

The City of Hanford
CALIFORNIA



City Council Meeting Agenda

July 20, 2021
7:00 PM – Regular Meeting
Council Chambers
400 N. Douty St.

4:00 PM CALL TO ORDER STUDY AND CLOSED SESSION:

ROLL CALL BY THE CITY CLERK :

PUBLIC COMMENT:

*Comments from the public are limited to items on the agenda (GC 54954.3a). A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

STUDY SESSION :

- A. Parks Resource Officer Update
- B. Presentation of the Master Fee Schedule for Fiscal Year 2021-22 for the Council's review and discussion

CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION GC (54956.9(d)(1)):

Cesar Pimentel v. Mark Carrillo and Alfred Rivera
Eastern District Case No.: 1:19-cv-1088

Nathan Rodriguez v. City of Hanford
Kings County Superior Court Case: 21C0172

Paula Lofgren v. City of Hanford
Kings County Superior Court Case No: 21C0188

B. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (c 54956.9(d)(4)):

Number of potential cases: 5

C. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION (GC 54956.9(d)(2):

D. CONFERENCE WITH LEGAL COUNSEL-PUBLIC EMPLOYEE PERFORMANCE
EVALUATION (GC 54957(b)(1)):

Title: City Manager

CALL TO ORDER REGULAR SESSION:

ROLL CALL:

INVOCATION:

FLAG SALUTE:

RECOGNITIONS/PROCLAMATIONS:

- A. Proclamation for Hanford's 130th Birthday

STAFF COMMUNICATIONS:

COUNCIL REPORTS/COMMENTS:

PUBLIC COMMENT:

*This is the time for citizens to comment on subject matters not on the agenda and that are within the jurisdiction of the Hanford City Council. This is also the public's opportunity to request an item from the Consent Calendar be pulled for discussion purposes or to comment on any item on the agenda. Comments related to Public Hearing items will be heard at the time the item is discussed. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence*

CONSENT CALENDAR:

Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

- A. PROCEDURAL WAIVER: Waive reading in full of resolutions and ordinances and approval and adoption of same by reading title the only.
- B. Council: Appointment of Kalish Morrow and Amanda Saltray to an Ad-Hoc subcommittee for the purpose of negotiating contract amendments with the Hanford Chamber of Commerce.
- C. City Attorney: Second Reading and Adoption of Ordinance No. 21-01, Amending Chapters 5.04 and 5.08 of the Hanford Municipal Code

- D. Community Development: Historic Resources Permit 2021-02: a request to install a concrete pad and bus shelter in Civic Park. The property is designated as a contributing building within the Historic Overlay Zone. The project is located at 400 N. Douty St. (APN 010-264-002)
- E. Finance: Resolution 21-28-R authorizes MuniServices, LLC to perform all functions for the City of Hanford with the California Department of Tax and Fee Administration (CDTFA) related to the administration and collection of sales or transactions and use taxes and the records associated with them and authorizing staff to execute an agreement for said services.
- F. Finance: Authorization to enter into an agreement with Pressley & Associates, Inc. (An Accountancy Corporation) for up to \$50,000 annually for fiscal year end and financial audit preparation consulting services with up to four annual extensions.
- G. Finance: Acceptance of the Monthly Investment Transaction Report for June
- H. Finance: Authorization to enter into an agreement with UKG Inc. for an estimated annual cost of \$54,000 for Human Resource, Payroll, and Timekeeping software and a one-time \$12,500 implementation fee.
- I. Public Works: Permission to Advertise for bids for the FY 20/21 Pavement Resurfacing: Mill & Fill Project and Pre-Authorize the City Manager to award and execute the contract on behalf of the City to the lowest responsible bidder providing project bid is within current budget appropriation.
- J. Public Works: Permission to Advertise for bids for the FY 20/21 Campus Drive Resurfacing Project and pre-Authorize the City Manager to award and execute the contract on behalf of the City to the lowest responsible bidder providing project bid is within current budget appropriation.

PUBLIC HEARINGS:

- A. Finance: Public Hearing and Adoption of Resolution 21-29-R to authorize a comprehensive Master Fee Schedule for Fiscal Year 2021-22 which includes proposed new fees, deletion of fees and increases/adjustments to existing fees.
- B. Police: FY 2021 Edward Byrne Memorial Justice Assistance Grant- Police Activities Building: Conduct a public hearing to authorize the City Manager to execute an MOU between the City of Hanford and Kings County, which would approve the use of \$20,414.00 in FY2021 JAG Grant funding to purchase new windows for the PAL building.

GENERAL BUSINESS:

- A. Public Works: Award a contract to A+ Quality Concrete Construction Inc. of Corcoran, CA, in the amount of \$24,968.00 to construct a new drive approach and ADA ramp on Davis Street in front of Roosevelt School.
- B. City Attorney: Approval of the Second Amended and Restated City Manager Employment Agreement
- C. Council review of vacancies on the Planning Commission, discussion regarding the role of Planning Commissioners, and direction on appointing commissioners to the vacant terms.

COUNCIL FUTURE AGENDA ITEMS:

Council Future Agenda Items

Upcoming Important Dates:

July 28: Town Hall Meeting hosted by Council Member Saltray 7:00 pm – 8:00 pm Fire Station 1

July 29: Hanford's 130th Birthday Celebration activities begin at the Thursday Night Market

July 30 & 31: Continued Birthday activities through the weekend

August: 3: City Council Meeting

August 17: City Council Meeting

ADJOURNMENT:

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available to public inspection in the City Clerk's Office located at 319 N. Douty Street, Hanford, California 93230, during normal business hours. Such agendas are also available at the city's website, www.cityofhanfordca.com subject to staff's ability to post the agenda before the meeting.

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's office, 559-585-2515, 319 N. Douty Street, Hanford, California 93230, at least 2 days prior to the meeting {28 CFR 35.102.35.104 ADA Title II}



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021	AGENDA SECTION: B
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SUBJECT:

Council: Appointment of Kalish Morrow and Amanda Saltray to an Ad-Hoc subcommittee for the purpose of negotiating contract amendments with the Hanford Chamber of Commerce.

RECOMMENDATION:

That the City Council, by motion, approve the Appointment of Kalish Morrow and Amanda Saltray to an Ad-Hoc subcommittee for the purpose of negotiating contract amendments with the Hanford Chamber of Commerce.

BACKGROUND:

At the July 6, 2020 Council meeting, Council directed the City Manager to bring back an item to discuss the current level of contributions to the Chamber by the City. Because the funding is set by Agreement with the Chamber, staff is recommending that the Council appoint two (2) members to form a subcommittee to meet with the Chamber board and staff to work on possible contract amendments.

Council previously had appointed liaisons to the Chamber of Commerce but those appointments were removed in 2020 after the City was made aware of potential conflicts with both providing funding to the organization and having members appointed as well. Additionally, having appointed members could open the City up to potential liabilities of that organization, should any exist.

If the meetings result in a mutually agreeable amendment to both parties, the matter will be brought back to Council for approval of a contract amendment.

FISCAL IMPACT:

No fiscal impact from this Council action.

ATTACHMENTS:

7.1.16 Chamber Agreement
2020 Hanford Chamber of Commerce Agreement

SERVICES AGREEMENT

* * * * *

THIS AGREEMENT, made and effective the 1st day of July, 2016, by and between the **CITY OF HANFORD**, a municipal corporation (hereinafter "City"), and the **CHAMBER OF COMMERCE** of the City of Hanford, a California non-profit corporation duly organized and existing under and by virtue of the laws of the State of California (hereinafter "Chamber").

WITNESSETH

In consideration of the mutual covenants set forth herein and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

1. **RECITALS.** This agreement is made and entered into with respect to the following facts:

- a. The Chamber is organized for the purpose of promoting the social, civic, and economic welfare of the City and vicinity;
- b. City is desirous of promoting its advantages as a commercial and industrial center, by disseminating information relative thereto and of soliciting and serving inquiries relative to its possibilities of receiving new commercial and industrial concerns, and providing assistance to existing firms in their growth and expansion plans;
- c. The City is desirous of promoting, soliciting, and serving inquiries relative to visiting the community and connecting visitors with existing businesses.

- d. Chamber operates by and through its board of directors and possesses special knowledge, experience, and facilities for developing and servicing a healthy commercial and industrial community and for developing and servicing visitors; and
- e. The City desires to engage Chamber for the purpose of publicizing and advertising the advantages of the City.

2. **TERM.**

- a. The term of this Agreement shall be effective from July 1, 2016, until June 30, 2017, except that this Agreement: (i) will automatically renew on a year-to-year basis; and (ii) may be terminated by either party as provided herein.
- b. Should Chamber breach any term or condition of this Agreement or fail to perform any of the provisions of this Agreement that it is obligated to perform hereunder, the City shall have the right to immediately terminate this Agreement.
- c. The City or Chamber may terminate this Agreement at any time by giving sixty (60) calendar days prior written notice of termination. The termination shall be effective on the sixty-first (61st) calendar day after the date of such written notice.
- d. Effective the date of written notice of termination, Chamber shall avoid incurring new expenses under this Agreement and City shall, except as otherwise provided herein, have no further obligation to render payment to

Chamber. Money previously paid to Chamber and remaining unspent upon the date of termination shall be immediately returned to the City; Chamber will, however, be entitled to compensation for authorized costs incurred and services provided to the City through the date of termination. Unspent monies and/or amounts owed to Chamber, as applicable, will first be offset against any funds utilized by Chamber for a purpose other than those authorized in Section 3 below.

3. **SERVICES:** During the term hereof, Chamber shall undertake to provide for the benefit of the City services ("Services") that will advertise and publicize the resources and advantages of the City, including, but not limited to, the following:

- a. The assembly, publication and distribution of information relative to the resources and benefits of the City in an advertising program under the direction of the Board of Directors of the Chamber, which advertising shall be designed to attract new businesses, industries, tourists and travelers to the City;
- b. Engage in business and industrial marketing and outreach efforts, which will include, without limitation:
 - (1) Servicing of unsolicited inquires;
 - (2) Maintain a close liaison with existing business, industry and government agencies to assist in the further expansion and development of the business and industry of the community;
 - (3) Encourage local businesses and industries to correspond with and invite their manufacturer's jobbers and wholesalers to investigate

the benefits of locating in the City;

- (4) To have available for business and industry current facts and to maintain a research program in regard to the possibility and advantages of new production;
 - (5) Encourage prospects or others who have or may show an interest in the City, in person, by mail and/or by telephone;
 - (6) Encourage prospects or others who may show an interest in the City to visit the City for firsthand information and inspection; and
 - (7) Encourage public officials and businessmen to work in teams to call upon potential prospects.
- c. Engage in tourism and travel outreach efforts, which will include, without limitation:
- (1) Assemble, publish and distribute information through an organized advertising program designed to attract conferences and visitors to the City;
 - (2) Promote and coordinate conferences and conference-related activities;
 - (3) Promote and coordinate a school visitation program;
 - (4) Coordinate and provide transportation for visiting groups;
 - (5) Operate the carousel located in Courthouse Square (in the vicinity of the northeast corner of the Eighth Street and Irwin Street intersection) at the times identified in the attached Exhibit "A," which is incorporated by reference; maintain, repair, and refurbish

the carousel so that it is placed and remains in good operating and aesthetic condition; and manage all financial matters associated with the carousel; provided however, the City will, at its sole cost and expense:

- (i) inspect on a weekly basis, and
 - (ii) lubricate, and make minor adjustments and repairs to the carousel. "Minor adjustments and repairs" shall be limited to those adjustments and repairs not exceeding FIVE HUNDRED AND NO/100 Dollars (\$500.00) for parts, supplies, labor, and other costs for a single adjustment or repair event. All other costs associated with maintenance, repairs, parts, and labor shall be the sole responsibility of Chamber;
- (6) Develop and market special visitor tours;
 - (7) Act as liaison with Amtrak; and
 - (8) Act as community's liaison to the film industry.
- d. At meetings scheduled by the City, Chamber's Executive Director shall meet quarterly with representatives of the City and private organizations to plan and coordinate activities and schedule of events; and
 - e. Perform such other and additional promotional services as the City may reasonably request.

Should Chamber utilize its 1950 Studebaker fire truck ("Fire Truck"), commonly known as "Freddy," for the transportation of visiting groups or is used in connection with any other

service that Chamber provides hereunder, Chamber shall maintain seat belts for each passenger carried on the Fire Truck, a metal gate at the rear of exterior passenger area, and other safety features and devices identified by the City for the protection of Fire Truck passengers.

4. **FINANCIAL STATEMENTS.** Within sixty (60) calendar days of the end of each of Chamber's fiscal years (and portions thereof) that this Agreement remains in effect, Chamber will provide to the City financial statements and written confirmation from an independent certified public accountant reasonably acceptable to the City that Chamber is in full compliance with the terms of this Agreement. The financial statements shall, without limitation, reflect the manner in which funds received by Chamber hereunder ("Agreement Funds") have been utilized in furtherance of the activities identified in Section 3 above. Financial statements will include, without limitation, an itemized list of goods and services for which Chamber expended Agreement Funds and detailed descriptions of such goods and services. Should this Agreement expire or terminate on a date other than the last day of Chamber's fiscal year, Chamber will provide to the City, within sixty (60) calendar days of the end of its then-current fiscal year, the financial statements for the portion of the fiscal year during which this Agreement remained in effect.

5. **COMPENSATION.**

- a. For the period July 1, 2016 through June 30, 2017, the City shall pay Chamber a total of EIGHTY-SEVEN THOUSAND, FIVE HUNDRED FORTY AND NO/100 DOLLARS (\$87,540.00) for the services to be provided hereunder. This amount will be paid in four (4) equal installments, which shall occur on July 1, October 1, January 1, and April 1.

- b. Should the term of this Agreement automatically renew in accordance with Section 2.a. above, the City shall pay Chamber SEVENTY-SEVEN THOUSAND, FIVE HUNDRED FORTY AND NO/100 DOLLARS (\$77,540.00) for the period July 1, 2017 through June 30, 2018. Each fiscal year (July 1 through June 30) thereafter, the compensation amount paid by the City shall be reduced by TEN THOUSAND AND NO/100 DOLLARS (\$10,000.00) per year until the annual compensation amount paid to Chamber is FORTY THOUSAND AND NO/100 DOLLARS (\$40,000.00); provided however, the final adjustment shall be from FORTY-SEVEN THOUSAND, FIVE HUNDRED FORTY AND NO/100 DOLLARS (\$47,540.00) to FORTY THOUSAND AND NO/100 DOLLARS (\$40,000.00).
- c. Should Chamber breach any term or condition of this Agreement or fail to perform any of the provisions of this Agreement that it is obligated to perform hereunder, the City shall have the right to withhold future compensation to Chamber until any such breach is cured or performance made as determined by the City in its sole and absolute discretion.
- d. As additional consideration for the services that Chamber will provide to the City hereunder, City will lease 113 Court Street, Suite 104 to Chamber for ONE AND NO/100 DOLLAR (\$1.00) per fiscal year (July 1 through June 30). The parties agree that Chamber's breach of this Agreement shall constitute a breach under the Lease, and Chamber's breach of the Lease shall constitute a breach under this Agreement. This rental rate identified

herein will remain in effect as long as this Agreement is effective; City may require Chamber to pay the market rate for rent upon the termination or expiration of this Agreement.

6. **LIAISON.** The City shall appoint a liaison with whom Chamber may communicate. The City will provide its liaison's name to Chamber and will advise Chamber if such person is replaced.

7. **INDEMNIFICATION.** Chamber agrees to indemnify, defend and hold harmless the City and its officials, officers, employees, agents and volunteers from and against all claims, demands, actions, injuries, liabilities, losses, costs or damages, direct or indirect, and any and all attorneys fees and other expenses which the City or its officials, officers, employees, agents or volunteers may sustain or incur as a consequence of or in any way relate to Chamber, or its employees', agents' and subcontractors' performance of Chamber's responsibilities and obligations contained in this Agreement. This indemnification shall survive the termination of this Agreement.

8. **INSURANCE REQUIREMENTS.**

a. Chamber will, during the term of this Agreement, maintain insurance coverage which shall be at least as broad as:

- (1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 0001 1207 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than TWO MILLION AND NO/100 DOLLARS (\$2,000,000) per occurrence. Alternatively, Chamber may maintain a CGL policy with limits of no less than

ONE MILLION AND NO/100 DOLLARS (\$1,000,000) per occurrence and an umbrella coverage policy with coverage limits of no less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000) and which has a scope of coverage as broad as Chamber's CGL policy. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

- (2) Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Chamber has no owned autos, hired (Code 8), and non-owned autos (Code 9), with a limit no less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000) per accident for bodily injury and property damage.
- (3) Workers' Compensation: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000) per accident for bodily injury or disease.
- (4) Carousel/Amusement Device Insurance: Chamber shall maintain carousel/amusement device liability insurance in an amount not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000) per occurrence for bodily injury and personal injury.
- (5) Umbrella Liability Coverage: Chamber shall also maintain an umbrella liability policy in an amount of not less than SIX

MILLION AND NO/100 DOLLARS (\$6,000,000) to supplement its general liability, automobile liability, and carousel/amusement device insurance policies. Chamber acknowledges that, should Chamber and the City agree to further expand Chamber's services to include the transportation of visitors, tourists, or other individuals, Chamber and the City will execute an amendment to this Agreement and that City may require Chamber to maintain umbrella liability coverage with a limit in excess of SIX MILLION AND NO/100 DOLLARS (\$6,000,000).

If Chamber maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by Chamber.

- b. Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require Chamber to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. Alternatively, the City may require Chamber to provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses within the retention.
- c. The policies are to contain, or be endorsed to contain, the following provisions:

- (1) The City and its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL and umbrella policies with respect to liability arising out of work or operations performed by or on behalf of Chamber including materials, parts, or equipment furnished in connection with such work or operations; products used by Chamber; or automobiles owned, leased, hired or borrowed by Chamber. General liability coverage can be provided in the form of an endorsement to Chamber's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.
 - (2) For any claims related to this Agreement, Chamber's insurance coverage shall be primary insurance with respect to the City and its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City and/or its officers, officials, employees, or volunteers shall be in excess of Chamber's insurance and shall be non-contributory.
 - (3) Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.
- d. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

- e. Chamber shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Chamber's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- f. Chamber hereby grants to City and its officers, officials, employees, and volunteers a waiver of any right to subrogation which any insurer of said Chamber may acquire against the City and/or its officers, officials, employees, and volunteers by virtue of the payment of any loss under such insurance. Chamber agrees to obtain endorsements necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
- g. The City reserves the right to modify the insurance requirements contained in this contract, including, without limitation, coverage limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- h. Chamber shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

9. **INDEPENDENT CONTRACTOR STATUS.** It is understood and agreed that Chamber, in the performance of this Agreement, shall act as and be an independent contractor and shall not act as an agent or employee of the City. Chamber and its employees shall obtain no retirement benefits or other benefits that accrue to the City's employees and Chamber hereby expressly waives any claim it may have to any such rights. Nothing in this Agreement shall create or be construed as creating a partnership, joint venture or any other relationship between the City and Chamber.

10. **NOTICES.** All notices herein required shall be in writing and shall be sent by certified mail, postage prepaid, addressed as follows:

Chamber of Commerce
113 Court St., Ste. #104
Hanford, CA 93230
Attn: Executive Director

City of Hanford
319 N. Douty Street
Hanford, CA 93230
Attn: City Manager

11. **CONFORMANCE TO APPLICABLE LAWS.** Chamber shall comply with all applicable federal, state, and city laws, rules and ordinances. No discrimination shall be made by Chamber in the employment of persons to work under this Agreement because of race, color, national origin ancestry, sex or religion of such person.

12. **ATTORNEYS' FEES.** If an action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs and necessary disbursements in addition to any other reasonable relief to which he may be entitled. With respect to any suit, action or proceeding arising out of or related to this Agreement, or the documentation related hereto, the parties hereby submit to the jurisdiction and venue of the Superior Court, for the County of Kings, State of California for any proceeding arising hereunder.

13. **SOLE AND ONLY AGREEMENT.** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the matters set forth herein and contains all of the covenants and agreements between the parties regarding said matters. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or in writing, have been made by any party or anyone acting on behalf of any party which is not embodied in the Agreement and no other agreement, statement or promise shall be valid or binding.

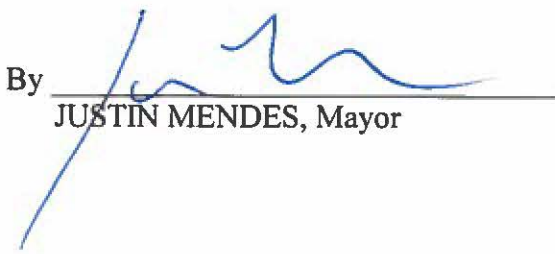
14. **INVALIDITY.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in anyway.

15. **AMENDMENT.** No change, amendment or modification of the Agreement shall be valid unless the same be in writing and signed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first identified below.

CITY OF HANFORD, a municipal corporation,

Dated: May 17, 2016

By 
JUSTIN MENDES, Mayor

ATTEST:


JENNIFER GOMEZ, City Clerk

APPROVED AS TO FORM:

GRISWOLD, LaSALLE, COBB
DOWD & GIN, L.L.P., City Attorney

By: 
TY N. MIZOTE

CHAMBER OF COMMERCE

Dated: June 24, 2016

By , Board President

Attachment: 7.1.16 Chamber Agreement (CC; Chamber Subcommittee)

EXHIBIT "A"***Carousel Operation Schedule***

The Chamber shall operate the Carousel described in Section 3.c. above on the following dates during the term of this Agreement unless otherwise agreed by the parties:

1. Saturdays during the hours of 10:00 a.m. and 2:00 p.m.
2. Sundays during the hours of 12:00 p.m. and 2:00 p.m.
3. Thursday evenings during the hours that Thursday Night Market Place operates. The Chamber will not be required to operate the Carousel on a Thursday evening unless Thursday Night Market Place occurs on such date).
4. Holidays recognized by the State of California during the hours of 10:00 a.m. and 2:00 p.m., with the exception of Thanksgiving day, Christmas day, and New Year's day.

FIRST AMENDMENT TO SERVICES AGREEMENT

* * * * *

This First Amendment to Services Agreement ("**First Amendment**") is effective the 21st day of January, 2020 by and between the CITY OF HANFORD, a municipal corporation ("**City**"), and HANFORD CHAMBER OF COMMERCE, a California non-profit corporation ("**Chamber**"). This First Amendment amends that Services Agreement ("**Agreement**") executed by City and Chamber, which was effective January 21, 2014. The terms and provisions of the Agreement are incorporated herein by reference.

1. Section 3 of the Agreement is hereby deleted in its entirety and is restated as follows:

"During the term hereof, Chamber shall undertake to provide services that benefit City and businesses operating within City's boundaries, including, but not limited, to the services identified on the attached Exhibit 'A,' which is incorporated herein by reference."

2. Exhibit "A" to the amended Agreement is attached hereto as Exhibit "A," which is incorporated herein by reference.
3. Section 8 of the Agreement is hereby deleted in its entirety and is restated as follows:

"8. INSURANCE REQUIREMENTS.

- "a. Chamber will, during the term of this Agreement, maintain insurance coverage which shall be at least as broad as:

"(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 0001 1207 covering CGL on an 'occurrence' basis, including products-completed operations, personal and advertising injury, with limits no less than TWO MILLION AND NO/100 DOLLARS (\$2,000,000) per occurrence. Alternatively, Chamber may maintain a CGL policy with limits of no less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000) per occurrence and an umbrella coverage policy with coverage limits of no less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000) and which has a scope of coverage as broad as Chamber's CGL policy. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be FOUR MILLION AND NO/100 DOLLARS (\$4,000,000).

- “(2) Automobile Liability: If one (1) or more automobile will be utilized in the performance of the Services, Chamber shall maintain ISO Form Number CA 00 01 covering any auto (Code 1), or if Chamber has no owned autos, hired (Code 8), and non-owned autos (Code 9), with a limit no less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000) per accident for bodily injury and property damage.
- “(3) Workers’ Compensation: as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with a limit of no less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000) per accident for bodily injury or disease.

“If Chamber maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Chamber.

- “b. Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require Chamber to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. Alternatively, City may require Chamber to provide a financial guarantee satisfactory to City guaranteeing payment of losses and related investigations, claim administration, and defense expenses within the retention.
- “c. The policies are to contain, or be endorsed to contain, the following provisions:
- (1) City and its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL and automobile policies with respect to liability arising out of work or operations performed by or on behalf of Chamber including materials, parts, or equipment furnished in connection with such work or operations; products used by Chamber; or automobiles owned, leased, hired or borrowed by Chamber for purposes of performing services hereunder. General liability coverage can be provided in the form of an endorsement to Chamber’s insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used. The coverage shall contain no special limitations on the scope of protection afforded

to the City and its officers, officials, employees or volunteers.

“(2) For any claims related to this Agreement, Chamber’s insurance coverage shall be primary insurance with respect to City and its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by City and/or its officers, officials, employees, or volunteers shall be in excess of Chamber’s insurance and shall be non-contributory.

“(3) Each insurance policy required above shall provide that coverage shall not be canceled or modified without prior notice to City.

“d. Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A:VII.

“e. Chamber shall furnish City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Chamber’s obligation to provide them. City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

“f. Chamber hereby grants to City and its officers, officials, employees, and volunteers a waiver of any right to subrogation which any insurer of Chamber may acquire against City and/or its officers, officials, employees, and volunteers by virtue of the payment of any loss under such insurance. Chamber agrees to obtain endorsements necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

“g. Chamber shall include all subcontractors as insureds under its policies, or, if subcontractors maintain separate coverage, Chamber shall furnish to City separate certificates and endorsements for each subcontractor. The insurance policies of subcontractors shall satisfy all of the requirements stated herein.”

4. All other terms and provisions of the Agreement not otherwise modified by this First Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this First Amendment to Services Agreement at Hanford, Kings County, California.

CITY OF HANFORD

Dated: January 30, 2020

By: _____


JOHN DRAXLER
Mayor

HANFORD CHAMBER OF COMMERCE

Dated: January 30, 2020

By: _____


JOHN UMSCHIED
Board President

Attachment: 2020 Hanford Chamber of Commerce Agreement (CC; Chamber Subcommittee)

EXHIBIT "A"***Chamber Member Services Provided:***

Listing on the Chamber website with links to their website
 Social Media Promotion
 Luncheon/Networking Meetings
 Chamber Mixers
 Referrals for products & services to member businesses
 Links from Chamber's website to business website
 Member's business cards/pamphlets displayed at the Chamber
 Business Workshops/Seminars
 HR Compliance Posters
 Banner ads on our Website-(for a fee)
 Free Listings in Business & Membership Guide Publication
 Certificates of Origin
 Membership/Mailing List & Mailing Labels
 HR & Legislative Updates: Local, County, State & Federal
 SBA Information and Workshops
 EDD/EAC Updates and Workshops
 Candidate Forums preceding local elections & Candidate Training Seminars
 Advocacy in Support of Business Issues
 Member to Member Business Support
 Coordination of Christmas Parade
 KJUG Country Concerts in co-operation with Hanford Parks and Recreation Dept.

Develop and implement events outside of Downtown Improvement District

City of Hanford Business Retention Benefits Provided

Business financing direction

Identifying permit licensing agencies

Addressing industry specific issues

Create a step by step guide to initiating a business license within the City

Advocacy for incoming industry



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021	AGENDA SECTION: C
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SUBJECT:

City Attorney: Second Reading and Adoption of Ordinance No. 21-01, Amending Chapters 5.04 and 5.08 of the Hanford Municipal Code

RECOMMENDATION:

It is recommended that the City Council, by motion, adopt Ordinance No. 21-01.

Recommended motion: I move to adopt Ordinance No. 21-01.

BACKGROUND:

Following the Council's consideration of Ordinance 21-01 at its July 6, 2021 meeting, the portion of the Ordinance amending Hanford Municipal Code (HMC) Chapter 5.08 was further revised to address outdated business categories. A redline draft of Chapter 5.08, which highlights the new revisions, is attached. No changes were made to Chapter 5.04.

Also, Ordinance 21-01 was revised to eliminate HMC Chapters 5.28 and 5.44, which set forth business license requirements for endurance contests and public dances, respectively. These chapters will be deleted since they pertain to outdated matters.

The following is the text that appeared in the July 6 staff report:

While former Interim Finance Director Eric Frost worked for the City, he contacted the City Attorney and requested that Chapters 5.04 and 5.08 of the Municipal Code be amended. The City Attorney worked with Finance Department staff in preparing the attached Ordinance that will amend HMC Chapters 5.04 and 5.08.

The following is a summary of significant changes to HMC Chapter 5.04 that are contained in the attached Ordinance:

- Business license fees that are currently payable on a quarterly basis will be collected annually.
- Businesses that are required to file gross receipt statements will submit them annually instead of quarterly.
- In addition to existing business license fees identified in Chapter 5.08, each business will pay a business license administration fee when applying for a license and upon license renewal. The administration fee will cover the City's costs to operate the business license program. Existing "business license fees" are actually taxes paid by businesses for the right to conduct operations within the City, and such taxes may not be increased without voter approval. The Council will establish the amount of the new administration fee through a Resolution that will be presented to the Council in the future.
- All annual business licenses will expire on December 31 and will automatically renew upon: (i) a business's payment of the applicable business license fee and business license administration fee; (ii) submission of a gross receipts statement (if applicable); and (iii) the payment of any past due amounts owed to the City.
- Business license fees for annual licenses will be due on January 1 of each year.
- The Finance Director shall have the authority to require annual business license fees to be paid in installments over the course of a year (e.g., semi-annually or quarterly) if he or she determines that the collection of fees in such manner serves a public interest.
- In light of past problems with businesses operating without licenses, enforcement provisions will be added to Chapter 5.04 (e.g., the City may issue administrative citations to violators; business licenses may be suspended or revoked for violations; the City may pursue legal fees for the costs incurred to enforce Chapter 5.04). The remedy provisions resemble those contained in other chapters of the HMC.
- Appeal provisions are included to ensure that the due process rights of businesses are observed.

The following is a summary of significant changes to HMC Chapter 5.08 that are contained in the proposed Ordinance:

- Quarterly fee amounts are converted to annual amounts.
- Outdated business categories are updated (e.g., "draying and hauling" will be replaced by "delivery and freight companies") or eliminated (e.g., animal shows).

FISCAL IMPACT:

ATTACHMENTS: Ordinance 21-01; redline version of HMC Chapter 5.08.

FISCAL IMPACT:**ATTACHMENTS:**

2021.07.12 Ordinance Amending Ch. 5.04 and 5.08

2021.07.08 HMC Ch. 5.08 (redline)

ORDINANCE NO. 21-01**AN ORDINANCE AMENDING HANFORD MUNICIPAL CODE CHAPTERS 5.04 AND 5.08 RELATING TO BUSINESS LICENSES AND BUSINESS LICENSE FEES.**

The City Council of the City of Hanford does ordain as follows:

Section 1: Hanford Municipal Code Chapters 5.04 and 5.08 contains regulations relating to business licenses and business license fees.

Section 2: The regulations contained in Chapters 5.04 and 5.08 were adopted many years ago, and the Council has determined that both chapters are in needed of update for the effective administration of the City's business license program.

Section 3: The City Council of the City of Hanford does ordain that Chapters 5.04 and 5.08 of the Hanford Municipal Code are hereby amended and restated as shown in the attached Exhibits "A" and "B," which are incorporated herein by reference.

Section 4: The City Council of the City of Hanford does further ordain that Chapters 5.28 and 5.44 of the Hanford Municipal Code are hereby deleted in their entirety.

Section 5: This ordinance shall take effect thirty (30) days after its passage and shall be published once in the Hanford Sentinel within fifteen (15) days after its passage or a summary of this ordinance shall be published in the Hanford Sentinel in a manner consistent with the requirements of the California Government Code.

Passed and adopted at a regular meeting of the City Council of the City of Hanford duly called and held on _____, 2021, by the following roll call vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

APPROVED

Francisco Ramirez
MAYOR of the City of Hanford

ATTEST:

NATALIE CORRAL
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF KINGS) ss
CITY OF HANFORD)

I NATALIE CORRAL, City Clerk of the City of Hanford, do hereby certify the foregoing ordinance was duly introduced at a regular meeting of the City Council of the City of Hanford on the 6th day of July, 2021, and it was duly passed and adopted at a regular meeting of the City Council of the City of Hanford held on the ____ day of ____, 2021.

NATALIE CORRAL
CITY CLERK

Exhibit “A”

Chapter 5.04 BUSINESS LICENSES GENERALLY

- 5.04.010 Definitions.**
- 5.04.020 License required.**
- 5.04.030 License—Application.**
- 5.04.040 Business license fees —New businesses.**
- 5.04.050 License renewal.**
- 5.04.060 Business license fees—Due dates.**
- 5.04.070 Gross receipts statement and financial records.**
- 5.04.080 Nonpayment of fees - Delinquency.**
- 5.04.090 License fees a debt.**
- 5.04.100 License fees—Deposit into general fund.**
- 5.04.110 Licenses—Nontransferable.**
- 5.04.120 Licenses—Posting and carrying.**
- 5.04.130 Licenses—Duplicate—Fee.**
- 5.04.140 Licenses—Branch businesses.**
- 5.04.150 Interpretation of provisions.**
- 5.04.160 Information confidential.**
- 5.04.170 Exemptions from provisions.**
- 5.04.180 Enforcement of provisions—Generally.**
- 5.04.190 Suspension or revocation.**
- 5.04.200 Administrative citations.**
- 5.04.210 Criminal prosecution.**
- 5.04.220 Nuisance abatement and civil remedies.**
- 5.04.230 Superior court action.**
- 5.04.240 Attorneys’ fees and enforcement costs.**
- 5.04.250 Non-exclusive remedies.**
- 5.04.260 Appeal.**

5.04.010 Definitions.

For the purposes of this chapter and Chapter [5.08](#), the following words and phrases are defined as follows:

- A. “Business” means professions, trades, and occupations and all and every kind of calling carried on in the city with or without the intent of making a profit.

B. “Business license fees” means the tax, which was previously established by ordinance, imposed on businesses operating in the city.

C. “Business license administration fees” means the fees established by resolution of the city council and charged by the city to businesses to pay the city’s costs associated with the administration of the city’s business license program.

D. “City council” means the Hanford City Council.

E. “Director of finance” means the city’s director of finance and his or her designee(s), including, without limitation, police officers and code enforcement officers.

F. “Gross receipts” means the gross receipts received from business transacted within the city and shall include the total amount of the sales price of all sales or the total amount charged or received for the performance of any act, service, or employment of whatever nature it may be, whether such service, act or employment is done as a part of, or in connection with, the sale of goods or wares or not, for which a charge is made or credit is allowed, including, without limitation, all receipts, cash, credits, property, or consideration of any kind or nature; provided, however, cash discounts allowed or taken on sales shall not be included. Any tax required by law to be included or added to the purchase price and collected from a consumer or purchaser shall be deductible. Such part of the sales price of any property previously sold and returned by the purchaser to the seller, which is refunded by the seller by way of cash or credit allowances, shall be deducted for the purpose of determining gross receipts.

G. “Itinerant vendor” includes all persons who have no permanent place of business in the city and engage in a temporary and transient business in the city selling goods, wares, or merchandise or providing services; provided however, such term shall not apply to commercial travelers selling their goods to merchants and other business establishments, whether for present or future delivery, nor shall such term apply to peddlers.

H. “Peddler” includes every person who carries from place to place, in either a pack, vehicle, basket, or other contrivance, and offers or sells, barter, or exchanges any goods, wares or merchandise (except religious publications, newspapers or periodicals); provided, however, such term shall not apply to commercial travelers selling their goods to merchants and other business establishments, whether for present or future delivery.

I. “Permanent place of business” means a permanent store, office, or place where business is regularly transacted in such a manner as a business of that nature is generally conducted and where the circumstances show an intention to be an established, fixed, and continuous part of the regular and legitimate business life of the city.

J. “Person” means and includes corporations, limited liability companies, associations, syndicates, partnerships, clubs, business trusts, common law trusts, societies, joint ventures, and individuals.

5.04.020 License required.

A. Except as otherwise provided in this chapter, it is unlawful for any person, either as principal or agent, to commence, transact or carry on within the city any business without first procuring and maintaining a license therefor.

B. The payment of business license fees pursuant to this chapter and Chapter 5.08, acceptance of such fees by the city, and the issuance of a business license to any person shall not, however, entitle the holder thereof to carry on any business unless he/she also complies with all requirements of this chapter and other provisions of this Code, including, without limitation, zoning provisions of Title 17.

5.04.030 License—Application.

Every person required to have a license pursuant to this chapter and Chapter 5.08 shall make an application therefor to the director of finance upon forms prescribed by the director of finance. Upon submission of an application deemed complete by the director of finance and payment of the business license fee and business license administration fee, the director of finance shall issue to such person a license which shall contain the following information:

- A. The name of the person to whom the license is issued;
- B. The business licensed;
- C. The place where such business is to be carried on;
- D. The date of expiration of such license; and
- E. Such other information as the director of finance may prescribe.

5.04.040 Business license fees —New businesses.

A. For any new business for which business license fees are payable annually, the person conducting such business shall, as a condition of business license issuance, pay the minimum annual business license fee as follows:

1. Businesses commencing at any time during the half quarter of an annual licensing period (January 1 – June 30) shall pay the full minimum annual business license fee.
2. Businesses commencing at any time during the second half of an annual licensing period (July 1 – December 31) shall pay fifty percent (50%) of the minimum annual business license fee.

For annual business license fees calculated based upon gross receipts, the licensee shall, at the beginning of the next annual license period, furnish the gross receipts statement required by the provisions of Section 5.04.070, and the director of finance shall compute the business license

fee for the then-current year by calculating the amount of gross receipts such business would have had if it had been in operation the entire preceding year.

B. For any new business required to pay a daily or monthly license fee, the license fee for the portion of the period shall not be prorated.

5.04.050 License renewal.

A. All annual business licenses shall expire on December 31 of each year and shall automatically renew on January 1 for successive one (1) year periods, subject to the following conditions:

1. Payment of the business license fee and business license administration fee prior to delinquency;
2. For businesses required to file gross receipts statements, the timely submission of a gross receipts statement to the city that the city deems acceptable; and
3. Payment of any past due amounts owed to the city, including, without limitation, utility fees.

The failure to satisfy the requirements of this section shall result in the automatic suspension of a business's license, and the business will be precluded from operation within the city's boundaries until the requirements are satisfied.

B. Daily and monthly business licenses will automatically expire at the end of the period specified in the license and will not automatically renew. A business desiring to extend its daily or monthly business license will be required to apply for an extension of its business license.

5.04.060 Business license fees—Due dates.

A. Annual. All business license fees that are payable annually shall be due and payable in advance beginning on January 1 of each year except when a new business is commenced, in which event the initial business license fee shall be prorated in accordance with Section 5.04.040 and will be due when a business license is issued. The director of finance shall, however, have the authority to require annual business license fees to be paid in installments over the course of a year (e.g., semi-annually or quarterly) if he or she deems that collection of annual fees in multiple of installments serves a public interest.

B. Monthly. Monthly licenses shall be due on the first day of each month.

C. Daily. Daily licenses shall be due every day in advance and may be issued at any time for any number of days.

5.04.070 Gross receipts statement and financial records.

A. For business license fees based upon gross receipts, the fee for the current year shall be computed utilizing the business's total gross receipts for the previous year, and such person transacting such sales or business shall furnish to the director of finance no earlier than January 1 and no later than January 31 of each year a verified statement showing the total gross receipts from such business during the year (January 1 through December 31) immediately preceding. Such statement shall not be conclusive upon the city as to the matters therein set forth and the city may fix and demand a higher business license fee than indicated therein if the facts stated in such statement are incorrect.

B. Each business that is subject to this chapter or Chapter [5.08](#) shall promptly provide to the director of finance any financial records requested by the director that may be utilized to confirm the accuracy of a gross receipts statement or business license fee payable. Such financial records may include, without limitation, tax returns and information saved electronically in accounting or other software.

C. Should the director of finance collect business license fees in installments in accordance with Section [5.04.060](#), the director of finance shall also have the authority to adjust the frequency of submission of gross receipts statements and corresponding submission deadlines to match the modified payment intervals.

5.04.080 Nonpayment of fees - Delinquency.

A. Annual. Business license fees payable for annual license renewal and business license administration fees that are not paid by the applicable deadline shall be considered delinquent, and the director of finance shall thereupon add late fees established by resolution of the city council. Interest on delinquent fees shall accrue at the rate established by resolution of the city council. Late fees and interest shall be collected by the director of finance when the delinquent fees are paid.

B. Monthly. Business license fees payable for monthly license renewal and business license administration fees that are not paid by the applicable deadline shall be considered delinquent and the director of finance shall thereupon add late fees established by resolution of the city council. Interest on delinquent fees shall accrue at the rate established by resolution of the city council. Late fees and interest shall be collected by the director of finance when the delinquent fees are paid.

C. Daily. Business license fees payable upon daily license renewal and business license administration fees that are not paid on the day the same becomes due shall be considered to be delinquent and the director of finance shall thereupon add late fees established by resolution of the city council. Interest on delinquent fees shall accrue at the rate established by resolution of the city council. Late fees and interest shall be collected by the director of finance when the delinquent fees are paid.

5.04.090 License fees a debt.

The amount of any business license fees, business license administration fees, late fees, and interest imposed by this chapter shall be deemed a debt to the city. An action may be commenced in the name of the city in any court of competent jurisdiction for any amount owed under this chapter that is past due.

5.04.100 License fees—Deposit into general fund.

The director of finance shall deposit all money collected pursuant to the provisions of this chapter and Chapter [5.08](#) into the city's general fund.

5.04.110 Licenses—Nontransferable.

No license issued pursuant to the provisions of this chapter and Chapter [5.08](#) shall be transferable or assignable by the licensee.

5.04.120 Licenses—Posting and carrying.

A. Posting. Every person having a license to transact business at a permanent place of business shall keep such license posted in a conspicuous place in his or her place of business.

B. Carrying. Every person having a license and not having a permanent place of business shall carry such license with him or her at all times while conducting the business for which it was granted and shall produce the same whenever required by the director of finance.

5.04.130 Licenses—Duplicate—Fee.

A duplicate license may be issued by the director of finance to replace any license previously issued which has been lost or destroyed upon payment of a fee established by resolution of the city council.

5.04.140 Licenses—Branch businesses.

Separate licenses shall be obtained for each place of business or branch thereof. Business license fees and business license administration fees shall be payable for each license issued by the city.

5.04.150 Interpretation of provisions.

In the event of doubt as to which class any business shall be licensed under, such business shall be licensed in the class which provides the highest business license fee to the city.

5.04.160 Information confidential.

A. It is unlawful for any officer or employee of the city having an administrative duty pursuant to the provisions of this chapter and Chapter [5.08](#) to make known, in any manner whatever, the business affairs, operations or information obtained by an investigation of the records of any person licensed pursuant to the provisions of this chapter and Chapter [5.08](#), or the amount or source of income, profits, losses, expenditures or any particular thereof set forth or disclosed in any statement or to permit any statement or copy thereof or any book containing any abstract or particulars thereof, to be seen or examined by any person; provided, however, the council, by resolution, may authorize an examination of the statements by federal or state officers or employees if a reciprocal arrangement exists.

B. Successors, receivers, trustees, executors, administrators, assignees and guarantors, if directly interested, may be given information as to the items included in the amount of any business license fee.

C. Notwithstanding the provisions of this section, the city shall disclose information if required by court order or by law, including, without limitation, the California Public Records Act (Government Code § 6250, *et seq.*).

5.04.170 Exemptions from provisions.

A. Claims. Any person claiming an exemption pursuant to the provisions of this section shall file a verified statement and supporting documentation identified by the director of finance establishing the facts upon which exemption is claimed.

B. Federal or State Law. The provisions of this chapter and Chapter [5.08](#) shall not be construed to apply to any person who is exempt by virtue of the Constitution or laws of the United States or of the state. Businesses exempt from business license fees and business license administration fees, include, without limitation, businesses operated by honorably discharged veterans.

C. Charitable and Similar Activities. The provisions of this chapter and Chapter [5.08](#) shall not be construed to require the payment of business license fees or business license administration fees by a non-profit entity or organization that is exempt from paying federal and state income taxes; nor shall any license be required for conducting any entertainment, concert, exhibition or lecture on scientific, historical, literary, religious or moral subjects whenever the receipts from such entertainment, concert, exhibition or lecture shall be given to a non-profit tax-exempt organization within the city. No such exemption shall be granted to any professional carnival or circus.

D. City-Sponsored Events and Recreational Activities. Persons who participate in any city-sponsored event or recreational activity where commercial enterprises are allowed, after the payment of any required participation fee, shall be exempt from the licensing requirements of this chapter and Chapter [5.08](#) and from the licensing requirement of Chapter [5.32](#). Such exemption

shall be limited and may be utilized only during the time and at the place of such event or recreational activity.

5.04.180 Enforcement of provisions—Generally.

A. It shall be the duty of the director of finance to enforce the provisions of this chapter and Chapter 5.08.

B. It shall be the duty of the director of finance to examine all places of business and persons required to maintain a business license pursuant to the provisions of this chapter and Chapter 5.08 to see that such licenses are obtained and remain current.

C. The director of finance shall have the power to enter, free of charge, during business hours any place of business for which such license is required and to demand the exhibition of such license.

D. Any person who violates a provision of this chapter is guilty of a separate offense for each day or part of the day during which the violation is committed, continued, or permitted.

E. Administrative citations and special notices required to be served pursuant to this chapter shall be personally served upon the person to be notified or by deposit in the United States Mail, certified mail with return receipt requested, addressed to such person to be notified at his/her/its last-known address as the same appears in the public records or other records pertaining to the matter to which such notice is directed. Service by mail shall be deemed to have been completed at the time of deposit in the mail.

5.04.190 Suspension or revocation.

A. Failure of a person to pay business license fees and business license administration fees in full in a timely manner shall result in the automatic suspension of the person's business license. The director of finance or his/her designee shall serve written notice to a licensee upon the automatic suspension of a license for failure to pay business license fees.

B. If the director of finance determines that a violation of this chapter or Chapter 5.08, which is unrelated to the payment of business license fees, has occurred, the director of finance may suspend or revoke a business license by serving written notice to the licensee.

C. Except as otherwise provided, a suspended business license may be reinstated if the requirements and conditions identified in the written suspension notice issued by the director of finance are satisfied by the date identified in the notice. A suspended business license that is later revoked by the director of finance may not be reinstated, and, if the licensee seeks to conduct business within the city's boundaries after license revocation must apply for a new business license and will be subject to the restrictions set forth in subsection E. below.

D. The director of finance may, in his/her reasonable discretion, revoke a business license if: (i) a licensee fails to pay business license fees and/or business license administrative

fees in a timely two (2) consecutive times; or (ii) a licensee knowingly violates this chapter or Chapter [5.08](#) and the violation consists of an act or omission other than the failure to pay business license fees and/or business license administration fees in a timely manner.

E. Upon revocation of any business license, no business license application by the same person, his or her agent, a business entity in which the person holds a twenty-five percent (25%) ownership interest, or a business entity in which the person serves as a director, officer, or limited liability company manager will be approved for license to engage in a similar business or activity for a period of one (1) year from the date of such revocation.

F. A suspension or revocation shall be final unless appealed by the licensee pursuant to section 5.04.260.

5.04.200 Administrative citations.

A. Issuance of Citation.

1. Whenever the director of finance determines that a violation of a provision of this chapter has occurred, the director shall have the authority to issue an administrative citation.

2. Each administrative citation shall contain the following information:

a. The date of the violation or, if the date of the violation is unknown, then the date the violation is identified;

b. The address or a description of the location where the violation occurred;

c. The section of this code violated and a description of the violation;

d. The amount of the fine for the violation;

e. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;

f. An order prohibiting the continuation or repeated occurrence of the code violation described in the administrative citation;

g. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and

h. The name and signature of the individual issuing the citation.

B. Amount of Fines.

1. The amounts of the fines for code violations imposed pursuant to this section shall be set forth in a schedule of fines established by resolution of the city council.

2. The schedule of fines shall specify any increased fines for repeat violations of the same code provision by the same person or entity.

C. Payment of Fines.

1. Fines shall be paid to the city within thirty (30) days from the date of the administrative citation.

2. Any administrative citation fine paid shall be refunded if it is determined, after an appeal hearing, that a person charged in the administrative citation was not responsible for the violation or that there was no violation as charged in the citation.

3. Payment of a fine under this chapter shall not excuse, discharge, or permit any continuation or repeated occurrence of the code violation that is the subject of the administrative citation.

H. Late Payment Charges. Unpaid fines shall, after the payment deadline identified in an administrative citation, be assessed a late payment fee established by resolution of the city council, and interest shall accrue thereafter at a rate established by resolution of the city council.

I. Recovery of Administrative Citation Fines and Costs. The city may collect any past due administrative citation fine, late payment fee, and interest by use of all available legal means. Collection costs shall be in addition to any late fee and interest imposed upon the delinquent obligation and shall become a part of the underlying obligation.

5.04.210 Criminal prosecution.

A person who violates any provision of this chapter shall, upon conviction, be guilty of a misdemeanor punishable pursuant to Section 19 of the California Penal Code, as may be amended.

5.04.220 Nuisance abatement and civil remedies.

A. Operating without a required business license or operating under an expired, suspended, or revoked license is a nuisance and constitutes unfair competition with respect to businesses complying with this chapter and Chapter [5.08](#). In addition to any other remedy provided by law or in equity, violation of any provision of this chapter, excluding provisions relating to the timely payment of money, may be abated and/or enjoined pursuant to State law. The city may cause proceedings to be brought for abatement and may recover reasonable attorney's fees, court costs and other expenses associated with such action.

B. When the director of finance finds that a person has violated or continues to violate, any provision of this chapter, the director may petition the Superior Court of Kings County, California, through the city's attorney, for an abatement warrant and/or the issuance of a temporary

restraining order, temporary injunction, and/or permanent injunction, as appropriate, which restrains or compels the specific performance of any requirement imposed by this chapter, including, without limitation, the cessation of the operations of a business operating without a valid business license. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a person.

C. Nothing contained in this Code shall preclude or limit the city from pursuing a civil action for damages against a person or entity that causes the city to incur injury, loss, costs, or expenses as a result of the person's violation of this chapter or Chapter [5.08](#).

D. In addition to all other remedies, as part of any civil action brought by the city, a court may assess a civil penalty in an amount not to exceed the maximum allowed by State law per day for each violation with respect to any person or entity that violates this chapter, which penalty shall be payable to the city.

5.04.230 Superior court action.

The city may, at its option, petition the Superior Court of Kings County, California to confirm any order establishing civil penalties and enter judgment in conformity therewith in accordance with the provisions of 1285 through 1297.6, inclusive, of the California Code of Civil Procedure.

5.04.240 Attorneys' fees and enforcement costs.

In addition to fines and penalties levied under this chapter, the city shall have the right to recover from a person who violates this chapter the city's reasonable attorneys' fees, enforcement costs, court costs, and other expenses incurred by the city in enforcing the terms of Title 5 of this Municipal Code.

5.04.250 Non-exclusive remedies.

The enforcement procedures, penalties, and remedies provided in this chapter are not exclusive, but are in addition to any other enforcement procedures, penalties and remedies that may be provided elsewhere in this chapter or by any federal, state or local law, regulation, or rule. In addition, the city may pursue any, all, or any combination of these enforcement procedures, penalties and remedies against any person who violates a provision of this chapter or Chapter [5.08](#). Nothing in this chapter shall be deemed to prevent the city from commencing any administrative, legal, equitable, or criminal proceeding to enforce this chapter, this Code, or any law.

5.04.260 Appeal.

A. Hearing Request.

1. Any person wishing to appeal an action or decision by the city occurring under this chapter or Chapter [5.08](#), including, without limitation, the city's issuance of an administrative citation or the suspension or revocation of a business license, must file with the

director of finance a request for appeal hearing within ten (10) days of the date of the city's action or decision. For purposes of administrative citations, suspensions, and revocations, the ten (10) day appeal period begins on the date that the citation or the suspension or revocation notice is served. If the deadline falls on a weekend or city holiday, then the deadline shall be extended until the next regular business day.

2. An appealing party shall submit the following to the director of finance within the ten (10) day appeal period: (i) a completed request for hearing form; (ii) the applicable appeal fee, which shall be established by resolution of the city council; and (iii) in matters involving administrative citations, the amount of the fine.

3. Notwithstanding the provisions of subsection 2 above, the deposit of the appeal fee and administrative fine requirements shall be waived if the director of finance determines that the appealing party is financially unable to pay such amounts. A waiver request must be submitted to the director of finance with the person's notice of appeal, along with a sworn declaration and other supporting documents and materials showing the person's actual financial inability to deposit the fine amount and/or pay the appeal fee. The appealing party bears the burden of demonstrating financial hardship to the satisfaction of the director of finance. If the director of finance determines that a waiver is warranted, the deposit and appeal fee will be waived or partially waived. If the director of finance finds that a waiver is not warranted, the appealing party must, within three (3) business days of the customer's receipt of the director of finance's written decision, deposit the appeal fee and administrative fine, if applicable, for the person's appeal to be processed.

4. The person requesting the hearing shall be serviced with written notice of the time and place set for the hearing at least ten (10) calendar days prior to the date of the hearing.

5. If the director of finance submits written material to the hearing body prior to the appeal hearing, a copy of such material shall be served on the person requesting the hearing at least five (5) calendar days prior to the date of the hearing.

B. Hearing Body. The city council or its designee shall serve as the hearing body for appeals occurring under this chapter.

C. Hearing Procedure.

1. When an appeal is timely filed, the director of finance shall fix a date, time, and place for the hearing. The hearing shall be set for a date that is not less than fifteen (15) days and not more than sixty (60) days from the date that the request for the hearing is filed in accordance with the provisions of this section.

2. At the hearing, the appealing party shall be given the opportunity to testify and to present evidence supporting the party's assertion that no violation of this chapter or Chapter [5.08](#) has occurred.

3. The failure of an appealing party to appear at the appeal hearing shall constitute a forfeiture of any fine amount deposited and a failure to exhaust administrative remedies.

4. Written material, including, without limitation, an administrative citation, submitted by the director of finance to the hearing body shall constitute prima facie evidence of the respective facts contained in those documents.

5. The hearing body may continue the hearing and request additional information from the director of finance or from the appealing party prior to issuing a written decision.

D. Hearing Body's Decision.

1. After considering all of the testimony and evidence submitted at the hearing, the hearing body shall issue a written decision to uphold, modify, or cancel the action or decision appealed and shall list the reasons for the decision. The appealing party shall be served with a copy of the hearing body's written decision within thirty (30) calendar days of the hearing body's decision.

2. If the hearing body determines that an administrative citation should be upheld, then the fine amount on deposit with the city shall be retained by the city.

3. If the hearing body determines that an administration citation should be canceled, then the city shall promptly refund the amount of the deposited fine.

4. If the hearing body determines that a fine levied under an administration citation should be adjusted, then the city will promptly refund the amount of the deposited fine that exceeds the amount fixed by the hearing body, or the recipient of the administrative citation will promptly pay to the city an additional amount fixed by the hearing body if the body finds that the fine assessed under the administrative citation to be insufficient.

5. The decision of the hearing body shall be final.

E. Following the appeal hearing, an aggrieved party may seek judicial review of the hearing body's decision by filing a complaint with the Superior Court of Kings County, California pursuant to Government Code Section 3069.4 during the period identified by California Code of Civil Procedure Section 1094.6, as may be amended.

Exhibit “B”

Chapter 5.08 BUSINESS LICENSE FEES

- 5.08.010 Scope of provisions.**
- 5.08.020 Gross receipts.**
- 5.08.030 Amusement devices.**
- 5.08.040 Auctioneers.**
- 5.08.050 Bankrupt sales.**
- 5.08.060 Billboard and sign companies.**
- 5.08.070 Building and loan associations.**
- 5.08.080 Circuses and carnivals.**
- 5.08.090 Parades.**
- 5.08.100 Contractors.**
- 5.08.110 Creameries.**
- 5.08.120 Delivery and freight companies.**
- 5.08.130 Finance companies.**
- 5.08.140 Fire and wreck sales.**
- 5.08.150 Fortunetelling.**
- 5.08.160 Hay, grain and feed brokers.**
- 5.08.170 House moving.**
- 5.08.180 Laundry trucks.**
- 5.08.190 Lectures and shows.**
- 5.08.200 Newspaper publishing.**
- 5.08.210 Newspaper distributing.**
- 5.08.220 Packinghouses.**
- 5.08.230 Pawnbrokers.**
- 5.08.240 Peddlers.**
- 5.08.250 Poolrooms, billiards, bowling lanes and skating rinks.**
- 5.08.260 Professions.**
- 5.08.270 Shooting galleries and ranges.**
- 5.08.280 Soliciting.**
- 5.08.290 Taxicabs and buses.**
- 5.08.300 Title companies.**
- 5.08.310 Theatrical and entertainment shows (transient).**

5.08.010 Scope of provisions.

The amount of license fees to be paid to the city by any person engaged in or carrying on any business, profession, trade or occupation is hereby fixed and established as provided in this chapter.

5.08.020 Gross receipts.

A. Retail and Service Businesses. Except as otherwise provided in this title, every person who, at a permanent place of business within the city, sells or offers for sale any goods, wares or merchandise, either as principal or agent, whether on commission or otherwise, whether for present or future delivery or whether such goods, wares or merchandise is owned or consigned to such person and every person carrying on or conducting at a permanent place of business in the city the business or occupation that involves the provision of a service, and every person engaged in any other kind of lawful business not otherwise licensed pursuant to the provisions of this title shall pay an annual license fee based upon the average monthly gross receipts as follows:

Average Monthly Sales	Annual License Fee
\$0.00 to 1,000.00	\$20.00
\$1,000.00 to 1,500.00	\$25.00
\$1,500.00 to 2,000.00	\$30.00
\$2,000.00 to 3,000.00	\$40.00
\$3,000.00 to 4,000.00	\$50.00
\$4,000.00 to 5,000.00	\$60.00
\$5,000.00 to 6,000.00	\$70.00
\$6,000.00 to 8,000.00	\$80.00
\$8,000.00 to 10,000.00	\$90.00
\$10,000.00 to 12,000.00	\$100.00
\$12,000.00 to 14,000.00	\$110.00
\$14,000.00 to 16,000.00	\$120.00
\$16,000.00 to 18,000.00	\$130.00
\$18,000.00 to 20,000.00	\$140.00
\$20,000.00 to 25,000.00	\$160.00
\$25,000.00 to 30,000.00	\$180.00
\$30,000.00 to 35,000.00	\$200.00
\$35,000.00 to 40,000.00	\$220.00
\$40,000.00 to 45,000.00	\$240.00
\$45,000.00 to 50,000.00	\$260.00
\$50,000.00 to 55,000.00	\$280.00
\$55,000.00 to 60,000.00	\$300.00
\$60,000.00 to 70,000.00	\$320.00
\$70,000.00 to 80,000.00	\$340.00
\$80,000.00 to 90,000.00	\$360.00
\$90,000.00 to 100,000.00	\$400.00

In addition, such person shall pay an annual business license fee in the amount of four dollars (\$4.00) per year for each additional one thousand dollars (\$1,000.00) or fractional part thereof, of average monthly sales in excess of one hundred thousand dollars (\$100,000.00).

B. Wholesale Businesses. Every person who carries on such business exclusively at wholesale shall pay an annual business license fee which shall equal one-half (1/2) of the business license fee calculated pursuant to the schedule set forth in subsection A of this section. When a person conducts both retail and wholesale business from the same premises, he or she shall file with the director of finance a segregated statement of his sales for the preceding year, segregating the wholesale sales and the retail sales and the business license fee shall thereupon be paid for each branch.

C. Partnerships. Members comprising a partnership maintaining one (1) office in the city and engaged in any occupation shall pay only one (1) business license fee except as otherwise provided in this section.

D. Employees. The provisions of this section shall not be construed as requiring a license from any person engaging in any business solely as an employee of any other person, which employer is licensed pursuant to the provisions of this title.

E. Franchised Businesses. No business license tax shall be paid pursuant to the provisions of this section by any person who pays a franchise tax to the city based upon the gross receipts from the sale of gas or electricity unless such person sells other merchandise within the city. In such event, the business shall pay a business license fee, as required by the provisions of this section, based upon the gross receipts from the sale of such other merchandise.

F. Minimum Fee. The minimum business license fee to be paid by any licensee pursuant to the provisions of this section shall be twenty dollars (\$20.00) per year.

5.08.030 Amusement devices.

The business license fee for every person carrying on a Ferris wheel, rollercoaster, merry-go-round, swing or similar device where a charge is collected for carrying any person thereon, except where carried on with some other business for which a license has been obtained pursuant to the provisions of this chapter, shall be five dollars (\$5.00) per day for each such device.

5.08.040 Auctioneers.

A. Fees. The business license fee for the business of acting as an auctioneer shall be sixty dollars (\$60.00) per year unless the auctioneer is an itinerant vendor temporarily located in the city, in which event the business license fee shall be fifty dollars (\$50.00) per day.

B. Exceptions. The provisions of this section shall not apply to any person selling his own goods, wares or merchandise at his permanent place of business in the city, in which case

section 5.08.020 shall apply. No license shall be required for the selling of any goods belonging to the United States, the state or the county at public auction or for the sale of property by virtue of any process issued by any court or for the sale of property by virtue of any trust deed or for the bona fide sale of household goods at the domicile of the owner thereof.

5.08.050 Bankrupt sales.

A. Fee. The business license fee for every person who sells in the city any bankrupt, assigned or damaged goods, wares or merchandise shall be one hundred dollars (\$100.00) per month.

B. Exception. The provisions of this section shall not apply to any stock of goods owned by any person actually conducting a permanent place of business in the city, which stock has been assigned in bankruptcy.

5.08.060 Billboard and sign companies.

The business license fee for the business of posting or advertising by posting, sticking, affixing or painting bills or signs upon billboards, advertising boards, buildings or structures used in whole or in part for advertising purposes shall be sixty dollars (\$60.00) per year.

5.08.070 Building and loan associations.

The business license fee for every person carrying on the business of a building and loan association shall be one hundred dollars (\$100.00) per year.

5.08.080 Circuses and carnivals.

The business license fee for every person carrying on a circus, carnival or acrobatic performance shall be twenty-five dollars (\$25.00) per day.

5.08.090 Parades.

The business license fee for every parade over any public street of the city by any person shall be twenty-five dollars (\$25.00) per day.

5.08.100 Contractors.

The business license fees for every person engaged in the business of contracting and not otherwise licensed pursuant to the provisions of this chapter shall be as follows:

Contractor	Annual License Fee
General contractors	\$60.00
Plumbing contractors	\$40.00
Electrical contractors	\$40.00

Roofing contractors	\$40.00
Painting contractors	\$40.00
Heating and refrigeration contractors	\$40.00
Plastering contractors	\$40.00
Any other specialty contractor	\$40.00

5.08.110 Creameries.

The business license fee for every person carrying on the business of a creamery or milk manufacturing plant which makes no retail sales within the city shall be two hundred dollars (\$200.00) per year.

5.08.120 Delivery and freight companies.

The business license fee for every person operating a business of delivery of goods or transportation of freight or other materials for hire, whether the freight or other materials are transported from a point inside the city to a point outside the city or from a point outside the city to a point of delivery inside the city or are transported entirely within the city, shall be thirty dollars (\$30.00) per year per truck.

5.08.130 Finance companies.

The business license fee for every person, other than a bank or pawnbroker, carrying on the business of buying and selling stocks, bonds or other securities or evidences of indebtedness of any kind for profit or of loaning money on the security of any stocks, bonds or other securities, or upon the security of livestock, furniture, household appliances or real estate, either as principal or agent, shall be one hundred dollars (\$100.00) per year.

5.08.140 Fire and wreck sales.

A. Defined. For the purposes of this section, "fire or wreck sale" means the sale of goods, wares or merchandise salvaged from a fire, wreck or other calamity or a sale of goods, wares or merchandise advertised as a fire or wreck sale.

B. Fee. The business license fee for every person conducting or carrying on a fire or wreck sale shall be one hundred dollars (\$100.00) per month.

C. Exception. No license shall be required pursuant to the provisions of this section for the sale of merchandise salvaged from any fire, wreck or other calamity occurring in the city when such sale is held by the owner of the merchandise at the time of the fire, wreck or other calamity.

5.08.150 Fortunetelling.

A. Fee. The business license fee for every person who carries on the business or art of fortune-telling as defined in Section [5.32.010](#) or who entertains the public by giving demonstrations of such defined practices shall be two hundred dollars (\$200.00) per year.

B. Exception. No person conducting the activities described in Section [5.32.020](#)(B) shall be required to obtain a license or pay a fee.

5.08.160 Hay, grain and feed brokers.

The business license fee for every person carrying on the business of hay, grain or feed broker, and who does not have a stock of merchandise on hand for delivery to purchasers, shall be sixty dollars (\$60.00) per year.

5.08.170 House moving.

The business license fee for every person carrying on the business of moving houses or other buildings shall be one hundred dollars (\$100.00) per year.

5.08.180 Laundry trucks.

The business license fee for every person carrying on the business in the city of collecting articles to be laundered or dry cleaned at a plant operated outside the city shall be sixty dollars (\$60.00) per year for each truck operated within the city.

5.08.190 Lectures and shows.

The business license fee for every person conducting or carrying on any lecture, entertainment, show or exhibition not otherwise specifically licensed by the provisions of this chapter shall be five dollars (\$5.00) per day.

5.08.200 Newspaper publishing.

The business license fee for every person engaged in the business of publishing a newspaper shall be one hundred dollars (\$100.00) per year. In addition, such person shall pay a license fee for all job printing and for the sale of any merchandise, other than printed newspapers, based upon the gross receipts schedule set forth in Section [5.08.020](#).

5.08.210 Newspaper distributing.

The business license fee for every independent distributor of newspapers within the city shall be twenty dollars (\$20.00) for each type of newspaper distributed per year. The provisions of this section shall not be construed to require a license for newspaper delivery personnel working directly for the newspaper that he or she distributes directly to subscribers.

5.08.220 Packinghouses.

The business license fee for the business of packing, canning or preparing green or dried fruits or vegetables or other food products for shipment or for sale on commission or otherwise, shall be one hundred fifty dollars (\$150.00) per year.

5.08.230 Pawnbrokers.

The business license fee for every person carrying on the business of pawnbroker shall be one hundred dollars (\$100.00) per year.

5.08.240 Peddlers.

A. Foot Peddlers. The business license fee for every foot peddler of goods, wares or merchandise shall be twenty-five dollars (\$25.00) per month.

B. Wholesale Peddling by Vehicle. The business license fee for every peddler of goods, wares or merchandise using a wheeled vehicle shall be thirty dollars (\$30.00) per month.

C. Retail Peddling of Fruits and Vegetables by Vehicle. The business license fee for every peddler using a wheeled vehicle in selling fruits and vegetables direct to the consumer shall be sixty dollars (\$60.00) per year.

D. Retail Peddling of Baked Goods and Dairy Products by Vehicle. The business license fee for every peddler using a wheeled vehicle in selling bakery goods or dairy products direct to the consumer shall be thirty dollars (\$30.00) per year.

E. Parades and Public Gatherings. The business license fee for every peddler of goods, wares or merchandise at parades and public gatherings shall be fifty dollars (\$50.00) per day.

F. Exceptions. The provisions of this section shall not apply to any person selling fruits, vegetables, meats, poultry, eggs or dairy products raised or produced exclusively by himself or herself.

5.08.250 Poolrooms, billiards, bowling lanes and skating rinks.

A. Poolrooms and Billiards. The business license fee for every person carrying on or maintaining billiard, pool or bagatelle tables or tables for playing any lawful game, other than cards, shall be eight dollars (\$8.00) per year for each table.

B. Bowling Lanes. The business license fee for every person carrying on or conducting a bowling lane shall be ten dollars (\$10.00) per lane per year.

C. Skating Rinks. The business license fee for every person carrying on a skating rink shall be forty-eight dollars (\$48.00) per year.

5.08.260 Professions.

The business license fee for every person who, at a permanent place of business within the city, conducts the business or profession of an accountant, appraiser, architect, attorney, chemist, chiropractist, chiropractor, dentist, medical laboratory, engineer, geologist, optician, optometrist, osteopath, physician, surgeon, tax consultant or radiologist shall be as follows:

A. For each separate person duly licensed to provide professional services in one office or a connected suite of offices, whether a partner, employee or associate, the sum of sixty dollars (\$60.00) per year, which sum shall also include the first person assisting each partner, employee or associate as a secretary, clerk, nurse or other assistant; and

B. For each additional person assisting in conducting such office, either as a secretary, clerk, nurse or other assistant, in excess of one (1) assistant to each partner, employee or associate, the sum of eight dollars (\$8.00) per year.

For purposes of this section, nurse practitioners and similar personnel who provide licensed professional services shall be treated as professionals falling within the scope of subsection A.

The business license fee for a current year shall be based upon the employment in such professional office at the close of the preceding year.

5.08.270 Shooting galleries and ranges.

The business license fee for every person carrying on the business of a shooting gallery or range shall be fifty dollars (\$50.00) per month.

5.08.280 Soliciting.

The business license fee for every person carrying on the business of selling or soliciting orders for the sale of goods, wares or merchandise by sample order or otherwise shall be thirty dollars (\$30.00) per month; provided, however, no person, nor his agents, having a permanent place of business in the city shall be required to pay a business license fee pursuant to the provisions of this section.

5.08.290 Taxicabs and buses.

The business license fee for every person carrying on the business of operating any automobile or motor-driven vehicle for the transportation of passengers for hire at rates per mile, per trip, per day or other unit of time shall be twenty dollars (\$20.00) per year per vehicle.

5.08.300 Title companies.

The business license fee for every person carrying on the business of searching titles to real estate, issuing reports on real estate titles or handling escrows covering sales of real estate for which a title report or title insurance is required shall be one hundred dollars (\$100.00) per year.

5.08.310 Theatrical and entertainment shows (transient).

The business license fee for every person carrying on any theatrical or entertainment show shall be twelve dollars and fifty cents (\$12.50) for the first day and five dollars (\$5.00) for each day thereafter.

Chapter 5.08 BUSINESS LICENSE FEES

- 5.08.010 Scope of provisions.**
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5.08.010 Scope of provisions.

The amount of license fees to be paid to the city by any person engaged in or carrying on any business, profession, trade or occupation is hereby fixed and established as provided in this chapter.

5.08.020 Gross receipts.

A. Retail and Service Businesses. Except as otherwise provided in this title, every person who, at a permanent place of business within the city, sells or offers for sale any goods, wares or merchandise, either as principal or agent, whether on commission or otherwise, whether for present or future delivery or whether such goods, wares or merchandise is owned or consigned to such person and every person carrying on or conducting at a permanent place of business in the city the business or occupation that involves the provision of a service, and every person engaged in any other kind of lawful business not otherwise licensed pursuant to the provisions of this title shall pay an annual license fee based upon the average monthly gross receipts as follows:

Average Monthly Sales	Annual License Fee
\$0.00 to \$1,000.00	\$20.00
\$1,000.00 to 1,500.00	\$25.00
\$1,500.00 to 2,000.00	\$30.00
\$2,000.00 to 3,000.00	\$40.00
\$3,000.00 to 4,000.00	\$50.00
\$4,000.00 to 5,000.00	\$60.00
\$5,000.00 to 6,000.00	\$70.00
\$6,000.00 to 8,000.00	\$80.00
\$8,000.00 to 10,000.00	\$90.00
\$10,000.00 to 12,000.00	\$100.00
\$12,000.00 to 14,000.00	\$110.00
\$14,000.00 to 16,000.00	\$120.00
\$16,000.00 to 18,000.00	\$130.00
\$18,000.00 to 20,000.00	\$140.00
\$20,000.00 to 25,000.00	\$160.00
\$25,000.00 to 30,000.00	\$180.00
\$30,000.00 to 35,000.00	\$200.00
\$35,000.00 to 40,000.00	\$220.00
\$40,000.00 to 45,000.00	\$240.00
\$45,000.00 to 50,000.00	\$260.00
\$50,000.00 to 55,000.00	\$280.00
\$55,000.00 to 60,000.00	\$300.00
\$60,000.00 to 70,000.00	\$320.00
aa <u>\$70,000.00 to \$80,000.00</u>	\$340.00
\$80,000.00 to 90,000.00	\$360.00
\$90,000.00 to 100,000.00	\$400.00

In addition, such person shall pay an annual business license fee in the amount of four dollars (\$4.00) per year for each additional one thousand dollars (\$1,000.00) or fractional part thereof, of average monthly sales in excess of one hundred thousand dollars (\$100,000.00).

B. Wholesale Businesses. Every person who carries on such business exclusively at wholesale shall pay an annual business license fee which shall equal one-half (1/2) of the business license fee calculated pursuant to the schedule set forth in subsection A of this section. When a person conducts both retail and wholesale business from the same premises, he or she shall file with the director of finance a segregated statement of his sales for the preceding year, segregating the wholesale sales and the retail sales and the business license fee shall thereupon be paid for each branch.

⌘

C. Partnerships. Members comprising a partnership maintaining one (1) office in the city and engaged in any occupation shall pay only one (1) business license fee except as otherwise provided in this section.

D. Employees. The provisions of this section shall not be construed as requiring a license from any person engaging in any business solely as an employee of any other person, which employer is licensed pursuant to the provisions of this title.

E. Franchised Businesses. No business license tax shall be paid pursuant to the provisions of this section by any person who pays a franchise tax to the city based upon the gross receipts from the sale of gas or electricity unless such person sells other merchandise within the city. In such event, the business shall pay a business license fee, as required by the provisions of this section, based upon the gross receipts from the sale of such other merchandise.

F. Minimum Fee. The minimum business license fee to be paid by any licensee pursuant to the provisions of this section shall be twenty dollars (\$20.00) per year.

5.08.030 Amusement devices.

The business license fee for every person carrying on a Ferris wheel, ~~seenie railwayrollercoaster~~, merry-go-round, swing or similar device where a charge is collected for carrying any person thereon, except where carried on with some other business for which a license has been obtained pursuant to the provisions of this chapter, shall be five dollars (\$5.00) per day for each such device.

5.08.040 Auctioneers.

A. Fees. The business license fee for the business of acting as an auctioneer shall be sixty dollars (\$60.00) per year unless the auctioneer is an itinerant vendor temporarily located in the city, in which event the business license fee shall be fifty dollars (\$50.00) per day.

B. Exceptions. The provisions of this section shall not apply to any person selling his own goods, wares or merchandise at his permanent place of business in the city, in which case section 5.08.020 shall apply. No license shall be required for the selling of any goods belonging to the United States, the state or the county at public auction or for the sale of property by virtue of any process issued by any court or for the sale of property by virtue of any trust deed or for the bona fide sale of household goods at the domicile of the owner thereof.

5.08.050 Bankrupt sales.

A. Fee. The business license fee for every person who sells in the city any bankrupt, assigned or damaged goods, wares or merchandise shall be one hundred dollars (\$100.00) per month.

B. Exception. The provisions of this section shall not apply to any stock of goods owned by any person actually conducting a permanent place of business in the city, which stock has been assigned in bankruptcy.

5.08.060 Billboard and sign companies.

The business license fee for the business of posting or advertising by posting, sticking, affixing or painting bills or signs upon billboards, advertising boards, buildings or structures used in whole or in part for advertising purposes shall be sixty dollars (\$60.00) per year.

5.08.070 Building and loan associations.

The business license fee for every person carrying on the business of a building and loan association shall be one hundred dollars (\$100.00) per year.

5.08.080 Circuses and carnivals.

The business license fee for every person carrying on a circus, carnival or acrobatic performance shall be twenty-five dollars (\$25.00) per day.

5.08.090 Parades.

The business license fee for every parade over any public street of the city by any person shall be twenty-five dollars (\$25.00) per day.

5.08.100 Contractors.

The business license fees for every person engaged in the business of contracting and not otherwise licensed pursuant to the provisions of this chapter shall be as follows:

Contractor	Annual License Fee
General contractors	\$60.00

Plumbing contractors	\$40.00
Electrical contractors	\$40.00
Roofing contractors	\$40.00
Painting contractors	\$40.00
Heating and refrigeration contractors	\$40.00
Plastering contractors	\$40.00
Any other specialty contractor	\$40.00

5.08.110 Creameries.

The business license fee for every person carrying on the business of a creamery or milk manufacturing plant which makes no retail sales within the city shall be two hundred dollars (\$200.00) per year.

5.08.120 Delivery and freight companies.

The business license fee for every person operating a business of delivery of goods or transportation of freight or other materials for hire, whether the freight or other materials are transported from a point inside the city to a point outside the city or from a point outside the city to a point of delivery inside the city or are transported entirely within the city, shall be thirty dollars (\$30.00) per year per truck.

5.08.130 Finance companies.

The business license fee for every person, other than a bank or pawnbroker, carrying on the business of buying and selling stocks, bonds or other securities or evidences of indebtedness of any kind for profit or of loaning money on the security of any stocks, bonds or other securities, or upon the security of livestock, furniture, household appliances or real estate, either as principal or agent, shall be one hundred dollars (\$100.00) per year.

5.08.140 Fire and wreck sales.

A. Defined. For the purposes of this section, “fire or wreck sale” means the sale of goods, wares or merchandise salvaged from a fire, wreck or other calamity or a sale of goods, wares or merchandise advertised as a fire or wreck sale.

B. Fee. The business license fee for every person conducting or carrying on a fire or wreck sale shall be one hundred dollars (\$100.00) per month.

C. Exception. No license shall be required pursuant to the provisions of this section for the sale of merchandise salvaged from any fire, wreck or other calamity occurring in the city when such sale is held by the owner of the merchandise at the time of the fire, wreck or other calamity.

5.08.150 Fortunetelling.

A. Fee. The business license fee for every person who carries on the business or art of fortune-telling as defined in Section 5.32.010 or who entertains the public by giving demonstrations of such defined practices shall be two hundred dollars (\$200.00) per year.

B. Exception. No person conducting the activities described in Section 5.32.020(B) shall be required to obtain a license or pay a fee.

5.08.160 Hay, grain and feed brokers.

The business license fee for every person carrying on the business of hay, grain or feed broker, and who does not have a stock of merchandise on hand for delivery to purchasers, shall be sixty dollars (\$60.00) per year.

5.08.170 House moving.

The business license fee for every person carrying on the business of moving houses or other buildings shall be one hundred dollars (\$100.00) per year.

5.08.180 Laundry trucks.

The business license fee for every person carrying on the business in the city of collecting articles to be laundered or dry cleaned at a plant operated outside the city shall be sixty dollars (\$60.00) per year for each truck operated within the city.

5.08.190 Lectures and shows.

The business license fee for every person conducting or carrying on any lecture, entertainment, show or exhibition not otherwise specifically licensed by the provisions of this chapter shall be five dollars (\$5.00) per day.

5.08.200 Newspaper publishing.

The business license fee for every person engaged in the business of publishing a newspaper shall be one hundred dollars (\$100.00) per year. In addition, such person shall pay a license fee for all job printing and for the sale of any merchandise, other than printed newspapers, based upon the gross receipts schedule set forth in Section 5.08.020.

5.08.210 Newspaper distributing.

The business license fee for every independent distributor of newspapers within the city shall be twenty dollars (\$20.00) for each type of newspaper distributed per year. The provisions of this section shall not be construed to require a license for ~~a~~ newspaper delivery personnel working directly for the newspaper that he or she distributes directly to subscribers.

5.08.220 Packinghouses.

The business license fee for the business of packing, canning or preparing green or dried fruits or vegetables or other food products for shipment or for sale on commission or otherwise, shall be one hundred fifty dollars (\$150.00) per year.

5.08.230 Pawnbrokers.

The business license fee for every person carrying on the business of pawnbroker shall be one hundred dollars (\$100.00) per year.

5.08.240 Peddlers.

A. Foot Peddlers. The business license fee for every foot peddler of goods, wares or merchandise shall be twenty-five dollars (\$25.00) per month.

B. Wholesale Peddling by Vehicle. The business license fee for every peddler of goods, wares or merchandise using a wheeled vehicle shall be thirty dollars (\$30.00) per month.

C. Retail Peddling of Fruits and Vegetables by Vehicle. The business license fee for every peddler using a wheeled vehicle in selling fruits and vegetables direct to the consumer shall be sixty dollars (\$60.00) per year.

D. Retail Peddling of Baked Goods and Dairy Products by Vehicle. The business license fee for every peddler using a wheeled vehicle in selling bakery goods or dairy products direct to the consumer shall be thirty dollars (\$30.00) per year.

E. Parades and Public Gatherings. The business license fee for every peddler of goods, wares or merchandise at parades and public gatherings shall be fifty dollars (\$50.00) per day.

F. Exceptions. The provisions of this section shall not apply to any person selling fruits, vegetables, meats, poultry, eggs or dairy products raised or produced exclusively by himself or herself.

5.08.250 Poolrooms, billiards, bowling lanes and skating rinks.

A. Poolrooms and Billiards. The business license fee for every person carrying on or maintaining billiard, pool or bagatelle tables or tables for playing any lawful game, other than cards, shall be eight dollars (\$8.00) per year for each table.

B. Bowling Lanes. The business license fee for every person carrying on or conducting a bowling lane shall be ten dollars (\$10.00) per lane per year.

C. Skating Rinks. The business license fee for every person carrying on a skating rink shall be forty-eight dollars (\$48.00) per year.

5.08.260 Professions.

The business license fee for every person who, at a permanent place of business within the city, conducts the business or profession of an accountant, appraiser, architect, attorney, chemist, chiropractist, chiropractor, dentist, medical laboratory, engineer, geologist, optician, optometrist, osteopath, physician, surgeon, tax consultant or radiologist shall be as follows:

A. For each separate person duly licensed to ~~practice such profession~~ provide professional services in one office or a connected suite of offices, whether a partner, employee or associate, the sum of sixty dollars (\$60.00) per year, which sum shall also include the first person assisting each partner, employee or associate as a ~~stenographer~~, secretary, clerk, nurse or other assistant; and

B. For each additional person assisting in conducting such office, either as a ~~stenographer~~, secretary, clerk, nurse or other assistant, in excess of one (1) assistant to each partner, employee or associate, the sum of eight dollars (\$8.00) per year.

For purposes of this section, nurse practitioners and similar personnel who provide licensed professional services shall be treated as professionals falling within the scope of subsection A.

The business license fee for a current year shall be based upon the employment in such professional office at the close of the preceding year.

5.08.270 Shooting galleries and ranges.

The business license fee for every person carrying on the business of a shooting gallery or range shall be fifty dollars (\$50.00) per month.

5.08.280 Soliciting.

The business license fee for every person carrying on the business of selling or soliciting orders for the sale of goods, wares or merchandise by sample order or otherwise shall be thirty dollars (\$30.00) per month; provided, however, no person, nor his agents, having a permanent place of business in the city shall be required to pay a business license fee pursuant to the provisions of this section.

5.08.290 Taxicabs and buses.

The business license fee for every person carrying on the business of operating any automobile or motor-driven vehicle for the transportation of passengers for hire at rates per mile, per trip, per day or other unit of time shall be twenty dollars (\$20.00) per year per vehicle.

5.08.300 Title companies.

The business license fee for every person carrying on the business of searching titles to real estate, issuing reports on real estate titles or handling escrows covering sales of real estate for which a title report or title insurance is required shall be one hundred dollars (\$100.00) per year.

5.08.310 Theatrical and entertainment shows (transient).

The business license fee for every person carrying on any theatrical or entertainment show shall be twelve dollars and fifty cents (\$12.50) for the first day and five dollars (\$5.00) for each day thereafter.



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021	AGENDA SECTION: D
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SUBJECT:

Community Development: Historic Resources Permit 2021-02: a request to install a concrete pad and bus shelter in Civic Park. The property is designated as a contributing building within the Historic Overlay Zone. The project is located at 400 N. Douty St. (APN 010-264-002)

See staff report attached.

FISCAL IMPACT:

ATTACHMENTS:

Staff Report - bus stop
 Resolution No. 21-30-R
 Attachment 1: Historic Overlay Zone and Properties
 Attachment 2: Location and Design
 Attachment 3: Section 17.48.150(D)
 Notice of Exemption No. 2021-64

**CITY OF HANFORD CITY COUNCIL
STAFF REPORT
Tuesday, July 20, 2021**

PROJECT: **Historic Resources Permit 2021-02:** a request to install a concrete pad and bus shelter in Civic Park. The property is designated as a contributing building within the Historic Overlay Zone.

LOCATION: The project is located at 400 N. Douty St. (APN 010-264-002)

STAFF RECOMMENDATION

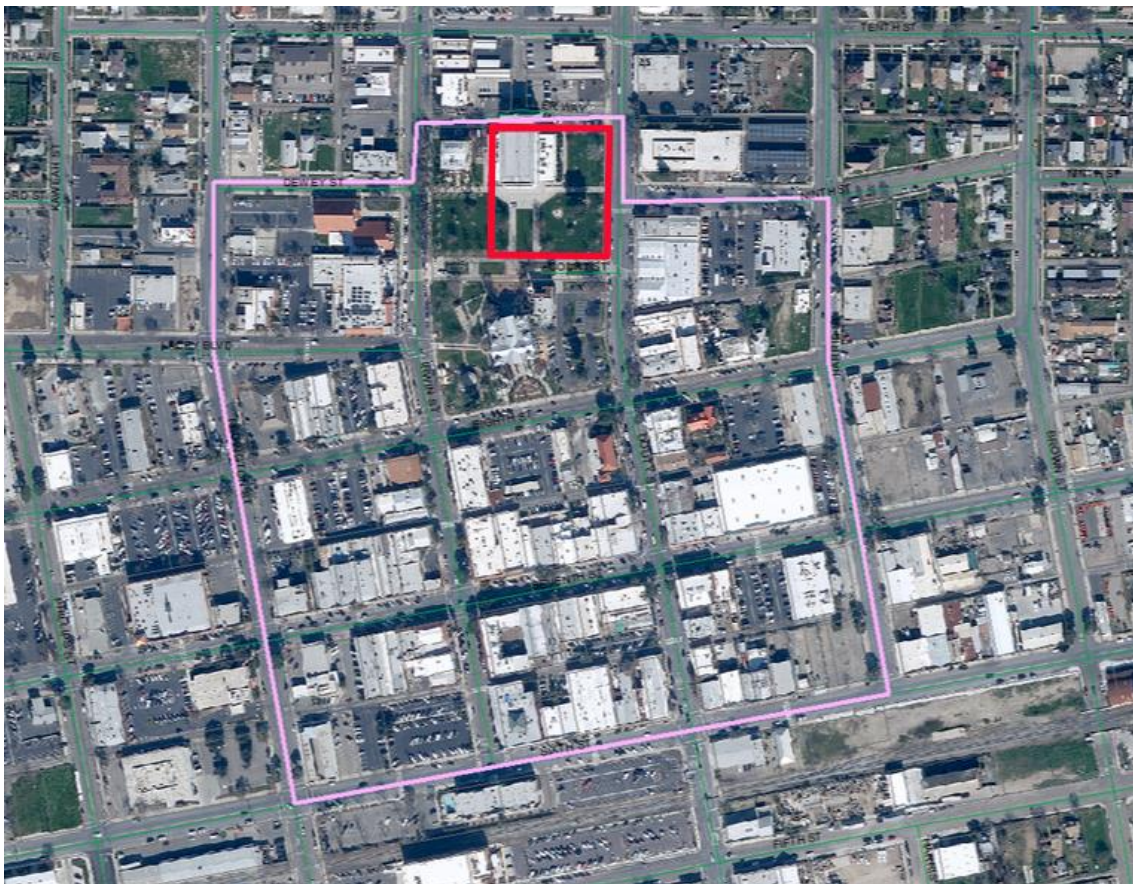
1. Staff recommends that the City Council, by motion, adopt Resolution 21-30-R approving Historic Resources Permit 2021-02.

RECOMMENDED MOTION

1. I move to adopt Resolution 21-30-R approving Historic Resources Permit 2021-02.

PROJECT DESCRIPTION

The property is located within the Historic Overlay Zone, shown below – outlined in red.



The property is designated a contributing building in the Historic Overlay Zone, as shown on the Historic Overlay Zone Map – **Attachment 1**.

“Contributing building” means a structure within a historic district which structure retains scale, mass and other architectural characteristics to the degree that it contributes to the sense of time and place of the immediate area and the district. The building may have individual architectural significance or may be one of a grouping of background buildings that jointly contribute to the character of the immediate area and the district. Contributing buildings may reflect interim modifications if those modifications do not irreparably detract from the character of the building or if the modifications reflect an architectural style or particular era important to the development of the City. Contributing buildings shall also include structures that have a strong historical tie to activities, events, or individuals important in the development of the City.

In accordance with the Municipal Code Section 17.48, improvements to a site identified as a historic site within the Historic Overlay Zone are required to be approved through a Historic Resources Permit, which must be approved by the City Council.

Section 17.48.040

No improvement or exterior architectural feature of any improvement shall be constructed or altered or enlarged which is located in the Historic Overlay District or identified as a historic site outside the District, unless a permit is issued pursuant to the terms of this chapter. The section shall not apply to any interior alteration which has no effect on the condition or appearance of any exterior architectural feature of an improvement. No structure listed on a State or National Register shall be moved or demolished, unless a permit is issued pursuant to the terms of this chapter.

Section 17.48.070

- A. A historic resource permit shall be required for any alteration of the exterior features of a building within a designated historic district, or a designated historic building or site, or to construct a new building or improvements upon property within a designated historic district except as otherwise provided in this Chapter 17.48, the City Council shall determine whether a historic resources permit shall be issued. A permit shall not be required for ordinary maintenance and repairs as defined in this section.
- B. Permit Procedures. An application for a historic resource permit shall be made on a form prescribed by the Community Development Department and shall be accompanied by the fees established by resolution of the City Council. The application shall include the information required by Section 17.60.020 for site plan review, complete elevation drawings of the proposed alterations, samples of proposed colors and materials, color photographs of all sides of any existing improvement, building or structure on the site, and such other information as may be required by the Community Development Department. If applicable, the application shall include the information required by Chapter 17.58 (permit for conditional uses) and Chapter 17.62 (planned unit development).

Applications for permits requiring City Council approval shall be placed on the next regular meeting of the City Council. The City Council may approve, approve with conditions, or deny the permit.

Site Description

Civic Park is home to multiple prominent, historic structures in the City of Hanford, including the Civic Auditorium, the Veterans Memorial Building, the Bastille, and the County Courthouse, and hosts a multitude of events throughout the year. To support the public's use of the park are numerous accessory structures, including, but not limited to, benches, trash cans, and a Kings Area Rural Transit (KART) bus stop. The applicant proposes to install a concrete pad and place a bus shelter adjacent to the existing KART bus stop, as shown in **Attachment 2**.

The design of the bus shelter will match the design of the existing bus shelters found throughout Hanford. The color used will be RAL 8016 Mahogany Brown, which is consistent with the Historic District's color palette. The color proposed will be complementary to the existing benches and trash cans in the park.

Per Section 17.48.080, City Council is granted the authority to approve deviations from the provisions of Section 17.48 if they find that the deviation is necessary to achieve the purposes of this chapter and that the deviation will not adversely affect the public health, safety and general welfare of the citizens of Hanford. Section 17.48.150(D)(5) states that "brick is the preferred exterior material for new construction. The color and texture should be similar to that of brick historically used in the City. Stuccoed surfaces may be permitted on a limited basis. The use of wood, synthetics and metal siding shall be prohibited." While brick is the preferred material for new construction, the material proposed would complement the existing benches and trash cans in the park. Given the use of the structure, staff recommends that the project also deviates from the height, façade, and roof standards preferred for new construction, listed in **Attachment 3**. The regulations for new construction in the Historic District describe standards typically preferred for storefronts.

The proposed bus shelter would be small, unobtrusive to the site, and complementary to existing accessory structures in the park with these deviations. These deviations will not adversely affect the public health, safety, and general welfare of the citizens of Hanford, nor will they affect any of the existing historic buildings on site. The project complies with all other applicable standards set forth in Chapter 17.48 of the Hanford Municipal Code.

FINDINGS FOR APPROVAL

In accordance with Section 17.48 of the Hanford Municipal Code, staff recommends approval of Historic Resources Permit 2021-02 and that the approval of the historic resources permit will preserve to the extent possible historic elements of the site, and make the following findings:

1. That the proposed structure is consistent with the intent of development standards for contributing sites in the Historic Overlay Zone.
2. That the proposed project will provide a complementary setting and environment in the Historic District.

3. That although the proposed structure varies in architectural style from typical historic facades, the structure can be considered unobtrusive and accessory in nature and will not detract from the cultural, social, economic, political, and architectural phases presented in the Historic Downtown.
4. That the request will not adversely affect the public health, safety, and general welfare of the citizens of Hanford.

RECOMMENDATION – CONDITIONS OF APPROVAL

The City Council may approve, approve with conditions, or deny the permit.

Staff recommends that the City Council adopt Resolution 21-30-R, approving Historic Resources Permit No. 2021-02, subject to the following conditions:

1. That approval of this project does not exempt compliance with all applicable sections of the Zoning Ordinance, Public Works Improvement Standards, fees, or other City Ordinances.
2. That the alterations to the site be completed in accordance with the proposed changes. Future changes may be approved by the Community Development Director or forwarded to the City Council for review.

Applicant

Mark Pedreiro – KART Transit Manager
610 W. Seventh Street
Hanford, CA 93230

Property Owner

City of Hanford
315 N. Douty St.
Hanford, CA 93230

RESOLUTION 21-30-R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HANFORD
APPROVING HISTORIC RESOURCES PERMIT NO. 2021-02 TO INSTALL A
CONCRETE PAD AND BUS SHELTER IN CIVIC PARK. THE PROPERTY IS
DESIGNATED AS A CONTRIBUTING BUILDING WITHIN THE HISTORIC
OVERLAY ZONE. THE PROJECT IS LOCATED AT 400 N. DOUTY STREET
(APN 010-264-002).**

At a regular meeting of the City Council of the City of Hanford duly called and held on July 20, 2021, at 7:00 p.m. in the Council Chambers of the Civic Auditorium, it was moved by Council Member _____, and seconded by Council Member _____, and duly carried, that the following resolution be adopted:

WHEREAS, an application, filed by Mark Pedreiro for Historic Resources Permit No. 2021-02, as shown in **Exhibit A**, was presented to the City Council; and

WHEREAS, the proposed project is located at 400 N. Douty Street (APN 010-264-002); and

WHEREAS, the City Council of the City of Hanford, at a regular meeting on July 20, 2021, reviewed the request for Historic Resources Permit No. 2021-02; and

WHEREAS, Section 15303 of the California Environmental Quality Act Guidelines categorically exempts “New Construction Or Conversion Of Small Structures” from Environmental Review; and

WHEREAS, the City Council of the City of Hanford reviewed the application for the Historic Resources Permit No. 2021-02 and found that the application is consistent with Section 17.48 of the Hanford Municipal Code and that the approval of the historic resources permit will preserve to the extent possible historic elements of the site, and make the following findings:

1. That the proposed structure is consistent with the intent of development standards for contributing sites in the Historic Overlay Zone.
2. That the proposed project will provide a complementary setting and environment in the Historic District.
3. That although the proposed structure varies in architectural style from typical historic facades, the structure can be considered unobtrusive and accessory in nature and will not detract from the cultural, social, economic, political, and architectural phases presented in the Historic Downtown.
4. That the request will not adversely affect the public health, safety, and general welfare of the citizens of Hanford.

THEREFORE, BE IT RESOLVED that the City Council of the City of Hanford hereby approves Historic Resources Permit No. 2021-02, subject to the following conditions:

1. That approval of this project does not exempt compliance with all applicable sections of the Zoning Ordinance, Public Works Improvement Standards, fees, or other City Ordinances.
2. That the alterations to the site be completed in accordance with the proposed changes. Future changes may be approved by the Community Development Director or forwarded to the City Council for review.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Hanford hereby approves Historic Resources Permit No. 2021-02. Passed and adopted at a regular meeting of the City Council of the City of Hanford duly called and held on July 20, 2021, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

APPROVED: _____
FRANCISCO RAMIREZ
MAYOR of the City of Hanford

ATTEST: _____
NATALIE CORRAL
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF KINGS) ss
CITY OF HANFORD)

I, NATALIE CORRAL, City Clerk of the City of Hanford, do hereby certify the foregoing Resolution was duly passed and adopted at a regular meeting of the City Council of the City of Hanford held on the 20th day of July, 2021.

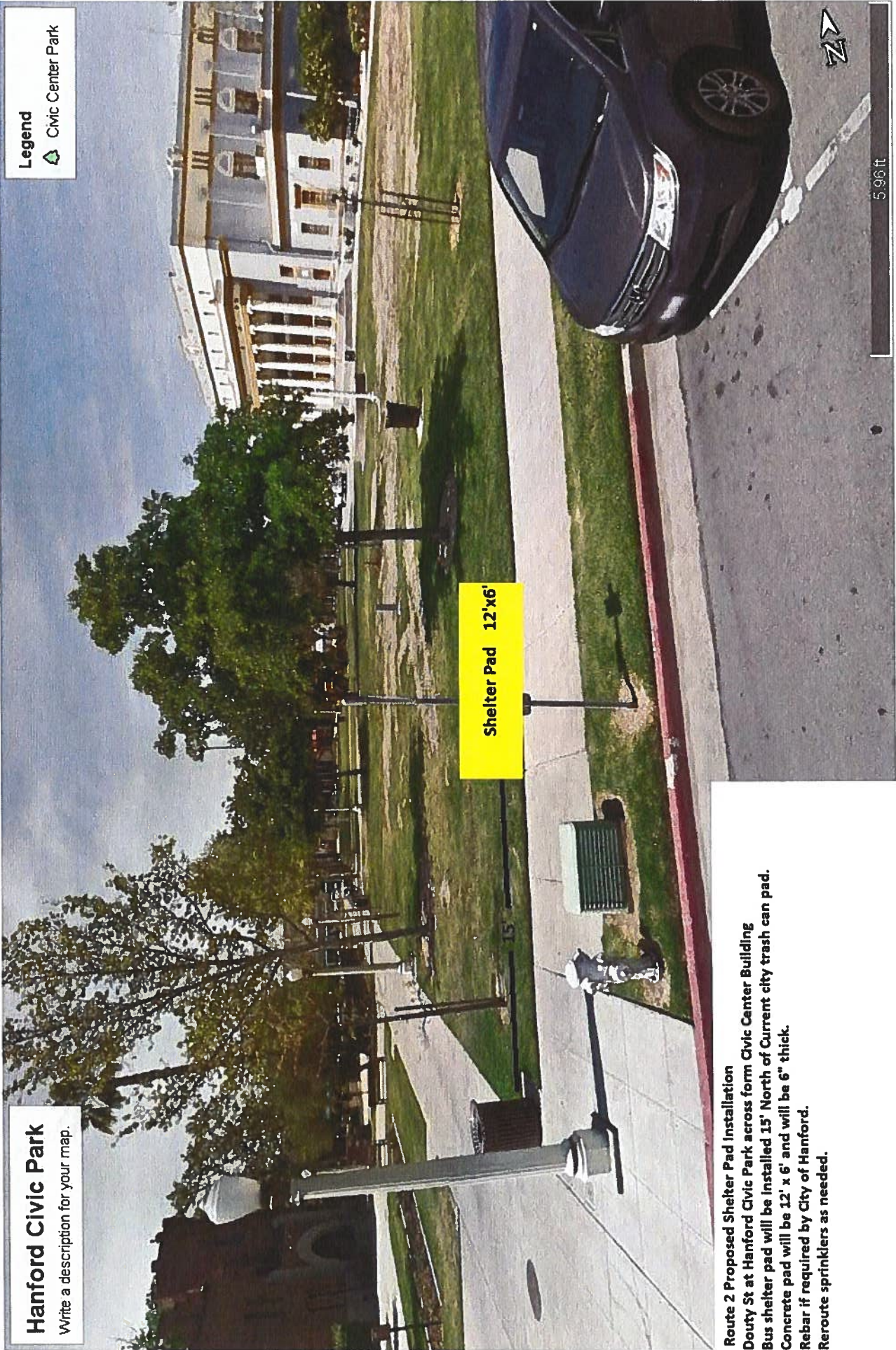
Date: _____

NATALIE CORRAL
CITY CLERK

Attachment: Resolution No. 21-30-R (CD: Historic Resources Permit 2021-02)

Exhibit A
Approved Location and Design

Attachment: Resolution No. 21-30-R (CD: Historic Resources Permit 2021-02)



Hanford Civic Park

Write a description for your map.

Legend

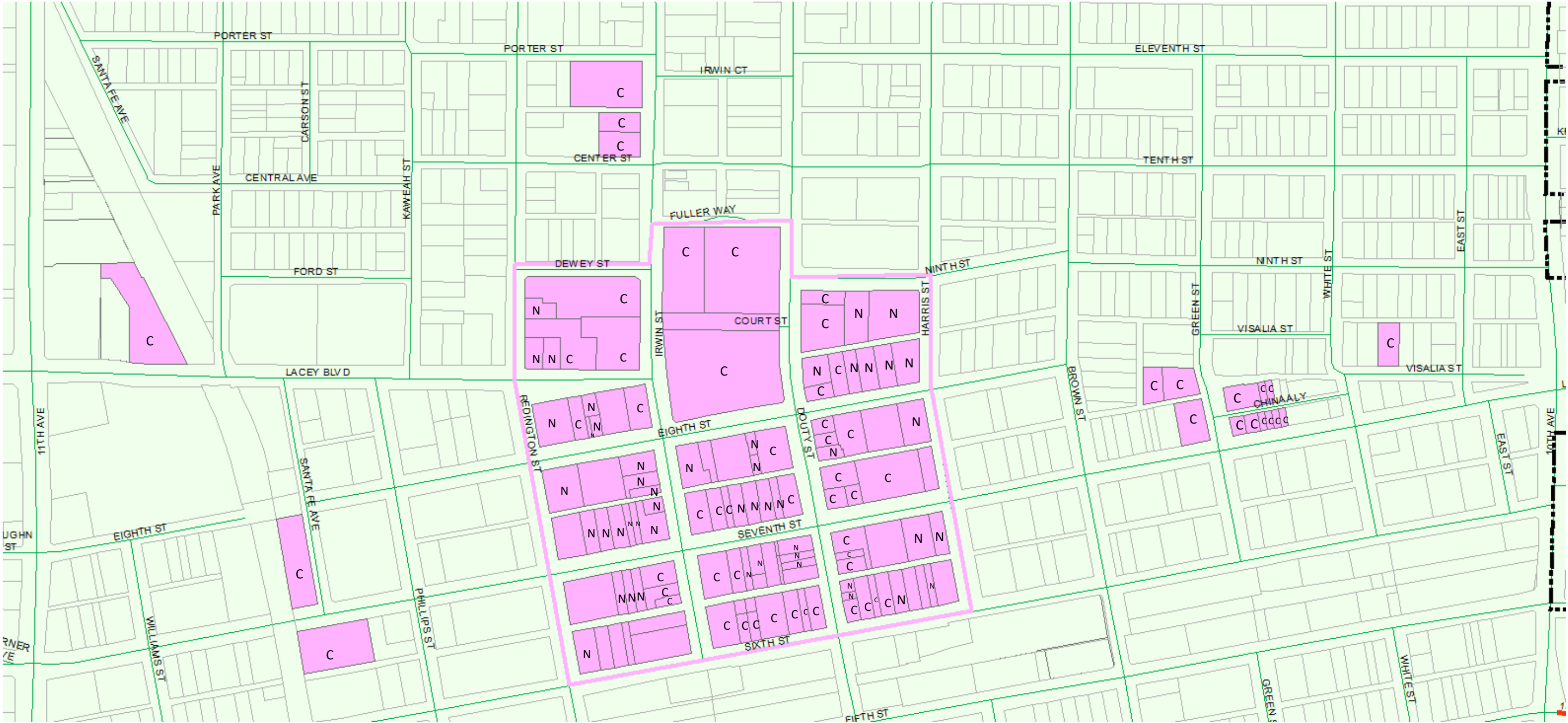
 Civic Center Park

Route 2 Proposed Shelter Pad Installation
Douty St at Hanford Civic Park across from Civic Center Building
Bus shelter pad will be installed 15' North of Current city trash can pad.
Concrete pad will be 12' x 6' and will be 6" thick.
Rebar if required by City of Hanford.
Reroute sprinklers as needed.



Shelter color will be RAL 8016 Mahogany Brown as shown. Or other color chosen by city. Civic Park shelter will be identical to shelter as shown in picture. This shelter is located at 250 W. 7th St. Hanford, CA.

Historic Overlay Zone and Properties



Legend

- Historic Overlay Zone

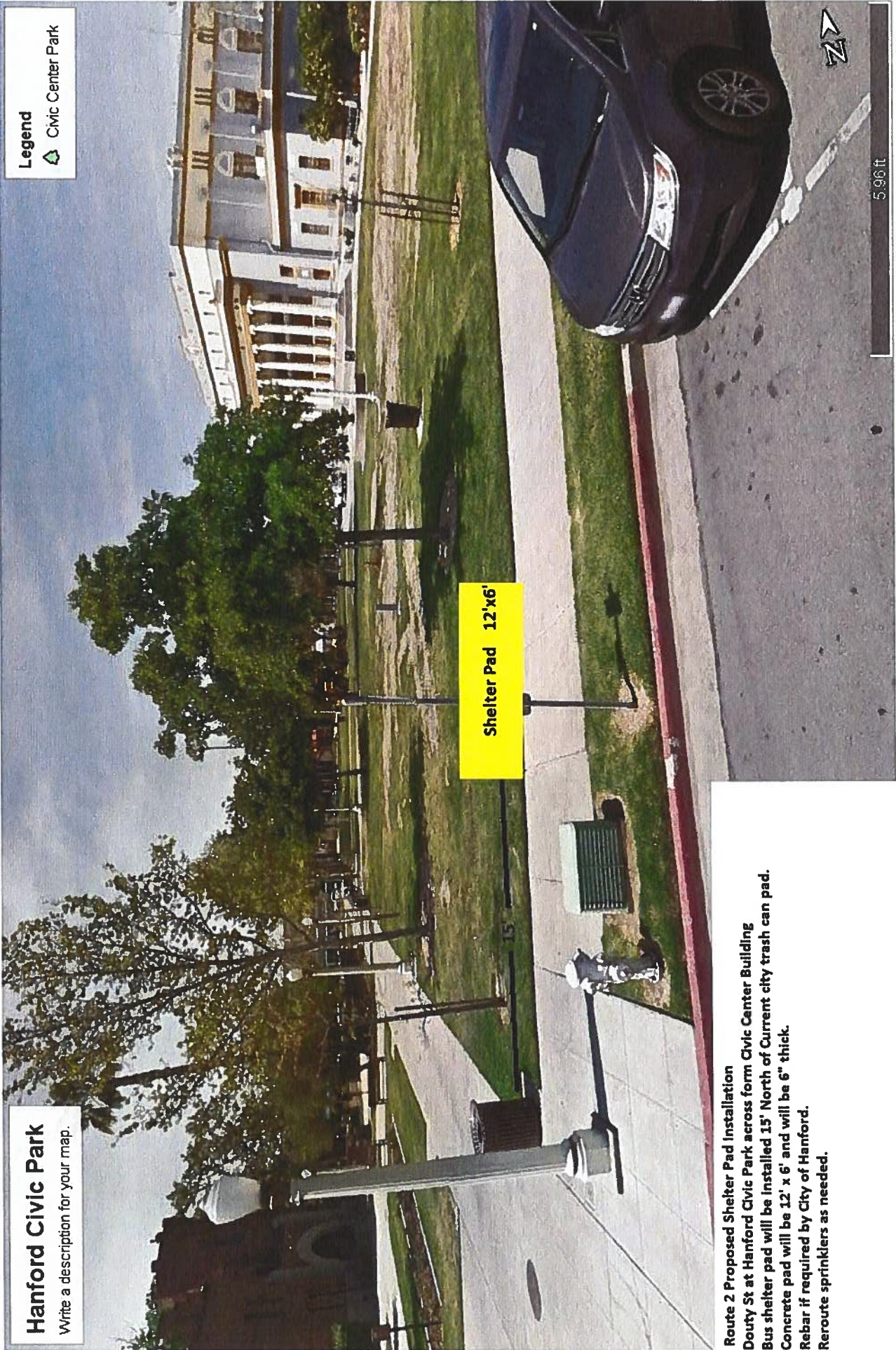
- Historic Properties

C

 - Contributing Buildings

N

 - Noncontributing Buildings



Hanford Civic Park

Write a description for your map.

Route 2 Proposed Shelter Pad Installation
Douty St at Hanford Civic Park across from Civic Center Building
Bus shelter pad will be installed 15' North of Current city trash can pad.
Concrete pad will be 12' x 6' and will be 6" thick.
Rebar if required by City of Hanford.
Reroute sprinklers as needed.



Shelter color will be RAL 8016 Mahogany Brown as shown. Or other color chosen by city. Civic Park shelter will be identical to shelter as shown in picture. This shelter is located at 250 W. 7th St. Hanford, CA.

City of Hanford Municipal Code Title 17 - Zoning Ordinance

v. When repointing is necessary to replace deteriorated mortar or to stop water damage, loose mortar should be raked out to a depth of approximately one-half inch to one inch in both vertical and horizontal joints and the brick washed to remove small particles which remain. Joints should not be sawed.

vi. When deteriorating brick must be replaced, replacements should match the old brick in color, texture, size and coursing technique. Mortar should be painted to match existing joints. Replacement brick should be laid in the same bond as the original.

vii. Repainting shall be preferable to cleaning brick which has previously been painted. Painting brick which has not previously been painted is an appropriate way to unify a facade for which the original brick color, size, texture, coursing technique, and mortar appearance cannot be matched in repair work and in which such inconsistency is visually disruptive.

viii. Many of the buildings in the historic district have been stuccoed. Stucco is very difficult to remove from brick, especially soft brick, and therefore its removal is not recommended. Although stucco may be removed laboriously by use of a hammer and chisel, the chisel marks often mark the brick. If wire mesh was attached to the brick to hold the stucco, the mesh may be pulled from the surface of the brick to remove the stucco.

b. Wood. Wood is not common as a primary structural material in the historic district. Wood frame accessory features, such as skylights, however, should be retained as they constitute important elements of the buildings and offer unique opportunities for variation in mass, color and texture. Restoration techniques should be as gentle as possible and should not include sandblasting. Where the replacement of wooden exterior features or portions of such features is necessary, the new structure should be constructed to resemble, as closely as possible, the original structure.

c. Metals. Architectural metals are utilized as an exterior structural element in several buildings within the historic district. They constitute an important architectural feature and should be preserved. Cast iron store front frames should be treated sensitively and covered with a protective paint or sealer. Pressed metal cornice and trim elements should likewise be protected.

D. New Construction Standards. The construction standards proposed in this subsection are based on a combination of existing and historical design elements common to the historic district building materials common and identify the downtown Hanford commercial buildings. The standards will help to assure that new design, while contemporary, will be compatible with the existing building character. The building design shall be consistent with the historical design elements found on adjacent buildings and the total character of the streetscape.

1. "Wild West" theme construction typified by false front architecture embellished with gingerbread-style detail, board-and-batten siding, and bright colors are not appropriate and shall not be an acceptable building motif.

2. New construction should maintain the continuity of existing rows of buildings or help to establish such continuity. Facades should be constructed at the property line facing the street.

3. The front and side walls of new construction should be parallel to the property lines. Polygonal and circular shaped buildings shall be prohibited.

City of Hanford Municipal Code Title 17 - Zoning Ordinance

4. New buildings should be constructed to within ten percent of the average height of the existing adjacent buildings. The maximum height of any new building should be fifty (50) feet. The minimum height should be twenty (20) feet. Sidewalk level commercial spaces should have a minimum ceiling height of ten feet from the floor.
 5. Brick is the preferred exterior material for new construction. The color and texture should be similar to that of brick historically used in the city. Stuccoed surfaces may be permitted on a limited basis. The use of wood, synthetics and metal siding shall be prohibited.
 6. A new facade should be rectangular in shape and its proportions (width in relation to height) should be consistent or compatible with the proportions of adjacent historic buildings. The principal directional expression of new facades may be horizontal or vertical. Facades of one-story buildings should be organized into three horizontal or vertical bands: store front, solid wall space above the store front, and cornice with or without parapet. Two-story buildings should be organized into three or four horizontal bands: store front, horizontal band (optional), second floor, and cornice (with or without parapet). Such bands should align with those of adjacent buildings.
 7. Facades should be organized into three, four or five bays. The directional expression of windows and doors should be vertical, though several vertical elements may be combined to form a horizontal opening.
 8. New construction details should approximate the character of historic details found in the historic district. The reproduction of historic building details shall be discouraged, except where the reconstruction of historic buildings may be appropriate.
 9. New store fronts should approximate the character of those built in the past within the historic district: the double doors of some of the oldest buildings, the recessed entries with flanking showcases of the 1880-1940 period, and others which can be photographically documented. Store fronts with recessed entries should be divided into three bands: a transom band, a band of display windows, and a small spandrel or paneled band under display windows. Proportions of store fronts should be consistent with those of historical store fronts. Store fronts should be ten feet high, including the transom band. Metal store front elements should not leave exposed the natural color of the metal. Dark anodized finishes shall be preferred, as are colors traditionally used in the historic district.
 10. Awnings or triangular sidewalk roofs attached above street level store fronts should be encouraged.
 11. False fronts or parapet walls should conceal roofs from the public view. Mansard, free form, and geometric roof shapes shall be prohibited.
 12. The scale of new construction should be harmonious with that of adjacent buildings. Materials, signs and other elements of new construction should be consistent with the scale of similar elements found in adjacent historic buildings.
 13. Those sections of the rehabilitation standards set forth in subsection C of this section discussing store front design, canopies, and awnings shall also apply to new construction.
- E. General Building Standards. The standards set forth in this subsection should be applied to all alterations or new construction in the historic district.

Notice of Exemption 2021-64

To: ☐ Office of Planning and Research
P.O. Box 3044, Room 212
Sacramento, CA 95812-3044

☒ County Clerk
County of Kings
Kings County Government Center
Hanford, CA 93230

From: City of Hanford
317 North Douty Street
Hanford, CA 93230

Project Title: Historic Resources Permit No. 2021-02

Project Location – 400 N. Douty Street (APN 010-264-002)

Project Location – City: Hanford **Project Location – County:** Kings County

Description of Nature, Purpose and Beneficiaries of Project: Historic Resources Permit 2021-02: a request to install a concrete pad and bus shelter in Civic Park. The property is designated as a contributing building within the Historic Overlay Zone.

Name of Public Agency Approving Project: City of Hanford, Planning Division

Name of Person or Agency Carrying Out Project: Mark Pedreiro, KART

Exempt Status: **(check one)**

- ☐ Ministerial (Sec. 21080(b)(1); 152698);
☐ Declared Emergency (Sec. 21080(b)(3); 15269 (a));
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
☒ Categorical Exemption: State type and section number: 15303 New Construction Or Conversion Of Small Structures
☐ Statutory Exemption. State code number:

Reasons why project is exempt:

The City of Hanford determined the project to be exempt from environmental review pursuant to Section 15303 of the California Environmental Quality Act (CEQA) Guidelines. Section 15303 states that Class 3 consists of the construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. This project involves the construction and location of one new, small accessory structure.

Lead Agency

Contact Person: Mark Manha Area Code/ Telephone: (559) 585-2583

Signature: _____ Date: July 20, 2021 Title: Assistant Planner

☒ Signed by Lead Agency Date received for filing at OPR: _____
☐ Signed by Applicant



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021	AGENDA SECTION: E
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SUBJECT:

Finance: Resolution 21-28-R authorizes MuniServices, LLC to perform all functions for the City of Hanford with the California Department of Tax and Fee Administration (CDTFA) related to the administration and collection of sales or transactions and use taxes and the records associated with them and authorizing staff to execute an agreement for said services.

RECOMMENDATION:

Staff recommends that Council update and approve Resolution 21-28-R as required by the California Department of Tax and Fee Administration (CDTFA) authorizing MuniServices, LLC to perform all functions for the City of Hanford related to the administration and collection of sales or transactions and use taxes and the records associated with them and authorizing staff to execute an agreement for said services.

BACKGROUND:

MuniServices, LLC (Also known as Avenu Insights and Analytics, also formerly Municipal Resource Consultants) began performing functions related to the administration and collections of sales or transactions and use taxes for the City of Hanford in 1995. Over the years, through acquisitions and/or mergers, the company name has varied at times, however, MuniServices, LLC has always been the registered legal entity. The resolution is from a template required by the CDTFA with minor modifications for the City of Hanford.

Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of CDTFA records, and Section 7056.5 establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales or transactions and use tax records of the CDTFA. Because of this, the CDTFA has recently issued a ruling that requires any contracts and/or resolutions approved by and on file with them that do not reference the current company name of which the City contracts with to perform functions related to the administration and collection of sales or transactions and use taxes and the records associated with them will be deemed invalid and must be corrected by September 30, 2021.

To prevent uninterrupted service provided to us by MuniServices, LLC, Resolution No. 2021-31 has been prepared and attached for approval. This resolution will correct the records on file with the CDTFA and satisfy their requirements so that the relationship between the City, MuniServices, LLC, and the CDTFA can continue.

FISCAL IMPACT:

If the CDTFA does not receive an updated resolution by September 30, 2021, MuniServices, LLC will no longer have access to sales or transactions and use tax information or records for the City of Hanford nor will they be able to act on behalf of the City of Hanford to correct misallocations of sales or transactions and use tax for the City. The service that MuniServices, LLC provides to the City of Hanford results in a positive correction to sales tax on average of \$50,000-\$100,000.

ATTACHMENTS:

CITY OF HANFORD Updated Resolution 7.20.21

RESOLUTION NO. 21-28-R

A Resolution of the City Council of the City of Hanford Authorizing Examination of Sales and Use Tax Records

WHEREAS, pursuant to Ordinance Number 3.20, the City of Hanford (City) entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of sales and use taxes; and

WHEREAS, pursuant to Revenue and Taxation Code section 7270, the City entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of transactions and use taxes; and

WHEREAS, the City Council of the City of Hanford deems it desirable and necessary for authorized officers, employees and representatives of the City to examine confidential sales or transactions and use tax records of the Department pertaining to sales and use taxes collected by the Department for the City pursuant to that contract; and

WHEREAS, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Department records, and Section 7056.5 of the California Revenue and Taxation Code establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales or transactions and use tax records of the Department;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HANFORD HEREBY RESOLVES AS FOLLOWS:

Section 1. That the Finance Director, City Manager or Finance Manager, or other officer or employee of the City designated in writing by the Finance Director to the California Department of Tax and Fee Administration is hereby appointed to represent the City with authority to examine sales or transactions and use tax records of the Department pertaining to sales and use taxes collected for the City by the Department pursuant to the contract between the City and the Department.

Section 2.

The information obtained by examination of Department records shall be used only for purposes related to the collection of City sales and use taxes by the Department pursuant to that contract, and for purposes related to the following governmental functions of the City:

- (a) Budget Planning
- (b) Economic Development

The information obtained by examination of Department records shall be used only for those governmental functions of the City listed above.

Section 3. That MuniServices, LLC. is hereby designated to examine the sales or transactions and use tax records of the Department pertaining to sales and use taxes collected for the City by the Department. The person or entity designated by this section meets all of the following conditions, which are also included in the contract between the City and MuniServices, LLC:

- a) has an existing contract with the City to examine those sales or transactions and use tax records;
- b) is required by that contract to disclose information contained in, or derived from, those sales or transactions and use tax records only to the officer or employee authorized under Section 1 of this resolution to examine the information.
- c) is prohibited by that contract from performing consulting services for a retailer during the term of that contract;
- d) is prohibited by that contract from retaining the information contained in, or derived from those sales or transactions and use tax records, after that contract has expired.

BE IT FURTHER RESOLVED that the information obtained by examination of Department records shall be used only for purposes related to the collection of City sales and use taxes by the Department pursuant to the contract between the City and the Department and for those purposes relating to the governmental functions of the City listed in section 2 of this resolution.

Section 4. That MuniServices, LLC. is hereby designated to examine the sales or transactions and use tax records of the Department pertaining to any petition or appeal for the reallocation/redistribution of sales or transactions and use taxes that was filed by MuniServices, LLC. on behalf of the City pursuant to the contract between the MuniServices, LLC. and City. The person or entity designated by this section meets all of the following conditions, which are also included in the contract between the City and the MuniServices, LLC.:

- a) has an existing contract with the City to examine those sales or transactions and use tax records;
- b) is required by that contract to disclose information contained in, or derived from, those sales or transactions and use tax records only to the officer or employee authorized under Section 1 of this resolution to examine the information.
- c) is prohibited by that contract from performing consulting services for a retailer during the term of that contract;
- d) is prohibited by that contract from retaining the information contained in, or derived from those sales or transactions and use tax records, after that contract has expired.

Section 5. That this resolution supercedes all prior resolutions of the City Council of the City of Hanford adopted pursuant to subdivision (b) of Revenue and Taxation Code section 7056.

Introduced, approved and adopted this 20th day of July 2021.

ATTEST: (s) _____ City Clerk (s) _____ Mayor

I, _____, City Clerk of the City of Hanford, California, DO HEREBY CERTIFY that the foregoing resolution was duly introduced, approved and adopted by the City Council of the City of Hanford, at a regular meeting of said Council held on the 20th day of July, 2021, by the following roll call vote:

Ayes:

Noes:

Absent:

(s) _____
City Clerk

Attachment: CITY OF HANFORD Updated Resolution 7.20.21 (Finance: Resolution 21-28-R authorizing MuniServices, LLC to represent the City



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021	AGENDA SECTION: F
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SUBJECT:

Finance: Authorization to enter into an agreement with Pressley & Associates, Inc. (An Accountancy Corporation) for up to \$50,000 annually for fiscal year end and financial audit preparation consulting services with up to four annual extensions.

RECOMMENDATION:

Staff recommends that City Council authorize the City Manager to execute a professional services agreement with Pressley & Associates, Inc (An Accountancy Corporation) for fiscal year end and financial audit preparation services at an estimated cost of up to \$50,000 with up to four annual extensions.

BACKGROUND:

Staff issued a Request for Proposals (RFP) June 10, 2021 with proposals due by June 30, 2021 from interested and qualified Certified Public Accounting firms to assist the City in year end financial closing entries and financial audit preparation services for fiscal year 2021/2022. Due to delays caused by staffing deficiencies in the City's Finance Department, at the time of this report the City's external auditors have just completed draft fiscal year 2019/2020 financial statements with hopes to finalize by the time of this Council meeting. It is anticipated the external auditors will present to City Council the results of fiscal year 2019/2020 in August 2021. To have audited financial statements at this time of the year is several months behind schedule, typically a City should have completed no later than March of each year.

In order to bring financial records up to date for the City to be on schedule to have timely audited financial statements for fiscal year 2021/2022 the Finance Department recommends a consultant be brought on to support City staff to catch up on accounting processes that are behind and help implement standard practices to carry on in future years. This will help make sure audited financial statements are provided in a timely manner to City Council and the public.

For more than a year the City's Finance Department has undergone significant staff changes and financial system implementation corrections that have led to a decline in resources available for

year end and audit preparation. With new accounting staff in place there is a need to verify and produce new procedures in preparation of the City's financial audit to be done in a timely and efficient manner. Should a consultant not be used, there most likely will be a significant delay in audit preparation for fiscal year 2020/2021. Daily operations and system implementation needs will most likely lead to significant delays in audit preparation which may lead to a decline in customer service in financial reporting.

The State and outside agencies have expressed urgency to staff in obtaining a timely audit which would be the primary goal of this agreement. Staff believes the need of this consultant would be heaviest for fiscal year 2020/2021 audit preparation services and be substantially less in future years and phasing out by the end of five years.

There were three proposals submitted to the City in response to the RFP by the deadline by qualified CPA firms. All firms exhibited familiarity with municipal accounting and expertise of staff to perform such services. The evaluation was based on a) Approach to Quality, b) Team Knowledge and Experience, c) Value Added Services and d) Scope and Pricing of Engagement for a total possible score of 40 points. Table 1 summarizes proposal scores for 3 firms:

Table 1 - City of Hanford Year End and Audit Preparation Services (40 points possible)

Eide Bailly LLP (Sacramento, CA) - 29.25 points
Eadie & Payne LLP (Riverside, CA) - 28.5 points
Pressley & Associates, Inc. (Arroyo Grande, CA) - 31.75 points

Pressley & Associates, Inc. scored highest by the evaluation committee and has confirmed availability to perform these services beginning in early August until audit completion for fiscal year 2020/2021 which is anticipated to be substantially complete by December 2021. The firm has indicated they can have resources available in person (in early August) and remote to assist staff to prepare for a timely financial audit. Pressley & Associates has an office in Visalia, which increases their local availability. The City's external auditor's Hudson Henderson & Company, Inc. (Fresno, CA) has tentatively scheduled fieldwork for the 2020/2021 fiscal year audit in November 2021.

Upon authorization by City Council, staff will work to execute an agreement with Pressley & Associates and begin services with work already underway by staff.

FISCAL IMPACT:

The cost of this agreement will be covered within the adopted fiscal year 2021/2022 budget and allocated to all City funds based on established budgetary allocation formula or based on specific work to be performed allocable to special purpose funds. The cost is estimated to not exceed \$50,000 for fiscal year 2021/2022 and under \$25,000 in future fiscal years due to the majority of the need in the first year of service for implementation of new processes for year end and financial audit preparation work. Approximately half of these costs are allocated to the General Fund and the remainder is allocable to Enterprise and Special Purpose Funds for attributable work. There are some cost savings potential by having the consultant draft financial statements

for the City instead of the auditors that could lead to reduced audit costs, which will be investigated in future years.

ATTACHMENTS:



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021

AGENDA SECTION: G

SUBJECT:

Finance: Acceptance of the Monthly Investment Transaction Report for June

RECOMMENDATION:

That the City Council receive the Monthly Investment Transaction Report for June 2021

BACKGROUND:

The City Council has delegated to its Finance Director/Treasurer the authority to invest idle cash on behalf of the City. This authority must be renewed each year. In addition, the Finance Director/Treasurer is obligated to provide a list of monthly investment transactions to Council. This monthly transaction report covers June, 2021.

	City of Hanford			
	Monthly Transaction Report			
	Trasaction Date	Action	Amount	Broker
1	6/4/2021	Deposit	1,000,000	LAIF
2	6/11/2021	Deposit	1,000,000	LAIF
3				

FISCAL IMPACT:

No financial impact arises from the receipt of this report.

ATTACHMENTS:



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021

AGENDA SECTION: H

SUBJECT:

Finance: Authorization to enter into an agreement with UKG Inc. for an estimated annual cost of \$54,000 for Human Resource, Payroll, and Timekeeping software and a one-time \$12,500 implementation fee.

RECOMMENDATION:

Staff recommends that City Council authorize the City Manager to execute an agreement and all related documentation with UKG Inc. for Human Resource (HR), Payroll, and Timekeeping software at an estimated annual cost of \$54,000 and a one-time \$12,500 implementation fee.

BACKGROUND:

The City's current HR/Payroll software, Pentamation, is no longer supported by the vendor, which has had several changes of ownership since the City began using the software in roughly 2004. Labor law, time and attendance tracking, and Payroll have only increased in complexity since this time. The City is in urgent need of an updated system due to the lack of technical support and importance to have a reliable system for HR/Payroll and Timekeeping. The City currently has no electronic timekeeping system and, in fact, still uses paper timesheets for over 400 employees. Accordingly, the bi-weekly payroll process consumes hundreds of staff hours to complete, review, and verify timesheets for payroll.

On May 1, 2018, the City Council approved a contract with Tyler Technologies for their Enterprise Resource Planning (ERP) software and implementation in the amount of \$912,479. The first software platform in that implementation process was the Munis Financial System. At the time, it had a projected "Go Live" date of January 2020. In December of 2018 it was determined that the City was falling behind in the implementation schedule due to lack of staff and poor development planning, therefore, the City amended the contract and selected what Tyler terms as their "Production Ready" platform. The additional costs for migrating to the "Production Ready" platform for the Munis Financial System was approximately \$21,880. The total cost of the existing ERP with upgrades of \$110,080 and \$81,400 for EnerGov is projected to be \$1,125,839. Moving to the Production Ready version allowed for the completion of the

financial system implementation to occur in July of 2019.

The Human Content Management (HCM) software was to be the next phase of the implementation and should have been completed in conjunction with Financials, but it was not, due to improper setup and the staff not having a clear understanding of the data that was needed to build the system. Implementation of HCM was originally scheduled for October 2019, but due to the delays in Financials was then pushed to January 2020. This deadline was not met either due to staffing changes in both HR and Finance. HCM was put on hold pending a more strategic plan for implementation and more reliance on milestones rather than deadlines.

Staff has determined that the existing HCM system that has been partially implemented for HR/Payroll and Timekeeping is not capable of taking care of the needs of the City in a timely and sustainable manner. Staff reached out to five software companies for solutions to the City's aging HR and Payroll system, the City does Timekeeping manually at this time. Two vendors responded with quotes and demonstrations, two did not respond to requests, and one refused.

Of the two responding vendors, UKG Inc was the only vendor capable of getting started immediately and could work towards a goal of a January 2022 go-live date for all three modules of their software system: HR, Timekeeping, and Payroll. It was also the only software proposal received that could handle complicated Fair Labor and Standards Act and Memorandum of Understanding calculations without the need for external tracking between payrolls, reducing the potential for human error and streamlining the payroll process.

Upon authorization by City Council, staff will work to execute an agreement and all related documents with UKG Inc. and begin implementation of the new software with the goal of a go-live date of January 2022.

FISCAL IMPACT:

The cost of this agreement will be covered within the adopted fiscal year 2021/2022 budget (from Computer Replacement Reserve for implementation and Department Operating Budget for annual maintenance) and allocated to all City funds based on established budgetary allocation formula or based on specific work to be performed allocable to special purpose funds. The cost is estimated to not exceed \$66,500 for fiscal year 2021/2022 and approximately \$54,000 in future fiscal years due to the need for implementation in the first year. The cost for the system is dependent on the number of employees the City has on payroll and an annual index adjustment of 3% annually. Staff will negotiate further with the vendor to keep costs as minimal as possible. Approximately half of these costs are allocated to the General Fund and the remainder is allocable to Enterprise and Special Purpose Funds.

ATTACHMENTS:



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021	AGENDA SECTION: I
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SUBJECT:

Public Works: Permission to Advertise for bids for the FY 20/21 Pavement Resurfacing: Mill & Fill Project and Pre-Authorize the City Manager to award and execute the contract on behalf of the City to the lowest responsible bidder providing project bid is within current budget appropriation.

RECOMMENDATION:

That the City Council, by motion, authorize staff to advertise for bids for the FY 20/21 Pavement Resurfacing: Mill & Fill Project, and Pre-Authorize the City Manager to award and execute the contract on behalf of the City to the lowest responsible bidder providing project bid is within current budget appropriation.

BACKGROUND:

Asphalt concrete pavement surfaces deteriorate over time due to loss of oil content from naturally occurring processes and vehicular traffic loads. Pavement Resurfacing treatments will extend the useful life of asphalt concrete pavement surfaces thereby reducing street maintenance costs. The concept behind mill and fill entails removing the existing surface layer with a milling machine and then transporting the material to a storage facility. New asphalt is then used to replace the milled layer, adding 10 to 12 years of life to the road surface. Milling can also remove distresses from the surface, providing a better driving experience and/or longer roadway life.

This project will resurface Davis Street from 11th Avenue to Kimball Lane and Northstar Drive from 11th Avenue to Aspen Street.

After bid opening, Staff will examine the bids, validate the lowest bidder's contractor's license status, and verify the contractor is in good standing. Staff is requesting the pre-authorization to award and execute the contract in order to expedite the process of delivery of projects to avoid winterization. With Council approval, staff will solicit bids for this project. If awarded, construction is anticipated to begin in September 2021.

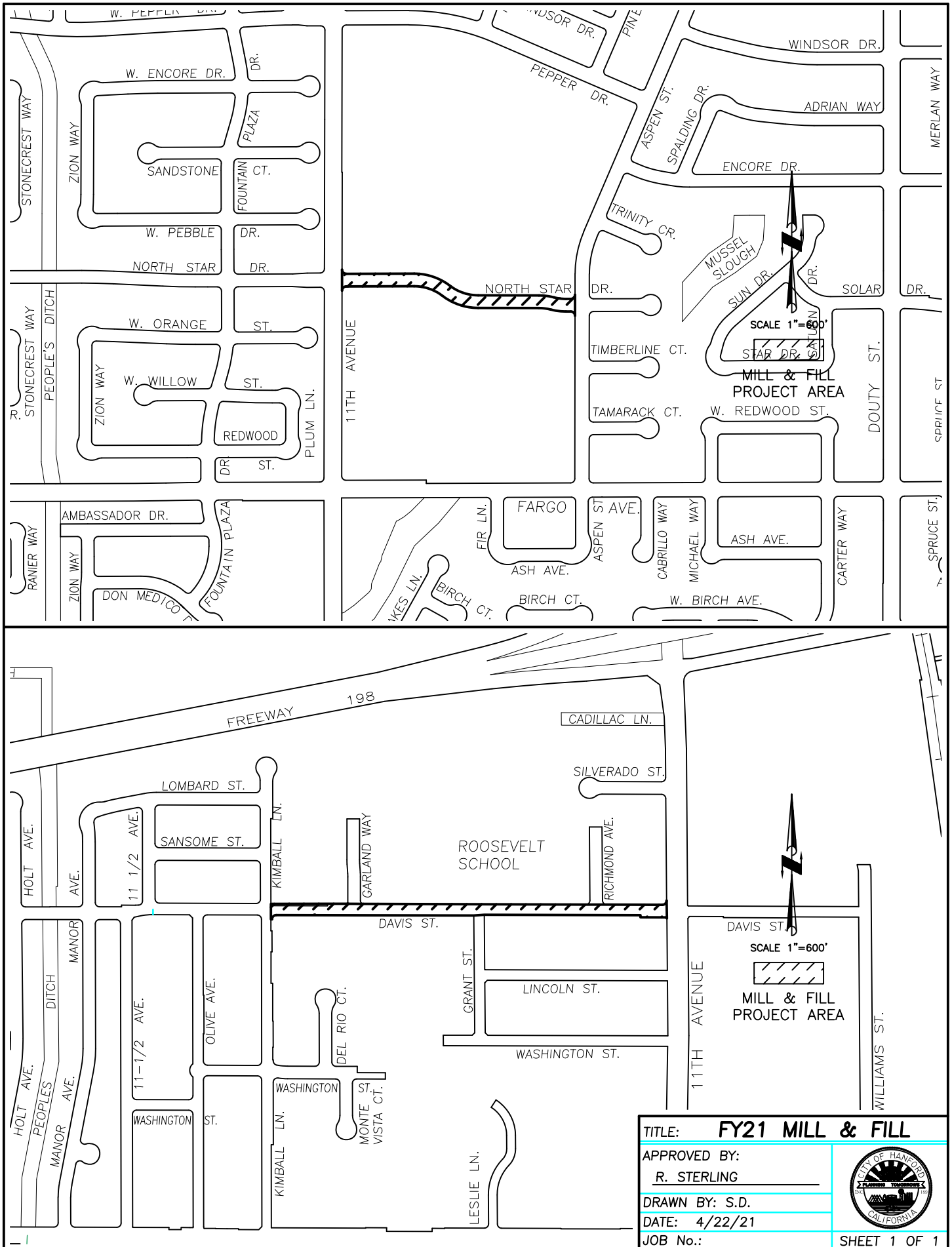
FISCAL IMPACT:

The FY 2021 Capital Improvement budget provides \$1,545,000.00 for construction, including contingencies. A copy of Budget Page is attached for Council review.

ATTACHMENTS:

Location Map

Budget Page



Attachment: Location Map (PW: Permission to Advertise the FY 20/21 Pavement Resurfacing: Mill & Fill Project)

Pavement Resurfacing Treatment

Project Background:

Pavement Resurfacing Treatment is a surface protection and pavement preservation treatment for city streets. The location of streets and the types of treatment processes will be determined by Public Works Department staff and is dependent on pavement conditions. Treatments may include slurry seal, cape seal or fiber seal coatings or other pavement preservation treatments needed to extend the useful life of roadways.

Existing Conditions:

Asphalt concrete pavement surfaces deteriorate over time due to loss of oil content from naturally occurring processes and vehicular traffic loads.

Project Justification:

Pavement Resurfacing treatments will extend the useful life of asphalt concrete pavement surfaces thereby reducing street maintenance costs. This project will provide surface treatment for approximately seven miles of roadways (207,300 SY).

Fiscal Implications:

Funding for this project will be allocated from gas tax reserves.

Project Budget Summary:

		5-Year Funding Allocation				
		2021	2022	2023	2024	2025
Expenditure	Program or Project	Construction	Construction	Construction	Construction	Construction
	Engineering / Inspection	55,000	12,000	12,000	12,000	12,000
	Construction	1,405,000	850,000	850,000	850,000	850,000
	Contingency	140,000	85,000	85,000	85,000	85,000
	Department Overhead	144,150	3,000	3,000	3,000	3,000
Total Expenditure		\$1,744,150	\$950,000	\$950,000	\$950,000	\$950,000
Revenue	Funding					
	040 Gas Tax (2105)	381,533	350,000	350,000	350,000	350,000
	050 Gas Tax (TDA Transportation)	327,028	600,000	600,000	600,000	600,000
	045 RMRA Gas Tax	1,035,589				
Total Funding		\$1,744,150	\$950,000	\$950,000	\$950,000	\$950,000



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021

AGENDA SECTION: J

SUBJECT:

Public Works: Permission to Advertise for bids for the FY 20/21 Campus Drive Resurfacing Project and pre-Authorize the City Manager to award and execute the contract on behalf of the City to the lowest responsible bidder providing project bid is within current budget appropriation.

RECOMMENDATION:

That the City Council, by motion:

1. Authorize staff to advertise for bids for the FY 20/21 Campus Drive Resurfacing Project;
2. Pre-Authorize the City Manager to award and execute the contract on behalf of the City to the lowest responsible bidder providing project bid is within current budget appropriation.

BACKGROUND:

Campus Drive is a two lane collector street that provides access to the Hanford West High School, the County Government Center, and the Youth Athletic Complex. Current average daily traffic volume is approximately 5,000 vehicles per day. The existing roadway surface is deteriorating due to traffic loads and weather impacts and is in need of resurfacing.

This project will involve the resurfacing of street pavement within Campus Drive, from Lacey Boulevard to Greenfield Avenue. Improvements to include recycling of existing pavement, adjusting manhole and gate valve covers, installation of accessibility ramps, asphalt concrete paving and restriping of the roadway.

After bid opening, Staff will examine the bids, validate the lowest bidder's contractor's license status, and verify the contractor is in good standing. Staff is requesting the pre-authorization to award and execute the contract in order to expedite the process of delivery of projects. If awarded, construction is anticipated to begin in August 2021.

FISCAL IMPACT:

FY 20/21 Transportation Capital Improvement budget provides \$500,000.00 for construction, including contingencies. A copy of the Budget Page is attached for Council review.

ATTACHMENTS:

Budget Page

Campus Drive Resurfacing Project - Map

Campus Drive Resurfacing, Lacey Boulevard to Greenfield Avenue

Project Background:

This project will involve the resurfacing of street pavement within Campus Drive, from Lacey Boulevard to Greenfield Avenue. Improvements to include recycling of existing pavement, adjusting manhole and gate valve covers, installation of accessibility ramps, asphalt concrete paving and restriping of the roadway.

Existing Conditions:

Campus Drive is a two lane collector street that provides access to a high school, the County Government Center and the Youth Athletic Complex. Current average daily traffic volume is approximately 5,000 vehicles per day. The existing roadway surface is deteriorating due to traffic loads and weather impacts and is in need of resurfacing.

Project Justification:

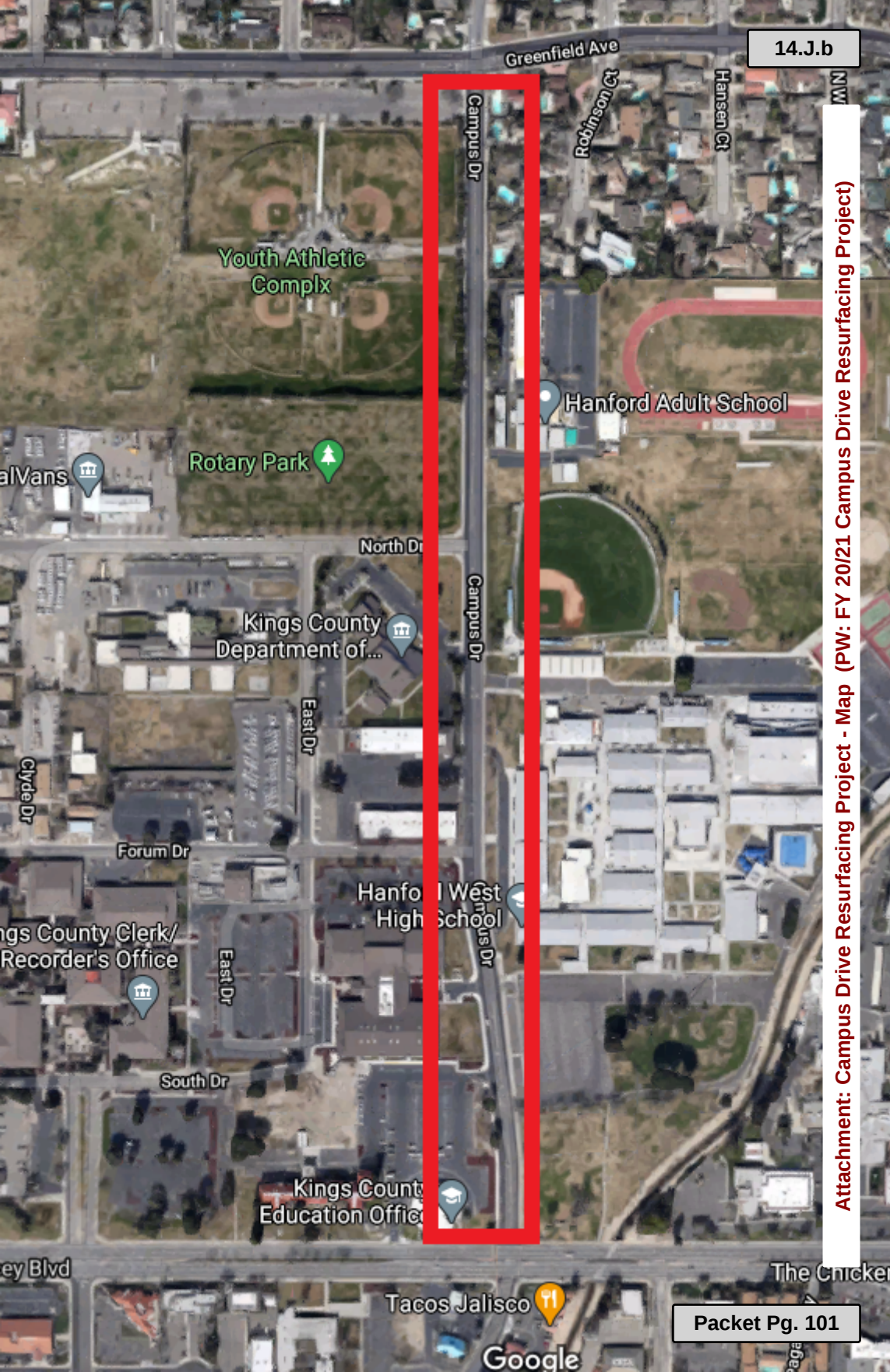
This project will extend the useful life of the street by approximately 12-15 years.

Fiscal Implications:

Funding for this project will be allocated from gas tax reserves.

Project Budget Summary:

		5-Year Funding Allocation				
		2021	2022	2023	2024	2025
Expenditure	Program or Project	Construction				
	Engineering / Inspection	25,000				
	Construction	455,000				
	Contingency	45,000				
	Department Overhead	47,299				
Total Expenditure		\$572,299	\$0	\$0	\$0	\$0
Revenue	Funding					
	044 Gas Tax (2103)	572,299				
	Total Funding	\$572,299	\$0	\$0	\$0	\$0





AGENDA STAFF REPORT

MEETING DATE: 7/20/2021	AGENDA SECTION: A
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SUBJECT:

Finance: Public Hearing and Adoption of Resolution 21-29-R to authorize a comprehensive Master Fee Schedule for Fiscal Year 2021-22 which includes proposed new fees, deletion of fees and increases/adjustments to existing fees.

RECOMMENDATION:

That the City Council conduct a public hearing to review and adopt Resolution 2021-29-R for the City of Hanford Master Fee Schedule for Fiscal Year 2021-22 which includes proposed new fees, deletion of fees and increases/adjustments to existing fees.

BACKGROUND:

Staff recommends that City Council adopt a Master Fee Schedule for Fiscal Year 2021-22. Following, the comprehensive Master Fee Schedule will be reviewed by the Departments annually and submitted to City Council for review. With the adoption of today's resolution, all previous resolutions for fees at the department level will be superseded.

By Resolution shall be the policy of the City to establish fees and charges for City services by this Resolution, which reimburse the City for the associated services, unless specified otherwise by the City Council. All fees and charges adopted shall be superseded by state or federal legal requirements setting fees and charges if at different amounts.

Annually all fees should be reviewed and at minimum apply cost of living adjustments for the next fiscal year, except for Impact Fees and Business Tax. City ordinances limit annual Impact Fee and Business Tax adjustments to specific California Consumer Price Indexes (CPI) or voter approved changes. Annual inflationary adjustments help the City cover costs and lessen the burden on the General Fund so that the Fund will be available to cover critical operations including Public Safety.

Generally, most adjustments to rates and fees are based on established annual indexes including the following:

- California Consumer Price Index (CCPI)
- Engineering News Record Construction Costs Index (ENRCCI)
- U.S. Consumer Price Index - Urban Consumers (CPI-U)
- Cost Recovery

All City Departments have reviewed the rates and fees included for this fiscal year 2021-22 Fee Schedule and have updated it to recover costs as possible. Council may consider any changes or additions to the Schedule as it desires. A final version of the Fee Schedule will show only the final adopted fees and wording Council approves.

FISCAL IMPACT:

The majority of proposed fee increases are set at levels to ensure that revenues from fees and services are anticipated to increase overall to cover the costs of services performed by the City. This action will help to make sure that the City recovers costs where possible.

ATTACHMENTS:

Resolution 21-29-R

Public Hearing Notice -Master Fee Sched 07.10.21

Master Fee Schedule 2021-22

RESOLUTION No. 21-29-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HANFORD ADOPTING A CITY OF HANFORD MASTER FEE SCHEDULE FOR FY 2021-22.

WHEREAS, the City Council of Hanford is empowered to impose reasonable fees, rates, and charges for municipal services, and thereby has adopted rates, charges and fees set forth in a Master Fee Schedule; and

WHEREAS, the City Council desires to amend previously adopted fee schedules and establish fees and charges for FY 2021-22 in a single Master Fee Schedule, effective July 20, 2021.

WHEREAS, the City Council hereby adopts a Purpose, Policy and Procedure for establishing and updating fees for the City as outlined through the proposed 2021-22 Fee Schedule,

WHEREAS, all requirement of California Government Code Sections 66016, 66017, and 66018 are hereby found to have been complied with;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HANFORD DOES HEREBY RESOLVE AS FOLLOWS:

1. Master Fee Schedule Adoption. The following schedules of fees and charges are hereby directed to be computed and applied by the various City departments, and to be collected by the City Finance Department for the herein listed services when provided by the City or its designated contractors.
2. The fees and charge adjustments proposed herein comply with the adjustment requirements required by the authorizing ordinances
3. The fees and charges adjustments are statutorily exempt from the California Environmental Quality Act either as fees and charges related to ministerial projects or that meeting operating expenses, financial reserve needs, further capital projects for services, or the purchasing or leasing of supplies; and
4. The findings required by authorizing ordinances enumerated herein to adopt fees have been made as part of the respective original adopting resolutions of the Council.
5. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.
6. Effective Date. Unless otherwise indicated in the Master Fee schedule for FY 2021-22 document, these rates and fees go into effect on July 20, 2021. Impact fees shall not be effective until 60 days after the adoption thereof (September 20, 2021).

PASSED and ADOPTED by the City Council of the City of Hanford at a Council meeting duly held on this 20th day of July, 2021 by the following vote:

AYES: _____
 NOES: _____
 ABSENT: _____
 ABSTAIN: _____

 FRANCISCO RAMIREZ

Attachment: Resolution 21-29-R (Adopt a City of Hanford Master Fee Schedule for FY 2021-22)

MAYOR of the City of Hanford

Attest:

NATALIE CORRAL
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF KINGS) ss
CITY OF HANFORD)

I, Natalie Corral, City Clerk of the City of Hanford, do hereby certify the foregoing Resolution was duly passed and adopted at a special meeting of the City Council of the City of Hanford held on the 20th day of July, 2021.

Date: _____

City Clerk

Attachment: Resolution 21-29-R (Adopt a City of Hanford Master Fee Schedule for FY 2021-22)

NOTICE OF PUBLIC HEARING

A public hearing will be held before the Hanford City Council on Tuesday, July 20, 2021, at 5:00 p.m., in the Hanford City Council Chambers, Civic Auditorium, 400 N. Douty Street, Hanford, California, pertaining to the following:

To adopt a City of Hanford Master Fee Schedule for FY 2021-22

A copy of the proposed Master Fee Schedule will be available July 13th for inspection by email to finance@cityofhanfordca.com.

All interested persons may appear to present testimony at the hearings. If you challenge any action or decision by the City Council regarding the subject of the public hearing described in this notice in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing.

If you have questions or are in need of a translator or special services, please call the City Clerk at (559) 585-2515 at least five (5) days prior to the meeting to make arrangements.

BY: Chris Tavaréz
Finance Director, City of Hanford

PUBLISH: July 10, 2021

CITY OF HANFORD



MASTER FEE SCHEDULE FY 2021-22

CITY OF HANFORD

ADMINISTRATIVE POLICY AND PROCEDURES

PURPOSE:

The purpose of this policy is to set forth the procedures for the review, revision and approval of the City's rates and fees.

POLICY:

1. It shall be the policy of the City to establish fees and charges for City services, which reimburse the City for the associated services, unless specified otherwise by the City Council.
2. All fees and charges shall be reviewed annually, or sooner if needed, to ensure that they are adequate and correlate with their associated cost.
3. All fees and charges adopted herein shall be superseded by state or federal legal requirements setting fees and charges if at different amounts.

PROCEDURES:

1. Annually Finance shall request City departments to review their rates and fees and propose any adjustments.
2. Upon receipt of the requested adjustments, Finance shall review them to ensure that they comply with the City Council's policy for reimbursement of the associated costs.
3. Upon completion of this review, the proposed new rates and fees shall be reviewed by the appropriate advisory Committee or Commission and forwarded by Finance to the City Manager for final review and approval prior to being submitted to City Council.
4. After review and approval by the City Manager, the new rates and fees shall be identified in the Rates and Fees resolution.
5. The rates and fees shall be used to estimate revenues, for specific City programs, as requested in the proposed upcoming budget.
6. The public hearing on the proposed rates and fees, if required, shall be scheduled at a regular Council meeting.
7. Generally all adjustments to the City's rates and fees are to be considered at one time prior to the review and adoption of the budget. Changes in some rates and fees become effective at a date other than the first day of the new fiscal year. See Effective Date below for detail.
8. Should new services or documents become available during the year, the new rate(s) or fee(s) may be developed and implemented using the same criteria as similar rates or fees. These new items would then be included in the next review, if continued use is anticipated.
Should new services or documents become available during the year, the new rate(s) or fee(s) may be developed and implemented using the same criteria as similar rates or fees. These new items would then be included in the next review, if continued use is anticipated.

CITY OF HANFORD

ADMINISTRATIVE POLICY AND PROCEDURES

BASIS FOR ADJUSTMENTS:

1. Generally most adjustments to rates and fees are based on established annual indexes including the following:
 - California Consumer Price Index (CCPI)
 - Engineering News Record Construction Costs Index (ENRCCI)
 - U.S. Consumer Price Index – Urban Consumers (CPI-U)
2. In addition to these indexes some rates and fees are also adjusted using other basis to determine fees. For example the following basis are also used in limited cases to adjust rates and fees:
 - Cost of providing service
 - Cost reimbursement
 - Survey of fees from surrounding communities
 - Special surcharges due to specific costs
 - Subsidy by the General Fund
 - Rounding
3. Certain rates and fees may not be required to be adjusted. For example if an Enterprise Funds can continue to fund operations without an increase, none will be recommended.

EFFECTIVE DATES:

1. Adjustments to rates and fees generally become effective on the first day of the next fiscal year. (e.g. General Fund and Enterprise Funds).
2. Adjustments to Impact Fees are effective 60 days after the date of the Public Hearing in which the new rates were adopted.
3. In certain circumstances a rate or fee may be brought before Council and adjustments adopted during the fiscal year for immediate change or changes over specified number of years.

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General Fees

FINANCE DEPARTMENT

GENERAL		PROPOSED FEE	COMMENT
Transient Occupancy Tax	8% of Room Rent	8% of Room Rent	No Changes
Returned Check Fee - First Occurrence	\$25	\$25	No Changes
Returned Check Fee - Each Subsequent Occurrence	\$35	\$35	No Changes
Submission to County Tax Roll - Each Item		\$10	New
Duplicate Invoice Request		\$1.50	New- Each Item
Copies	\$.10 per Page	\$.10 per Page	No Changes
General Billing			
Rental Late Fee	10%	10%	Based on Lease Agreement
Airport Late Fee	\$10	\$10	Will leave up to Airport to change.
Payments via Credit Card		3.25% per Transaction	New Fee (Anticipated Implementation 01/01/21)
BUSINESS LICENSE			
Any business located in the City must have a Certificate of Occupancy or Home Permit. If a business is located in the Improvement District, the fee is doubled.			
Business License taxes are billed annually. Letters will be mailed to customers at beginning of calendar year requesting Gross Sales shown on previous year Tax Return. City will calculate Business License Tax and bill customer with a due date of January 1st of each year. Businesses commencing at any time during the second half of an annual licensing period (July 1- December 31) shall pay 50% of the minimum annual business license fee.			
		PROPOSED AS OF 01/01/21	COMMENT
Business License Processing		\$40	New
Business License Processing - Lapsed 6 mos. or more		\$15	New plus current and past due amount paid in full
Business License Processing - Changes to current permit		\$15	New
Duplicate Business License	\$1	\$1.50	Increase
Past Due Business License			
Late Charge	25% on Total Amt Due	\$200 + Interest at 1% per Month	Flat amount reducible to \$50 if paid within 5 Business Days
Late Charge - after 30 days		25% on Cumulative Total	Every 30 days delinquent
90-Day Delinquency Letter - Suspension & Possible Closure		\$50	Hand-Delivered Notice
Failure to Display Current Business License		\$50 for each Occurrence	New
Business License for Specific Vendors:			
Administrative Fee- Applies to Renewals		\$10	New
Non-profit Business		No Charge	All NP must register
Thursday Night Market Vendors (May-Aug) *Fee doubled for Improvement District	\$5 x 2 per month	\$40	No Gross Sales - Flat (BIDx2)
Advertising By Sound	\$5/Day	\$5 per Day	No Change
Amusement Devices	\$5/Day Per Device	\$5 per Day per Device	No Change
Animal Shows	\$15/Day	\$15 per Day	No Change
Auctioneers	\$15/Quarter	\$60 per Year	Annualized fee
Auctioneers - Itinerant Vendor Temp Located in City	\$50/Day	\$50 per Day	No Change
Bankrupt Sales	\$100/Month	\$100 per Month	No Change
Bill Posting Billboard & Sign Companies	\$15/Quarter	\$60 per Year	Annualized fee
Bingo	\$50.00	\$50.00	Annual fee- must apply yearly and signed off by dept heads
Bowling Lanes	\$2.50/Qtr. Per Lane	\$10 per Lane per Year	Annualized fee
Building and Loan Associations	\$25/Quarter	\$100 per Year	Annualized fee
Cable Television	Fee based on franchise agreement	Fee based on franchise agreement	No Change
Card Rooms and Tables	\$525 Operator/\$55 per Employee/\$30 Transfer Fee	\$525 Operator/\$55 per Employee/\$30 Transfer Fee	No Change
Circuses and Carnivals	\$25/Day	\$25 per Day	No Change
Commercial Handbills			
Contractors			
General Contractors	\$15/Quarter	\$60 per Year	Annualized fee
Plumbing, Electrical, Roofing, Painting, Heating & Refrigeration, Plastering, Specialty Contractor	\$10/Quarter	\$40 per Year	Annualized fee
Creameries	\$50/Quarter	\$200 per Year	Annualized fee
Draying & Hauling Delivery and Freight Companies	\$7.50/Qtr/Truck	\$30 per Truck per Year	Annualized fee
Endurance Contests			Remove- outdated
Finance Companies	\$25/Quarter	\$100 per Year	Annualized fee
Fire and Wreck Sales	\$100/Month	\$100 per Month	No Change
Fortunetelling	\$50/Quarter	\$200 per Year	Annualized fee
Going out of Business and Related Sales	\$25 Min plus \$25 if inventory exceeds \$5,000	\$25 Min plus \$25 if inventory exceeds \$5,000	No Change. Permit valid for 60 days
Hay, Grain and Feed Brokers	\$15/Quarter	\$60 per Year	Annualized fee
House Moving	\$25/Quarter	\$100 per Year	Annualized fee
Laundry Trucks	\$15/Quarter	\$30 per Truck per Year	Annualized fee/ Lowered fee to match Delivery and Freight Companies
Lectures	\$5/Day	\$5 per Day	No Change
Mobile Food Vendors			
Newspaper Publishing	\$25/Quarter	\$100 per Year	Annualized fee
Newspaper Distributing	\$5/Qtr Per Each Type	\$20 per each Type per Year	Annualized fee
Packinghouses	\$37.50/Quarter	\$150 per Year	Annualized fee
Circus Parades	\$25/Day	\$25 per Day	No Change
Parade Vendors	\$50/Cart	\$50 per Cart per Day	No Change
Pawnbrokers	\$25/Quarter	\$100 per Year	Annualized fee
Poolrooms or Billiards	\$2/Qtr. Per Table	\$8 per Table per Year	Annualized fee
Public Dances	\$11/Quarter or \$2/Day		Remove- outdated

FINANCE DEPARTMENT

BUSINESS LICENSE, CONTINUED			
Peddlers			
On Foot: Wares or Merchandise	\$25/Month	\$25 per Month	No Change
Vehicle: Fruits and Vegetables	\$15/Quarter	\$60 per Year	Annualized fee
Vehicle: Baked Goods and Dairy Products	\$7.50/Quarter	\$30 per Year	Annualized fee
Vehicle: Wholesale	\$30/Month	\$30 per Month	No Change
Professions: Accountant, Appraiser, Architect, Attorney, Chemist, Chiropracist, Chiropractor, Dentist, Medical Lab, Engineer, Geologist, Optician, Optometrist, Osteopath, Physician, Surgeon, Tax Consultant or Radiologist	\$15/Qtr Per Professional and \$2/Qtr per Asst.	\$60 per Professional per Year plus \$8 per Assistant per Year	Annualized fee
Shooting Galleries and Ranges	\$50/Month	\$50 per Month	No Change
Skating Rinks	\$12/Quarter	\$48 per Year	Annualized fee
Soliciting	\$30/Month	\$30 per Month	Limited to One Month and not Consecutive Months
Taxicabs, Buses & Pedicabs	\$5/Qtr Per Vehicle	\$20 per Vehicle per Year	Annualized fee
Title Companies	\$25/Quarter	\$100 per Year	Annualized fee
Transient Photographers	\$50/Quarter	\$200 per Year	Annualized fee
Vaudeville Theatrical and Entertainment Shows (Transient)	\$12.50-1st Day, \$5 Ea Day After	\$12.50 for 1st day, \$5 each Day After	No Change
PAYROLL - WAGE ATTACHMENTS		PROPOSED	COMMENT
Payroll Garnishments	\$1.50 per Pay Period	\$1.50 per Pay Period	No Change
UTILITIES		PROPOSED	COMMENT
New Customer Application		\$20	Each new utility account
New Water Service/Installation of Meter for New Water Service	\$125 Admin and Inspection Fee plus Applicable Development Impact Fees	\$125 Admin and Inspection Fee plus Applicable Development Impact Fees	No Change-Each water service installation
Residential Deposit	\$248	\$248	No Change- Three times the determined average residential bill
Water Hydrant Deposit	\$1,000	\$1,000	No Change
Non-residential, Non-hydrant Deposit	Calculated Based on Account	Calculated Based on Account	No Changes- Two times the average bill amount
Fine/penalty for delinquent utility service charges	\$50	\$50	No Change
Fee for Delinquent Utility Service Charges	10%	10%	No Change
Interest on Delinquent Utility Service Charges	1.5% per Month	1.5% per Month	No Change
Reconnection fee for discontinued water service- Business Hours	\$50	\$50	No Change
Reconnection fee for discontinued water service- Non-Business Hours	\$150	\$150	No Change
Fee for missed reconnection appointment	\$50	\$50	No Change
Fee for Appeal of Utility Service Bill	\$205 plus Deposit of Entire Bill Amount	\$205 plus Deposit of Entire Bill Amount	No Change
Monthly Fee for Payment Plan Processing, Review, and Administration	\$13 per Month	\$13 per Month	No Change- Per month as long as payment agreement remains in effect
Unauthorized Reconnection of Water Service, Tampering, or Illegal Use of Water	\$200 per Occurrence plus the Cost of Water Used	\$200 per Occurrence plus the Cost of Water Used	No Change
Damaged Locks	\$15	\$15	No Change
Fee for Damage to the City Equipment and/or Improvements	Actual Cost Incurred by the City to Repair and Replace	Actual Cost Incurred by the City to Repair and Replace	No Change
Fee for Fire Flow Tests	\$470	\$470	No Change
Fee for Backflow Administration and Inspection	\$125	\$125	No Change
Backflow Test and Repair if the Customer Fails to have its Device Tested and/or Repair in the Timeframe provided by the City	Cost of Testing and Repairs plus \$125 Admin and Inspection Fee	Cost of Testing and Repairs plus \$125 Admin and Inspection Fee	No Change

PARKS & COMMUNITY SERVICES DEPARTMENT

Indoor Facility Fee Structure

			CURRENT FEE		PROPOSED FEE		
FACILITY	ROOM		Resident	Non-Resident	Resident	Non-Resident	COMMENTS
Civic Auditorium	Main Hall	Fri-Sat	\$450	\$950	\$500	\$1,000	Increase
		Sun-Thurs	\$225	\$750	\$275	\$800	Increase
	Kitchen		\$100	\$150	\$100	\$150	No Change
	West Wing		\$100	\$150	\$100	\$150	No Change
	Alcohol Permit		\$100	\$100	\$125	\$125	Increase
	Deposit		\$250	\$250	\$250	\$250	No Change
	Processing Fee		\$15	\$15	\$20	\$20	Increase
Civic Grounds	Rental Fee		\$1,000 (For Profit)		\$1,000		Removed "For Profit"
	Restrooms		\$30/Day		\$75 per Day		Increase
	Alcohol Permit		\$100	\$100	\$125	\$125	Increase
	Deposit		\$250		\$250		No Change
	Processing Fee		\$15	\$15	\$20	\$20	Increase
Veterans/Senior Center	Main Hall		\$150	\$200	\$150	\$200	No Change
	Kitchen		\$30	\$50	\$50	\$70	Increase
	Meeting Room		\$50	\$50	\$50	\$75	Increase for non-resident
	Living Room		\$10/Hour or \$30/Day Maximum		No Charge		No Charge
	Craft Room		\$10/Hour or \$30/Day Maximum		No Charge		No Charge
	Alcohol Permit		\$100	\$100	\$125	\$125	Increase
	Deposit		\$250	\$250	\$250	\$250	No Change
	Processing Fee		\$15	\$15	\$20	\$20	Increase
COE Park Hall	Building		\$30/Hour		\$35 per Hour		Increase
	Alcohol Permit		\$100	\$100	\$125	\$125	Increase
	Deposit		\$100	\$100	\$250	\$250	Increase
	Processing Fee		\$15	\$15	\$20	\$20	Increase
Facility Host Fees	1-199 party size		\$33/Hour		\$35 per Hour	\$40 per Hour	Increase
	200-299 party size		\$49/Hour		\$52 per Hour	\$57 per Hour	Increase
	300-399 party size		\$65/Hour		\$67 per Hour	\$72 per Hour	Increase
	400-499 party size		\$81/Hour		\$88 per Hour	\$93 per Hour	Increase
	500 or larger		\$100/Hour		\$110 per Hour	\$110 per Hour	Increase
*Insurance and Security Required for all Rentals with Alcohol							

Additional Fees:	Additional Fees:
Deposits: \$250 – \$1,000 depending on size of event, type and if alcohol will be served.	Carousel: \$2 per ride, Freddie the Fire Truck \$2 per ride
Alcohol Permit: \$100 per event, insurance and security required for all rentals with alcohol.	
Processing fee: \$15 for all transactions.	

PARKS & COMMUNITY SERVICES DEPARTMENT

Outdoor Facility Fee Structure

			CURRENT FEE		PROPOSED FEE		
FACILITY	ROOM		Resident	Non-Resident	Resident	Non-Resident	Comments
City Parks	Picnic Arbors		\$45	\$60	\$45	\$60	No Change
	Gazebos		\$45/Day				Delete Fee
	City Ball Parks		\$10/Hour or \$100/Day Maximum		\$10 per Hour or \$100 per Day Maximum		No Change
	Alcohol Permit		\$20/Day		\$30	\$30	Increase/Eliminated "per day"
			*Freedom and Lacey Park are excluded due to proximity of schools				
City Plunge	Rental Fee		\$30/Hour		\$40	\$55	Increase, removed per hour
	Lifeguard Fee		Actual Hourly Rate plus 25% Overhead		Actual hourly plus 25%	Actual hourly plus 50%	Changed wording, added increase to non-resident
	Picnic Shelter		\$20/Day		\$25 per Day	\$30 per Day	Increased
	Deposit		\$250		\$250		No Change
Longfield Center	Gym				\$30 per Hour		New
	Deposit				\$250	\$250	New
	Processing Fee		\$15	\$15	\$20	\$20	Increase
City Ball Parks	Field Fee	Adult	\$100/Field/Day		\$100		No Change to fee/Removed wording
	Field Fee	Youth	\$80/Field/Day		\$80		No Change to fee/Removed wording
	Deposit		\$250		\$250		No Change
	Tournament Deposit		\$500		\$250		Decrease
	Processing Fee		\$15		\$20		Increase
	Staff Fees		\$15/Hr per Staff		\$18 per Hour per each Employee		Increase
	Field Preparation		\$25/Field/Day		\$30 per Field per Day		Increase
	Field Lights		\$25/Field/Hour		\$25 per Field per Hour		No Change
Trash Removal	Adult	\$175		\$175		No Change	
*Insurance and Security Required for all Rentals with Alcohol							

PARKS & COMMUNITY SERVICES DEPARTMENT

Longfield Center Gym Membership Fees

MEMBERSHIP TYPE	AGE: 19-59 ANNUAL	AGE: 19-59 PER MONTH	AGE: 60+ ANNUAL	AGE: 60+ PER MONTH	COMMENT
Annual	\$100	\$8.33	\$75	\$6.25	No Change
Quarterly	\$30	\$10	\$25	\$8.33	No Change
Monthly	\$12	\$12	\$10	\$10	No Change
Day Pass	\$5		\$3		No Change

* Rate is per person. No Start-Up Fee. Financial Aid Available.

FIRE DEPARTMENT

Resolution Numbers 05-21-R, 00-44-R, 00-22-R

SERVICES		PROPOSED FEE	COMMENT
Annual Permit	\$85	\$105	Increase
Bi-Annual Inspection	\$85	\$105	Increase
Annual Inspection	\$85	\$105	Increase
Biennial Inspection	\$85	\$105	Increase
Special Inspection	\$85	\$105	Increase
Misc. Inspection	\$85	\$105	Increase
Additional Inspection Requests	\$85	\$105	Increase
Plan Review	\$85 plus 3rd Party Costs	\$105 plus 3rd Party Costs	Increase
Inspection over 5,000 Sq Ft	\$85 plus \$0.75 per sq ft over 5,000 sq ft	\$105 plus \$0.75 per sq ft over 5,000 sq ft	Increase
Tenting/Membrane Structure- Permit and Inspection	\$85	\$105	Increase
Device System Inspection	\$105: 1-10 Devices/ \$210: 10-20 Devices/ \$315: 21-30 Devices/ \$420: 31-40/ \$10.50 each Device 40 +	\$105: 1-10 Devices/ \$210: 10-20 Devices/ \$315: 21-30 Devices/ \$420: 31-40/ \$10.50 each Device 40 +	No Change
Transient Residential Occupancies Inspection		\$105: Up to 20 Rooms/ \$210: 21 Rooms +	New Fee
Multi-Family Dwellings Inspection		\$105: 3-50 Units/ \$210: 51-100 Units/ \$315: 101 Units +	New Fee
Care Facility Inspection	\$105: 1-10 occupants/ \$210: 11-100 occupants/ \$420: 100+ occupants		Delete
Large Occupancy Inspections/ Care Facilities/ Schools/ Jails		\$105: 1-10 Clients/ \$210: 11-100 Clients/ \$420: 100 Clients +	New Fee
Hospital Inspection	\$210: Less than 100 Beds/ \$420: More than 100 Beds +	\$210: Less than 100 Beds/ \$420: More than 100 Beds	No Change
Fire Report	\$10	\$10	No Change
Fire Investigation Report	\$10	\$10	No Change
Miscellaneous Fire Prevention Permit	\$105	\$105	No Change, Added word "Miscellaneous"
False Alarm	\$30 after 2nd Alarm in 1 Month	\$105 per Alarm after 2nd Alarm in 1 Month	Increased
False Alarm from Negligent Act	Equipment and Personnel Actual Costs	Equipment and Personnel Actual Costs	No Change
Communications Fee to Alarm Company	\$30	\$30	No Change
Removal of Dwellings by Burning	\$800 plus 3rd Party Costs	\$800 plus 3rd Party Costs	No Change
Stand-by for Public Utility Response	Equipment and Personnel Actual Costs	Equipment and Personnel Actual Costs	No Change
Stand-by at Special Event	Equipment and Personnel Actual Costs	Equipment and Personnel Actual Costs	No Change
DUI Response	Equipment and Personnel Actual Costs	Equipment and Personnel Actual Costs	No Change
Confirmed Arson Fire Investigation	Equipment and Personnel Actual Costs	Equipment and Personnel Actual Costs	No Change
Fire Suppression for Illegal Burning	Equipment and Personnel Actual Costs	Equipment and Personnel Actual Costs	No Change
Neglectful Fire	Equipment and Personnel Actual Costs	Equipment and Personnel Actual Costs	No Change
Hazardous Materials Spill	Equipment and Personnel Actual Costs	Equipment and Personnel Actual Costs	No Change
Hydrant Repair/Replacement	Equipment and Personnel Actual Costs	Equipment and Personnel Actual Costs	No Change
Hydrant Flow Test		Equipment and Personnel Actual Costs (1.25 Hours)	New Fee
Convalescent Van Inspection		\$43	New Fee
VIOLATIONS AND FINES			
Minor	\$50 per Offense and/or Response	\$50 per Offense and/or Response	No Change
General	\$200 per Offense and/or Response	\$200 per Offense and/or Response	No Change
Health and Safety	\$500 per Offense and/or Response	\$500 per Offense and/or Response	No Change
Fireworks Ordinance Violation		\$1,000 per Offense and/or Response	New Fee
EQUIPMENT RATES ESTABLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY CURRENT FEMA RATES CAN BE LOCATED AT https://www.fema.gov/schedule-equipment-rates			

FIRE DEPARTMENT

INSPECTION CRITERIA			
New Construction/ Services can be Combined	# of Inspections		COMMENT
Commercial Sprinkler System	3		No Change
Fire Access Road Review	1		No Change
Fire Alarm Systems	1		No Change
Fire Department Connection (FDC)	3		No Change
Fire Protection Systems	1		No Change
Fire Pumps	3		No Change
Generator Test	3		No Change
Hood Systems	2		No Change
Hose Cabinet- Not Submitted with Plan	3		No Change
Private Water System	1		No Change
Single Family Residential Sprinkler System	3		No Change
Smoke Management System	2		No Change
Standpipe	3		No Change
Subdivision for Review	1		No Change
Tenant Improvement (Existing or Shell Building)	1		No Change
Underground Fire Systems	1		No Change
Carnival and Circus Facility	As Needed		No Change
Hydrant and System Flush	As Needed		No Change
Hydrant Flow Test	As Needed		No Change
Occupant Load Review	As Needed		No Change
Temporary Tents and Membrane Structures	As Needed		No Change
Biannual Fire Prevention Inspections (Examples)			
Hood Systems			No Change
Automatic Sprinkler Systems			Delete
Fire Alarm Systems			Delete
Storage - Not Otherwise Identified or Special Hazard			Delete
Annual Fire Prevention Inspections (Examples)			
Aircraft Refueling - Fire			Update Description
Candle Device			No Change
Combustible Material Storage			No Change
Compressed Gas/Air			No Change
Education Facilities			No Change
Fireworks Booth			Delete
Fireworks Display			Delete
Fireworks Show			Delete
Flammable/Combustible Liquid Storage			No Change
Hazardous Materials			No Change
High Hazard			No Change
High Pile Storage			No Change
Hose Cabinet			No Change
In-Rack Sprinkler Systems			No Change
Institutions			No Change
Liquified Petroleum Gas (LPG))			Update Description
Live Audiences			Delete
Mall- Covered			No Change
Motor Vehicle Dispensing Station			No Change
Multi-Family Sprinkler Systems Dwellings			Update Description
Oven- Industrial Baking			No Change
Place of Assembly			No Change
Production Facilities			No Change
Radioactive Materials			No Change
Refrigeration Equipment			No Change
Repair Garages			No Change
Tents/Membrane Structure/ Air Supported Structures over 400 Sq Ft (each set up)			Update Description
Tire Storage/ Tire Scrap Storage/ Tire Byproduct Storage			Update Description
Woodworking Plant			No Change
Others Not Previously Identified or Added per Code			No Change

FIRE DEPARTMENT

INSPECTION CRITERIA, CONTINUED		COMMENT
Biennial Fire Prevention Inspections (Examples)		
Businesses- Not Otherwise Identified or Special Hazard		No Change
Factory- Not Otherwise Identified or Special Hazard		No Change
Low Hazardous- Not Otherwise Identified or Special Hazard		No Change
Mercantile- Not Otherwise Identified or Special Hazard		No Change
Storage- Not Otherwise Identified or Special Hazard		No Change
Others Not Previously Identified or Added per Code		No Change
Special Fire Prevention Inspections (Examples)		
Live Audiences		No Change
Pyrotechnics and Special Events		No Change
Fireworks Booth		No Change
Candle Device		No Change
Others Not Previously Identified or Added per Code		No Change
Miscellaneous Fire Prevention Inspections (Examples)		
Temporary Tents and Membrane Structures		Delete
Others Not Previously Identified or Added per Code		No Change
Operations Requiring Fire Prevention Inspections (Examples)		
Fumigation or Thermal Insecticidal Fogging		No Change
Hot Works		No Change
Roofing Kettle		No Change
Spraying or Dipping Operations		No Change
Others Not Previously Identified or Added per Code		No Change
Examples of Devices		
Hood Systems		No Change
Smoke Management System		No Change
Others Not Previously Identified or Added per Code		No Change
Requires Annual Fire Operational Permits (Examples)		
Aerosol Products		No Change
Aircraft Refueling- Fire		Update Description
Amusement Buildings- Finance, CD, Building		Delete
Candle Device- Fire		Update Description
Garnivals/Circus/Fairs- Finance, CD, Fire		Delete
Cellulose Nitrate Film-Fire		No Change
Combustible Dust- Producing Operations		No Change
Combustible Fibers		No Change
Combustible Material Storage		No Change
Compressed Gas/Air		No Change
Cutting and Welding		No Change
Dry Cleaning- MSDS		Update Description
Exhibits and Trade Shows		No Change
Fire Hydrant Control Valves		No Change
Fireworks Booth- Firemarshal State Cert., Site Plan Review		Update Description
Fireworks Display/Booth		Delete
Fireworks Show		No Change
Flammable/Combustible Liquid Storage- MSDS- Material Safety and Data Sheets		Update Description
Floor Finishing		No Change
Fruit and Crop Ripening		No Change
Fumigation or Thermal Insecticidal Fogging		No Change
Hazardous Materials		No Change
Hazardous Production Materials		No Change
Hot Works		No Change
Liquid or Gas-Fueled Vehicles or Equipment in Assembly Building		No Change
Liquified Petroleum Gas (LPG)		Update Description
Live Audiences		No Change
Magnesium		No Change
Mall- Covered		No Change
Mobile Food Preparation Vehicles		No Change
Motor Vehicle Dispensing Station		No Change
Open Burning		No Change
Open Flames or Torches		No Change
Organic Coatings		No Change

FIRE DEPARTMENT

INSPECTION CRITERIA, CONTINUED		COMMENT
Outdoor Assembly		No Change
Oven- Industrial Baking		No Change
Place of Assembly		No Change
Plant Extraction Systems		No Change
Production Facilities		No Change
Pyrotechnics and Special Effects		No Change
Pyroxylin Plastics		No Change
Radioactive Materials		No Change
Refrigeration Equipment- MSDS		Update Description
Repair Garages		No Change
Roofing Kettle		No Change
Rooftop Heliports		No Change
Sprinkler Installation		No Change
Spraying or Dipping Operations		No Change
Tents/Membrane/Air Supported Structures/Over 400 Sq Ft as per Code (each set up)		No Change
Tire Storage/ Tire Scrap Storage/ Tire Byproduct Storage		No Change
Tire Rebuilding Plants		No Change
Waste Handling		No Change
Woodworking Plant		No Change
All Annual and Biannual Inspections should have a Permit File		Delete
Others Not Previously Identified or Added per Code		No Change

POLICE DEPARTMENT

ALARM ORDINANCE		PROPOSED FEE	COMMENT
Business Alarm Permit Registration	\$30	\$30	No Change
Residential Alarm Permit Registration	\$20	\$20	No Change
Business Alarm Permit Renewal	\$10 per Year	\$15 per Year	Increase
Residential Alarm Permit Renewal	\$10 per Year	\$15 per Year	Increase
First False alarm call per fiscal year	No Charge		Delete
False alarm 2 occurring per fiscal year	No Charge		Delete
False alarm 3+ occurring per fiscal year	No Charge		Delete
First 3 False Alarm Calls per Calendar Year	No Charge	No Charge	No Change
4 h Occuring False Alarm per Calendar Year	\$50	\$50	Increase
5 h Occuring False Alarm per Calendar Year	\$75	\$75	Increase
6 h + Occuring False Alarm per Calendar Year	\$100	\$100	Increase
Replace Permit or Validation Sticker	No Charge	\$100	Increase
VEHICLE IMPOUND (Each Vehicle)			
Impound Vehicle Fee	\$101	\$120	Increase
Stored Vehicle under authority code 22651(p)VC	\$85	\$90	Increase
Repossession Fee	\$15	\$25	Increase
ANIMAL CONTROL			
Animal Pick Up Euthanasia	\$105 per Pick Up	\$150 per Pick Up	Increase
Deceased Animal Pick Up	\$50 per Pick Up	\$50 per Pick Up plus Shelter Disposal Fee	Increase
After Hours Animal Pickup	\$150 per Pick Up	\$150 per Pick Up	No Change
Replacement Dog/Cat Tag	\$5 per Tag	\$10 per Tag	Increase
Microchipping Charge	\$20 per Microchip	\$20 per Microchip	No Change
Home Quarantine Residence Check	\$50 per Check	\$50 per Check	No Change
Shelter Quarantine Delivery	\$50 per Delivery	\$50 per Delivery plus Additional Fees Charged	No Change
Animal License Permit- 1 Year	\$15	\$20	Increase
Animal License Permit- 2 Year	\$25	\$30	Increase
Animal License Permit- 3 Year	\$35	\$40	Increase
Multi-Animal Permit- 1 Year	\$35	\$50	Increase
Multi-Animal Permit- 2 Year	\$35	\$75	Increase
Multi-Animal Permit- 3 Year	\$35	\$100	Increase
Breeder Permit	\$105	\$500	Increase
SMOKING ORDINANCE			
1st Violation by Person	\$50 per Violation	\$50 per Viola ion	No Change
2nd Violation by Person	\$100 per Violation	\$100 per Viola ion	No Change
3rd Violation by Person	\$150 per Violation	\$150 per Viola ion	No Change
1st Violation by Owner	\$100 per Violation	\$100 per Viola ion	No Change
2nd Violation by Owner	\$200 per Violation	\$200 per Viola ion	No Change
3rd Violation by Owner	\$500 per Violation	\$500 per Viola ion	No Change
PARKING ORDINANCE (Per Violation)			
Application of provisions (10.16.010)	\$35 per Violation	\$40 per Viola ion	Increase
Parking in parkways (HMC 10.16.020)	\$35 per Violation	\$40 per Viola ion	Increase
Parking vehicles more than 72 hours (HMC 10.16.030)	\$35 per Violation	\$40 per Viola ion	Increase
Commercial vehicles-parking in residential (10.16.040)	\$35 per Violation	\$40 per Viola ion	Increase
Parking vehicles for sale or repair (HMC 10.16.050)	\$35 per Violation	\$40 per Viola ion	Increase
Parking not according to designated markings (HMC 10.16.060)	\$35 per Violation	\$40 per Viola ion	Increase
Parking in violation of posted sign (HMC 10.16.070)	\$35 per Violation	\$40 per Viola ion	Increase
Parking in violation of posted sign (HMC 10.16.080)	\$35 per Violation	\$40 per Viola ion	Increase
Parking between 2 a.m. and 5 a.m. (HMC 10.16.090)	\$35 per Violation	\$40 per Viola ion	Increase
Parking on private property & City lots (HMC 10.16.100)	\$35 per Violation	\$40 per Viola ion	Increase
Parking in excess of time limits in City lots (HMC 10.16.110)	\$35 per Violation	\$40 per Viola ion	Increase
Parking in excess of time limits – green curbs (HMC 10.16.120)	\$35 per Violation	\$40 per Viola ion	Increase
Parking in posted no-parking area (HMC 10.16.130)	\$35 per Violation	\$40 per Viola ion	Increase
Sales while parked near school grounds (HMC 10.16.140)	\$35 per Violation	\$40 per Viola ion	Increase
Parking violations (HMC 10.16.150)	\$35 per Violation	\$40 per Viola ion	Increase
Authority to Establish Loading Zones (HMC 10.20.010)	\$35 per Violation	\$40 per Viola ion	Increase

POLICE DEPARTMENT

PARKING ORDINANCE (Per Violation), CONTINUED		PROPOSED FEE	COMMENT
Parking in violation of curb markings (HMC 10.20.020)	\$35 per Violation	\$40 per Violation	Increase
Improper use of passenger loading zone (HMC 10.20.030)	\$35 per Violation	\$40 per Violation	Increase
Improper use of loading zone (HMC 10.20.040)	\$35 per Violation	\$40 per Violation	Increase
Improper use of alley (HMC 10.20.050)	\$35 per Violation	\$40 per Violation	Increase
Improper use of bus zone (HMC 10.20.060)	\$35 per Violation	\$40 per Violation	Increase
Wrong Way Parking (HMC 10.36.010)	\$35 per Violation	\$40 per Violation	Increase
Improper use of sidewalk or parkway (HMC 10.44.010)	\$35 per Violation	\$40 per Violation	Increase
Operating skates on street (HMC 10.64.030.A)	\$35 per Violation	\$40 per Violation	Increase
Dangerous operation of skates (HMC 10.64.030.C)	\$35 per Violation	\$40 per Violation	Increase
Operating skates near building entrance (HMC 10.64.030.D)	\$35 per Violation	\$40 per Violation	Increase
Skate ramps on public rights-of-way (HMC 10.64.030.E)	\$35 per Violation	\$40 per Violation	Increase
Towing skaters (HMC 10.64.030.F)	\$100 per Violation	\$100 per Violation	No Change
Handicap Parking		\$300 per Violation	New/ Add to Municipal Code, effective when added
Night skating without reflectors (HMC 10.64.030.G)	\$35 per Violation	\$40 per Violation	Increase
DOCUMENT COPIES			
Traffic Accident Report	\$10 per Report	\$10 per Report	No Change
Citation	\$5 per Citation	\$10 per Citation	Increase/work is similar in process
Other Agency Citation Sign Off (per Occurrence)	\$10	\$15	Increase
Records Background Check (per Occurrence)		\$20	New
Reports - Single Sided/Copies (Evidence Code 1563)	\$0.10 per Page	\$0.10 per Page	No Change
Reports - Double Sided/Copies (Evidence Code 1563)	\$0.20 per Page	\$0.20 per Page	No Change
Civil Subpoena (Non Sworn) G.C. 68096.1 (b) Amended 1/1/2015	\$275 per Subpoena/Day	\$275 per Subpoena/Day	No Change
Civil Subpoena (Officers, Firefighters, State or Court Employee) G.C. 68097.2 (b)	\$275 per Subpoena/Day	\$275 per Subpoena/Day	No Change
Ticket Sign Off- Hanford PD		No Charge	New
Ticket Sign Off- Other Agency	\$15 per Sign Off	\$15 per Sign Off	No Change
Subpoena duces tecum	\$15 per Subpoena/Day	\$15 per Subpoena/Day	No Change
Non-Sufficient Funds Check	\$40 per Incident	\$40 per Incident	No Change
FINGER PRINTING			
Finger Printing- Live Scan (Digital)	No Charge	No Charge	No Change
Finger Printing- Hard Card	No Charge	No Charge	No Change
SPECIAL PERMITS			
Concealed Weapons Permit (Inc DOJ Fees)	\$158	\$180	Increase
Lost, Stolen, Damaged ID Card provided by Hanford PD		\$20 per Card	New
Lost ID Card provided by State		\$50 per Card	New
Concealed Weapons Permit Renewal (Inc DOJ Fees)	\$87	\$110	Increase
Enhanced CCW Card		\$25 per Card	New
Add Weapon to CCW (Inc DOJ Fees/not during renewal or application)		\$25	New
Taxi Permit	\$70	\$75	Increase
Taxi Permit Renewal	\$20	\$25	Increase
Massage Permit	\$59	\$75	Increase
OTHER			
U-Visa Application		\$25	New

Cannabis Fees

CANNABIS DIVISION

BUSINESS LICENSE- PAY AT FINANCE DEPARTMENT		PROPOSED FEE	COMMENT
Business License	Will vary based on Gross Receipts	Will vary based on Gross Receipts	No Change

Resolution 17-43-R

APPLICATION FEE- PAY AT COMMUNITY DEVELOPMENT DEPARTMENT			
Preliminary Eligibility	\$4,254	\$4,254	No Change
Initial Ranking	\$1,689	\$1,689	No Change
Second Ranking	\$2,241	\$2,241	No Change
Final Recommendation to Council	\$1,102	\$1,102	No Change
Background Fee (Each Person)	\$300	\$300	No Change
Environmental Review	Actual Cost plus 10%	Actual Cost plus 10%	No Change
Live Scan (Each Person)	\$135	\$135	No Change
Zoning Verification Letter	\$135	\$135	No Change

Resolution 17-62-R

ANNUAL PERMIT FEE- PAY AT FINANCE DEPARTMENT			
Campus	\$32,000	\$32,000	No Change
Cultivation	\$32,000	\$32,000	No Change
Manufacturing	\$32,000	\$32,000	No Change
Distribution	\$32,000	\$32,000	No Change
Lab Testing	\$15,000	\$15,000	No Change
Dispensary	\$32,000	\$32,000	No Change
Microbusiness	\$32,000	\$32,000	No Change

Ordinance 18-02

TAXES- PAY AT FINANCE DEPARTMENT			
Cultivation			
Seven dollars (\$7.00) annually per square foot of canopy space in a facility that uses exclusively artificial		Seven dollars (\$7.00) annually per square	No Change
Four dollars (\$4.00) annually per square foot of canopy space in a facility that uses a combination of natural and artificial lighting		Four dollars (\$4.00) annually per square	No Change
Two dollars (\$2.00) annually per square foot of canopy space in a facility that uses no artificial lighting, should		Two dollars (\$2.00) annually per square	No Change
One dollar (\$1.00) annually per square foot of canopy space for any nursery		One dollar (\$1.00) annually per square	No Change
Lab Testing			
One percent (1%) of gross receipts.		One percent (1%) of gross receipts.	No Change
Retail Sales (dispensary, delivery microbusiness)			
Four percent (4%) of gross receipts.		Four percent (4%) of gross receipts.	No Change
Distribution			
Four percent (4%) of gross receipts.		Four percent (4%) of gross receipts.	No Change
Manufacturing, Processing, or Microbusiness (non-retail) or any other			
Four percent (4%) of gross receipts.		Four percent (4%) of gross receipts.	No Change

OTHER FEES- PAY AT POLICE DEPARTMENT			
Cannabis Employee Application Fee (HMC 5.56.070(C)(9))	\$435	\$435	No Change
Cannabis Employee Renewal Application (HMC 5.56.070E)	\$100	\$100	No Change
Work Permit Appeal (HMC5.56.150)	\$100	\$100	No Change
Lost, Stolen, Damaged Replacement ID Badge	\$25 per Badge	\$25 per Badge	No Change
Cannabis Award Appeal	\$5,000	\$5,000	No Change
Fines 1st Offense (HMC 5.56.470(B))	\$300 per Violation per Day	\$300 per Violation per Day	No Change
Fines 2nd Offense (HMC 5.56.470(B))	\$500 per Violation per Day	\$500 per Violation per Day	No Change
Fines 3rd and Subsequent Offenses (HMC 5.56.470(B))	\$1,000 per Violation per Day	\$1,000 per Violation per Day	No Change
Other Appeals in (HMC 5.56)	\$1,000 per Appeal	\$1,000 per Appeal	No Change

Building Fees

COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

Resolution: 19-21-R

APPLICATION/PERMIT		PROPOSED FEE	COMMENT
Administrative Use Permit	\$500	\$500	No Change
Agriculture Preserve			
Contract Cancellation + Costs and Legal Fees	\$6,000	\$6,000	No Change
Disestablishment	\$2,000	\$2,000	No Change
New Contract	\$500	\$500	No Change
Notice of Full Non-renewal	\$150	\$150	No Change
Notice of Partial Non-renewal	\$500	\$500	No Change
Easement Exchange	Actual Cost	Actual Cost	No Change
Appeal	\$1,000	\$1,000	No Change
Conditional Use Permit (CUP)			
Minor (existing structures)	\$1,500	\$1,500	No Change
Regular	\$3,500	\$3,500	No Change
Master CUP/Planned Unit Development	\$6,667	\$6,667	No Change
Amendment to an Approved CUP	\$1,500	\$1,500	No Change
Development Agreement - plus costs	\$4,000	\$4,000	No Change
Development Agreement Amendment - plus costs	\$1,500	\$1,500	No Change
Finding of Consistency	\$500	\$500	No Change
General Plan Amendment	\$9,500	\$9,500	No Change
Historic Review	No Charge	No Charge	No Change
Historic Designation/Detachment of Site	\$1,706	\$1,706	No Change
Home Occupation	\$115	\$115	No Change
Mural Application	\$150	\$150	No Change
Ordinance Interpretation	\$250	\$250	No Change
Sidewalk Dining Permit	\$75	\$75	No Change
Sign Application			
Non-illuminated	\$150	\$150	No Change
Illuminated	\$250	\$250	No Change
Banner Permit	\$35	\$35	No Change
Site Plan Review			
Initial Minor (Existing Buildings no Expansion or Addition of one Residential Unit)	\$1,000	\$1,000	No Change
Initial Major or Subdivision/Parcel Map	\$3,000	\$3,000	No Change
Resubmittal (First Resubmittal no Charge)	\$750	\$750	No Change
Specific Plan	\$8,830	\$8,830	No Change
Specific Plan Amendment	\$4,415	\$4,415	No Change
Time Extensions	\$500	\$500	No Change
Temporary Use Permit	\$250	\$250	No Change
Right-of-Way Abandonment	\$4,700	\$4,700	No Change
Variance			
Variance	\$3,500	\$3,500	No Change
Variance - Minor Deviation	\$1,000	\$1,000	No Change
Variance - Signs	\$3,000	\$3,000	No Change
Variance - Single Family Parcel	\$2,500	\$2,500	No Change
Zone Change			
Pre-Zone	\$3,900	\$3,900	No Change
Rezone and Text Amendment	\$7,800	\$7,800	No Change
Zoning Verification Letter	\$135	\$135	No Change

COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

Resolution: 19-21-R

SUBDIVISION OF LANDS		PROPOSED FEE	COMMENT
Tentative Parcel Map	\$4,550	\$4,550	No Change
Final Parcel Map	\$850	\$850	No Change
Tentative Subdivision Map	\$6,700	\$6,700	No Change
Certificate of Compliance	\$1,025	\$1,025	No Change
Lot Line Adjustment	\$1,500	\$1,500	No Change
Minor Amendment to Previously Approved Map	\$1,500	\$1,500	No Change
ENVIRONMENTAL COMPLIANCE			
National Environmental Policy Act	Actual Cost + 10%	Actual Cost + 10%	No Change
Notice of Exemption	\$125	\$125	No Change
Environmental Impact Report/Study Processing (Fee + Actual Cost of EIR Consultant)	Actual Cost + 10%	Actual Cost + 10%	No Change
Initial Study/Negative Declaration (City Prepared)	\$1,450	\$1,450	No Change
Initial Study/Negative Declaration Technical (Consultant Prepared)	Actual Cost + 10%	Actual Cost + 10%	No Change
*Additional fees are required, payable to Kings County (See Kings County Fees)			
MISCELLANEOUS			
General Plan Text	\$60	\$60	No Change
Zoning Text	\$60	\$60	No Change
Copies (each)			
Black and White 8 1/2 x 11	\$0.25	\$0.25	No Change
Color (Letter and Legal Size)	\$1	\$1	No Change
Black and White 11 x 17	\$0.35	\$0.35	No Change
Color 11 x 17	\$2	\$2	No Change
Large Format Black and White	Cost	Cost	No Change
Large Format Color	Cost	Cost	No Change
Radius Map and Up to 50 Labels	\$100	\$100	No Change
CD of documents	\$10	\$10	No Change
Environmental Notices/ Public Hearing Notices Mailed (Must be Renewed Annually)	\$125	\$125	No Change
Special Service Fees/Inspections	Actual Cost	Actual Cost	No Change
ANNEXATION/REORGANIZATION			
City Annexation/Reorganization	\$11,000	\$11,000	No Change
County Fee (LAFCo)* + Cost	See Attached	Contact Kings County	Update Fee Wording
State Board of Equalization	See Attached	Contact State Board of Equalization	Update Fee Wording
PARKING			
Parking In Lieu Fee- Per Space	\$4,000.00	\$4,000	No Change
Shared Parking Agreement	\$1,000.00	\$1,000	No Change

COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

Resolution: 19-21-R

The following applicable fees are not adopted by the City of Hanford. You must contact the agency for up to date fees.		PROPOSED FEE	COMMENT
KINGS COUNTY			
Filing Fee (all environmental documents)	\$105.00		Remove Fee, customer to contact agency
Notice of Determination ND/MND (Fish and Wildlife)	\$2,406.75		Remove Fee, customer to contact agency
Notice of Determination EIR (Fish and Wildlife)	\$3,343.25		Remove Fee, customer to contact agency
Impact Fees (Verify current Fees)			Remove Fee, customer to contact agency
LAFCo Fee + cost	\$1,000.00		Remove Fee, customer to contact agency
*LAFCo fee of \$1,000 includes the Assessor's fee and Public Works fee and will need to cover total costs from the County based on time and materials. If less than \$1,000, the difference will be refunded. If more than \$1,000, applicant will pay the additional amount.			
STATE BOARD OF EQUALIZATION			
Size of Annexation			Remove Fee, customer to contact agency
Less than 1 acre	\$300		Remove Fee, customer to contact agency
1-5 acres	\$350		Remove Fee, customer to contact agency
6-10 acres	\$500		Remove Fee, customer to contact agency
11-20 acres	\$800		Remove Fee, customer to contact agency
21-50 acres	\$1,200		Remove Fee, customer to contact agency
51-100 acres	\$1,500		Remove Fee, customer to contact agency
101 to 500 acres	\$2,000		Remove Fee, customer to contact agency
501-1,000	\$2,500		Remove Fee, customer to contact agency
1,001-2,000 acres	\$3,000		Remove Fee, customer to contact agency
2,001 acres and above	\$3,500		Remove Fee, customer to contact agency
SCHOOL DISTRICT FEES			
Please contact the appropriate school district for school fees.			No Change

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

Resolution: 19-21-R

PLAN CHECK & INSPECTION								COMMENTS
OCCUPANCY TYPE	PROJECT SIZE THRESHOLD	I-FR, II-FR		III 1-HR		IV, V-N		
		BASE COST @ THRESHOLD SIZE	COST FOR EACH ADDITIONAL SQ FT	BASE COST @ THRESHOLD SIZE	COST FOR EACH ADDITIONAL SQ FT	BASE COST @ THRESHOLD SIZE	COST FOR EACH ADDITIONAL SQ FT	
"A" OCC-TENANT IMPROVEMENTS	500	\$971	\$0.4285	\$809	\$0.3571	\$647	\$0.2857	No Change
	2,500	\$1,828	\$0.2179	\$1,524	\$0.1816	\$1,219	\$0.1453	No Change
	5,000	\$2,373	\$0.0870	\$1,978	\$0.0725	\$1,582	\$0.0580	No Change
	10,000	\$2,808	\$0.0578	\$2,340	\$0.0482	\$1,872	\$0.0385	No Change
	25,000	\$3,675	\$0.0800	\$3,063	\$0.0673	\$2,450	\$0.0538	No Change
	50,000	\$5,694	\$0.1139	\$4,745	\$0.0949	\$3,796	\$0.0759	No Change
"B" OCC-TENANT IMPROVEMENTS	300	\$646	\$0.4944	\$538	\$0.4120	\$431	\$0.3296	No Change
	1,500	\$1,239	\$0.2286	\$1,033	\$0.1905	\$826	\$0.1524	No Change
	3,000	\$1,582	\$0.0923	\$1,319	\$0.0769	\$1,055	\$0.0615	No Change
	6,000	\$1,859	\$0.0630	\$1,549	\$0.0525	\$1,239	\$0.0420	No Change
	15,000	\$2,426	\$0.0842	\$2,022	\$0.0702	\$1,618	\$0.0562	No Change
	30,000	\$3,690	\$0.1230	\$3,075	\$0.1025	\$2,460	\$0.0820	No Change
"E" OCC-TENANT IMPROVEMENTS	100	\$667	\$1.7510	\$556	\$1.4592	\$445	\$1.1673	No Change
	500	\$1,368	\$0.5304	\$1,140	\$0.4670	\$912	\$0.3736	No Change
	1,000	\$1,648	\$0.2390	\$1,373	\$0.1991	\$1,099	\$0.1593	No Change
	2,000	\$1,887	\$0.1840	\$1,573	\$0.1533	\$1,258	\$0.1227	No Change
	5,000	\$2,439	\$0.2043	\$2,033	\$0.1703	\$1,626	\$0.1362	No Change
	10,000	\$3,461	\$0.3461	\$2,884	\$0.2884	\$2,307	\$0.2307	No Change
ALL "F" OCC	1,000	\$2,560	\$0.5769	\$2,133	\$0.4808	\$1,707	\$0.3846	No Change
	5,000	\$4,868	\$0.2790	\$4,056	\$0.2325	\$245	\$0.1860	No Change
	10,000	\$6,263	\$0.1121	\$5,219	\$0.0934	\$4,175	\$0.0747	No Change
	20,000	\$7,383	\$0.0754	\$6,153	\$0.0628	\$4,922	\$0.0503	No Change
	50,000	\$9,645	\$0.1032	\$8,038	\$0.0860	\$6,430	\$0.0688	No Change
	100,000	\$14,805	\$0.1481	\$12,338	\$0.1234	\$9,870	\$0.0987	No Change

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

Resolution: 19-21-R

PLAN CHECK & INSPECTION								COMMENTS
"H" OCC-TENANT IMPROVEMENTS	100	\$667	\$1.7510	\$556	\$1.4592	\$445	\$1.1673	No Change
	500	\$1,328	\$0.5604	\$1,140	\$0.4670	\$912	\$0.3736	No Change
	1,000	\$1,648	\$0.2390	\$1,373	\$0.1991	\$1,099	\$0.1593	No Change
	2,000	\$1,887	\$0.1840	\$1,573	\$0.1533	\$1,258	\$0.1227	No Change
	5,000	\$2,439	\$0.2043	\$2,033	\$0.1703	\$1,626	\$0.1362	No Change
	10,000	\$3,461	\$0.3461	\$2,884	\$0.2884	\$2,307	\$0.2307	No Change
"I" OCC-TENANT IMPROVEMENTS	1,000	\$971	\$0.2142	\$809	\$0.1785	\$648	\$0.1428	No Change
	5,000	\$1,828	\$0.1091	\$1,524	\$0.0909	\$1,219	\$0.0727	No Change
	10,000	\$2,374	\$0.0434	\$1,978	\$0.0362	\$1,582	\$0.0290	No Change
	20,000	\$2,808	\$0.0288	\$2,340	\$0.0240	\$1,872	\$0.0192	No Change
	50,000	\$3,672	\$0.0403	\$3,060	\$0.0336	\$2,448	\$0.0269	No Change
	100,000	\$5,688	\$0.0569	\$4,740	\$0.0474	\$3,792	\$0.0379	No Change
"M" OCC-TENANT IMPROVEMENTS	200	\$739	\$0.8755	\$616	\$0.7296	\$493	\$0.5837	No Change
	1,000	\$1,439	\$0.3737	\$1,199	\$0.3114	\$960	\$0.2491	No Change
	2,000	\$1,813	\$0.1526	\$1,511	\$0.1271	\$1,209	\$0.1017	No Change
	4,000	\$2,118	\$0.1065	\$1,765	\$0.0888	\$1,412	\$0.0710	No Change
	10,000	\$2,757	\$0.0138	\$2,298	\$0.1148	\$1,838	\$0.0918	No Change
	20,000	\$4,134	\$0.2067	\$3,445	\$0.1723	\$2,756	\$0.1378	No Change
"R-1/R-2" OCC-TENANT IMPROVEMENTS	80	\$405	\$1.0815	\$338	\$0.9012	\$270	\$0.7210	No Change
	400	\$751	\$0.5933	\$626	\$0.4944	\$501	\$0.3955	No Change
	800	\$989	\$0.2350	\$824	\$0.1958	\$659	\$0.1566	No Change
	1,600	\$1,177	\$0.1525	\$981	\$0.1271	\$785	\$0.1017	No Change
	4,000	\$1,543	\$0.2201	\$1,286	\$0.1824	\$1,028	\$0.1467	No Change
	8,000	\$2,423	\$0.3029	\$2,019	\$0.2524	\$161	\$0.2019	No Change
"S" OCC-TENANT IMPROVEMENTS	40	\$269	\$1.5451	\$224	\$1.2876	\$179	\$1.0301	No Change
	200	\$516	\$0.7142	\$430	\$0.5951	\$344	\$0.4761	No Change
	400	\$659	\$0.2885	\$549	\$0.2404	\$439	\$0.1923	No Change
	800	\$775	\$0.1968	\$646	\$0.1640	\$516	\$0.1312	No Change
	2,000	\$1,011	\$0.2639	\$842	\$0.2199	\$674	\$0.1759	No Change
	4,000	\$1,538	\$0.3846	\$1,282	\$0.3205	\$1,026	\$0.2564	No Change

*Plan Check Fees x Inspections Fees = Plan Check & Inspection Fees as Shown
 Plan Check or Inspection Fees available upon request.

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

ELECTRICAL			COMMENT
Permit Issuance	\$50	Each	No Change
Stand Alone Permit - Plan Check	\$105	Hourly	No Change
Outdoor Events			
Carnivals, Circuses, or ther traveling shows or exhibitions utilizing transportation type rides booths, displays, and attractions	\$105	Hourly	No Change
Temporary Power Service			
Temporary power service pole or pedestal, including all pole or pedestal-mounted receptacle outlets and appurtenances	\$105	Each	No Change
Unit Fees:			
Receptacles, Switches, and Lighting Outlets	\$43.75	up to 20	No Change
	\$0.87	each additional	No Change
Residential Appliances			
Fixed residential appliances or receptacle outlets for the same, including wall-mounted electric ovens, counter mounted cook tops, electric ranges, self-contained room consoles or through-wall air conditioners, space heaters, food waste grinders, dish washers, washing machines, water heaters, clothes dryers, or other motor-operated appliances (each) not exceeding one horsepower rating	\$35	Each	No Change
Nonresidential Appliances			
Residential appliances and factory wired nonresidential appliances, including medical and dental devices; food, beverage, and ice cream cabinets; illuminated show cases; drinking fountains; vending machines; laundry machines; or other similar types of equipment	\$35	Each	No Change
Power Apparatus			
Motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus as follows: Rating in Horsepower (HP), Kilowatts (KW), or Kilovolt-amperes (KVA), or Kilovolt-aperes-reactive (KVAR) (fees include all switches, breakers, etc.)			
Up to and including 1	\$35	Each	No Change
Over 1 and not over 50	\$35	Each	No Change
Over 50 and not over 100	\$43.75	Each	No Change
Over 100	\$52.50	Each	No Change
Signs, Outline Lighting, and Marquees			
Signs, Outline Lighting, or Marquees supplied from one branch circuit	\$52.50	Each	No Change
Services			
Services 600 volts or less and not over 1,000 amperes in rating	\$105	Each	No Change
Services over 600 volts or over 1,000 amperes in rating	\$157.50	Each	No Change
Subpanels	\$35	Each	No Change
EV Charging Station			
Residential	\$157.50	Each	No Change
Commercial	\$315	1 - 3	No Change
Each Additional	\$105	Each	No Change
Miscellaneous Apparatus, Conduits, and Conductors			
Electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is herein set	\$35	Each	No Change

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

ELECTRICAL, CONTINUED					COMMENT
Photovoltaic Systems - Residential & Small Commercial (up to 49KW)	Plan Check	Inspection	Total		
1 - 15 Kilowatts	\$200 Each	\$300 Each	\$500	Each	No Change
Each Kilowatt above 15 KW		\$15 per KW	\$15	per KW	No Change
Photovoltaic Systems - Commercial					
50 Kilowatts	\$400 Each	\$600 Each	\$1,000	Each	No Change
Each Kilowatt between 51 KW and 250 KW		\$7 per KW	\$7	per KW	No Change
Each Kilowatt above 250 KW		\$5 per KW	\$5	per KW	No Change
MECHANICAL					
Permit Issuance			\$50	Each	No Change
Stand Alone Permit- Plan Check			\$105	Hourly	No Change
Unit Fees:					
Install/Relocate each forced air or gravity-type furnace or burner (including attached ducts and vents)			\$70	Each	No Change
Install/Relocate each floor furnace (including vent)			\$70	Each	No Change
Install/Relocate each suspended heater, recessed wall heater, or floor-mounted unit htr.			\$70	Each	No Change
Install/Relocate/Replace each appliance vent installed and not included in an appliance permit			\$70	Each	No Change
Repair/Alteration/Addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls required by the code			\$61.25	Each	No Change
Install/Relocate each boiler or compressor, or each absorption system			\$61.25	Each	No Change
Each air-handling unit, including attached ducts up to 10,000 CFM			\$70	Each	No Change
Each air-handling unit over 10,000 CFM			\$70	Each	No Change
Each evaporative cooler other than portable type			\$35	Each	No Change
Each ventilation fan connected to a single duct			\$52.50	Each	No Change
Each ventilation system which is not a portion of any heating or air-conditioning system			\$61.25	Each	No Change
Installation of each hood which is served by a mechanical exhaust, including the ducts for such hood			\$70	Each	No Change
Install/Relocate each incinerator			\$52.50	Each	No Change
Each appliance or piece of equipment regulated by this code but not classified in other appliance categories, or for which no other fee is listed in this code			\$52.50	Each	No Change
Other mechanical inspections not noted above			\$105	Hourly	No Change

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

MISCELLANEOUS & CODE COMPLIANCE	PERMIT ISSUANCE	PLAN CHECK	INSPECTION	UNIT	PROPOSED	COMMENTS
Address Assignments			\$3.15	Each		No Change
Additions, Residential	\$50	\$157.50	\$304.50	up to 300 Sq Ft		No Change
Additional Sq Ft		\$0.26	\$0.74	Sq Ft		No Change
Antennas - Telecom Facility (towers)	\$50	\$52.50	\$157.50	Each		No Change
Antenna Installations	\$50	\$35	\$35	Each Antenna		No Change
Awning/canopy (supported by the building)	\$50	\$26.25	\$35	up to 2		No Change
Additional		\$3.15	\$5.25	Each		No Change
Balcony Addition	\$50	\$52.50	\$94.50	up to 200 Sq Ft		No Change
Additional		\$105	\$141.75	over 200 Sq Ft		No Change
Carport (200 Sq Ft)	\$50	\$52.50	\$106	≤ 200 Sq Ft		No Change
Additional Sq Ft on same side (over 200 Sq Ft)		\$105	\$159	over 200 Sq Ft		No Change
Change of Use/Change of Occupancy	\$50	\$57.50	\$105	Each		No Change
Commercial Coach	\$50	\$52.50	\$210	Each Bldg.		No Change
Deck (wood)	\$50	\$52.50	\$157.50	up to 200 Sq Ft		No Change
Additional (over 200 Sq Ft)		\$105	\$236.25	over 200 Sq Ft		No Change
Demolition - Commercial	\$50	\$52.50	\$160	Each Structure		No Change
Residential	\$50	\$52.50	\$110	Each Structure		No Change
Electronics/System Replacement	\$5			Each Permit		No Change
Fence - Non-Masonry, over 7 feet high	\$50	\$52.50	\$52.50	up to 100 Linear Ft		No Change
Non-Masonry, Additional		\$105	\$0.57	Linear Ft		No Change
Masonry, all heights	\$50	\$52.50	\$105	up to 100 Linear Ft		No Change
Masonry, Additional		\$105	\$0.66	Linear Ft		No Change
Fireplace - Masonry	\$50	\$52.50	\$169	Each		No Change
Pre-Fabricated/Metal/Inserts	\$50	\$52.50	\$52.50	Each		No Change
Flag Pole	\$50	\$26.25	\$52.50	Each		No Change
Foundation Only Valuation based on \$5 per Sq Ft	\$50	See Valuation Chart		Sq Ft		No Change
Repair	\$50	\$52.50	\$105	up to 100 Linear Ft		No Change
Addition		\$105	\$0.66	Linear Ft		No Change
Lighting Poles	\$50	\$17.50	\$26.25	First One		No Change
Additional Poles		\$2.10	\$5.25	Each		No Change
Moved Buildings	\$50	\$105	\$157.50	Each Bldg.		No Change
Plus mileage cost outside city limits (Current Government Rate)				Mile		No Change
Partitions - Commercial, Interior	\$50	\$35	\$52.50	up to 30 Linear Ft		No Change
Additional		\$0.42	\$0.84	Linear Ft		No Change
Partitions - Residential, Interior	\$50	\$35	\$32.50	up to 30 Linear Ft		No Change
Additional	\$50	\$0.42	\$0.84	Linear Ft		No Change
Covered Patio/Trellis/Arbor (not enclosed)	\$50	\$52.50	\$157.50	up to 300 Sq Ft		No Change
Additional Patio/Trellis/Arbor		\$26.25	\$35	each 300 Sq Ft		No Change
Enclosed Patio/Porch	\$50	\$84	\$210	up to 300 Sq Ft		No Change
Additional Enclosed Patio/Porch		\$31.50	\$84	Each 300 Sq Ft		No Change
Pile Foundation - Cast-in-place Concrete	\$50	\$78.75	\$84	up to 10 piles		No Change
Additional Piles		\$13.65	\$6.30	Each		No Change
Driven (any type)	\$50	\$78.75	\$84	up to 10 piles		No Change
Additional Piles	\$50	\$13.65	\$6.30	Each		No Change

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

MISCELLANEOUS & CODE COMPLIANCE, CONT.	PERMIT ISSUANCE	PLAN CHECK	INSPECTION	UNIT	PROPOSED	COMMENTS
Plan Review Fee in excess of Submittal and two re-checks		\$105		per Hour		No Change
Remodel, Residential	\$50	\$105	\$210	up to 300 Sq Ft		No Change
Additional Remodel		\$0.21	\$0.53	Sq Ft		No Change
Re-Roof- Residential, Roof over	\$50	\$35	\$78.75	Each		No Change
Tear-off	\$50	\$35	\$131.25	Each		No Change
Commercial	\$50	\$52.50	\$157.50	Each		No Change
Permit Issuance	\$50			Each		No Change
Retaining Walls (concrete or masonry)	\$50	\$35	\$78.75	up to 50 Linear Ft		No Change
Additional		\$0.21	\$0.53	Linear Ft		No Change
Siding - Stone and Brick Veneer	\$50	\$52.50	\$105	up to 400 Sq Ft		No Change
Stucco	\$50	\$35	\$70	up to 400 Sq Ft		No Change
All Others	\$50	\$52.50	\$96.60	up to 400 Sq Ft		No Change
Additional Siding (all types)		\$0.16	\$0.21	Sq Ft		No Change
Signs	\$50	\$35	\$52.50	per Site		No Change
Skylights- up to 10 Sq Ft	\$50	\$26.25	\$78.75	Each		No Change
Over 10 Sq Ft or Structural work involved	\$50	\$35	\$105	Each		No Change
Solar Panels, Pool Heating/Water Heating	\$50	\$70	\$131.25	Each System		No Change
Stairs	\$50	\$52.50	\$105	First Flight		No Change
Additional		\$10.50	\$26.25	per Flight		No Change
Storage racks (shelving) - 0 to 8 ft high	\$50	\$52.50	\$35	up to 100 Linear Ft		No Change
Additional		\$0.11	\$0.26	Linear Ft		No Change
Over 8 ft high	\$50	\$78.75	\$52.50	up to 100 Linear Ft		No Change
Additional		\$0.11	\$0.32	Linear Ft		No Change
Swimming Pools/Spas	\$50	\$78.25	\$157.50	Each		No Change
Heater		\$26.25	\$17.85	Each		No Change
Spa or Hot Tub, Prefabricated	\$50	\$26.29	\$52.50	Each		No Change
Wells	\$50		\$140	Each		No Change
Windows and Doors - Replacement	\$50	\$16.80	\$52.50	Each 3		No Change
New	\$50	\$26.25	\$59.85	Each 3		No Change
New (Structural, in shearwall or masonry)	\$50	\$35	\$68.25	Each 3		No Change
Miscellaneous Repairs (Items not covered anywhere else in this fee schedule)						No Change
(Based on Valuation of the Work)						No Change
\$1 to \$1,000	\$50	\$38.85	\$45.15			No Change
\$1,001 to \$5,000	\$50	\$111.30	\$130.20			No Change
\$5,001 to \$10,000	\$50	\$180.60	\$212.10			No Change
\$10,001 to \$15,000	\$50	\$249.90	\$294			No Change
\$15,001 to 20,000	\$50	\$320.25	\$375.90			No Change
\$20,001 to 25,000	\$50	\$389.55	\$457.80			No Change
\$25,001 to \$30,000	\$50	\$438.90	\$516.60			No Change
\$30,001 and up	\$50	Fees applicable for valuation of \$30,000 plus \$1.80 per \$1,000 valuation over \$30,0001			Fees applicable for valuation of \$30,000 plus \$1.94 per \$1,000 valuation over \$30,0001	Increase

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING FEES

BUILDING VALUATION DATA - AUGUST 2018										COMMENTS
Provided by International Code Council Revised every 6 months at www.ICCsafe.org										
Square Foot Construction Costs ^{a,b,c}										
Group (2018 International Bldg. Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB	Changes every 6 months. No need to list in master fee schedule.
A-1 Assembly, theaters, with stage	\$ 244.21	\$ 236.18	\$ 230.55	\$ 221.01	\$ 207.82	\$ 201.82	\$ 214.02	\$ 189.83	\$ 182.71	Will provide website address for customers to refer to and obtain the most up to date fees
A-1 Assembly, theaters, without stage	\$ 223.45	\$ 215.42	\$ 209.80	\$ 200.25	\$ 187.31	\$ 181.32	\$ 193.26	\$ 169.33	\$ 162.21	
A-2 Assembly, nightclubs	\$ 190.08	\$ 184.73	\$ 180.34	\$ 172.99	\$ 163.33	\$ 158.82	\$ 166.99	\$ 147.83	\$ 142.92	
A-2 Assembly, restaurants, bars, banquet halls	\$ 189.08	\$ 183.73	\$ 178.34	\$ 171.99	\$ 161.33	\$ 157.82	\$ 165.99	\$ 145.83	\$ 141.92	
A-3 Assembly, churches	\$ 224.47	\$ 216.44	\$ 210.82	\$ 201.27	\$ 189.73	\$ 183.73	\$ 194.28	\$ 171.74	\$ 164.62	
A-3 Assembly, general, community halls, libraries, museums	\$ 188.77	\$ 180.74	\$ 174.11	\$ 165.57	\$ 151.59	\$ 146.63	\$ 158.58	\$ 133.64	\$ 127.52	
A-4 Assembly, arenas	\$ 222.45	\$ 214.42	\$ 207.80	\$ 199.25	\$ 185.31	\$ 180.32	\$ 192.26	\$ 167.33	\$ 161.21	
B Business	\$ 195.88	\$ 188.76	\$ 182.90	\$ 173.98	\$ 159.08	\$ 153.13	\$ 167.31	\$ 139.76	\$ 133.67	
E Educational	\$ 207.44	\$ 200.32	\$ 195.11	\$ 186.22	\$ 173.62	\$ 164.85	\$ 179.83	\$ 151.63	\$ 147.30	
F-1 Factory and industrial, moderate hazard	\$ 115.30	\$ 109.99	\$ 103.87	\$ 99.84	\$ 89.72	\$ 85.56	\$ 95.69	\$ 73.79	\$ 69.57	
F-2 Factory and industrial, low hazard	\$ 114.30	\$ 108.99	\$ 103.87	\$ 98.84	\$ 89.72	\$ 84.56	\$ 94.69	\$ 73.79	\$ 68.57	
H-1 High Hazard, explosives	\$ 107.85	\$ 102.54	\$ 97.43	\$ 92.40	\$ 83.50	\$ 78.33	\$ 88.25	\$ 67.57	N.P.	
H234 High Hazard	\$ 107.85	\$ 102.54	\$ 97.43	\$ 92.40	\$ 83.50	\$ 78.33	\$ 88.25	\$ 67.57	\$ 62.34	
H-5 HPM	\$ 195.88	\$ 188.76	\$ 182.90	\$ 173.98	\$ 159.08	\$ 153.13	\$ 167.31	\$ 139.76	\$ 133.67	
I-1 Institutional, supervised environment	\$ 194.98	\$ 188.36	\$ 182.90	\$ 175.20	\$ 161.40	\$ 157.01	\$ 175.29	\$ 144.58	\$ 140.08	
I-2 Institutional, hospitals	\$ 327.69	\$ 320.57	\$ 314.72	\$ 305.80	\$ 289.87	N.P.	\$ 299.12	\$ 270.56	N.P.	
I-2 Institutional, nursing homes	\$ 227.45	\$ 220.33	\$ 214.47	\$ 206.56	\$ 191.65	N.P.	\$ 198.88	\$ 172.34	N.P.	
I-3 Institutional, restrained	\$ 222.66	\$ 215.54	\$ 209.69	\$ 200.77	\$ 187.11	\$ 180.16	\$ 194.09	\$ 167.80	\$ 159.71	
I-4 Institutional, day care facilities	\$ 194.98	\$ 188.36	\$ 182.90	\$ 175.20	\$ 161.40	\$ 157.01	\$ 175.29	\$ 144.58	\$ 140.08	
M Mercantile	\$ 141.54	\$ 136.19	\$ 130.80	\$ 124.45	\$ 114.24	\$ 110.73	\$ 118.45	\$ 98.74	\$ 94.83	
R-1 Residential, hotels	\$ 196.81	\$ 190.20	\$ 184.74	\$ 177.03	\$ 162.97	\$ 158.58	\$ 177.13	\$ 146.15	\$ 141.65	
R-2 Residential, multiple family	\$ 165.05	\$ 158.44	\$ 152.98	\$ 145.27	\$ 132.00	\$ 127.61	\$ 145.37	\$ 115.18	\$ 110.68	
R-3 Residential, one-and two-family ^d	\$ 154.04	\$ 149.85	\$ 145.98	\$ 142.32	\$ 137.11	\$ 133.50	\$ 139.93	\$ 128.29	\$ 120.75	
R-4 Residential, care/assisted living facilities	\$ 194.98	\$ 188.36	\$ 182.90	\$ 175.20	\$ 161.40	\$ 157.01	\$ 175.29	\$ 144.58	\$ 140.08	
S-1 Storage, moderate hazard	\$ 106.85	\$ 101.54	\$ 95.43	\$ 91.40	\$ 81.50	\$ 77.33	\$ 87.25	\$ 65.57	\$ 61.34	
S-2 Storage, low hazard	\$ 105.85	\$ 100.54	\$ 95.43	\$ 90.40	\$ 81.50	\$ 76.33	\$ 86.25	\$ 65.57	\$ 60.34	
U Utility, miscellaneous	\$ 83.66	\$ 79.00	\$ 74.06	\$ 70.37	\$ 63.47	\$ 59.32	\$ 67.24	\$ 50.19	\$ 47.80	
a. Private Garages use Utility, misc.										
b. For shell only building deduct 20%										
c. N.P. = not permitted										
d. Unfinished basements (Group R-3) = \$22.45 per sq.ft.										

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

The current building valuation data costs are published by the International Code Council and updated every 6 months. Please refer to www.ICCsafes.org to obtain the current costs. Apply the building valuation data to the table below.

BUILDING INSPECTION FEES		COMMENTS
TOTAL VALUATION	FEE	
\$1 to \$500	\$23.50	No Change
\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000	No Change
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000, or fraction thereof, to and including \$25,000	No Change
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000	No Change
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000	No Change
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000	No Change
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000	No Change
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000, or fraction thereof	No Change
Plan Review Fees will be 65% of Building Inspection Fees		No Change
A contract, signed by all parties, for the cost to build a specific project may be substituted for the Building Valuation Data sheet as determined by the building official		

COMMUNITY DEVELOPMENT DEPARTMENT

CODE COMPLIANCE DIVISION

Resolution: 19-21-R

CODE VIOLATION FINES		PROPOSED FEE	COMMENT
Minor	\$50	\$50	No Change
General	\$200	\$200	No Change
Health and Safety	\$500	\$500	No Change

Definitions:

Minor: A "Minor" violation shall be defined as a violation of the Hanford Municipal Code, or other applicable law or code, that does not have the potential to create a health or safety hazard to the occupants of a structure/building or the general public.

General: A "General" violation shall be defined as a violation of the Hanford Municipal Code, or other applicable law or code, that has the potential of creating a health or safety hazard to the occupants of a structure/building or the general public if the violation is allowed to continue.

Health and Safety: A "Health and Safety" violation shall be defined as a violation of the Hanford Municipal Code or other applicable law or code that is a health or safety hazard to the occupants of a structure/building or the general public.

Subsequent Violations:

Second Violation- Within six months of the date of the initial citation, the fine shall be two times the initial fine.

Third Violation- Within six months of the date of the initial citation, the fine shall be four times the initial fine.

PUBLIC WORKS DEPARTMENT

APPLICATION/PERMIT		PROPOSED FEE	COMMENT
Public Street and Infrastructure Improvement Plan Review/Inspection Fee			No change
6% of the first \$5,000 of improvement costs or fraction thereof			No change
5% of the next \$20,000 of improvement costs or fraction thereof			No change
4.5% of the next \$75,000 of improvement costs or fraction thereof			No change
3.5% of the next \$150,000 of improvement costs or fraction thereof			No change
2% of all amounts of improvement costs over \$250,000			No change
Water Meter Inspection Fee (all land uses) per meter		\$85	No change
Backflow Prevention Assembly Inspection Fee (all land uses)		\$80	No change
GRADING PLAN REVIEW			
Residential:	Single Family Residence	\$1,050	No change
	Two or Three Units	\$1,800	No change
	Four through Eight Units	\$3,050	No change
	Eight or More Units	\$4,400	No change
Commercial:	Sites less than one-half acre	\$2,700	No change
	Sites from one-half to one acre	\$4,200	No change
	Sites one to five acres	\$5,700	No change
	Sites over five acres	\$5,700 plus \$85/acre	No change
Permit Extensions		\$25	No change
ENCROACHMENT PERMIT			
Annual Permit (Utilities)		\$250	Increase/Utility companies have utilized the annual permit for more work.
Annual Permit (Trees)		No charge	Increase/Requested by tree trimming companies
Regular Encroachment Permit		\$30	Increase/Hasn't increased since 1998, still reasonable, but not full cost recovery.
TRANSPORTATION PERMIT			
Annual Permit		\$90	No change
Regular Transportation Permit		\$18	No change
MISCELLANEOUS			
Construction Water Meter Deposit		\$100	Increase/Deposit only, to cover meter cost if stolen or lost.
Conditional Watering Permit		No charge	Increase/ processing cost only
Pool Drain Permit		No charge	Increase/ processing cost only
Banner Permit		\$100	No change

Impact Fees

DEVELOPMENT IMPACT FEES

Resolution: 19-41-R

LAND USE CATEGORY	FIRE FEE PER UNIT	PROPOSED FEES	POLICE FEE PER UNIT	PROPOSED FEES	WATER FEE PER UNIT	PROPOSED FEES	COMMENT
Low Density Residential	\$535.78	\$546.39	\$290.74	\$296.50	\$2,434.02	\$2,482.21	Fees increased by 1 98% increase per Engineering News-Record cost index
Medium Density Residential	\$301.18	\$307.14	\$429.91	\$438.42	\$1,360.66	\$1,387.60	
High Density Residential	\$151.32	\$154.32	\$139.43	\$142.19	\$823.80	\$840.11	
Neighborhood Commercial	\$0.4495	\$0.4584	\$0.5987	\$0.6106	\$1.0375	\$1.0580	
Regional Commercial	\$0.3746	\$0.3820	\$0.2630	\$0.2682	\$0.9049	\$0.9228	
Service Commercial	\$0.5619	\$0.5730	\$0.0861	\$0.0878	\$1.2543	\$1.2791	
Highway Commercial	\$0.4495	\$0.4584	\$0.1978	\$0.2017	\$1.0375	\$1.0580	
Office Residential	\$0.1873	\$0.1910	\$0.3527	\$0.3597	\$1.1157	\$1.1378	
Office	\$0.2107	\$0.2149	\$0.2123	\$0.2165	\$0.7213	\$0.7356	
Neighborhood Mixed Use	\$0.4495	\$0.4584	\$0.5715	\$0.5828	\$1.2933	\$1.3189	
Corridor Mixed Use	\$0.4495	\$0.4584	\$0.3882	\$0.3959	\$1.1654	\$1.1885	
Downtown Mixed Use	\$0.0749	\$0.0764	\$0.3349	\$0.3415	\$0.2466	\$0.2515	
Light Industrial	\$0.1307	\$0.1333	\$0.0123	\$0.0125	\$1.4603	\$1.4892	
Heavy Industrial	\$0.1307	\$0.1333	\$0.0046	\$0.0047	\$1.4888	\$1.5183	
Open Space	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	
Public Facilities	\$0.0523	\$0.0533	\$0.0755	\$0.0770	\$1.2543	\$1.2791	
Educational Facilities	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.6580	\$0.6710	

LAND USE CATEGORY	WASTEWATER FEE PER UNIT	PROPOSED FEES	PARKS FEE PER UNIT	PROPOSED FEES	STORM DRAIN FEE PER ACRE	PROPOSED FEES	COMMENT
Low Density Residential	\$2,084.51	\$2,125.78	\$2,687.08	\$2,740.28	\$2,369.04	\$2,415.95	Fees increased by 1 98% increase per Engineering News-Record cost index
Medium Density Residential	\$1,668.65	\$1,701.69	\$2,406.47	\$2,454.12	\$2,605.94	\$2,657.54	
High Density Residential	\$1,521.46	\$1,551.58	\$2,125.86	\$2,167.95	\$2,842.84	\$2,899.13	
Neighborhood Commercial	\$0.7017	\$0.7156			\$4,264.27	\$4,348.70	
Regional Commercial	\$0.7218	\$0.7361			\$4,264.27	\$4,348.70	
Service Commercial	\$0.7126	\$0.7267			\$4,264.27	\$4,348.70	
Highway Commercial	\$0.7017	\$0.7156			\$4,264.27	\$4,348.70	
Office Residential	\$1.5075	\$1.5373			\$2,842.84	\$2,899.13	
Office	\$0.7058	\$0.7198			\$4,264.27	\$4,348.70	
Neighborhood Mixed Use	\$1.3704	\$1.3975			\$4,264.27	\$4,348.70	
Corridor Mixed Use	\$0.9867	\$1.0062			\$4,264.27	\$4,348.70	
Downtown Mixed Use	\$0.4306	\$0.4391			\$3,409.75	\$3,477.26	
Light Industrial	\$0.8086	\$0.8246			\$3,790.46	\$3,865.51	
Heavy Industrial	\$0.9319	\$0.9504			\$3,790.46	\$3,865.51	
Open Space	\$0.0000	\$0.0000			\$0.0000	\$0.0000	
Public Facilities	\$0.7126	\$0.7267			\$3,316.65	\$3,382.32	
Educational Facilities	\$0.4385	\$0.4472			\$3,316.65	\$3,382.32	

*Fee for residential uses is per dwelling unit. Fee for other uses is per building square foot.

*Wastewater treatment portion of fee is based on standard household strength waste of 200 MG/L B.O.D. and 200 MG/L S.S. and 300 gal./day flow rate

DEVELOPMENT IMPACT FEES

Resolution: 19-41-R

LAND USE CATEGORY	REFUSE FEES PER UNIT	PROPOSED FEES	COMMENT
Residential Container/Equip	\$485	\$495	Fees increased by 1.98% increase per Engineering News-Record cost index
Commercial			
Per No. of 1 cubic yard dumpsters	\$850	\$867	
Per No. of 1 cubic yard dumpsters	\$1,070	\$1,091	
Per No. of 1 cubic yard dumpsters	\$1,140	\$1,163	
Per No. of 1 cubic yard dumpsters	\$1,450	\$1,479	

LAND USE CATEGORY	CIRCULATION FEES PER UNIT		PROPOSED FEES	COMMENT
Single-Family Residential	\$3,815.14	Dwelling Unit	\$3,890.68	Fees increased by 1.98% increase per Engineering News-Record cost index
Multi-Family Residential	\$2,678.97	Dwelling Unit	\$2,732.01	
Senior Residential/Assisted Living	\$1,387.32	Dwelling Unit	\$1,414.79	
Hotel/Motel (per room)	\$2,428.67	Room	\$2,476.76	
Retail (<100KSF) unless specifically listed below	\$11,121.74	1,000 Sq Ft	\$11,341.95	
Retail (>100KSF)	\$8,398.50	1,000 Sq Ft	\$8,564.79	
Convenience Store- Without Gas Station	\$100,669.32	1,000 Sq Ft	\$102,662.57	
Gas Station- With or Without Convenience Store	\$14,715.67	Fueling Position	\$15,007.04	
Motor Vehicle Sales, Minor and Major Repair	\$2,106.93	1,000 Sq Ft	\$2,148.65	
Restaurant- No Drive-thru	\$21,511.37	1,000 Sq Ft	\$21,937.30	
Restaurant with Drive-thru- Stand-alone	\$98,316.18	1,000 Sq Ft	\$100,262.84	
Restaurant with Drive-thru Within a Shopping Center	\$26,431.94	1,000 Sq Ft	\$26,955.29	
General Office/Bank	\$4,733.61	1,000 Sq Ft	\$4,827.34	
Medical/Dental Office	\$9,575.00	1,000 Sq Ft	\$9,764.59	
Government	\$2,898.38	1,000 Sq Ft	\$2,955.77	
Industrial/Service Commercial	\$1,905.23	1,000 Sq Ft	\$1,942.95	
Warehouse/Distribution < 100,000 sq ft	\$1,571.51	1,000 Sq Ft	\$1,602.63	
Warehouse/Distribution > 100,000 sq ft	\$755.76	1,000 Sq Ft	\$770.72	
Mini Storage > 100,000 sq ft	\$755.76	1,000 Sq Ft	\$770.72	
Religious Institution or Facility	\$2,058.48	1,000 Sq Ft	\$2,099.24	
Other uses option	\$369.44	Trip	\$376.75	

DEVELOPMENT IMPACT FEES

Resolution: 19-41-R

TYPE OF FEE	DEVELOPMENT FEE FOR SINGLE FAMILY RESIDENCE	PROPOSED	COMMENT
Fire, Police, Water, Wastewater, Parks	\$8,032.13	\$8,191.17	Fees increased by 1.98% increase per Engineering News-Record cost index
Circulation	\$3,815.14	\$3,890.68	
Storm Drainage	\$521.19	\$531.51	
Refuse	\$485.00	\$494.60	
Total	\$12,853.46	\$13,107.96	

SANITARY SEWER AREA	BENEFIT DISTRICT FEE PER ACRE	PROPOSED	COMMENT
9th Ave Area of Benefit District (10th Ave to Hwy 43)			Fees increased by 1.98% increase per Engineering News-Record cost index
Area generally south of Hanford-Armona Road	\$899.81	\$917.63	
Area located Between Hanford-Armona Rd and Lacey Blvd	\$1,337.60	\$1,364.08	
Area located between Lacey Blvd and Grangeville Blvd	\$2,015.10	\$2,055.00	
Area located between Grangeville Blvd and Hwy 43	\$2,778.62	\$2,833.64	
12th Ave Area of Benefit District (11-1/2 Ave to 13th Ave)			
Area generally south of Hanford-Armona Road	\$621.92	\$634.23	
Area located Between Hanford-Armona Rd and Lacey Blvd	\$960.01	\$979.02	
Area located between Lacey Blvd and Grangeville Blvd	\$1,305.25	\$1,331.09	
Area located between Grangeville Blvd and Fargo Ave	\$1,734.30	\$1,768.64	
Area located between Fargo Ave and Flint Ave	\$2,401.14	\$2,448.68	

DEVELOPMENT IMPACT FEES

Resolution: 19-41-R

TRANSPORTATION			PROPOSED	COMMENT
Transportation Facilities - All Land Uses (per trip end)		\$340.48	\$347.22	Fees increased by 1.98% increase per Engineering News-Record cost index
See chart below for fee based on number of trip ends per use				
Residential (per dwelling unit)	Trip Ends	Fee		
Single Family	9.53	\$3,244.77	\$3,309.02	
Apartment	6.55	\$2,230.14	\$2,274.30	
Condominium	5.69	\$1,937.33	\$1,975.69	
Mobile Home	4.90	\$1,668.35	\$1,701.39	
Senior Adult Housing	3.23	\$1,099.75	\$1,121.53	
Commercial (per 1,000 Sq Ft unless otherwise stated)	Trip Ends	Fee		
General/Specialty Retail	40.58	\$13,816.68	\$14,090.25	
Shopping Center	41.42	\$14,102.68	\$14,381.91	
Discount Store	30.86	\$10,507.21	\$10,715.26	
Hardware/Paint Store	51.03	\$17,374.69	\$17,718.71	
Furniture Store	4.98	\$1,695.59	\$1,729.16	
Bank	49.59	\$16,884.40	\$17,218.71	
Supermarket	68.65	\$23,373.95	\$23,836.76	
Convenience Market	330.00	\$112,358.40	\$114,583.10	
Gas & Service Station w/Mini-Mart (per fueling position)	90.67	\$30,871.32	\$31,482.57	
Gas/Service Station (per fueling position)	73.00	\$24,855.04	\$25,347.17	
Auto Repair/Car Center	14.00	\$4,766.72	\$4,861.10	
Car Sales	14.50	\$4,936.96	\$5,034.71	
Hotel/Motel (per room)	8.95	\$3,047.30	\$3,107.63	
Restaurant (per 1,000 Sq Ft)	Trip Ends	Fee		
Quality	36.40	\$12,393.47	\$12,638.86	
High Turnover	90.22	\$30,718.11	\$31,326.32	
Fast Food	220.60	\$75,109.89	\$76,597.06	
Office (per 1,000 Sq Ft)	Trip Ends	Fee		
General	8.34	\$2,839.60	\$2,895.83	
Medical/Dental	27.31	\$9,298.51	\$9,482.62	
Government	68.93	\$23,469.29	\$23,933.98	
Industrial (per 1,000 Sq Ft)	Trip Ends	Fee		
General	5.43	\$1,848.81	\$1,885.41	
Mini-storage	2.37	\$806.94	\$822.91	
Warehousing	3.83	\$1,304.04	\$1,329.86	

NOTE:

(A) Trip end rates for other than those listed above shall be determined using trip generation statistics in the Institute of Transportation Engineers Trip General Manual, latest edition.

(B) Trip ends for development within the Central Parking and Improvement District shall be reduced by 20% to reflect captured trip rates for multi-use district. (Council Resolution 95-74-R).

(C) Cost of improvement completed by developer on arterial and designated collectors will be credited against payment of the impact fee for that project.

DEVELOPMENT IMPACT FEES

Resolution: 19-41-R

IMPACT FEE CREDITS FROM WATER, WASTEWATER AND STORM DRAINAGE IMPACT FEES				
ITEM	CREDIT PER UNIT	UNIT	PROPOSED	COMMENT
Water				Fees increased by 1.98% increase per Engineering News-Record cost index
8" Pipeline	\$65	Lineal Foot	\$66.29	
12" Pipeline	\$173.25	Lineal Foot	\$176.68	
18" Pipeline	\$210.28	Lineal Foot	\$214.44	
Groundwater Well (1,500 gpm)	\$1,200,259	Each	\$1,224,024.13	
Pump Station (3 @ 3,100 gpm)	\$4,002,999	Each	\$4,082,258.38	
Pump Station (4 @ 1,400 gpm)	\$2,738,421	Each	\$2,792,641.74	
Storage Tank (1.5 MG)	\$3,419,975	Each	\$3,487,690.51	
Land for Storage Tank or Well	\$40,000	Acre	\$40,792	
Wastewater				
8" Gravity Main	\$178	Lineal Foot	\$181.52	
12" Gravity Main	\$301.53	Lineal Foot	\$307.50	
15" Gravity Main	\$316.08	Lineal Foot	\$322.34	
18" Gravity Main	\$341.21	Lineal Foot	\$347.97	
21" Gravity Main	\$370.30	Lineal Foot	\$377.63	
24" Gravity Main	\$384.85	Lineal Foot	\$392.47	
27" Gravity Main	\$444.36	Lineal Foot	\$453.16	
30" Gravity Main	\$522.39	Lineal Foot	\$532.73	
36" Gravity Main	\$649.35	Lineal Foot	\$662.21	
18" Force Main	\$304.39	Lineal Foot	\$310.42	
Lift Station	\$1,382.80	GPM	\$1,410.18	
Storm Drain				
12" Pipeline	\$96	Lineal Foot	\$97.90	
21" Pipeline	\$219.54	Lineal Foot	\$223.89	
24" Pipeline	\$259.21	Lineal Foot	\$264.34	
30" Pipeline	\$318.72	Lineal Foot	\$325.03	
36" Pipeline	\$378.24	Lineal Foot	\$385.73	
42" Pipeline	\$437.75	Lineal Foot	\$446.42	
48" Pipeline	\$517.10	Lineal Foot	\$527.34	
60" Pipeline	\$596.45	Lineal Foot	\$608.26	
96" Pipeline	\$1,014.36	Lineal Foot	\$1,034.44	
Retention Basin (0 to 5 acre feet)	\$33,040.08	Acre Foot	\$33,694.27	
Retention Basin (Over 5 to 10 acre feet)	\$19,725.46	Acre Foot	\$20,116.02	
Retention Basin (Over 10 to 20 acre feet)	\$11,224.84	Acre Foot	\$11,447.09	
Retention Basin (Over 20 acre feet)	\$6,816.16	Acre Foot	\$6,951.12	

DEVELOPMENT IMPACT FEES

Resolution: 19-41-R

IMPACT FEE CREDITS FROM CIRCULATION AND PARKS IMPACT FEE ACCOUNTS				
ITEM	CREDIT PER UNIT	UNIT	PROPOSED	COMMENT
Circulation- Arterial and Major Arterial Street				Fees increased by 1.98% increase per Engineering News-Record cost index
Median Curb (both sides)	\$20	Lineal Foot	\$20.40	
Median Concrete (16' wide)	\$160	Lineal Foot	\$163.17	
Pavement (one side- 22' wide)	\$79.59	Lineal Foot	\$81.17	
Right of Way in Exceeding 42' Wide Half Street	\$2.066	Square Foot	\$2.11	
Circulation- Collection Street				
Pavement (one side- 18' wide)	\$56.76	Lineal Foot	\$57.88	
Circulation- Street Intersections				
Traffic Signal	\$400,000	Each	\$407,920	
Intersection Improvements (full)	\$400,000	Each	\$407,920	
Parks- Must be Identified in General Plan				
Park Improvements	\$184,255.15	Acre	\$187,903.40	
Land for Park	\$90,000	Acre	\$91,782	

Enterprise Fees

AIRPORT

DESCRIPTION		PROPOSED FEE	COMMENTS
Overnight parking- Single	\$8 per Night	\$8 per Night	No Change
Overnight parking- Twin	\$12 per Night	\$12 per Night	No Change
Overnight Parking- Jet	\$20 per Night	\$20 per Night	No Change
Airport Tiedown- Long Term	\$47 per Month	\$47 per Month	No Change
Covered T-Spaces (1-10 & 20-40) Shelter Space	\$85 per Month	\$85 per Month	Updated Description
T-Hangar Spaces (11-19)	\$178 per Month	\$178 per Month	No Change
Space in Hangar C1	\$315 per Month		Delete Fee
Port-a-Port (1,200 sq. ft. or less)	\$610 per Year	\$610 per Year	No Change
Port-a-Port (1,800 sq. ft. to 2,100 sq. ft.)	\$620 per Year	\$620 per Year	No Change
Hangar Ground Lease (0 to 1,600 sq. ft.)	\$780 per Half Year	\$780 per Year	Updated rate
Hangar Ground Lease (1,601 sq. ft. to 2,300 sq. ft.)	\$870 per Day	\$870 per Year	Updated rate
Hangar Ground Lease (2,301 sq. ft. to 4,500 sq. ft.)	\$950 per Hour	\$950 per Year	Updated rate
Hangar Ground Lease (4,501 sq. ft. to 5,000 sq. ft.)	\$1,830 per Half Day	\$1,830 per Year	Updated rate
Hangar Ground Lease (5,001 sq. ft. and above)	\$0.374 per Sq. Ft.	\$0.374 per Sq. Ft.	No Change
Heavy Appliance Electricity Surcharge		\$35 per Month	New

The airport has the following types of agreements: hangar, tiedown, land, and facilities. The agreements will contain annual CPI increases and the Fair Market Value of the lease rates will be established by using the Council approved per square foot lease rate plus the CPI Adjustments.



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021	AGENDA SECTION: B
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SUBJECT:

Police: FY 2021 Edward Byrne Memorial Justice Assistance Grant- Police Activities Building: Conduct a public hearing to authorize the City Manager to execute an MOU between the City of Hanford and Kings County, which would approve the use of \$20,414.00 in FY2021 JAG Grant funding to purchase new windows for the PAL building.

RECOMMENDATION:

That the City Council conduct a public hearing and by motion, authorize the City Manager to execute an MOU between the City of Hanford and Kings County, which would approve the use of the FY2021 Jag Grant funding to purchase new replacement windows for the Police Activities League Program Gym.

BACKGROUND:

The City of Hanford has been notified that the Hanford Police Department is eligible to receive \$20,414 in grant funds from the fiscal year 2021 Jag Grant monies to be used to replace the old broken windows in the PAL building. The grant will require the signing of a Memorandum of Understanding between the City of Hanford and Kings County. Per this MOU, Kings County would receive \$10,595.00 in additional grant funding as well.

The Hanford Police Activities League Program Gym is currently housed in a large building which was formerly a National Guard Armory. This building was constructed in 1950. When it was purchased by the City of Hanford in 2020, the building had been vacant and in a state of disrepair for more than 10 years. Several improvements have since been made, however, the windows are very old, many are broken and some are merely plexiglass. It is the goal of the Hanford Police Department to use grant monies from the FY2021 JAG grant to replace the windows in the building, improving both its appearance, functionality and energy efficiency. This will also improve the health and safety of our minor program participants, as well as the security of the building itself. The anticipated cost of this project is \$29826.44 and the amount of funds needed beyond the JAG grant funding (9,412.44) which will be covered by donations and asset forfeiture accounts..

The Police Activities League (PAL) is a youth crime prevention program providing civic, athletic, recreational and educational opportunities and resources to our local youth. The Hanford PAL, in partnership with the Hanford Police Department, is committed to creating a safer environment and reducing juvenile crime. The Hanford PAL currently coordinates four different programs being the Junior Explorers, Police Explorers Post, Jiu Jitsu and Hanford PAL boxing. A weightlifting and strength conditioning program and homework tutoring program will be added in the near future. The program currently serves upwards of 240 juveniles and operates daily from morning to night.

The Hanford PAL Program is funded strictly through grants, community donations, and the fundraising efforts of the Board of Directors, volunteers, and participants and their families.

FISCAL IMPACT:

\$20,414.00 to be awarded to Hanford Police Department from FY 2021 Edward Byrne Memorial Justice Assistance Grant Program

ATTACHMENTS:

2021 JAG disparate MOU Hanford and Kings County

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF HANFORD AND COUNTY OF KINGS,**

2021 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this ____ day of July, 2021, by and between the County of Kings, acting by and through its governing body, the County Board of Supervisors, hereinafter referred to as COUNTY, and the City of Hanford, acting by and through its governing body, the City Council, hereinafter referred to as CITY, both of Kings County, State of California, witnesseth:

WHEREAS, this Agreement is made under the authority of Sections 930 through 930.6 of the Government Code: and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement; and

WHEREAS, the CITY agrees to provide the COUNTY \$ 10,595.00 from the JAG award for the County's designated program.

NOW THEREFORE, the COUNTY and CITY agree as follows:

Section 1.

CITY will act as the fiscal agent that submits the joint CITY-COUNTY application to the FY 2021 Byrne Justice Assistance Grant Program for the JAG, and administers the resulting JAG. Contingent upon available funding, CITY agrees to pay COUNTY a total amount of \$10,595.00.

Section 2.

COUNTY agrees to use \$10,595.00 for the JAG Program until October 1, 2022, whereupon any unused funds shall be remitted to the US Department of Justice's Bureau of Justice Assistance consistent with program requirements.

Section 3.

Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by the California Tort Claims Act.

Section 4.

Nothing in the performance of this Agreement shall impose any liability for claims against CITY other than

claims for which liability may be imposed by the California Tort Claims Act.

Section 5.

The parties are acting in an independent capacity. Each of the parties agrees that it, including any and all of its officers, agents, and employees, shall have no right to employment rights or benefits available to the other party's employees. Each party shall be solely liable and responsible for providing to, or on behalf of, its own officers, agents, and employees all legally and contractually required employee benefits. In addition, each party shall be solely responsible and save the other party harmless from all matters relating to payment of each party's employees.

Section 6.

Each party to this agreement will be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 7.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 8.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

City of Hanford, California

County of Kings, California

City Manager

County Chief Administrative Officer

ATTEST:

ATTEST:

City Clerk

Clerk of the Board

APPROVED AS TO FORM:

APPROVED AS TO FORM:

City Attorney

County Counsel



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021	AGENDA SECTION: A
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SUBJECT:

Public Works: Award a contract to A+ Quality Concrete Construction Inc. of Corcoran, CA, in the amount of \$24,968.00 to construct a new drive approach and ADA ramp on Davis Street in front of Roosevelt School.

jRECOMMENDATION:

That the City Council by motion award a contract to A+ Quality Concrete Construction Inc. of Corcoran Ca in the amount of \$24,968.00 to construct a new drive approach and ADA ramp on Davis Street in front of Roosevelt School.

BACKGROUND:

A portion of the scope of work for the FY 20/21 Pavement Resurfacing: Mill & Fill Project consists of reconstructing the drive approach and ADA Ramp at the school driveway. This drive approach is the main school bus exit for Roosevelt School.

There is not a crosswalk and ramp that is accessible for students from the school to the neighboring community. Therefore, Staff is requesting Council approval to award this project separately from the larger Mill & Fill project in order to ensure that this portion of the work is completed prior to the school resuming in August 2021. The remaining scope of work for the FY 20/21 Pavement Resurfacing: Mill & Fill Project will start in September 2021. See attached layout for Councils review.

Staff received quotes from three contractors. The quotes were reviewed and staff validated the lowest bidder, verified the contractors license status and verified the contractor is in good standing. With Councils approval, work for the concrete driveway and ADA ramp will start July 2021.

FISCAL IMPACT:

The FY 20/21 Capital Improvement Budget provides \$1,545,000.00 for construction, including contingencies. A copy of Budget Page is attached for Council review.

ATTACHMENTS:

Budget Page

A+ Quality Concrete - Lowest Bid

Location Map for Davis - Driveway-ADA ramp

Pavement Resurfacing Treatment

Project Background:

Pavement Resurfacing Treatment is a surface protection and pavement preservation treatment for city streets. The location of streets and the types of treatment processes will be determined by Public Works Department staff and is dependent on pavement conditions. Treatments may include slurry seal, cape seal or fiber seal coatings or other pavement preservation treatments needed to extend the useful life of roadways.

Existing Conditions:

Asphalt concrete pavement surfaces deteriorate over time due to loss of oil content from naturally occurring processes and vehicular traffic loads.

Project Justification:

Pavement Resurfacing treatments will extend the useful life of asphalt concrete pavement surfaces thereby reducing street maintenance costs. This project will provide surface treatment for approximately seven miles of roadways (207,300 SY).

Fiscal Implications:

Funding for this project will be allocated from gas tax reserves.

Project Budget Summary:

		5-Year Funding Allocation				
		2021	2022	2023	2024	2025
Expenditure	Program or Project	Construction	Construction	Construction	Construction	Construction
	Engineering / Inspection	55,000	12,000	12,000	12,000	12,000
	Construction	1,405,000	850,000	850,000	850,000	850,000
	Contingency	140,000	85,000	85,000	85,000	85,000
	Department Overhead	144,150	3,000	3,000	3,000	3,000
Total Expenditure		\$1,744,150	\$950,000	\$950,000	\$950,000	\$950,000
Revenue	Funding					
	040 Gas Tax (2105)	381,533	350,000	350,000	350,000	350,000
	050 Gas Tax (TDA Transportation)	327,028	600,000	600,000	600,000	600,000
	045 RMRA Gas Tax	1,035,589				
Total Funding		\$1,744,150	\$950,000	\$950,000	\$950,000	\$950,000

A + Quality Concrete Construction Inc.

Daniel Gonzalez
P O Box 1471
Corcoran, CA 93212

Estimate

Date	Estimate #
7/9/2021	101

Name / Address

City Of Hanford
Steve Coodey
900 S. 10th Ave.,
Hanford, CA. 93230

Project

Approach & ADA Ramp @ Roosevelt School

Item	Description	Total
Labor & Materials	This estimate is for a new driveway approach and ADA ramp. All construction will be done according to plans provided by the city of Hanford Tile: FY21 Mill & Fill Driveway. Approved by Taylor Dihel Drawn by TCD on 7/8/21 Job #26660000-821618. Work to be performed: * Compact ground. * Set forms for curb and gutter. Grade ground. * Pour concrete and finish with a medium broom finish. * Strip forms. * Set forms for ADA ramp and driveway approach. Grade ground. * Pour concrete and finish with medium broom finish. * Strip forms and clean up job site. Total cost for labor and materials	24,968.00
For any questions contact Daniel Gonzalez at (559)212-5065		Total \$24,968.00
Phone #	Fax #	E-mail
(559) 212-5065	(559) 762-7576	danielgonzalez1282@yahoo.com
		By signing you agree to the total cost of this estimate.
		Signature _____

Attachment: A+ Quality Concrete - Lowest Bid (PW: FY20/21 Concrete Work for Mill and Fill Project)

Replace driveway and ADA ramp

On Davis Street at Roosevelt Elementary School



Google Earth

© 2021 Google

300 ft



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021	AGENDA SECTION: B
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SUBJECT:

City Attorney: Approval of the Second Amended and Restated City Manager Employment Agreement

RECOMMENDATION: It is recommended that the City Council, by motion, approve the attached Second Amended and Restated Employment Agreement for Mario A. Cifuentez, II and authorize the Mayor to execute the Agreement.

Recommended Motion: I move that the City Council approve and the Mayor be authorized to execute the City Manager's Second Amended and Restated Employment Agreement.

BACKGROUND:

On May 18, 2021, the City Council completed its annual evaluation of City Manager Cifuentez. The attached Second Amended and Restated Employment Agreement (Amended Agreement) was prepared as a result of the evaluation.

The Amended Agreement changes the terms of the City Manager's employment as follows:

- **Term:** The Amended Agreement's term was extended by three years. The new expiration date will be November 18, 2025.
- **Salary:** Salary increase from \$182,988.00 to \$196,248.00 per year. The Amended Agreement allows the parties to revisit the salary amount after the compensation study for full-time employees is completed in 2022.
- **Severance:** In the event City Manager Cifuentez is terminated for no cause, his severance payment will be equal to nine months of his annual salary. The amount was increased from six months of annual salary.

All other terms of the Employment Agreement remain unchanged.

ATTACHMENTS: Second Amended and Restated Employment Agreement.

FISCAL IMPACT:

ATTACHMENTS:

2021.07.14 Second Amended and Restated Employment Agreement - Cifuentez (clean)

SECOND AMENDED AND RESTATED EMPLOYMENT AGREEMENT

* * * * *

This Second Amended and Restated Employment Agreement (“**Amended Agreement**”) is made and entered into the 20th day of July, 2021, by and between the City of Hanford, California, a municipal corporation (“**City**”), and Mario A. Cifuentes, II (“**Employee**”).

SECTION 1. DUTIES.

City hereby employs Employee as City Manager to perform the functions and duties specified in the laws of the State of California and Ordinances and Resolutions of the City and to perform such other duties and functions as the Hanford City Council (“**Council**”) shall from time-to-time assign.

SECTION 2. TERM OF AMENDED AGREEMENT.

The term of Employee’s Employment Agreement dated November 5, 2019 commenced on November 18, 2019 (“**Commencement Date**”) and shall continue through November 18, 2025. This Amended Agreement shall commence on July 20, 2021 and will continue through November 18, 2025, or until terminated as set forth below.

SECTION 3. TERMINATION OF AGREEMENT.

A. Employee shall serve at the pleasure of the Council and shall be an “AT-WILL” employee of City and may be terminated with or without cause.

B. This employment relationship may be terminated as follows:

- (1) Automatic termination upon expiration of this Amended Agreement.
- (2) By Employee, with prior written notice to City of at least thirty (30) calendar days.
- (3) By City, without cause, upon City’s cash payment to Employee, subject to withholdings, of a severance amount equal to nine (9) months of aggregate then-current annual salary if Employee is terminated without cause; provided however, in accordance with California Government Code Section 53260, the severance amount will not exceed an amount equal to Employee’s then-current monthly salary multiplied by the number of months remaining on the unexpired term of this Amended Agreement.
- (4) By City, without payment of any severance or additional compensation past the termination date, for any cause for disciplinary action under the City’s Policy of Administration for Executive Management Employees (“**Executive Management Policy**”), as well as any of the following:
 - a. Act of immoral or unprofessional conduct;

- b. Violation of or refusal to obey any federal, state, or municipal laws or regulations;
- c. Conviction of a felony;
- d. Material breach of this Amended Agreement; or
- e. Such other action as may be inconsistent with Employee's duties under this Amended Agreement.

C. Notwithstanding the foregoing provisions, Employee's employment shall not be terminated, other than for cause, during or within a period of one hundred eighty (180) calendar days following the date of a regular election for one (1) or more seats on the Council.

D. Employee shall remain in the exclusive employ of City and shall not accept other employment until such time as Employee resigns or is terminated by City, or upon written approval of City.

SECTION 4. COMPENSATION.

In exchange for the services provided by Employee under this Amended Agreement, effective the first full pay period in August, 2021, City will pay Employee an annual salary of ONE HUNDRED NINETY-SIX THOUSAND, TWO HUNDRED FORTY-EIGHT AND NO/100 DOLLARS (\$196,248.00), which shall be paid in installments at the same time other employees of City are paid. Adjustments to Employee's compensation shall occur only through the amendment of this Amended Agreement. Upon completion of a new total compensation study for full-time City employees, which is anticipated to be completed in 2022, City and Employee may agree to amend this Amended Agreement to reflect the results of such study.

SECTION 5. BENEFITS.

A. City shall provide three percent (3%) of Employee's then-current annual salary for implementation of a cafeteria-type plan, paid retroactively once annually or upon termination, based on a quarter percent (.25%) per month accrual. Such compensation is in addition to Employee's salary and other benefits provided hereunder. The terms of the cafeteria plan described in the Executive Management Policy shall apply to Employee.

B. City will enroll Employee in the Public Employees' Retirement System ("CalPERS"). Employee shall pay, at his sole cost, the full employee contribution to CalPERS. In addition to the Employee's portion, Employee shall pay three-percent (3%) of the City's CalPERS Employer Contribution Rate. To the extent permitted by CalPERS, City will maintain, in effect, the 3% @ 60 PERS retirement program for Employee as a Classic CalPERS member.

C. Throughout the term of this Amended Agreement, Employee will receive a vehicle allowance, of FIVE HUNDRED AND NO/100 DOLLARS (\$500.00) per month to compensate for the use of his personal vehicle in carrying out his employment responsibilities. Payment of the vehicle allowance will occur through payroll with the first pay period of each month. Employee

will maintain liability insurance on Employee's vehicle used for work purposes and will be responsible for all expenses associated with the ownership, operation, maintenance, repair, and regular replacement of such vehicle. Employee's automobile liability policy shall have a limit no less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per accident for bodily injury and property damage. Employee shall maintain such insurance coverage through an insurer possessing a current A.M. Best's rating of no less than A:VII. Employee will cause his insurer to issue endorsements identifying City as an additional insured; indicating that Employee's liability coverage is primary and non-contributory with respect to any liability coverage maintained by City; and waiving the right of subrogation with respect to City. Employee's automobile liability policy will be endorsed provide that coverage shall not be canceled without notice to City. Whenever Employee's vehicle liability insurance policy is renewed during the term of this Amended Agreement, Employee will submit to City a Certificate of Insurance and the required endorsements as evidence of the satisfaction of the insurance requirements set forth herein.

D. City will provide term life insurance for Employee in the amount of ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00).

E. Health, dental, and vision insurance coverage offered to the members of the Executive Management Employment Association shall be available to Employee.

F. Employee is eligible to received matched employer contributions for deferred compensation up to SEVENTY-FIVE AND NO/100 DOLLARS (\$75.00) per pay period.

SECTION 6. LEAVE.

A. Employee shall accrue vacation leave at the rate of six and 16/100 (6.16) hours per bi-weekly pay period (160 hours annually). Upon termination of this Amended Agreement, voluntarily or involuntarily, Employee will be compensated for all accrued vacation time.

B. Employee shall accrue sick leave at three and 69/100 (3.69) hours per bi-weekly pay period (96 hours annually). Upon termination of this Amended Agreement, Employee shall forfeit all accumulated sick leave. Upon retirement, Employee may convert unused sick leave pursuant to Government Code Section 20826.8, as may be amended.

C. The use and accumulation of vacation and sick leave shall be limited in the manner described in Executive Management Policy. Any City Manager approval required under the Executive Management Policy shall, however, require City Council approval for purposes of this Amended Agreement.

D. Except in an emergency, Employee will not be required to work on the holidays identified in the Executive Management Policy.

SECTION 7. PERFORMANCE EVALUATION.

A. The Council shall perform an evaluation at the one (1) year anniversary of the Commencement Date. Thereafter, City will annually evaluate Employee's performance.

B. Depending on the results of an evaluation, the parties may amend this Amended Agreement to adjust Employee's compensation to reflect Employee's performance; for example, the Council's finding of employee's positive performance may result in the increase of Employee's salary or other compensation. Employee acknowledges that he is not entitled to any automatic increases in compensation, and adjustments to Employee's compensation are within the Council's sole discretion.

C. All evaluations will utilize a process, form, criteria, and format selected by the Council. A written evaluation shall be completed and delivered to Employee within thirty (30) calendar days after the completion of the Council's evaluation of Employee.

D. This provision does not limit Council's authority to perform additional evaluations of Employee's performance if necessary, including closed session items related thereto.

SECTION 8. PROFESSIONAL DEVELOPMENT.

City shall annually budget and allocate sufficient funds to pay the expenses of Employee's travel and subsistence while representing City at the Annual International City/County Management Association Conference, the Annual League of California Cities Conference, conferences of the City Managers' Department of the League of California Cities, and conferences or meetings of state committees or commissions upon which Employee serves as a member, said membership on said committees or commissions being subject to the approval of the Council, and for such other official meetings and/or travel as are reasonably necessary for Employee to carry out his responsibilities as City Manager.

SECTION 9. CREDIT CARD.

City will provide to Employee a State of California purchasing card (CalCard) that Employee may utilize for City-related expenses. Employee shall only use City's CalCard for City-related business and in accordance with State law and regulations and the City's purchasing card policy, the terms of which are incorporated herein by reference. Any misuse of City's CalCard shall be grounds for discipline, including surrender of CalCard and/or immediate termination of employment for cause. Any legal expenses incurred by the City as a result of Employee's misuse of CalCard shall be reimbursed by Employee.

SECTION 10. EMPLOYEE'S DUTY TO REIMBURSE CITY.

A. If City terminates Employee without cause and Employee receives a severance amount pursuant to Section 3.B.(3) of this Amended Agreement and Employee is convicted of a crime involving abuse of his office or position, as defined by California Government Code Section 53243.4, as may be amended, Employee shall immediately reimburse City the full severance amount that Employee received from City.

B. Employee acknowledges that this Amended Agreement is subject to California Government Code Sections 53243-53243.4, the terms of which are incorporated herein by reference, that require Employee to reimburse City for certain City expenditures if Employee is convicted of a crime involving abuse of his office or position, as defined by California Government Code Section 53243.4. Employee will promptly reimburse City if required to do so pursuant to

California Government Code Sections 53243-53243.4, and if Employees fails to immediately reimburse City, Employee will pay attorneys' fees and costs to City for the cost of litigation to recover said amounts subject to California Government Code Section 53243.4.

SECTION 11. BONDING.

City shall bear the full cost of any fidelity or other bonds (or equivalent coverage) required of Employee under any law or ordinance.

SECTION 12. NOTICES.

Notices pursuant to this Amended Agreement shall be in writing given by deposit in the custody of the United States Postal Service (certified mail, return receipt requested) or deposit in the custody of a nationally recognized delivery service, addressed as follows:

CITY:

City of Hanford
Attn: Mayor
319 N. Douty Street
Hanford, CA 93230

EMPLOYEE:

Mario A. Cifuentes, II
2011 W. Humboldt Drive
Hanford, CA 93230

Alternatively, notices required pursuant to this Amended Agreement may be personally served in the same manner as is applicable to the civil judicial process. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission of the United States Postal Service or nationally recognized delivery service.

SECTION 13. MISCELLANEOUS PROVISIONS.

A. The text of this Amended Agreement and the documents incorporated herein by reference shall constitute the entire agreement between the parties, and supersede any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of Employee by City. Each party to this Amended Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by either party, or anyone acting on behalf of either party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Amended Agreement shall be valid or binding on either party.

B. This Amended Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee. This Amended Agreement shall not be assignable.

C. If any provision, or any portion thereof, contained in this Amended Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Amended Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

D. Any modification of this Amended Agreement will be effective only if it is in writing and signed by both Employee and City.

E. No waiver or any breach of any term, condition or provision of this Amended Agreement shall constitute a waiver of any other breach of any other term, condition or provision and no consent of one (1) party to any departures by the other shall be effective unless such waiver shall be in writing and shall be signed by the non-waiving party or a duly authorized agent thereof and the same shall be effective only for a period, on the conditions, and for the specific instances and purposes specified in such writing.

F. This Amended Agreement shall be governed by the laws of the State of California. The venue for any and all litigation arising from this Amended Agreement shall be in the Superior Court for the County of Kings, California, if in state court, or the United States District Court, Eastern District of California, if in federal court.

G. In the event legal action is brought to enforce this Amended Agreement, the party prevailing in such action shall be entitled to his/its reasonable attorneys' fees and costs, which will be paid by the non-prevailing party, except as to enforce Section 10, which contains its own attorneys' fee provision.

H. In the event of a conflict between this Amended Agreement and any other City rule, regulation, policy, practice, or procedure, this Amended Agreement shall control.

IN WITNESS WHEREOF, the parties have executed this Amended Agreement in Hanford, Kings County, California.

CITY OF HANFORD

By: _____
FRANCISCO RAMIREZ
Mayor

EMPLOYEE

By: _____
MARIO A. CIFUENTEZ, II

APPROVED AS TO FORM:

ATTEST

GRISWOLD, LaSALLE, COBB,
DOWD & GIN, L.L.P., City Attorneys

By: _____
TY N. MIZOTE

By: _____
NATALIE CORRAL
City Clerk



AGENDA STAFF REPORT

MEETING DATE: 7/20/2021	AGENDA SECTION: C
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SUBJECT:

Council review of vacancies on the Planning Commission, discussion regarding the role of Planning Commissioners, and direction on appointing commissioners to the vacant terms.

RECOMMENDATION:

That the City Council review the current vacancies on the Planning Commission, discuss the Commissions' role, and provide direction to staff on the process to fill two (2) vacancies.

BACKGROUND:

At the July 6, 2020 Council meeting, Council directed the City Manager to bring back an item to discuss the possible removal of a member from the Planning Commission. Since that time, that Commissioner, as well as one other, has resigned from the Planning Commission and staff is seeking Council direction on the preferred process to fill those vacancies.

Additionally, because there has been confusion from Commissioners in the past, regarding their role as Commissioners and how their authority is exercised within the parameters of applicable legal authority, including state law, the General Plan, and the Municipal Code, staff and City Attorney's office will provide Council with an overview of the roles of the various commissioners. The direction provided by Council will be used for the development of a Commissioner's Handbook, which has been a Council request for some time now.

FISCAL IMPACT:

No Impact

ATTACHMENTS:



**AGENDA
STAFF REPORT**

MEETING DATE: 7/20/2021	AGENDA SECTION:
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SUBJECT:
Council Future Agenda Items

FISCAL IMPACT:

ATTACHMENTS:
Council Future Agenda Items

Council Future Agenda Items				
Originated Date	Item	Originator	Staff Lead	Date Estimate
4/7/20	Discussion of Pay for Parking Options in the Downtown Area	Council Consensus	John Doyel	9/21/2021
9/3/20	Proposed Rates & Fees adjustments	City Manager	Chris Tavaréz	7/20/2021
9/9/20	Revised Refuse Ordinance	Public Works	Jim Ross	9/7/2021
6/18/20	Discussion of Courthouse improvements and financing options	Council Consensus	Brad Albert	8/17/2021
3/3/2021	Development of Commission Handbook and Ordinance Updates	City Manager	Mario Cifuentez	9/7/2021
5/4/2021	Discussion on the requirements to change the land use designation on 18 acres adjacent to Hidden Valley Park from Low Density Residential to Open Space	Council Consensus	Gabrielle Myers	8/3/2021
5/18/2021	Discussion regarding adding sections to the Hanford Municipal Code in order to permit additional uses in the C-R Regional Commercial zone district	Council Consensus	Gabrielle Myers	8/3/2021

Attachment: Council Future Agenda Items (Council: Future Agenda Items)