2016 CALIFORNIA RESIDENTIAL CODE, 2016 CALIFORNIA BUILDING CODE, 2016 CALIFORNIA GREEN BUILDING STANDARDS CODE, 2016 CALIFORNIA MECHANICAL CODE, 2016 CALIFORNIA HOUSING CODE, 2016 CALIFORNIA PLUMBING CODE, 2016 CALIFORNIA ELECTRICAL CODE, SEISMIC STRENGTHENING PROVISIONS FOR UNREINFORCED MASONARY BEARING WALL BUILDINGS, GRADING CODE, 2016 CALIFORNIA FIRE CODE, DANGEROUS BUILDINGS CODE, BUILDING RELOCATION, MOBILE HOME AND ACCESSORY STRUCTURES, FLOOD PLAIN MANAGEMENT CODE, AND 2016 CALIFORNIA ENERGY CODE, 2016 CALIFORNIA ADMINISTRATIVE CODE, 2016 CALIFORNIA REFERENCE STANDARDS CODE AND AMENDING SECTION 1 OF ORDINANCE NO. 14-01-715 OF THE CITY OF TEHACHAPI AND TEHACHAPI MUNICIPAL CODE SECTION 15.04.160

**THE CITY COUNCIL OF THE CITY OF TEHACHAPI DOES ORDAIN
AS FOLLOWS:**

Section 1. FINDINGS.

Every three years, the State adopts new codes to establish uniform standards for the construction and maintenance of buildings, electrical systems, plumbing systems, mechanical systems, and fire and life safety systems. California Health and Safety Code Sections 17922, 17958, and 18941.5 require that the latest edition of the California Building Standards Code and Uniform Housing Code apply to local construction 180 days

after publication. Beginning on January 1, 2017, the City of Tehachapi is required by State law to enforce the 2016 California Building Standards Codes. All projects submitted after December 31, 2016 are required to comply with the 2016 California Building Standards Code which is necessary for the protection of the health, safety, and welfare of the public and the construction of buildings, residences, and other structures.

Section 2. **AMENDMENT.**

Section 1 of Ordinance No. 14-01-715 and Tehachapi Municipal Code Section 15.04.160 are hereby amended to read as follows:

"15.04.160 Adoption of uniform codes. The following are hereby incorporated by this reference into the Building Code of the City of Tehachapi: Building Regulations, 2016 California Residential Code, 2016 California Building Code, 2016 California Green Building Standards Code, 2016 California Mechanical Code, Housing Code, 2016 California Plumbing Code, 2016 California Electrical Code, Seismic Strengthening Provisions for Unreinforced Masonry Bearing Wall Buildings, Grading Code, 2016 California Fire Code, Dangerous Buildings Code, Building Relocation Code, Mobilehome and Accessory Structures, Floodplain Management Code, 2016 California Energy Code, 2016 California Administrative Code, and 2016 California Reference Standards Code.

Section 3. **SEVERABILITY.**

Each of the provisions of this Ordinance are severable. If any provision shall be declared to be invalid, the remaining provisions shall not be affected thereby but shall remain in full for and effect.

Section 4. **EFFECTIVE DATE.**

This Ordinance shall take effect thirty (30) days after the date of its adoption and

prior to the expiration of fifteen (15) days from the passage thereof shall be published in the manner authorized by law in the Tehachapi News, a newspaper of general circulation, printed and published in the City of Tehachapi.

INTRODUCED at a regular meeting of the City Council of the City of Tehachapi, California on the _____ day of _____, 2016.

PASSED AND ADOPTED at a special meeting of the City Council of the City of Tehachapi, California, on the ___ day of _____, 2016, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

SUSAN WIGGINS, Mayor of the City
of Tehachapi, California

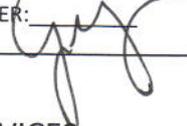
ATTEST:

TORI MARSH, City Clerk
of the City of Tehachapi, California

I hereby certify that the foregoing Ordinance was duly and regularly adopted by the City Council of the City of Tehachapi at a special meeting thereof held on _____, 2016.

TORI MARSH, City Clerk
of the City of Tehachapi, California

COUNCIL REPORTS

APPROVED	
DEPARTMENT HEAD:	
CITY MANAGER:	

MEETING DATE: NOVEMBER 21, 2016 **AGENDA SECTION:** DEVELOPMENT SERVICES

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: JOHN (JAY) SCHLOSSER, DEVELOPMENT SERVICES DIRECTOR

DATE: NOVEMBER 15, 2016

SUBJECT: SERVICES FEE STUDY ADOPTION

BACKGROUND

As the Council is aware, City Staff was authorized to enter into a contract with the Capital Accounting Partners, LLC in April 2015 for the creation of a Full Cost Allocation Plan and a Services Fee Study (aka User Fee Study). The purposes of these documents were two-fold as follows:

1. The Full Cost Allocation Plan examines the cost to the City to provide services to the community broken down on an hourly basis per employee. In short, this plan tells us the cost per hour per employee to keep said employee on staff. The direct cost (wages and benefits) combined with the indirect cost (facilities, management, human resources, etc.). These values can be used to obtain full cost recovery under grant applications as well as be used as the foundation of various City service fees.
2. The User Fee Study examines fees for select City services using the full cost allocation hourly rates in combination with processing time estimates. This study is largely focused on development services (Planning, Building, and Engineering) but includes a minor Police component. The last time the City adopted an updated fee schedule for community development was in October 2005. Since then, the staff providing these services, and the regulations governing these operations, have changed dramatically. As such, it is appropriate to reconsider the costs of the various permit and approval processes handled by City staff.

REPORT RESULTS

Attached to this staff report is the final draft of the User Fee Study. The report contains an update to the fees collected in the Building, Engineering, Planning, and Police Departments. Further, the detailed list of fees contained in the report has been simplified and attached to this Staff Report to help display the existing and proposed fees.

The fees proposed are based upon a full cost recovery program. This means staff undertook extensive review and calculation to try and determine the actual cost consumed to provide any given service. This was a time consuming task but was undertaken to conform to the City Council's stated desire for "development to pay its way" in the City. The only circumstance in which staff believes full-cost recovery can be a concern is when it

comes to very minor permit services. In these cases, if the cost for the service is high relative to the activity undertaken by a person or business, a full-cost fee could result in more people undertaking the activity without a permit. For instance, in the past, the City has charged \$10 for a Temporary Use Permit to install a temporary banner on a business. The actual cost to provide that service is actually \$127. That said, \$127 is, in most cases, more expensive than the banner itself. As such, City Staff recommends that the following permit activities be charged at the stated value in the following table (which is below the full-cost recovery sum):

Service #	Fee Type	Full-Cost Fee	Proposed Fee
BS 39	Patio, Lattice (0-250 SF)	\$123	\$50
BS 41	Patio, Lattice Plan Check	\$75	\$35
BS 43	Patio, Covered (0-250 SF)	\$153	\$60
BS 45	Patio, Covered Plan Check	\$95	\$45
BS 80	Residential Electrical – simple	\$153	\$100
BS 88	Residential Plumbing – simple	\$123	\$80
BS 96	Residential Mechanical – simple	\$123	\$80
BS 185	Administer Application (Encroachment)	\$132	\$70
BS 186	Asphalt Patch (<100 SF)	\$433	\$250
BS 191	Residential Drive Approach	\$247	\$125
BS 194	Sidewalk (<100 SF)	\$247	\$125
BS 200	Curb & Gutter (<20 LF)	\$433	\$250
PL 16	Home Occupation	\$191	\$100
PL 37	Temporary Use Permit (Banners Only)	\$127	\$20

The quality of City services provided in these departments has grown dramatically since October 2005. The City now has full-time staff in the Code Enforcement, Building, and Engineering departments that were not available at the time of the last study. Further, changes to the Building Codes, City Subdivision Standards, and the Zoning Code have changed the levels of service to be provided by City Staff. These are the primary drivers motivating a change to our user fees.

FISCAL IMPACT

The analysis from Capital Accounting Partners aggregated the total number of permits issued in Fiscal Year 15-16. The report then compares what sum of money we should have captured with our existing fees against

what we would have captured with the proposed fees. This analysis shows that the City could have recovered an additional 70% in fees over what was collected. In dollars, this equates to \$118,002. As such, instituting the proposed fees, even with the reductions proposed, is expected to result in at least a 50% increase in cost recovery for services provided by the departments mentioned.

RECOMMENDATION

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEHACHAPI ADJUSTING, EXTENDING, AND ESTABLISHING FEES FOR PLANNING, ENGINEERING, BUILDING, AND POLICE SERVICES.

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Unit Time Assignments	Unit Cost Summary				
			Total Time Assigned per Unit -	Direct Unit Cost	Indirect Unit Allocated Costs	Proposed Total Cost Assigned	Current Fee / Revenue	Unit Surcharge
BUILDING FEES								
BS 1	RESIDENTIAL							
BS 2	Single Family Home (new)							
BS 3	1-1200 SF	New	7.737	\$ 547	\$404	\$950		(\$950)
BS 4	Each additional 500 SF	New	0.25	\$ 18	\$13	\$31		(\$31)
BS 5	Plan check (in-house)	New	5.25	\$ 389	\$288	\$677		(\$677)
BS 6	Single Family Home (addition)							
BS 7	1-200 SF	New	3.087	\$ 219	\$162	\$380		(\$380)
BS 8	Each additional 100 SF up to 1200 SF	New	0.35	\$ 25	\$18	\$43		(\$43)
BS 9	Each additional 100 SF > 1200 SF	New	0.35	\$ 25	\$18	\$43		(\$43)
BS 10	Plan Review SFH Addition	New	1.5	\$ 106	\$78	\$184		(\$184)
BS 11	Single Family Alt. (remodel)							
BS 12	1-200 SF	New	3.337	\$ 235	\$174	\$409		(\$409)
BS 13	Each additional 100 SF up to 1200 SF	New	0.35	\$ 25	\$18	\$43		(\$43)
BS 14	Each additional 100 SF > 1200 SF	New	0.35	\$ 25	\$18	\$43		(\$43)
BS 15	Plan Review SFH remodel	New	1.5	\$ 106	\$78	\$184		(\$184)
BS 17								
BS 18	COMMERCIAL NEW CONSTRUCTION							
BS 19	First 5000 SF	New	13.5	\$ 973	\$719	\$1,691		(\$1,691)
BS 20	Each additional 1000 SF	New	0.83375	\$ 59	\$44	\$102		(\$102)
BS 21	Each additional story over two, add 1 hour inspection time for each story over 2	New	1	\$ 70	\$52	\$123		(\$123)
BS 22								
BS 23	Commercial Shell							
BS 24	First 5000 SF	New	6.23	\$ 440	\$325	\$765		(\$765)
BS 25	Each additional 1000 SF	New	0.83375	\$ 59	\$44	\$102		(\$102)
BS 26	Each additional story over two, add 1 hour inspection time for each story over 2	New	1	\$ 70	\$52	\$123		(\$123)
BS 28								
BS 29	Commercial TI							
BS 30	First 1000 SF	New	4.95	\$ 348	\$257	\$605		(\$605)
BS 31	Each additional 1000 SF	New	0.83375	\$ 59	\$44	\$102		(\$102)
BS 32								
BS 33	OTHER FEES							
BS 34	Door / Windows:							
BS 35	UP to 2 openings	New	1	\$ 70	\$52	\$123		(\$123)
BS 37								
BS 38	Patio Lattice							
BS 39	0-250 SF	New	1	\$ 70	\$52	\$123		(\$123)
BS 40	251 SF and greater	New	0.25	\$ 18	\$13	\$31		(\$31)
BS 41	Plan Review	New	0.6	\$ 43	\$32	\$74		(\$74)
BS 42	Patio Covered							
BS 43	0-250 SF	New	1.25	\$ 88	\$65	\$153		(\$153)
BS 44	251 SF and greater	New	0.25	\$ 18	\$13	\$31		(\$31)
BS 45	Plan Review	New	0.767	\$ 55	\$40	\$95		(\$95)
BS 46	Pools / Spas							
BS 47	Each	New	2.0125	\$ 142	\$105	\$247		(\$247)
BS 48	Plan Review	New	0.5	\$ 35	\$26	\$61		(\$61)

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Unit Time Assignments		Unit Cost Summary			
			Total Time Assigned per Unit -	Direct Unit Cost	Indirect Unit Allocated Costs	Proposed Total Cost Assigned	Current Fee / Revenue	Unit Surcharge
BS 49	Masonry Walls							
BS 50	0-100 LF	New	1.434	\$ 114	\$84	\$198		(\$198)
BS 51	Each additional 25 LF	New	0.25	\$ 18	\$13	\$31		(\$31)
BS 52								
BS 53	Retaining Walls							
BS 54	0-100 LF	New	2.367	\$ 167	\$124	\$290		(\$290)
BS 55	Each additional 25 LF	New	0.25	\$ 18	\$13	\$31		(\$31)
BS 56								
BS 57	Photo Voltaic Solar							
BS 58	Single Family up to 9 KW	New	2	\$ 141	\$104	\$245		(\$245)
BS 59	Single Family each additional KW	New	0.08	\$ 6	\$4	\$10		(\$10)
BS 60	Commercial up to 25 KW	New	3	\$ 211	\$157	\$368		(\$368)
BS 61	Each additional KW	New	0.08	\$ 6	\$4	\$10		(\$10)
BS 62	Plan Review	New	1.5	\$ 106	\$78	\$184		(\$184)
BS 63								
BS 64	GENERAL FEES							
BS 65	Temp Power Pole	New	0.5	\$ 35	\$26	\$61		(\$61)
BS 66	Trash enclosure	New	0.5	\$ 35	\$26	\$61		(\$61)
BS 67	Re-roof	New	1	\$ 70	\$52	\$123		(\$123)
BS 68	Re-roof recover	New	0.75	\$ 53	\$39	\$92		(\$92)
BS 69	Demolition	New	0.5	\$ 35	\$26	\$61		(\$61)
BS 70	Abatement	New	0.5	\$ 35	\$26	\$61		(\$61)
BS 71	Foundations (signs)	New	1.25	\$ 88	\$65	\$153		(\$153)
BS 72	Signs	New	0.75	\$ 53	\$39	\$92		(\$92)
BS 73	Modular homes permanent foundation	New	3.25	\$ 229	\$169	\$398		(\$398)
BS 74	Residential grading >50 yards	New	0.5	\$ 35	\$26	\$61		(\$61)
BS 75	Residential grading - Designer certified	New	0.5	\$ 35	\$26	\$61		(\$61)
BS 77								
BS 78	Mechanical, Electrical, and Plumbing Fees							
BS 79	Residential Electrical Fees							
BS 80	Residential Electrical - simple	New	1.25	\$ 88	\$65	\$153		(\$153)
BS 81	Residential Electrical - complex	New	2.5	\$ 176	\$130	\$306		(\$306)
BS 82								
BS 83	Commercial Electrical Fees							
BS 84	Commercial Electrical - simple	New	1	\$ 70	\$52	\$123		(\$123)
BS 85	Commercial Electrical - complex	New	3.8	\$ 268	\$198	\$466		(\$466)
BS 86								
BS 87	Residential Plumbing Fees							
BS 88	Residential Plumbing - simple	New	1	\$ 70	\$52	\$123		(\$123)
BS 89	Residential Plumbing - complex	New	1.5	\$ 106	\$78	\$184		(\$184)
BS 90								
BS 91	Commercial Plumbing Fees							
BS 92	Commercial Plumbing - simple	New	1	\$ 70	\$52	\$123		(\$123)
BS 93	Commercial Plumbing - complex	New	3.75	\$ 264	\$196	\$460		(\$460)
BS 94								
BS 95	Residential Mechanical Fees							

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit
BS 143	Commercial or multiple family project (greater than 5 acres) (per acre)	Unit
BS 144	Tract map / Parcel map (base)	Per application
BS 145	Tract map / Parcel map (per acre)	Unit
BS 146		
BS 147	Report Review	
BS 148	Hydrology report	Per application
BS 149	Water/Sewer model report	Per application
BS 150		
BS 151	Improvement Plan Check	
BS 152	Residential:	
BS 153	Street improvement plans (base)	Per application
BS 154	Street improvement plans (per sheet)	Unit
BS 155	Sewer system improvement plans (base)	Per application
BS 156	Sewer system improvement plans (per sheet)	Unit
BS 157	Water system improvement plans (base)	Per application
BS 158	Water system improvement plans (per sheet)	Unit
BS 159	Storm drain improvement plans (base)	Per application
BS 160	Storm drain improvement plans (per sheet)	Unit
BS 161	Wall Plans (base)	Per application
BS 162	Wall Plans (per sheet)	Unit
BS 165		
BS 166	Single Site Development	
BS 167	On-Site improvement plans without grading plan (base)	Per application
BS 168	On-Site improvement plans without grading plan (per sheet)	Unit
BS 169	On-Site improvement plans with grading plan (base)	Per application
BS 170	On-Site improvement plans with grading plan (per sheet)	Unit
BS 171	Off-Site improvement plans (base)	Per application
BS 172	Off-Site improvement plans (per sheet)	Unit
BS 175		
BS 176	Other:	
BS 177	Storm water pollution prevention plan & monitoring plan (base)	Per application
BS 178	Storm water pollution prevention plan & monitoring plan (per sheet)	Unit
BS 179	Minor revision to approved plan	Per application
BS 180	Major revision to approved plan	T&M
BS 181		
BS 182	Construction Permit Issuance	Per application
BS 183		
BS 184	Encroachment Permit	
BS 185	Administer application	Per application
BS 186	Asphalt patch: <100 SF or 3 patches	Unit
BS 187	Asphalt patch: >100 SF or 3 patches >200 SF or 5 patches	Unit
BS 188	Asphalt patch: >200 SF or 5 patches	T&M
BS 189		
BS 190	Commercial drive approach	Unit
BS 191	Residential drive approach	Unit
BS 192	Sidewalk: <100 SF	Unit

Unit Time Assignments	Unit Cost Summary				
	Total Time Assigned per Unit -	Direct Unit Cost	Indirect Unit Allocated Costs	Proposed Total Cost Assigned	Current Fee / Revenue
0.65	\$ 62	\$46	\$108	\$ 30.00	(\$78)
6	\$ 609	\$450	\$1,059	\$ 600.00	(\$459)
0.65	\$ 62	\$46	\$108	\$ 30.00	(\$78)
6.5	\$ 917	\$677	\$1,594	\$ 1,200.00	(\$394)
3.5	\$ 476	\$352	\$828	\$ 800.00	(\$28)
5	\$ 515	\$380	\$895	\$ 500.00	(\$395)
3	\$ 289	\$214	\$503	\$ 300.00	(\$203)
5	\$ 515	\$380	\$895	\$ 500.00	(\$395)
3	\$ 289	\$214	\$503	\$ 300.00	(\$203)
3.5	\$ 355	\$262	\$617	\$ 500.00	(\$117)
1.65	\$ 167	\$123	\$290	\$ 300.00	\$10
5	\$ 515	\$380	\$895	\$ 500.00	(\$395)
3	\$ 289	\$214	\$503	\$ 300.00	(\$203)
3.5	\$ 355	\$262	\$617	\$ 500.00	(\$117)
1.65	\$ 167	\$123	\$290	\$ 300.00	\$10
3.25	\$ 318	\$235	\$553	\$ 750.00	\$197
1.1	\$ 101	\$75	\$176	\$ 100.00	(\$76)
4.5	\$ 441	\$326	\$767	\$ 750.00	(\$17)
3.25	\$ 303	\$224	\$527	\$ 300.00	(\$227)
6.5	\$ 674	\$498	\$1,172	\$ 750.00	(\$422)
4.5	\$ 449	\$332	\$781	\$ 300.00	(\$481)
3.5	\$ 355	\$262	\$617	\$ 200.00	(\$417)
1.5	\$ 145	\$107	\$252	\$ 100.00	(\$152)
3	\$ 281	\$208	\$489	\$ 500.00	\$11
1.5	\$ 143	\$106	\$249		(\$249)
1.25	\$ 76	\$56	\$132	\$ 61.50	(\$70)
3.5	\$ 249	\$184	\$433	\$ 111.14	(\$321)
4.5	\$ 320	\$236	\$556	\$ 167.16	(\$388)
4	\$ 284	\$210	\$494	\$ 222.88	(\$271)
2	\$ 142	\$105	\$247	\$ 111.44	(\$136)
2	\$ 142	\$105	\$247	\$ 167.16	(\$80)

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit
PL 15	Grading Permit	Delete
PL 16	Home Occupation	Per application
PL 17	Landscape Plan Review	Delete
PL 18	Lot Line Adjustment/Parcel Map Waiver	Per application
PL 19	Zoning and application confirmation	Per application
PL 20	Reduced Yard Setback - Admin level	Delete
PL 21	Reduced Yard Setback	New
PL 22	Rezoning	Per application
PL 23	Sign Permit - major	Per application
PL 24	Sign Permit - minor	Per application
PL 25	Special Use Permit	Delete
PL 26	Specific Plan (plus consulting fees if any)	Actual Cost
PL 27	Specific Plan Amendment	Per application
PL 28	Tentative Parcel Map	Per application
PL 29	Tentative Subdivision/Tract Map	Per application
PL 30	Tentative Tract Map	Delete
PL 31	Variance - minor	Per application
PL 32	Variance - major	Per application
PL 33	Vesting Tract Map	Per application
PL 34	Reasonable accommodations	New
PL 35	Minor use permit	New
PL 36	Appeal of Decision (Director)	New
PL 37	Temporary use permit (update)	New
PL 38	Shopping cart containment plan	New
PL 39		
PL 40	Special studies as required (traffic, biological, archeological, etc)	Actual consultant cost + 15% admin fee
PL 41	Long range planning & Zoning Code Update surcharge	Potential Surcharge
PL 42		
PL 43	Landscape plan review - minor	New
PL 44	Landscape plan review - major	New
PL 45		
PL 46	Negative Declaration - Minor	New
PL 47	Negative Declaration - Major	New
PL 49		
PL 50	Mural fee	New
PL 51	Outdoor Seating Permit	New
PL 52	Certificate of Appropriateness	New
PL 53	Minor Change by Director (Substantial Conformance)	New
PL 54		

Unit Time Assignments	Unit Cost Summary					
	Total Time Assigned per Unit -	Direct Unit Cost	Indirect Unit Allocated Costs	Proposed Total Cost Assigned	Current Fee / Revenue	Unit Surcharge
					\$ 313.00	\$313
	1.25	\$ 110	\$81	\$191	\$ 95.00	(\$96)
					\$ 713.00	\$713
	1	\$ 73	\$54	\$127	\$ 390.00	\$263
	1.25	\$ 95	\$70	\$165	\$ 61.00	(\$104)
					\$ 1,094.00	\$1,094
	6	\$ 519	\$384	\$903		(\$903)
	25	\$ 2,165	\$1,599	\$3,764	\$ 1,629.00	(\$2,135)
	4.75	\$ 358	\$264	\$622	\$ 469.00	(\$153)
	1.75	\$ 124	\$92	\$216		(\$216)
					\$ 353.00	\$353
					\$ 6,584.00	\$6,584
	33.5	\$ 3,130	\$2,312	\$5,442	\$ 3,326.00	(\$2,116)
	13.5	\$ 1,150	\$849	\$1,999	\$ 2,954.00	\$955
	51	\$ 4,415	\$3,261	\$7,676	\$ 3,360.00	(\$4,316)
					\$ 3,720.00	\$3,720
	4	\$ 351	\$259	\$610	\$ 1,629.00	\$1,019
	12	\$ 971	\$717	\$1,688		(\$1,688)
	70	\$ 6,213	\$4,590	\$10,803	\$ 4,955.00	(\$5,848)
	5.5	\$ 450	\$333	\$783		(\$783)
	3.75	\$ 316	\$233	\$549		(\$549)
	6	\$ 553	\$409	\$962		(\$962)
	1.00	\$ 73	\$54	\$127	\$ 10	(\$117)
	2.25	\$ 159	\$117	\$276		(\$276)
	80.00	\$ 7,377	\$5,467	7.5%	\$ -	(\$0)
	3.00	\$ 225	\$166	\$391		(\$391)
	12.00	\$ 979	\$724	\$1,703		(\$1,703)
	19.00	\$ 1,502	\$1,110	\$2,612	\$ 3,190	\$578
	38.00	\$ 3,300	\$2,438	\$5,738		(\$5,738)
	1.75	\$ 148	\$109	\$257		(\$257)
	2.25	\$ 186	\$138	\$323		(\$323)
	6.00	\$ 521	\$385	\$906		(\$906)
	9.00	\$ 823	\$608	\$1,431		(\$1,431)

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF TEHACHAPI ADJUSTING, EXTENDING,
AND ESTABLISHING FEES FOR PLANNING,
ENGINEERING, BUILDING, AND POLICE SERVICES**

WHEREAS, the City Council of the City of Tehachapi ("City") has considered a report prepared by Capital Accounting Partners, LLC dated November, 2016 (the "Report") which analyzed the city's fees (the "Fees") for planning, engineering, building, and police services in relation to recovery of the city's costs for providing those services; and

WHEREAS, the Report recommended adjustments in the Fees which including reducing and increasing some Fees, deleting certain Fees, and establishing certain new Fees as more particularly described in Exhibit "A" attached hereto and by this reference made a part hereof (the "Updated Fee Schedule"); and

WHEREAS, the Report and all background data referenced in the Report were available for public inspection and review for a period of at least ten (10) days prior to the meeting; and

WHEREAS, there are no written requests from interested persons for mailed notice of the public hearing; and

WHEREAS, the City Council of the City wishes to adopt the Updated Fee Schedule.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of

Tehachapi as follows:

1. That the foregoing recitals are true and correct.
2. That the fees described in Updated Fee Schedule are hereby approved and established and shall be effective from the date hereof.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Tehachapi on _____, 2016 as follows:

AYES: COUNCIL MEMBERS: _____

NOES: COUNCIL MEMBERS: _____

ABSENT: COUNCIL MEMBERS: _____

ABSTAIN: COUNCIL MEMBERS: _____

SUSAN WIGGINS, Mayor of the City
of Tehachapi, California

ATTEST:

TORI MARSH, City Clerk of the City of
Tehachapi, California

EXHIBIT "A"
[Updated Fee Schedule]

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recovered Revenue	Unit Cost Summary					Annual Cost Calculations			
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or Subsidy	Revenue at Full Cost of Services	Projection of Revenues at Current Fee	Annual Surplus (subsidy)
BS 47	Each		1	1	\$ 142	\$105		\$247					
BS 48	Plan Review		1	1	\$ 35	\$26		\$61		(\$247)	\$ 747		(\$247)
BS 49	Masonry Walls									(\$61)	\$ 61		(\$61)
BS 50	0-100 LF		3	3	\$ 134	\$84		\$198		(\$198)	\$ 594		(\$594)
BS 51	Each additional 25 LF		3	3	\$ 18	\$13		\$31		(\$31)	\$ 92		(\$92)
BS 52													
BS 53	Retaining Walls												
BS 54	0-100 LF		2	2	\$ 167	\$123		\$290		(\$290)	\$ 580		(\$580)
BS 55	Each additional 25 LF				\$ 18	\$13		\$31		(\$31)			
BS 56													
BS 57	Photo Voltaic Solar												
BS 58	Single Family up to 9 KW		34	34	\$ 141	\$104		\$245		(\$245)	\$ 8,334		(\$8,334)
BS 59	Single Family each additional KW		2	2	\$ 8	\$4		\$10		(\$10)	\$ 20		(\$20)
BS 60	Commercial up to 25 KW				\$ 211	\$156		\$368		(\$368)			
BS 61	Each additional KW				\$ 6	\$4		\$10		(\$10)			
BS 62	Plan Review				\$ 106	\$78		\$184		(\$184)			
BS 63													
BS 64	GENERAL FEES												
BS 65	Temp Power Pole		3	3	\$ 35	\$26		\$61		(\$61)	\$ 184		(\$184)
BS 66	Trash enclosure				\$ 35	\$26		\$61		(\$61)			
BS 67	Re-roof		40	40	\$ 70	\$52		\$123		(\$123)	\$ 4,903		(\$4,903)
BS 68	Re-roof recover				\$ 53	\$39		\$92		(\$92)			
BS 69	Demolition		1	1	\$ 35	\$26		\$61		(\$61)	\$ 61		(\$61)
BS 70	Abatement				\$ 35	\$26		\$61		(\$61)			
BS 71	Foundations (signs)				\$ 88	\$65		\$153		(\$153)			
BS 72	Signs		12	12	\$ 53	\$39		\$92		(\$92)	\$ 1,103		(\$1,103)
BS 73	Modular homes permanent foundation				\$ 229	\$169		\$398		(\$398)			
BS 74	Residential grading -50 yards				\$ 35	\$26		\$61		(\$61)			
BS 75	Residential grading - Designer certified		9	9	\$ 35	\$26		\$61		(\$61)	\$ 352		(\$352)
BS 76													
BS 77													
BS 78	Mechanical, Electrical, and Plumbing Fee												
BS 79	Residential Electrical Fees												
BS 80	Residential Electrical - simple		12	12	\$ 88	\$65		\$153		(\$153)	\$ 1,838		(\$1,838)
BS 81	Residential Electrical - complex		1	1	\$ 176	\$130		\$306		(\$306)	\$ 306		(\$306)
BS 82													
BS 83	Commercial Electrical Fees												
BS 84	Commercial Electrical - simple		12	12	\$ 70	\$52		\$123		(\$123)	\$ 1,471		(\$1,471)
BS 85	Commercial Electrical - complex		4	4	\$ 268	\$198		\$466		(\$466)	\$ 1,863		(\$1,863)
BS 86													
BS 87	Residential Plumbing Fees												
BS 88	Residential Plumbing - simple		18	18	\$ 70	\$52		\$123		(\$123)	\$ 2,206		(\$2,206)
BS 89	Residential Plumbing - complex		1	1	\$ 106	\$78		\$184		(\$184)	\$ 184		(\$184)
BS 90													
BS 91	Commercial Plumbing Fees												
BS 92	Commercial Plumbing - simple		2	2	\$ 70	\$52		\$123		(\$123)	\$ 245		(\$245)
BS 93	Commercial Plumbing - complex				\$ 264	\$195		\$460		(\$460)			
BS 94													
BS 95	Residential Mechanical Fees												

Capital Accounting Partners

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City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recover id Revenue	Unit Cost Summary						Annual Cost Calculations		
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
BS 96	Residential Mechanical - simple		7	7	\$ 70	\$52		\$123		(\$123)	\$ 858		(\$858)
BS 97	Residential Mechanical - complex		38	38	\$ 106	\$78		\$184		(\$184)	\$ 6,986		(\$6,986)
BS 98													
BS 99	Commercial Mechanical Fees												
BS 100	Commercial Mechanical - simple		2	2	\$ 70	\$52		\$123		(\$123)	\$ 245		(\$245)
BS 101	Commercial Mechanical - complex		2	2	\$ 176	\$130		\$306		(\$306)	\$ 613		(\$613)
BS 102													
BS 103	Miscellaneous Fees												
BS 104	Permit Processing Issuance Fee				\$ 35	\$26		\$61		(\$61)			
BS 105	Reinspection Fees (half hour increments)				\$ 35	\$26		\$61		(\$61)			
BS 106	Qualification fee		11	11	\$ 70	\$52		\$123		(\$123)	\$ 1,548		(\$1,548)
BS 107	Code compliance inspection fee				\$ 106	\$78		\$184		(\$184)			
BS 108	Unreasonable Hardship Waiver (ADA)				\$ 70	\$52		\$123		(\$123)			
BS 109	Permit re-issuance fee		5	5	\$ 35	\$26		\$61		(\$61)	\$ 306		(\$306)
BS 110	Substandard release fee	Actual cost			\$ 35	\$26		\$61		(\$61)			
BS 111	Fees not listed in this fee schedule will be at the applicable PHR	Actual cost											
BS 112													
BS 113		Actual Cost											
BS 114	Technology Surcharge (permit system maintenance, digital document scanning & storage, etc)												
BS 115	Outside plan check fees, (at consultant cost plus 15%)	Actual cost plus 15%					6%	6%		6%	\$ 4,000		(\$4,000)
BS 116													
BS 117													
BS 118													
BS 119													
BS 120	ENGINEERING FEES												
BS 121	LDC Review (assistance with generating conditions of approval)												
BS 122	Mapping												
BS 123	Lot line adjustment		1	1	\$ 549	\$406		\$955	\$ 700.00	(\$255)	\$ 955	\$700	(\$255)
BS 124	Parcel map waiver				\$ 549	\$406		\$955	\$ 700.00	(\$255)			
BS 125	Parcel merger				\$ 549	\$406		\$955	\$ 700.00	(\$255)			
BS 126	Tentative parcel map				\$ 623	\$460		\$1,083	\$ 1,300.00	\$217			
BS 127	Revised tentative parcel map				\$ 294	\$217		\$511	\$ 700.00	\$189			
BS 128	Tentative tract				\$ 1,064	\$786		\$1,850	\$ 1,600.00	(\$250)			
BS 129	Revised tentative tract				\$ 549	\$406		\$955	\$ 1,000.00	\$45			
BS 130	Easement document review (legal description and plat map)				\$ 476	\$352		\$828	\$ 500.00	(\$328)			
BS 131	Easement dedication to City (take easement to City Council for Acceptance) - Additional to above item if required				\$ 441	\$326		\$767		(\$767)			
BS 132	Certificate of correction/final map amendment (administrative fee)				\$ 588	\$434		\$1,022	\$ 350.00	(\$672)			
BS 133													
BS 134	Subdivision of Land												
BS 135	Final parcel map check (base)				\$ 674	\$498		\$1,173	\$ 900.00	(\$273)			

Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recovered Revenue	Unit Cost Summary						Annual Cost Calculations		
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
BS 177	Storm water pollution prevention plan & monitoring plan (base)		3	3	\$ 355	\$262		\$617	\$ 300.00	(\$417)	\$ 1,850	\$600	(\$1,250)
BS 178	Storm water pollution prevention plan & monitoring plan (per sheet)		3	3	\$ 145	\$107		\$252	\$ 100.00	(\$152)	\$ 755	\$300	(\$455)
BS 179	Minor revision to approved plan				\$ 281	\$208		\$489	\$ 500.00	\$11			
BS 180	Major revision to approved plan	T&M											
BS 181													
BS 182	Construction Permit Issuance				\$ 143	\$106		\$249		(\$249)			
BS 183													
BS 184	Encroachment Permit												
BS 185	Administer application		41	30	\$ 76	\$56		\$132	\$ 61.50	(\$70)	\$ 3,956	\$1,845	(\$2,109)
BS 186	Asphalt patch: <100 SF or 3 patches		2	2	\$ 249	\$184		\$432	\$ 111.14	(\$321)	\$ 865	\$222	(\$643)
BS 187	Asphalt patch: >100 SF or 3 patches ->200 SF or 5 patches				\$ 320	\$236		\$556	\$ 167.16	(\$389)			
BS 188	Asphalt patch: >200 SF or 5 patches	T&M											
BS 189													
BS 190	Commercial drive approach				\$ 284	\$210		\$494	\$ 222.88	(\$271)			
BS 191	Residential drive approach		3	3	\$ 142	\$105		\$247	\$ 111.84	(\$136)	\$ 741	\$334	(\$407)
BS 192	Sidewalk: < 100 SF		6	6	\$ 142	\$105		\$247	\$ 167.16	(\$80)	\$ 1,482	\$1,005	(\$479)
BS 193	Sidewalk: 100 SF >200 SF				\$ 320	\$236		\$556	\$ 334.32	(\$221)			
BS 194	Sidewalk: >200 SF	T&M											
BS 195													
BS 196	Trenching/Utility work: ~50 ft. of trench or 3 potholes				\$ 213	\$157		\$371	\$ 222.88	(\$148)			
BS 197	Trenching/Utility work: 50 ft. of trench or 3 potholes > 100 ft. of trench or 5 potholes				\$ 320	\$236		\$556	\$ 334.32	(\$221)			
BS 198	Trenching/Utility work: > 100 ft. of trench or 5 potholes	T&M											
BS 199													
BS 200	Curb and gutter: < 20 ft		1	1	\$ 269	\$184		\$452	\$ 167.16	(\$285)	\$ 432	\$167	(\$265)
BS 201	Curb and gutter: 20 ft. > 40 ft				\$ 355	\$262		\$618	\$ 334.32	(\$283)			
BS 202	Curb and gutter: > 40 ft	T&M											
BS 203													
BS 204	ADA handicap ramp				\$ 213	\$157		\$371	\$ 222.88	(\$148)			
BS 205													
BS 206	Traffic Control												
BS 207	Traffic control scope												
BS 208	Temporary control for day work		4	4	\$ 38	\$13		\$51		(\$33)	\$ 124		(\$124)
BS 209	Temporary lane closure for day work		6	6	\$ 57	\$42		\$99		(\$99)	\$ 593		(\$593)
BS 210	Overnight lane closure for work				\$ 107	\$79		\$185		(\$185)			
BS 211													
BS 212													
BS 213	Materials Testing												
BS 214	Soil proctor for max density - ASTM D1557 - Consultant cost plus 10% for admin	From consultant	1	1				\$ 125.00		\$125		\$125	\$125
BS 215	Aggregate base proctor for max density ASTM D1557 - Consultant cost plus 10% for admin	From consultant						\$ 155.00					
BS 218	Compaction testing - ASTM D1556 - Consultant cost plus 10% for admin	From consultant	6	6									

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recovered Revenue	Unit Cost Summary						Annual Cost Calculations		
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
BS 217	Concrete sample - ASTM C31 & C39 - Consultant cost plus 10% for admin	From consultant							\$ 80.00	\$80			
BS 218	Asphalt in-place density - ASTM D2950 - Consultant cost plus 10% for admin	From consultant											
BS 219	Testing report preparation - Consultant cost plus 10% for admin	From consultant							\$ 115.00	\$115			
PLANNING FEES													
PL 1	Annexation Processing	Actual cost plus State or LAFCO Fees			\$ 3,125	\$1,308		\$5,433	\$ 1,975.00	\$542			
PL 2	Appeal of Decision (Planning Commission)	Per application			\$ 1,568	\$1,158		\$2,726	\$ 1,561.00	(\$1,165)	\$ -		
PL 3	Architectural Design Review	Per application			\$ 665	\$491		\$1,156	\$ 2,378.00	\$1,322	\$ -		
PL 4	Change in use	Per application			\$ 517	\$582		\$899	\$ 1,705.00	\$866	\$ -		
PL 5	Remodel	Per application			\$ 3,089	\$2,282		\$5,371	\$ 2,378.00	(\$2,993)	\$ -		
PL 6	Multi-Family Residential	Per application			\$ 3,089	\$2,282		\$5,371	\$ 2,378.00	(\$2,993)	\$ 10,742	\$4,756	(\$4,986)
PL 7	Commercial Development	Per application	2	2	\$ 3,089	\$2,282		\$5,371	\$ 2,378.00	(\$2,993)	\$ -		
PL 8	Industrial Development	Per application	2	2	\$ 2,785	\$2,058		\$4,843	\$ 2,378.00	(\$2,465)	\$ 9,686	\$4,756	(\$4,930)
PL 9	Categorical Exemption	Per application	8	8	\$ 146	\$108		\$254	\$ 211.00	(\$43)	\$ 2,030	\$1,688	(\$342)
PL 10	Conditional Use Permit	Per application	1	1	\$ 1,183	\$857		\$1,971	\$ 1,705.00	(\$206)	\$ 1,971	\$1,765	(\$206)
PL 11	Environmental Impact Report	Actual cost	1	1	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PL 12	Final Map	Per application			\$ 368	\$273		\$642	\$ 3,090.00	\$2,448	\$ -		
PL 14	General Plan Amendment	Actual Cost			\$ 2,072	\$1,511		\$4,603	\$ 1,629.00	(\$1,974)	\$ -		
PL 15	Grading Permit	Delete			\$ -	\$ -		\$ -	\$ 313.00	\$313	\$ -		
PL 16	Home Occupation	Per application	17	17	\$ 130	\$81		\$199	\$ 95.00	(\$96)	\$ 3,245	\$1,615	(\$1,630)
PL 17	Landscape Plan Review	Delete			\$ -	\$ -		\$ -	\$ 713.00	\$713	\$ -		
PL 18	Lot Line Adjustment/Parcel Map Waiver	Per application	1	1	\$ 73	\$54		\$127	\$ 990.00	\$263	\$ 145	\$446	\$301
PL 19	Zoning and application confirmation	Per application	5	5	\$ 95	\$70		\$165	\$ 61.00	(\$204)	\$ 755	\$279	(\$476)
PL 20	Reduced Yard Setback - Admin level	Delete			\$ -	\$ -		\$ -	\$ 1,094.00	\$1,094	\$ -		
PL 21	Reduced Yard Setback	New			\$ 519	\$384		\$903	\$ -	(\$903)	\$ -		
PL 22	Rezoning	Per application			\$ 2,165	\$1,399		\$3,764	\$ 1,629.00	(\$2,135)	\$ -		
PL 23	Sign Permit - major	Per application	3	3	\$ 358	\$264		\$622	\$ 460.00	(\$158)	\$ 1,866	\$1,407	(\$459)

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recover ed Revenue	Unit Cost Summary						Annual Cost Calculations			
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (Subsidy)	
PL 24	Sign Permit - minor	Per application	21	21	\$ 124	\$92		\$216				\$ 4,527		
PL 25	Special Use Permit	Delete			\$ -				\$ 353.00	(\$236)	\$ -			(\$4,527)
PL 26	Specific Plan (plus consulting fees if any)	Actual Cost			\$ -				\$ 6,584.00	\$6,584	\$ -			
PL 27	Specific Plan Amendment	Per application			\$ 3,130	\$2,912		\$5,443	\$ 3,126.00	(\$2,117)	\$ -			
PL 28	Tentative Parcel Map	Per application			\$ 1,150	\$849		\$1,999	\$ 2,954.00	\$955	\$ -			
PL 29	Tentative Subdivision/Tract Map	Per application			\$ 4,415	\$3,261		\$7,676	\$ 5,980.00	(\$4,314)	\$ -			
PL 30	Tentative Tract Map	Delete			\$ -				\$ 3,720.00	\$3,720	\$ -			
PL 31	Variance - minor	Per application			\$ 351	\$259		\$611	\$ 1,629.00	\$1,018	\$ -			
PL 32	Variance - major	Per application			\$ 973	\$717		\$1,688		(\$1,688)	\$ -			
PL 33	Vesting Tract Map	Per application			\$ 6,233	\$4,590		\$10,803	\$ 4,955.00	(\$1,603)	\$ -			
PL 34	Reasonable accommodations	New			\$ 450	\$333		\$783		(\$783)	\$ -			
PL 35	Minor use permit	New	1	1	\$ 316	\$233		\$549		(\$549)	\$ 549			(\$549)
PL 36	Appeal of Decision (Director)	New			\$ 553	\$409		\$962		(\$962)	\$ -			
PL 37	Temporary use permit (update)	New	11	11	\$ 73	\$54		\$127	\$ 20	(\$127)	\$ 1,396	\$110		(\$1,386)
PL 38	Shopping cart containment plan	New	10	10	\$ 159	\$117		\$276		(\$276)	\$ 2,764			(\$2,764)
PL 39					\$ -						\$ -			
PL 40	Special studies as required (traffic, biological, archeological, etc)	Actual consultant cost + 15% admin fee			\$ -						\$ -			
PL 41	Long range planning & zoning Code Update surcharge	Potential Surcharge/ Bldg Fees	1	1	\$ 7,377	\$5,450		7.8%		(\$0)	\$ 0			(\$0)
PL 42					\$ -						\$ -			
PL 43	Landscape plan review - minor	New	8	7	\$ 225	\$166		\$391		(\$391)	\$ 2,737			(\$2,737)
PL 44	Landscape plan review - major	New			\$ 979	\$724		\$1,703		(\$1,703)	\$ -			
PL 45					\$ -						\$ -			
PL 46	Negative Declaration - Minor	New	2	2	\$ 1,502	\$1,110		\$2,612	\$ 3,190	\$578	\$ 5,224	\$6,380		\$1,156
PL 47	Negative Declaration - Major	New			\$ 3,300	\$2,438		\$5,738		(\$5,738)	\$ -			
PL 48					\$ -						\$ -			
PL 49					\$ -						\$ -			
PL 50	Mural fee	New			\$ 148	\$109		\$257		(\$257)	\$ -			
PL 51	Outdoor Seating Permit	New			\$ 186	\$137		\$323		(\$323)	\$ -			
PL 52	Certificate of Appropriateness	New			\$ 521	\$385		\$906		(\$906)	\$ -			
PL 53	Minor Change by Director (Substantial Conformance)	New			\$ 823	\$608		\$1,430		(\$1,430)	\$ -			
PL 54					\$ -						\$ -			
PL 55	Productive Hourly Rates by Position													
PL 56	CD Director				\$ 147	\$109		\$256		(\$256)	\$ -			
PL 57	Assist City Engineer				\$ 86	\$64		\$150		(\$150)	\$ -			
PL 58	Engineering Aid				\$ 71	\$52		\$124		(\$124)	\$ -			
PL 59	Office Assistant				\$ 58	\$9		\$67		(\$67)	\$ -			

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recovered Revenue	UNIT Cost Summary						Annual Cost Calculations		
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
PL 60	Building Inspector				\$ 70	\$11		\$82		(\$82)	\$ -		
PL 61	Counter/Admin				\$ 70	\$11		\$81		(\$81)	\$ -		
PL 62	Planner				\$ 76	\$12		\$88		(\$88)	\$ -		
PL 63					\$ -						\$ -		

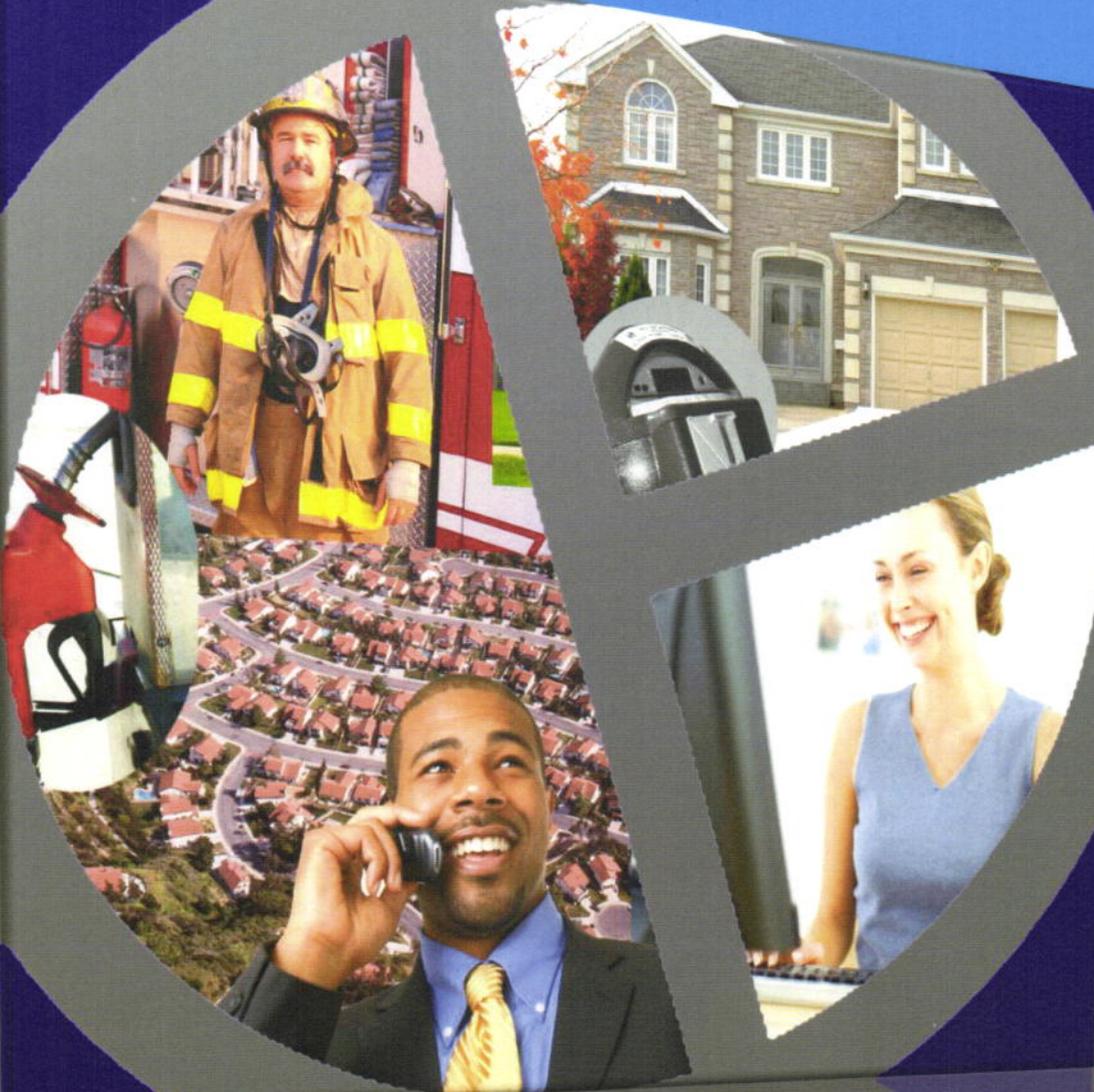
Annual Revenue Impacts		
Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
\$ 169,316	\$ 75,420	(93,896)



Service #	Fee Name	Actual Work Volume	Unit Cost Summary					Annual Cost Calculations		
			Direct Unit Cost	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
Police Fees										
False Alarm Response (per quarter)										
	1st Response	479	\$ 45		\$70		(\$70)	\$ -		
	2nd Response		\$ 45		\$70		(\$70)	\$ -		
	3rd Response		\$ 45		\$70		(\$70)	\$ -		
	4th Response		\$ 45		\$70		(\$70)	\$ -		
	Each additional response		\$ 45		\$70		(\$70)	\$ -		
	Background check clearance letter	10	\$ 30		\$47		(\$47)	\$ 471		(\$471)
	Accident report	250	\$ 17		\$27	\$ 7.00	(\$20)	\$ 6,728	\$1,750	(\$4,978)
	Crime report	40	\$ 13		\$20	\$ 7.00	(\$13)	\$ 799	\$280	(\$519)
	Vehicle release	40	\$ 62		\$96	\$ 100.00	\$4	\$ 3,853	\$4,000	\$147
	Repossession vehicle release	5	\$ 13	15	\$35	\$ 15.00	(\$70)	\$ 175	\$75	(\$100)
	Color photos		\$ 9		\$13	\$ 0.45	(\$13)	\$ -		
	Digital photo (with CD)	1	\$ 9	\$ 1.00	\$14	\$ 10.00	(\$4)	\$ 14	\$10	(\$4)
	Public records		\$ -	\$ 0.30	\$0.30	\$ 0.30		\$ -		
	Live scan (plus DOJ fee)	80	\$ 29		\$45	\$ 20.00	(\$25)	\$ 3,573	\$1,600	(\$1,973)
	Ticket sign off	375	\$ 17		\$26		(\$26)	\$ 9,755		(\$9,755)
	VIN verification	150	\$ 23		\$35		(\$35)	\$ 5,260		(\$5,260)
	Incident report	75	\$ 9		\$13		(\$13)	\$ 1,000		(\$1,000)
	Subpoena Decus Tecum		\$ 52		\$80	\$ 35.00	(\$45)	\$ -		
			\$ -					\$ -		
Code Enforcement										
	Inspections to verify compliance	480	\$ 53		\$82	\$ 75.00	(\$7)	\$ 39,532	\$36,000	(\$3,532)
	Inspections on substandard properties	240	\$ 53		\$82	\$ 125.00	\$43	\$ 19,766	\$30,000	\$10,234
	Abatement of inoperative vehicles		\$ 212		\$329	\$ 200.00	(\$129)	\$ -		
	Inspection or abatement warrant	7	\$ 425		\$659	\$ 350.00	(\$309)	\$ 4,744	\$2,520	(\$2,224)
	Filing of misdemeanor complaint	12	\$ 159		\$247	\$ 350.00	\$103	\$ 2,965	\$4,200	\$1,235
	Filing of substandard declaration	2	\$ 159		\$247	\$ 350.00	\$103	\$ 593	\$840	\$247
	Termination of substandard declaration		\$ 159		\$247	\$ 150.00	(\$97)	\$ -		
	Filing of lien assessment		\$ 319		\$494	\$ 350.00	(\$144)	\$ -		
	Assessors of property records search	240	\$ 9	45	\$59	\$ 45.00	(\$14)	\$ 14,101	\$10,800	(\$3,301)
	Small claims filing		\$ 266		\$412	\$ 200.00	(\$212)	\$ -		
	Investigative case photographs	480	\$ 5	1	\$8	\$ 2.00	(\$6)	\$ 3,840	\$960	(\$2,880)
			\$ -					\$ -		

Annual Revenue Impacts		
Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
\$ 117,160	\$ 82,030	\$ 35,130

The City of Tehachapi: User Fee Study Report



Capital Accounting Partners, LLC
November 2016

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INTRODUCTION AND SCOPE

As part of its effort to manage its financial resources wisely, the City of Tehachapi engaged Capital Accounting Partners in 2015 to prepare a detailed cost analysis of its user fees. The City's objectives for the study were to ensure that the City is fully accounting for all of its costs and recovering adequate revenues to reimburse the City for its expenses. The scope included two independent but related projects:

1. Preparation of an indirect cost allocation plan; and
2. Preparation of a comprehensive user fee study that incorporated the results of the indirect cost allocation plan.

INDIRECT COST ALLOCATION PLAN

The indirect cost allocation plan uses a formal allocation methodology to drive overhead costs to each supported department or division. This methodology has been designed by the Federal Office of Management and Budget and is used by most States, Counties, and Cities. The report for this portion of the project has been provided under separate cover.

COMPREHENSIVE USER FEE STUDY

The scope of this portion of the project included the following:

- Reviewing the City's current fee schedules;
- Calculating the total cost of fee generating services;
- Analyzing cost recovery levels for fee generating services;
- Developing costing models that reflect the most updated organizational structure;
- Reviewing the results with staff;
- Surveying other cities;
- Developing a fee schedule that fully accounts for the range of services that the City provides; and
- Providing recommendations or methodologies on how to adjust fees annually.

The process used for collecting and analyzing the data required active participation by the City's management and staff. We want to take this opportunity to recognize their participation, time, and effort to collect the data and discuss the analysis, results, and recommendations.

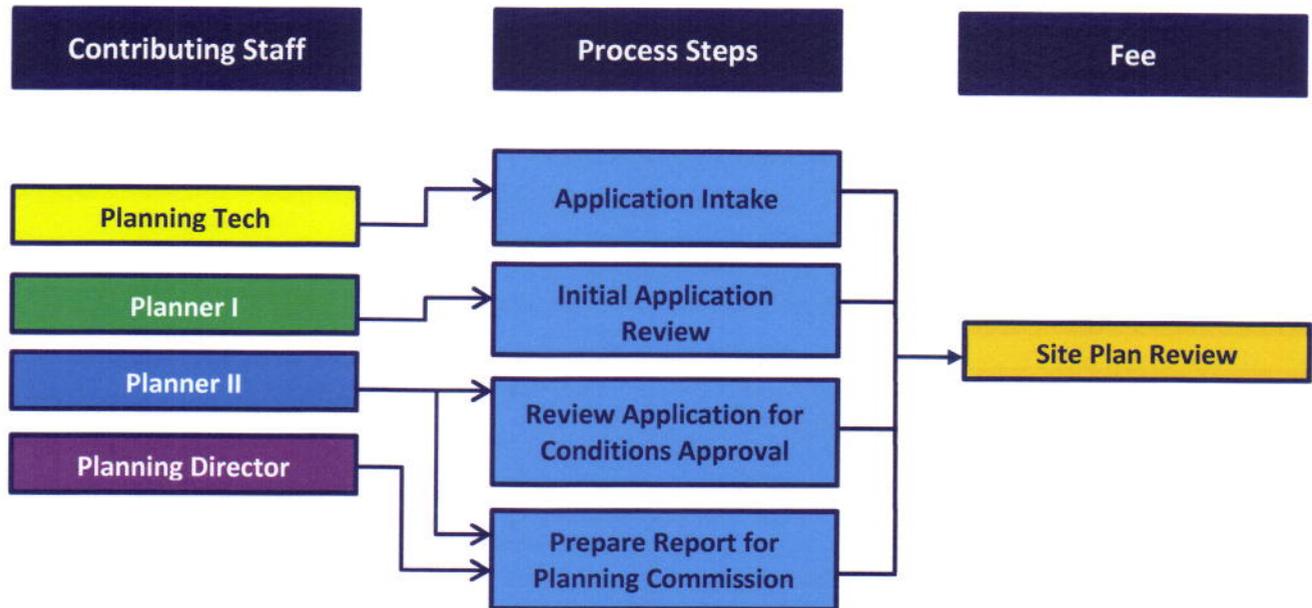
SUMMARY OF COSTING METHODOLOGIES

DRIVER BASED COSTING MODELS

At the core of our costing models is a detailed analysis of the activities required to provide each service or fee. We do this by developing driver based costing models. These models are a detailed and robust method of calculating the cost of a specific service. It is based on the principles of activity based costing

so it seeks to understand cost at an operational level. This means it relies on understanding the time staff invests in core business processes to provide fee and non-fee services. This provides the ability to understand staff time and cost as each staff position participates in providing fee services. Graphically, the following figure illustrates this methodology.

Hypothetical Illustration of a Driver Based Costing Model



Step 1: Collect Data – This first step involves discussions with staff to identify those positions within each department that provide and support direct services. It also involves collecting departmental budget and expenditure data, identifying the salary and benefits for each position, and identifying non-personnel expenditures, as well as any departmental and City wide overhead. Specifically, the steps involve the following:

- **Identifying staff positions** – This includes identifying both position titles and names.
- **Calculating the number of productive hours** – For each position, vacation time, sick leave, paid holidays, professional development (training), routine staff meetings, and daily work breaks are deducted from the standard 2,080 annual hours. The result is a range of hours available for each position on an annual basis. This range is typically 1,400 to 1,600 hours. Factors that influence this range are length of service with the jurisdiction and local policies for holiday and personal leave time.
- **Identifying and allocating non-personnel costs** – Costs for materials and supplies are allocated to the salary and benefits for each position.

- **Assigning any other expenses that are budgeted in other areas** – There are often expenses that should be included with the total cost of services. Examples of such costs might include amortized capital expenses for vehicles and technology.
- **Identifying core business processes or activities** – This step also involves discussions with staff to understand, at an operational level, the work of the operating unit. Core business processes used to provide services are identified and then defined by the tasks that are involved. Processes are also organized by direct and indirect categories:
- **Direct processes and activities** – Those processes that directly contribute to the processing of an application or permit are first identified. Examples of a direct activity are electrical building inspection, application intake, and pre-application review.
- **Indirect processes and activities** – Those processes that support, but do not directly apply to the processing of a specific application or permit. An example of an indirect activity is customer service. This is typically staff time working a permit counter. Most jurisdictions highly value customer service, but it is difficult to assign a specific cost or unit of time to an individual service. Therefore, we allocate the cost of these support services on a prorated formula.

Step 2: Building cost structures – This second step involves significant interaction with staff and the development of time estimates for both direct and indirect processes in each department. Specifically, this step is at the core of the analysis. There are three processes that comprise this step:

- **Gathering time estimates for direct processes** – By interviewing staff in individual and group meetings, an estimate of time was assigned to each service by the process that is indicated. For example, in processing planning fees the following specific steps are involved in the processing of these fees:
 - Land use application intake;
 - Application completion review; and
 - Draft report and list of conditions for approval.

In this analysis, staff time is estimated and assigned to each step. The sum of all the process steps is the total time that is required to provide that specific service.

- **Assigning indirect and annual process time** – An annual time estimate is gathered from staff for those indirect or support processes in which they are involved. Some of these costs are assigned to the direct cost of a service on an allocated basis. Some might not be assigned at all. For example, Code Enforcement is often located in the Community Development Department. Sometimes it is located in the Building & Safety Department. Wherever it is located organizationally, we will calculate the cost. Then we have a discussion about how costs are going to be recovered – if at all. Some cities want to recover the cost through fees, some do not.
- **Calculating fully loaded hourly rates and the cost of service** – Once the total time for each direct and indirect service is estimated, the cost of service is calculated by using the fully loaded hourly rates for each staff member or position that is involved with the service. The fully loaded hourly rate for each employee is based on the employee's salary and benefit costs plus a share of non-personnel and City overhead costs divided by the employee's available work hours (i.e. 2,080 hours minus all leave hours). Thus, the direct and indirect cost by activity also includes departmental and citywide overhead as well as non-labor costs.

- **Gathering activity or volume data** – A critical element in the analysis is the number of times a given service is provided on an annual basis. This is critical data for three reasons:
 - It allows a calculated projection of current revenue based on current prices. This is compared with actual revenue to confirm a reasonable match.
 - It allows for a calculated projection of revenue at full cost. This is compared to actual expenditures to see if there is a reasonable match.
 - It allows for a calculation of total hours consumed. Hours consumed must closely match actual hours available.

If any of the three calculations do not approximate actual numbers, then time estimates and/or volume data need to be re-evaluated. These are critical quality checks for costing accuracy.

Step 3: Calculating the full cost of services – This third step calculates the full cost of service for each direct service in a department. In the previous step, the cost of service was calculated for each direct and indirect service. In this step, the cost layers are brought together to establish the full cost of service for a specific direct service, program, or activity. As previously mentioned the cost of each direct service is calculated. To determine the full cost of service, the cost of indirect services is allocated to each direct service. The indirect services costs are allocated to each direct service based on each direct services proportion of labor spent processing each permit and application. By summing the direct and allocated indirect costs and multiplying that by the activity data, a total cost of service is calculated for both an individual service and the operating unit as a whole.

The following figure illustrates an example of these calculations. This same process was used for calculating the cost of all fee related services.

Hypothetical Illustration of an Individual Fee Analysis

Hypothetical Example Illustrating Detail and Structure of Cost Analysis						
Application or Fee Type		Assigning Staff Cost and Time				
Site Plan Review		Community Development Director	Planning Manager	Associate Planner	Planning Tech	Totals
Assigning Time by Activity (example only)	Pre-submittal meeting		0.5	0.5		1
	Application intake		0.25	0.25	0.5	1
	Application review	0.5	4	8		12.5
	Public hearing	0.33	1.5	2	2.5	6.33
	Post entitlement		1	1	0.5	2.5
Total Time Assigned by Position		0.83	7.25	11.75	3.5	23.33
Direct Plus Indirect Costs	Calculated Fully Loaded Hourly Rate	\$ 203.67	\$ 183.96	\$ 152.38	\$ 128.66	
	Total Direct Cost By Position	\$ 169.05	\$ 1,333.71	\$ 1,790.47	\$ 450.31	\$ 3,743.53
	Total Allocated Support and Overhead Costs Assigned					\$ 785.00
Total Cost Assigned						\$ 4,528.53

Step 4: Set cost recovery policy – Once the full cost of service is calculated for each direct service in a department, the cost of service for that direct service is then compared to the revenue generated by the fee charged for the service. This cost recovery analysis identifies the cost recovery level for that direct

service. Depending on City policies and other considerations, the level of cost recovery is a decision that should be made for each type or group of direct services. For example, the City might want to recover the full cost for building related permits, but might only want to recover 80% for planning permits. This is a local decision based on local values, existing policy, and practices.

Step 5: Set fees

Based on any new, existing, or revised cost recovery policies, the recommended fees can be established. The recommended fees will be established based on City staff recommendations and Council discussion in the future. The fee analyses in this report are based on full cost recovery.

SUMMARY OF RESULTS

SUMMARY OF RESULTS

The results are based on the budget and analysis from late 2015. However, we worked with Development Services leadership to update the model for Building, Planning, and Engineering. This update reflects the latest in organizational structure, work load, and labor costs.

In general, our results show opportunities for additional cost recovery. Given that this is the first formal review of fees in many years, we would expect this. However, the opportunities are less than we see with many of our clients. As our economy is recovering from the recent recession we are finding that cities postponed, delayed, or outright rejected any adjustment to their user fees during the period of economic difficulty. For many communities this now means radical increases in fees. However, for the City of Tehachapi we do not see the requirement for radical increases that many communities are struggling with.

DEVELOPMENT SERVICES – BUILDING, PLANNING, ENGINEERING

On balance, these work groups are recovering approximately 44.5 percent of total cost. This calculation is based on actual revenues generated from these work groups in fiscal year 15-16 and labor data for fiscal year 16-17. Typical of many California cities, building plan check and inspection services are generating the highest level of cost recovery.

Work unit	Revenue at Full Cost of Services	Projection of Revenues at Current Fees (Based on Actuals)	Annual Surplus (subsidy)
Building	\$ 98,238	\$ 52,072	(46,166)
Engineering	\$ 23,442	\$ 9,165	(14,277)
Planning	\$ 47,636	\$ 14,183	(33,453)
Totals	\$ 169,316	\$ 75,420	(\$93,896)

Note: Revenue projects are based on actual FY 15-16 data

POLICE AND CODE ENFORCEMENT FEES

Police and Code Enforcement fees shows a revenue shortfall of \$24,133 as the following graphic illustrates. The majority of the shortfall comes from Police fees as Code Enforcement is recovering cost at appropriate levels.

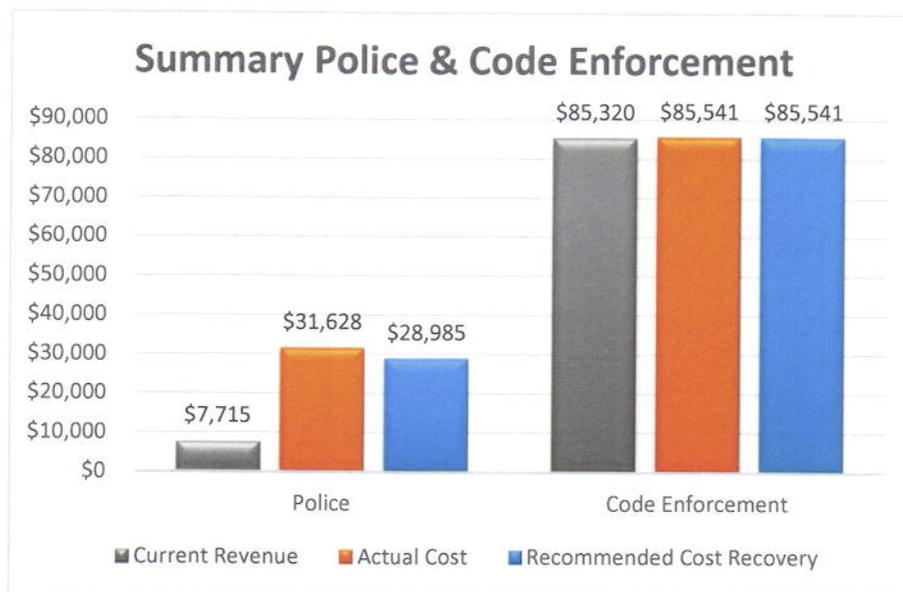


In discussions with staff, they are recommending full cost recovery for all Police fees but three. They are noted below along with the details and impact they will make.

Service Recommended for Subsidy	Full Cost	Recommended Fee level	Annual revenue Impact
Background clearance letter	\$47	\$20	(\$271)
Crime Reports	\$20	\$10	(\$398)
Live Scan	\$45	\$20	(\$1973)

These recommendations will have a net impact on revenues of \$2,643.

The following graphic separates Police and Code Enforcement and illustrates cost recovery levels for each group.



By adopting fees at full cost, all but \$2,643 can be recovered.

A detailed summary of Police and Code Enforcement fees is available in the appendix.

WHY FEES ARE LESS THAN FULL COST

Frequently, in preparing cost of service studies we are asked “why are our current fees so low relative to our cost”. The answers are fairly standard and we see them in this project as well:

- 1) **The regulatory environment has changed.** Over a 3-5 year period regulations in Building, Planning, and Engineering (for example) can change dramatically. An inspection that use to take 15 minutes now takes 30. A planning application that use to require 5 hours and could be approved administratively now requires 10 hours and a recommendation from the Planning Commission. By initiating this user fee study, the City is addressing adjustments in costs due to changing regulations.
- 2) **Failure to fully account for overhead.** We frequently find cities that do not have an indirect cost allocation plan or a poorly designed one. Thus an appropriate allocation of citywide overhead costs are missing from the fee structure. By preparing an indirect cost allocation plan the City of Tehachapi has addressed this issue.
- 3) **Fees are not updated regularly.** If fees are not updated on a regular basis and/or not fully analyzed every 3-5 years the result is often prices that need to be adjusted significantly. Frequently, we find that fees might not be fully analyzed for 10-15 years. Couple this with the lack of an indirect cost allocation plan and the difference between current cost recovery and full cost recovery can be significant. It is our recommendation that fees be adjusted annually and then fully analyzed every 3-5 years.

However, it is our observation that the current fees we calculated are far closer to full cost recovery than many jurisdictions.

LONG RANGE PLANNING

Long range planning is a required function of all California cities and counties. However, there are no rules on how to pay for it. For many cities it has become an obligation of the General Fund. However, for many cities and counties it is at least partially paid for out of current planning, building and even private development engineering fees. After observing several cities and counties that have struggled to pay for this important function, our bias is that a dedicated fund and a dedicated funding source needs to be established to pay for all or a portion of the cost. We have witnessed libraries that have had to be shut down as an emergency measure to pay for a general plan update. We have witnessed developers who stop development because of the lack of certainty in acceptance of their projects.

Calculating the long-term cost of this function can be challenging. Consultants are frequently hired for various stages of the plan. Staff will spend significant time updating the plan and codes in some years but in other years they will spend less time. However, we strongly recommend at least estimating the cost and setting up a dedicated funding source.

By working with staff and estimating the time they are spending on this function, we calculated a current annual cost of \$12,844. In our view, this cost can be recovered in several ways. However, the most common way is to establish a surcharge on Building permits. This would require a surcharge of 14% on each Building permit. However, this cost could also be spread across all development activities such as Engineering and Planning applications and permits. In this case, each Building, Engineering, and Planning permit or application would require an 8% surcharge.

Other options that we have observed other California cities use include:

- A set cost per SF of building new construction (\$.50/SF of new construction, for example); and
- A flat rate for all new residential homes constructed (\$100 per home, for example).

COMPARISON STUDY

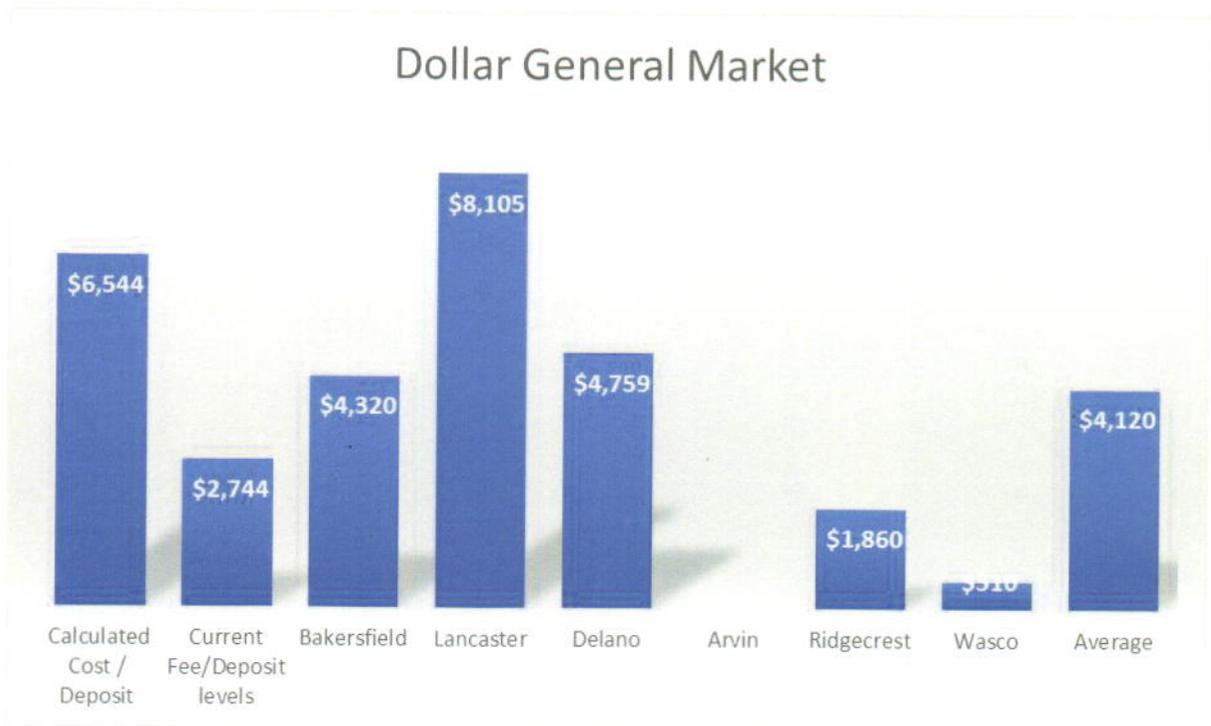
As part of this project we did a comparison of current fees and fees at full cost recovery against six benchmark cities:

- Bakersfield;
- Lancaster;
- Delano;
- Arvin;
- Ridgecrest; and
- Wasco

As these studies usually reveal, making reasonable comparisons of fees can be challenging. We caution the reader – these studies can be misleading. There are several reasons for this:

- 1) The analysis compares full cost recovery against another city's price. If the price is not based on full cost then the comparison is difficult at best.
- 2) Comparing services with the same name can be challenging. Cities will often bundle similar services while others will separate them.
- 3) There are also a wide variety of ways cities will calculate a fee. Each methodology can yield very different results. The ways a fee may be calculated include:
 - a. Building fees that are based on an independent valuation of the project;
 - b. Fees that are based on a cost per square foot (SF).
 - c. Fees that are based on a cost per square foot (SF) but further segmented by building type and fire rating.
 - d. Fees that are based on a multiplier such as cubic yards, lineal feet, or square feet.
 - e. Fees that are based on a percentage of an engineer's cost estimate.
 - f. Fees that are based on the actual construction cost.
 - g. Fees can be based on simple hourly rates.
 - h. Fees that are based solely on what an individual staff person may estimate the project will require.
- 4) If a city has not updated its fees in several years the comparison is a current calculation of full cost with a fee that has an outdated fee calculation.

Therefore, in comparing fees we advise looking at trends rather than individual fees. Are the full cost calculations within a reasonable trend or is there a clear explanation why they are not within a clear trend. For example, the following graphic compares fees for a specific Tehachapi project against fees for a similar project with the benchmark cities. The reader will note that even though the fees vary widely and full cost for this specific project is higher in Tehachapi than in other communities the price that was charged there is still a fairly clear ranges of prices.



Full results for the comparison study are on the following table.

	City of Tehachapi		Bakersfield	Lancaster	Delano	Arvin	Ridgecrest	Wasco	Average
Building Fees	Calculated Cost / Deposit	Current Fee/Deposit levels	Bakersfield	Lancaster	Delano	Arvin	Ridgecrest	Wasco	Average
Upgrade Main Electrical Service Panel	\$ 123	\$ 69	\$ 75	\$ 80	\$ 47	\$ 52	\$ 52	\$ 52	\$ 71
HVAC Replacement -simple	\$ 123	\$ 59	\$ 75	\$ 67	\$ 38	\$ 41	\$ 41	\$ 41	\$ 62
1 story, Type V-B 13,335 SF A-3 Church (new)	\$ 2,543	\$ 1,483	\$ 11,651	\$ 9,207	\$ 8,525	\$ 14,050	\$ 11,390	\$ 11,390	\$ 9,143
12x14 Detached lattice patio cover	\$ 153	\$ 157	\$ 150	\$ 138	\$ 274	\$ 149	\$ 149	\$ 149	\$ 143
Replace existing modular	399	\$ 173	\$ 200		\$ 847	\$ 725	\$ 420	\$ 420	\$ 478.24
									\$ -
Engineering Fees/Permits	Calculated Cost / Deposit	Current Fee/Deposit levels	Bakersfield	Lancaster	Delano	Arvin	Ridgecrest	Wasco	Average
Tract 4927 Grading Plan Check									
Residential Tract Grading - 2.28 acres	\$ 1,363	\$ 690	\$59/hour	\$ 425	\$ 307	\$ 195	\$ 250	\$500 deposit	
Lot Line Adjustment 2014-01									
\$700 + 15% markup	\$ 956	\$ 805	\$ 1,125	\$ 1,660	\$ 518	\$ 580			
Dollar General Market									
Hydrology Report - \$1,200	\$ 1,596	\$ 1,200	Consultant cost plus	Consultant cost plus	T&M				
On-site/Off-site Improvements									
\$750 + \$300/sheet	\$ 9,776	\$ 4,050	\$ 5,391	\$ 18,250	T&M	\$ 50,000	\$ 50,000	\$ 7,500	
SWPPP Review (storm, water, pollution prevention plan)									
\$200 + \$100/sheet	\$ 1,122	\$ 400	not listed	not listed	T&M				
Tehachapi Hospital (Partial)									
On-site Improvement Plans without Grading									
\$750 + \$100/sheet	\$ 2,138	\$ 1,650	\$ 4,000	\$ 32,538	T&M	\$ 41,667	\$ 41,667	\$ 25,000	
Off-site Improvement Plans									
\$750 + \$300/sheet	\$ 6,648	\$ 2,850	\$ 4,000		T&M	\$ 17,000	\$ 17,000	\$ 2,000	
PM 11353 Lot 11 Grading/Site Plan Check	\$ 1,122	\$ 600	\$59/hour	\$ 2,309	T&M	\$ 167	\$ 222	\$ 2,000	
Planning Fees	Calculated Cost / Deposit	Current Fee/Deposit levels	Bakersfield	Lancaster	Delano	Arvin	Ridgecrest	Wasco	Average
Landscape Plan Review (Minor)	\$ 392	\$ 719	\$ 1,165	\$380 +\$4/1000sf	\$ 595	\$ 95	Determined by Planner	\$ 330	\$ 549
Dollar General Market	\$ 6,544	\$ 2,744	\$ 4,320	\$ 8,105	\$ 4,759		\$ 1,860	\$ 510	\$ 4,120
CUP - RST Cranes (CUP, public hearing, property notification, CEQA Exempt)	\$ 2,412	\$ 2,161	\$ 2,080	\$ 11,675	\$ 1,810	1350 (deposit)	Determined by Planner	1850 + (deposit)	\$ 4,028
Benz Annexation (application fee, public hearing, property notification, negative dec)	\$ 8,055	\$ 9,320		Deposit		\$ 3,767	Determined by Planner		
Sign Application	\$ 623	\$ 469	\$ 420	\$ 810	\$ 57	\$ 85	\$ 470	\$ 250	\$ 398
Tehachapi Inn (site plan application, public hearing, property notification, negative dec)	\$ 11,124	\$ 5,723	\$ 6,925	\$ 27,225		\$11,250 (deposits)	Determined by Planner	\$ 3,670	\$ 10,933

OBSERVATIONS AND RECOMMENDATIONS

RECOMMENDATIONS – POLICY DEVELOPMENT

The scope of this project included recommending strategies to maintain and update fee schedules.

Our first recommendation is to establish policies governing the recovery of cost from fees. These policies should include:

- What costs should be recovered. These costs can include:
 - Direct costs;
 - Indirect activity costs such as customer service at the public counter;
 - Department overhead costs; and
 - City-wide indirect costs.
- We recommend that municipal councils set cost recovery targets for those departments and divisions that generate substantial revenues from fees. For example, many cities set a goal that development “should pay for itself”. However, this does not have enough specificity to be of any real value. For example, new technologies and code requirements for “green” building are often intentionally subsidized as a way of encouraging sustainable building. There are other services where compliance is more critical than revenue. Inspecting a replacement hot water heater is the classic example. Therefore, we recommend the Council clearly define what costs should be recovered for each work unit.

Once the cost recovery levels are established, the City has a number of different options for designing fees that will meet cost recovery objectives. Some of these options are:

1. The City might simply increase existing fees so that in total, all fees will recover the targeted amount.
2. The City might also review each service and bring some to full cost, and others to something less than full cost so that in total, they generate the targeted cost recovery rate.

Our recommendation is that each service be brought to full cost unless there is a compelling reason not to do so, (such as compliance). We find that those agencies that seek to recover full cost also have the highest levels of customer service. The reason for this is that the cities simply have the resources to provide a greater level of service.

Other considerations in fee-setting beside the analytical cost recovery objectives include key questions such as:

- Is it feasible to set fees to the full cost recovery level?
- Will increasing fees result in compliance or public safety problems?
- Do adjustments in fees adversely affect other City goals?
- Are there other opportunities or changes that might bring costs into better balance with revenues?

ADJUSTING THE FEE SCHEDULE

GENERAL RECOMMENDATION ON ADJUSTING FEE SCHEDULES

We recommend annual adjustments to fees wherever possible. We also recommend a complete review of costs for fee services every three to five years. With the annual update of fees we recommend using a simple CPI type increase that is attached to the City's labor cost. For example, if the labor cost for the City goes up by 2% then adjust each fee by 2%. This is the simplest and most common method of adjusting fees annually. It is our observation that the regulatory requirements change enough within a three to five year time frame that a comprehensive review of costs is then warranted.

FLAT VS. TIME & MATERIAL FEES

It is not unusual for cities and counties to have a blend of flat and time & material (T&M) fees. Our bias is towards flat fees wherever reasonable. For T&M fees we recommend setting up deposits based on a reasonable estimate of the required time. Then as time is assigned to the project the revenue is pulled from the deposit. There are two requirements of T&M to work:

1. Staff must accurately and fully assign their time to the project; and
2. Hourly rates must be adjusted annually to maintain appropriate levels of cost recovery.

LONG RANGE PLANNING

As stated earlier, our bias is that cities and counties should establish a fund and a funding source to pay for long range planning. This bias has been formed after seeing libraries shut down, developers leave because of uncertainty, and infrastructure being woefully inadequate to handle growth because of poor planning.

Though there is no magic number, we find that many California cities have surcharges in the area of 5%-15% (or an equivalent amount) on their development fees to help pay for long range planning.

Examples of this include:

City/County	How Fee is Calculated
Kern County	\$.13 per SF on building fees
City of Lancaster	5% on building fees
City of Wasco	\$100/residential unit, \$.005/SF gross floor area for non-residential
City of Bakersfield	\$84
City of Fresno	37.5% on building permits

TECHNOLOGY FEE

We strongly encourage technology fees or surcharges on development projects. This is a good way to stay current with technology that serves the customers of Development Services. Having a dedicated funding source removes competition for general fund dollars so that permitting systems, which tend to

increase staff productivity and raises service levels, are not in competition with Police, Economic Development, and other City services. Without this founding source it is not unusual for us to find that permitting system, as an example, are several generations behind what is available.

RESULTS APPENDICES

A. PLANNING FEES, BUILDING, AND ENGINEERING FEES

B. POLICE AND CODE ENFORCEMENT FEES

BUILDING, ENGINEERING, AND PLANNING FEES

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recovered Revenue	Unit Cost Summary						Annual Cost Calculations		
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
BUILDING FEES													
BS 1	RESIDENTIAL												
BS 2	Single Family Home (new)												
BS 3	1-1200 SF		22	22	\$ 547	\$404		\$950			\$ 20,908	(\$20,908)	
BS 4	Each additional 500 SF		46	46	\$ 18	\$13		\$31		(\$31)	\$ 1,410	(\$1,410)	
BS 5	Plan check (in-house)		24	24	\$ 389	\$288		\$677		(\$677)	\$ 16,241	(\$16,241)	
BS 6	Single Family Home (addition)												
BS 7	1-200 SF		4	4	\$ 219	\$162		\$380		(\$380)	\$ 1,522	(\$1,522)	
BS 8	Each additional 100 SF up to 1200 SF		2	2	\$ 25	\$18		\$43		(\$43)	\$ 86	(\$86)	
BS 9	Each additional 100 SF > 1200 SF		1	1	\$ 25	\$18		\$43		(\$43)	\$ 43	(\$43)	
BS 10	Plan Review SFH Addition				\$ 106	\$78		\$184		(\$184)			
BS 11	Single Family Alt. (remodel)												
BS 12	1-200 SF				\$ 235	\$174		\$409		(\$409)			
BS 13	Each additional 100 SF up to 1200 SF		11	11	\$ 25	\$18		\$43		(\$43)	\$ 472	(\$472)	
BS 14	Each additional 100 SF > 1200 SF				\$ 25	\$18		\$43		(\$43)			
BS 15	Plan Review SFH remodel				\$ 106	\$78		\$184		(\$184)			
BS 16													
BS 17													
BS 18	COMMERCIAL NEW CONSTRUCTION												
BS 19	First 5000 SF		2	2	\$ 973	\$719		\$1,691		(\$1,691)	\$ 3,383	(\$3,383)	
BS 20	Each additional 1000 SF				\$ 59	\$43		\$102		(\$102)			
BS 21	Each additional story over two, add 1 hour inspection time for each story over 2				\$ 70	\$52		\$123		(\$123)			
BS 22													
BS 23	Commercial Shell												
BS 24	First 5000 SF		1	1	\$ 440	\$325		\$765		(\$765)	\$ 765	(\$765)	
BS 25	Each additional 1000 SF		4	4	\$ 59	\$43		\$102		(\$102)	\$ 409	(\$409)	
BS 26	Each additional story over two, add 1 hour inspection time for each story over 2				\$ 70	\$52		\$123		(\$123)			
BS 27			2	2									
BS 28													
BS 29	Commercial TI												
BS 30	First 1000 SF		17	17	\$ 348	\$257		\$605		(\$605)	\$ 10,292	(\$10,292)	
BS 31	Each additional 1000 SF		3	3	\$ 59	\$43		\$102		(\$102)	\$ 307	(\$307)	
BS 32													
BS 33	OTHER FEES												
BS 34	Door / Windows:												
BS 35	UP to 2 openings		3	3	\$ 70	\$52		\$123		(\$123)	\$ 368	(\$368)	
BS 36													
BS 37													
BS 38	Patio Lattice												
BS 39	0-250 SF		1	1	\$ 70	\$52		\$123		(\$123)	\$ 123	(\$123)	
BS 40	251 SF and greater		1	1	\$ 18	\$13		\$31		(\$31)	\$ 31	(\$31)	
BS 41	Plan Review		2	2	\$ 43	\$32		\$74		(\$74)	\$ 149	(\$149)	
BS 42	Patio Covered												
BS 43	0-250 SF		4	4	\$ 88	\$65		\$153		(\$153)	\$ 613	(\$613)	
BS 44	251 SF and greater		13	13	\$ 18	\$13		\$31		(\$31)	\$ 398	(\$398)	
BS 45	Plan Review		16	16	\$ 55	\$40		\$95		(\$95)	\$ 1,519	(\$1,519)	
BS 46	Pools / Spas												

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recovered Revenue	Unit Cost Summary						Annual Cost Calculations		
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
BS 47	Each		1	1	\$ 142	\$105		\$247			\$ 247		(\$247)
BS 48	Plan Review		1	1	\$ 35	\$26		\$61			\$ 61		(\$61)
BS 49	Masonry Walls												
BS 50	0-100 LF		3	3	\$ 114	\$84		\$198			\$ 594		(\$594)
BS 51	Each additional 25 LF		3	3	\$ 18	\$13		\$31			\$ 92		(\$92)
BS 52													
BS 53	Retaining Walls												
BS 54	0-100 LF		2	2	\$ 167	\$123		\$290			\$ 580		(\$580)
BS 55	Each additional 25 LF				\$ 18	\$13		\$31					
BS 56													
BS 57	Photo Voltaic Solar												
BS 58	Single Family up to 9 KW		34	34	\$ 141	\$104		\$245			\$ 8,334		(\$8,334)
BS 59	Single Family each additional KW		2	2	\$ 6	\$4		\$10			\$ 20		(\$20)
BS 60	Commercial up to 25 KW				\$ 211	\$156		\$368					
BS 61	Each additional KW				\$ 6	\$4		\$10					
BS 62	Plan Review				\$ 106	\$78		\$184					
BS 63													
BS 64	GENERAL FEES												
BS 65	Temp Power Pole		3	3	\$ 35	\$26		\$61			\$ 184		(\$184)
BS 66	Trash enclosure				\$ 35	\$26		\$61					
BS 67	Re-roof		40	40	\$ 70	\$52		\$123			\$ 4,903		(\$4,903)
BS 68	Re-roof recover				\$ 53	\$39		\$92					
BS 69	Demolition		1	1	\$ 35	\$26		\$61			\$ 61		(\$61)
BS 70	Abatement				\$ 35	\$26		\$61					
BS 71	Foundations (signs)				\$ 88	\$65		\$153					
BS 72	Signs		12	12	\$ 53	\$39		\$92			\$ 1,103		(\$1,103)
BS 73	Modular homes permanent foundation				\$ 229	\$169		\$398					
BS 74	Residential grading >50 yards				\$ 35	\$26		\$61					
BS 75	Residential grading - Designer certified		9	9	\$ 35	\$26		\$61			\$ 552		(\$552)
BS 76													
BS 77													
BS 78	Mechanical, Electrical, and Plumbing Fee												
BS 79	Residential Electrical Fees												
BS 80	Residential Electrical - simple		12	12	\$ 88	\$65		\$153			\$ 1,838		(\$1,838)
BS 81	Residential Electrical - complex		1	1	\$ 176	\$130		\$306			\$ 306		(\$306)
BS 82													
BS 83	Commercial Electrical Fees												
BS 84	Commercial Electrical - simple		12	12	\$ 70	\$52		\$123			\$ 1,471		(\$1,471)
BS 85	Commercial Electrical - complex		4	4	\$ 268	\$198		\$466			\$ 1,863		(\$1,863)
BS 86													
BS 87	Residential Plumbing Fees												
BS 88	Residential Plumbing - simple		18	18	\$ 70	\$52		\$123			\$ 2,206		(\$2,206)
BS 89	Residential Plumbing - complex		1	1	\$ 106	\$78		\$184			\$ 184		(\$184)
BS 90													
BS 91	Commercial Plumbing Fees												
BS 92	Commercial Plumbing - simple		2	2	\$ 70	\$52		\$123			\$ 245		(\$245)
BS 93	Commercial Plumbing - complex				\$ 264	\$195		\$460					
BS 94													
BS 95	Residential Mechanical Fees												

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recovered Revenue	Unit Cost Summary					Annual Cost Calculations			
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
BS 96	Residential Mechanical - simple		7	7	\$ 70	\$52		\$123			\$ 858		(\$858)
BS 97	Residential Mechanical - complex		38	38	\$ 106	\$78		\$184			\$ 6,986		(\$6,986)
BS 98													
BS 99	Commercial Mechanical Fees												
BS 100	Commercial Mechanical - simple		2	2	\$ 70	\$52		\$123			\$ 245		(\$245)
BS 101	Commercial Mechanical - complex		2	2	\$ 176	\$130		\$306			\$ 613		(\$613)
BS 102													
BS 103	Miscellaneous Fees												
BS 104	Permit Processing Issuance Fee				\$ 35	\$26		\$61					
BS 105	Reinspection Fees (half hour increments)				\$ 35	\$26		\$61					
BS 106	Qualification fee		11	11	\$ 70	\$52		\$123			\$ 1,348		(\$1,348)
BS 107	Code compliance inspection fee				\$ 106	\$78		\$184					
BS 108	Unreasonable Hardship Waiver (ADA)				\$ 70	\$52		\$123					
BS 109	Permit re-issuance fee		5	5	\$ 35	\$26		\$61			\$ 306		(\$306)
BS 110	Substandard release fee	Actual cost			\$ 35	\$26		\$61					
BS 111	Fees not listed in this fee schedule will be at the applicable PHR	Actual cost											
BS 112													
BS 113		Actual Cost											
BS 114	Technology Surcharge (permit system maintenance, digital document scanning & storage, etc)						6%	6%		-6%	\$ 4,000		(\$4,000)
BS 115	Outside plan check fees, (at consultant cost plus 15%)	Actual cost plus 15%											
BS 116													
BS 117													
BS 118													
BS 119													
BS 120	ENGINEERING FEES												
BS 121	LDC Review (assistance with generating conditions of approval)												
BS 122	Mapping												
BS 123	Lot line adjustment		1	1	\$ 549	\$406		\$955	\$ 700.00	(\$255)	\$ 955	\$700	(\$255)
BS 124	Parcel map waiver				\$ 549	\$406		\$955	\$ 700.00	(\$255)			
BS 125	Parcel merger				\$ 549	\$406		\$955	\$ 700.00	(\$255)			
BS 126	Tentative parcel map				\$ 623	\$460		\$1,083	\$ 1,300.00	\$217			
BS 127	Revised tentative parcel map				\$ 294	\$217		\$511	\$ 700.00	\$189			
BS 128	Tentative tract				\$ 1,064	\$786		\$1,850	\$ 1,600.00	(\$250)			
BS 129	Revised tentative tract				\$ 549	\$406		\$955	\$ 1,000.00	\$45			
BS 130	Easement document review (legal description and plat map)				\$ 476	\$352		\$828	\$ 500.00	(\$328)			
BS 131	Easement dedication to City (take easement to City Council for Acceptance) - Additional to above item if required				\$ 441	\$326		\$767		(\$767)			
BS 132	Certificate of correction/final map amendment (administrative fee)				\$ 588	\$434		\$1,022	\$ 350.00	(\$672)			
BS 133													
BS 134	Subdivision of Land												
BS 135	Final parcel map check (base)				\$ 674	\$498		\$1,173	\$ 900.00	(\$273)			

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recovered Revenue	Unit Cost Summary						Annual Cost Calculations		
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
BS 136	Final parcel map check (per lot)				\$ 52	\$39		\$91	\$ 100.00	\$9			
BS 137	Final tract map check (base)				\$ 994	\$735		\$1,729	\$ 900.00	(\$829)			
BS 138	Final tract map check (per lot)				\$ 12	\$9		\$20	\$ 30.00	\$10			
BS 139													
BS 140	Grading Plan Check												
BS 141	Commercial or multiple family project (5 acres or less)				\$ 644	\$476		\$1,120	\$ 600.00	(\$520)			
BS 142	Commercial or multiple family project (greater than 5 acres) (base)				\$ 281	\$208		\$489	\$ 600.00	\$111			
BS 143	Commercial or multiple family project (greater than 5 acres) (per acre)				\$ 62	\$46		\$108	\$ 30.00	(\$78)			
BS 144	Tract map / Parcel map (base)				\$ 609	\$450		\$1,059	\$ 600.00	(\$459)			
BS 145	Tract map / Parcel map (per acre)				\$ 62	\$46		\$108	\$ 30.00	(\$78)			
BS 146													
BS 147	Report Review												
BS 148	Hydrology report				\$ 917	\$677		\$1,594	\$ 1,200.00	(\$394)			
BS 149	Water/Sewer model report				\$ 476	\$352		\$828	\$ 800.00	(\$28)			
BS 150													
BS 151	Improvement Plan Check												
BS 152	Residential:												
BS 153	Street improvement plans (base)		1	1	\$ 515	\$380		\$895	\$ 500.00	(\$395)	\$ 895	\$500	(\$395)
BS 154	Street improvement plans (per sheet)		2	2	\$ 289	\$214		\$503	\$ 300.00	(\$203)	\$ 1,007	\$600	(\$407)
BS 155	Sewer system improvement plans (base)				\$ 515	\$380		\$895	\$ 500.00	(\$395)			
BS 156	Sewer system improvement plans (per sheet)				\$ 289	\$214		\$503	\$ 300.00	(\$203)			
BS 157	Water system improvement plans (base)				\$ 355	\$262		\$617	\$ 500.00	(\$117)			
BS 158	Water system improvement plans (per sheet)				\$ 167	\$123		\$290	\$ 300.00	\$10			
BS 159	Storm drain improvement plans (base)				\$ 515	\$380		\$895	\$ 500.00	(\$395)			
BS 160	Storm drain improvement plans (per sheet)				\$ 289	\$214		\$503	\$ 300.00	(\$203)			
BS 161	Wall Plans (base)				\$ 355	\$262		\$617	\$ 500.00	(\$117)			
BS 162	Wall Plans (per sheet)				\$ 167	\$123		\$290	\$ 300.00	\$10			
BS 163													
BS 164													
BS 165													
BS 166	Single Site Development												
BS 167	On-Site improvement plans without grading plan (base)				\$ 318	\$235		\$553	\$ 750.00	\$197			
BS 168	On-Site improvement plans without grading plan (per sheet)				\$ 101	\$75		\$176	\$ 100.00	(\$76)			
BS 169	On-Site improvement plans with grading plan (base)				\$ 441	\$326		\$767	\$ 750.00	(\$17)	\$ 1,534	\$1,500	(\$34)
BS 170	On-Site improvement plans with grading plan (per sheet)		9	9	\$ 303	\$224		\$527	\$ 300.00	(\$227)	\$ 4,739	\$2,700	(\$2,039)
BS 171	Off -Site improvement plans (base)		1	1	\$ 674	\$498		\$1,173	\$ 750.00	(\$423)	\$ 1,173	\$750	(\$423)
BS 172	Off -Site improvement plans (per sheet)		3	3	\$ 449	\$332		\$781	\$ 300.00	(\$481)	\$ 2,344	\$900	(\$1,444)
BS 173													
BS 174													
BS 175													
BS 176	Other:												

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recovered Revenue	Unit Cost Summary						Annual Cost Calculations		
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
BS 177	Storm water pollution prevention plan & monitoring plan (base)		3	3	\$ 355	\$262		\$617	\$ 200.00	(\$417)	\$ 1,850	\$600	(\$1,250)
BS 178	Storm water pollution prevention plan & monitoring plan (per sheet)		3	3	\$ 145	\$107		\$252	\$ 100.00	(\$152)	\$ 755	\$300	(\$455)
BS 179	Minor revision to approved plan				\$ 281	\$208		\$489	\$ 500.00	\$11			
BS 180	Major revision to approved plan	T&M											
BS 181													
BS 182	Construction Permit Issuance				\$ 143	\$106		\$249		(\$249)			
BS 183													
BS 184	Encroachment Permit												
BS 185	Administer application		41	30	\$ 76	\$56		\$132	\$ 61.50	(\$70)	\$ 3,954	\$1,845	(\$2,109)
BS 186	Asphalt patch: <100 SF or 3 patches		2	2	\$ 249	\$184		\$432	\$ 111.14	(\$321)	\$ 865	\$222	(\$642)
BS 187	Asphalt patch: >100 SF or 3 patches >200 SF or 5 patches				\$ 320	\$236		\$556	\$ 167.16	(\$389)			
BS 188	Asphalt patch: >200 SF or 5 patches	T&M											
BS 189													
BS 190	Commercial drive approach				\$ 284	\$210		\$494	\$ 222.88	(\$271)			
BS 191	Residential drive approach		3	3	\$ 142	\$105		\$247	\$ 111.44	(\$136)	\$ 741	\$334	(\$407)
BS 192	Sidewalk: <100 SF		6	6	\$ 142	\$105		\$247	\$ 167.16	(\$80)	\$ 1,482	\$1,003	(\$479)
BS 193	Sidewalk: 100 SF >200 SF				\$ 320	\$236		\$556	\$ 334.32	(\$221)			
BS 194	Sidewalk: >200 SF	T&M											
BS 195													
BS 196	Trenching/Utility work: <50 ft. of trench or 3 potholes				\$ 213	\$157		\$371	\$ 222.88	(\$148)			
BS 197	Trenching/Utility work: 50 ft. of trench or 3 potholes > 100 ft. of trench or 5 potholes				\$ 320	\$236		\$556	\$ 334.32	(\$221)			
BS 198	Trenching/Utility work: > 100 ft. of trench or 5 potholes	T&M											
BS 199													
BS 200	Curb and gutter: < 20 ft.		1	1	\$ 249	\$184		\$432	\$ 167.16	(\$265)	\$ 432	\$167	(\$265)
BS 201	Curb and gutter: 20 ft. > 40 ft				\$ 355	\$262		\$618	\$ 334.32	(\$283)			
BS 202	Curb and gutter: > 40 ft	T&M											
BS 203													
BS 204	ADA handicap ramp				\$ 213	\$157		\$371	\$ 222.88	(\$148)			
BS 205													
BS 206	Traffic Control												
BS 207	Traffic control scope												
BS 208	Temporary control for day work		4	4	\$ 18	\$13		\$31		(\$31)	\$ 124		(\$124)
BS 209	Temporary lane closure for day work		6	6	\$ 57	\$42		\$99		(\$99)	\$ 593		(\$593)
BS 210	Overnight lane closure for work				\$ 107	\$79		\$185		(\$185)			
BS 211													
BS 212													
BS 213	Materials Testing												
BS 214	Soil proctor for max density - ASTM D1557 - Consultant cost plus 10% for admin	From consultant	1	1					\$ 125.00	\$125		\$125	\$125
BS 215	Aggregate base proctor for max density ASTM D1557 - Consultant cost plus 10% for admin	From consultant							\$ 155.00				
BS 216	Compaction testing - ASTM D1556 - Consultant cost plus 10% for admin	From consultant	6	6									

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recovered Revenue	Unit Cost Summary						Annual Cost Calculations		
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
BS 217	Concrete sample - ASTM C31 & C39 - Consultant cost plus 10% for admin	From consultant							\$ 80.00	\$80			
BS 218	Asphalt in-place density - ASTM D2950 - Consultant cost plus 10% for admin	From consultant											
BS 219	Testing report preparation - Consultant cost plus 10% for admin	From consultant							\$ 115.00	\$115			
PLANNING FEES													
PL 1	Annexation Processing	Actual cost plus State or LAFCO Fees			\$ 3,125	\$2,308	\$5,433		\$ 5,975.00	\$542			
PL 2	Appeal of Decision (Planning Commission)	Per application			\$ 1,568	\$1,158	\$2,726		\$ 1,561.00	(\$1,165)	\$ -		
PL 3	Architectural Design Review				\$ -						\$ -		
PL 4	Change in use	Per application			\$ 665	\$491	\$1,156		\$ 2,478.00	\$1,322	\$ -		
PL 5	Remodel	Per application			\$ 517	\$382	\$899		\$ 1,765.00	\$866	\$ -		
PL 6	Multi-Family Residential	Per application			\$ 3,089	\$2,282	\$5,371		\$ 2,378.00	(\$2,993)	\$ -		
PL 7	Commercial Development	Per application	2	2	\$ 3,089	\$2,282	\$5,371		\$ 2,378.00	(\$2,993)	\$ 10,742	\$4,756	(\$5,986)
PL 8	Industrial Development	Per application	2	2	\$ 2,785	\$2,058	\$4,843		\$ 2,378.00	(\$2,465)	\$ 9,686	\$4,756	(\$4,930)
PL 9	Categorical Exemption	Per application	8	8	\$ 146	\$108	\$254		\$ 211.00	(\$43)	\$ 2,030	\$1,688	(\$342)
PL 10	Conditional Use Permit	Per application	1	1	\$ 1,133	\$837	\$1,971		\$ 1,765.00	(\$206)	\$ 1,971	\$1,765	(\$206)
PL 11	Environmental Impact Report	Actual cost	1	1	\$ -						\$ -		
PL 12	Final Map				\$ -						\$ -		
PL 13		Per application			\$ 369	\$273	\$642		\$ 3,090.00	\$2,448	\$ -		
PL 14	General Plan Amendment	Actual Cost			\$ 2,072	\$1,531	\$3,603		\$ 1,629.00	(\$1,974)	\$ -		
PL 15	Grading Permit	Delete			\$ -				\$ 313.00	\$313	\$ -		
PL 16	Home Occupation	Per application	17	17	\$ 110	\$81	\$191		\$ 95.00	(\$96)	\$ 3,243	\$1,615	(\$1,628)
PL 17	Landscape Plan Review	Delete			\$ -				\$ 713.00	\$713	\$ -		
PL 18	Lot Line Adjustment/Parcel Map Waiver	Per application	1	1	\$ 73	\$54	\$127		\$ 390.00	\$263	\$ 145	\$446	\$301
PL 19	Zoning and application confirmation	Per application	5	5	\$ 95	\$70	\$165		\$ 61.00	(\$104)	\$ 755	\$279	(\$476)
PL 20	Reduced Yard Setback - Admin level	Delete			\$ -				\$ 1,094.00	\$1,094	\$ -		
PL 21	Reduced Yard Setback	New			\$ 519	\$384	\$903			(\$903)	\$ -		
PL 22	Rezoning	Per application			\$ 2,165	\$1,599	\$3,764		\$ 1,629.00	(\$2,135)	\$ -		
PL 23	Sign Permit - major	Per application	3	3	\$ 358	\$264	\$622		\$ 469.00	(\$153)	\$ 1,866	\$1,407	(\$459)

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recovered Revenue	Unit Cost Summary						Annual Cost Calculations		
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
PL 24	Sign Permit - minor	Per application	21	21	\$ 124	\$92		\$216		(\$216)	\$ 4,527		(\$4,527)
PL 25	Special Use Permit	Delete			\$ -				\$ 353.00	\$353	\$ -		
PL 26	Specific Plan (plus consulting fees if any)	Actual Cost			\$ -				\$ 6,584.00	\$6,584	\$ -		
PL 27	Specific Plan Amendment	Per application			\$ 3,130	\$2,312		\$5,443	\$ 3,326.00	(\$2,117)	\$ -		
PL 28	Tentative Parcel Map	Per application			\$ 1,150	\$849		\$1,999	\$ 2,954.00	\$955	\$ -		
PL 29	Tentative Subdivision/Tract Map	Per application			\$ 4,415	\$3,261		\$7,676	\$ 3,360.00	(\$4,316)	\$ -		
PL 30	Tentative Tract Map	Delete			\$ -				\$ 3,720.00	\$3,720	\$ -		
PL 31	Variance - minor	Per application			\$ 351	\$259		\$611	\$ 1,629.00	\$1,018	\$ -		
PL 32	Variance - major	Per application			\$ 971	\$717		\$1,688		(\$1,688)	\$ -		
PL 33	Vesting Tract Map	Per application			\$ 6,213	\$4,590		\$10,803	\$ 4,955.00	(\$5,848)	\$ -		
PL 34	Reasonable accommodations	New			\$ 450	\$333		\$783		(\$783)	\$ -		
PL 35	Minor use permit	New	1	1	\$ 316	\$233		\$549		(\$549)	\$ 549		(\$549)
PL 36	Appeal of Decision (Director)	New			\$ 553	\$409		\$962		(\$962)	\$ -		
PL 37	Temporary use permit (update)	New	11	11	\$ 73	\$54		\$127	\$ 10	(\$117)	\$ 1,396	\$110	(\$1,286)
PL 38	Shopping cart containment plan	New	10	10	\$ 159	\$117		\$276		(\$276)	\$ 2,764		(\$2,764)
PL 39					\$ -						\$ -		
PL 40	Special studies as required (traffic, biological, archeological, etc)	Actual consultant cost + 15% admin fee			\$ -						\$ -		
PL 41	Long range planning & Zoning Code Update surcharge	Potential Surcharge/ Bldg Fees	1	1	\$ 7,377	\$5,450		7.8%	\$ -	(\$0)	\$ 0		(\$0)
PL 42					\$ -						\$ -		
PL 43	Landscape plan review - minor	New	8	7	\$ 225	\$166		\$391		(\$391)	\$ 2,737		(\$2,737)
PL 44	Landscape plan review - major	New			\$ 979	\$724		\$1,703		(\$1,703)	\$ -		
PL 45					\$ -						\$ -		
PL 46	Negative Declaration - Minor	New	2	2	\$ 1,502	\$1,110		\$2,612	\$ 3,190	\$578	\$ 5,224	\$6,380	\$1,156
PL 47	Negative Declaration - Major	New			\$ 3,300	\$2,438		\$5,738		(\$5,738)	\$ -		
PL 48					\$ -						\$ -		
PL 49					\$ -						\$ -		
PL 50	Mural fee	New			\$ 148	\$109		\$257		(\$257)	\$ -		
PL 51	Outdoor Seating Permit	New			\$ 186	\$137		\$323		(\$323)	\$ -		
PL 52	Certificate of Appropriateness	New			\$ 521	\$385		\$906		(\$906)	\$ -		
PL 53	Minor Change by Director (Substantial Conformance)	New			\$ 823	\$608		\$1,430		(\$1,430)	\$ -		
PL 54					\$ -						\$ -		
PL 55	Productive Hourly Rates by Position												
PL 56	CD Director				\$ 147	\$109		\$256		(\$256)	\$ -		
PL 57	Assist City Engineer				\$ 86	\$64		\$150		(\$150)	\$ -		
PL 58	Engineering Aid				\$ 71	\$52		\$124		(\$124)	\$ -		
PL 59	Office Assistant				\$ 58	\$9		\$67		(\$67)	\$ -		

City of Tehachapi, CA
 Building, Engineering and Planning Fees



Service #	Fee Name	Unit	Actual Work Volume	Recovered Revenue	Unit Cost Summary						Annual Cost Calculations		
					Direct Unit Cost	Indirect Unit Allocated	Other Costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
PL 60	Building Inspector				\$ 70	\$11		\$82		(\$82)	\$ -		
PL 61	Counter/Admin				\$ 70	\$11		\$81		(\$81)	\$ -		
PL 62	Planner				\$ 76	\$12		\$88		(\$88)	\$ -		
PL 63					\$ -						\$ -		

Annual Revenue Impacts		
Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
\$ 169,316	\$ 75,420	(93,896)

POLICE FEES

Police Fees



Service #	Fee Name	Actual Work Volume	Unit Cost Summary				Annual Cost Calculations			
			Direct Unit Cost	Other external costs	Total Cost Assigned	Current Fee / Revenue	Unit Surcharge or (Subsidy)	Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
Police Fees										
False Alarm Response (per quarter)										
	1st Response	479	\$ -		\$70		(\$70)	\$ -		
	2nd Response		\$ 45		\$70		(\$70)	\$ -		
	3rd Response		\$ 45		\$70		(\$70)	\$ -		
	4th Response		\$ 45		\$70		(\$70)	\$ -		
	Each additional response		\$ 45		\$70		(\$70)	\$ -		
	Background check clearance letter	10	\$ 30		\$47		(\$47)	\$ 471		(\$471)
	Accident report	250	\$ 17		\$27	\$ 7.00	(\$20)	\$ 6,728	\$1,750	(\$4,978)
	Crime report	40	\$ 13		\$20	\$ 7.00	(\$13)	\$ 799	\$280	(\$519)
	Vehicle release	40	\$ 62		\$96	\$ 100.00	\$4	\$ 3,853	\$4,000	\$147
	Repossession vehicle release	5	\$ 13	15	\$35	\$ 15.00	(\$20)	\$ 175	\$75	(\$100)
	Color photos		\$ 9		\$13	\$ 0.45	(\$13)	\$ -		
	Digital photo (with CD)	1	\$ 9	\$ 1.00	\$14	\$ 10.00	(\$4)	\$ 14	\$10	(\$4)
	Public records		\$ -	\$ 0.30	\$0.30	\$ 0.30		\$ -		
	Live scan (plus DOJ fee)	80	\$ 29		\$45	\$ 20.00	(\$25)	\$ 3,573	\$1,600	(\$1,973)
	Ticket sigh off	375	\$ 17		\$26		(\$26)	\$ 9,755		(\$9,755)
	VIN verification	150	\$ 23		\$35		(\$35)	\$ 5,260		(\$5,260)
	Incident report	75	\$ 9		\$13		(\$13)	\$ 1,000		(\$1,000)
	Subpoena Decus Tecum		\$ 52		\$80	\$ 35.00	(\$45)	\$ -		
			\$ -					\$ -		
Code Enforcement										
	Inspections to verify compliance	480	\$ 53		\$82	\$ 75.00	(\$7)	\$ 39,532	\$36,000	(\$3,532)
	Inspections on substandard properties	240	\$ 53		\$82	\$ 125.00	\$43	\$ 19,766	\$30,000	\$10,234
	Abatement of inoperative vehicles		\$ 212		\$329	\$ 200.00	(\$129)	\$ -		
	Inspection or abatement warrant	7	\$ 425		\$659	\$ 350.00	(\$309)	\$ 4,744	\$2,520	(\$2,224)
	Filing of misdemeanor complaint	12	\$ 159		\$247	\$ 350.00	\$103	\$ 2,965	\$4,200	\$1,235
	Filing of substandard declaration	2	\$ 159		\$247	\$ 350.00	\$103	\$ 593	\$840	\$247
	Termination of substandard declaration		\$ 159		\$247	\$ 150.00	(\$97)	\$ -		
	Filing of lien assessment		\$ 319		\$494	\$ 350.00	(\$144)	\$ -		
	Assessors of property records search	240	\$ 9	45	\$59	\$ 45.00	(\$14)	\$ 14,101	\$10,800	(\$3,301)
	Small claims filing		\$ 266		\$412	\$ 200.00	(\$212)	\$ -		
	Investigative case photographs	480	\$ 5	1	\$8	\$ 2.00	(\$6)	\$ 3,840	\$960	(\$2,880)
			\$ -					\$ -		

Annual Revenue Impacts		
Revenue at Full Cost of Services	Projection of Revenues at Current Fees	Annual Surplus (subsidy)
\$ 117,168	\$ 93,035	(\$24,133)



APPROVED
DEPARTMENT HEAD: _____
CITY MANAGER: _____

COUNCIL REPORTS

MEETING DATE: NOVEMBER 21, 2016 **AGENDA SECTION:** CITY ATTORNEY

TO: HONORABLE MAYOR WIGGINS AND COUNCIL MEMBERS

FROM: TOM SCHROETER, CITY ATTORNEY

DATE: NOVEMBER 17, 2016

SUBJECT: INTERIM ORDINANCE PROHIBITING COMMERCIAL NON-MEDICAL MARIJUANA ACTIVITY AND OUTDOOR NON-MEDICAL MARIJUANA CULTIVATION ON PRIVATE RESIDENCES AND DECLARING THE URGENCY THEREOF

BACKGROUND

As the Council is aware, councilmembers Nixon and Wahlstrom were appointed in April, 2016 to work with staff to study medical marijuana regulating options. It was decided by that committee to wait until after the November 8th election to make any decisions as a proposition was slated regarding the legalization of non-medical marijuana. Proposition 64 was adopted at the November 8, 2016 election which provides for use, sales, and cultivation of non-medical marijuana. In order for the City Council to determine how it wishes to address the issue, additional study by staff is necessary. Staff has since met with Kern County Planning Director Lorelei Oviatt, who is currently in the process of establishing guidelines for the County. Staff believes it would be in the best interest of the City to adopt the proposed urgency ordinance until we have a better understanding of the possible effects of Proposition 64 and the direction of our neighbors in the County.

A. The AUMA

Proposition 64, the Control, Regulate and Tax Adult Use of Marijuana Act (“the AUMA”) was approved by California voters on November 8, 2016. The AUMA legalizes the possession, use, and cultivation of non-medical marijuana for those who are 21 years of age or older and establishes a comprehensive system to regulate commercial marijuana activity.¹ The provisions pertaining to the possession, use and cultivation of non-medical marijuana went into effect on November 9, 2016. The AUMA primarily addresses non-medical marijuana. Medical marijuana is regulated by the Medical Cannabis Regulation and Safety Act (“MCRSA”) and other State laws.

B. The Federal Controlled Substances Act

¹ Commercial marijuana activity includes the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, labeling, transportation, delivery or sale of marijuana and marijuana products.

The Federal Controlled Substances Act, 21 U.S.C. § 801, *et seq.*, classifies marijuana as a Schedule 1 Drug, which is defined as a drug or other substance that has a high potential for abuse, that has no currently accepted medical use in treatment in the United States, and that has not been accepted as safe for use under medical supervision. The Federal Controlled Substances Act makes it unlawful under federal law for any person to cultivate, manufacture, distribute or dispense, or possess with intent to manufacture, distribute or dispense, marijuana. Because marijuana remains illegal under federal law this means that the marijuana industry is a cash-only business, which introduces security challenges for those cities that allow marijuana businesses, particularly retail businesses (dispensaries), to operate in their jurisdiction.

C. Potential Negative Impacts Related to Marijuana Activities

Cities in California have reported negative effects of marijuana cultivation, processing and distribution activities, including offensive odors, illegal sales and distribution of marijuana, trespassing, theft, violent robberies and robbery attempts, fire hazards, and problems associated with mold, fungus, and pests. Furthermore, as marijuana plants begin to flower, and for a period of two months or more, the plants produce a strong, unique odor, offensive to many people, and detectable far beyond property boundaries if grown outdoors. This odor can have the effect of encouraging theft by alerting persons to the location of the valuable plants, and creating a risk of burglary, robbery or armed robbery of the plants and creating the potential for violent acts related to such criminal activity.

D. Personal Cultivation

The AUMA allows the planting, cultivation, harvesting, drying and processing (“cultivation activities”) of up to six marijuana plants in, or upon the grounds of, a private residence. The plants and any marijuana produced by the plants in excess of 28.5 grams must (1) be kept within the person’s private residence, or upon the grounds of that private residence, (2) be kept in a locked space, and (3) not be visible by normal unaided vision from a public place.

A city may enact and enforce an ordinance that reasonably regulates cultivation activities, but may not completely prohibit persons from engaging in any cultivation activities inside a private residence, or inside an accessory structure located upon the grounds of a private residence that is fully enclosed and secure. A city may prohibit cultivation activities outdoors upon the grounds of a private residence unless the California Attorney General determines that recreational (i.e. non-medical) use of marijuana is lawful in the State under federal law.

E. Non-Medical Marijuana Businesses

The AUMA permits a city to adopt and enforce local ordinances to regulate non-medical marijuana businesses, including, but not limited to, local zoning and land use requirements, business license requirements, and

requirements related to reducing exposure to secondhand smoke. The AUMA also permits a city to completely prohibit the establishment or operation of marijuana businesses within its jurisdiction.

The AUMA grants State agencies the authority to issue licenses to non-medical marijuana businesses. The AUMA provides that the State shall begin issuing licenses to non-medical marijuana businesses to engage in commercial marijuana activity by January 1, 2018. Business and Professions Code section 26055(e) states that a State licensing authority shall not approve an application for a State license for commercial non-medical marijuana activity if approval of the State license will violate the provisions of any local ordinance. If the City wants to prohibit or limit marijuana businesses from operating in the City, it must adopt an ordinance explicitly prohibiting or limiting non-medical marijuana businesses before the State begins issuing licenses. As discussed above, the State must begin issuing licenses by January 1, 2018, but nothing prevents the State from issuing licenses to marijuana businesses before January 1, 2018.

F. Draft Interim Ordinance

The draft interim ordinance regulates non-medical marijuana only. Medical marijuana continues to be regulated by the City's permissive zoning scheme and State law.

The draft interim ordinance prohibits all outdoor cultivation of non-medical marijuana on private residences. A private residence is defined as a house, an apartment unit, a mobile home, or other similar dwelling. The adoption of the interim ordinance will allow the City time to study whether to adopt reasonable regulations relating to personal cultivation of marijuana plants at private residences.

The draft interim ordinance also expressly prohibits commercial non-medical marijuana activity in all zones and all specific plan areas in the City. The draft interim ordinance provides that no application for a building permit, conditional use permit, business license, or any other entitlement authorizing the establishment, operation, maintenance, development, or construction of any use that allows for commercial non-medical marijuana activity shall be issued for a forty-five (45) day period.

The adoption of the interim ordinance will prohibit non-medical marijuana uses in the City while staff analyzes the AUMA and comes up with a recommendation to the City Council regarding a comprehensive ordinance either regulating or prohibiting all or some commercial marijuana activity. The adoption of the interim ordinance will minimize the risk that the State will issue a license to a non-medical marijuana business to operate in the City before the City has appropriate standards or regulations in place.

The interim ordinance would go into effect immediately and would remain in effect for a period of forty-five (45) days, pursuant to Government Code section 65858(a), unless further extended by the City Council.

FISCAL IMPACT

None

RECOMMENDATION

It is recommended that the City Council adopt the interim ordinance prohibiting all commercial non-medical marijuana activity and prohibiting all outdoor non-medical marijuana cultivation on private residences.

INTERIM ORDINANCE NO. [REDACTED]

AN INTERIM ORDINANCE OF THE CITY OF TEHACHAPI PROHIBITING ALL COMMERCIAL NON-MEDICAL MARIJUANA ACTIVITY IN THE CITY, PROHIBITING OUTDOOR NON-MEDICAL MARIJUANA CULTIVATION ON PRIVATE RESIDENCES AND DECLARING THE URGENCY THEREOF

WHEREAS, the Control, Regulate and Tax Adult Use of Marijuana Act (“AUMA”) was approved by California voters on November 8, 2016. The AUMA legalizes the use of non-medical marijuana for those who are 21 years of age or older and establishes a comprehensive system to regulate commercial non-medical marijuana activity. The provisions of the AUMA related to the possession, use, and cultivation of non-medical marijuana went into effect on November 9, 2016.

WHEREAS, the AUMA grants State agencies the authority to create, issue, renew, discipline, suspend, or revoke licenses for marijuana businesses. The AUMA provides that the State shall begin issuing licenses to marijuana businesses by January 1, 2018. Business and Professions Code section 26055(e) states that a State licensing authority shall not approve an application for a State license for commercial non-medical marijuana activity if approval of the State license will violate the provisions of any local ordinance.

WHEREAS, the AUMA permits a city to (1) adopt and enforce local ordinances to regulate non-medical marijuana businesses, including, but not limited to, local zoning and land use requirements, business license requirements, and requirements related to reducing exposure to secondhand smoke, or (2) completely prohibit the establishment or operation of one or more types of marijuana businesses within its jurisdiction.

WHEREAS, the AUMA allows for the planting, cultivation, harvesting, drying and processing (“cultivation activities”) of up to six marijuana plants in, or upon the grounds of, a private residence. The AUMA authorizes a city to enact and enforce an ordinance that reasonably regulates cultivation activities, and to completely prohibit cultivation activities outdoors upon the grounds of a private residence unless the California Attorney General determines that non-medical use of marijuana is lawful in the State under federal law.

WHEREAS, the Federal Controlled Substances Act, 21 U.S.C. § 801, *et seq.*, classifies marijuana as a Schedule 1 Drug, which is defined as a drug or other substance that has a high potential for abuse, that has no currently accepted medical use in treatment in the United States, and that has not been accepted as safe for use under medical supervision. The Federal Controlled Substances Act makes it unlawful under federal law for any person to cultivate, manufacture, distribute or dispense, or possess with intent to manufacture, distribute or dispense, marijuana.

WHEREAS, cities in California have reported negative effects of marijuana cultivation, processing and distribution activities, including offensive odors, illegal sales and distribution of marijuana, trespassing, theft, violent robberies and robbery attempts, fire hazards, and problems associated with mold, fungus, and pests. Furthermore, as marijuana plants begin to flower, and for a period of two months or more, the plants produce a strong, unique odor, offensive to many

people, and detectable far beyond property boundaries if grown outdoors. This odor can have the effect of encouraging theft by alerting persons to the location of the valuable plants, and creating a risk of burglary, robbery or armed robbery of the plants and creating the potential for violent acts related to such criminal activity.

WHEREAS, based upon the recitals above, the City Council finds that there is a current and immediate threat to the public health, safety and welfare presented by the passage of the AUMA because marijuana can now be cultivated outdoors on private residences. The AUMA also creates the potential for commercial non-medical marijuana uses to be established in the City prior to the establishment of zoning regulations under normal planning and zoning processes of the City. Based on the City's need for additional time to fully evaluate the primary and secondary effects of the activities to be licensed under the AUMA, the City Council finds that the immediate preservation of the public health, safety and welfare requires that this Interim Ordinance be enacted as an urgency ordinance pursuant to Government Code Section 65858 and take effect immediately upon adoption, and its urgency is hereby declared.

WHEREAS, all legal prerequisites to the adoption of this Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TEHACHAPI DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. The City Council finds that the facts set forth in the Recitals of this Ordinance are true and correct.

Section 2. Definitions. Hereinafter in this Ordinance the following words shall have the meanings set forth below, unless the context otherwise permits or requires:

“AUMA” shall mean the Control, Regulate and Tax Adult Use of Marijuana Act.

“Commercial non-medical marijuana activity” shall include the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, labeling, transportation, delivery or sale of marijuana and marijuana products for non-medical purposes.

“Cultivation” shall include any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of marijuana.

“Delivery” shall mean the commercial transfer of marijuana or marijuana products to a customer. Delivery also includes the use by a retailer of any technology platform owned and controlled by retailer, or independently licensed under the AUMA that enables customers to arrange for or facilitate the commercial transfer by a State licensed retailer of marijuana or marijuana products.

“Marijuana” shall include all parts of the plant *Cannabis sativa L.*, whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin. It does not include (a) industrial hemp, as defined in Section 11018.5 of the Health and Safety Code; (b) the weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other product; and (c) marijuana that is cultivated, processed,

transported, distributed, or sold for medical purposes under Chapter 3.5 of Division 8 of the Business and Professions Code. "Marijuana" shall also not include marijuana that cultivated for medical purposes by qualified patients, primary caregivers or persons with identification cards for the personal use by the qualified patient or person with identification card. The terms qualified patient, primary caregiver and identification card shall have the same meaning as defined in Health and Safety Code section 11362.7.

"Private residence" means a house, an apartment unit, a mobile home, or other similar dwelling.

Section 3. Prohibition.

- A. Commercial non-medical marijuana activity is expressly prohibited in all zones and all specific plan areas in the City. No person shall establish, operate, maintain, conduct or allow commercial non-medical marijuana activity anywhere within the City. No application for a building permit, conditional use permit, business license, or any other entitlement authorizing the establishment, operation, maintenance, development, or construction of any use that allows for commercial non-medical marijuana activity shall be approved during the term of the prohibition established in this Interim Ordinance.
- B. Paragraph A of this section 3 is meant to prohibit all activities for which a State license is required pursuant to the AUMA. Accordingly, the City shall not issue any permit, license or other entitlement for any activity for which a State license is required under the AUMA. The City shall also not issue any local license to a non-profit pursuant to provisions of Business and Professions Code section 26070.5.
- C. Marijuana shall not be cultivated outdoors upon the grounds of a private residence. Indoor marijuana cultivation will be allowed consistent with State law which permits no more than six live marijuana plants to be planted, cultivated, harvested, dried, or processed within a single private residence or inside an accessory structure located upon the grounds of a private residence that is fully enclosed and secured. Any marijuana cultivation that exceeds the limits set forth in this subsection is hereby declared to be unlawful and a public nuisance.

Section 4. Nothing in this Ordinance shall be interpreted to the effect that the City's permissive zoning scheme allows any other use not specifically listed therein.

Section 5. Public Nuisance. Any use or condition caused, or permitted to exist, in violation of any provision of this Ordinance shall be, and hereby is declared to be, a public nuisance and may be summarily abated by the City pursuant to Code of Civil Procedure Section 731 or by any other remedy available to the City.

Section 6. Penalty. Violation of any provision of this Ordinance shall constitute a misdemeanor and shall be punishable by a fine not to exceed one thousand dollars (\$1,000) or by imprisonment for a period not to exceed six (6) months, or by both such fine and imprisonment. Each and every day such a violation exists shall constitute a separate and distinct violation of this Ordinance.

Section 7. Civil Penalties. In addition to any other enforcement permitted by this Ordinance, the City Attorney may bring a civil action for injunctive relief and civil penalties against any person or entity that violates this Interim Ordinance. In any civil action brought pursuant to this Interim Ordinance, a court of competent jurisdiction may award reasonable attorneys' fees and costs to the prevailing party.

Section 8. CEQA. It can be seen with certainty that there is no possibility that the adoption of the Interim Ordinance may have a significant effect on the environment because the Interim Ordinance will only impose greater and temporary limitations on marijuana-related uses allowed in the City, and will thereby serve to prevent potentially significant adverse environmental impacts. The City Council has reviewed staff's determination of exemption and based on its own independent judgment, concurs in staff's determination that the Interim Ordinance is exempt from CEQA. The adoption of the Interim Ordinance is therefore not subject to the California Environmental Quality Act review pursuant to Title 14, Chapter 3, Section 15061(b)(3) of the California Code of Regulations.

Section 9. Severability. If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance, is for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 10. Urgency Ordinance. This Ordinance is adopted as an urgency, interim ordinance and shall take effect immediately. This Ordinance shall expire, and the prohibition established hereby shall terminate, forty-five (45) days after the date of adoption unless extended by the City Council pursuant to California Government Code Section 65858.

Section 11. The Mayor shall sign and the City Clerk shall attest to the adoption of this Ordinance and shall cause the same to be published as required by law.

ADOPTED this _____ day of _____, 2016.

MAYOR OF THE CITY OF TEHACHAPI

ATTEST:

CITY CLERK OF THE CITY OF TEHACHAPI