



CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, February 8, 2023 at 6:00 PM

Kerman City Hall, 850 S. Madera Avenue, Kerman, CA 93630

The Council Chamber will be open to the public. This meeting will also be available for public viewing and participation through Zoom. The zoom link and telephone number listed below will provide access to the City Council meeting.

Zoom link: [City Council Meeting](#) **Meeting ID:** 815 480 4966 **Password:** 93630

Telephone number: (669) 900-6833

Public comment accepted in person, via Zoom, and by email at: publicmeeting@cityofkerman.org

1. OPENING CEREMONIES

- A. Welcome - Mayor
- B. Call to Order
- C. Roll Call
- D. Invocation

At this time the Council wishes to provide anyone an opportunity to give a brief invocation or inspirational thought. In accordance with law, we would request this opportunity not be used to recruit converts, to advance anyone, or to disparage any other faith or belief. If no one steps forward, we will observe a moment of silence so that we may all focus our thoughts on how best to serve our community.

- E. Pledge of Allegiance

2. AGENDA APPROVAL/ADDITIONS/DELETIONS

To accommodate members of the public or convenience in the order of presentation, items on the agenda may not be presented or acted upon in the order listed.

3. PRESENTATIONS/CEREMONIAL MATTERS

- A. Proclaiming February as Teen Dating Violence Awareness Month (MR)
- B. Presentation of Government Finance Officers Association: Distinguished Budget Presentation Award (JAJ)

4. REQUEST TO ADDRESS COUNCIL

This portion of the meeting is reserved for members of the public to address the Council on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Council. Speakers shall be limited to three minutes. It is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the Council on items on the Agenda should notify the Mayor when that Agenda item is called, and the Mayor will recognize your discussion at that time. It should be noted that the Council is prohibited by law from taking any action on matters discussed that are not on the Agenda. Speakers are asked to please use the microphone, and provide their name and address.

5. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, a member of the audience or a Council Member may request an item be removed from the Consent Calendar and it will be considered separately.

A. **SUBJECT:** Minutes - January 25, 2023 (MR)

RECOMMENDATION: Council approve minutes as presented.

B. **SUBJECT:** Payroll (JA)

12/25/22 - 1/07/23: \$166,701.90; Retro Pay & Other: \$2,538.94; Overtime: \$8,841.99; Holiday at 1/2 Time: \$2,079.75; Standby: \$1,933.50; Comp Time Earned: 30.00

RECOMMENDATION: Council approve payroll as presented.

C. **SUBJECT:** Warrants (JA)

1. Nos. 25947- 25991 \$230,284.33 ACH \$ 9,918.82

RECOMMENDATION: Council approves warrants and electronic bank transfers as presented.

(Pursuant to Government Code 37208)

D. **SUBJECT:** Monthly Investment Report (JA)

RECOMMENDATION: Council accept monthly investment report as presented.

E. **SUBJECT:** Ratifying Donation to Youth Leadership Institute (MR)

RECOMMENDATION: Council by motion adopt resolution ratifying the donation to Youth Leadership Institute in the amount of \$500.

F. **SUBJECT:** Authority to Update Job Descriptions for City Personnel (JAJ)

RECOMMENDATION: Council by motion adopt resolution affirming the authority of Human Resources Department staff to make necessary changes to job descriptions as needed subject to approval by the City Manager/Personnel Director and in consultation with represented labor groups as may be required.

6. PUBLIC HEARINGS

These hearings are scheduled at the time stated and will be heard by the Council as close to the time stated as possible.

A. **SUBJECT:** User and Regulatory Fee Update (JA)

RECOMMENDATION: Staff recommends the City Council:

1. Waive full reading and introduce Ordinance Adding Chapter 1.36 To Title 1 of the Kerman Municipal Code Relating to a Master Fee Schedule and Amending Section 5.04.090 Of Chapter 5.04, Section 5.24.040 of Chapter 5.24, Section 5.26.030 of Chapter 5.26, and Section 12.28.050 of Chapter 12.28 Regarding User and Regulatory Fees.
2. Approve a resolution adopting a Master Fee Schedule regarding user and regulatory fees effective July 1, 2023.

7. DEPARTMENT REPORTS

A. **SUBJECT:** Council Agenda and City Council Requests for Future Agenda Items (MR)

RECOMMENDATION: Council clarify requests for future items be made by majority vote.

B. **SUBJECT:** Request by Mayor Pacheco for City Council consideration to host a meeting of the Fresno City College Associated Student Government in 2023 (JAJ)

RECOMMENDATION: Council discuss request by Mayor Pacheco to host a meeting of the Fresno City College Associated Student Government in 2023.

8. CITY MANAGER/STAFF COMMUNICATIONS

9. MAYOR/COUNCIL REPORTS/ANNOUNCEMENTS/FUTURE AGENDA ITEMS:

This portion of the meeting is reserved for the Mayor and Councilmembers (i) to make brief reports on boards, committees, and other public agencies, and at public events, (ii) to request updates, (iii) to initiate future agenda items by a majority vote of Council , and (iv) to take action on matters initiated under this section of the agenda. (Under this section the Council may take action only on items specifically agenized and which meet other requirements for action.)

10. CLOSED SESSION

None

11. ADJOURNMENT

NOTICE OF AVAILABILITY OF AGENDA MATERIALS: Any writings or documents provided to a majority of the City Council within 72 hours of the meeting regarding any item on this agenda will be made available for public inspection at the City Clerk's Office located at 850 S. Madera Ave., Kerman, CA 93630 and on the City website at www.cityofkerman.org.

ADA Compliance and Reasonable Accommodation. The Council has adopted a Reasonable Accommodation Policy, which is available on the City website at www.cityofkerman.org or upon request by emailing the City Clerk at publicmeeting@cityofkerman.org or calling (559) 846-9380. The Policy provides a procedure for receiving and resolving requests for accommodation to participate in this meeting. If you need assistance in order to attend this Council meeting or require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Council, please contact the City Clerk at (559) 846-9380 or email at publicmeeting@cityofkerman.org so such aids or services can be arranged. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation. The meeting room is accessible to persons with physical disabilities.

AGENDA POSTING CERTIFICATION

I, Marci Reyes, City Clerk for the City of Kerman, do hereby declare under penalty of perjury that I caused the above agenda to be posted at City of Kerman Council Chambers at 850 S. Madera Ave., Kerman, CA 93630 and on the City website at www.cityofkerman.org.

Date: February 3, 2023 /s/ Marci Reyes, City Clerk



TEEN DATING VIOLENCE AWARENESS MONTH 2023

WHEREAS, each year, an estimated 1 in 3 teens is physically, emotionally, or verbally abused by a dating partner; and

WHEREAS, survivors of teen dating violence have increased risk for truancy, dropout, teen pregnancy, suicide, having eating disorders, and engaging in other harmful behaviors such as use of alcohol, tobacco, and other drugs; and

WHEREAS, each February, the formal recognition of Teen Dating Violence Awareness Month allows the community to acknowledge and show their support for survivors and advocates to end of the cycle of abuse through education; and

WHEREAS, Wear Orange Day, February 7, is a national day dedicated to raising awareness on teen dating violence, to supporting survivors, and to preventing abuse before it starts; and

WHEREAS, a partnership of schools across Fresno County emerged to directly confront this crisis and are achieving success. The Marjaree Mason Center, along with its kNOW MORE® Peer Educators, are helping in the effort to prevent and end teen dating violence. We must recognize the compassion and dedication of these professionals and students across Fresno County high schools and middle schools and increase public understanding of this important problem.

NOW THEREFORE, BE IT RESOLVED that the Mayor and City Council of the City of Kerman, do hereby proclaim the month of February 2023, as Teen Dating Violence Awareness Month and urges all citizens of Kerman to work together to end the cycle of violence in our community

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Kerman to be affixed on this 8th day of February 2023.

Maria Pacheco
Mayor



STAFF REPORT

MEETING DATE: February 8, 2023

PRESENTER: John Jansons, City Manager

SUBJECT: Presentation of Government Finance Officers Association: Distinguished Budget Presentation Award (JAJ)

RECOMMENDATION: Council receive a presentation of the Government Finance Officers Association, Distinguished Budget Presentation Award as bestowed to the City of Kerman Finance Department in December 2022.

EXECUTIVE SUMMARY: Each year, the Government Finance Officers Association (GFOA) considers cities, counties and provinces for recognition in their annual awards program. For 2022, the City of Kerman Finance Department has been awarded the GFOA "Distinguished Budget Presentation Award."

The GFOA is a professional organization that advances excellence in government finance by providing best practices, professional development, resource and practical research for more than 22,500 members and the communities they serve.

DISCUSSION: The City of Kerman Finance Department has participated and received awards in this program for several years. This year, there were over 1700 participants in the GFOA Budget Awards program, and Kerman was one of 60 cities among California's 482 cities to receive this prestigious award.

The Kerman Finance Department is led by Josefina Alvarez and the annual budget document reflects the hard work and dedication of every member of the Finance Department as well and Kerman Department Directors who provide inputs and insight into the annual budget process and budget development.

Kerman employs a community-based budget approach which puts the needs of the community first and allocates available resources to provide the highest quality service to maintain Kerman's security, health and high quality of life.

FISCAL IMPACT:

None.

ATTACHMENTS:

A. GFOA Award Announcement/Certificate

FOR IMMEDIATE RELEASE

December 01, 2022

For more information, contact:

Technical Services Center

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of Kerman, California**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance Department**.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 22,500 members and the communities they serve.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

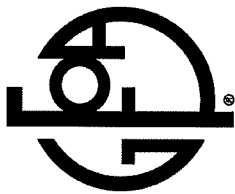
**City of Kerman
California**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director



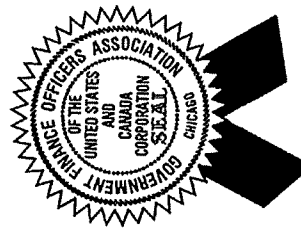
**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Finance Department
City of Kerman, California**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Monell

Date:

December 01, 2022



CITY COUNCIL REGULAR MEETING MINUTES

Wednesday, January 25, 2023 at 6:00 PM

Kerman City Hall, 850 S. Madera Avenue, Kerman, CA 93630

1. OPENING CEREMONIES

- A. Welcome - Mayor
- B. Call to Order - **6:05 p.m.**
- C. Roll Call

**All present except Council Member Herrera.
6:07 p.m. Council Member Herrera arrived.**

- D. Invocation - **City Clerk**
- E. Pledge of Allegiance - **Performed**

2. AGENDA APPROVAL / ADDITIONS / DELETIONS

**Motion made by Council Member Herrera, Seconded by Council Member Yep. Voting Yea:
Council Member Nijjer, Council Member Coleman, Mayor Pacheco**

3. PRESENTATIONS / CEREMONIAL MATTERS

- A. Introduction of Recreation Coordinator - Healthy Communities Shannon Crow (TJ) - **Presented**
- B. Breaking the Chains Fresno - Debra Rush (JAJ) – **Presented**

4. REQUEST TO ADDRESS COUNCIL

**Lupe Medina - KYFC
Joshua Babcock - Representative of Congressman Duarte**

5. CONSENT CALENDAR

**Council Member Yep recuse from Item 5. D (sells liquor) Approved excepting Item 5. D Motion
made by Council Member Yep, Seconded by Council Member Nijjer. Voting Yea: Council Member
Coleman, Council Member Herrera, Mayor Pacheco.**

Item 5.D

**Motion made by Council Member Nijjer, Seconded by Council Member Coleman. Voting Yea:
Council Member Herrera, Mayor Pacheco. Recusal: Council Member Yep**

A. SUBJECT: Minutes January 11, 2023

RECOMMENDATION: Council approve minutes as presented.

B. SUBJECT: Payroll (JA)

12/11/22 - 12/24/22: \$180,765.00; Retro Pay & Other: \$3,122.48; Overtime: \$6,551.18; Holiday at 1/2 Time: \$1,491.57; Standby: \$1,280.72; Comp Time Earned: 27.00

RECOMMENDATION: Council approve payroll report as presented.

C. SUBJECT: Warrants (JA)

1. Nos. 25799-25930 \$372,439.14 ACH \$58,009.81

RECOMMENDATION: Council approves warrants and electronic bank transfers as presented.(Pursuant to Government Code 37208)

D. SUBJECT: Ordinance Text Amendment Amending Sections 17.46.030, 17.48.030, 17.50.030, 17.90.020 of Title 17 of the Kerman Municipal Code and Adding Chapter 17.100 to Title 17 of the Kerman Municipal Code Relating to Alcohol Beverage Sales and CEQA Determination (JRO)

RECOMMENDATION: City Council by motion (1) approve finding that this project is not subject to California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15061(b)(3) and (2) waive second reading and adopt an Ordinance Text Amendment amending Sections 17.46.030, 17.48.030, 17.50.030, 17.90.020 of Title 17 of the Kerman Municipal Code and adding Chapter 17.100 to Title 17 of the Kerman Municipal Code related to Alcohol Beverage Sales. **Ord 23-02**

E. SUBJECT: Ratifying Donation to Kerman Youth Football Cheer for JAMZ Youth Nationals Competition (MR)

RECOMMENDATION: Council by motion adopt resolution ratifying the donation to Kerman Youth Football Junior and Senior Cheer Teams for \$1000.00. **Res 23-10**

6. PUBLIC HEARINGS - None

7. DEPARTMENT REPORTS

A. SUBJECT: Request for Funding - Youth Leadership Institute (MR)

RECOMMENDATION: Council review request and direct staff accordingly.

Motion made by Council Member Nijjer, Seconded by Council Member Herrera. Voting Yea: Council Member Yep, Council Member Coleman, Mayor Pacheco.

Approved \$500.00

- B. SUBJECT:** Determination of Public Convenience or Necessity Regarding Alcoholic Beverage License Applications Before the Department of Alcoholic Beverage Control (JAJ)

RECOMMENDATION: Council by motion adopt a resolution designating the City Council to Make Determinations of Public Convenience and Necessity for Persons/Premises Applying for an alcohol license in the City of Kerman.

Council Member Yep recuse from Item 5. D (sells liquor) Left meeting at 6:50 p.m.

Motion made by Council Member Nijjer, Seconded by Council Member Herrera. Voting Yea: Council Member Coleman, Mayor Pacheco. Recusal: Council Member Yep

6:58 p.m. Council Member Yep returned to the meeting.

Res 23-11

- C. SUBJECT:** Brown Act Training (HCM)

RECOMMENDATION: Council attend training as part of AB 1234. **Presented**

8. CITY MANAGER / STAFF COMMUNICATIONS

9. MAYOR / COUNCIL REPORTS

Mayor Pacheco requested adding the use of the Council Chamber by Fresno City College Associated Student Government

10. CLOSED SESSION

- A. Conference with Legal Counsel – Anticipated Litigation**
Significant Exposure to Litigation pursuant to Government Code Section 54956.9(b)
Lujan Charge No. 485-2022-00494 Before Equal Employment Opportunities Commission

8:17 p.m. Council recessed

8:48 p.m. Council reconvened. No reportable Action

11. ADJOURNMENT - 8:49 p.m.

MINUTES CERTIFICATION

I, MARCI REYES, City Clerk for the City of Kerman, do hereby declare under penalty of perjury that the above Minutes are a true depiction of all actions taken at the City Council meeting held on the first date above written at Kerman City Hall, 850 S. Madera Ave, Kerman, CA.

Date: January 26, 2023


Marci Reyes, City Clerk

CITY OF KERMAN PAYROLL REPORT

Section 5, Item B.

PAY PERIOD: December 25, 2022 - January 07, 2023

EMPLOYEE	SALARY	RETRO PAY	OVERTIME		HOLIDAY at 1/2 TIME		STANDBY		GROSS SALARY	COMP TIME EARNED
		& Other	HOURS	AMOUNT	HOURS	AMOUNT	HOURS	AMOUNT		
ADMINISTRATION										
Alvarez, Josefina	\$ 3,572.18	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 3,572.18	-
Camacho, Josie	\$ 2,515.54	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,515.54	-
Cheema, Akayla	\$ 2,356.62	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,356.62	-
Gonzalez, Diana	\$ 3,553.84	\$ 875.96	-	\$ -	-	\$ -	-	\$ -	\$ 4,429.80	-
Jansons, John	\$ 6,678.60	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 6,678.60	-
Linares, Vanessa	\$ 1,566.15	\$ 1.33	1.50	\$ 42.64	-	\$ -	-	\$ -	\$ 1,610.12	-
Lopez, Jacqueline	\$ 2,221.08	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,221.08	-
Mendoza Hernandez, Ariana - FINAL PAY	\$ 974.81	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 974.81	-
Mendoza, Gabriela	\$ 2,019.38	\$ -	1.50	\$ 55.39	-	\$ -	-	\$ -	\$ 2,074.77	-
Reyes, Marcia	\$ 3,669.51	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 3,669.51	-
Sandoval, Veronica	\$ 1,494.15	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,494.15	-
TOTAL	\$ 30,621.86	\$ 877.29	3.00	\$ 98.03	-	\$ -	-	\$ -	\$ 31,597.18	-
REC/SOCIAL										
Burdine-Slaven, Jeanna	\$ 2,248.62	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,248.62	3.00
Crow, Shannon	\$ 1,279.59	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,279.59	4.50
Flores, Haley	\$ 1,678.15	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,678.15	3.00
Garcia, Anthony	\$ 1,439.08	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,439.08	-
Hurlbert, Ronald	\$ 57.38	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 57.38	-
Jauriqui, Jose	\$ 585.00	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 585.00	-
Johnson, Theresa	\$ 3,186.62	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 3,186.62	-
Martinez, Aylah	\$ 401.38	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 401.38	-
Martinez Lopez, Jose	\$ 517.50	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 517.50	-
Negrete, Dean	\$ 951.78	\$ 243.56	-	\$ -	-	\$ -	-	\$ -	\$ 1,195.34	-
Ruiz, Rosalba	\$ 633.75	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 633.75	-
Salvador, Mark	\$ 2,922.72	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,922.72	-
Sidhu, Nirmal	\$ 2,054.77	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,054.77	-
Silva, Jessica	\$ 69.00	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 69.00	-
Villarreal, Arlene	\$ 2,182.15	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,182.15	-
TOTAL	\$ 20,207.48	\$ 243.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,451.04	10.50
POLICE										
Antuna, Miguel	\$ 2,714.12	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,714.12	-
Arciga, Jose	\$ 2,358.91	\$ -	-	\$ -	24.00	\$ 333.42	-	\$ -	\$ 2,692.32	-
Barbosa, Isaias	\$ 2,839.65	\$ -	-	\$ -	12.00	\$ 201.05	-	\$ -	\$ 3,040.69	-
Barcoma, Wilbert	\$ 4,272.23	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 4,272.23	-
Barra, Brenden	\$ 2,070.80	\$ -	12.00	\$ 286.90	-	\$ -	-	\$ -	\$ 2,357.70	-
Belding, Jeff	\$ 1,717.12	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,717.12	-
Castro, Jaclynn	\$ 2,031.42	\$ -	15.00	\$ 527.39	-	\$ -	-	\$ -	\$ 2,558.81	-
Chapman, Tom	\$ 3,435.42	\$ -	-	\$ -	24.00	\$ 481.85	4.00	\$ 40.15	\$ 3,957.42	-
Clark, Patrick	\$ 2,268.78	\$ -	15.00	\$ 607.71	-	\$ -	-	\$ -	\$ 2,876.48	-
Coronado, Krystal	\$ 2,018.15	\$ -	24.00	\$ 864.92	-	\$ -	-	\$ -	\$ 2,883.07	-
Corrales, Edith	\$ 1,120.00	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,120.00	-
Cubillos, Theresa	\$ 1,382.19	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,382.19	-
Gempis, Danzel	\$ 1,875.23	\$ -	-	\$ -	24.00	\$ 267.89	-	\$ -	\$ 2,143.12	-
Golden, John	\$ 5,005.20	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 5,005.20	-
Gutierrez, Gloria	\$ 2,135.40	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,135.40	-
Inthasone, Bryant	\$ 1,968.92	\$ -	24.00	\$ 843.82	-	\$ -	-	\$ -	\$ 2,812.75	-
Levandusky, James	\$ 2,342.13	\$ -	-	\$ -	24.00	\$ 325.66	-	\$ -	\$ 2,667.79	-
Lopez, Matt	\$ 850.00	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 850.00	-
Lozano, Daniel	\$ 1,521.20	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,521.20	-
Lozano, Patricia	\$ 1,320.46	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,320.46	-
Mendoza, Sandra	\$ 3,003.00	\$ 1,418.09	-	\$ -	-	\$ -	-	\$ -	\$ 4,421.09	-
Molina, Jesus	\$ 2,305.19	\$ -	12.00	\$ 488.61	24.00	\$ 325.74	-	\$ -	\$ 3,119.55	-
Quintanilla, Rodolfo	\$ 2,080.65	\$ -	-	\$ -	12.00	\$ 144.15	-	\$ -	\$ 2,224.80	-
Rodrigues, Mary	\$ 2,257.69	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,257.69	-
Ruiz, Jose	\$ 1,984.61	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,984.61	18.00
Vasquez, Francisco	\$ 1,947.11	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,947.11	-
Velez, Bernice	\$ 1,645.36	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,645.36	-
TOTAL:	\$ 62,703.67	\$ 1,418.09	102.00	\$ 3,619.35	144.00	\$ 2,079.75	\$ 4.00	40.15	\$ 69,861.03	18.00
PUBLIC WORKS										
Arrellano, Antonio	\$ 1,715.69	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,715.69	-
Barajas, Michael	\$ 3,583.56	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 3,583.56	-
Camacho, Armando	\$ 1,799.23	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,799.23	-

CITY OF KERMAN PAYROLL REPORT

Section 5, Item B.

PAY PERIOD: December 25, 2022 - January 07, 2023

EMPLOYEE	RETRO PAY		OVERTIME		HOLIDAY at 1/2 TIME		STANDBY		GROSS SALARY	COMP TIME EARNED
	SALARY	& Other	HOURS	AMOUNT	HOURS	AMOUNT	HOURS	AMOUNT		
Castro, Joseph	\$ 2,818.52	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,818.52	-
Cervantes, Pedro	\$ 1,317.53	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,317.53	-
Garcia, Destiny	\$ 1,715.23	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,715.23	-
Garcia, Guadalupe	\$ 1,420.31	\$ -	2.00	\$ 51.39	-	\$ -	-	\$ -	\$ 1,471.69	-
Gastelum, Humberto	\$ 2,922.72	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,922.72	-
Guizar, Jesus - FINAL PAY	\$ 1,043.84	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,043.84	-
Gutierrez Olivarez, Norberto	\$ 1,511.08	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,511.08	-
Hernandez, Julian	\$ 1,715.69	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,715.69	-
Isaak, Denise	\$ 2,182.15	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,182.15	-
Jimenez, Gabriela	\$ 1,489.08	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,489.08	-
Kaur, Harmeen	\$ 1,848.64	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,848.64	-
Lopez, Josue	\$ 1,489.08	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,489.08	-
Morales, Andres	\$ 1,715.69	\$ -	9.00	\$ 281.09	-	\$ -	7.00	\$ 145.75	\$ 2,142.53	-
Ortiz, Carlos	\$ 1,825.08	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,825.08	-
Perez, Ruben Lopez	\$ 1,720.38	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,720.38	-
Ramirez, Manuel	\$ 2,516.00	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,516.00	-
Rivera, Coty	\$ 2,057.54	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 2,057.54	1.50
Rodriguez, Eduardo	\$ 1,044.19	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,044.19	-
Sanchez, Daniel	\$ 2,507.48	\$ -	42.50	\$ 2,334.61	-	\$ -	27.00	\$ 829.40	\$ 5,671.50	-
Soto, Samuel	\$ 1,757.34	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,757.34	-
Tinoco, Alfonso	\$ 2,210.46	\$ -	54.00	\$ 2,457.53	-	\$ -	34.00	\$ 918.20	\$ 5,586.18	-
TOTAL	\$ 45,926.51	\$ -	107.50	\$ 5,124.61	-	\$ -	68.00	\$ 1,893.35	\$ 52,944.46	1.50
PLANNING										
Campos, Manuel	\$ 1,759.54	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,759.54	-
Martinez, Mabel	\$ 1,889.69	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,889.69	-
Orozco, Jesus	\$ 3,593.15	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 3,593.15	-
TOTAL	\$ 7,242.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,242.38	\$ -

PLANNING

Bandy, R \$ -
Molloy, Cory \$ -
Jones, C \$ -
Nunez, M \$ -
Felker, R \$ -
Bishop, S \$ -
Villar, V \$ -

COUNCIL

Yep, G \$ -
Herrera, I \$ -
Nijjer, B \$ -
Coleman, J \$ -
Pacheco, M \$ -

Total \$ - Total \$ -

GRAND TOTAL:	\$166,701.90	\$2,538.94	212.50	\$8,841.99	144.00	\$2,079.75	72.00	\$1,933.50	\$ 182,096.08	30.00
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Accounts Payable

Checks by Date - Detail by Check Date

User: Gmendoza
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
25947	10617	C A REDING CO INC	01/26/2023	
	657484	PD-BILLING COPIES 12/31/22-1/12/23 LANIE		100.24
	657485	REC CTC LANIER MP C307 DEC22 CNTRT#		52.92
Total for Check Number 25947:				153.16
25948	11916	CEDAR VETERINARY HOSPITAL INC	01/26/2023	
	244457	AAC EXAMINATION, SHOTS, OVARIOHYS		226.50
	244457	AAC EXAMINATION, SHOTS, NEUTER CAS		230.75
Total for Check Number 25948:				457.25
25949	11506	CENTRAL VALLEY SWEEPING LLC	01/26/2023	
	2022-013212	STRT STREET SWEEPING DEC 2022		13,350.00
Total for Check Number 25949:				13,350.00
25950	10564	CITY OF KERMAN	01/26/2023	
	10/13/2022	AAC CANINE CASE22-3498 DG LIC PICKUP		120.00
	10/13/2022	AAC CANINE CASE22-3541 DG LIC PICKUP		180.00
Total for Check Number 25950:				300.00
25951	10105	COMMUNITY HOSPITALS OF CENTRA	01/26/2023	
	1932	PD DEC BLOOD DRAW CASE 22-4329		175.00
Total for Check Number 25951:				175.00
25952	11382	DATA TICKET INC	01/26/2023	
	143468	PD- SEPT PARKING ACTIVITY-RE-ISSUE CI		54.01
Total for Check Number 25952:				54.01
25953	12285	GIERLICH MITCHELL	01/26/2023	
	16346	SWR BARNES PUMP		14,166.75
Total for Check Number 25953:				14,166.75
25954	10609	KERMAN CULINARY ARTS CLUB	01/26/2023	
	2022-04	REC BREAKFAST WITH SANTA FOOD		600.00
Total for Check Number 25954:				600.00
25955	10261	MID VALLEY DISPOSAL INC	01/26/2023	
	12312022	SWA-DEC 2022 SW CHARGES		169,994.51
	12312022	SWA-CITY PORTION FOR DEC 2022		-33,998.90
	12312022	SWA-ROLL OFF/FRANCHISE FEES		-1,093.20
Total for Check Number 25955:				134,902.41
25956	10289	P.G.& E.	01/26/2023	
	4055166878-9	LLD- MONTHLY SERVICE 112922-122722		2,271.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	
	6039473144-6	CS- TRINI'S PARK- PG&E DEC 2022 ID#6035		86.17
	6206788690-3	CS- COMMUNITY SERVICES		1,975.23
	6206788690-3	CS- COMMUNITY SERVICES		130.00
	6206788690-3	CS- CS ELECTRICITY & GAS: DEC 2022		2,296.20
	6206788690-3	CS- CS ELECTRICITY & GAS: DEC 2022		4,374.65
	8820061503-2	CS- COLEMAN BALLFIELD PG&E DEC 22 I		1,993.43
Total for Check Number 25956:				13,127.48
25957	10305	PITNEY BOWES BANK INC PURCHASI	01/26/2023	
	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.72
	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.71
	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.71
	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.71
	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.71
	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.71
	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.71
	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.71
	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.71
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	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.71
	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.71
	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.71
	1022072403	VAR-RED INK CARTRIDGE & TAPE STRIPS		30.71
Total for Check Number 25957:				583.50
25958	10319	RENO'S HARDWARE	01/26/2023	
	10/14-12/20	BLDG MNT SUPPLIES- 6 INV< \$50		83.75
Total for Check Number 25958:				83.75
25959	11907	SPRINGBROOK HOLDING COMPANY I	01/26/2023	
	INV-011442	FIN-MONTHLY WEB PYMT DEC 2022		572.01
	INV-011442	FIN-MONTHLY WEB PYMT DEC 2022		158.25
	INV-011442	FIN-MONTHLY WEB PYMT DEC 2022		454.74
Total for Check Number 25959:				1,185.00
25960	10391	VALLEY FARM SUPPLY STORES	01/26/2023	
	12/02/2022	PARKS SUPPLIES- 3 INV <\$50		67.26
	12/1/2022	SFO SUPPLIES- 3 INV <\$50		34.81
	12/14/2022	VE REP SUPPLIES- 1 INV <\$50		43.57
	12/15/2022	SWR SUPPLIES- 3 INV <\$50		89.72
	12/5/2022	WTR SUPPLIES- 11 INV <\$50		119.50
	12/5/2022	STRTS SUPPLIES- 9 INV <\$50		216.75
	12/6/2022	VE EQUIP SUPPLIES- 3 INV <\$50		87.44
	12/6/2022	BLDG SUPPLIES- 2 INV <\$50		20.70
	12/7/2022	SDWLK REP SUPPLIES- 2 INV <\$50		52.26
	151474	VE EQUIP PRE FILTER, ECHO AIR FILTER		264.59
	151601	SFO SPRPAIN, CABLETIE, PKGNG TAPE		74.22
	151652	POWER PRUNNER TELESCOPIN		683.27
	151789	VE REP BULB LFL		304.83
	151790	VE REP SPARK PLUG, ROPE GUIDE, FUEL T		117.23
	151830	VE EQUIP FUEL TANK		59.94
	151890	STRTS CREDIT		-20.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	
	151903	LLD DISPOSABLE COVERALLS		72.65
	151903	SDWLK REP DISPOSABLE COVERALLS		72.64
	15903	PARKS DISPOSABLE COVERALLS		72.65
	173409	SWR COVERALL, RUBBER BOOTS		125.30
	17347	LLD STIHL CHAIN LOOP		64.30
	173481	VE EQUIP ULTRA SYN OIL MIX		160.14
	173482	SM EQUIP ECHO BACKPACK BLOWER		627.69
	173570	VE EQUIP SHARPEN TRIMMER		50.00
	173704	PARKS ALUM SCOOP WOOD HDI		108.95
	173723	PARKS GRAY TRASH CAN, RAKE		88.24
	173795	PARKSHALEX EMT COMP CONNECTOR, B		56.84
	173887	PARKS PAINT TRAY, ROLLER COVERS, RO		59.64
	173947	VE EQUIP ECHO BACKPACK FRAME ECHC		180.32
	174132	VE EQUIP OIL PUMP, STIHL CHAIN		113.42
Total for Check Number 25960:				4,068.82
25962	12290 348000034637	VERIZON PD MONTHLY GPS SERVICE FOR KPD VEH	01/26/2023	625.35
Total for Check Number 25962:				625.35
25963	10406 75937 75937 75937	WEST HILLS OIL INC VE ACT PROGRAM-PD 15.364 GALLONS VE OVERCHARGED AMOUNT TO BE REMC VE FUEL DEC 16-31 1,065.424 GALLONS	01/26/2023	64.72 -80.42 3,944.49
Total for Check Number 25963:				3,928.79
Total for 1/26/2023:				187,761.27
25964	10021 0125541-IN	ALERT O LITE STRTS SANDBAGS	01/27/2023	192.87
Total for Check Number 25964:				192.87
25965	12257 01/18/2023	AMERITAS LIFE INSURANCE CORP HR-CLAIMS FUNDING ENDING 1-14-23	01/27/2023	1,431.00
Total for Check Number 25965:				1,431.00
25966	10055 46058080	BMI CS-RA ANNUAL LIC TO PLAY MUSIC 1/1/23	01/27/2023	421.00
Total for Check Number 25966:				421.00
25967	10096 124876	CHILDS AND COMPANY INC CS-SPEICAL ORDER KEYS	01/27/2023	95.73
Total for Check Number 25967:				95.73
25968	10104 815550021014764 815550021026546 815550021026548	COMCAST FIN- TECH SERVICES 1/14/23- 2/13/23 TECH- TECH SVC 1/14/23 - 2/13/23 (SR CTR) TECH- TECH SVC 1/14/23 - 2/13/23 (COMM C	01/27/2023	191.20 153.64 153.64
Total for Check Number 25968:				498.48
25969	12339 00320117	MATTHEW DEARCOS CTC-SH DEPOSIT 1/15/2023	01/27/2023	100.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	
Total for Check Number 25969:				100.00
25970	10144	ELBERT DISTRIBUTING INC	01/27/2023	
	PI0050485	PD MAINT SERVICE&HEADLIGHT RESTOR		133.11
	PI0050485	VE MAINT SERVICE&HEADLIGHT RESTOF		133.11
Total for Check Number 25970:				266.22
25971	12312	EXTREME CONNECTIONS	01/27/2023	
	002228	PD REP- SECURITY ALARM, MODULE, REN		427.72
Total for Check Number 25971:				427.72
25972	11724	FACT AUTOMATED ENTRANCES INC	01/27/2023	
	249174	CS-DIAGNOSTIC: SENSORS REPLACEMEN		199.00
	249188	CS-SENSORS REPLACED PARTS AND LABC		1,541.40
Total for Check Number 25972:				1,740.40
25973	10185	GRAINGER	01/27/2023	
	9566659919	CS SEAL, UNIVERSAL FIT LIONS PARK		131.69
	9568810809	CS DOOR VERTICAL ROD SENIOR CENTER		326.36
Total for Check Number 25973:				458.05
25974	11120	INDUSTRIAL ELECTRICAL COMPANY	01/27/2023	
	TI-100356	Troubleshoot control panel at Screwpress - Quot		6,772.80
Total for Check Number 25974:				6,772.80
25975	11761	JOHN JANSONS	01/27/2023	
	02012023	ADM REIMB FOR LEAGUE OF CA CITIES C		1,387.37
	02012023	ADM REIMB FOR LEAGUE OF CA CITIES C		1,250.00
	02012023	ADM SUSTENANCE FOR LEAGUE OF CA C		57.00
Total for Check Number 25975:				2,694.37
25976	10219	JENSEN & PILEGARD INC	01/27/2023	
	656982	VE EQUIP CHAINSAW PARTS		14.74
Total for Check Number 25976:				14.74
25977	11923	JOE A GONSALVES & SON	01/27/2023	
	160442	ADM- PROF LEGISLATIVE REPRESENTATI		1,250.00
Total for Check Number 25977:				1,250.00
25978	10485	JP AIR CONDITIONING & HEATING	01/27/2023	
	6060	CS-REPLACE BLOWER MOTOR		2,183.28
Total for Check Number 25978:				2,183.28
25979	10252	LITHIA FORD OF FRESNO	01/27/2023	
	1323058	PD REP AIR FILTERS- PD STOCK		41.52
Total for Check Number 25979:				41.52
25980	10256	MARKO CONSTRUCTION GROUP INC	01/27/2023	
	1/13/2023	CS-ANIMAL SHELTER CONSTRUCTION PR		15,729.38
Total for Check Number 25980:				15,729.38

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	
25981	12342	MARIA PACHECO	01/27/2023	
	02012023	CC MILEAGE 448 MILES ROUND TRIP .655		293.44
	02012023	CC SUSTENANCE FOR LEAGUE OF CA CIT		57.00
Total for Check Number 25981:				350.44
25982	12340	PLANTAG	01/27/2023	
	1/23/2023	BPO PLAN TAGS- 200PLANTAGS		142.85
Total for Check Number 25982:				142.85
25983	10596	RED WING BUSINESS ADVANTAGE AC	01/27/2023	
	20230119008742	PW-VAR		15.00
	20230119008742	PW-VAR SAFETY BOOTS		25.00
	20230119008742	PW-VAR		10.00
	20230119008742	PW-VAR		139.44
	20230119008742	PW-VAR DANIEL SANCHEZ		25.00
	20230119008742	PW-VAR		25.00
Total for Check Number 25983:				239.44
25984	10322	RICHARD A BLAK PHD	01/27/2023	
	1/9/2023	PD PRE-EMPLOYMENT PSYCHOLOGICAL		500.00
Total for Check Number 25984:				500.00
25985	12337	COTY RIVERA	01/27/2023	
	12/28/2022	WTR-MEALS PER DIEM2/26,27,28,3/1/2023		133.00
Total for Check Number 25985:				133.00
25986	12338	VERONICA SANDOVAL	01/27/2023	
	00319245	CTC-SH DEPOSIT 1/14/2023		100.00
Total for Check Number 25986:				100.00
25987	10335	SILVA AUTO GROUP INC	01/27/2023	
	51039	PD REP AC HOSE #1489		112.68
Total for Check Number 25987:				112.68
25988	BP-SUN 1	SUN RUN INSTALLATION	01/27/2023	
	22-RES-0439	BPO 15632 W C ST- 22-RES-0439 PERMIT C/		197.48
Total for Check Number 25988:				197.48
25989	10754	THE HOME DEPOT PRO-SUPPLY WOR	01/27/2023	
	725159370	CS-JANITORIAL SUPPLIES GLOVES JAN 20		97.26
	725972129	CS-JANITORIAL SUPPLIES JAN 2023		862.97
	727240475	CS-PAPER TOWEL DISPENSER		39.23
Total for Check Number 25989:				999.46
25990	11502	TIREHUB LLC	01/27/2023	
	32123861	VE REP 4- 235/65/16 TIRES #1408		430.15
Total for Check Number 25990:				430.15
25991	10377	US POST OFFICE	01/27/2023	
	1/9/2023	VAR- ADV PMNT/UB PERMIT 2		1,368.16
	1/9/2023	VAR- ADV PMNT/UB PERMIT 2		2,611.94
	1/9/2023	VAR- ADV PMNT/UB PERMIT 2		895.52

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	
	1/9/2023	VAR- ADV PMNT/UB PERMIT 2		124.38
Total for Check Number 25991:				5,000.00
Total for 1/27/2023:				42,523.06
Report Total (44 checks):				230,284.33

Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10386	US BANK CORPORATE PAYMENT	01/20/2023	
	11302022	SFO- LIGHTS FOR CHRISTMAS TREE		194.96
	JG-121022	PD- LE ARMORER- REM870 TRAINING ACC		392.88
	JJ-11662625	HR- CA 2023 LABOR LAW POSTERS		356.14
	JJ-121222	ADM- SUPPLIES FOR EMPLOYEE APPRECI		96.42
	JJ-121222	CC- SUPPLIES FOR CITY COUNCIL MEETING		27.94
	JJ-121322	ADM- SUPPLIES FOR EMPLOYEE APPRECI		45.03
	MB-112122	SWR- IPHONE 12 SCREEN PROTECTOR		21.78
	MB-112122	WTR- IPHONE 12 SCREEN PROTECTOR		16.29
	MB-112122	SWR- IPHONE 12 SCREEN PROTECTOR		30.50
	MB-112122	SFO- LIGHTS FOR KANAMI TREE		245.00
	MB-112222	STRTS- CASE & CABLE FOR LAPTOP		13.43
	MB-112222	PARKS- CASE & CABLE FOR LAPTOP		13.43
	MB-112222	LLD- CASE & CABLE FOR LAPTOP		13.44
	MB-112822	VE SUPP- BATTERY FOR HUMBERTOS PHC		53.03
	MB-120122	SWR- KEYBOARD		10.86
	MB-120122	WTR- KEYBOARD		10.86
	MB-120822	VE- PROPANE FOR FORKLIFT		39.80
	MB-121222	BPO- COOKIES FOR PLANNING MEETING		30.02
	MB-121622	VE- BATTERY CASE FOR IPHONE		31.54
	MB-122122	SWR- FOR HEADWORKS CONTROL PANEL		173.80
	MB-193033	SWR- CONTINUING EDUCATION COURSE		129.95
	MR-010723	FIN- ERGOTRON (STAND UP DESK)		355.26
	MR-010723	FIN- ERGOTRON (STAND UP DESK)		1,065.77
	MR-010723	FIN- ERGOTRON (STAND UP DESK)		355.26
	MR-010723	FIN- ERGOTRON (STAND UP DESK)		355.26
	MR-120922	CLRK- CONFERENCE HOTEL STAY		596.00
	MR-121422	CC- NEW COUNCIL RECEPTION		28.40
	TJ-110222	REC- AMAZON BM REPLACEMENT PINS		27.21
	TJ-110222	REC- AMAZON-BREAKFAST SANTA SUPPL		28.31
	TJ-110222	REC- AMAZON-BREAKFAST SANTA SUPPL		16.87
	TJ-110222	REC- AMAZON BREAKFAST SANTA SUPPL		50.02
	TJ-112222	REC- SERVE SAFE- FOOD HANDLERS TRA		15.00
	TJ-112322	REC- AMAZON- BREAKFAST SANTA SUPPL		148.29
	TJ-112322	REC- AMAZON- BREAKFAST SANTA SUPPL		35.83
	TJ-112322	REC- REFUND CREDIT BREAKFAST SANT/		-3.15
	TJ-113022	CS- KITCHEN SCISSORS		17.90
	TJ-120522	REC- PARTY CITY- BREAKFAST WITH SAN		50.95
	TJ-120522	REC- PARTY CITY- BREAKFAST WITH SAN		13.01
	TJ-120822	REC- WALMART- BREAKFAST WITH SANT		70.24
	TJ-120822	REC- WALMART- BREAKFAST WITH SANT		44.98
	TJ-121722	CS- CANVA MONTHLY SUBSCRIPTION DEC		12.95
	TJ-122022	CS- REC COMM DINNER PIZZA- REC ADMI		34.33
	TJ-122122	REC- CHRISTMAS HOUSE DECORATING PI		103.88
	WB-120122	AAC- 4 BAGS OF DOG FOOD		121.09
	WB-121622	AAC- 4 BAGS OF DOG FOOD AND FOOD SC		128.11

Total for this ACH Check for Vendor 10386:

5,618.87

Check No	Vendor No	Vendor Name	Check Date	
Invoice No	Description	Reference		
Total for 1/20/2023:				5,618.87
Report Total (1 checks):				5,618.87

Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10644	US BANK EQUIPMENT FINANCE	12/23/2022	
	489368712	ADM- COPIER LEASE CONTRACTS DEC (P		115.52
	489368712	ADM- COPIER LEASE CONTRACTS DEC (A		111.21
	489368712	ADM- COPIER LEASE CONTRACTS DEC (A		66.73
	489368712	ADM- COPIER LEASE CONTRACTS DEC (A		111.21
	489368712	ADM- COPIER LEASE CONTRACTS DEC (S		179.82
	489368712	ADM- COPIER LEASE CONTRACTS DEC (A		111.21
	489368712	ADM- COPIER LEASE CONTRACTS DEC (A		8.90
	489368712	ADM- COPIER LEASE CONTRACTS DEC (A		35.60
	489368712	ADM- COPIER LEASE CONTRACTS DEC (C		86.10
Total for this ACH Check for Vendor 10644:				826.30
Total for 12/23/2022:				826.30
Report Total (1 checks):				826.30

Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	10518 011323	KERMAN POLICE OFFICERS ASSN C MEMBERSHIP DUES 01/13/23	01/13/2023	741.25
Total for this ACH Check for Vendor 10518:				741.25
ACH	10519 011323	KERMAN MUNICIPAL EMPLOYEES AS C MEMBERSHIP DUES 01/13/23	01/13/2023	165.00
Total for this ACH Check for Vendor 10519:				165.00
ACH	10520 011323	ICMA-RC C DEFERRED COMP- 01/13/23	01/13/2023	2,567.40
Total for this ACH Check for Vendor 10520:				2,567.40
Total for 1/13/2023:				3,473.65
Report Total (3 checks):				3,473.65

**CITY OF KERMAN
CD/Securities Portfolio
As of December 31, 2022**

Section 5, Item D.

Institution	Account Number	Interest Rate/ Trans. Date	Opening Date	Maturity Date	6/30/2022 Book Balance	Additions/ (Deletions)	Cashed In	6/30/2023 Book Balance	Fair Value	Interest Paid
CD's:										
Golman Sachs BK NY	615-030525-245	2.30%	7/26/17	7/26/22	98,000.00	(98,000.00)		-	-	1,117.74
Citibank Sioux Falls SD	615-030525-245	3.15%	8/14/18	8/15/22	98,000.00	(98,000.00)		-		1,539.27
Ally Bank Sandy Utah	615-030525-245	2.55%	4/28/22	4/29/24	205,000.00			205,000.00	199,555.20	2,620.91
American Express National Bank	615-030525-245	3.30%	6/29/22	7/1/24	245,000.00			245,000.00	240,347.45	4,053.58
Barclays Bank Del Retail	615-030525-245	2.85%	6/2/22	6/3/24	245,000.00			245,000.00	239,056.30	3,500.81
Beal Bank USA Las Vegas Nev CFT	615-030525-245	1.55%	3/9/22	3/6/24	248,000.00			248,000.00	239,258.00	1,937.80
BMW Bank North Amer Salt Lake	615-030525-245	0.50%	9/25/20	9/25/25	249,000.00			249,000.00	223,141.35	627.62
Capital One National Mclean	615-030525-245	3.30%	6/29/22	7/1/24	245,000.00			245,000.00	240,347.45	4,053.58
Capital One National National	615-030525-245	3.35%	6/29/22	6/30/25	245,000.00			245,000.00	237,899.90	4,114.99
Citibank	615-030525-245	3.30%	8/3/18	8/3/23	97,000.00			97,000.00	96,385.02	1,587.35
Discover Bank Greenwood	615-030525-245	3.55%	9/20/22	9/22/25		245,000.00		245,000.00	238,576.10	-
Goldman Sachs Bank NY	615-030525-245	3.15%	2/6/19	2/6/24	48,000.00			48,000.00	47,240.16	749.79
Morgan Staley Bank	615-030525-245	3.30%	7/12/18	7/12/23	240,000.00			240,000.00	238,720.80	3,927.45
Sallie Mae Bank	615-030525-245	2.65%	2/8/18	2/8/23	51,000.00			51,000.00	50,919.93	670.20
State Bank of India	615-030525-245	1.10%	5/28/20	5/28/25	248,000.00			248,000.00	228,432.80	1,375.21
Synchrony Draper UT	615-030525-245	3.00%	4/20/18	4/20/23	96,000.00			96,000.00	95,660.16	1,443.95
UBS Bank Salt Lake	615-030525-245	3.35%	10/5/18	10/5/23	98,000.00			98,000.00	97,109.18	1,646.01
Wells Fargo Bank in Sioux Falls	615-030525-245	4.35%	10/14/22	10/15/24		249,000.00		249,000.00	247,896.93	1,810.20
US Government Bonds										
Federal Home Loan Bank	615-030525-245	4.00%	9/23/22	9/23/24		500,000.00		500,000.00	492,190.00	-
Total CD's		Average Rate	2.89%		2,756,000.00	798,000.00	-	3,554,000.00	3,452,736.73	36,794.41

Institution	Account Number	Interest Rate/ Trans. Date	Opening Date	Maturity Date	6/30/2022 Book Balance	Additions/ (Deletions)	Cashed In	6/30/2023 Book Balance	Fair Value	Interest Paid
Securities America Sweep Program										
	Beginning Balance				0.01			0.01		
	Transfers In/(Out)		7/5/22			269.84		269.84		
			7/12/22			3,927.45		3,927.45		
			7/15/22			0.02		0.02		
			7/26/22			1,117.74		1,117.74		
			7/26/22			98,000.00		98,000.00		
			8/15/22			(278.84)		(278.84)		
			8/31/22			(103,036.22)		(103,036.22)		
			9/27/22			2,844.31		2,844.31		
			10/19/22			(2,844.25)		(2,844.25)		
			10/27/22			(0.06)		(0.06)		
			10/31/22			2,621.00		2,621.00		
			11/7/22			278.83		278.83		
			11/15/22			920.21		920.21		
			11/28/22			1,375.21		1,375.21		
			11/28/22			(3,820.04)		(3,820.04)		
			12/5/22			3,500.81		3,500.81		
			12/6/22			269.84		269.84		
			12/15/22			891.14		891.14		
			12/27/22			(6,037.55)		(6,037.55)		
			12/27/22			0.55		0.55		
					0.01	(0.01)	-	0.00	0.00	-
Local Agency Investment Fund										
	Beginning Balance				11,958,206.80			11,958,206.80		-
	Interest	0.33%	7/15/22			22,388.27		22,388.27		22,388.27
		1.35%	10/14/22			40,765.56		40,765.56		40,765.56
	Transfers In/(Out)					-		-		-
						-		-		-
						-		-		-
	Total - LAIF	0.84%			11,958,206.80	63,153.83	-	12,021,360.63	12,021,360.63	63,153.83
Central Valley Money Market Acct										
	Beginning Balance				3,138,035.16			3,138,035.16		
	Interest		7/11/22			68.78		68.78		68.78
			7/29/22			130.68		130.68		130.68
			8/31/22			226.98		226.98		226.98
			9/30/22			206.36		206.36		206.36
			10/31/22			213.26		213.26		213.26
			11/30/22			206.39		206.39		206.39
			12/31/22			206.41		206.41		206.41
	Transfers In/(Out)							-		
								-		
		0.08%						-		
					3,138,035.16	1,258.86	-	3,139,294.02	3,139,294.02	1,258.86

Institution	Account Number	Interest Rate/ Trans. Date	Opening Date	Maturity Date	6/30/2022 Book Balance	Additions/ (Deletions)	Cashed In	6/30/2023 Book Balance	Fair Value	Interest Paid
Subtotal All City Investments		1.27%			17,852,241.96	862,412.69	-	18,714,654.65	18,613,391.38	101,207.10
Total Investments					17,852,241.97	862,412.68	-	18,714,654.65	18,613,391.38	101,207.10
								Market Value Adjustment	(101,263.27)	
								862,412.68		
								862,412.68		
								-		



STAFF REPORT

MEETING DATE: February 8, 2023

PRESENTER: Marci Reyes, City Clerk

SUBJECT: Ratifying Donation to Youth Leadership Institute (MR)

RECOMMENDATION: Council by motion adopt resolution ratifying the donation to Youth Leadership Institute in the amount of \$500.

EXECUTIVE SUMMARY: At the January 25, 2023, City Council meeting, Council approved a request from Youth Leadership Institute for a donation of \$500 towards three Kerman Youth who have applied for the Hispana Youth Leadership Program.

FISCAL IMPACT:

\$500.00 from the Community, Employee and Public Relations Account.

ATTACHMENTS:

A. Resolution

Attachment 'A'

RESOLUTION NO. 23-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN RATIFYING DONATION
TO YOUTH LEADERSHIP INSTITUTE**

WHEREAS, throughout the year the City Council receives requests for funding from individuals, nonprofit organizations, and schools for activities, programs, and events that benefit and enhance the community; and

WHEREAS, at the January 25, 2023, Council meeting, Youth Leadership Institute requested a donation to three Kerman Youth who have applied for the Hispana Youth Leadership Program; and

WHEREAS, the expenditure of public funds must be for a public purpose; and

WHEREAS, the City Council found the expenditures if for a public purpose benefitting the City of Kerman and approved a donation of \$500.00 towards tuition for the Hispana Youth Leadership Program; and

NOW, THEREFORE, BE IT RESOLOVED BY THE City Council of the City of Kerman as follows:

Section 1. The foregoing recitals are true and correct.

Section 2. Staff is authorized to submit a warrant to Youth Leadership Institute in the amount of \$500.00.

Section 3. This resolution is effective upon adoption.

The forgoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Kerman held on the 8th day of February 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

ATTEST:

Maria Pacheco
Mayor

Marci Reyes
City Clerk



STAFF REPORT

MEETING DATE: February 8, 2023

PRESENTER: John Jansons, City Manager

SUBJECT: Authority to Update Job Descriptions for City Personnel (JAJ)

RECOMMENDATION: Council by motion adopt resolution affirming the authority of Human Resources Department staff to make necessary changes to job descriptions as needed subject to approval by the City Manager/Personnel Director and in consultation with represented labor groups as may be required.

EXECUTIVE SUMMARY: Pursuant to Kerman Municipal Code (KMC) Sections 2.12.030 and 2.12.050, the City Manager is the Chief Appointive Administrative Officer with the responsibility to implement and administer most matters pertaining to personnel with limited exceptions. Attachment A clarifies and reiterates this authority.

Over the last ten to fifteen years, human resource staff in coordination with the operational department, have made adjustments to job descriptions on an as-needed basis to reflect changes in City or other governmental requirements, ones that better reflect desired attributes and qualifications, and in response to changing labor market conditions or industry best practices or aspirations to fill and improve Kerman's workforce.

Since 2020 as vacancies occurred and positions needed to be filled, updates to job descriptions occurred as warranted on a routine basis subject to approval by the City Manager or if required, with the review or consent of represented labor groups.

DISCUSSION: On the advice of the City Attorney, a question has arisen if changes to job descriptions require City Council approval? And, has it been the City's past practice to update job descriptions administratively without City Council approval? According to KMC Sections 2.12.030 and 2.12.050, the City Manager, as Chief Appointive Administrative Officer is responsible for personnel (human resources). As such he or she is responsible for all matters pertaining to personnel with limited exceptions (see KMC Sections 2.12.030, F 1-5). Additionally, staff has been able to ascertain that it has been historical past practice for human resources to update Job Descriptions periodically and administratively at the request of the hiring department, subject to final approval by the City Manager.

This report brings clarity to recent questions and reiterates the City Manager's/Personnel Director's authority to administer human resource matters as necessary and appropriate to best manage the City's workforce.

We note that most recently job descriptions for Records Manager, Finance Director, Community Service Director and Public Works Permit Clerk (Attachment B) have been modified with changes that

were made as necessitated by a competitive labor market, the “great resignation”, COVID-19 and best practices. These include changes needed based upon new requirements, adjustment of duties, splitting of old, dual positions and modern position demands. Changes where needed, were updated during position vacancies, when establishing a new position(s), or when exempt from review by the labor groups.

Annually, through the budget process, the City Council does approve an authorized positions list and funds all requested positions by resolution, which will remain unchanged. If a new, additional positon(s) is requested during a current fiscal year, those requests are brought to City Council for consideration and approval. Otherwise, updates to positions throughout the year, as needed, to recruit staff will continue to be recommended by the requesting department and approved by the Human Resources Division and City Manager (Attachment ‘B’).

FISCAL IMPACT:

None

ATTACHMENTS:

- A. Resolution
- B. Job Description Examples

Attachment 'A'

RESOLUTION 23- ____

A RESOLUTION OF THE KERMAN CITY COUNCIL AFFIRMING THE AUTHORITY OF HUMAN RESOURCES DIVISION STAFF TO MAKE NECESSARY CHANGES TO JOB DESCRIPTIONS AS NEEDED SUBJECT TO APPROVAL BY THE CITY MANAGER/PERSONNEL DIRECTOR AND CONSULTATION WITH REPRESENTED LABOR GROUPS AS MAY BE REQUIRED.

WHEREAS, pursuant to Kerman Municipal Code (KMC) Sections 2.12.030 and 2.12.050, the City Manager is the Chief Appointive Administrative Officer with the responsibility to implement and administer most matters pertaining to personnel with limited exceptions; and

WHEREAS, adjustments to job descriptions on an as-needed basis to reflect changes in City or other governmental requirements, ones that better reflect desired attributes and qualifications, and in response to changing labor market conditions or industry best practices or aspirations to fill and improve Kerman’s workforce; and

WHEREAS, it has been confirmed that it has been historical past practice for human resources to update Job Descriptions periodically and administratively at the request of the hiring department, subject to final approval by the City Manager; and

WHEREAS, annually, through the budget process, the City Council will continue to approve an authorized positions list and funds all requested positions by Resolution; and

WHEREAS, updates to positions throughout the year, as needed, to recruit staff will continue to be recommended by the requesting department and approved by the Human Resources Division and City Manager.

NOW, THEREFORE BE IT RESOLVED THAT, the City Council of the City of Kerman resolves as follows:

- 1. The recitals above are true and correct and incorporated herein,
- 2. Updates to positions throughout the year, as needed, to recruit staff will continue to be recommended by the requesting department and approved by the Human Resources Division and City Manager.
- 3. This resolution is effective upon adoption by the City Council.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Kerman held on the 8th day of February 2023, and passed at said meeting by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Marci Reyes
City Clerk



JOB DESCRIPTION

JD Revision Date: January 24, 2022

Title	Director of Community Services: Parks and Recreation
Reports To	City Manager
Bargaining Unit	At-Will/Under Contract
Definition	Under the executive direction of the City Manager, serves as the Director of Community Services: Parks and Recreation, to plan, develop, coordinate, and oversee the provisions of a comprehensive parks and recreation programs and services, senior services, special events and community programs, as well as an integral team member in the design, construction, maintenance/repair and acquisition of all parks, recreation areas, and related facilities and buildings. Provides highly responsible and technical assistance and other related work as assigned and required.
Distinguishing Characteristics	This is a Department Director, “at will”, position which serves directly under the City Manager as a member of the City’s Executive Management Team, responsible for the implementation of City and Departmental goals and objectives for community services, recreation and parks. Performs and oversees high level staff work for project management, implementation, and service delivery. Prepares, supervises, and presents materials to the City Council and other commissions, boards and policy adopting bodies. Demonstrates professional, and technical competence while exercising discretion as a member of the Management Team. Exercises independent judgment in a number of confidential and sensitive areas. The incumbent is expected to assume overall responsibility for all facets of municipal parks and recreation programs including providing leadership and supervision in establishing the general direction, goals, objectives, and department priorities while emphasizing excellent customer service. The incumbent formulates recommendations to and works under direction of the City Manager and collaborates with others in the performance of a variety of professional, complex, and time sensitive duties. Position designated as Non-Classified and is exempt from the classified service. Performs as a great team player, consensus builder, and problem solver.
Examples of Duties	• Direct and participate in the development and implementation of goals, objectives, policies, and priorities. • Plan, direct, supervise, and coordinate the work and programs of the Parks, Recreation, and Community Services divisions. • Prepare and submit reports and recommendations to the City Manager and City Council regarding activities of the department. • Plan and direct the development of new facilities and programs, and improvements to existing facilities and programs. • Prepare, recommend, and administer the Departmental budget. • Act as liaison to committees and commissions as assigned. • Coordinate Park and Recreation activities and programs with other City departments, community groups, schools, and other outside agencies; including community health and fitness programs.

	• Supervises or prepares agendas for Parks and Recreation Commission, Senior Advisory Board, Kerman Community Services Commission and Arm Forces Banner committee and serves as staff facilitator as needed. • Develop partnerships and collaborations with other agencies and community based organizations. • Respond to the most difficult citizen complaints and requests for information. • Evaluate, develop plans, and forecast long-range parks and recreation programs. • Supervise the maintenance of files and records of departmental activities. • Organize and oversee available resources for maintenance, improvement, and repair of parks and recreation facilities. • Make hiring recommendations, train, supervise, discipline and evaluate support staff. • Research and prepare applications for grants and State and Federal programs. • Initiate, coordinate and oversee fundraising activities as appropriate. • Administer joint-use and funding agreements and contracts with other agencies. • Identify and manage available resources for acquisition, maintenance, improvement and repair of City and parks/recreation facilities. • Assist in the development, implementation, and administration of the City's capital improvement program as it relates to park and recreation facilities. • Manage City and School District athletic resources for use by community sports organizations. • Proactively solicits input from community groups, neighborhood groups and individuals regarding parks and recreation needs. Utilizes such input for overall planning, programming, program evaluation. • Performs other related duties as required
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Qualifications

Knowledge Of	• Principles and practices of administration, budget, and personnel management. • Operation of City government and citizen advisory boards. • Contract preparation, negotiation, and administration in a government setting. • Modern methods, techniques, principles, and procedures used in the development, maintenance and administration of park and recreation programs and facilities. • Principles and procedures for implementing and directing a wide variety of senior services, recreation activities, and the development of programs through community participation. • Procedures for planning, implementing and maintaining a variety of recreation activities and programs. • Recreational, cultural and social needs of all age groups and people of diverse backgrounds. • Principles of construction, turf, grounds and landscape design, and maintenance. • Embraces diversity, equity and inclusion in program and services. • Equal opportunity/affirmative action principles for employment and contracting.
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Ability To	• Plan, organize, coordinate, and direct the development and implementation of recreation programs suited to the needs of the community with available resources. • Develop and implement policies and procedures related to the administration of a variety of parks and recreation programs and activities. • Analyze, interpret, and explain departmental policies and procedures; review, develop, and implement department policies. • Research, recommend, and prepare grant applications. Management, monitoring, and reporting responsibilities for grants received. • Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. • Prepare and present complex reports. • Make presentations before groups and represent the City in public forums. • Establish and maintain effective working relationships with those contacted in the course of work and in teams. • Resolve conflicts involving staff, program participants, and the general public. • Organize, direct, and coordinate the activities of the department in a manner conducive to high performance and high morale. • Maintain liaison with various private and public agencies, and deal successfully with the public and other interested groups. • Establish and maintain cooperative working relationships with City personnel, consultants, commission and board members, representatives of outside agencies, youth organizations, and groups and members of the public. • Communicate clearly and concisely, orally and in writing. • Create and present effective presentations before city staff and the public. • Supervise, train, discipline and evaluate subordinates. • Operate personal computer and applicable software applications. Working knowledge of Microsoft applications including; Word, Excel, Outlook, PowerPoint and Publisher.
Education	A Bachelor's Degree from an accredited college or university with major course work in recreation administration, sociology, human relations, or a closely related field, or equivalent education and coursework suited to an executive management position.
Experience	Five (5) years' progressively responsible experience in parks and recreation management and two (2) years of supervisory-level experience. In place of the above requirements, any combination of relevant education and experience which demonstrates the knowledge, skill and ability to perform the essential functions of the job will be considered.
Special Qualifications	
Driver's License	Possession of a valid California Class C Driver License is required.
Certifications	Certifications in Parks and Recreation or related field desired
Physical Demands	Ability to work in an office and outdoor environment as needed; ability to lift/carry and or push 25 pounds maximum.
Probationary Period	At-will employee. Ability to pass background check



JOB DESCRIPTION

JD Revision Date: May 12, 2022

Title	Police Department Records Manager
Reports To	Chief of Police or Designee
Bargaining Unit	Kerman Police Officers Association (KPOA)
Definition	Perform a variety of complex and responsible document management duties that includes the use of multiple confidential automated law enforcement databases; performs data entry of criminal information into confidential records management systems and various state and federal confidential telecommunications systems; and to do related work as required
Distinguishing Characteristics	Perform responsible complex and difficult specialized record keeping assignments with minimal supervision. Works more independently in specialized assignments, performing all phases of police records in-take, maintenance, and retention work. This includes the use of electronic data based police record systems. Perform a variety of varied, difficult, and responsible specialized clerical operations which involves the application of specialized training and experience gained in the organization or similar type of organization. Work that is not considered routine is reviewed by the Police Sergeant.
Examples of Duties	• Perform a wide variety of complex document management duties related to confidential police reports, law enforcement records, court requirements, police records, registrant and permit files. • Prepare official correspondence and reports. • Provide courteous and expeditious customer service to police personnel, City department staff, other law enforcement personnel and the general public. • Receive, review, verify, correct, classify and code criminal information as defined by the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) Standards, and as further identified by Data Management and Crime Analysis needs for police operations. • Access county, state, interstate and national law enforcement records, automated data and electric information systems for the purpose of research, retrieving, updating and purging the databases. • Process, prepare documentation, maintain and retrieve a high volume of police data, reports and records of criminal investigations, arrests, accidents, complaints and incidents. • Process requests for information as authorized for police applicant backgrounds for other agencies, insurance requests and general requests from the public and other agencies; provide information in accordance with applicable laws and based on established departmental procedures. • Keep statistics and make reports on daily activities and work volume. • Cross-train on multiple functions. • Access State of California Law Enforcement and Telecommunications System (CLETS) and National Law Enforcement Systems to enter, modify, update and retrieve data regarding stolen and recovered vehicles/property, confidential information such as driver's license, vehicle registrations, information of wants and warrants, missing persons/runaways, etc. • Supervises, trains, advises and evaluates full and/or part-time staff. • Assist in the training of new employees; update and maintain desk procedures. • Process Livescan applicant and criminal fingerprints submit electronically to the DOJ. • Review police reports for complete and accurate information before entering into systems; enter a variety of data into computer systems with a high level of speed and accuracy. • Verify accuracy on supplemental reports to the original reports before attaching criminal history information to a person of interest, suspect or police incident/contact.

JOB DESCRIPTION - Police Department Records Manager

Section 5, Item F.

- Provide support in collecting data, systematically or manually, for special requests/projects needed for the Police Department's operational and/or administrative needs.
- Operate a variety of office equipment including: scanners, fax and copy machines; perform minor adjustments on office machines and request maintenance services as necessary.
- Write complex and thorough correspondence to attorneys and other customers who require certified information from the Police Department.
- Interview, issue and maintain records pertaining to the Federal Bureau of Alcohol and Beverage Control (ABC), sale of weapons, secondhand dealers, pawn shops, pool hall, taxi, massage, fortune tellers and adult entertainers.
- Interview, register, fingerprint, photograph and enter legally mandated information regarding sex, drug and arson registrants.
- Manage Police Property and Evidence Department function.
- Performs other related duties as required

Qualifications**Knowledge Of**

- Modern office practices, procedures and equipment.
- Document management techniques involving typing/keyboarding, classifying, electronic and manual filing and retrieval of documents.
- Proficient at using basic data entry screens and word processing applications.
- Police records, electronic data bases and information systems.
- Relational database structures for entering data into proper modules of automated systems.
- Applicable laws, regulations, policies and procedures relating to public records and confidentiality of law enforcement records.
- Process and maintenance of law enforcement records.

Ability To

- Operate modern office practices, procedures and equipment.
- Communicate effectively both orally and in writing (legibly).
- Perform basic mathematical calculations.
- Document management techniques involving typing/keyboarding, classifying, electronic and manual filing and retrieval of documents.
- Be proficient at using basic data entry screens and word processing applications.
- Process and maintenance of law enforcement records.
- Effectively supervise staff.
- Must be able to successfully pass an extensive police background check.

Education

High school diploma or equivalent.

Experience

Two years of general clerical and computer experience of which one year involved the maintenance of specialized law enforcement records. Supervisory experience highly desirable.

Special Qualifications**Driver's License**

Possession of a valid California Class C Driver License is required.

Certifications

Possession of the following are highly desired, or the ability to obtain by the end of the probationary period: Post Evidence and Property Function Management, Records Supervisor Course, Public Records Act Course and the California Law Enforcement Telecommunications System (CLETS) Certificate and the ability to maintain certifications.

Physical Demands

Light work in an office setting. Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighting up to 25 pounds.

Probationary Period

Twelve Months.



JOB DESCRIPTION

JD Revision Date: October 20, 2022

Title	Permit Clerk
Reports To	Public Works Director
Bargaining Unit	Kerman Miscellaneous Employees Association (KMEA)
Definition	Work involves the processing of routine encroachment permit applications, calculating fees, issuing permits. To provide efficient and courteous service at the public counter. Assist the Public Works Secretary, Director and Coordinator, and to perform related duties as required.
Distinguishing Characteristics	Incumbents require knowledge of permitting process for encroaching in the city right of way. Work involves use of judgment requiring a thorough knowledge of right of way code requirements. Must be able to provide courteous customer service to residents with concerns or issues. Must demonstrate commitment, dependability and respect for other employees with regular attendance, punctuality and adherence to agreed-upon schedule of availability.
Examples of Duties	• Issue encroachment related permits. • Receive and schedule requests for water meter verifications and inspections. • Coordinate with other City departments and outside regulatory agencies. • Assist in maintaining computerized data base and produce statistical and other required reports. • Act as the receptionist, screen calls and visitors, and refer inquiries as appropriate. • Prepare annual designated encroachment permits for special events and street closures. • Prepare and maintain records for water and sewer invoices, warrants and purchase orders. • Maintain encroachment permit records, and other Public Works related permits. • General clerical tasks such as composing emails, composing letters, assisting in preparing staff reports. • Reporting and processing USA requests. • Coordinate with Building and Planning department to schedule Water Meter inspections. • Data entry for mapping related tasks. • Performs other related duties as required.
Qualifications	
Knowledge Of	• Encroachment requirements as it pertains to the permit process. • Permit issuance process, including fee calculations, and related statutes. • Personal computer operation and relevant software applications.
Ability To	• Accurately interpret and explain to the public right of way code requirements as defined in laws, regulations, codes, and policies. • Issue encroachment permits. • Communicate clearly, concisely, and effectively with the public, both orally and in writing utilizing correct grammar and punctuation. • Understand and carry out oral and written directions. • Establish effective working relationships with those contacted in the course of work. • Operate a computer and related software. • Self-motivate; work independently in the absence of supervisor. • Maintain effective relationships with public, co-workers and supervisors.

JOB DESCRIPTION - Building Permits Tech (Non-Certified)

Education	Graduation from high school, or satisfactory equivalent, supplemented by some college-level course work in construction inspection.
Experience	One year of experience in processing permits.
Special Qualifications	
Driver's License	Possession of a valid California Class C Driver License is required.
Physical Demands	Light work in an office setting. Lifting, carrying and/or pushing 25 pounds maximum.
Probationary Period	Twelve (12) months



JOB DESCRIPTION

JD Revision Date: November 4, 2013

Title	Finance Director
Reports To	City Manager
Bargaining Unit	Under Contract
Salary Range	\$6,278 - \$8,413
Definition	Under direction of the City Manager, plans, organizes, manages and direct centralized accounting and financial administration programs; provides administrative direction and oversight for purchasing, information technology, risk management, human resources, grants, budget and fiscal analysis; may serve as City Controller and City Treasurer.
Distinguishing Characteristics	Exercises general direction over professional and administrative support staff. Position designated as Non-Classified and is exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.
Examples of Duties	• Develop and implement goals, objectives, policies and priorities. • Direct the general accounting activities of the municipality including the maintenance of general ledgers and related subsidiary records. • Prepare financial reports reflecting the financial status of the various departments of the municipality including redevelopment, housing, parking, grants, public utilities, and others as appropriate. • Develop and maintain internal accounting controls. • Plan, develop, implement and administer the cash management and investment program. • Administer the City's insurance program, business license program and centralized purchasing. • Assist the City Manager in preparation of the annual operating and capital improvement budget. • Forecast City revenues, expenditures and year-end balances. • Coordinate and conduct municipal bond sales. • Respond to requests for information, reports or action from the City Manager, City Council, Department Heads, news media and citizens regarding fiscal matters. • Prepare special financial reports, studies and analyses. • Direct preparation of the annual financial report, State Controller report and other reports required by law. • Coordinate Finance Department activities with the City Manager's office, other City departments and outside agencies. • Supervise, train and evaluate subordinate professional and administrative support staff. • Performs other related duties as required

Qualifications

Knowledge Of	• Principles, practices and methods of modern accounting and auditing. • Principles and practices of financial administration including budgeting and reporting. • Modern office practices, procedures, methods and equipment. • Modern principles and practices in purchasing and stores, treasury management, and risk management. • Application of data processing in the maintenance of accounting records and financial administration. • Municipal debt administration • Budget preparation, program analyses and revenue forecasting. • Principles and practices of organization, administration, budget and personnel management.
Ability To	• Develop, revise and install accounting systems and procedures. • Prepare varied financial statements, reports and analyses. • Plan, organize, supervise and review large complex operations as they relate to accounting, finance, treasury and budgeting activities. • Communicate clearly and concisely, orally and in writing. • Analyze a variety of administrative and financial problems and develop effective solutions
Education	Equivalent to a Bachelor's Degree from an accredited college or university with major course work in finance, accounting, business administration, economics or closely related field. CPA is preferred
Experience	Seven years' progressively responsible administrative and management experience in accounting and financial work.

Special Qualifications

Driver's License	Possession of a valid California Class C Driver License is required. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.
Certifications	
Physical Demands	Light work in an office setting. Lifting, carrying and/or pushing 25 pounds maximum.
Probationary Period	At will employee.
Class History	Date Approved: Date Title Change: Date Abolished:



STAFF REPORT

MEETING DATE: February 8, 2023

PRESENTER: Josefina Alvarez, Interim Finance Director

SUBJECT: User and Regulatory Fee Update

RECOMMENDATION: Staff recommends the City Council:

1. Waive full reading and introduce Ordinance Adding Chapter 1.36 To Title 1 of the Kerman Municipal Code Relating to a Master Fee Schedule and Amending Section 5.04.090 Of Chapter 5.04, Section 5.24.040 of Chapter 5.24, Section 5.26.030 of Chapter 5.26, and Section 12.28.050 of Chapter 12.28 Regarding User and Regulatory Fees.
2. Approve a resolution adopting a Master Fee Schedule regarding user and regulatory fees effective July 1, 2023.

EXECUTIVE SUMMARY:

Historically, the City has adopted fees (other than impact fees on an ad hoc basis). The City commissioned a user and regulatory fee study which was commenced in FY 2021/22 by ClearSource Financial Consulting (ClearSource).

On November 9, 2022, the City Council received findings and initial recommendations from the fee study. The study provides an up-to-date analysis of the City's current costs of providing fee-related services. This information can be used by the City Council as it considers potential updates to fees.

The proposed fees are set forth in a comprehensive Master Fee Schedule for consideration and adoption by Council resolution. For the most part, the proposed Master Fee Schedule remains unchanged from the draft reviewed during the November 9, 2022 meeting. The following minor changes have been made to address City Council feedback and enhance fee schedule clarity:

- Proposed appeal fees have been adjusted:
 - Appeal by Project Applicant
 - Current Fee = Ranges from \$300 - \$340 (8% cost recovery)
 - Proposed Fee = \$2,000 (approximately 50% cost recovery)
 - Appeal by Non-Applicant
 - Current Fee = Ranges from \$300 - \$340 (8% cost recovery)
 - Proposed Fee = \$3,780 (100% cost recovery)
- Refundable deposit policies have been clarified for persons or companies requesting to rent a water meter from the City during construction. The City will collect a deposit that is fully-refundable if the meter is returned in good working order by the end of the rental period.

- Home Occupation Permit reviews were inadvertently excluded from the proposed schedule. The permit review fee is an existing fee with only minor changes proposed.
 - Current Fee = \$140
 - Proposed Fee = \$142
- Certain facility rental rates were inadvertently excluded from the proposed schedule.

The schedule now includes a comprehensive list. All proposed adjustments align to those reviewed by the City Council in November.

User and regulatory fees are set at the direction of the City Council at the conclusion of a public hearing to consider adoption of any new fees or fee increases.

Staff also recommends the establishment of a Master Fee Schedule by ordinance which provides that all fees are to be set by resolution amending the Master Fee Schedule. Currently, the Municipal Code specifically identifies various fee amounts. The proposed code changes continue to reference fees for service. However, instead of identifying a specific amount, they indicate that fees will be established by resolution adopted by the City Council. This will allow for updates or new fees by resolution without numerous modifications to the Municipal Code. The proposed ordinance also makes edits to current Municipal Code provisions with fee language inconsistent with the proposed Master Fee Schedule. The proposed ordinance would be introduced at a first meeting and adopted at a subsequent regular meeting of the Council.

BACKGROUND

The services for which a city imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an overwhelming public benefit generated by a city's involvement in the individual action, a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service. When a fee targets "100% or full cost recovery," the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

The proposed fees are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees and charges are not a tax as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City's activities and services addressed in the fees. Additionally, the manner in which the costs are allocated to a payor bear a fair and reasonable relationship to the payor's burdens on, or benefits received from the activities and services provided by the City.

Industry best practices and California statutes are in harmony: User and regulatory fees should be set according to the estimated reasonable cost of service and should bear a fair and reasonable relationship to the payer's burdens on, or benefits received from the activities and/or services provided by the City. Additionally, ongoing review and adjustment of fees provides multiple benefits, including:

- Increasing the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety and parks services.
- Keeping pace with general cost inflation.
- Avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for a multi-year period.
- Providing fee payers, City Staff, and City policymakers with a pattern of consistency that provides information for forecasting and decision-making purposes.
- Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.
- Encouraging generational equity among fee payers by avoiding long-term stagnation of fees followed by significant fee increases.

Fee Categories that Were Examined in this Study

This study specifically examined fee categories including, but not limited to:

- **Administration and Finance Fees** – Fees for licensing and administrative services.
- **Building Fees** – Building plan review, permitting, and inspection for construction.
- **Code Enforcement Fees** – Discrete activities to encourage compliance with the City's Municipal Code.
- **Land Development Engineering Fees** – Engineering/land development plan review and inspection.
- **Planning Fees** – Development review/current planning, other community permitting, and miscellaneous labor.
- **Police Fees** – Specialized response, community permitting, public safety, and miscellaneous labor.
- **Public Works Fees** – Encroachments review, permitting and inspection, operations and infrastructure services, community permitting, and miscellaneous labor.
- **Recreation and Community Services Facility Rental Fees** – Services include program participation and reserved facility use.

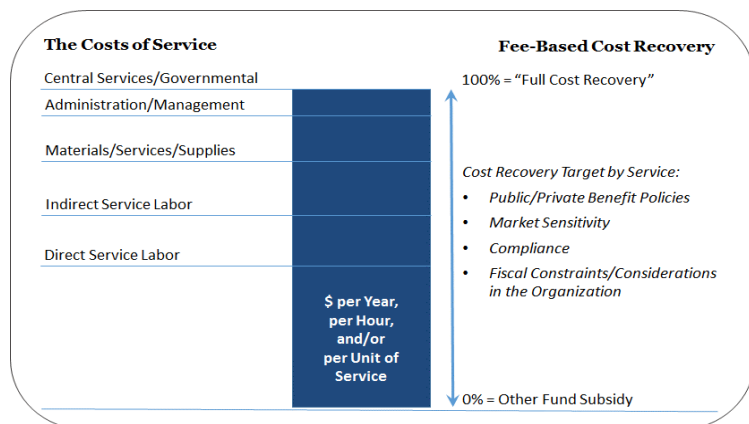
Items Not Examined in this Study

This study specifically excluded examination of the following:

- Development Impact Fees
- Taxes and Assessments
- Fines or Penalties
- Franchise Fees
- Utility Rates and Services Charges

These items are subject to different approval thresholds or are not subject to the same cost of service limitations as the fees examined as part of this study. Consequently, they are specifically excluded from the scope of this study.

Nearly every service for which a fee is imposed can be illustrated as follows, contrasting the components of the full cost of service, which is the maximum fee amount justified, against the local agency's goals for cost recovery:



Based on the consultant's experience working with municipalities throughout California, most fee-paying stakeholders and city councilmembers accept high cost recovery targets for development-related fees as long as:

- The elements of the cost of service and assumptions are clearly communicated.
- The city clearly communicates that only eligible costs are included in fees.

Primary Outcomes

During the course of study, information and analysis was generated and is discussed substantively throughout the attached User and Regulatory Fee Study Report its technical appendices. However, summarized in the following findings statements by broad fee category, are outcomes and proposals of particular interest to City policymakers.

Administration and Finance Fees

- Adjust Business License Application Review Fees, segregated into two primary categories:
 - Businesses with Physical Location in City Limits including Home Occupations
 - Business Located Outside City Limits
- Minor Recalibration to Various Finance Fees (i.e., changes of \$10 or less)
- Modify Business License Late Fee for Ease of Administration. Current Late Fee is Difficult to Administer and Escalates Rapidly:
 - Current fee is: 10% late fee after 30 days, additional 5% added every 10 days after the license becomes delinquent

- Proposed fee is: 10% per month

Animal Licensing and Regulation Fees

- Adjust Dog License Fees and Remain Compliant with State Requirements for License fees for Non-Spayed / non-Neutered animals
- Scale impound fees to encourage responsible animal ownership. Example:
 - First Impound: \$25
 - Second Impound: \$50
 - Third and Subsequent Impounds: \$75
- Animal regulation will continue be a primarily tax-funded public safety service

Building Fees

- Restructure fees to enhance correlation between services provided and fees collected
- Established fixed fees for the City's most commonly requested minor permits.
- Fee schedule will allow applicants to easily estimate permit fees and works well for online permitting scenarios
- Proposed fees scale to reflect project magnitude and complexity
- Full cost recovery is targeted for most fees. Less than full cost recovery targeted for minor residential permits:
 - Residential HVAC Change-Out
 - Residential Water Heater Change-Out
 - Residential Re-Roof

Code Enforcement Fees

- Develop Fee Schedule that Allows the City to recover portion of Code Enforcement costs (Example Below)
 - Inspection / Re-Inspection
 - First Inspection – No Charge
 - Second Inspection to Verify Violation Corrected – No Charge
 - Each Additional Inspection - \$70
- Fees are intended to encourage property owner compliance with Municipal Code

Land Development Engineering Fees

- Recalibrate fees and deposits to target full cost recovery of contract Engineer support for private development related review such as:
 - Grading Plan Review

- Improvement Plan Review
 - Streets
 - Sidewalks
 - Storm drain, etc.

Planning Fees

- Planning is a detailed process - projects may take a significant amount of resources over a multi-month and potentially multi-year timeframe, depending on project complexity and magnitude.
- Current cost recovery for Planning services varies widely
 - Current fees result in very low cost recovery for some services (e.g., 10% cost recovery)
 - Current fees result in full cost recovery for some services (e.g., large environmental review targets 100% cost recovery)
- Fees are proposed to be adjusted to establish more consistent cost recovery
 - 50% Cost Recovery for Minor Reviews, Administrative Projects
 - 75% Cost Recovery for More Complex Projects, Projects Requiring Planning Commission Review, Subdivision Review, etc.
 - 100% Cost Recovery for Large Scale Projects and CEQA Reviews

Police Fees

- Police Services are almost entirely tax funded (General Fund)
- Some fees are collected for discrete services provided. For these services the study recalibrates and proposes to establish fees to recover portion of cost of service.
- Establish fees that allow for recovery as needed for:
 - Recurring False Alarm Response to Same Address
 - Recurring Noise Disturbance to Same Address
 - DUI-Related Collision Cost Recovery
 - Special Requests for Police Services (e.g., outside event support)

Public Works Fees

- Public Works Monitors Requests for Encroachment in the City Right-of-Way (e.g., utility work)
 - Current encroachment permit fee is \$59
 - Fee does not scale to well to reflect service provided
- Restructure fees to enhance correlation between services provided and fees collected
- Proposed fees scale to allow for lower fees for less complex projects and higher fees for more complex projects

Recreation and Facility Rental Fees

- Community Services and Recreation Departments throughout the State are facing significant challenges.
 - Multi-year modification of services due to COVID-19
 - Increases in labor, benefit, utility costs, services and supplies, and insurance related costs
 - Providing access to facilities and programs that are safe to use and align to community standards (health and safety).
 - Minimum wage increases over the last several years = 25% increase since 2019
- Fees are generally proposed to be adjusted by approximately 10%. Proposed change aligns to recent regional cost inflation

Fee Comparison Information

Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions.

FISCAL IMPACT:

Additional revenues expected from the Proposed Master Fee Schedule are intended to offset the cost of providing existing services associated with those fee-related regulatory functions and other programs. Additional fee revenue is not intended to fund new services. Fairly allocating costs to the services provided and recovering some, or all, of these costs from service recipients creates value and predictability for City customers and reimburses the City for services provided to a single party, as compared to the public at large. Recovering costs:

- Increases the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety and public works services.
- Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.

ATTACHMENTS:

- A. Ordinance
- B. Resolution
- C. Comprehensive Citywide User and Regulatory Fee Study including Appendix A Master Fee Schedule

Attachment 'A'

ORDINANCE NO. 23- __

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KERMAN ADDING CHAPTER 1.36 TO TITLE 1 OF THE KERMAN MUNICIPAL CODE RELATING TO A MASTER FEE SCHEDULE AND AMENDING SECTION 5.04.090 OF CHAPTER 5.04, SECTION 5.24.040 OF CHAPTER 5.24, SECTION 5.26.030 OF CHAPTER 5.26, AND SECTION 12.28.050 OF CHAPTER 12.28 REGARDING USER AND REGULATORY FEES

THE CITY COUNCIL OF THE CITY OF KERMAN ORDAINS AS FOLLOWS:

SECTION 1. Chapter 1.36 shall be added to the Kerman Municipal Code to read as follows:

**Chapter 1.36
MASTER FEE SCHEDULE**

Sections:

1.36.010 Establishment of Master Fee Schedule.

1.36.010 Amendment of Fees and Master Fee Schedule.

1.36.010 Establishment of Master Fee Schedule.

All user and regulatory fees, penalties, refunds, reimbursements and charges of any kind collected by the City shall be specified in the Master Fee Schedule adopted by City Council, as amended by the Council resolution from time to time. Whenever applicable in this code, reference shall be made to the "Master Fee Schedule" in lieu of any reference to specific fee amounts.

1.36.020 Amendment of Master Fee Resolution.

All fees heretofore or hereafter set by ordinance in this code may also be established and amended by Council resolution amending the Master Fee Schedule except when state law requires that fees be adopted or amended by ordinance.

SECTION 2. Section 5.04.090 of the Kerman Municipal Code is hereby amended to read as follows:

5.04.090 License fee--Delinquency and penalty.

Every license which is not paid within a period of thirty days from the time the same becomes due and payable is declared to be delinquent and the city clerk shall add to such license and collect a penalty of ten percent **per month** of the license so delinquent. ~~Every ten days after the license is delinquent, the clerk shall collect an additional five percent.~~

SECTION 3. Section 5.24.040 of the Kerman Municipal Code is hereby amended to read as follows:
5.24.040 Permit--Application to solicit.

An application for a permit to solicit shall be made to the city council upon forms provided by the city at the office of the city clerk. Such application shall be sworn to and filed with the city clerk at least fifteen days prior to the time the permit applied for shall become effective; provided, that the city council may, for good cause shown, allow the filing of an application less than fifteen days prior to the effective date of the permit applied for. The application required in this section shall contain the following information, or in lieu thereof, a detailed statement of the reason or reasons why such information cannot be furnished:

- A. The name and address of the applicant;
- B. The exact purpose for which the proceeds of the solicitations, sale, bazaar, exhibition, promotion, amusement, show, lecture, entertainment or other enterprise, or any part thereof, are to be used, including the manner in which the amount of any compensation, intended to be paid to any person out of such proceeds, shall be paid;
- C. The total amount which is sought to be raised;
- D. The names and addresses of all persons on its board of trustees or its governing body, and also the names and address of all persons who will receive compensation in any way for the solicitations;
- E. The bank or place where all or any part of the funds raised by such activity will be placed on deposit or invested;
- F. Contemporaneously with the filing of the application, the applicant shall deposit with the city clerk ~~the sum of ten dollars as~~ a bond or guaranty for the faithful performance of the provisions of this chapter as established in the Master Fee Resolution as amended from time to time. Such sum is to be returned to the applicant upon denial of the application if it is denied, or, if the application is granted, then to be returned to the applicant upon the order of the city council when it is satisfied that the applicant has met all requirements of this chapter;
- G. Such other information in respect to the character, past activities, and the proposed activity of the applicant and the parties directly interested in or engaged in the work as may be necessary or desirable to enable the city council to make a full and complete investigation;
- H. Within fifteen days of filing an application, the city council shall determine whether to grant or deny the permit to solicit. The permit shall be granted if the council determines that the application provides the information required by this section.

SECTION 4. Section 5.26.030 of the Kerman Municipal Code is hereby amended to read as follows:

5.26.030 Permit application.

Applicants for a safe and sane fireworks stand permit must submit a completed application and the designated fee, **as established in the Master Fee Resolution, as amended from time to time,** upon a form obtained from the city clerk. ~~The fee to be paid for a safe and sane fireworks stand permit shall be twenty dollars. The fee amount shall be subject to revision or modification by resolution of the city council.~~

A completed application shall include:

- A. A hold harmless agreement indemnifying city, its employees, officials and agents against loss, liability, injury or damages arising from issuance of the permit and all activities, injuries, incidents or occurrences conducted or occurring pursuant to the permit. The applicant shall provide to city a certificate of insurance in a form acceptable to city and naming city as additional insured;
- B. A written description of the location of the stand either by street address or by distance and direction from the nearest cross streets;
- C. Written permission of the owner and any lessee or possessor of the land on which the fireworks stand will be operated;
- D. Written evidence that the applicant possesses a current retail sales license for the retail sale of safe and sane fireworks, and has been approved for such sales by north central fire protection district.

Upon receipt of the permit fee, and an application with the required attachments, the city clerk shall issue only one safe and sane fireworks stand permit to each applicant, and the permit shall be valid for only one location.

SECTION 5. Section 12.28.050 of the Kerman Municipal Code is hereby amended to read as follows:

12.28.050 Permit--Issuance conditions.

No permit issued under Section 12.28.040 shall be in conflict with the following regulations:

- A. The maximum width of any driveway shall not be more than thirty feet, as measured at the top of the curbing.
- B. The minimum distance between driveways serving the same lot or parcel of land shall be not less than eighteen feet, as measured at the top of the curbing.

C. Not more than forty percent of the frontage upon any street of the lot or lots or parcel of land to be served thereby shall be devoted to driveways.

D. No driveway shall be located so as to interfere with intersecting sidewalks, traffic signals, lamp posts, fire hydrants or other public improvements, either actual and in existence, or officially approved and contemplated.

E. No permit shall be issued to remove any curbing unless a concrete driveway between curbing and sidewalk is to be installed.

F. The necessary adjustments to utility facilities, light standards, fire hydrants, catch basins, street or rail way signs, signals, or other public improvements or installations shall be accomplished without cost to the city.

G. All such work shall be done under the supervision of the city engineer or his authorized agents, and in accordance with city specifications in effect at the time of such work. Forms shall be inspected by the city engineer or his authorized agents before any concrete is poured. All debris and surplus materials shall be promptly removed upon completion of the work.

H. The applicant shall maintain the premises in a safe manner, and shall provide adequate barricades and lights at his own expense to protect the safety of the public using the adjacent streets or sidewalks, and shall hold the city free from any damages incurred by his operations.

I. ~~No fee shall be charged by the city~~ Fees charged for the issuance of the permit shall be established in the Master Fee Resolution, as amended from time to time.

J. The city council shall have the authority to rescind any permit heretofore or hereafter granted for a curb cut or sidewalk installation when it finds such action to be in the public interest.

SECTION 6. CEQA. This ordinance does not constitute a project under the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15378 (b)(4) which states in relevant part that the term "Project" does not include "The creation of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment." (California CFR Title 14, Chapter 3)

SECTION 7. Severability. The City Council declares that the provisions of this Ordinance are severable. If, for any reason, any sentence, paragraph, or section of this ordinance is determined by a court of competent Jurisdiction to be invalid, such determination will not affect the validity of the remaining portions of this Ordinance.

SECTION 8. Effective Date. This ordinance shall be effective at the expiration of thirty (30) days from the date of adoption.

SECTION 9. Publication. This Ordinance shall be published in accordance with the provisions of Government Code Section 36933.

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of Kerman held on the 8th day of February 2023, and passed and adopted at a regular meeting the City Council held on _____, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing ordinance is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Marci Reyes
City Clerk

Attachment 'B'

RESOLUTION NO. 23-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN ADOPTING A
MASTER FEE SCHEDULE OF USER AND REGULATORY FEES AND CHARGES FOR
VARIOUS CITY SERVICES**

WHEREAS, user and regulatory fees are established by the City Council; and

WHEREAS, the City recently completed a study to identify the cost of providing various user and regulatory fees and charges (hereafter ClearSource Fee Study or Fee Study); and

WHEREAS, the Fee Study examined fee-related services provided by the City, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City Council hereby finds that the Fee Study provides adequate evidence to conclude that the revised fees do not exceed the cost to provide the services for which the fees are charged; and

WHEREAS, the City Council desires that annually the City Manager may update the fees based on the annual percentage change in the all-urban Consumer Price Index for Los Angeles-Long Beach-Anaheim, CA (CPI). If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year unless a public hearing is held to consider amendment of fees; and

WHEREAS, in adopting this Resolution, the City Council is taking action only on those fees for the services, programs or products set forth in Exhibit 'A' which have been modified from prior resolutions of the City Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

NOW, THEREFORE, the City Council of the City of Kerman resolves as follows:

- Section 1. The foregoing recitals are true and correct and incorporated by reference.
- Section 2. The City Council hereby adopts the fees, charges, and rates as set forth in Appendix A of the ClearSource Fees Study which is attached as Exhibit 'A' and incorporated by this reference.
- Section 3. Annually the City Manager may update the fees based on the annual percentage change in the all-urban Consumer Price Index for Los Angeles Long Beach-Anaheim, CA (CPI). If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year unless a public hearing is held by the City Council to consider amendment of fees.

Section 4. Any new or adjusted fees adopted by this Resolution shall go into effect July 1, 2023.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Kerman held on the 8th day of February 2023, and passed at said meeting by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Marci Reyes
City Clerk

Exhibit 'A'



Schedule of User and Regulatory Fees
Effective July 1, 2023

Table of Contents

**Note: This Fee Schedule does not include all fees, rates, or charges that may be imposed by the City.
Examples of excluded items include, but are not limited to, development impact fees, utility rates,
and punitive fines and penalties.**

FEE SCHEDULE	PAGE
Administrative Fees - City Clerk and Document Reproduction Fees	1
Administrative Fees - Finance Fees and Business License Tax	2
Animal Licensing and Regulation Fees	5
Building Fees	6
Code Enforcement Fees	14
Engineering - Grading Plan Review Fees	15
Engineering - Improvement Plan Review Fees	16
Planning Fees	17
Police Fees	20
Public Works - Encroachment Permit Fees	22
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Public Works - Materials and CleanUp / Repair Fees	26
Recreation / Community Services - Program Fees	27
Recreation / Community Services - Parks and Facility Rental Rates and Charges	28
Recreation / Community Services - Kerman Community Center Rental Rates and Charges	29

City of Kerman

ADMINISTRATIVE FEES -CITY CLERK AND DOCUMENT REPRODUCTION FEES

Description	Fee	Charge Basis	Note
1 Hardcopy Records Request			
a) Black and White Copy - up to 8.5 x 14	\$0.10	per single sided page	
b) Black and White Copy - 11 x 17	\$0.15	per single sided page	
c) Color Copy - up to 8.5 x 14	\$0.20	per single sided page	
d) Color Copy - 11 x 17	\$0.25	per single sided page	
e) Oversized Sheets (Plans/Maps)	\$3.00	per single sided page	
2 Digital Media - Copies on City Supplied Device	\$10	per device	
3 Outside Printing / Preparation Services	Actual Cost		
4 Postage	Actual Cost		
5 Fax Fee	\$1	per page	
6 Candidate Nomination Filing Fee	\$25		
7 Requests Requiring Special Programming or Formatting	Actual hourly rate plus cost of digital devices		[a]

[a] This fee applies to the creation of a new document or information not normally prepared, owned, used or retained by the City as part of the conduct of the Public's business. Fee also includes cost of any digital devices used to provide requested information.

City of Kerman

ADMINISTRATIVE FEES - FINANCE FEES AND BUSINESS LICENSE TAX

Description	Fee	Charge Basis	Note
1 Business License Application Review Fee			
a) Physical Location within City Limits	\$150	Each	
b) Business Located Outside City Limits, Contractors without Physical Location within City Limits	\$75	Each	
c) Home Occupation	\$142	Each	
2 Returned Check Fee; ACH/EFT Return/Error	\$25	Each	
3 Charitable Solicitation Car Wash Permit Fee	\$20	Each	[a]
4 Utility Proof of Residency / Credit Reference Letter	\$10	Each	
5 Utility Billing Account History Report	\$10	Each	
6 Fireworks Permit	\$50	Per permit	
7 Yard Sale Permit Fee	\$10	Per permit	

[a] Fee is refundable with documentation of approved costs.

City of Kerman

ADMINISTRATIVE FEES - FINANCE FEES AND BUSINESS LICENSE TAX

Description	Fee / Tax	Charge Basis	Note
Business License Tax General			
1 Business License Tax			
a) Sole Proprietorship with No Employees	\$64.87		
b) 1-5 Employees	\$96.51		
c) 6-10 Employees	\$129.74		
d) 11 or More Employee	\$161.38		
Business License Tax Specific			
2 A - Public Dance			
a) without drinks or alcohol	\$23.73	per day	
b) with drinks or alcohol	\$31.64	per day	
3 B - Real Estate Broker	\$153.47	per year	
4 C - Card Tables, Card games, Cardroom			
a) Business Permit	\$808.48	per year	
b) Employee			
i) Initial Year	\$316.43	per year	
ii) Renewal	\$79.11	per year	
5 D - Auction Sales	\$647.10	per year	
6 E - Astrologer / Fortune Teller / Spiritualist / Hypnotist	\$80.69	per day	
7 F - Circus			
a) Acrobatic Performance	\$64.87	per day	
b) Jugglers / Magician / Rope Dancing	\$15.82	per show, per day	
8 G - Carnival Rides / Games / Food & Beverage Stands (Harvest Festival)	\$161.38	per day	
9 H - Special Event Permit without Full Time License	\$6.33	per day	
10 I - Trained Animals	\$36.39	per day	
11 J - Tent or Other Shows, Minstrels, Operatic or Concert Singers	\$129.74	per day	
12 K - Merry go Round / Horses Ride	\$23.73	per day	
13 L - Bankruptcy Stock	\$1,292.62	per year	
14 M - Retail or Wholesale by Phone	\$64.87	per year	
15 N - Itinerant Peddler, Solicitors and Photographers	\$163.00	per quarter	
16 Mobile Food Vendors	\$163.00	per quarter	
17 Apartments, Rental Housing, Multi-Family Housing, Mobile Home Parks - Four Units or More	\$7.00	per unit, per year	

City of Kerman

ADMINISTRATIVE FEES - FINANCE FEES AND BUSINESS LICENSE TAX

Description	Fee / Tax	Charge Basis	Note
Other			
18 State of California Fee (SB 1186)	\$4.00	per license	[a]
19 Late Fee (% of license amount)	10%	per month	

[a] Amount established by State of California. In the case of discrepancies, State amount shall supersede this schedule.

Note: See City of Kerman Municipal Code for detailed description of license categories. License fees identified in Sections A through M above shall, for each year after 1996, be increased by multiplying .8 times the Consumer Price Index ("CPI") for Los Angeles Urban Wage Earners and Clerical as determined on June 1st of the year just ended times the license fee for the year just ended.

City of Kerman

ANIMAL LICENSING AND REGULATION FEES

Description		Fee	Note
Dog License Fees			
1	Spayed or Neutered Dog		
	a) One Year Option	\$15	
	b) Two Year Option	\$20	
	c) Three Year Option	\$30	
2	Nonspayed or Unneutered Dog		
	a) One Year Option	\$30	
	b) Two Year Option	\$40	
	c) Three Year Option	\$60	
3	Delinquent Penalty	\$25	
4	Lost Tag Replacement	\$5	
5	Service Dog License	\$0	
Impound Fees			
6	Licensed Animal		
	a) First Impound	\$25	
	b) Second Impound	\$50	
	c) Third Impound and Subsequent Impounds	\$75	
7	Unlicensed Animal		
	a) First Impound	\$50	
	b) Second Impound	\$100	
	c) Third Impound and Subsequent Impounds	\$150	
8	Dangerous Animals		
	a) First Impound	\$100	
	b) Second Impound	\$200	
	c) Third Impound and Subsequent Impounds	\$300	
9	Impound Fine for Nonspayed or Unneutered Animal		
	a) First Impound	\$35	[a]
	b) Second Impound	\$50	[a]
	c) Third Impound and Subsequent Impounds	\$100	[a]
10	Care and Feeding Per Day		
	a) Up to 100 lbs	\$15	
	b) Over 100 lbs	\$25	
Owner Surrender Animals (Living or Dead)			
11	Delivered to Shelter	\$25	
12	Picked Up by Animal Control	\$50	

[a] Food and Agriculture Code Sections 30804.7 and 31751.7. These amounts are in addition to impound fees.

City of Kerman

BUILDING FEES

A. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies.

Description	Fee	Note
1 HVAC Change-Out - Residential	\$80	
2 Water Heater Change-Out - Residential	\$60	
3 Re-Roof - Residential	\$120	
4 Line Repair - Sewer / Water / Gas	\$122	
5 Service Panel Upgrade - Residential	\$163	
6 Electric Vehicle Charger - Residential	\$163	
7 Battery Backup Storage - Residential	\$163	
8 Generator - Residential	\$163	
9 Residential Solar Photovoltaic System - Solar Permit		
a) 15kW or less	\$285	[a]
b) Above 15kW	\$450 base fee, plus \$15 per kW for each kW above 15kW	[a]
10 Commercial Solar Photovoltaic System - Solar Permit		
a) 50kW or less	\$1,000	[a]
b) 50kW – 250kW	\$1,000 base fee, plus \$7 per kW for each kW above 50kW up to 250kW	[a]
c) Above 250kW	\$2,400 base fee, plus \$5 per kW for each kW above 250 kW	[a]
11 Ground-Mount Solar - Residential		
a) 15kW or less	\$450	[a]
b) Above 15kW	\$450 base fee, plus \$15 per kW for each kW above 15kW	[a]
12 Demolition - Residential Single Family	\$163	
13 Demolition - Commercial	\$326	
14 Temporary Power Pole	\$122	
15 Swimming Pool/Spa - Residential	\$571	
16 Swimming Pool/Spa Equipment Change-out Only - Residential	\$163	
17 Swimming Pool Replaster - Residential	\$163	
18 Voluntary Seismic Retrofit - Residential	\$245	

City of Kerman

BUILDING FEES

A. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies.

Description	Fee
19 Retaining Wall	
a) Wall Under 4' in Height from Bottom of Footing	\$326
b) Wall Over 4' in Height from Bottom of Footing	
i) Up to 100 LF	\$652
ii) Each Additional 100 LF	\$41
20 CMU Wall	
a) Wall Under 6' in height	\$326
b) Wall Over 6' in height	
i) Up to 100 LF	\$652
ii) Each Additional 100 LF	\$41
21 Window / Sliding Glass Door - Retrofit / Repair / Replacement	
a) Up to 5	\$163
b) Over 5	See Permit Fee Table

[a] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

City of Kerman

BUILDING FEES

Determination of Valuation for Fee-Setting Purposes

- Project valuations for new construction shall be based on building valuation as printed and published by the International Code Council as of February of the most recent publishing, including adjustment for RS Means location factor.
- Project valuations for general construction such as tenant improvements, and remodels shall be based on the total value of all construction work, including all finish work, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official.
- Final building permit valuation shall be set by the Building Official. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

Note: For construction projects with permit fees calculated using Sections B, C, D, or E, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.

B. Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits

Total Valuation	Permit Fee			
\$1 to \$2,000	\$163.00			
\$2,001 to \$25,000	\$163.00	for the first \$2,000	plus \$21.26	for each add'l \$1,000 or fraction thereof, to and including \$1,000
\$25,001 to \$50,000	\$652.00	for the first \$25,000	plus \$13.04	for each add'l \$1,000 or fraction thereof, to and including \$1,000
\$50,001 to \$100,000	\$978.00	for the first \$50,000	plus \$19.56	for each add'l \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,956.00	for the first \$100,000	plus \$6.52	for each add'l \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$4,564.00	for the first \$500,000	plus \$5.22	for each add'l \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$7,172.00	for the first \$1,000,000	plus \$3.65	for each additional \$1,000 or fraction thereof over \$1,000,000

For permits for new construction, additions, tenant improvements or residential remodels requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

Plumbing inspection fees = Base permit fee x .10

Electrical inspection fees = Base permit fee x .10

Mechanical inspection fees = Base permit fee x .10

City of Kerman

BUILDING FEES

C. Permit Fee for Stand-Alone Mechanical Permit

Total Valuation		Permit Fee			
Up to \$2,000	\$163.00				
\$2,001 to \$4,000	\$163.00				
\$4,001 to \$10,000	\$244.50	for the first \$4,000	plus	\$13.59	for each additional \$1,000 or fraction thereof over \$4,000
\$10,000 and up	\$326.00	for the first \$10,000	plus	\$5.43	for each additional \$1,000 or fraction thereof over \$10,000

D. Permit Fee for Stand-Alone Plumbing Permit

Total Valuation		Permit Fee			
Up to \$2,000	\$163.00				
\$2,001 to \$4,000	\$163.00				
\$4,001 to \$10,000	\$244.50	for the first \$4,000	plus	\$13.59	for each additional \$1,000 or fraction thereof over \$4,000
\$10,000 and up	\$326.00	for the first \$10,000	plus	\$5.43	for each additional \$1,000 or fraction thereof over \$10,000

E. Permit Fee for Stand-Alone Electrical Permit

Total Valuation		Permit Fee			
Up to \$2,000	\$163.00				
\$2,001 to \$4,000	\$163.00				
\$4,001 to \$10,000	\$244.50	for the first \$4,000	plus	\$13.59	for each additional \$1,000 or fraction thereof over \$4,000
\$10,000 and up	\$326.00	for the first \$10,000	plus	\$5.43	for each additional \$1,000 or fraction thereof over \$10,000

City of Kerman

BUILDING FEES

F. Permit Fee for Stand-Alone or Combination Permits Not Identified Elsewhere in this Schedule

Note: For construction projects with permit fees calculated using Section F, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.

Description	Fee	Charge Basis	Note
1 Stand-Alone or Combination Permit Fees (Alternative Calculation)			
a) One Inspection Required	\$82	per permit	
b) Two Inspections Required	\$163	per permit	
c) Three Inspections Required	\$245	per permit	
d) Four Inspections Required	\$326	per permit	
e) Each Additional Inspection	\$82	per permit	

City of Kerman

BUILDING FEES

G. Building Plan Review Fees

Description	Fee	Note
1 Building Plan Check Fees - Building		
a) Plan Review Fee, if applicable	75%	[a]
b) Expedited Plan Check (per hour, 2-hour minimum)	\$196	
c) Revision Application Fee (per hour) (1-hour minimum)	\$163	
d) Production Units / Lot Specific Units	20% of standard plan check fee	[b]
e) Alternate Methods and Materials Review (per hour)	\$163	
f) Excess Plan Review Fee (3rd and subsequent) (per hour)	\$163	
h) Deferred Plan Submittals (per hour, 2-hour minimum)	\$163	
2 Building Plan Check Fees - Planning		
(Fees Only Applied to Projects Requiring Review)		
a) Alterations/Additions - Residential	\$95	
b) New Construction - Single Family Residential	\$189	
c) New Construction - 2-4 Residential Units	\$189	
d) New Construction - 5+ Residential Units	\$378	
e) New Construction - Non-Residential	\$378	
f) Alterations/Additions - Non-Residential	\$95	

When applicable, plan check fees shall be paid at the time of application for a building permit.
The plan checking fee is in addition to the building permit fee

[a] Includes initial plan check, plus two back checks. The City will bill hourly for additional plan review required.

[b] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time. Note: Flop plans are not considered identical plans.

City of Kerman

BUILDING FEES

H. Other Fees

Description	Fee	Note
1 Permit Processing Fee	\$68	
4 Strong Motion Instrumentation (SMI) Fee Calculation		
a) Residential	\$0.50 or valuation x .00013	
b) Commercial	\$0.50 or valuation x .00028	
5 Building Standards (SB 1473) Fee Calculation (Valuation)		
a) \$1 - \$25,000	\$1	
b) \$25,001 - \$50,000	\$2	
c) \$50,001 - \$75,000	\$3	
d) \$75,001 - \$100,000	\$4	
e) Each Add'l \$25,000 or fraction thereof	Add \$1	
6 Temporary Certificate of Occupancy (per 30 Days)	\$245	
7 Permit Extension	\$163	
8 Permit Reactivation Fee		
a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	\$163	
b) Reactivation Fee - All Other Scenarios		
i) Permit Expired Up to One Year	50% of Original Base Building Permit Fee	
ii) Permit Expired More than One Year	100% of Original Base Building Permit Fee	
9 Permit Reissuance Fee	\$82	
10 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$245	
11 AB 838 Violation Fees		
a) Investigation resulting in Violations under AB 838 (per hour) (1-hour minimum)	\$163	
b) Inspection Report Production for Violations under AB 838 (per hour) (1-hour minimum)	\$163	
Other Fees		
12 Phased Inspection Fee (per inspection)	\$82	
13 After Hours Inspection (per hour) (2-hour minimum)	\$196	
14 Re-inspection Fee (as determined by City Building Official) (each)	\$82	[b]
15 Duplicate Copy of Permit	\$54	
16 Duplicate Copy of Certificate of Occupancy	\$27	
17 Construction and Demolition Waste Management Review Fee	\$163	
18 Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	\$82	

City of Kerman

BUILDING FEES

H. Other Fees

Description	Fee	Note
Violation Fees		
19 Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee	

[b] Reinspection fee applies after the first re-inspection.

City of Kerman

CODE ENFORCEMENT FEES

Description	Fee	Note
1 Inspection / Re-Inspection		
a) First Inspection	No Charge	
b) Second Inspection to Verify Violation Corrected	No Charge	
c) Each Additional Inspection	\$70	
2 Abatement Warrant	\$250	
3 Serving Notice	\$70	
4 Lien Approval Fee	\$150	
5 Special Assessment Approval Fee	\$150	
6 Lien Release Fee	\$50	
7 Abandoned Property Registration & Monitoring Fee		
a) Registration Fee		
i) Initial	\$70	
ii) Renewal	\$70	
b) Monitoring Fee (per year)		
i) Initial	\$140	
ii) Renewal	\$140	
8 Rates for Services Not Listed Above		
a) Code Enforcement Personnel (per hour)	\$146	
b) Specialized Services Including, but not limited to, Attorney and Abatement Services	Actual Cost	

City of Kerman

ENGINEERING - GRADING PLAN REVIEW FEES *

Description	Initial Deposit or Minimum Fee	Unit	Note
PLAN REVIEW FEES			
1 Grading Plan Check			
a) Parcels under 1 acre over 50 CY	\$1,552	deposit	[a]
b) 1.00 - 5.00 acres			
i) First acre	\$1,552	deposit	[a]
ii) Each additional acre, or portion thereof up to 5 acres	\$194	deposit	[a]
c) 5.01 - 10.00 acres			
i) First 5.01 acres	\$2,328	deposit	[a]
ii) Each additional acre, or portion thereof up to 10 acres	\$194	deposit	[a]
d) Over 10 acres			
i) First 10.01 acres	\$3,298	deposit	[a]
ii) Each additional acre, or portion thereof	\$146	deposit	[a]
2 Permit Issuance - Onsite Construction / Grading	\$97	fee	
3 Extension of Time	\$97	fee	
4 Fee for Additional Services Required Due to Changes, Modifications, Additions, etc.	Actual Costs / T&M plus 15% admin fee	fee	
5 Fees for Services Not Listed In this Fee Schedule			
a) Hourly Rate of In-House Staff	\$194	per hour	
b) Contract Service Providers	Pass-through of Consultant Costs plus 15% admin fee		

[a] Amount shown is initial deposit.

* See Planning and Engineering Fees for Tract, Street, and Other Fees

Full Cost Deposits and Deposit Replenishment

Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.

Full Cost Deposits and Deposit Replenishment

Initial deposits will be collected and held by the City in a deposit account at the time the application is submitted. Project billing amounts will be drawn from the deposit account. A positive account balance shall be maintained at all times during the review process. No work will be performed on a project with a negative fund balance. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount no less than 50% of the original deposit.

Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).

As may be required for project evaluation or environmental review, all payment for consultant work shall be the responsibility of the applicant.

City of Kerman

ENGINEERING - IMPROVEMENT PLAN REVIEW FEES

Description	Fee	Unit	Note
1 Subdivision Map Engineering Plan Check & Inspection Cost of Improvements			
a) First \$50,000	10.00%	% of Engineer's Cost Estimate	[a]
b) \$50,001 to \$300,000	6.00%	% of Engineer's Cost Estimate	[a]
c) \$300,001 to \$700,000	4.00%	% of Engineer's Cost Estimate	[a]
d) Greater than \$700,000	2.50%	% of Engineer's Cost Estimate	[a]
2 Fee for Additional Services Required Due to Changes, Modifications, Additions, etc.	Actual Costs / T&M plus 15% admin fee		
3 Fees for Services Not Listed In this Fee Schedule			
a) Hourly Rate of In-House Staff	\$194	per hour	
b) Contract Service Providers	Pass-through of Consultant Costs plus 15% admin fee		

[a] Estimate of 25% of fee due at initial submittal. Amount shown is intended to serve as a reasonable estimate, however the City reserves the right to collect additional fees for work outside of typical scope. Fees are additive (e.g., For \$75,000 of improvements the fee is calculated as follows: For the first \$50,000 of improvements fee is 10% of engineer's cost estimate. For the next \$25,000 of improvements the fee is 6% of engineer's cost estimate).

As may be required for project evaluation or environmental review, all payment for consultant work shall be the responsibility of the applicant.

City of Kerman

PLANNING FEES

Description	Fixed Fee or Minimum Fee	Initial Deposit	Charge Basis	Note
Appeal				
1 Appeal				
a) Applicant Requested	\$2,000		Per Appeal to Each Hearing Body	
b) Non-Applicant Requested	\$3,780		Per Appeal to Each Hearing Body	
Annexation				
2 Annexation	\$10,000	\$10,000	Deposit with Minimum Fee	[a]
Use Permit				
3 Administrative Use Permit	\$1,890		Fixed Fee	[b]
4 Conditional Use Permit				
a) CUP - Minor - No New Construction	\$2,835		Fixed Fee	[b]
b) CUP - Major - New Construction	\$5,670		Fixed Fee	[b]
c) CUP - Alcohol with PCN Consideration	Base CUP fee plus 25%		Fixed Fee	[b]
d) CUP - Amendment	50% of current equivalent fee		Fixed Fee	[b]
e) CUP - Extension	\$425		Fixed Fee	[b]
5 Temporary Use Permit				
a) Temporary Use Permit (First Time Applicant)	\$319		Fixed Fee	[b]
b) Temporary Use Permit (Recurring Annual Event)	\$142		Fixed Fee	[b]
Environmental				
6 Categorical Exemption Review	\$189		Fixed Fee	
7 Recordation of Notice of Determination	\$189		Fixed Fee	
8 Negative Declaration	pass-through actual costs plus 15% city admin fee	\$10,000	T&M with initial deposit	
9 Mitigated Negative Declaration	pass-through actual costs plus 15% city admin fee	\$10,000	T&M with initial deposit	
10 Environmental Impact Report	pass-through actual costs plus 15% city admin fee	\$10,000	T&M with initial deposit	
General Plan Amendment / Specific Plan				
11 General Plan Amendment	\$7,500	\$7,500	Deposit with Minimum Fee	
12 Specific Plan				
a) Specific Plan	pass-through actual costs plus 15% city admin fee	\$10,000	T&M with initial deposit	
b) Specific Plan Amendment	pass-through actual costs plus 15% city admin fee	\$5,000	T&M with initial deposit	
Site Plan				
13 Site Plan Review				
a) Non-Residential				
i) Less than 1,200 sq. ft. (New Construction or Site	\$1,890		Fixed Fee	[b]
ii) +1,201 sq. ft. - 15,000 sq. ft. (Minor Construction)	\$7,088		Fixed Fee	[b]
iii) +15,001 sq. ft. (Major Construction)	\$11,340		Fixed Fee	[b]
b) Residential				
i) 1-4 Multi-Family Units	\$1,890		Fixed Fee	[b]
ii) 5-40 Multi-Family Units	\$7,088		Fixed Fee	[b]
iii) +41 Multi-Family Units	\$11,340		Fixed Fee	[b]
c) Site Plan Review - Amendment	50% of current equivalent fee			[b]
d) Site Plan Review - Extension	\$425		Fixed Fee	[b]

City of Kerman

PLANNING FEES

Description	Fixed Fee or Minimum Fee	Initial Deposit	Charge Basis	Note
Subdivisions				
14 Lot Line Adjustment	\$1,134		Fixed Fee	
15 Parcel Merger	\$1,134		Fixed Fee	
16 Parcel Map Waiver	\$1,134		Fixed Fee	
17 Certificate of Correction / Certificate of Compliance	\$567		Fixed Fee	
18 Tentative Parcel Map (4 lots or less)	\$2,268		Fixed Fee	
19 Tentative Parcel Map - Amendment	\$756		Fixed Fee	
20 Tentative Parcel Map - Extension	\$425		Fixed Fee	
21 Tentative Subdivision Map (5 lots or more)				
a) 100 Lots or Less	\$5,670		Fixed Fee	
b) More than 100 Lots				
i) Base Fee for the first 100 Lots	\$5,670		Fixed Fee	
ii) Per Lot Fee for each additional lot	\$24		Fixed Fee	
22 Tentative Subdivision Map - Amendment	\$2,268		Fixed Fee	
23 Tentative Subdivision Map - Extension	\$425		Fixed Fee	
24 Final Parcel Map (4 lots or less)	\$1,134		Fixed Fee	
25 Final Subdivision / Tract Map (5 lots or more)				
a) 100 Lots or Less	\$2,835		Fixed Fee	
b) More than 100 Lots				
i) Base Fee for the first 100 Lots	\$2,835		Fixed Fee	
ii) Per Lot Fee for each additional lot	\$12		Fixed Fee	
26 Planned /Smart Zone Development Plan Review	\$4,725		Fixed Fee	
27 Developer Agreement Preparation	\$7,500	\$7,500	Deposit with Minimum Fee	
Zoning				
28 Rezone/Prezone	\$7,500	\$7,500	Deposit with Minimum Fee	
29 Ordinance Text Amendment	\$5,000	\$5,000	Deposit with Minimum Fee	
30 Variance Review	\$2,835		Fixed Fee	
31 Minor Deviation	\$333		Fixed Fee	
32 Density Bonus	\$2,835		Fixed Fee	
33 Classification of Use	\$1,512		Fixed Fee	
34 Zoning Clearance Letter				
a) Basic Property Information	\$95		Fixed Fee	
b) Basic Property Information with Additional Research Required	\$375		Fixed Fee	
35 Home Occupation Permit	\$142		Fixed Fee	
Signs				
36 Temporary Sign Permit	No Charge		Fixed Fee	
37 Tenant Specific Sign Permit	\$218		Fixed Fee	
38 Master Sign Program	\$1,418		Fixed Fee	

City of Kerman

PLANNING FEES

Description	Fixed Fee or Minimum Fee	Initial Deposit	Charge Basis	Note
Miscellaneous				
39 Address Adjustment	\$284		Fixed Fee	
40 ADU / JADU Plan Review	\$151		Fixed Fee	
41 Removal of Deed Restriction on Real Property	\$189		Fixed Fee	
42 Fire Plan Review	determined by Fire District / City MOU and/or Fire District Fee Schedule			
Rate for Services Not Listed Above				
43 Rate for Services Not Listed Above				
a) Planning	\$189		Per Hour	
b) Contract Environmental Review, Planning, Peer Review, etc.	pass-through actual costs plus 15% city admin fee			
c) Specialized Attorney Review	pass-through actual costs			
d) Outside Agency Costs (e.g. Fire, other Governments)	pass-through actual costs			

[a] Amount shown is City fee only. Additional fees may apply for LAFCO, Department of Fish & Wildlife, County, etc..

[b] For applications received that include concurrent site plan review and use permit review, applicant shall pay 100% of the highest applicable review fee (use permit or site plan review fee) and 75% of the lower fee. Example: If concurrent application is received and base stand-alone fees are \$5,670 for use permit and \$7,088 for site plan review, the modified fee would be 100% of \$7,088, plus 75% of \$5,670.

Note: In addition to amounts shown above, applicant is responsible for any amounts due to outside agencies (e.g., LAFCO, Department of Fish & Wildlife, County).

Overview of Fee Structure
Fees may be either fixed fees, or deposits with a minimum fee amount due. When a fee is deposit-based, the City will collect the initial deposit and bill against that deposit. The minimum total amount charged for deposit-based fees shall be the amount shown in the fixed fee / minimum fee column.

Use of Full Cost Recovery with Minimum Amount Due
For fees collected using Full Cost Recovery with Minimum Amount Due, the City will provide an accounting of internal costs and other related costs (e.g. consultant, County, attorney, etc.), to support any amounts billed in excess of the minimum amount due.

City of Kerman

POLICE FEES

Description	Fee	Note
1 Fingerprinting fee		
a) Live Scan Rolling Fee	\$25	
b) Live Scan FBI Clearance	\$19	[a]
c) Live Scan DOJ Clearance	\$32	[a]
2 Fingerprinting fee - Hard Copy		
a) First Card	\$25	
b) Each Additional Card	\$5	
3 Records Check (e.g., Local Criminal History Check; Clearance Letter)	\$25	
4 Report Copy		
a) Traffic Collision Report	\$15	
b) Police Report	\$15	
5 Citation Sign-Offs		
a) Residents	Free	[b]
b) Non-Residents	\$10	[b]
6 Vehicle Release	\$150	
7 Repossessed Vehicle Fee	\$15	[c]
8 Property Storage Fee (per item/weapon)	\$30	
9 False Alarm Response (Per Calendar Year)		
a) First	No Charge	
b) Second	No Charge	
c) Third	\$50	
d) Fourth	\$100	
e) Fifth and Each Additional	\$150	
10 Noise Disturbance (Per Calendar Year)		
a) First	No Charge	
b) Second	No Charge	
c) Third	\$50	
d) Fourth	\$100	
e) Fifth and Each Additional	\$150	

City of Kerman

POLICE FEES

Description	Fee	Note
11 DUI Collision Cost Recovery (per hour)		
a) Non-Overtime		
i) Records Clerk	\$37	
ii) Records Manager	\$53	
iii) Community Services Officer	\$32	
iv) Police Officer	\$46	
v) Police Corporal	\$50	
vi) Police Sergeant	\$60	
vii) Police Lieutenant	\$74	
b) Overtime		
i) Records Clerk	\$49	
ii) Records Manager	\$70	
iii) Community Services Officer	\$43	
iv) Police Officer	\$61	
v) Police Corporal	\$67	
vi) Police Sergeant	\$80	
vii) Police Lieutenant	\$98	
12 Special Requests for Police Services (per hour)		
a) Non-Overtime		
i) Records Clerk	\$37	
ii) Records Manager	\$53	
iii) Community Services Officer	\$32	
iv) Police Officer	\$46	
v) Police Corporal	\$50	
vi) Police Sergeant	\$60	
vii) Police Lieutenant	\$74	
b) Overtime		
i) Records Clerk	\$49	
ii) Records Manager	\$70	
iii) Community Services Officer	\$43	
iv) Police Officer	\$61	
v) Police Corporal	\$67	
vi) Police Sergeant	\$80	
vii) Police Lieutenant	\$98	
13 Subpoena Response / Court Appearance	Maximum Amount Allowed by Law	

[a] Amounts established by other agencies. In the case of discrepancies, amounts adopted by other agencies (e.g., DOJ, FBI) shall supersede this schedule.

[b] Signoffs are processed for Kerman residents or citations issued by Kerman Police Department.

[c] Government Code 41612.

City of Kerman

PUBLIC WORKS FEES

Description	Fee	Initial Deposit	Fee Structure	Note
ENCROACHMENT PERMIT PROCESSING (Fees include plan check, permit issuance, and inspection fees)				
1 Utility Service Providers - Connection / Service / Repair up to 100 SF	\$300		Fixed Fee	
2 Catch Basin / Dry Well / Manhole / Vault / Concrete Pads / Pole Set or Removal (per location)	\$300		Fixed Fee	
3 Trenching/Excavation for Infrastructure Installation				
a) Bell Hole				
i) Application Review Fee	\$225		Fixed Fee	
ii) Permit and Inspection Fee (Greater of A or B)				
a) Minimum fee per location	\$450		Fixed Fee	
b) Fee per bore / pit / pothole	\$150		Fixed Fee	
b) Street / Trench Cut				
i) Application Review Fee	\$225		Fixed Fee	
ii) Permit and Inspection Fee (Greater of A or B)				
a) Minimum fee per location	\$450		Fixed Fee	
b) Fee Per 100 SF	\$150		Fixed Fee	
4 Driveway				
a) Residential				
i) First Approach	\$300		Fixed Fee	
ii) Each Additional Approach	\$150		Fixed Fee	
b) Commercial				
i) First Approach	\$600		Fixed Fee	
ii) Each Additional Approach	\$300		Fixed Fee	
5 Curb, Gutter, Sidewalk				
a) Residential	\$300		Fixed Fee	[a]
b) Commercial	\$600		Fixed Fee	[a]
6 Other General Temporary Encroachment Permit				[b]
a) For Work Expected to Last No More than Two Weeks				[b]
i) Base Fee - Up to Two Days	\$375		Fixed Fee	
ii) Each Additional Day	\$150		Fixed Fee	
b) For Work Expected to Last More than Two Weeks	\$1,500	\$1,500	Deposit with Minimum Fee	[b]
7 Agreement for Private Improvements In the Right-of-Way (Permanent Encroachment)	\$525		Fixed Fee	
OTHER				
8 Extension of Time (per extension, if not separately charged against deposit)	\$150		Fixed Fee	
9 Plan Revision (per revision, if not separately charged against deposit)	\$75		Fixed Fee	
10 Excess Plan Review (per hour, if not separately charged against deposit)	\$150		Fixed Fee	
11 Hourly Rate for Services Not Identified in this Schedule, Other Inspection,				
a) In-House Engineering / PW Staff	\$150		Per Hour	
b) Contract Service Support	Time & Mat'ls + 15%		Fixed Fee	
c) Attorney / Other Professional Services	Time & Mat'ls		Fixed Fee	
12 Failure to Restore Public Improvements as Required (per day)	\$150		Per Day	
13 Commencing Work Without a Permit or Work Different than Authorized by Permit	2x fees		Double fees	

City of Kerman

PUBLIC WORKS FEES

Description	Fee	Initial Deposit	Fee Structure	Note
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Overview of Fee Structure

Fees may be either fixed fees, deposits, or deposits with a minimum fee amount due. When a fee is deposit-based, the City will collect the initial deposit and bill against that deposit. The minimum total amount charged for deposit-based fees shall be the amount shown in the minimum fee column.

Full Cost Deposits and Deposit Replenishment

Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.

Initial deposits will be collected and held by the City in a deposit account at the time the application is submitted. Project billing amounts will be drawn from the deposit account. A positive account balance shall be maintained at all times during the review process. No work will be performed on a project with a negative fund balance. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount no less than 50% of the original deposit.

Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).

As may be required for project evaluation or environmental review, all payment for consultant work shall be the responsibility of the applicant.

Note: Deposit amounts listed are typical minimum amounts. The City reserves the right to request a different deposit (lower or higher) based on complexity of project or frequency of inspections needed.

[a] For combination driveway, curb, gutter, sidewalk permits to be inspected at same time, only use driveway permit for fee calculation.

[b] General encroachment work includes any activity within the public right of way. Fixed fee permit applies to typical utility work with standard WATCH manual traffic control. More complex work requiring additional plan check/traffic control, plan review, testing, and/or inspection, requires a deposit.

City of Kerman

PUBLIC WORKS FEES

Description		Fee	Note
1	Water - Miscellaneous		
	a) Meter Testing	\$75	[a]
	b) Cut Lock Fee	\$75	
2	Water Waste Fines		
	a) Informational Notification	No Charge	
	b) 1st Written Water Waste Notice	No Charge	
	c) 2nd Written Water Waste Notice	\$25	
	d) 3rd Written Water Waste Notice	\$50	
	e) 4th Written Water Waste Notice	\$100	
	f) 5th Written Water Waste Notice	\$200	
	g) Subsequent Written Water Waste Notice	Disconnection	
3	Septic Tank Waste Disposal (cost per gallon)		
	a) From Septic Tank Waste Within City Limits	\$0.10	
	b) From Septic Tank Waste Outside City Limits	\$0.20	

[a] Test amount refundable if meter reading is found to be inaccurate.

City of Kerman

CONSTRUCTION WATER METER RENTAL

Description	Fee	Refundable Deposit	Charge Basis	Note
1 Construction Water Meter	\$150; plus the cost of total water usage per month	\$1,250	Each	[a];[b]

[a] See current utility rates for cost of water.

[b] In addition to fee amount shown, the City will collect a damage/late return deposit. The deposit is fully-refundable if meter is returned in good working order by end of rental period. If the hydrant meter is lost or stolen, the renter shall be responsible for the cost of a new replacement meter. Additionally, the City will bill \$15 per day against the deposit for each late return day and \$15 per day for each late reading call in day.

City of Kerman

PUBLIC WORKS FEES

Description	Fee	Charge Basis	Note
1 Dirt Purchase	\$45 plus \$1 per CY	per request	
2 Debris Clean-Up	\$98	per hour; 2-hour minimum	
3 Graffiti Clean-Up	\$98	per hour; 2-hour minimum	
4 Emergency Residential Tree-Trimming	\$98	per hour; 2-hour minimum	
5 Rates for Services Not Listed Above			
a) PW Encroachment Review	\$150	per hour; 1-hour minimum	
b) PW Utility Customer Service and City Maintenance Services	\$98	per hour; 1-hour minimum	

City of Kerman

RECREATION AND COMMUNITY SERVICES PROGRAM FEES

1	Youth Performing Arts		
	a) Per Participant	\$50	
	b) Late Fee	\$6	
2	Summer Day Camp	\$3	per day
3	Youth Sports		
	a) Per Participant	\$50	
	b) Late Fee	\$6	
4	Swim Lessons		
	a) Group	\$45	
	b) Private	\$75	
5	Recreation Swim		
	a) 17 & Under	\$2.00	
	b) 18 & Older	\$2.50	
	c) Non-swimmer Entrance Fee	\$1.00	
6	Pool Group Rental Rates		
	a) 1 to 75	\$75	per hour
	b) 76-100	\$85	per hour
	c) 101-125	\$95	per hour

City of Kerman

PARKS AND FACILITY RENTAL RATES AND CHARGES

1	Senior Center		
	a) Meeting Rate	\$40	per hour
	b) Banquet Rate	\$60	per hour
	c) Deposit	\$150	deposit
2	Kerckhoff Park		
	a) Scout Hut		
	i) Daily Rate	\$225	daily rate
	ii) Deposit	\$150	deposit
	b) Picnic Shelter	\$55	daily rate
	c) Coleman Field Use	\$85	daily rate; per field
	d) Ball Field Lights		
	i) Youth Leagues	\$10	per hour
	ii) Adult Leagues	\$15	per hour
	e) Dance Pavilion	\$225	daily rate
	f) RV / Car Show / Vendor Event	\$400	daily rate
3	Lions Park		
	a) Picnic Pavilion	\$110	daily rate
	b) Athletic Field	\$85	daily rate; per field
4	Plaza Park		
	a) Daily Rate (Non Profit)	\$40	daily rate
	b) Private (Per approval of Director or Designee)	\$65	daily rate
5	Rotary Park		
	a) Field Use	\$85	daily rate; per field
	b) Ball Field Lights		
	i) Youth Leagues	\$10	per hour
	ii) Adult Leagues	\$15	per hour
	c) Concession Stand	\$50	daily rate
	d) Deposit	\$75	deposit
6	Trini's Park		
	a) Picnic Shelter	\$55	daily rate
7	Additional Fees / Permits		
	a) Alcohol Permit	\$20	
	b) Dance Permit	\$20	
	c) Bounce House Permit	\$25	

City of Kerman

KERMAN COMMUNITY CENTER RENTAL RATES AND CHARGES

Building Capacity						
Room	Room Dimensions	Square Footage	Theater	Reception	Dance (no seating)	Meeting / Classroom
Multi-Purpose	60' x 100'	6,000	450 Chairs	400 Guests	475 Attendees	200 Attendees
Central	40' x 60'	2,400	180 Chairs	150 Guests	300 Attendees	75 Attendees
North / South	30' x 60'	1,800	90 Chairs	80 Guests	N/A	40 Attendees

User Classifications
Resident - Residing within the 93630 Zip Code
Non-Resident - Residing outside of the 93630 Zip Code

Initial Deposit		
Description	Resident Rate	Non-Resident Rate
Rental Deposit	\$450	\$450

Rental Rates and Charges		
Description / Attendance	Resident Rate	Non-Resident Rate
1 Banquets / Receptions		
a) Private Events - (Rates listed below are for the first four hours)		
i) 1 - 80	\$460	\$575
ii) 81 - 150	\$560	\$760
iii) 151 - 220	\$635	\$785
iv) 221 - 300	\$700	\$860
v) 301 - 400	\$775	\$935
vi) Each Additional Hour	\$110	\$135
b) Non-Profit Events - (Rates listed below are for the first four hours)		
i) 1 - 80	\$400	\$515
ii) 81 - 150	\$450	\$565
iii) 151 - 220	\$500	\$615
iv) 221 - 300	\$550	\$665
v) 301 - 400	\$600	\$715
vi) Each Additional Hour	\$110	\$135
c) Additional Fees		
i) Kitchen Usage	\$275	\$275
ii) Decorating Time (2 hours)	\$75	\$75
iii) Extra Attendant Time (per hour)	\$40	\$40
iv) Alcohol Permit	\$20	\$20
v) Dance Permit	\$20	\$20

City of Kerman

KERMAN COMMUNITY CENTER RENTAL RATES AND CHARGES

Rental Rates and Charges		
Activity Description / Attendance	Resident Rate	Non-Resident Rate
2 Theater / Dance / Forum		
a) Public Events - (Rates listed below are for the first four hours)		
i) 1 - 80	\$310	\$395
ii) 81 - 150	\$310	\$395
iii) 151 - 220	\$335	\$425
iv) 221 - 300	\$360	\$455
v) 301 - 400	\$385	\$485
vi) Each Additional Hour	\$85	\$110
b) Non-Profit Events - (Rates listed below are for the first four hours)		
i) 1 - 80	\$220	\$300
ii) 81 - 150	\$250	\$330
iii) 151 - 220	\$280	\$330
iv) 221 - 300	\$310	\$390
v) 301 - 400	\$340	\$420
vi) Each Additional Hour	\$85	\$110
c) Additional Fees		
i) Kitchen Usage	\$275	\$275
ii) Decorating Time (2 hours)	\$100	\$100
iii) Extra Attendant Time (per hour)	\$40	\$40
iv) Alcohol Permit	\$20	\$20
v) Dance Permit	\$20	\$20

Rental Rates and Charges		
Activity Description / Attendance	Resident Rate	Non-Resident Rate
3 Meetings / Workshops / Conferences		
Rates listed below are for a minimum of 2 hours		
a) 1 - 49	\$65	\$65
b) 50 - 100	\$75	\$75
c) 101 - 200	\$85	\$85
d) Each Additional Hour	Charged at 50% of 2hr rate	Charged at 50% of 2hr rate

Rental Rates and Charges		
Activity Description / Attendance	Resident Rate	Non-Resident Rate
4 KUSD / Community Non-Profit Banquet / Funeral Flat Rate		
a) Banquet	\$400	\$400
b) Meeting (per hour)	\$38	\$38
c) Funeral	\$250	\$250
d) Service Club (per hour)	\$28	\$28

CITY OF KERMAN

ATTACHMENT 'C'

JANUARY 2023

**COMPREHENSIVE CITYWIDE
USER AND REGULATORY FEE STUDY**



STAFF REPORT

MEETING DATE: February 8, 2023

PRESENTER: Marci Reyes, City Clerk

SUBJECT: Council Agenda and City Council Requests for Future Agenda Items (MR)

RECOMMENDATION: Council clarify requests for future items be made by majority vote.

EXECUTIVE SUMMARY: Kerman City Council meeting agendas include an opportunity to suggest or request information or reports on various topics to be brought to the City Council at a future meeting.

It is proposed Council use a best practice, which requires Council majority agree to direct staff to pursue the item suggested by a member of the Council.

DISCUSSION: Lacking adoption of a City Council “norms” document or Council Rules of Procedure, staff seeks clarity in this area to ensure that Mayor and Councilmember concerns are addressed and staff efforts are targeted to priority activities and work the City Council majority directs.

To this end and to avoid any misunderstanding or misapplication of resources, staff is proposing clarifying the current agenda language below:

MAYOR/COUNCIL REPORTS/ANNOUNCEMENTS/FUTURE AGENDA ITEMS:

This portion of the meeting is reserved for the Mayor and Councilmembers (i) to make brief reports on boards, committees, and other public agencies, and at public events, (ii) to request updates, (iii) to initiate future agenda items by a majority vote of Council , and (iv) to take action on matters initiated under this section of the agenda. (Under this section the Council may take action only on items specifically agenzized and which meet other requirements for action.)

Approval and use of these parameters will ensure that proper attention is given to the City Council’s items of common concern and interest, and that City staff is effectively able to assign, schedule and complete work items requested by the Council. We must note that under the Brown Act, Council discussion must be very limited when initiating future agenda items.

Finally, as has been recommended by the City Attorney and the City Manager in past, the City Attorney will prepare a draft City Council policy for consideration, which will include Council “norms”, processes, and policies to guide and ensure effective, equitable, fair and professional meetings of the Council including addressing Future Agenda Items.

FISCAL IMPACT:

None



STAFF REPORT

MEETING DATE: February 8, 2023

PRESENTER: John Jansons, City Manager

SUBJECT: Request by Mayor Pacheco for City Council consideration to host a meeting of the Fresno City College Associated Student Government in 2023 (JAJ)

RECOMMENDATION: Council discuss request by Mayor Pacheco to host a meeting of the Fresno City College Associated Student Government in 2023.

EXECUTIVE SUMMARY: At the January 25, City Council meeting, Mayor Pacheco proposed Kerman hosting a future meeting of the Fresno City College Associated Student Government (FCCASG) in Kerman in 2023.

FCCASG is interested in conducting Association meetings in various locations within the County and their district boundaries.

DISCUSSION: Kerman remains a desirable location to host regional meetings or meetings targeting west Fresno County residents or businesses. We note that in the past various groups, agencies, elected officials, others have requested the use of the Council Chambers. However, the City has declined requests in the past due to groups needing to be supervised (overtime expense), group is too large or that group would be better accommodated at other City facilities.

When considering serving as the host City for any event, the City must consider several factors.

- Proposed Date and Time,
- Availability of facility (ies),
- Conflict with other reservations,
- Costs (staff time, heating and cooling, equipment etc.) to facilitate meetings
- Suitability of available facilities i.e.: size, parking amenities, support services required,
- The public benefits for allowing such use, and
- Setting of precedent for allowing other groups to use City Chambers.

Council should consider these factors in determining if the City is able to host a proposed event and if it is in the best interest of the City to do so. Therefore, Staff seeks Council direction on whether Kerman should host a future meeting of the FCCASG and what the City will require to host the FCCASG (terms and conditions).

FISCAL IMPACT:

Unknown at this time: depends on timing, size and support provided to the event.

ATTACHMENTS:

- A. FCCASG Information



Coronavirus Resources ([../covid-19/index.html](#))
the public.

The campus is now open to

Associated Student Government (ASG)



The Fresno City College Associated Student Government is the voice of the students.

ASG is a group of progressive-minded individuals combining efforts to achieve an overall goal of making sure the students are heard among faculty and administration at Fresno City College.

HOURS

Monday - Thursday

8:00 am - 5:00 pm

Friday

8:00 am - 3:00 pm

CONTACT

Phone: **559.442.8275** (tel:+1-559-442-8275)

Location: SC-205 (Bookstore Building)

Campus Map (<https://maps.fresnocitycollege.edu/>).

Fresno City College

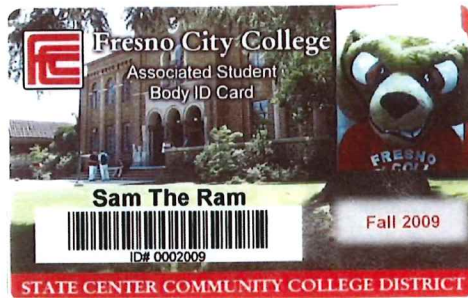
Attn: Associated Student Government

1101 E University Avenue

Fresno, CA 93741

SERVICES

- The Voice of the Students through shared governance. This is accomplished by committee representation.
- We welcome your input and are open to suggestions.
- You can purchase your Associated Student Body card from the Business Office for \$5. Take the receipt to the Student Lounge to have your photo taken. The ASB card allows you to get into all FCC sporting events for a deeply discounted rate. You will also receive many discounts from local businesses throughout the valley including food and drink discounts around FCC.
- Free Scantron assistance with ASB card.



JOIN

Meetings every Tuesday at 3:00 - 5:00 p.m. in the Senate Chambers located inside the Student Lounge.

ASG will have representation at the Main Fountain weekly to help assist students with questions, comments, and or concerns.

Fresno City College is a proud member of Region V of the Student Senate for California Community Colleges (SSCCC).