



City Council Meeting Agenda

May 16, 2024
5:00 PM – Special Meeting
Council Chambers
400 N. Douty St.

Council Members will meet in-person in the Council Chambers. The meeting will also be lived streamed on the City's website: <http://livestream.hanford.city/>

5:00 PM CALL TO ORDER SPECIAL SESSION:

ROLL CALL BY THE CITY CLERK:

PUBLIC COMMENT:

*This meeting is a Special Meeting under the Brown Act; accordingly, comments from the public are limited to items listed on the agenda (GC 54954.3a). Public Comment will be accepted during each agenda item. A maximum of **three minutes** is allowed for each speaker. Please begin your comments by stating your name and providing your city of residence.*

GENERAL BUSINESS:

- A. Finance: Presentation and Council review and discussion of the Draft City of Hanford Master Fee Schedule for Fiscal Year 2024-25.
- B. Finance: Approval of professional services agreement with Darden Architects for Phase 1 Planning and Preliminary Project Assessment for a new Public Safety Building for up to \$1,111,645 and appropriation of the same amount of funding in the General Fund.
- C. Finance: Award and authorization for the City Manager to enter into a professional services agreement with Randle Communications (Sacramento, CA) for \$72,500 for potential ballot measure information outreach services and appropriate the amount in the General Fund.
- D. Administration: Discussion of Council Options and direction from the City Council related to the upcoming vacant Council seat in District B and the existing vacant seat in District C.

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: 5/16/2024

AGENDA SECTION: GENERAL BUSINESS

SUBJECT:

Presentation and Council review and discussion of the Draft City of Hanford Master Fee Schedule for Fiscal Year 2024-25.

RECOMMENDATION:

Recommendation:

Staff recommends that the City Council review the Draft City of Hanford Master Fee Schedule for Fiscal Year 2024-25 and provide input and direction on proposed new fees, deletion of fees and increases or adjustments to existing fees. After Council input and with Council direction, this matter will be brought back to Council on June 4, 2024, for a Public Hearing and approval consideration.

Recommended Motion:

Council feedback is requested, and no formal action is required at this time.

BACKGROUND:

Annually, City Council is brought an updated Master Fee Schedule for review. The previous Master Fee Schedule update for Fiscal Year 2023-24 was accepted and approved by Resolution as of June 20, 2023. At today's study session, Council may make changes and provide feedback to the draft schedule. Staff will return for adoption of a resolution on June 4th for a final Fiscal Year 2024-25 Master Fee Schedule. Fees would take effect July 1, 2024, or 60 days after adoption for impact fees, which would be August 3, 2024.

All fees have been reviewed and, as appropriate, had a minimum cost recovery adjustment, 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)

In addition to these indexes, some rates and fees are also adjusted using other bases to determine fees. For example, the following bases 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

All City Departments have reviewed the rates and fees included for this Draft Fiscal Year 2024-25 Fee Schedule. 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 proposed fee increases are set to recover the costs of services provided by the City.

ATTACHMENTS:

1. COH ADMIN POLICY AND PROCEDURES
2. Summary of Changes
3. 24-25 Rates & Fees Draft

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 following Effective Date 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.

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.

Summary of Changes

Finance Department:

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
UTILITIES		
Residential Deposit	\$278 (Three times the determined average residential bill)	Average monthly bill for residential services is \$92.52. $92.52 \times 3 = \$277.56$

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
BUSINESS LICENSE		
Invoice Late Fee (Net 30 Days)	\$10.00	New
Flea Market Vendor - 8967 Lacey Blvd	\$20 per Year	Added fee
Professions: (Examples) Accountant, Appraiser, Architect, Attorney, Chemist, Chiropractor, Dentist, Medical Lab, Engineer, Geologist, Optician, Optometrist, Osteopath, Physician, Surgeon, Tax Consultant or Radiologist	\$60 per Professional per Year plus \$8 per year per assistant that exceeds the number of professionals	Adding explanation (that exceeds the number of professionals)
City Special Events:		
Easter Egg Hunt Vendor (Mar)	\$25 per Event	New
Food Truck Takeover Vendor (Mar- May)	\$40 per Event	New
Halloween Bash Vendor (Oct)	\$25 per Event	New
Winter Wonderland Vendor (Nov-Jan)	\$40 per Event	New

Human Resources

Fee Name/Description Of Service	Fee Amount	COMMENT
Passport Services		
* These are only the acceptance fee established by the U.S. Department of State - Bureau of Consular Affairs and does not include any application fees associated to processing passport application.		Newly added to schedule
Note: Please make all Acceptance Fees Payable to the City of Hanford		Newly added to schedule
First-time Adult Passport Book	\$35.00	Newly added to schedule
First-time Adult Passport Card	\$35.00	Newly added to schedule
First-time Adult Passport Book & Card	\$35.00	Newly added to schedule
Minor (Under 16) Passport Book	\$35.00	Newly added to schedule
Minor (Under 16) Passport Card	\$35.00	Newly added to schedule
Minor (Under 16) Passport Book & Card	\$35.00	Newly added to schedule

Parks & Community Services Department:

FACILITY	Resident	Non-Resident	Comments
CIVIC AUDITORIUM:			
Alcohol Deposit	\$1,000.00	\$1,000.00	Newly added to schedule
CIVIC GROUNDS:			
Rental Fee	\$1,250.00 per Day		*Adjusted for overhead costs and inflation
GOE Park Hall:			
Building	\$35.00 per Hour		Remove because now used for Boys & Girls Club
FACILITY HOST FEES:			
1-199 Party Size	\$40.00 per Hour		* Costs for employees adjusted by \$5 to reflect increase wages of employees
200-299 Party Size	\$57.00 per Hour		* Costs for employees adjusted by \$5 to reflect increase wages of employees
300-399 Party Size	\$72.00 per Hour		* Costs for employees adjusted by \$5 to reflect increase wages of employees
400-499 Party Size	\$93.00 per Hour		* Costs for employees adjusted by \$5 to reflect increase wages of employees
500 or Larger	\$115.00 per Hour		* Costs for employees adjusted by \$5 to reflect increase wages of employees
LONGFIELD CENTER:			
Basketball Court(s)	Full	\$50.00 per Hour	*Increased by \$20 to reflect new overhead cost
	Half	\$30.00 per Hour	*Added new service

Parks & Community Services Department Continued:

FACILITY	RESIDENT	NON-RESIDENT	COMMENT
City Plunge:			
Rental Fee	\$50 per Hour	\$75 per Hour	*increased due to increase in staffing and overhead costs
Lifeguard Fee	\$25 per Hour per Lifeguard		*increased due to increase in staffing and overhead costs
Admission Fee:			*increased due to increase in staffing and overhead costs
Senior/Military	\$2 per Day		*increased due to increase in staffing and overhead costs
Punch Pass	\$10 per Pass for Five Visits		*increased due to increase in staffing and overhead costs
Adults & Children	\$3 per Day		*increased due to increase in staffing and overhead costs
Swim Classes: Adults & Children	\$65-\$80 (Depending on Skill Level)		*increased due to increase in staffing and overhead costs
Dive In Movies: Adults & Children	\$5 per person		*increased due to increase in staffing and overhead costs
Water Aerobics :Adults & Seniors	\$16.00	\$20.00	*increased due to increase in staffing and overhead costs
Lap Swim: Adults & Seniors	\$16.00	\$20.00	*increased due to increase in staffing and overhead costs
Picnic Shelter	\$30 per Day	\$35 per Day	*increased due to increase in staffing and overhead costs
Carousel Ride Rental:	FEE	Non-Profit Fee	*removed half hour rental options and non-profit fee
1 Hour	\$170.00	\$100.00-	*increased due to staffing and overhead
1.5 Hours	\$220.00	\$150.00-	*increased due to staffing and overhead
2 Hours	\$270.00	\$200.00-	*increased due to staffing and overhead
2.5 Hours	\$320.00	\$250.00-	*increased due to staffing and overhead
Fire Truck Rental:			
1 Hour	\$175.00	\$100.00-	*increased due to staffing and overhead
1.5 Hours	\$225.00	\$150.00-	*increased due to staffing and overhead
2 Hours	\$275.00	\$200.00-	*increased due to staffing and overhead
2.5 Hours	\$325.00	\$250.00-	*increased due to staffing and overhead
Carousel Ride & Fire Truck Rental Combo:			
1 Hour	\$300.00	\$150.00-	*increased due to staffing and overhead
2 Hours	\$450.00	\$300.00-	*increased due to staffing and overhead
Single Carousel Ride	\$3.00		*increased due to staffing and overhead
Single Fire Truck Ride	\$4.00		*increased due to staffing and overhead

DESCRIPTION OF SERVICE	FEE AMOUNT	Unit	COMMENT
Adults and Children Ice Skating:			
Child	\$16 per Person		*prices decreased by .50 due to decrease in skate time.
Adults	\$17.50 per Person		*prices decreased by .50 due to decrease in skate time.
Military	\$16 per Person		*prices decreased by .50 due to decrease in skate time.
Senior 55+	\$16 per Person		*prices decreased by .50 due to decrease in skate time.
Family Pack 3	\$45.00		*prices decreased by .50 due to decrease in skate time.
Family Pack 4	\$60.00		*prices decreased by .50 due to decrease in skate time.
Family Pack 5	\$75.00		*prices decreased by .50 due to decrease in skate time.
Season Pass:			
Children	\$100 per Person		*New product to WWL
Adults (18+)	\$120 per Person		*New product to WWL
Activities:			
Hockey Lessons	\$20 per Lesson		*New to Schedule
Skate Lessons	\$20 per Lesson		*New to Schedule
Tour of Lights	\$165 per Rental		*New to Schedule
Broomball	\$5.00	Adults/Children	*New to Schedule
Enchanted Breakfast	\$40.00		*New to Schedule
Superhero Breakfast	\$40.00		*New to Schedule
Miscellaneous:			
Event Vendor Fee	15%-20% Revenue Spilt per Vendor		*varies depending on vendors availability
Skate Aides	\$6 per Aide		*increased by \$1, limited resource
North Pole Lounge	\$375 per Rental		*New to Schedule
Santa Experience Photos	TBD		*In progress, final numbers TBD
Santa Experience (Up to 6 people)	\$25 per Reservation		*New product to WWL
Socks	\$5 per Pair		*Increased by \$1, limited resource
Locker Rental	\$4 per Locker		*Increased by \$1, limited resource
Private Rink Rentals	\$350 per Hour		*New to Schedule

Parks & Community Services Department Continued:

			COMMENT
DESCRIPTION OF SERVICE	FEE AMOUNT		Newly added to schedule
Seasonal Day Camps	\$100 per Child		New to Schedule
Zumba, Aerobics, Yoga	\$16 Resident per Class	\$20 Non-Resident per Class	New to Schedule
Haunted House	\$5 per Person		New to Schedule
Easter Egg Hunt	\$5 per Person		New to Schedule
Food Vendor	5%-20% per Day		*Varies on event/program
Activity Vendor	5%-20% per Day		*Varies on event/program
Retail Booth Vendor	\$20-\$40 per Space		*Varies on event/program

Fire Department:

FEE NAME/DESCRIPTION OF SERVICE		FEE AMOUNT	COMMENT
Annual Fire and Life Inspection without fire Sprinklers (A, B, M, L, S) <i>*Assemblies great then 49 people shall be inspected quarterly</i>	per Occurrence	\$145.00	New fee
Fire and Life Safety Inspection With Fire Sprinklers	per Issuance	\$217.00	New fee
Additional fee when greater then 30 minutes for fire sprinkler buildings	>30 mins	\$145.00	Increase in fee amount to recover cost
Billing Fees: Invoice Late Fee (Net 30 Days)	per Invoice	\$10.00	Newly added
Bi Annual Inspections (Restaurants)		\$105 per Inspection	Remove
Annual Inspection:			Remove
 > 5,000 Sq Ft		\$105 per Inspection	Remove
 < 5,000 Sq Ft		\$105 per Inspection Plus	Remove
Biennial Inspection:			Remove
 > 5,000 Sq Ft		\$105 per Inspection	Remove
 < 5,000 Sq Ft		\$105 per Inspection Plus	Remove
Special Inspection:			Remove
 > 5,000 Sq Ft		\$105 per Inspection	Remove
 < 5,000 Sq Ft		\$105 per Inspection Plus	Remove
Misc. Inspection:			Remove
 > 5,000 Sq Ft		\$105 per Inspection	Remove
 < 5,000 Sq Ft		\$105 per Inspection Plus	Remove
Additional Inspection Requests:			Remove
 > 5,000 Sq Ft		\$105 per Inspection	Remove
 < 5,000 Sq Ft		\$105 per Inspection Plus	Remove
Plan Review		Includes Permit & 1-3-H	Remove
 Up to 5,000 Sq Ft		\$105 per Review plus	Remove
 5,000 + Sq Ft		\$105 per Review plus	Remove
Re-Inspection 2nd	per Occurrence	\$160.00	New fee
Re-Inspection 3rd	per Occurrence	\$182.00	New fee
Knox Box Key Install	per Issuance	\$67.00	Increase in fee amount to recover cost
Special Inspection <5000 sqft	per Occurrence	\$145.00	Increase in fee amount to recover cost
Special Inspection >5,000 sqft (C, F, H, I)	per Occurrence	\$182.00	Increase in fee amount to recover cost
Additional Service Fee	per Hour	\$145.00	Increase in fee amount to recover cost

FEE NAME/DESCRIPTION OF SERVICE		FEE AMOUNT	COMMENT
Weed Abatement Admin Fee on Open Parcels		\$320.00	New fee
Weed Abatement Admin Fee on Residential Properties	per Issuance	\$320.00	New fee
Emergency Abatement Fee for Imminent Fire Hazard (Three attempts made in 21 Business Days)	per Issuance	\$555.00	Increase in fee amount to recover cost
Jails Less Than 5000 sqft	per Occurrence	\$145.00	Increase in fee amount to recover cost; change from occupancy to sqft
Jails Greater Than 5000 sqft	per Occurrence	\$290.00	Increase in fee amount to recover cost; change from occupancy to sqft
Tent/Membrane Inspection	per Occurrence	\$145.00	Increase in fee amount to recover cost; remove permits
Device System Inspection		\$21 per Device	Remove
Hotel/Motel 1-50 Units (R-1)	per Occurrence	\$145.00	Increase in fee amount to recover cost; change name description of service simplify qty
Hotel/Motel +50 Units (R-1)	per Occurrence	\$290.00	Increase in fee amount to recover cost; change name description of service simplify qty
Multi-Family Dwellings Inspection:			
1-20 Units (R-2)	per Occurrence	\$145.00	Increase in fee amount to recover cost
21-50 Units (R-2)	per Occurrence	\$175.00	Increase in fee amount to recover cost
51-100 Units (R-2)	per Occurrence	\$215.00	Increase in fee amount to recover cost
+100 Units (R-2)	per Occurrence	\$270.00	Increase in fee amount to recover cost
Schools	per Occurrence	\$145.00	Increase in fee amount to recover cost
Healthcare Facilities Inspection:			Remove
 3-25 Units		\$105 per Inspection	Remove
 26-50 Units		\$210 per Inspection	Remove
 51-100 Units		\$315 per Inspection	Remove
 100-150 Units		\$420 per Inspection	Remove
 151+ Units		\$525 per Inspection	Remove
Hood Suppression Inspection <i>*Commercial hood system shall be inspected semi annual</i>	per Occurrence	\$182.00	New fee to recover cost of inspection
Hood Suppression Plan Check	per Issuance	\$145.00	New fee to recover cost of staff time
Refrigerant an Monitoring System	per Occurrence	\$182.00	Added due to high hazard
Fireworks Booth Admin an Inspection	per Issuance	\$284.00	Increase in fee amount to recover cost
Tank Inspection	per Occurrence	\$142.00	Increase in fee amount to recover cost
Tank Plan Review	per Issuance	\$182.00	Increase in fee amount to recover cost
Spray booth Inspection	per Occurrence	\$145.00	Increase in fee amount to recover cost
Spray Booth Plan Review	per Issuance	\$182.00	New fee to recover cost of staff time

Fire Department Continued:

FEE NAME/DESCRIPTION OF SERVICE		FEE AMOUNT	COMMENT
Consultation Fee	per Occurrence	\$142.00	New fee due to influx in pre inspection
Licensed Family Day Care Initial	per Occurrence	\$145.00	New fee as this is a state mandated inspection
Licensed Family Day Care Re-Inspection	per Occurrence	\$175.00	New fee due to influx in inspection
Residential Care Home 24 Hour Care R 3.1 (et al.)	per Issuance	\$175.00	New fee as this is a state mandated inspection
Residential Care Home 24 Hour Care Re-Inspection- R 3.1 (et al.)	per Issuance	\$200.00	New fee due to influx in inspection
Mobile Food Vendor Annual Inspection	per Issuance	\$145.00	Increase in fee amount to recover cost
Fire Alarm Plan Review:			
1-15 Devices	per Issuance	\$182.00	New fee, charging per device
16-50 Devices	per Issuance	\$264.00	New fee, charging per device
51-100 Devices	per Issuance	\$384.00	New fee, charging per device
101-500 Devices	per Issuance	\$552.00	New fee, charging per device
+500 Devices	per Issuance	\$1,104.00	New fee, charging per device
Fire Alarm Inspection & Testing	per Occurrence	\$184.00	New fee, charging per device
Re-Inspection on Testing Devices	per Occurrence	\$224.00	New fee, charging per device
Fire Sprinkler Plan Review:			
1-100 Heads	per Issuance	\$264.00	New fee, charging per device
101-300 Heads	per Issuance	\$384.00	New fee, charging per device
301-500 Heads	per Issuance	\$552.00	New fee, charging per device
+500 Heads	per Issuance	\$1,104.00	New fee, charging per device
Underground Fire Line Inspection	per Occurrence	\$184.00	New fee, construction fee
Underground Fire Line Plan Review	per Issuance	\$224.00	New fee, charging per plan review
Residential Field Inspection	per Occurrence	\$184.00	New fee, due to influx in inspections
Residential Plan Review Less Than 5000 sqft	per Issuance	\$184.00	New fee to recover cost of staff time
Residential Plan Review Greater Than 5000 sqft	per Issuance	\$184 + \$.75 per sqft	new fee to recover cost of staff time and larger structure
Fire Reports	per Issuance	\$25.00	Increase in fee amount to recover cost
Fire Investigation Report	per Issuance	\$224.00	Increase due to prep time meeting industry standards
False Alarm/ 3rd and Subsequent Events in Calendar Year	per Occurrence +	\$390.00	Increase rate, change from 90 days to calendar period
False Alarm			
False Alarm from Negligent Act		\$105 per Alarm plus A	Remove
Removal of Dwellings by Burning		Apparatus and Person	Remove
Standby for public utility response	per Hour	\$800 plus 3rd Party Cd	Remove
Stand-by at Special Event		\$390.00	Applicable rate according to current reimbursement rate for CFAA Federal and State agreements
		Apparatus and Person	Remove

FEE NAME/DESCRIPTION OF SERVICE		FEE AMOUNT	COMMENT
DUI Response	per Hour	\$390.00	Applicable rate according to current reimbursement rate for CFAA Federal and State agreements
Illegal Burning	per Hour	\$390.00	Applicable rate according to current reimbursement rate for CFAA Federal and State agreements
Arson Investigator Response per Investigators (Minimum of 2 Investigators)	per Hour	\$70.00	(2) Investigators are required to work the scene at an industry standard minimum
Confirmed Arson Fire Investigation		Apparatus and Person	Remove
Fire Suppression for Illegal Burning		Apparatus and Person	Remove
Neglectful Fire Response	per Hour	\$390.00	Applicable rate according to current reimbursement rate for CFAA Federal and State agreements
Dangerous Building or Structures	per Issuance	\$555.00	Added due to high hazard
Hazardous Materials Operational:			
Permit H-1	per Issuance +	\$656.00	New fee due to special hazards
Permit H-2	per Issuance +	\$574.00	New fee due to special hazards
Permit H-3	per Issuance +	\$532.00	New fee due to special hazards
Permit H-4	per Issuance +	\$470.00	New fee due to special hazards
Permit H-5	per Issuance	\$409.00	New fee due to special hazards
Special Hazard Permit/Confined Space, Trench, Vault, High Angle <72'	per Issuance	\$515.00	New fee due to special hazards
Special Hazard Incident /Confined Space, Trench, Vault, High Angle <72'	per Hour	\$602 + Rescue Team	New fee due to special hazards
Hazardous Materials Spill Fire Response	per Hour	\$602 + Hazmat Team	New fee due to special hazards
Hydrant Maintenance and Repair	per Hydrant	\$70.00	Newly added fee amount
Private Hydrant Maintain and Repair	per Hydrant	\$100.00	Newly added; Increase in fee to recover cost
Hydrant Flow Test	per Occurrence	\$340.00	Increase in fee to recover cost
Special Event with Apparatus	per Occurrence	\$264.00	Increase in fee to recover cost
Battalion Chief Special Event Coordination	per Hour	\$186.00	Increase in fee to recover cost
Fire Prevention Event Coordination	per Occurrence	\$145.00	Increase in fee to recover cost
Convalescent Van Inspection		\$53 per Inspection	Remove
Compliance Engine Fee		\$17	Remove
VIOLATIONS AND FINES			
Minor		\$250 per Offense and A	Remove
General		\$500 per Offense and A	Remove
Health and Safety		\$1,000 per Offense and A	Remove
Fire and Life Safety Citations:			
First Offense		\$100.00	Usual and customary fee to recover costs of nuisance Offenses
Second Offense		\$200.00	Usual and customary fee to recover costs of nuisance Offenses
Third Offense		\$500.00	Usual and customary fee to recover costs of nuisance Offenses
Red Tag on Building	per Day	\$200.00	Usual and customary fee to recover costs of nuisance Offenses

Police Department:

No changes were made to the PD's Rates & Fees Schedule.

Cannabis:

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
APPLICATION FEE- PAY AT COMMUNITY DEVELOPMENT DEPARTMENT		
Preliminary Eligibility (Retail & Non-Retail)	\$4,254.00	Add description
Initial Ranking (Retail Only)	\$1,689.00	Add description
Second Ranking (Retail Only)	\$2,241.00	Add description
Final Recommendation to Council (Retail Only)	\$1,102.00	Add description
Background Fee (Each Person) (Retail & Non-Retail)	\$300.00	Add description
Environmental Review (Retail & Non-Retail)	Actual Cost plus 10%	Add description
Live Scan (Each Person) (Retail & Non-Retail)	\$135.00	Add description
Zoning Verification Letter (Retail & Non-Retail)	\$150.00	Add description
TAXES- PAY AT FINANCE DEPARTMENT		
Cultivation:		
Six dollars (\$6.00) annually per square foot of canopy space in a facility that uses exclusively artificial lighting		Decrease amount
Seven dollars (\$7.00) annually per square foot of canopy space in a facility that uses a combination of natural and artificial lighting		REMOVE
Four dollars (\$4.00) annually per square foot of canopy space in a facility that uses no artificial lighting		REMOVE
Lab Testing:		
Two and one half percent (2.5%) of gross receipts.		REMOVE
Retail, Delivery Business or Microbusiness (retail sales activity):		
Distribution:		
One percent (1%) of gross receipts.		Change to 1%
Manufacturing, Processing or Microbusiness (non-retail activity):		
Two percent (2%) of gross receipts.		Change to 2%

Community Development Department:

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
MISCELLANEOUS		
Surveyor Plan Review	Actual Cost + 10%	Newly added to recover cost

Development Impact Fees:

All Impact fees have been increased by the ENRCC of 2.70%.

Public Works Department:

No changes were made to the Public Work's Rates & Fees Schedule.

Refuse Department:

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
Temporary Bin Rental		
1YD (4 Empties per month)	\$78.23	Newly added to schedule
2YD (4 Empties per month)	\$98.37	Newly added to schedule
3YD (4 Empties per month)	\$118.53	Newly added to schedule
Trash Can/bin services		
Delivery/Exchange Startup Fee	\$20.00	Newly added to schedule
Removal for Discontinued Refuse Service	\$66.00	Newly added to schedule
Special Event Can Services		
Delivery Fee (for each eighteen (18) 96 gallon containers up to 54 event cans)	\$26.00	Newly added to schedule
Empty Fee (per container per empty and disposal of waste)	\$11.44	Newly added to schedule
Cleaning Fee (per container to clean and restock)	\$2.08	Newly added to schedule
Special Event Bin Services		
Delivery Fee (each bin up to five (5) 2yd or 3yd commercial bins)	\$26.00	Newly added to schedule
Empty Fee (per 2yd bin)	\$23.92	Newly added to schedule
Empty Fee (per 3yd bin)	\$27.08	Newly added to schedule
Cleaning Fee (per container to clean and restock)	\$15.60	Newly added to schedule

Airport:

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
Overnight Parking- Single	\$8 per Night	Newly added to schedule
Overnight Parking- Twin	\$12 per Night	Newly added to schedule
Overnight Parking- Jet	\$20 per Night	Newly added to schedule
Covered T-Spaces (1-10 & 20-40)	\$93 per Month	CPI 3.18%
T-Hangar Spaces (11-19)	\$194 per Month	CPI 3.18%
Port-a-Port (1,200 sq. ft. or less)	\$665 per Year	CPI 3.18%
Port-a-Port (1,800 sq. ft. to 2,100 sq. ft.)	\$676 per Year	CPI 3.18%
Hangar Ground Lease (0 to 1,600 sq. ft.)	\$850 per Year	CPI 3.18%
Hangar Ground Lease (1,601 sq. ft. to 2,300 sq. ft.)	\$948 per Year	CPI 3.18%
Hangar Ground Lease (2,301 sq. ft. to 4,500 sq. ft.)	\$1,036 per Year	CPI 3.18%
Hangar Ground Lease (4,501 sq. ft. to 5,000 sq. ft.)	\$1,995 per Year	CPI 3.18%
Hangar Ground Lease (5,001 sq. ft. and above)	\$0.407 per sqft	CPI 3.18%



HANFORD

CALIFORNIA

MASTER FEE SCHEDULE FY 2024-25

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FINANCE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
GENERAL		
Transient Occupancy Tax	8% of Room Rent	No change
Returned Check Fee - First Occurrence	\$25.00	No change
Returned Check Fee - Each Subsequent Occurrence	\$35.00	No change
Submission to County Tax Roll - Each Item	\$10.00	No change
Duplicate Invoice Request	\$1.50	No change
Copies	\$0.10 per Page	No change
Billing:		
Building Rent- Late Fee	10%	No change
All other Billing- Late Fee	\$10.00	No change
PAYROLL - WAGE ATTACHMENTS		
Payroll Garnishments	\$1.50 per Pay Period per Garnishment	No change
UTILITIES		
New Water Service/Installation of Meter for New Water Service (each)	\$125 Admin and Inspection Fee plus applicable Development Impact Fees	No change
Residential Deposit	\$278 (Three times the determined average residential bill)	Average monthly bill for residential services is \$92.52. $\$92.52 \times 3 = \277.56
Water Hydrant Deposit	\$1,000.00	No change
Non-residential, Non-hydrant Deposit	Calculated Based on Account (Two times the average bill amount)	No change
Fine/penalty for delinquent utility service charges	\$35.00	No change
Reconnection fee for Discontinued Water Service- Business Hours	\$50.00	No change
Reconnection fee for Discontinued Water Service- Non-Business Hours	\$150.00	No change
Fee for Missed Reconnection Appointment	\$50.00	No change
Fee for Appeal of Utility Service Bill	\$205 Plus Deposit of Entire Bill Amount	No change
Monthly Fee for Payment Plan Processing, Review, and Administration	\$13 per Month (Per month as long as payment agreement remains in effect)	No change
Unauthorized Reconnection of Water Service, Tampering, or Illegal Use of Water	\$200 per Occurrence Plus the Cost of Water Used	No change
Damaged Locks	\$15.00	No change
Fee for Damage to the City Equipment and/or Improvements	Actual Cost Incurred by the City to Repair and Replace	No change
Fee for Fire Flow Tests	\$470.00	No change
Fee for Backflow Administration and Inspection	\$125.00	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	No change

FINANCE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
Water Rates		
Meter Charges:		No change - approved prior
5/8", 3/4", & 1"	\$19.85	No change - approved prior
1-1/2" & 2"	\$36.34	No change - approved prior
3" & 4"	\$108.90	No change - approved prior
6"	\$333.16	No change - approved prior
8"	\$531.04	No change - approved prior
Consumption Charges:		No change - approved prior
All Customers	\$2.24	No change - approved prior
Drought Consumption Charges:		No change - approved prior
10% Water Cutback	\$2.42	No change - approved prior
20% Water Cutback	\$2.65	No change - approved prior
35% Water Cutback	\$3.13	No change - approved prior
50% Water Cutback	\$3.89	No change - approved prior
Wastewater Rates		
Residential (Per Dwelling Unit):		No change - approved prior
Single Family	\$27.63	No change - approved prior
Multi-Family/Duplex	\$20.73	No change - approved prior
Non-Residential - Metered Water(\$/CCF):		No change - approved prior
Group A: Domestic	\$3.45	No change - approved prior
Group B: Low Strength	\$3.15	No change - approved prior
Group C: Medium Strength	\$4.42	No change - approved prior
Group D: High Strength	\$5.98	No change - approved prior
Schools (per Student ADA)	\$0.83	No change - approved prior
Septage (per 1,000 Gallions)	\$39.23	No change - approved prior
Industrial:		No change - approved prior
Flow (per mg)	\$2,796.83	No change - approved prior
BOD (per lb)	\$0.623	No change - approved prior
SS (per lb)	\$0.625	No change - approved prior
Stormwater Rates		
Storm Drainage System Flow Charge (\$/CCF)	\$0.20	No change - approved prior

FINANCE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
BUSINESS LICENSE		
Any business located in the City must have a Certificate of Occupancy or Home Permit. Annual notices will be sent to the registered account holder by January 1 and are due by January 31. For businesses located in the Improvement District, additional license fees are levied. 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 Tax.		
Business License Processing	\$40.00	No change
Business License Processing - Lapsed 6 months or more	\$15.00 (Current and past due amount to be paid in full)	No change
Administrative Fee- Applies to Renewals	\$10.00	No change
Duplicate Business License	\$1.50	No change
Late Filing Charge for License Renewal	\$100.00 (Reduced to \$50 if paid within 5 business days)	No change
Invoice Late Fee (Net 30 Days)	\$10.00	New - for staff time
Hand-Delivered Delinquency Notice (30+ days)	\$50.00	No change
Failure to Display Current Business License	\$50 for each Occurrence	No change
Business License Types:		Removed "specific" in desc
Advertising By Sound	\$5 per Day	No change
Ambulatory Vehicles	\$20 per Vehicle per Year	No change
Amusement Devices	\$5 per Day per Device	No change
Animal Shows	\$15 per Day	No change
Auctioneers	\$60 per Year	No change
Auctioneers - Itinerant Vendor Temp Located in City	\$50 per Day	No change
Bankrupt Sales	\$100 per Month	No change
Billboard & Sign Companies	\$60 per Year	No change
Bingo (Must apply Yearly)	\$50 per Year	No change
Bowling Lanes	\$10 per Lane per Year	No change
Building and Loan Associations	\$100 per Year	No change
Cable Television	Fee based on franchise agreement	No change
Card Rooms and Tables	\$525 Operator/\$55 per Employee/\$30 Transfer Fee	No change
Circuses and Carnivals	\$25 per Day	No change

FINANCE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
BUSINESS LICENSE		
Business License Types Continued:		
Contractors:		No change
General Contractors	\$60 per Year	No change
Plumbing, Electrical, Roofing, Painting, Heating & Refrigeration, Plastering, Specialty Contractor	\$40 per Year	No change
Convalescent Vehicles	\$50 per Vehicle per Year	No change
Creameries	\$200 per Year	No change
Delivery and Freight Companies	\$30 per Truck per Year	No change
Finance Companies	\$100 per Year	No change
Fire and Wreck Sales	\$100 per Month	No change
Flea Market Vendor - 8967 Lacey Blvd	\$20 per Year	Added fee
Fortunetelling	\$200 per Year	No change
Going out of Business and Related Sales (Permit Valid for 60 Days)	\$25 Min plus \$25 if inventory exceeds \$5,000	No change
Gross Receipts	Based on calculation	No change
Hay, Grain and Feed Brokers	\$60 per Year	No change
House Moving	\$100 per Year	No change
Laundry Trucks	\$30 per Truck per Year	No change
Lectures	\$5 per Day	No change
Newspaper Publishing	\$100 per Year	No change
Newspaper Distributing	\$20 per each Type per Year	No change
Non-profit Business (Required to register)	No Charge	No change
Packinghouses	\$150 per Year	No change
Parades	\$25 per Day	No change
Parade Vendors	\$50 per Cart per Day	No change
Pawnbrokers	\$100 per Year	No change
Poolrooms or Billiards	\$8 per Table per Year	No change
Peddlers/Mobile Vendors:		No change
On Foot: Goods, Wares or Merchandise	\$25 per Month	No change
Vehicle: Fruits and Vegetables	\$60 per Year	No change
Vehicle: Baked Goods and Dairy Products	\$30 per Year	No change
Vehicle: Wholesale	\$360 per Year	No change
Professions: (Examples) Accountant, Appraiser, Architect, Attorney, Chemist, Chiropractor, Dentist, Medical Lab, Engineer, Geologist, Optician, Optometrist, Osteopath, Physician, Surgeon, Tax Consultant or Radiologist	\$60 per Professional per Year plus \$8 per year per assistant that exceeds the number of professionals	Adding explanation (that exceeds the number of professionals)

FINANCE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
BUSINESS LICENSE		
Business License Types Continued:		
Shooting Galleries and Ranges	\$50 per Month	No change
Skating Rinks	\$48 per Year	No change
Soliciting (Limited to 1 month)	\$30 per Month	No change
Taxicabs, Buses & Pedicabs	\$20 per Vehicle per Year	No change
Title Companies	\$100 per Year	No change
Transient Photographers	\$200 per Year	No change
Theatrical and Entertainment Shows (Transient)	\$12.50 for 1st day, \$5 each Day After	No change
Veteran Owned Home Business <i>Non-service based only. Required to register and provide copy of DD214. Subject to approval</i>	No Charge	No change
Wholesale Business	50% deduction of Regular License Fee	No change
City Special Events:		
Easter Egg Hunt Vendor (Mar)	\$25 per Event	New
Food Truck Takeover Vendor (Mar- May)	\$40 per Event	New
Halloween Bash Vendor (Oct)	\$25 per Event	New
Thursday Night Market Vendors (May-Oct)	\$40 per Event	No change
Winter Wonderland Vendor (Nov-Jan)	\$40 per Event	New

HUMAN RESOURCES

Fee Name/Description Of Service	Fee Amount	COMMENT
Passport Services		
* These are only the acceptance fee established by the U.S. Department of State - Bureau of Consular Affairs and does not include any application fees associated to processing passport application.		Newly added to schedule
Note: Please make all Acceptance Fees Payable to the City of Hanford		Newly added to schedule
First-time Adult Passport Book	\$35.00	Newly added to schedule
First-time Adult Passport Card	\$35.00	Newly added to schedule
First-time Adult Passport Book & Card	\$35.00	Newly added to schedule
Minor (Under 16) Passport Book	\$35.00	Newly added to schedule
Minor (Under 16) Passport Card	\$35.00	Newly added to schedule
Minor (Under 16) Passport Book & Card	\$35.00	Newly added to schedule

INDOOR FACILITY FEE SHEDULE

FACILITY		Resident	Non-Resident	Comments
CIVIC AUDITORIUM:				
Main Hall	Fri-Sat	\$500.00	\$1,000.00	No change
	Sun-Thurs	\$275.00	\$800.00	No change
Kitchen		\$100.00	\$150.00	No change
Alcohol Deposit		\$1,000.00	\$1,000.00	Newly added to schedule
West Wing		\$100.00	\$150.00	No change
VETERANS/SENIOR CENTER:				
Main Hall		\$150.00	\$200.00	No change
Kitchen		\$50.00	\$70.00	No change
Meeting Room		\$50.00	\$75.00	No change
CIVIC GROUNDS:				
Rental Fee		\$1,250.00 per Day		*Adjusted for overhead costs and inflation
Restrooms		\$75.00 per Day		No change
COE Park Hall:				Remove
Building		\$35.00 per Hour		Remove because now used for Boys & Girls Club
FACILITY HOST FEES:				
1-199 Party Size		\$40.00 per Hour		* Costs for employees adjusted by \$5 to reflect increase wages of employees
200-299 Party Size		\$57.00 per Hour		* Costs for employees adjusted by \$5 to reflect increase wages of employees
300-399 Party Size		\$72.00 per Hour		* Costs for employees adjusted by \$5 to reflect increase wages of employees
400-499 Party Size		\$93.00 per Hour		* Costs for employees adjusted by \$5 to reflect increase wages of employees
500 or Larger		\$115.00 per Hour		* Costs for employees adjusted by \$5 to reflect increase wages of employees
LONGFIELD CENTER:				
Basketball Court(s)	Full	\$50.00 per Hour		*Increased by \$20 to reflect new overhead cost
	Half	\$30.00 per Hour		*Added new service
DEPOSIT FOR FACILITIES		\$250.00		no change
ALCHOHOL PERMIT		\$125.00		no change
PROCESSING FEE		\$20 for all transactions		no change
INSURANCE AND SECURITY REQUIRED FOR RENTALS WITH ALCOHOL				no change

LONGFIELD CENTER GYM MEMBERSHIP FEES

	AGE: 19-59	AGE: 19-59	AGE: 60+	AGE: 60+	
MEMBERSHIP TYPE	ANNUAL	PER MONTH	ANNUAL	PER MONTH	Comments
Annual	\$100.00	\$8.33	\$75.00	\$6.25	no change
Quarterly	\$30.00	\$10.00	\$25.00	\$8.33	no change
Monthly	\$12.00	\$12.00	\$10.00	\$10.00	no change
Day Pass	\$5.00		\$3.00		no change
* Rate is per person. No Start-Up Fee. Financial Aid available.					

OUTDOOR FACILITY FEE STRUCTURE

FACILITY	RESIDENT	NON-RESIDENT	COMMENT
City Parks:			
Picnic Arbors	\$45.00	\$60.00	No Change
Alcohol Permit	\$30.00		No Change
*Freedom and Lacey Park are excluded due to proximity of schools			
City Plunge:			
Rental Fee	\$50 per Hour	\$75 per Hour	*increased due to increase in staffing and overhead costs
Lifeguard Fee	\$25 per Hour per Lifeguard		*increased due to increase in staffing and overhead costs
Admission Fee:			*increased due to increase in staffing and overhead costs
Senior/Military	\$2 per Day		*increased due to increase in staffing and overhead costs
Punch Pass	\$10 per Pass for Five Visits		*increased due to increase in staffing and overhead costs
Adults & Children	\$3 per Day		*increased due to increase in staffing and overhead costs
Swim Classes: Adults & Children	\$65-\$80 (Depending on Skill Level)		*increased due to increase in staffing and overhead costs
Dive In Movies: Adults & Children	\$5 per person		*increased due to increase in staffing and overhead costs
Water Aerobics :Adults & Seniors	\$16.00	\$20.00	*increased due to increase in staffing and overhead costs
Lap Swim: Adults & Seniors	\$16.00	\$20.00	*increased due to increase in staffing and overhead costs
Picnic Shelter	\$30 per Day	\$35 per Day	*increased due to increase in staffing and overhead costs
Softball Complex:			
Field Fee:			No Change
Youth	\$80.00		No Change
Adult	\$100.00		No Change
Staff Fees	\$18 per Hour per each Employee		No Change
Field Preparation	\$30 per Field per Day		No Change
Field Lights	\$25 per Field per Hour		No Change
Trash Removal: Adult	\$175.00		No Change
Electricity Use	\$75.00		No Change
Tournament Deposit	\$250.00		No Change
Civic Grounds:			
Electricity Use	\$75 per Day		No Change
Miscellaneous:			
Soccer Complex and Youth Athletic Complex Field Permit Fee	\$2.50 per Hour per Field		No Change - approved by Council on 12/5/23
Deposit for Facilities (excluding picnic arbors)	\$250.00		No Change
Processing Fee (Facility Rentals: Complexes, Plunge, Civic Grounds/Auditorium)	\$20 for All Transactions		No Change
Insurance and Security Required for Rentals with Alcohol			

OUTDOOR FACILITY FEE STRUCTURE

DESCRIPTION OF SERVICE	FEE AMOUNT		COMMENT
Carousel Ride Rental:	FEE	Non-Profit Fee	*removed half hour rental options and non-profit fee
1 Hour	\$170.00	\$100.00	*increased due to staffing and overhead
1.5 Hours	\$220.00	\$150.00	*increased due to staffing and overhead
2 Hours	\$270.00	\$200.00	*increased due to staffing and overhead
2.5 Hours	\$320.00	\$250.00	*increased due to staffing and overhead
Fire Truck Rental:			
1 Hour	\$175.00	\$100.00	*increased due to staffing and overhead
1.5 Hours	\$225.00	\$150.00	*increased due to staffing and overhead
2 Hours	\$275.00	\$200.00	*increased due to staffing and overhead
2.5 Hours	\$325.00	\$250.00	*increased due to staffing and overhead
Carousel Ride & Fire Truck Rental Combo:			
1 Hour	\$300.00	\$150.00	*increased due to staffing and overhead
2 Hours	\$450.00	\$300.00	*increased due to staffing and overhead
Single Carousel Ride	\$3.00		*increased due to staffing and overhead
Single Fire Truck Ride	\$4.00		*increased due to staffing and overhead

WINTER WONDERLAND

			COMMENT
DESCRIPTION OF SERVICE	FEE AMOUNT	Unit	Newly added to schedule
Adults and Children Ice Skating:			
Child	\$16 per Person		*prices decreased by .50 due to decrease in skate time.
Adults	\$17.50 per Person		*prices decreased by .50 due to decrease in skate time.
Military	\$16 per Person		*prices decreased by .50 due to decrease in skate time.
Senior 55+	\$16 per Person		*prices decreased by .50 due to decrease in skate time.
Family Pack 3	\$45.00		*prices decreased by .50 due to decrease in skate time.
Family Pack 4	\$60.00		*prices decreased by .50 due to decrease in skate time.
Family Pack 5	\$75.00		*prices decreased by .50 due to decrease in skate time.
Season Pass:			
Children	\$100 per Person		*New product to WWL
Adults (18+)	\$120 per Person		*New product to WWL
Activities:			
Hockey Lessons	\$20 per Lesson		*New to Schedule
Skate Lessons	\$20 per Lesson		*New to Schedule
Tour of Lights	\$165 per Rental		*New to Schedule
Broomball	\$5.00	Adults/Children	*New to Schedule
Enchanted Breakfast	\$40.00		*New to Schedule
Superhero Breakfast	\$40.00		*New to Schedule
Miscellaneous:			
Event Vendor Fee	15%-20% Revenue Spilt per Vendor		*varies depending on vendors availability
Skate Aides	\$6 per Aide		*increased by \$1, limited resource
North Pole Lounge	\$375 per Rental		*New to Schedule
Santa Experience Photos	TBD		*In progress, final numbers TBD
Santa Experience (Up to 6 people)	\$25 per Reservation		*New product to WWL
Socks	\$5 per Pair		*Increased by \$1, limited resource
Locker Rental	\$4 per Locker		*Increased by \$1, limited resource
Private Rink Rentals	\$350 per Hour		*New to Schedule

PROGRAMS AND EVENTS

			COMMENT
DESCRIPTION OF SERVICE	FEE AMOUNT		Newly added to schedule
Seasonal Day Camps	\$100 per Child		New to Schedule
Zumba, Aerobics, Yoga	\$16 Resident per Class	\$20 Non-Resident per Class	New to Schedule
Haunted House	\$5 per Person		New to Schedule
Easter Egg Hunt	\$5 per Person		New to Schedule
Food Vendor	5%-20% per Day		*Varies on event/program
Activity Vendor	5%-20% per Day		*Varies on event/program
Retail Booth Vendor	\$20-\$40 per Space		*Varies on event/program

FIRE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE		FEE AMOUNT	COMMENT
Annual Fire and Life Inspection without fire Sprinklers (A, B, M, L, S) <i>*Assemblies great then 49 people shall be inspected quarterly</i>	per Occurrence	\$145.00	New fee
Fire and Life Safety Inspection With Fire Sprinklers	per Issuance	\$217.00	New fee
Additional fee when greater then 30 minutes for fire sprinkler buildings	>30 mins	\$145.00	Increase in fee amount to recover cost
Billing Fees: Invoice Late Fee (Net 30 Days)	per Invoice	\$10.00	Newly added
Annual Operational Permit	per Issuance	\$105.00	No change
Bi Annual Inspections (Restaurants)		\$105 per Inspection	Remove
Annual Inspection:			Remove
— > 5,000 Sq Ft		\$105 per Inspection	Remove
— < 5,000 Sq Ft		\$105 per Inspection Pl	Remove
Biennial Inspection:			Remove
— > 5,000 Sq Ft		\$105 per Inspection	Remove
— < 5,000 Sq Ft		\$105 per Inspection Pl	Remove
Special Inspection:			Remove
— > 5,000 Sq Ft		\$105 per Inspection	Remove
— < 5,000 Sq Ft		\$105 per Inspection Pl	Remove
Misc. Inspection:			Remove
— > 5,000 Sq Ft		\$105 per Inspection	Remove
— < 5,000 Sq Ft		\$105 per Inspection Pl	Remove
Additional Inspection Requests:			Remove
— > 5,000 Sq Ft		\$105 per Inspection	Remove
— < 5,000 Sq Ft		\$105 per Inspection Pl	Remove
Plan Review		Includes Permit & 1-3 Hr	Remove
— Up to 5,000 Sq Ft		\$105 per Review plus \$	Remove
— 5,000 + Sq Ft		\$105 per Review plus \$	Remove
Re-Inspection 2nd	per Occurrence	\$160.00	New fee
Re-Inspection 3rd	per Occurrence	\$182.00	New fee
Knox Box Key Install	per Issuance	\$67.00	Increase in fee amount to recover cost
Special Inspection <5000 sqft	per Occurrence	\$145.00	Increase in fee amount to recover cost
Special Inspection >5,000 sqft (C, F, H, I)	per Occurrence	\$182.00	Increase in fee amount to recover cost
Additional Service Fee	per Hour	\$145.00	Increase in fee amount to recover cost

FIRE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE		FEE AMOUNT	COMMENT
Weed Abatement Admin Fee on Open Parcels		\$320.00	New fee
Weed Abatement Admin Fee on Residential Properties	per Issuance	\$320.00	New fee
Emergency Abatement Fee for Imminent Fire Hazard (Three attempts made in 21 Business Days)	per Issuance	\$555.00	Increase in fee amount to recover cost
Jails Less Than 5000 sqft	per Occurrence	\$145.00	Increase in fee amount to recover cost; change from occupancy to sqft
Jails Greater Than 5000 sqft	per Occurrence	\$290.00	Increase in fee amount to recover cost; change from occupancy to sqft
Tent/Membrane Inspection	per Occurrence	\$145.00	Increase in fee amount to recover cost; remove permits
Device System Inspection		\$21 per Device	Remove
Hotel/Motel 1-50 Units (R-1)	per Occurrence	\$145.00	Increase in fee amount to recover cost; change name description of service simplify qty
Hotel/Motel +50 Units (R-1)	per Occurrence	\$290.00	Increase in fee amount to recover cost; change name description of service simplify qty
Multi-Family Dwellings Inspection:			
1-20 Units (R-2)	per Occurrence	\$145.00	Increase in fee amount to recover cost
21-50 Units (R-2)	per Occurrence	\$175.00	Increase in fee amount to recover cost
51-100 Units (R-2)	per Occurrence	\$215.00	Increase in fee amount to recover cost
+100 Units (R-2)	per Occurrence	\$270.00	Increase in fee amount to recover cost
Schools	per Occurrence	\$145.00	Increase in fee amount to recover cost
Healthcare Facilities Inspection:			Remove
3-25 Units		\$105 per Inspection	Remove
26-50 Units		\$210 per Inspection	Remove
51-100 Units		\$315 per Inspection	Remove
100-150 Units		\$420 per Inspection	Remove
151+ Units		\$525 per Inspection	Remove
Hood Suppression Inspection <i>*Commercial hood system shall be inspected semi annual</i>	per Occurrence	\$182.00	New fee to recover cost of inspection
Hood Suppression Plan Check	per Issuance	\$145.00	New fee to recover cost of staff time
Refrigerant an Monitoring System	per Occurrence	\$182.00	Added due to high hazard
Fireworks Booth Admin an Inspection	per Issuance	\$284.00	Increase in fee amount to recover cost
Tank Inspection	per Occurrence	\$142.00	Increase in fee amount to recover cost
Tank Plan Review	per Issuance	\$182.00	Increase in fee amount to recover cost
Spray booth Inspection	per Occurrence	\$145.00	Increase in fee amount to recover cost
Spray Booth Plan Review	per Issuance	\$182.00	New fee to recover cost of staff time

FIRE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE		FEE AMOUNT	COMMENT
Consultation Fee	per Occurrence	\$142.00	New fee due to influx in pre inspection
Licensed Family Day Care Initial	per Occurrence	\$145.00	New fee as this is a state mandated inspection
Licensed Family Day Care Re-Inspection	per Occurrence	\$175.00	New fee due to influx in inspection
Residential Care Home 24 Hour Care R 3.1 (et al.)	per Issuance	\$175.00	New fee as this is a state mandated inspection
Residential Care Home 24 Hour Care Re-Inspection- R 3.1 (et al.)	per Issuance	\$200.00	New fee due to influx in inspection
Mobile Food Vendor Annual Inspection	per Issuance	\$145.00	Increase in fee amount to recover cost
Fire Alarm Plan Review:			
1-15 Devices	per Issuance	\$182.00	New fee, charging per device
16-50 Devices	per Issuance	\$264.00	New fee, charging per device
51-100 Devices	per Issuance	\$384.00	New fee, charging per device
101-500 Devices	per Issuance	\$552.00	New fee, charging per device
+500 Devices	per Issuance	\$1,104.00	New fee, charging per device
Fire Alarm Inspection & Testing	per Occurrence	\$184.00	New fee, charging per device
Re-Inspection on Testing Devices	per Occurrence	\$224.00	New fee, charging per device
Fire Sprinkler Plan Review:			
1-100 Heads	per Issuance	\$264.00	New fee, charging per device
101-300 Heads	per Issuance	\$384.00	New fee, charging per device
301-500 Heads	per Issuance	\$552.00	New fee, charging per device
+500 Heads	per Issuance	\$1,104.00	New fee, charging per device
Underground Fire Line Inspection	per Occurrence	\$184.00	New fee, construction fee
Underground Fire Line Plan Review	per Issuance	\$224.00	New fee, charging per plan review
Residential Field Inspection	per Occurrence	\$184.00	New fee, due to influx in inspections
Residential Plan Review Less Than 5000 sqft	per Issuance	\$184.00	New fee to recover cost of staff time
Residential Plan Review Greater Than 5000 sqft	per Issuance	\$184 + \$.75 per sqft	new fee to recover cost of staff time and larger structure
Fire Reports	per Issuance	\$25.00	Increase in fee amount to recover cost
Fire Investigation Report	per Issuance	\$224.00	Increase due to prep time meeting industry standards
Miscellaneous Fire Prevention Permit	per Permit	\$105.00	No change
False Alarm/ 3rd and Subsequent Events in Calendar Year	per Occurrence +	\$390.00	Increase rate, change from 90 days to calendar period
False Alarm		\$105 per Alarm plus Apparatus and Personnel	Remove
False Alarm from Negligent Act		Apparatus and Personnel	Remove
Removal of Dwellings by Burning		\$800 plus 3rd Party Costs	Remove
Standby for public utility response	per Hour	\$390.00	Applicable rate according to current reimbursement rate for CFAA Federal and State agreements
Stand by at Special Event		Apparatus and Personnel	Remove

FIRE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE		FEE AMOUNT	COMMENT
DUI Response	per Hour	\$390.00	Applicable rate according to current reimbursement rate for CFAA Federal and State agreements
Illegal Burning	per Hour	\$390.00	Applicable rate according to current reimbursement rate for CFAA Federal and State agreements
Arson Investigator Response per Investigators (Minimum of 2 Investigators)	per Hour	\$70.00	(2) Investigators are required to work the scene at an industry standard minimum
Confirmed Arson Fire Investigation		Apparatus and Person	Remove
Fire Suppression for Illegal Burning		Apparatus and Person	Remove
Neglectful Fire Response	per Hour	\$390.00	Applicable rate according to current reimbursement rate for CFAA Federal and State agreements
Dangerous Building or Structures	per Issuance	\$555.00	Added due to high hazard
Hazardous Materials Operational:			
Permit H-1	per Issuance +	\$656.00	New fee due to special hazards
Permit H-2	per Issuance +	\$574.00	New fee due to special hazards
Permit H-3	per Issuance +	\$532.00	New fee due to special hazards
Permit H-4	per Issuance +	\$470.00	New fee due to special hazards
Permit H-5	per Issuance	\$409.00	New fee due to special hazards
Special Hazard Permit/Confined Space, Trench, Vault, High Angle <72'	per Issuance	\$515.00	New fee due to special hazards
Special Hazard Incident /Confined Space, Trench, Vault, High Angle <72'	per Hour	\$602 + Rescue Team	New fee due to special hazards
Hazardous Materials Spill Fire Response	per Hour	\$602 + Hazmat Team	New fee due to special hazards
Hydrant Maintenance and Repair	per Hydrant	\$70.00	Newly added fee amount
Private Hydrant Maintain and Repair	per Hydrant	\$100.00	Newly added; Increase in fee to recover cost
Hydrant Flow Test	per Occurrence	\$340.00	Increase in fee to recover cost
Special Event with Apparatus	per Occurrence	\$264.00	Increase in fee to recover cost
Battalion Chief Special Event Coordination	per Hour	\$186.00	Increase in fee to recover cost
Fire Prevention Event Coordination	per Occurrence	\$145.00	Increase in fee to recover cost
Convalescent Van Inspection		\$53 per Inspection	Remove
Compliance Engine Fee		\$47	Remove
VIOLATIONS AND FINES			
Minor		\$250 per Offense and/or	Remove
General		\$500 per Offense and/or	Remove
Health and Safety		\$1,000 per Offense and/or	Remove
Fire and Life Safety Citation:			
First Offense		\$100.00	Usual and customary fee to recover costs of nuisance Offenses
Second Offense		\$200.00	Usual and customary fee to recover costs of nuisance Offenses
Third Offense		\$500.00	Usual and customary fee to recover costs of nuisance Offenses
Red Tag on Building	per Day	\$200.00	Usual and customary fee to recover costs of nuisance Offenses
Firework Ordinance Citation		\$1,000.00	No change
VEHICLE RATE ESTABLISHED BY CURRENT FEMA SCHEDULE - CURRENT FEMA SCHEDULE OF EQUIPMENT RATES CAN BE LOCATED AT: https://www.fema.gov/schedule-equipment-rates			

POLICE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
ALARM ORDINANCE		
Business Alarm Permit Registration	\$30.00	No change
Residential Alarm Permit Registration	\$20	No change
Business Alarm Permit Renewal	\$15 per Year	No change
Residential Alarm Permit Renewal	\$15 per Year	No change
First 3 False Alarm Calls per Calendar Year*	No Charge	No change
Customer account must be current, otherwise fees for 4th-6th + false alarms apply		No change
4th Occurring False Alarm per Calendar Year	\$50.00	No change
5th Occurring False Alarm per Calendar Year	\$75.00	No change
6th + Occurring False Alarm per Calendar Year	\$100.00	No change
Replace Permit or Validation Sticker	\$100.00	No change
VEHICLE IMPOUND (Each Vehicle)		
Impound Vehicle Fee	\$120.00	No change
Stored Vehicle under authority code 22651(p)VC	\$90.00	No change
Repossession Fee	\$25.00	No change
ANIMAL CONTROL		
Animal Pick Up Euthanasia	\$150 per Pick Up	No change
Deceased Animal Pick Up	\$50 per Pick Up plus Shelter Disposal Fee	No change
After Hours Animal Pickup	\$150 per Pick Up	No change
Replacement Dog/Cat Tag	\$10 per Tag	No change
Microchipping Charge	\$20 per Microchip	No change
Home Quarantine Residence Check	\$50 per Check	No change
Shelter Quarantine Delivery	\$50 per Delivery plus Additional Fees Charged by Shelter	No change
Animal License Permit- 1 Year	\$20.00	No change
Animal License Permit- 2 Year	\$30.00	No change
Animal License Permit- 3 Year	\$40.00	No change
Multi-Animal Permit- 1 Year	\$50.00	No change
Multi-Animal Permit- 2 Year	\$75.00	No change
Multi-Animal Permit- 3 Year	\$100.00	No change
Breeder Permit	\$500.00	No change

POLICE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
SMOKING ORDINANCE		
1st Violation by Person	\$50 per Violation	No change
2nd Violation by Person	\$100 per Violation	No change
3rd Violation by Person	\$150 per Violation	No change
1st Violation by Owner	\$100 per Violation	No change
2nd Violation by Owner	\$200 per Violation	No change
3rd Violation by Owner	\$500 per Violation	No change
PARKING ORDINANCE (Per Violation)		
Application of provisions (10.16.010)	\$35 per Violation	No change
Parking in parkways (HMC 10.16.020)	\$35 per Violation	No change
Parking vehicles more than 72 hours (HMC 10.16.030)	\$35 per Violation	No change
Commercial vehicles-parking in residential (10.16.040)	\$35 per Violation	No change
Parking vehicles for sale or repair (HMC 10.16.050)	\$35 per Violation	No change
Parking not according to designated markings (HMC 10.16.060)	\$35 per Violation	No change
Parking in violation of posted sign (HMC 10.16.070)	\$35 per Violation	No change
Parking in violation of posted sign (HMC 10.16.080)	\$35 per Violation	No change
Parking between 2 a.m. and 5 a.m. (HMC 10.16.090)	\$35 per Violation	No change
Parking on private property & City lots (HMC 10.16.100)	\$35 per Violation	No change
Parking in excess of time limits in City lots (HMC 10.16.110)	\$35 per Violation	No change
Parking in excess of time limits – green curbs (HMC 10.16.120)	\$35 per Violation	No change
Parking in posted no-parking area (HMC 10.16.130)	\$35 per Violation	No change
Sales while parked near school grounds (HMC 10.16.140)	\$35 per Violation	No change
Parking violations (HMC 10.16.150)	\$35 per Violation	No change
Authority to Establish Loading Zones (HMC 10.20.010)	\$35 per Violation	No change
Parking in violation of curb markings (HMC 10.20.020)	\$35 per Violation	No change
Improper use of passenger loading zone (HMC 10.20.030)	\$35 per Violation	No change
Improper use of loading zone (HMC 10.20.040)	\$35 per Violation	No change
Improper use of alley (HMC 10.20.050)	\$35 per Violation	No change
Improper use of bus zone (HMC 10.20.060)	\$35 per Violation	No change
Wrong Way Parking (HMC 10.36.010)	\$35 per Violation	No change
Improper use of sidewalk or parkway (HMC 10.44.010)	\$35 per Violation	No change

POLICE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
PARKING ORDINANCE (Per Violation), CONTINUED		
Operating skates on street (HMC 10.64.030.A)	\$35 per Violation	No change
Dangerous operation of skates (HMC 10.64.030.C)	\$35 per Violation	No change
Operating skates near building entrance (HMC 10.64.030.D)	\$35 per Violation	No change
Skate ramps on public rights-of-way (HMC 10.64.030.E)	\$35 per Violation	No change
Towing skaters (HMC 10.64.030.F)	\$100 per Violation	No change
Handicap Parking	\$300 per Violation	No change
Night skating without reflectors (HMC 10.64.030.G)	\$35 per Violation	No change
DOCUMENT COPIES		
Traffic Accident Report	\$10 per Report	No change
Citation	\$10 per Citation	No change
Other Agency Citation Sign Off (per Occurrence)	\$15.00	No change
Records Background Check (per Occurrence)	\$30.00	No change
Reports - Single Sided/Copies (Evidence Code 1563)	\$0.10 per Page	No change
Reports - Double Sided/Copies (Evidence Code 1563)	\$0.20 per Page	No change
Civil Subpoena (Non Sworn) G.C. 68096.1 (b) Amended 1/1/2015	\$275 per Subpoena/Day	No change
Civil Subpoena (Officers, Firefighters, State or Court Employee) G.C. 68097.2 (b)	\$275 per Subpoena/Day	No change
Ticket Sign Off- Hanford PD	No Charge	No change
Ticket Sign Off- Other Agency	\$15 per Sign Off	No change
Subpoena duces tecum	\$15 per Subpoena/Day	No change
Non-Sufficient Funds Check	\$40 per Incident	No change
FINGER PRINTING		
Finger Printing- Live Scan (Digital)	Cost Recovery plus \$10 Rolling Fee	No change

POLICE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
SPECIAL PERMITS		
Concealed Weapons Permit (Inc DOJ Fees)	\$180.00	No change
Lost, Stolen, Damaged ID Card provided by Hanford PD	\$20 per Card	No change
Lost ID Card provided by State	\$50 per Card	No change
Concealed Weapons Permit Renewal (Inc DOJ Fees)	\$110.00	No change
Enhanced CCW Card	\$25 per Card	No change
Add Weapon to CCW (Inc DOJ Fees/not during renewal or application)	\$25.00	No change
Taxi Permit	\$75.00	No change
Taxi Permit Renewal	\$25.00	No change
Massage Permit	\$75.00	No change
OTHER		
U-Visa Application	\$25.00	No change

CANNABIS DIVISION

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
BUSINESS LICENSE- PAY AT FINANCE DEPARTMENT		
Business License	Will vary based on Gross Receipts	No change
APPLICATION FEE- PAY AT COMMUNITY DEVELOPMENT DEPARTMENT		
Preliminary Eligibility (Retail & Non-Retail)	\$4,254.00	Add description
Initial Ranking (Retail Only)	\$1,689.00	Add description
Second Ranking (Retail Only)	\$2,241.00	Add description
Final Recommendation to Council (Retail Only)	\$1,102.00	Add description
Background Fee (Each Person) (Retail & Non-Retail)	\$300.00	Add description
Environmental Review (Retail & Non-Retail)	Actual Cost plus 10%	Add description
Live Scan (Each Person) (Retail & Non-Retail)	\$135.00	Add description
Zoning Verification Letter (Retail & Non-Retail)	\$150.00	Add description
ANNUAL PERMIT FEE- PAY AT FINANCE DEPARTMENT		
Campus	\$32,000.00	No change
Cultivation	\$32,000.00	No change
Manufacturing	\$32,000.00	No change
Distribution	\$32,000.00	No change
Lab Testing	\$15,000.00	No change
Dispensary	\$32,000.00	No change
Microbusiness	\$32,000.00	No change
TAXES- PAY AT FINANCE DEPARTMENT		
Cultivation:		
Six dollars (\$6.00) annually per square foot of canopy space in a facility that uses exclusively artificial lighting		Decrease amount
Seven dollars (\$7.00) annually per square foot of canopy space in a facility that uses a combination of natural and artificial lighting		REMOVE
Four dollars (\$4.00) annually per square foot of canopy space in a facility that uses no artificial lighting		REMOVE
Two dollars (\$2.00) annually per square foot of canopy space for any nursery		No change
Lab Testing:		
Two and one half percent (2.5%) of gross receipts.		REMOVE
Retail, Delivery Business or Microbusiness (retail sales activity):		
Six percent (6%) of gross receipts for both non-storefront and storefront.		No change

CANNABIS DIVISION

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
Distribution:		
One percent (1%) of gross receipts.		Change to 1%
Manufacturing, Processing or Microbusiness (non-retail activity):		
Two percent (2%) of gross receipts.		Change to 2%
Penalties:		
A penalty of equal to ten percent (10%) of the amount of tax, in addition to the amount of the tax, plus interest on the unpaid tax calculated from the due date of the tax at the rate of one percent per month. If the tax remains unpaid for an period exceeding one calendar month beyond the due date, an additional penalty equal to twenty-five percent (25%) of the amount of the tax, plus interest at the rate of one percent per month on the unpaid tax and on the unpaid penalties.		
		No change
OTHER FEES- PAY AT POLICE DEPARTMENT		
Cannabis Employee Application Fee (HMC 5.56.070(C)(9))	\$435.00	No change
Cannabis Employee Renewal Application (HMC 5.56.070E)	\$100.00	No change
Work Permit Appeal (HMC5.56.150)	\$100.00	No change
Lost, Stolen, Damaged Replacement ID Badge	\$25 per Badge	No change
Cannabis Award Appeal	\$5,000.00	No change
Fines 1st Offense (HMC 5.56.470(B))	\$300 per Violation per Day	No change
Fines 2nd Offense (HMC 5.56.470(B))	\$500 per Violation per Day	No change
Fines 3rd and Subsequent Offenses (HMC 5.56.470(B))	\$1,000 per Violation per Day	No change
Other Appeals in (HMC 5.56)	\$1,000 per Appeal	No change

COMMUNITY DEVELOPMENT DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
APPLICATION/PERMIT		
Administrative Use Permit	\$550.00	No change
Williamson Act Permits:		No change
Contract Cancellation	\$6,700 Deposit + Actual Cost + 10%	No change
Disestablishment	\$2,225.00	No change
New Contract	\$550.00	No change
Notice of Full Non-renewal	\$150.00	No change
Notice of Partial Non-renewal	\$550.00	No change
Easement Exchange	Actual Cost + 10%	No change
Appeal	\$1,100.00	No change
Conditional Use Permit (CUP):		No change
Amendment to an Approved CUP	\$1,675.00	No change
Minor (existing structures)	\$1,675.00	No change
Regular	\$3,900.00	No change
Master CUP/Planned Unit Development	\$7,450 Deposit + Actual Cost + 10%	No change
Development Agreement	\$4,475 Deposit + Actual Cost + 10%	No change
Development Agreement Amendment	\$1,675 Deposit + Actual Cost + 10%	No change
Finding of Consistency	\$550.00	No change
General Plan Amendment	\$10,625 Deposit + Actual Cost + 10%	No change
Historic Review	No Charge	No change
Historic Designation/Detachment of Site	\$1,900.00	No change
Home Occupation	\$125.00	No change
Mural Application	\$150.00	No change
Ordinance Interpretation	\$275.00	No change
Sidewalk Dining Permit	\$75.00	No change
Sign Permit:		No change
Non-illuminated	\$150.00	No change
Illuminated	\$275.00	No change
Banner	\$35.00	No change

COMMUNITY DEVELOPMENT DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
APPLICATION/PERMIT, CONTINUED		
Site Plan Review:		
Initial Minor (Existing Buildings no Expansion, Addition of one Residential Unit, Patio Covers, Carports, Solar Panels and Change of Occupancy within integrated shopping centers, the Historic District, and the mall)	\$1,100.00	No change
Initial Major or Subdivision/Parcel Map	\$3,350.00	No change
Resubmittal (First Resubmittal no Charge)	\$825.00	No change
Specific Plan	\$9,875 Deposit + Actual Cost + 10%	No change
Specific Plan Amendment	\$4,925 Deposit + Actual Cost + 10%	No change
Time Extensions	\$550.00	No change
Temporary Use Permit	\$275.00	No change
Right-of-Way Abandonment	\$5,250.00	No change
Variance	\$3,900.00	No change
Variance - Minor Deviation	\$1,100.00	No change
Variance - Signs	\$3,350.00	No change
Variance - Single Family Parcel	\$2,775.00	No change
Zone Change:		No change
Pre-Zone	\$4,350.00	No change
Rezone and Text Amendment	\$8,725.00	No change
Zoning Verification Letter	\$150.00	No change
SUBDIVISION OF LANDS		
Tentative Parcel Map	\$5,075.00	No change
Final Parcel Map	\$950.00	No change
Tentative Subdivision Map	\$7,500.00	No change
Certificate of Compliance	\$1,125.00	No change
Lot Line Adjustment	\$1,675.00	No change
Minor Amendment to Previously Approved Map	\$1,675.00	No change

COMMUNITY DEVELOPMENT DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
ENVIRONMENTAL COMPLIANCE		
National Environmental Policy Act (Categorical Exclusion, EA, EIS)	Actual Cost + 10%	No change
California Environmental Quality Act*:		No change
Notice of Exemption	\$125.00	No change
Draft & Final Environmental Impact Report/Study Processing (Consultant prepared-City reviewed)	\$5,000 + Actual Cost + 10%	No change
Initial Study/Negative Declaration (City Prepared)	\$5,000 Deposit + Actual Cost + 10%	No change
Draft Initial Study/Negative Declaration (Consultant Prepared- City Reviewed)	\$2,500 Deposit + Actual Cost +10%	No change
*Additional fees as required, payable to Kings County (See Kings County Fees below)		No change
MISCELLANEOUS		
General Plan Text	\$60.00	No change
Zoning Text	\$60.00	No change
Copies (each):		No change
Black and White 8 1/2 x 11	\$0.25	No change
Color (Letter and Legal Size)	\$1.00	No change
Black and White 11 x 17	\$0.35	No change
Color 11 x 17	\$2.00	No change
Large Format Black and White	Cost	No change
Large Format Color	Cost	No change
Radius Map and Up to 50 Labels	\$100.00	No change
CD of documents	\$10.00	No change
Requests for Environmental Notices/ Public Hearing Notices Mailed (Must be Renewed Annually)	\$125.00	No change
Special Service Fees/Inspections	Actual Cost + 10%	No change
Surveyor Plan Review	Actual Cost + 10%	Newly added to recover cost
ANNEXATION/REORGANIZATION		
City Annexation/Reorganization	\$12,300 Deposit + Actual Cost + 10%	No change
County Fee (LAFCo)	Contact Kings County	No change
State Board of Equalization	Contact State Board of Equalization	No change
PARKING		
Parking In Lieu Fee	\$4,475 per space	No change
Shared Parking Agreement	\$1,100.00	No change

COMMUNITY DEVELOPMENT DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
The following applicable fees are not adopted by the City of Hanford. You must contact the agency for up to date fees.		
KINGS COUNTY		
Filing Fee (all environmental documents)	In effect at the time	No change
Notice of Determination ND/MND (Fish and Wildlife)	In effect at the time	No change
Notice of Determination EIR (Fish and Wildlife)	In effect at the time	No change
Impact Fees (Verify current Fees)	In effect at the time	No change
LAFCo Fee	In effect at the time + City actual cost + 10%	No change
STATE BOARD OF EQUALIZATION		
Size of Annexation	In effect at the time	No change
Less than 1 acre	In effect at the time	No change
1-5 acres	In effect at the time	No change
6-10 acres	In effect at the time	No change
11-20 acres	In effect at the time	No change
21-50 acres	In effect at the time	No change
51-100 acres	In effect at the time	No change
101 to 500 acres	In effect at the time	No change
501-1,000	In effect at the time	No change
1,001-2,000 acres	In effect at the time	No change
2,001 acres and above	In effect at the time	No change
SCHOOL DISTRICT FEES		
Please contact the appropriate school district for school fees.	In effect at the time	No change

COMMUNITY DEVELOPMENT DEPARTMENT

PLAN CHECK & INSPECTION FEES								
OCCUPANCY TYPE	PROJECT SIZE THRESHOLD	I-FR, II-FR		III 1-HR		IV, V-N		COMMENT
		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
	2500	\$1,828	\$0.2179	\$1,524	\$0.1816	\$1,219	\$0.1453	No change
	5000	\$2,373	\$0.0870	\$1,978	\$0.0725	\$1,582	\$0.0580	No change
	10000	\$2,808	\$0.0578	\$2,340	\$0.0482	\$1,872	\$0.0385	No change
	25000	\$3,675	\$0.0800	\$3,063	\$0.0673	\$2,450	\$0.0538	No change
	50000	\$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
	1500	\$1,239	\$0.2286	\$1,033	\$0.1905	\$826	\$0.1524	No change
	3000	\$1,582	\$0.0923	\$1,319	\$0.0769	\$1,055	\$0.0615	No change
	6000	\$1,859	\$0.0630	\$1,549	\$0.0525	\$1,239	\$0.0420	No change
	15000	\$2,426	\$0.0842	\$2,022	\$0.0702	\$1,618	\$0.0562	No change
	30000	\$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
	1000	\$1,648	\$0.2390	\$1,373	\$0.1991	\$1,099	\$0.1593	No change
	2000	\$1,887	\$0.1840	\$1,573	\$0.1533	\$1,258	\$0.1227	No change
	5000	\$2,439	\$0.2043	\$2,033	\$0.1703	\$1,626	\$0.1362	No change
	10000	\$3,461	\$0.3461	\$2,884	\$0.2884	\$2,307	\$0.2307	No change
ALL "F" OCC	1000	\$2,560	\$0.5769	\$2,133	\$0.4808	\$1,707	\$0.3846	No change
	5000	\$4,868	\$0.2790	\$4,056	\$0.2325	\$245	\$0.1860	No change
	10000	\$6,263	\$0.1121	\$5,219	\$0.0934	\$4,175	\$0.0747	No change
	20000	\$7,383	\$0.0754	\$6,153	\$0.0628	\$4,922	\$0.0503	No change
	50000	\$9,645	\$0.1032	\$8,038	\$0.0860	\$6,430	\$0.0688	No change
	100000	\$14,805	\$0.1481	\$12,338	\$0.1234	\$9,870	\$0.0987	No change
"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
	1000	\$1,648	\$0.2390	\$1,373	\$0.1991	\$1,099	\$0.1593	No change
	2000	\$1,887	\$0.1840	\$1,573	\$0.1533	\$1,258	\$0.1227	No change
	5000	\$2,439	\$0.2043	\$2,033	\$0.1703	\$1,626	\$0.1362	No change
	10000	\$3,461	\$0.3461	\$2,884	\$0.2884	\$2,307	\$0.2307	No change

COMMUNITY DEVELOPMENT DEPARTMENT

PLAN CHECK & INSPECTION FEES								
OCCUPANCY TYPE	PROJECT SIZE THRESHOLD	I-FR, II-FR		III 1-HR		IV, V-N		COMMENT
		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	
"I" OCC-TENANT IMPROVEMENTS	1000	\$971	\$0.2142	\$809	\$0.1785	\$648	\$0.1428	No change
	5000	\$1,828	\$0.1091	\$1,524	\$0.0909	\$1,219	\$0.0727	No change
	10000	\$2,374	\$0.0434	\$1,978	\$0.0362	\$1,582	\$0.0290	No change
	20000	\$2,808	\$0.0288	\$2,340	\$0.0240	\$1,872	\$0.0192	No change
	50000	\$3,672	\$0.0403	\$3,060	\$0.0336	\$2,448	\$0.0269	No change
	100000	\$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
	1000	\$1,439	\$0.3737	\$1,199	\$0.3114	\$960	\$0.2491	No change
	2000	\$1,813	\$0.1526	\$1,511	\$0.1271	\$1,209	\$0.1017	No change
	4000	\$2,118	\$0.1065	\$1,765	\$0.0888	\$1,412	\$0.0710	No change
	10000	\$2,757	\$0.0138	\$2,298	\$0.1148	\$1,838	\$0.0918	No change
	20000	\$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
	1600	\$1,177	\$0.1525	\$981	\$0.1271	\$785	\$0.1017	No change
	4000	\$1,543	\$0.2201	\$1,286	\$0.1824	\$1,028	\$0.1467	No change
	8000	\$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
	2000	\$1,011	\$0.2639	\$842	\$0.2199	\$674	\$0.1759	No change
	4000	\$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

FEE NAME/DESCRIPTION OF SERVICE		FEE AMOUNT	COMMENT
ELECTRICAL FEES			
Permit Issuance		\$50 Each	No change
Stand Alone Permit - Plan Check		\$105 per Hour	No change
Outdoor Events			No change
Carnivals, Circuses, or other traveling shows or exhibitions utilizing transportation type rides booths, displays, and		\$105 per Hour	No change
Temporary Power Service			No change
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 Addition	No change
Residential Appliances			No change
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-well 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			No change
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			No change
Motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus as follows:			No change
Rating in Horsepower (HP), Kilowatts (KW), or Kilovolt-amperes (KVA), or Kilovolt-amperes-reactive (KVAR) (fees include all switches, breakers, etc.)			No change
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			No change
Signs, Outline Lighting, or Marquees supplied from one branch circuit		\$52.50 Each	No change

COMMUNITY DEVELOPMENT DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE							FEE AMOUNT	COMMENT
ELECTRICAL FEES, CONTINUED								
Unit Fees:								
Services								No change
	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								No change
	Residential						\$157.50 Each	No change
	Commercial						\$315 for 1-3	No change
	Each Additional						\$105 Each	No change
Miscellaneous Apparatus, Conduits, and Conductors								No change
	Electrical apparatus, conduits, and conductors for which a permit is required, but for which no fee is herein set forth						\$35 Each	
Unit Fees:								
Photovoltaic Systems - Residential & Small Commercial (up to 49KW)				Plan Check	Inspection	Total		
	1 - 15 Kilowatts				\$200 Each	\$300 Each	\$500 Each (includes P.I. Fee)	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 (includes P.I. Fee)	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 FEES								
Permit Issuance						\$50 Each		No change
Stand Alone Permit- Plan Check						\$105 per Hour		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 heater						\$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

COMMUNITY DEVELOPMENT DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE		FEE AMOUNT	COMMENT
MECHANICAL FEES CONTINUED			
Unit Fees:			
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 per Hour	No change
PLUMBING FEES			
Permit Issuance		\$50 Each	No change
Stand Alone Permit- Plan Check		\$105 per Hour	No change
Unit Fees:			
Plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping, and backflow protection therefore)		\$35 Each	No change
Building or trailer park sewer		\$52.50 Each	No change
Rainwater system - inside building		\$17.5 per Drain	No change
Cesspool where permitted		\$26.25 Each	No change
Private sewage disposal system		\$105 Each	No change
Water heater and/or vent		\$35 Each	No change
Gas piping system		\$52.50 - 1 to 5 Outlets	No change
Additional outlets		\$3.50 Each	No change
Medical gas piping system		\$52.50 - 1 to 5 Outlets	No change
Additional outlets		\$8.75 Each	No change
Industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixtures traps		\$52.50 Each	No change

COMMUNITY DEVELOPMENT DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE		FEE AMOUNT	COMMENT
PLUMBING FEES, CONTINUED			
Unit Fees:			
Installation/Alteration/Repair of water piping and/or water treating equipment		\$52.50 Each	No change
Repair/Alteration or drainage or vent piping		\$52.50 Each	No change
Lawn sprinkler system on any one meter, including backflow protection devices therefore		\$35 Each	No change
Backflow devices not included in other fee services		\$35 Each	No change
Atmospheric-type vacuum breakers not included in other fee services		\$35 - 1 to 5 Outlets	No change
Additional outlets		\$1.75 Each	No change
Other plumbing and gas inspections not noted above		\$105 per Hour	No change
OTHER INSPECTIONS AND FEES			
Inspections outside of normal business hours, (minimum charge of two hours at time and one-half)		\$315 per Hour @ 1 1/2	No change
Each additional hour or portion thereof at time and one-half		\$157.5 per Hour @ 1 1/2	No change
Reinspection Fee		\$105 per Re-Inspection	No change
Inspection for which no fee is specifically indicated (minimum charge 1/2 hour)		\$105 per Hour	No change
Additional plan review required because of changes, additions, or revisions to approved plans (minimum charge 1 hour)		\$105 per Hour	No change
Outside plan check consultants- Actual cost to the city x 133%		Cost x 133% per Hour	No change
Compliance Inspection		\$157.5 Each	No change
Deferred Submittals		\$105 per Hour	No change
Duplicate Permit or Job Cards		\$10 Each	No change
Work without permit - \$500 or 2x permit fee- whichever is greater		\$500 or 2x Fee Each	No change

COMMUNITY DEVELOPMENT DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE			FEE AMOUNT				
MISCELLANEOUS & CODE COMPLIANCE FEES			PERMIT ISSUANCE	PLAN CHECK	INSPECTION	UNIT	COMMENT
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

COMMUNITY DEVELOPMENT DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT				
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/Tresses/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
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

COMMUNITY DEVELOPMENT DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE		FEE AMOUNT				
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 shear wall 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			No change
MISCELLANEOUS & CODE COMPLIANCE FEES, CONT.		FEE AMOUNT				
Copies (each)						No change
	Black and White 8 1/2 x 11	\$0.25				No change
	Color (Letter and Legal Size)	\$1.00				No change
	Black and White 11 x 17	\$0.35				No change
	Color 11 x 17	\$2.00				No change
	Large Format Black and White	Cost				No change
	Large Format Color	Cost				No change

COMMUNITY DEVELOPMENT DEPARTMENT

The current building valuation data costs are published by the International Code Council and updated every 6 months. Please refer to www.ICCsafe.org to obtain the current costs. Apply the building valuation data to the table below.								
BUILDING INSPECTION FEES								
TOTAL VALUATION				FEE				COMMENT
\$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 \$1,00,000				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 VIOLATION FINES		COMMENT
Minor	\$50.00	No change
General	\$200.00	No change
Heath and Safety	\$500.00	No change
Definitions:		
<u>Minor</u> : 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.		
<u>General</u> : 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		
<u>Health and Safety</u> : 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.		

DEVELOPMENT IMPACT FEES

LAND USE CATEGORY	FIRE FEE PER UNIT	POLICE FEE PER UNIT	WATER FEE PER UNIT	
				COMMENT
Low Density Residential	\$636.55	\$345.42	\$2,891.82	Fee Increase ENRCC 2.70%
Medium Density Residential	\$357.83	\$510.77	\$1,616.58	Fee Increase ENRCC 2.70%
High Density Residential	\$179.79	\$165.65	\$978.75	Fee Increase ENRCC 2.70%
Neighborhood Commercial	\$0.53	\$0.71	\$1.23	Fee Increase ENRCC 2.70%
Regional Commercial	\$0.44	\$0.31	\$1.08	Fee Increase ENRCC 2.70%
Service Commercial	\$0.67	\$0.10	\$1.49	Fee Increase ENRCC 2.70%
Highway Commercial	\$0.53	\$0.24	\$1.23	Fee Increase ENRCC 2.70%
Office Residential	\$0.23	\$0.42	\$1.32	Fee Increase ENRCC 2.70%
Office	\$0.25	\$0.26	\$0.85	Fee Increase ENRCC 2.70%
Neighborhood Mixed Use	\$0.53	\$0.68	\$1.54	Fee Increase ENRCC 2.70%
Corridor Mixed Use	\$0.53	\$0.46	\$1.39	Fee Increase ENRCC 2.70%
Downtown Mixed Use	\$0.09	\$0.40	\$0.30	Fee Increase ENRCC 2.70%
Light Industrial	\$0.15	\$0.01	\$1.74	Fee Increase ENRCC 2.70%
Heavy Industrial	\$0.15	\$0.01	\$1.77	Fee Increase ENRCC 2.70%
Open Space	\$0.00	\$0.00	\$0.00	Fee Increase ENRCC 2.70%
Public Facilities	\$0.06	\$0.09	\$1.49	Fee Increase ENRCC 2.70%
Educational Facilities	\$0.00	\$0.00	\$0.78	Fee Increase ENRCC 2.70%
LAND USE CATEGORY	WASTEWATER PER UNIT	PARKS FEE PER UNIT	STORM DRAIN PER ACRE	
				COMMENT
Low Density Residential	\$2,476.57	\$3,192.47	\$2,814.62	Fee Increase ENRCC 2.70%
Medium Density Residential	\$1,982.50	\$2,859.09	\$3,096.08	Fee Increase ENRCC 2.70%
High Density Residential	\$1,807.62	\$2,525.70	\$3,377.53	Fee Increase ENRCC 2.70%

DEVELOPMENT IMPACT FEES

LAND USE CATEGORY	WASTEWATER PER UNIT	PARKS FEE PER UNIT	STORM DRAIN PER ACRE	
Neighborhood Commercial	\$0.83	\$0.00	\$5,066.31	Fee Increase ENRCC 2.70%
Regional Commercial	\$0.86	\$0.00	\$5,066.31	Fee Increase ENRCC 2.70%
Service Commercial	\$0.84	\$0.00	\$5,066.31	Fee Increase ENRCC 2.70%
Highway Commercial	\$0.83	\$0.00	\$5,066.31	Fee Increase ENRCC 2.70%
Office Residential	\$1.79	\$0.00	\$3,377.53	Fee Increase ENRCC 2.70%
Office	\$0.84	\$0.00	\$5,066.31	Fee Increase ENRCC 2.70%
Neighborhood Mixed Use	\$1.63	\$0.00	\$5,066.31	Fee Increase ENRCC 2.70%
Corridor Mixed Use	\$1.17	\$0.00	\$5,066.31	Fee Increase ENRCC 2.70%
Downtown Mixed Use	\$0.51	\$0.00	\$4,051.07	Fee Increase ENRCC 2.70%
Light Industrial	\$0.97	\$0.00	\$4,503.39	Fee Increase ENRCC 2.70%
Heavy Industrial	\$1.11	\$0.00	\$4,503.39	Fee Increase ENRCC 2.70%
Open Space	\$0.00	\$0.00	\$0.00	Fee Increase ENRCC 2.70%
Public Facilities	\$0.84	\$0.00	\$3,940.46	Fee Increase ENRCC 2.70%
Educational Facilities	\$0.52	\$0.00	\$3,940.46	Fee Increase ENRCC 2.70%
*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

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT
LAND USE CATEGORY	REFUSE FEES PER UNIT
Residential Container/Equip	\$576.22
Commercial	
Per No. of 1 cubic yard dumpsters	\$1,009.87
Per No. of 1 cubic yard dumpsters	\$1,271.25
Per No. of 1 cubic yard dumpsters	\$1,354.42
Per No. of 1 cubic yard dumpsters	\$1,722.72

COMMENT
Fee Increase ENRCC 2.70%
Fee Increase ENRCC 2.70%
Fee Increase ENRCC 2.70%
Fee Increase ENRCC 2.70%
Fee Increase ENRCC 2.70%

LAND USE CATEGORY	CIRCULATION FEES PER UNIT		COMMENT
Single-Family Residential	\$3,995.72	Dwelling Unit	Fee Increase ENRCC 2.70%
Multi-Family Residential	\$2,805.77	Dwelling Unit	Fee Increase ENRCC 2.70%
Senior Residential/Assisted Living	\$1,452.99	Dwelling Unit	Fee Increase ENRCC 2.70%
Hotel/Motel (per room)	\$2,543.63	Room	Fee Increase ENRCC 2.70%
Retail (<100KSF) unless specifically listed below	\$11,648.16	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Retail (>100KSF)	\$8,796.02	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Convenience Store- Without Gas Station	\$105,434.25	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Gas Station- With or Without Convenience Store	\$15,412.20	Fueling Position	Fee Increase ENRCC 2.70%
Motor Vehicle Sales, Minor and Major Repair	\$2,206.66	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Restaurant- No Drive-thru	\$22,529.56	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Restaurant with Drive-thru- Stand-alone	\$102,969.74	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Restaurant with Drive-thru Within a Shopping Center	\$27,683.03	1,000 Sq Ft	Fee Increase ENRCC 2.70%
General Office/Bank	\$4,957.67	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Medical/Dental Office	\$10,028.21	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Government	\$3,035.57	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Industrial/Service Commercial	\$1,995.41	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Warehouse/Distribution < 100,000 sq ft	\$1,645.90	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Warehouse/Distribution > 100,000 sq ft	\$791.53	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Mini Storage > 100,000 sq ft	\$791.53	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Religious Institution or Facility	\$2,155.92	1,000 Sq Ft	Fee Increase ENRCC 2.70%
Other uses option	\$386.92	Trip	Fee Increase ENRCC 2.70%

DEVELOPMENT IMPACT FEES

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT
TYPE OF FEE	DEVELOPMENT FEE FOR SINGLE FAMILY RESIDENCE
Fire, Police, Water, Wastewater, Parks	\$9,542.84
Circulation	\$4,532.71
Storm Drainage	\$619.22
Refuse	\$576.22
Total	\$15,270.99

SANITARY SEWER AREA	BENEFIT DISTRICT PER ACRE
9th Ave Area of Benefit District (10th Ave to	
Area generally south of Hanford-Armona Road	\$990.64
Area located Between Hanford-Armona Rd and Lacey Blvd	\$1,472.62
Areal located between Lacey Blvd and Grangeville Blvd	\$2,218.51
Area located between Grangeville Blvd and Hwy 43	\$3,059.10
12th Ave Area of Benefit District (11-1/2 Ave	
Area generally south of Hanford-Armona Road	\$684.70
Area located Between Hanford-Armona Rd and Lacey Blvd	\$1,056.91
Area located between Lacey Blvd and Grangeville Blvd	\$1,437.01
Area located between Grangeville Blvd and Fargo Ave	\$1,909.36
Area located between Fargo Ave and Flint Ave	\$2,643.51

COMMENT
Fee Increase ENRCC 2.70%
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Fee Increase ENRCC 2.70%

DEVELOPMENT IMPACT FEES

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT		
IMPACT FEE CREDITS FROM WATER, WASTEWATER AND STORM DRAINAGE IMPACT FEES			
ITEM	CREDIT PER UNIT	UNIT	COMMENT
Water:			
8" Pipeline	\$77.23	Lineal Foot	Fee Increase ENRCC 2.70%
12" Pipeline	\$205.83	Lineal Foot	Fee Increase ENRCC 2.70%
18" Pipeline	\$249.83	Lineal Foot	Fee Increase ENRCC 2.70%
Groundwater Well (1,500 gpm)	\$1,426,008.52	Each	Fee Increase ENRCC 2.70%
Pump Station (3 @ 3,100 gpm)	\$4,755,899.08	Each	Fee Increase ENRCC 2.70%
Pump Station (4 @ 1,400 gpm)	\$3,253,474.19	Each	Fee Increase ENRCC 2.70%
Storage Tank (1.5 MG)	\$4,063,217.59	Each	Fee Increase ENRCC 2.70%
Land for Storage Tank or Well	\$47,523.36	Acre	Fee Increase ENRCC 2.70%
Wastewater:			
8" Gravity Main	\$211.48	Lineal Foot	Fee Increase ENRCC 2.70%
12" Gravity Main	\$358.25	Lineal Foot	Fee Increase ENRCC 2.70%
15" Gravity Main	\$375.53	Lineal Foot	Fee Increase ENRCC 2.70%
18" Gravity Main	\$405.39	Lineal Foot	Fee Increase ENRCC 2.70%
21" Gravity Main	\$439.95	Lineal Foot	Fee Increase ENRCC 2.70%
24" Gravity Main	\$457.23	Lineal Foot	Fee Increase ENRCC 2.70%
27" Gravity Main	\$527.94	Lineal Foot	Fee Increase ENRCC 2.70%
30" Gravity Main	\$620.65	Lineal Foot	Fee Increase ENRCC 2.70%
36" Gravity Main	\$771.48	Lineal Foot	Fee Increase ENRCC 2.70%
18" Force Main	\$361.64	Lineal Foot	Fee Increase ENRCC 2.70%
Lift Station	\$1,642.88	GPM	Fee Increase ENRCC 2.70%
Storm Drain:			
12" Pipeline	\$114.06	Lineal Foot	Fee Increase ENRCC 2.70%
21" Pipeline	\$260.84	Lineal Foot	Fee Increase ENRCC 2.70%
24" Pipeline	\$307.97	Lineal Foot	Fee Increase ENRCC 2.70%
30" Pipeline	\$378.66	Lineal Foot	Fee Increase ENRCC 2.70%
36" Pipeline	\$449.38	Lineal Foot	Fee Increase ENRCC 2.70%
42" Pipeline	\$520.08	Lineal Foot	Fee Increase ENRCC 2.70%
48" Pipeline	\$614.36	Lineal Foot	Fee Increase ENRCC 2.70%
60" Pipeline	\$708.63	Lineal Foot	Fee Increase ENRCC 2.70%
96" Pipeline	\$1,205.14	Lineal Foot	Fee Increase ENRCC 2.70%
Retention Basin (0 to 5 acre feet)	\$39,254.39	Acre Foot	Fee Increase ENRCC 2.70%
Retention Basin (Over 5 to 10 acre feet)	\$23,435.50	Acre Foot	Fee Increase ENRCC 2.70%
Retention Basin (Over 10 to 20 acre feet)	\$13,336.05	Acre Foot	Fee Increase ENRCC 2.70%
Retention Basin (Over 20 acre feet)	\$8,098.17	Acre Foot	Fee Increase ENRCC 2.70%

DEVELOPMENT IMPACT FEES

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT		
IMPACT FEE CREDITS FROM CIRCULATION AND PARKS IMPACT FEE ACCOUNTS			
ITEM	CREDIT PER UNIT	UNIT	COMMENT
Circulation- Arterial and Major Arterial Street			
Median Curb (both sides)	\$23.76	Lineal Foot	Fee Increase ENRCC 2.70%
Median Concrete (16' wide)	\$190.10	Lineal Foot	Fee Increase ENRCC 2.70%
Pavement (one side- 22' wide)	\$94.56	Lineal Foot	Fee Increase ENRCC 2.70%
Right of Way in Exceeding 42' Wide Half Street	\$2.45	Square Foot	Fee Increase ENRCC 2.70%
Circulation- Collection Street			
Pavement (one side- 18' wide)	\$67.43	Lineal Foot	Fee Increase ENRCC 2.70%
Circulation- Street Intersections			
Traffic Signal	\$475,233.60	Each	Fee Increase ENRCC 2.70%
Intersection Improvements (full)	\$475,233.60	Each	Fee Increase ENRCC 2.70%
Parks- Must be Identified in General Plan			
Park Improvements	\$218,910.60	Acre	Fee Increase ENRCC 2.70%
Land for Park	\$106,927.56	Acre	Fee Increase ENRCC 2.70%

PUBLIC WORKS DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
APPLICATION/PERMIT		
Public Street and Infrastructure Improvement Plan Review/Inspection Fee		
6% of the first \$5,000 of improvement costs or fraction thereof		No changes
5% of the next \$20,000 of improvement costs or fraction thereof		No changes
4.5% of the next \$75,000 of improvement costs or fraction thereof		No changes
3.5% of the next \$150,000 of improvement costs or fraction thereof		No changes
2% of all amounts of improvement costs over \$250,000		No changes
Water Meter Inspection Fee (all land uses) per meter	\$85.00	No changes
Backflow Prevention Assembly Inspection Fee (all land uses)	\$80.00	No changes
GRADING PLAN REVIEW		
Residential: Single Family Residence	\$1,050.00	No changes
Two or Three Units	\$1,800.00	No changes
Four through Eight Units	\$3,050.00	No changes
Eight or More Units	\$4,400.00	No changes
Commercial: Sites less than one-half acre	\$2,700.00	No changes
Sites from one-half to one acre	\$4,200.00	No changes
Sites one to five acres	\$5,700.00	No changes
Sites over five acres	\$5,700 plus \$85/acre	No changes
Permit Extensions	\$25.00	No changes

PUBLIC WORKS DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
ENCROACHMENT PERMIT		
Annual Permit	\$250.00	No changes
Annual Permit (Utilities)	\$1,000.00	No changes
Annual Permit (Trees)	\$900.00	No changes
Regular Encroachment Permit	\$50.00	No changes
TRANSPORTATION PERMIT		
Annual Permit	\$90.00	No changes
Regular Transportation Permit	\$16.00	No changes
MISCELLANEOUS		
Construction Water Meter Deposit	\$1,000.00	No changes
Conditional Watering Permit	\$25.00	No changes
Pool Drain Permit	\$25.00	No changes
Street Banner Permit	\$100.00	No changes

REFUSE DEPARTMENT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
Temporary Bin Rental		
1YD (4 Empties per month)	\$78.23	Newly added to schedule
2YD (4 Empties per month)	\$98.37	Newly added to schedule
3YD (4 Empties per month)	\$118.53	Newly added to schedule
Trash Can/bin services		
Delivery/Exchange Startup Fee	\$20.00	Newly added to schedule
Removal for Discontinued Refuse Service	\$66.00	Newly added to schedule
Special Event Can Services		
Delivery Fee (for each eighteen (18) 96 gallon containers up to 54 event cans)	\$26.00	Newly added to schedule
Empty Fee (per container per empty and disposal of waste)	\$11.44	Newly added to schedule
Cleaning Fee (per container to clean and restock)	\$2.08	Newly added to schedule
Special Event Bin Services		
Delivery Fee (each bin up to five (5) 2yd or 3yd commercial bins)	\$26.00	Newly added to schedule
Empty Fee (per 2yd bin)	\$23.92	Newly added to schedule
Empty Fee (per 3yd bin)	\$27.08	Newly added to schedule
Cleaning Fee (per container to clean and restock)	\$15.60	Newly added to schedule

AIRPORT

FEE NAME/DESCRIPTION OF SERVICE	FEE AMOUNT	COMMENT
Overnight Parking- Single	\$8 per Night	Newly added to schedule
Overnight Parking- Twin	\$12 per Night	Newly added to schedule
Overnight Parking- Jet	\$20 per Night	Newly added to schedule
Overnight Vehicle Parking inside Airport Perimeter	\$4.25 per Night	No Changes
Airport Tiedown- Long Term	\$50 per Month	No Changes
Covered T-Spaces (1-10 & 20-40)	\$93 per Month	CPI 3.18%
T-Hangar Spaces (11-19)	\$194 per Month	CPI 3.18%
Port-a-Port (1,200 sq. ft. or less)	\$665 per Year	CPI 3.18%
Port-a-Port (1,800 sq. ft. to 2,100 sq. ft.)	\$676 per Year	CPI 3.18%
Hangar Ground Lease (0 to 1,600 sq. ft.)	\$850 per Year	CPI 3.18%
Hangar Ground Lease (1,601 sq. ft. to 2,300 sq. ft.)	\$948 per Year	CPI 3.18%
Hangar Ground Lease (2,301 sq. ft. to 4,500 sq. ft.)	\$1,036 per Year	CPI 3.18%
Hangar Ground Lease (4,501 sq. ft. to 5,000 sq. ft.)	\$1,995 per Year	CPI 3.18%
Hangar Ground Lease (5,001 sq. ft. and above)	\$0.407 per sqft	CPI 3.18%
Heavy Appliance Electricity Surcharge	\$37 per Month	No Changes
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.		
(1) These rates are for the various types of storage units at the airport and are adjusted annually based on the clause contained in the individual agreements. The CPI used for these agreements is the CPIU for the average of LA and SF for April of each		



AGENDA STAFF REPORT

MEETING DATE: 5/16/2024

AGENDA SECTION: GENERAL BUSINESS

SUBJECT:

Approval of professional services agreement with Darden Architects for Phase 1 Planning and Preliminary Project Assessment for a new Public Safety Building for up to \$1,111,645 and appropriation of the same amount of funding in the General Fund.

RECOMMENDATION:

Recommendation: Staff recommends the City Council by motion, Approve a professional services agreement with Darden Architects for Phase 1 Planning and Preliminary Project Assessment for a new Public Safety Building for up to \$1,111,645 and appropriate this funding in the General Fund

Recommended Motion: I move to Approve a professional services agreement with Darden Architects for Phase 1 Planning and Preliminary Project Assessment for a new Public Safety Building for up to \$1,111,645 and appropriate this funding in the General Fund

Alternate Action: Wait on this initial phase of a new Public Safety Building until all funding is identified, (may delay possible grant opportunities and project development).

BACKGROUND:

Due to aging and insufficient facilities, the City has identified a high need for a new facility. Accordingly, the City issued a Request for Proposals (RFP) for Architectural & Engineering Design Services for a new Public Safety Building (Police Department and Fire Administration). This proposal sought architectural/engineering design services to assist the City in the planning, design, and construction phases of the building project, including detailed layout design and final construction documents for a modern Public Safety Building that meets current and future industry standards.

The RFP was issued September 1, 2023 and closed October 12, 2023. One proposal was received by Darden Architects (Fresno, CA) and was reviewed and evaluated by a committee. The average score was a 87.5 out of 100. After a final meeting with Darden in November 2023 staff believes the firm is well suited for this project. Authorization to proceed has been delayed while other projects demanded priority over this, and most importantly, the City awaited draft financial statements to confirm funding availability.

Although funding has not been identified for all phases of this project, which could range in costs of up to approximately \$60 million (including all costs such as preliminary design, land, design and construction), staff recommends that City Council consider beginning the initial planning phase of this project. This initial phase of the project will help the City understand the scope of the needs, which will include land acquisition and development of the project to be as 'shovel ready' as possible while

funding can be identified. A 'shovel ready' project is typically needed in pursuit of grant funding which, although not currently identified, could be a potential opportunity in the future or if additional funding is realized through a potential revenue measure.

The proposer was responsive to the request of the proposal seeking a comprehensive design approach, encouraging innovation and creative solutions from a multi-discipline design team. Disciplines required include, but are not limited to: Civil, Landscape, Structural, Architectural, Mechanical, Plumbing, Electrical, Specialties (including but not limited to: voice/data wiring, telephone, equipment, radio equipment, force protection, fire protection, lightning protection) and public safety administration furnishings, fixtures and equipment. This process requires life cycle cost analysis and basis of design reports of key building systems early in the design process to support the ability of the City to make appropriate choices to balance the myriad of demands that are part of each building project.

The following characteristics are crucial components that were considered in staff's recommendation:

- **Public Safety Building (PSB)** – Experience in working with Public Safety Buildings, meeting all statutory requirements and building regulations is an essential requirement of this project. Key factors will include building orientation and placement on the site, security, views, sustainability and options for future expansion to accommodate growth of the City of Hanford.
- **Design Quality** – The project will become part of the public safety facilities that must serve the needs of the City of Hanford for many years. This project must be sensitive to the environment and enhance the surroundings. The materials and configuration must conform to established City design standards. They should contain and develop spaces conducive to public safety personnel and the community.
- **Building Flexibility** - Program needs, space assignments, need for services, and other concerns drive renovation and reconfiguration needs. The flexibility to incorporate change needs to be built into the project.
- **Minimize Total Lifecycle Costs** – The City will own the facilities being developed on their behalf for their entire life cycle. They must provide an appropriate setting for their purpose for decades. These facilities need to be built to minimize the total cost of ownership, and not simply the lowest initial cost.
- **Energy Usage** - Energy efficiency is an important component in the effort to minimize the total cost of ownership. City projects should exceed the energy code requirements and standards (i.e., Title 24, ASHRAE 90.1) to minimize total life cycle cost. While some spaces are exempt from Title 24 requirements due to programmatic content, all building systems and other spaces not directly impacted by the program concerns must at a minimum be fully compliant with Title 24.
- **Building Maintenance** - Building systems and equipment should be efficient in operation and be configured to be accessible for maintenance, repair, or replacement with minimal disturbance to occupied spaces. Ease of operation should be considered when selecting building systems.

Darden is among the largest Architectural firms in Central California offering a comprehensive staff of 51 practiced industry professionals based in Fresno, CA. The final deliverable of this Task is a site layout for the new building that responds to site constraints, including utilities locations, Finance and Planning Division requirements, and most importantly the needs of the Public Safety Departments. The potential timeline for delivery of this project is within one year.

The firm has done projects similar to this in several cities, most recently at neighboring City of Visalia for development of its Civic Center/Public Safety Facility as well as their Emergency Communications Center.

FISCAL IMPACT:

Due to one-time revenues, revenue increases and expenditure savings, staff can recommend this project proceed (should City Council desire) from the available unrestricted General Fund balance.

Based on draft financial statements at the time of this report, the City's General Fund has improved its unrestricted fund balance from about \$3.2 million (Fiscal Year 2022) to about \$7 million (Fiscal Year 2023) which is about a 15% reserve. Although this is not at the 35% reserve goal established by City Council, it is a good improvement. This increase is due to one-time revenues and expenditure savings, and has helped improve the City's financial condition which, per Council resolution, may be used on one-time special projects if the Council desires.

ATTACHMENTS:

1. Project Scope - Darden

DARDEN DESIGN PROCESS

LISTEN

Our design process is collaborative with the City and within the office. It is our desire with every project to listen to the goals and objectives of the City and enhance them with our knowledge and experience. We begin each process by hosting a series of meetings to learn from the City and City officials, understand the local and cultural context of the project, analyze existing documents, and begin to explore design trends and inspiration as well as moments within the project that can be emphasized with creative and novel design solutions.

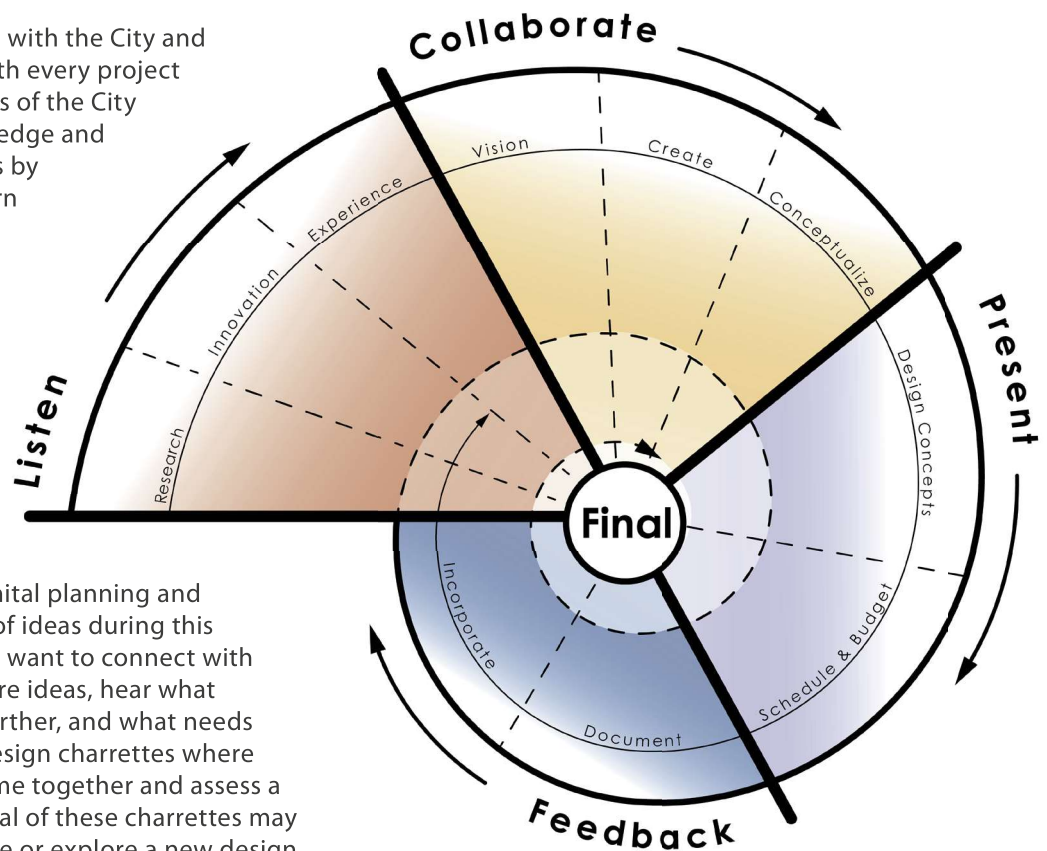
COLLABORATE

From there, we begin to develop initial planning and design concepts. Communication of ideas during this phase is loose and changeable. We want to connect with the City and City stakeholders, share ideas, hear what works and should be developed further, and what needs to be improved. This can include design charrettes where members of staff are invited to come together and assess a design or planning project. The goal of these charrettes may be to overcome a specific challenge or explore a new design concept. In addition to developing unique design solutions for the City, working in this way provides opportunity for professional growth and training in the creative design process and gives up-and-coming individuals the chance to exercise their design ethos. Often City officials will elect to attend these design charrettes, and we welcome this involvement and the chance to garner input and receive in-the-moment feedback.

PRESENT

Our process for producing documents begins with moving the concept from these collaboration sessions to a 3D visualization program. This allows our Architects and designers to quickly create multiple design options. Depending on the project, the options may be produced based on a number of themes. For instance, a modern design solution might be presented alongside a traditional or historically contextual design option.

We present the schematic design concepts as well as the associated schedules and budgets for each option to the City officials in clear, concise presentations accompanied by detailed renderings and 3D and 360-Degree visualizations.



FEEDBACK

We recognize that every project is unique, and that each individual in the firm has their own voice. It is our desire to share with the City an array of viable options and images for the project, and allow them to respond freely. This feedback from the City starts the process of learning over again, and the design direction is refined to carry through the elements that are working and eliminate those that are not.

There is also an aspect of active collaboration with our in-house estimating, interior design studio, and sustainability coordinator during design. Through each phase this dynamic design cycle is repeated. The design team understands the importance of communication with the City. We know how priorities can shift and change over the life of a project and we want to remain responsive to those changes.

This entire process results in a comprehensive project team that is up-to-date and can be brought together on incredibly short notice to meet even the most demanding challenges and project development deadlines.

PHASE 1 – PLANNING & PRELIMINARY PROJECT ASSESSMENT

This initial phase of planning is vitally important to gather information from the end-users and City leadership. We will be conducting several meetings, including those required in the RFP with the intention of developing a needs list for the project that will be used as guideposts for refining the program and layout in subsequent tasks. Over the next few pages, you will see images of the process that we took to design the new Reedley College McClarty Center for Fine and Performing Arts.

1. Kick-off Meeting: The first meeting will include the review of the work plan for the first 100 days of the project. This is to make sure everyone is aware of their responsibilities to help bring to fruition a process that exceeds everyone's expectations. This will result in a successful project that more than meets the goals and objectives.
2. We will ensure effective communication throughout the project development and adhere to proper protocols.
3. We will begin by meeting with the City's Planning Division and Engineering Division to understand the design standards and site constraints. We intend to address space needs, number and function of staff members, utilities needs, entrances and exits, adjacencies, and all other important considerations related to the efficient operation of these important departments.
4. Our project team will conduct a walk through of the various potential project sites that are identified by the Core Project Committee. Project cost savings and optimal functionality can be effected significantly by eliminating redundancies and understanding the processes of work conducted at these facilities.
5. Our team will review the previous space needs study that we prepared as a preliminary planning measure for the Civic Center plan and Emergency Communication center and work with the City project leadership to confirm and update this information as a useful tool in planning the project.
6. The culmination of Task 1 will be a detailed needs assessment statement and presentation to the Core Project Committee, covering all input from the Planning Division and Engineering Division staff, and the results of our tours.

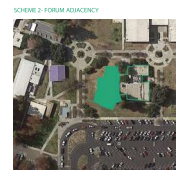
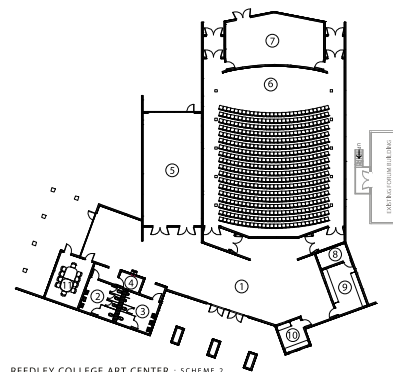
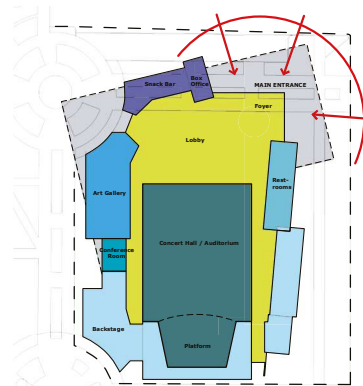
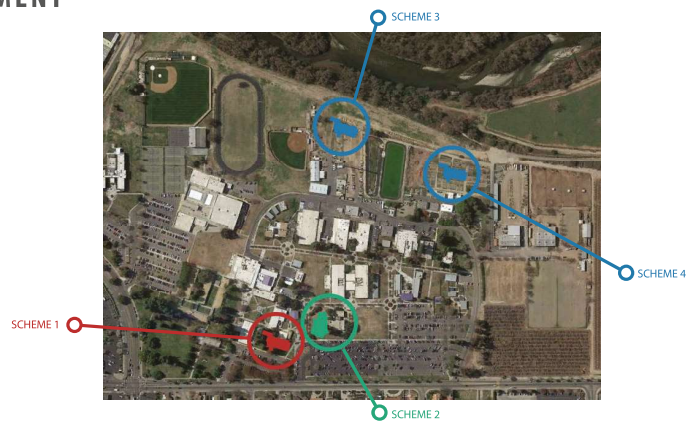


PHASE 1 – PLANNING & PRELIMINARY PROJECT ASSESSMENT

TASK 1 - SITE ASSESSMENT & RECOMMENDATION

The next step in the process is to gather information on the site including studies surveys and testing and synthesize with input from task one and apparent site restrictions to determine the optimal site layout for the new building.

1. Our team will work with City leadership to perform the necessary investigations into existing utilities, easements, right of way, and any other items relevant to the development of the property. This includes reviewing the entire remained of the site up to E. Goshen Ave.
2. We will coordinate with our Civil Engineer to conduct any necessary surveys and studies into the location of utilities. If necessary our team will conduct the topographical survey. If this information is already complete or partially complete, we can provide update and add to the project site information package.
3. The design team will conduct meetings with core project leadership from the City as well as Public Safety and Finance Department leadership to share what we've learned about the existing site conditions and develop a layout plan for the new building that will meet the needs of the end users.
4. It is vitally important that we are mindful of the existing Civic Center master plan in our site layout of this building. We understand this development is the future "heart" of the City of Hanford and we want to respect the validity and motivation behind decisions that were made as part of that plan.
5. The final deliverable of this Task is a site layout for the new building that responds to site constraints, including utilities locations, City Planning Department requirements, and most importantly the needs of the Public Safety and Finance Departments. This will be presented to core project leadership for review and approval.



1 - LOBBY	2,532 sf
2 - MEN'S RESTROOM	202 sf
3 - WOMEN'S RESTROOM	214 sf
4 - JANITOR	61 sf
5 - ART GALLERY	1,131 sf
6 - RECTORIAL HALL (200-300)	4,134 sf
7 - PRODUCTION STORAGE	624 sf
8 - STORAGE	88 sf
9 - CONCESSIONS	263 sf
10 - BOX OFFICE	134 sf
11 - CONFERENCE ROOM	292 sf
TOTAL	9,709 sf

TASK 2 SPATIAL NEEDS ASSESSMENT

It is our part of our methodology to design the building "from the inside out" while allowing the selected site to direct the orientation and massing of the project. As these two efforts come together, they arrive at the skin of the building when Schematic Design begins.

1. The program of the building will include actual square footage needs of each program inclusion. These allocations will be refined through discussion with project leadership.
2. Our team will consider the vast list of operational information including workload projections, staffing requirements, security, technology, etc. We will draw on what we learned from our interviews with the user groups, utilizing valuable information on departmental missions, staffing, space, and functional requirements.
3. Our team will review all the previously published documentation and will make provisions to future-proof the buildings for the next fifty years. As was requested in the RFP, the space planning will also include additional planning for future expansion of Public Safety and Finance departments.
4. Darden will provide at least two alternative conceptual floor plans that reflect the space needs analysis for review and approval by the City prior to proceeding to Schematic Design.

PHASE 1 – PLANNING & PRELIMINARY PROJECT ASSESSMENT

TASK 3 - SCHEMATIC DESIGN:

We recognize that active collaboration from the beginning stages of a project can contribute to optimal programming, attractive aesthetics, cost savings, thoughtful budgeting, reduced change orders, accelerated approvals, and a positive “team” mind-set. During the Schematic Design phase we begin to give form to the goals, objectives, information, direction and requirements that came out in the planning phases. The process of creating design concepts in schematic design is active and exciting. The style of communication of ideas during this phase is loose and changeable. We want to share ideas amongst team members and city leadership, and hear what works and should be developed further, and what needs to be improved.

The process of design entails balancing the aesthetic aspirations of the client with the financial constraints the team is presented with. It is human nature to want the best but it is our responsibility as stewards of the public funds to provide the most functional and beautiful building for the budget.

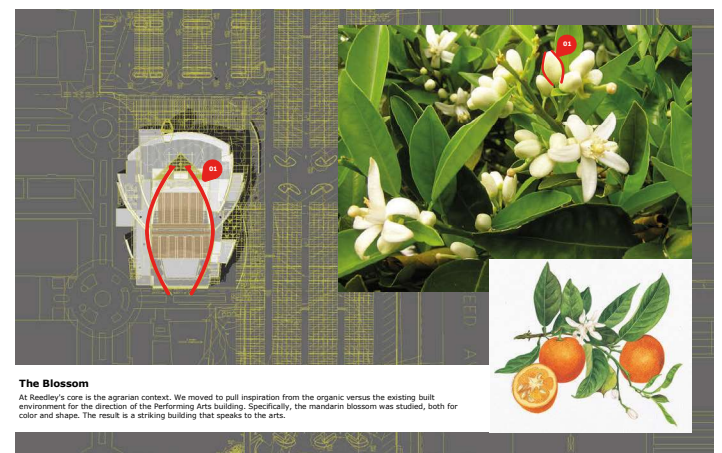
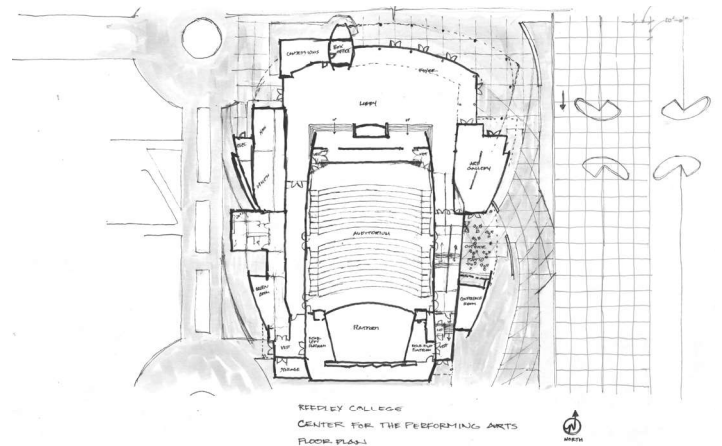
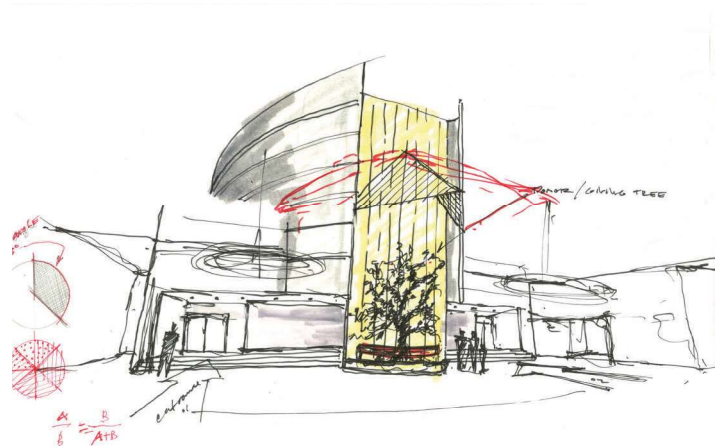
It must be designed with maintenance and energy efficiency in mind. We will meet with the maintenance staff from the city to incorporate similar products in the building to underscore uniformity of product purchasing and servicing. We will explore cost saving measures that may cost pennies more today but save dollars down the road.

How does Darden view design?

- Balancing today and tomorrow.
- Balancing art and engineering.
- Balancing budgets with civic heritage.
- Balancing the cutting edge with the familiar.

This is what Darden Architects does with school districts, cities, and public agencies all over the state of California.

We work with clients to be their visions to reality. As it relates to Hanford, we are collectively looking for the ‘aesthetic echo’ for the Public Safety Building. We are looking to design a new building, that reflects the scale, texture, history and personality of the town. These structures need to belong in Hanford and nowhere else. Again, the search for new buildings that look familiar.



PHASE 2 - DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS

The design development & construction document phase will commence after successful completion of the Phase One efforts. These efforts are more clearly identified in the Scope of Services for they are greatly detailed. Suffice to say that the Design Development phase is really the threshold from the concept designs to the actual contract documents that are the legal documents.

Through this process, the entire A/E team will use traditional and technologically advanced systems to methodically research and begin the documentation process that will result in the final design. During this phase we will address and solve the most challenging aspects of the building design first by utilizing the most advanced construction technology. We will explore constructability, energy efficiency, maintenance concerns and life cycle cost analysis. All will be used to help us identify, select and include building materials and systems that can achieve the aesthetic goals for the project while also being a good steward of the City's current and future resources. Cost estimates will be updated with input from local contractors and suppliers assuring the project scope and budget are aligned and the desired design outcomes are achieved.

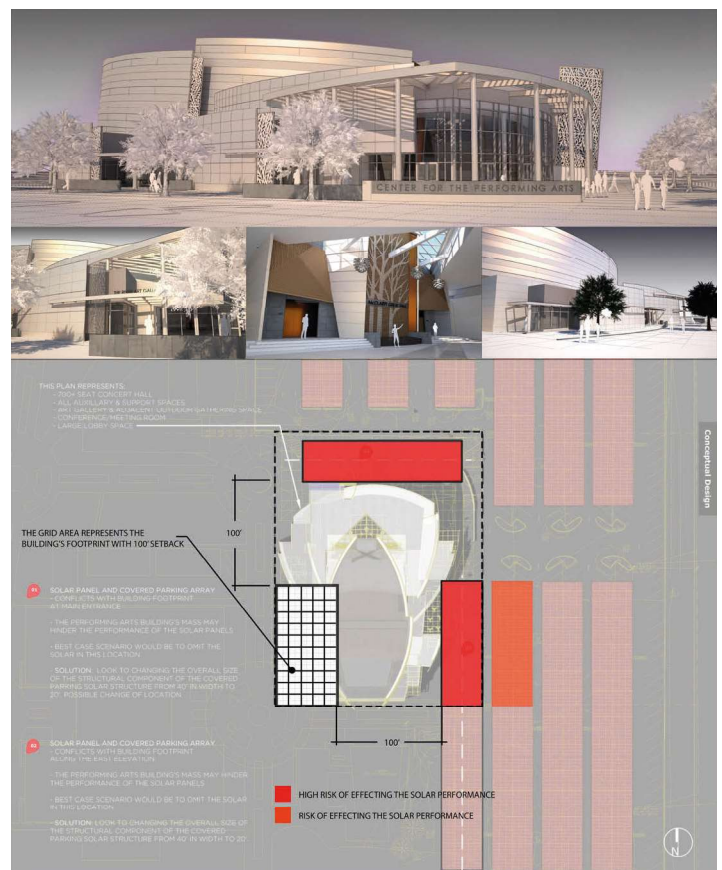
All of our projects are developed using Building Information Modeling (BIM) Software, the most advanced contract documentation software. Revit is our BIM platform. BIM is a three-dimensional, real-time, dynamic building modeling software used to increase accuracy in building design and construction. The process produces the Building Information Model, which encompasses building geometry, spatial relationships, geographic information, quantities and properties of building components. This tool also allows key stakeholders to become more engaged in the design process, resulting in a more collaborative design effort. Our use of the most current Building Information Modeling software to produce construction documents results in remarkably low change order rate. With Darden Architects' BIM expertise, you can benefit through:

- Quick design alternatives
- Improved discipline and document coordination
- 3-D visualizations
- ("Clash Detection")
- Specification integration
- Accurate space and area analysis

Our 3D modeling software runs seamlessly with (BIM) and is used to show the client a clear vision of what their project may look like at completion. The advantages of our in-house capabilities minimize misconceptions that may occur when viewing the traditional 2D elevation or floor plan.

All the disciplines are woven together collectively in a multi-disciplined approach. In order to obtain the balance of function, form, and financial constraints, all the disciplines need to be involved to refine their own field of endeavor. This will keep any one discipline from being over-designed at the expense of another building feature.

Darden will continually address the cost estimation, schedule, and constructability issues. We will engage with the City in periodic meetings to address issues as they arise. We will communicate early as challenges become known. We will work with the highest ethical standards and at a level of services that we ourselves would expect.



PHASE 3 - CONSTRUCTION AND PROJECT COMPLETION

BIDDING AND CONSTRUCTION ADMINISTRATION:

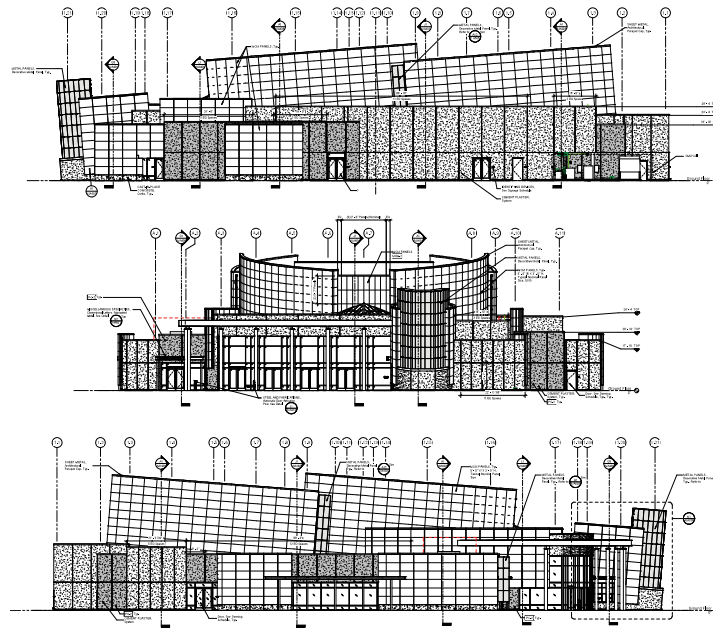
"How is bidding and construction managed?"

Once Construction begins the Architect will be on site weekly observing the progress of the work. We prefer at least weekly job site meetings. The Architect will work with the Contractor and City to prepare and clarify the agenda, meeting minutes and reports as outlined in the RFP. This high level of presents on site allows us to examine the work and make our expectations clear to the contractor and inspectors for the upcoming work. We know the best way to prevent change orders during construction is to prepare complete concise well coordinated contract documents and check them thoroughly. Clear and concise documents will provide financial savings through:

- Shorter plan reviews
- More accurate bids
- Minimized problems in the field during construction
- A lower number of change orders

During construction we prefer to maintain a high degree of presence on site thereby increasing communication and heading off potential issues. When an issue arises during construction we address them promptly and document the solution completely. It is essential to be thorough to prevent small issues from becoming larger problems.

The architectural/engineering team will promptly review and process the contractor's shop drawings, RFI's submittals, and samples to determine if they meet the design intent of the bid documents. The architect will be responsible for reviewing and approving the Certificate of Payments for completed work. We will work closely with the Construction Manager, City representatives and Commissioning agent to be sure the project is properly closed out.



PROJECT FOLLOW THROUGH

"The project is complete, now what?"

Darden Architects and our consultants are committed to delivering a functional building and providing service long after the project is complete. Our team will remain available to answer questions or address issues that may arise after occupancy. We can provide training if needed after the project is completed to assure the building is operating and being operated properly. We seek a long and trusted professional relationship built and based on competency and consistency.

CONSTRUCTION COST ESTIMATING

At the beginning of each project, a project estimate model is developed. This model lists and estimates the cost of each key component of the project. As the program is refined and design begins, we constantly refer to the model for changes. Monitoring the project budget throughout the course of the work keeps all parties to the contract apprised of how their work stands with the project budget. Cost estimates are prepared for the client's approval at the end of the Schematic Design, Design Development, and Construction Documents phases. Success with project cost control stems from our approach and from having accurate information on which to base our estimates of cost. Cost information comes from three primary sources:

- **EXPERIENCE**

Our 60 years of experience with educational facilities enables us to make empirical judgments regarding the cost of various designs, construction materials and methods.

- **INTERNAL COST DATA SYSTEM**

We maintain complete and accurate information concerning costs for materials, labor, and building systems, specifically for facilities of this type. We have access to a large database resulting from numerous bid results. Our information is updated with each project and adjusted periodically to changes in the marketplace. We also use the following cost estimating resource computer publications: Current Construction Costs published by Saylor Publications, Inc., and Means Cost Works published by RS Means.

- **IN-HOUSE COST ESTIMATORS**

With our in-house, full-time Construction Cost Estimators/Schedulers, Patrick Bares & Ron Ewy, we have the capability to develop or evaluate project estimates and schedules. Pat and Ron have a combined 61 years of Industry experience.

Darden Architects has maintained a track record of bringing complex projects under budget with a minimum of contract change orders, we expect the same to be true for the City of Hanford's projects.

CHANGE ORDERS

Darden Architects works hard to prevent change orders. We are proud of our strong record, completing projects on time and within budget with exceptionally low percentages of change orders. We achieve this through:

- Preparing complete, concise, well-coordinated documents, and checking them thoroughly
- The efforts of architectural staff experienced with the requirement for educational facilities
- Strong presence on-site and timely attention to Contractor requests
- Looking ahead during construction and making our expectations clear to the Contractor

This proactive approach is effective at recognizing issues before they can develop. When problems do arise, we act quickly and document thoroughly to minimize any financial or schedule impacts. Just as it has for our other school district clients, our exceptional results will reflect well on the efforts of the City's facilities committee.



Turlock High School Science Building
Turlock Unified School District

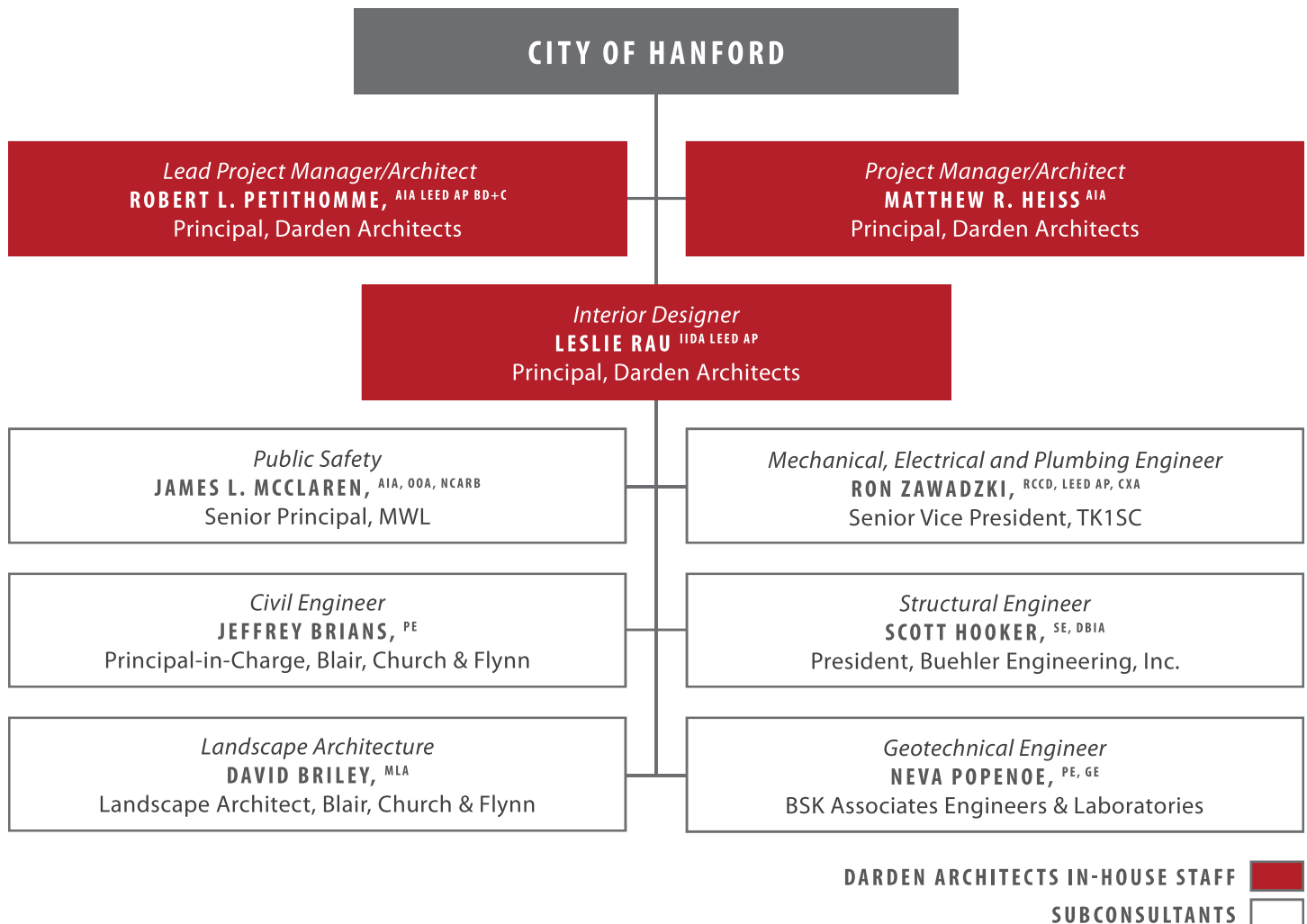


PROPOSED PROJECT TEAM

The Design Team's most valuable resources are its people. Our knowledgeable personnel bring to the City of Hanford hands-on experience providing services on educational projects throughout California. We are committed to fostering a close professional relationship with the City.

Consulting firms are selected for their expertise in performing the particular task at hand. Each firm that is considered is of proven ability, and has a proven track record of working together with Darden, forming an invaluable team to meet our clients' needs.

The Project Architect and their team will stay with the project from start to finish in order to maintain ease of communication and continuity in decision-making. The Project Architect for a given project will be determined from those listed below based on relevant experience and availability. The following project team will provide attention to detail from design stage through construction and post-occupancy:





AGENDA STAFF REPORT

MEETING DATE: 5/16/2024

AGENDA SECTION: GENERAL BUSINESS

SUBJECT:

Award and authorization for the City Manager to enter into a professional services agreement with Randle Communications (Sacramento, CA) for \$72,500 for potential ballot measure information outreach services and appropriate the amount in the General Fund.

RECOMMENDATION:

Recommendation: Staff recommends that the City Council, by motion, Award and Authorize the City Manager to enter into a professional services agreement with Randle Communications (Sacramento, CA) for \$72,500 for potential ballot measure information outreach services and appropriate the amount in the General Fund.

Recommended Motion: I move to Award and Authorize the City Manager to enter into a professional services agreement with Randle Communications (Sacramento, CA) for \$72,500 for potential ballot measure information outreach services and appropriate the amount in the General Fund.

BACKGROUND:

In response to City Council's action to form a Revenue Measure Committee (RMC) and subsequent recommendation by the RMC that there is a need for a revenue measure, in a formal Request for Proposal process, staff solicited proposals for information outreach efforts for a potential revenue measure. The RFP was issued March 14, 2024 and closed on April 12, 2024.

Three proposals were received and subsequently evaluated by an internal evaluation committee. Randle Communications, Sierra Pacific Strategies, and William Berry Campaigns (WBC) submitted by the deadline and were responsive to the RFP. Below in Table 1 is a summary of the proposals and ranking out of a maximum potential of 100:

Table 1: Evaluation Summary

RFP 2024-10 Information Consultant		
	Average	
Randle	88	
WBC	81	
Sierra Pacific	51	

Based on the evaluation scoring and a final interview, staff recommends that City Council award and authorize execution of an agreement with Randle Communications for consulting services for potential ballot measure information outreach. The firm is familiar with local ballot measures and knowledgeable about getting information out to constituents in compliance with legal restrictions. Randle, will assist staff to get factual information out to city stakeholders while avoiding prohibited advocacy.

FISCAL IMPACT:

If approved, \$72,500 will be appropriated in the General Fund for this information outreach project. In addition, to these costs any hard costs for auxiliary items such as handouts, web design or other outreach may be required as well. This cost would be covered by potential expenditure savings within all departments operational budgets in FY24, and/or available fund balance in the General Fund.

ATTACHMENTS:

1. Cost Proposal Attach

EXHIBIT “A”

Scope, Timeframe, and Compensation for Services

RANDLE
COMMUNICATIONS

APRIL 12, 2024

City of Hanford

PROPOSED FEE STRUCTURE AND SCHEDULES

BALLOT MEASURE INFORMATION
CAMPAIGN CONSULTANT
NO. 2024-10

SUBMITTED BY RANDLE COMMUNICATIONS



10. Fee Structure and Schedule

Randle is providing the City of Hanford with its most senior and experienced local ballot measure team. Included below is the proposed compensation rate and structure for the scope of services, including a breakdown of professional service fees, hard cost approach, and billing rates.

10.1 Professional Services Fees: Compensation Rate and Structure

Randle is an all-in-one communications partner, so rather than pricing based on tasks we manage projects and the overall workload based upon the agreed scope with a flat monthly retainer to ensure staff resources are allocated in alignment with the ongoing needs of our clients.

The section immediately following covers the cost of services, and these rates are inclusive of the collective staff time needed to fully execute our tactical approach. This includes all planning, content development, execution, coordination, strategy, and administrative services outlined in our proposal. Should Randle be selected, we will work with the City to tailor an overall budget proposal that aligns with the City's project needs.

Randle recommends a six-month term (May - November) to complete the services outlined in the scope of work, and proposes a flat monthly retainer structure outlined below:

Professional service fees are broken down by the following retainer per month:

- May 7 to May 30: \$10,000/month
- June 1 to July 31: \$15,000/month
- August 1 to September 30: \$10,000/month
- October: \$7,500/month
- November: \$5,000

Total Professional Service Fees: \$72,500

General Business Expenses: General business expenses (travel, lodging, media monitoring, office expenses, etc.) will be billed as incurred and approved by the City of Hanford in advance.

Should additional services be requested by the City that fall outside of the agreed upon scope of work, Randle will work with the City to develop a cost proposal for those services at either whole project amount or hourly rate. Our hourly rates are included in Section 10.3.

10.2 Hard Costs

Additional Hard cost recommendations including those outlined in our proposal will be determined in concert with the City project team and Randle will provide recommendations based on research and community surveys. Upon selection and review of survey results, Randle will develop a detailed hard cost proposal that to ensure the most judicious use of City of funds needed to conduct an effective and efficient community education effort.

Hard costs may include the following:

- Mailing lists
- Printing costs
- Translation services
- Text messaging services
- Digital ad placement
- Community event space rental fees

This investment would help ensure the content reaches its intended target audiences and helps drive turnout at community events. Any hard costs are excluded from the proposed professional service fees above and would be presented to the City for approval prior to any work being conducted.

10.3 Hourly Billing Rates

Our current non-retainer billing rates are included below, and Randle can work with the City to craft a project-based scope of work for any ad-hoc services that are requested or need to be executed.

Title	Hourly Rate	Title	Hourly Rate
President and CEO	\$425	Innovation & Content Senior Strategist	\$225
Partner	\$375	Creative Services Specialist	\$225
Senior Vice President	\$340	Account Executive	\$210
Director	\$290	Assistant Account Executive	\$200
Strategic Communications Manager	\$265	Creative Services Coordinator	\$140
Account Manager	\$265	Account Coordinator	\$140
Senior Account Executive	\$265	Video Production Assistant	\$140
Digital Media Strategist	\$265	Chief Financial Officer	\$140
Creative Director	\$290	Support Staff	\$90

Hourly based services shall be billed to the City in increments of one-quarter of an hour.

10.4 Conflict of Interest

Randle has thoroughly evaluated all aspects of the project and determined there is no conflict of interest with current clients, nor do we have any financial, business, or other relationship with the City or member of the City staff that may have an impact on the outcome of the project. No clients have any financial interest in the outcome of the project.



AGENDA STAFF REPORT

MEETING DATE: 5/16/2024

AGENDA SECTION: GENERAL BUSINESS

SUBJECT:

Discussion of Council Options and direction from the City Council related to the upcoming vacant Council seat in District B and the existing vacant seat in District C.

RECOMMENDATION:

Recommendation: That the City Council consider the pending resignation of Council member Morrow and discuss the next steps for addressing the Council vacancies in District B, as well as District C, via the Appointment process outlined in Section 36512 of the Government Code.

BACKGROUND:

Ms. Kalish Morrow, District B Council member, has notified the Council that she intends to resign from Council, effective June 7, 2024.

With the pending resignation of Ms. Morrow, Council must now consider how they wish to address the vacant seat that will represent District B in the City of Hanford. Government Code section 36512 governs the process for filling a Council vacancy. That section of the Code provides that the council must, within 60 days from the date of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy.

During the Council agenda item related to the resignation of Ms. Sharp on April 2, 2024, Council was made aware that the requirements of the government code would result in a special election taking place concurrent with the General Election on November 5, 2024. Accordingly, the Council took action to leave the District C seat vacant. The council could take similar action with this pending vacancy.

Given that the resignation of Council woman Morrow would leave the Council with only 3 seated members, staff is recommending that Council move forward with a process to fill both vacant seats through an appointment process. Operating with only 3 council members could prove to be problematic for the purpose of conducting City business in that some matters require 3 affirmative votes, regardless of the number of Council members. Resolutions, Ordinances and Expenditures of funds all require 3 affirmative votes to pass. Additionally, the quorum number for Council business does not change with a vacant seat. As a result, any absence by a single Council member would result in the need to cancel that meeting.

Ms. Sharp's resignation was effective April 9, 2024. Pursuant to the statute, Council only has 60 days to fill the vacant District C seat, which means that an appointment to fill that seat must occur prior to June 9, 2024.

Upon notification by Ms. Morrow that she would be tendering her resignation, she also asked to be a part of the appointment process. Government Code Section 36512(e)(1) indicates that, if the Council decides to fill the vacancy by appointment, Council member Morrow may vote on her replacement if her resignation will go into effect upon the successor's appointment. If Council member Morrow votes on her replacement, pursuant to Code Section 36512(e)(2), she would be prohibited from engaging in certain activities for two years following the appointment. The exact wording of those sections from the Government Code is as follows:

(e) (1) If the city council of a city that elects city council members by or from districts elects to fill a vacancy on the city council by appointment as a result of a city council member resigning from office, the resigning city council member may cast a vote on the appointment if the resignation will go into effect upon the appointment of a successor. A city council member shall not cast a vote for a family member or any other person with whom the city council member has a relationship that may create a potential conflict of interest.

(2) If a city council member elects to cast a vote under this subdivision, the city council member shall be prohibited from the following actions for a period of two years after the appointment of a successor:

(A) Advocating on any measure or issue coming before the city council in which the city council member may have a personal benefit.

(B) Entering into a contract of any kind with the city or a city vendor.

(C) Accepting a position of employment with the city or a city vendor.

(D) Applying for a permit that is subject to the approval of the city council.

(3) This subdivision shall not apply to any city council member who is resigning from the city council due to charges of, or conviction for, corruption or criminal behavior, or who is subject to a recall election.

Appointment

Normally, if the City Council were to decide to appoint a new Council member, it must be done within 60 days. In this case, because Ms. Morrow has requested to be a part of an appointment process, her resignation would become effective with the date of the appointment of the replacement. This timeline does not apply.

Should the City Council decide to appoint a new Council member rather than go through a special election, the Council may choose any selection process at their disposal and, in the interest of time, staff would recommend the following process:

Applicants must be registered voters and reside within the geographical boundaries of District B, within the Hanford City limits. The City Clerk will verify voter registration status upon submission of the complete application. The successful applicant would serve from time of appointment until the results of the November 5, 2024 General Municipal Election are certified by the City Council.

Recommended Appointment Process Schedule

May 16, 2024 At a special meeting, the City Council votes for their preferred process for appointing the two (2) new council members, and directs staff on the process to be used.

May 17, 2024 The City Clerk posts a Notice of Vacancy and invites eligible residents to apply for

the vacant council seat.

May 24, 2024 City Council applications are due to the City Clerk's Office by 5:00pm.

Late applications will not be accepted.

City Clerk notifies applicants as to whether their application is complete and whether they meet the minimum qualifications to hold office in Districts "B" & "C" in the City of Hanford. Applicants who submit incomplete applications, or who, when the application is submitted, do not meet the minimum qualifications to hold office in the City of Hanford will not be eligible to be considered by the City Council.

May 29, 2024 During a Special Meeting of the City Council meeting, the Council will consider the applicants, make a motion to appoint as appropriate, and direct staff to bring back a Resolution of Appointment of the chosen candidates.

June 4, 2024 The City Council adopts a resolution confirming the appointment of the new City Councilmembers, and the City Clerk administers the Oath of Office. A person appointed to fill a vacancy holds office for the unexpired term of the former incumbent, which would end December 31, 2024 or the certification of the November 5, 2024 General Election; whichever date comes first.

Once the City Council has decided to go through the appointment process for a new council member, the Council may choose any selection process at their disposal. Below, is a process that Council could consider. The City Council may accept this process in its entirety, modify the process as it chooses or elect to choose a different process altogether.

Application:

Applicants must be registered voters of the City of Hanford, residing within the City limits. The City Clerk will verify voter registration status upon the submission of the complete application.

Applicants will be asked to submit a candidate statement with their application consisting of no more than 400 words for the City Council to review.

Applications will only be accepted online at www.hanfordca.gov. A Call for applications will be posted on all of the city's social media platforms and website.

All submitted applications will be kept confidential until May 24, 2024 at 5:00 p.m. In accordance with the Public Records Act, applications and attachments submitted are considered public records and will be disclosed upon receipt of a public records request.

Recommended Applicant Selection Process:

The City Council will consider those applicants who have submitted qualifying applications, and each council member may recommend up to one qualified applicant, for each vacant seat, to be considered for appointment by the City Council.

FISCAL IMPACT:

There is no cost involved if the City Council decides to appoint a candidate to fill the vacant seats.

ATTACHMENTS:

1. Morrow Resignation
2. GOV_36512. Special Election Guidelines

Mario Cifuentez

From: Kalish Morrow
Sent: Wednesday, May 8, 2024 7:44 AM
To: Natalie Corral; Mario Cifuentez
Cc: City Council
Subject: Resignation

May 8th, 2024

City Clerk
City of Hanford

With regret, I hereby resign from City Council District B Seat upon appointment of my replacement.

In consultation with the City Manager, this should occur at the City Council regular meeting of June 4th, 2024.

In June, I am relocating, with my family, outside District B boundaries, thus forcing this action.

Thank you for all your great work, I will truly miss being a part of this team serving Hanford.

Kalish Morrow

36512. (a) If a vacancy occurs in an appointive office provided for in this chapter, the council shall fill the vacancy by appointment. A person appointed to fill a vacancy holds office for the unexpired term of the former incumbent.

(b) If a vacancy occurs in an elective office provided for in this chapter, the council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy.

(1) If the council calls a special election, the special election shall be held on the next regularly established election date not less than 114 days from the call of the special election. A person elected to fill a vacancy holds office for the unexpired term of the former incumbent.

(2) If the council fills the vacancy by appointment, the person appointed to fill the vacancy shall hold office pursuant to one of the following:

(A) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general municipal election, the person appointed to fill the vacancy shall hold office until the next general municipal election that is scheduled 130 or more days after the date the council is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(B) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general municipal election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall hold office for the unexpired term of the former incumbent.

(c) Notwithstanding subdivision (b) and Section 34902, a city may enact an ordinance that does any of the following:

(1) Requires that a special election be called immediately to fill every city council vacancy and the office of mayor designated pursuant to Section 34902. The ordinance shall provide that the special election shall be held on the next regularly established election date not less than 114 days from the call of the special election.

(2) Requires that a special election be held to fill a city council vacancy and the office of mayor designated pursuant to Section 34902 when petitions bearing a specified number of verified signatures are filed. The ordinance shall provide that the special election shall be held on the next regularly established election date not less than 114 days from the filing of the petition. A governing body that has enacted such an ordinance may also call a special election pursuant to subdivision (b) without waiting for the filing of a petition.

(3) Provides that a person appointed to fill a vacancy on the city council holds office only until the date of a special election which shall immediately be called to fill the remainder of the term. The special election may be held on the date of the next regularly established election or regularly scheduled municipal election to be held throughout the city not less than 114 days from the call of the special election.

(d) (1) Notwithstanding subdivision (b) and Section 34902, an appointment shall not be made to fill a vacancy on a city council if the appointment would result in a majority of the members serving on the council having been appointed. The vacancy shall be filled in the manner provided by this subdivision.

(2) The city council may call an election to fill the vacancy, to be held on the next regularly established election date not less than 114 days after the call.

(3) If the city council does not call an election pursuant to paragraph (2), the vacancy shall be filled at the next regularly established election date.

(e) (1) If the city council of a city that elects city council members by or from districts elects to fill a vacancy on the city council by appointment as a result of a city council member resigning from office, the resigning city council member may cast a vote on the appointment if the resignation will go into effect upon the appointment of a successor. A city council member shall not cast a vote for a family member or any other person with whom the city council member has a relationship that may create a potential conflict of interest.

(2) If a city council member elects to cast a vote under this subdivision, the city council member shall be prohibited from the following actions for a period of two years after the appointment of a successor:

(A) Advocating on any measure or issue coming before the city council in which the city council member may have a personal benefit.

(B) Entering into a contract of any kind with the city or a city vendor.

(C) Accepting a position of employment with the city or a city vendor.

(D) Applying for a permit that is subject to the approval of the city council.

(3) This subdivision shall not apply to any city council member who is resigning from the city council due to charges of, or conviction for, corruption or criminal behavior, or who is subject to a recall election.

(Amended by Stats. 2015, Ch. 185, Sec. 1. (AB 952) Effective January 1, 2016.)