

CITY OF KERMAN

OCTOBER 2022

**COMPREHENSIVE CITYWIDE
USER AND REGULATORY FEE STUDY**

DRAFT

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DRAFT



October 2022

CITY OF KERMAN

Attn: Josefina Alvarez, Interim Finance Director
850 S. Madera Avenue
Kerman, California 93630

USER AND REGULATORY FEE STUDY

Dear Ms. Alvarez:

ClearSource Financial Consulting submits the following report describing the findings of our preparation of a User and Regulatory Fee Study for the City of Kerman.

Please refer to the Executive Summary for the key findings of the analysis and estimated impacts to City funds. The balance of the report and its appendices provide the necessary documentation to support those outcomes.

Thank you for the opportunity to serve the City on this topic. We are happy to continue discussion on this study as the need arises or consult with you on additional topics.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terry Madsen".

TERRY MADSEN, PRESIDENT | CLEARSOURCE FINANCIAL CONSULTING

PHONE: 831.288.0608

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EXECUTIVE SUMMARY

STUDY OVERVIEW

The City of Kerman has completed a **User and Regulatory Fee Study**. California cities regularly conduct these studies to justify fee amounts imposed and to optimize the overall portfolio of revenues available to the municipality to fund its services.

Industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that same individual through user fee revenue, relieving the agency's general revenues as much as possible for use toward services of broader community benefit.

USER AND REGULATORY FEES

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, license fees, franchise fees, fines, rents, and user and regulatory fees. **User and regulatory fees are intended to cover all, or a portion of, the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee.**

California law provides guidance regarding the amounts the City may charge for fee-related services and activities. Specifically, in order to avoid being considered taxes, the **fees charged shall not exceed the estimated reasonable cost of providing the services**, activities, or materials for which fees are charged.

At its conclusion, this study proposes for City Council review and consideration at public hearing a new **Schedule of User Fees and Charges** for adoption and continued update in subsequent years.

COST RECOVERY POLICY AND PRACTICE

Recovering the costs of providing fee-related services directly influences the City's fiscal health and increases the City's ability to meet the service level expectations of fee payers.

The services for which the 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 the 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.

Generally, **fees for service are targeted to full cost recovery, inclusive of operating, direct, indirect, and capital costs, except in cases where the City Council cites a public interest in lower fees.** The City may also be influenced by market conditions, comparing to municipalities of similar size and service profile.

Exhibit 1 illustrates some common factors that may influence cost recovery decisions directed by City policymakers.

EXECUTIVE SUMMARY

EXHIBIT 1 | ILLUSTRATION OF COST RECOVERY SCENARIOS

COST RECOVERY THRESHOLD	CHARACTERISTIC OF THE SERVICE / ACTION
<p>“NONE”</p> <p>No Recovery of the Costs of Service</p>	<ul style="list-style-type: none"> • Acute interest in protecting: <ul style="list-style-type: none"> – Public safety – Integrity of City infrastructure, assets, and operations – Vulnerable populations • Collection of fees is not feasible or cost-effective
<p>“LOW”</p> <p>Up to 50% of the Full Cost of Service</p>	<ul style="list-style-type: none"> • The broader public benefits greatly from the individual service provided • Larger fee amounts may discourage compliance with City requirements • Market sensitivities may negatively impact demand for services deemed important to the character of the community • City policy directs an influence on fee amounts for: <ul style="list-style-type: none"> – Concern for low-income participation – Concern for specific sectors, such as owner-occupied residences or small business – Priority for resident participation, versus non-resident
<p>“MODERATE”</p> <p>Greater than 50% of the Full Cost of Service</p>	<ul style="list-style-type: none"> • While the individual benefits greatly from service provided, public benefit or public interest in compliance/participation is present • Factors described in lower thresholds retain some influence • Though service benefits the individual to a high degree, fee levels should be sensitive to the encouragement of current City initiatives
<p>“FULL”</p> <p>100% of the Full Cost of Service</p>	<ul style="list-style-type: none"> • Service benefits the individual to a great degree • Service is highly regulatory • Fee amounts do not materially impact compliance or demand • Fee amounts for comparable service are in line with other regional communities
<p>“PENALTY”</p> <p>Greater than Full Cost</p>	<ul style="list-style-type: none"> • Must be a fine/penalty for non-compliance with City code

EXECUTIVE SUMMARY

FINDINGS AND PROPOSED ACTION

During the course of study, information and analysis was generated and is discussed substantively throughout this report and 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

EXECUTIVE SUMMARY

➤ 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
 - 25% Cost Recovery for Appeals
 - 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

EXECUTIVE SUMMARY

➤ Police Fees

- Police Services are Almost Entirely Tax Funded
- 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.

EXECUTIVE SUMMARY

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. Collecting fees for services:

- 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.

Please continue to the following technical report and appendices for further discussion of this Comprehensive User Fee Study.

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PROJECT ORIENTATION

SCOPE OF STUDY

The City of Kerman has completed a **User and Regulatory Fee Study**, which represents an external review of prevailing practices and development of a new **Schedule of User Fees and Charges**. ClearSource Financial Consulting has prepared this analysis during Fiscal Years 2021/22 and 2022/23 and will be available to answer questions as the City proceeds in implementing findings as it chooses.

Key tasks expected by the City from this study included the following:

- Review eligible fee-related services citywide to establish the reasonable relationship between current fees for service and the underlying costs of service.
- Calculate the full cost of service, including estimated citywide overhead costs.
- Recommend fees to be charged for each service.
- Recommend cost recovery strategies and best practices in setting fees, while considering the complexities and demands of responsible programs or departments.
- Identify underlying billable rates for cost recovery opportunities and as the basis for user fees.
- Maintain a thoroughly documented analysis to ensure compliance with Proposition 26, and other statutes, as applicable.

DIRECT SERVICES UNDER REVIEW

Fee Categories

City fees under review in this project focused on direct services eligible for user fee methodology, as listed in the City's published fee schedules. Additionally, the project was tasked with identifying any relevant additions for services performed without a fee or for under-quantified or ineffectively structured fees. Current services shown in the City's various prevailing fee schedules and addressed in this study are summarized as follows:

- **Administration and Finance** – Records management, licensing, and billing activities.
- **Building** – Building plan review, permitting, and inspection for construction and sub-trades.
- **Code Enforcement** – Discrete activities to encourage compliance with the City's Municipal Code.
- **Land Development Engineering** – Services include engineering/land development plan review and inspection.
- **Planning** – Services include development review/current planning, other community permitting, and miscellaneous labor.

PROJECT ORIENTATION

- **Police** – Services include specialized response, community permitting, public safety, and miscellaneous labor.
- **Public Works** – 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.

REASON FOR STUDY

Cities derive annual revenue from a number of sources. These include, but are not limited to, property taxes, sales taxes, franchise fees, fines, rents, and user and regulatory fees. User and regulatory fees are intended to cover all, or a portion of, the costs incurred by a city for providing fee-related services and activities that are not otherwise provided to those not paying the fee.

California cities regularly conduct fee studies to justify fee amounts imposed and to optimize the overall body of revenues available to the municipality to fund its services. Widespread industry practice and fiscal conditions in the state have led most cities to link cost recovery for services of individual action, cause, or benefit to that individual through user fee revenue, relieving the agency's general revenues for services of broader community benefit.

PREVAILING GUIDANCE

The objectives of this study, the methodology used to complete the study, and the formulation of outcomes and recommendations for future consideration were significantly influenced by Article 13C of the California Constitution and Section 66014 of the California Government Code.

Article 13C states that the local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity, and that the manner in which those costs are allocated to a payer bear a fair or reasonable relationship to the payer's burdens on, or benefits received from, the governmental activity. Additionally, Article 13C identifies the following as items that are not defined as taxes:

- A charge imposed for a specific benefit conferred or privilege granted directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- A charge imposed for a specific government service or product provided directly to the payer that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.

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- A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.
- A charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.
- A fine, penalty, or other monetary charge imposed by the judicial branch of government or a local government, as a result of a violation of law.
- A charge imposed as a condition of property development.
- Assessments and property-related fees imposed in accordance with the provisions of Article XIII D.

Section 66014(a) of the California Government Code includes the following, “Notwithstanding any other provision of law, when a local agency charges fees for zoning variances; zoning changes; use permits; building inspections; building permits; ...the processing of maps under the provisions of the Subdivision Map Act...; or planning services...; those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.

The outcomes and recommendations of the study are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees (“charges”) recommended as a result of this study are not taxes 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, this report is intended to show that the manner in which the costs are allocated to a payer bear a fair and reasonable relationship to the payer’s burdens on, or benefits received from the activities and services provided by the City.

METHODOLOGY AND DATA SOURCES

This study calculated the estimated reasonable cost of providing various fee-related services across the City organization. Generally, the estimated reasonable cost of providing the fee-related services and activities examined in this study can be calculated as the product of the composite fully-burdened hourly labor rate of the division responsible for providing services and the estimated labor time required to process a typical request for service.

The composite fully-burdened hourly rates calculated in this study are based on the estimated annual hours spent providing fee related services, and estimated labor, services and supplies, and citywide overhead expenditures, sourced as follows:

- Estimated annual hours spent providing fee related services were developed based on interviews with City staff and are in-line with typical direct service ratios experienced by the consultant via studies of similar municipalities throughout California.

PROJECT ORIENTATION

- Labor expenditures for in-house personnel were based on budgeted salary and benefits expenditures.
- Contract service personnel and other services and supplies related costs were based on Fiscal Year 2022/23 adopted budgets.
- Citywide overhead cost allocations were developed to assign a reasonable share of central service support to the City's direct service units.
- Estimated labor times were developed based on responses from the staff primarily responsible for the provision of services examined in the study. Commonly used industry data also aided in the development of time estimates and proposed fee structures.

Once cost of service levels are identified, the City may use this information to inform targeted cost recovery from fees. Fees set at the cost of service target full cost recovery. Fees set at any amount less than the cost of service target less than full cost recovery.

An illustration of the methods used in this analysis is shown in [Exhibit 2](#).

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PROJECT ORIENTATION

EXHIBIT 2 | STEPS IN ANALYZING COSTS OF SERVICE AND USER FEES

COST OF SERVICE ANALYSIS Process and Methods	
1 ANNUAL LABOR TIME	<ul style="list-style-type: none"> Identify annual hours spent providing fee services for each participating division Information is developed and tested using a combination of interviews, questionnaires, historical project information, and historical revenue information
2 ANNUAL EXPENDITURES	<ul style="list-style-type: none"> Identify annual cost of providing fee services for each participating division Information is developed and tested using a combination of information found in the City's adopted budget, expenditure history, and the overhead cost plan.
3 FULLY BURDENED HOURLY RATES	<ul style="list-style-type: none"> Calculate the estimated fully burdened hourly rate using information from Steps 1 and 2 <p style="text-align: center;"><i>Annual Cost ÷ Annual Hours = Hourly Rate</i></p>
4 SERVICE/ACTIVITY LABOR TIME	<ul style="list-style-type: none"> Estimate labor time required to process individual request for service Information is developed and tested using a combination of interviews, questionnaires, commonly used measures, and information developed in Step 1
5 UNIT COST OF SERVICE	<ul style="list-style-type: none"> Calculate the estimated cost of service using information from Steps 3 and 4 <p style="text-align: center;"><i>Hourly Rate x Labor Hours = Unit Cost of Service</i></p>
6 CURRENT COST RECOVERY	<ul style="list-style-type: none"> Calculate current cost recovery level for a specific service <p style="text-align: center;"><i>Current Fee ÷ Unit Cost of Service = Current Cost Recovery</i></p>
7 TARGETED COST RECOVERY	<ul style="list-style-type: none"> Use laws, industry standards, goals and policies, and historical trends to determine targeted cost recovery <p style="text-align: center;"><i>Proposed Fee ÷ Unit Cost of Service = Targeted Cost Recovery</i></p>
8 TEST FOR REASONABLENESS	<ul style="list-style-type: none"> Test to confirm forecast revenue from fees will not exceed program costs Use historical permit volume and proposed fees to forecast anticipated revenue from fees Forecasted revenues should not exceed program costs

PROJECT ORIENTATION

CONSIDERATIONS FOR IMPLEMENTATION

If the City decides to adopt or otherwise utilize outcomes generated through this study, it should:

- **Update Systems for Fee Outcomes** – Ensure that City staff begin using updated fees and associated outcomes once the updated schedule of fees becomes effective. Values should be included in all official fee schedules used throughout the City (e.g., departmental pamphlets, counter schedules, and online information). Additionally, ensure collections processes are updated, which may include coding in billing systems and training for personnel who handle fees directly with the public.
- **Actively Monitor the Use of Fees** – In order to recover accurate and eligible amounts expected, the City should be diligent about tracking time to projects for time and materials billings and ensuring fees are applied in the correct amount and using the correct and intended basis for fixed fee billings.
- **Monitor Feedback and Permit Statistics** – Monitor permit and application volume and applicant feedback to determine if fee modifications are resulting in any unanticipated changes in project frequency and to increase the level of detail available for revenue forecasting.
- **Annually Review and Adjust Fee Values** – In order to generally maintain pace with regional cost inflation and/or the City's salary cost inflation, the City should adjust its fees on an annual basis. A commonly used, reasonable inflation index is the annual change in the all-urban Consumer Price Index (CPI) representative of the region.
- **Periodically Perform Comprehensive Analysis** – A comprehensive fee study should be conducted periodically (e.g., every three to five years) to ensure fee levels remain at or below legal limits and are consistent with evolving service practices and local conditions.

APPENDIX A

DRAFT OF PROPOSED FEE SCHEDULE FOR CITY COUNCIL REVIEW

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Schedule of User and Regulatory Fees

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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.

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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 (Including Home Occupation)	\$150	Each	
b) Business Located Outside City Limits and Contractors without Physical Location within City Limits	\$75	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.

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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	\$63.32		
b) 1-5 Employees	\$94.21		
c) 6-10 Employees	\$126.64		
d) 11 or More Employee	\$157.53		
Business License Tax Specific			
2 A - Public Dance			
a) without drinks or alcohol	\$23.17	per day	
b) with drinks or alcohol	\$30.89	per day	
3 B - Real Estate Broker	\$149.81	per year	
4 C - Card Tables, Card games, Cardroom			
a) Business Permit	\$789.19	per year	
b) Employee			
i) Initial Year	\$308.88	per year	
ii) Renewal	\$77.22	per year	
5 D - Auction Sales	\$631.66	per year	
6 E - Astrologer / Fortune Teller / Spiritualist / Hypnotist	\$78.76	per day	
7 F - Circus			
a) Acrobatic Performance	\$63.32	per day	
b) Jugglers / Magician / Rope Dancing	\$15.44	per show, per day	
8 G - Carnival Rides / Games / Food & Beverage Stands (Harvest Festival)	\$157.53	per day	
9 H - Special Event Permit without Full Time License	\$6.18	per day	
10 I - Trained Animals	\$35.52	per day	
11 J - Tent or Other Shows, Minstrels, Operatic or Concert Singers	\$126.64	per day	
12 K - Merry go Round / Horses Ride	\$23.17	per day	
13 L - Bankruptcy Stock	\$1,261.77	per year	
14 M - Retail or Wholesale by Phone	\$63.32	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.

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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	Note
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).

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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	

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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.

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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	\$1,000		Per Appeal	
b) Non-Applicant Requested	\$2,850		Per Appeal	
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 Modification)	\$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	
Signs				
35 Temporary Sign Permit	No Charge		Fixed Fee	
36 Tenant Specific Sign Permit	\$331		Fixed Fee	
37 Master Sign Program	\$1,418		Fixed Fee	

City of Kerman

PLANNING FEES

Description	Fixed Fee or Minimum Fee	Initial Deposit	Charge Basis	Note
Miscellaneous				
38 Address Adjustment	\$284		Fixed Fee	
39 ADU / JADU Plan Review	\$151		Fixed Fee	
40 Removal of Deed Restriction on Real Property	\$189		Fixed Fee	
41 Fire Plan Review	determined by Fire District / City MOU and/or Fire District Fee Schedule			
Rate for Services Not Listed Above				
42 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	
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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	
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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.

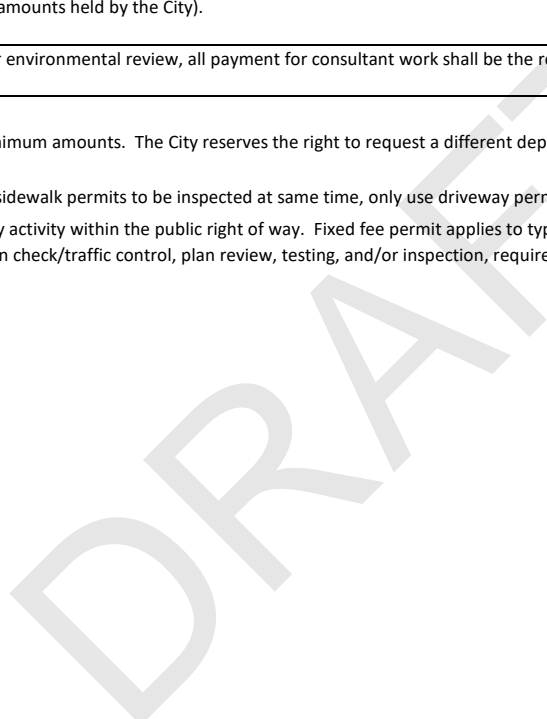
Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).

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.

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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]

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

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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 Grafitti 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	

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City of Kerman

RECREATION AND COMMUNITY SERVICES PROGRAM FEES

Description	Fee	Charge Basis	Note
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

Description	Fee	Charge Basis	Note
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) Dance Pavilion	\$225	daily rate	
d) RV / Car Show (Grass Area)	\$400	daily rate	
e) Car Show in conjunction with Event	\$100	daily rate	
3 Lions Park			
a) Picnic Pavilion	\$110	daily rate	
b) Athletic Field	\$85	daily rate	
4 Plaza Park			
a) Daily Rate (Non Profit)	\$40	daily rate	
b) Private (Per approval of Director or Designee)	\$65	daily rate	
5 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

COST OF SERVICE ANALYSIS

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Cost of Service Analysis

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Cost of Service Analysis

Administrative Fees

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City of Kerman
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Administrative Services

Recurring Expenditures [a]

Fund #	Fund Desc	Div#	Div Desc	Acct #	Acct Desc	Budget	Adjust	Total	Notes
100	General Fund	5005	Admin Svcs	410-10-00	Salary	\$24,648	\$0	\$24,648	
100	General Fund	5005	Admin Svcs	410-20-00	Part-Time Wages	\$0	\$0	\$0	
100	General Fund	5005	Admin Svcs	410-30-00	Overtime	\$0	\$0	\$0	
100	General Fund	5005	Admin Svcs	420-11-00	FICA Tax Expense	\$1,528	\$0	\$1,528	
100	General Fund	5005	Admin Svcs	420-12-00		\$357	\$0	\$357	
100	General Fund	5005	Admin Svcs	420-22-00	SUI Expense	\$0	\$0	\$0	
100	General Fund	5005	Admin Svcs	420-40-00	Health Insurance Expense	\$3,598	\$0	\$3,598	
100	General Fund	5005	Admin Svcs	420-50-00	Retirement City Contribution	\$2,166	\$0	\$2,166	
100	General Fund	5005	Admin Svcs	420-51-00	CalPERS Unfunded Liability	\$1,872	\$0	\$1,872	
100	General Fund	5005	Admin Svcs	420-55-00	Workers Compensation Expense	\$454	\$0	\$454	
100	General Fund	5005	Admin Svcs	420-60-00	SDI Expense	\$403	\$0	\$403	
100	General Fund	5005	Admin Svcs	510-01-00	Professional Fees	\$10,000	(\$10,000)	\$0	[b]
100	General Fund	5005	Admin Svcs	510-10-00	Professional Services-Audit	\$74,280	(\$74,280)	\$0	[b]
100	General Fund	5005	Admin Svcs	510-14-00	Professional Serv-Data Process	\$4,708	(\$4,708)	\$0	[b]
100	General Fund	5005	Admin Svcs	521-01-00	Office Supplies	\$400	\$0	\$400	
100	General Fund	5005	Admin Svcs	521-02-00	General Supplies	\$1,000	\$0	\$1,000	
100	General Fund	5005	Admin Svcs	521-07-00	Postage	\$2,500	(\$2,500)	\$0	[b]
100	General Fund	5005	Admin Svcs	540-00-00	Lease Expense	\$15,497	(\$15,497)	\$0	[b]
100	General Fund	5005	Admin Svcs	540-02-00	Equipment Rental	\$12,146	(\$12,146)	\$0	[b]
100	General Fund	5005	Admin Svcs	551-01-00	Communications-Telephone	\$492	\$0	\$492	
100	General Fund	5005	Admin Svcs	551-02-00	Communications - Cell Phone	\$0	\$0	\$0	
100	General Fund	5005	Admin Svcs	554-01-00	Travel-Meetings	\$2,500	\$0	\$2,500	
100	General Fund	5005	Admin Svcs	555-00-00	Dues/Subscriptions	\$300	\$0	\$300	
100	General Fund	5005	Admin Svcs	565-00-00	Internal Service Fund	\$558	\$0	\$558	
100	General Fund	5005	Admin Svcs	575-00-00	Employee Educational Incentive	\$500	\$0	\$500	
100	General Fund	5005	Admin Svcs	600-04-00	Machinery & Equipment	\$0	\$0	\$0	
Subtotal						\$159,907	(\$119,131)	\$40,776	

Allocation of Citywide Overhead

Description	Modified Expenses	DeMinimus Rate	Total	Notes
Citywide Overhead Allocation	\$40,776	10%	\$4,078	[c]
Total	\$40,776		\$4,078	

City of Kerman
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Administrative Services

Recurring Expenditures [a]

Fund #	Fund Desc	Div#	Div Desc	Acct #	Acct Desc	Budget	Adjust	Total	Notes
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Allocation of Total Costs

Description	Total	Notes
Direct Budget Expenses	\$40,776	
Allocation of Citywide Overhead	\$4,078	
Total	\$44,854	

Annual Hours Per Direct FTE

Description	Total	Notes
Total Hours Per FTE	2,080	
Less: Est Leave Time	240	[d]
Productive Hours	1,840	
Direct Ratio	0.85	[e]
Direct Hours	1,564	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Notes
Expenses	\$44,854	
FTE	0.48	[a]
Direct Hours	743	
Fully-Burdened Hourly Rate	\$60	

[a] Source: FY 21/22 Adopted Budget

[b] Adjustments to exclude items not related to the provision of fee-related services.

[c] Primarily an overhead unit. Assume DeMinimus rate to account for services received from other overhead units.

[d] Typical leave assumes 13 holidays, 10 days vacation, 5 days sick, 2 days personal leave per employee. Amounts intended to serve as reasonable estimates.

[e] Includes general administration and management, training, code, policies and procedures updates, etc. Amount intended to serve as reasonable estimate.

City of Kerman
 Finance Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Service Time				Hourly Rate				Cost of Service	Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Charge Basis	Note
	Finance	Planning	Building		Finance	Planning	Building								
1 Business License Application Review Fee															
a) Physical Location within City Limits (Including Home Occupation)	0.50	0.50	0.50	x	\$60	\$189	\$163	=	\$206	\$129	63%	\$150	73%	Each	
b) Business Located Outside City Limits and Contractors without Physical Location within City Limits	0.50	0.25		x	\$60	\$189	\$163	=	\$77	varies		\$75	97%	Each	
2 Returned Check Fee; ACH/EFT Return/Error	0.67			x	\$60	\$189	\$163	=	\$40			\$25	63%	Each	
3 Charitable Solicitation Car Wash Permit Fee	0.50			x	\$60	\$189	\$163	=	\$30	\$10	33%	\$20	67%	Each	[a]
4 Utility Proof of Residency / Credit Reference Letter	0.25			x	\$60	\$189	\$163	=	\$15	n/a		\$10	67%	Each	
5 Utility Billing Account History Report	0.25			x	\$60	\$189	\$163	=	\$15	n/a		\$10	67%	Each	
6 Fireworks Permit	1.00			x	\$60	\$189	\$163	=	\$60	\$40	67%	\$50	83%	Per permit	
7 Yard Sale Permit Fee	0.50			x	\$60	\$189	\$163	=	\$30	\$5	17%	\$10	33%	Per permit	

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

* Note: Current fees for home occupation and contractor licenses vary based on number of employees.



Cost of Service Analysis

Animal Licensing and Regulation Fees

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City of Kerman
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Community Development - Animal Control

Recurring Expenditures [a]

Fund #	Fund Desc	Div#	Div Desc	Acct #	Acct Desc	21/22 Budget	Adjust	Total	Notes
100	General Fund	3041	Animal Ctrl	410-10-00	Salaries	\$41,214	\$0	\$41,214	
100	General Fund	3041	Animal Ctrl	410-30-00	Overtime	\$1,000	\$0	\$1,000	
100	General Fund	3041	Animal Ctrl	410-38-00	Uniform Allowance	\$2,200	\$0	\$2,200	
100	General Fund	3041	Animal Ctrl	410-40-00	Holiday Pay	\$0	\$0	\$0	
100	General Fund	3041	Animal Ctrl	420-51-00	CalPERS Unfunded Liability	\$3,131	\$0	\$3,131	
100	General Fund	3041	Animal Ctrl	420-00-00	Fringe Benefits	\$23,364	\$0	\$23,364	
100	General Fund	3041	Animal Ctrl	510-01-00	Professional Serv-Emp Hiring	\$2,000	\$0	\$2,000	
100	General Fund	3041	Animal Ctrl	515-01-00	Utilities	\$9,500	\$0	\$9,500	
100	General Fund	3041	Animal Ctrl	521-01-00	Office Supplies	\$100	\$0	\$100	
100	General Fund	3041	Animal Ctrl	521-02-00	General Supplies	\$4,000	\$0	\$4,000	
100	General Fund	3041	Animal Ctrl	521-06-00	Postage	\$1,000	\$0	\$1,000	
100	General Fund	3041	Animal Ctrl	521-07-00	Postage	\$500	\$0	\$500	
100	General Fund	3041	Animal Ctrl	551-02-00	Communications-Cellular Phone	\$540	\$0	\$540	
100	General Fund	3041	Animal Ctrl	551-01-00	Live Scan Line	\$1,000	\$0	\$1,000	
100	General Fund	3041	Animal Ctrl	554-01-00	Travel-Meetings	\$1,000	\$0	\$1,000	
100	General Fund	3041	Animal Ctrl	565-00-00	Internal Service Fund	\$6,701	\$0	\$6,701	
Subtotal						\$97,250	\$0	\$97,250	

Allocation of Periodic Expenditures

Description	Expense	Useful Life	Annual Cost	Notes
Animal Control Facility	\$3,000,000	50	\$60,000	[b]
Total	\$3,000,000	50	\$60,000	

Allocation of Citywide Overhead

Description	Total	Adjust	Total	Notes
Citywide Overhead Allocation	\$9,489	\$0	\$9,489	[c]
Total	\$9,489	\$0	\$9,489	

Total Expenses for Fee Study

Description	Total	Notes
Direct Budget	\$97,250	
Allocation of Periodic Expense	\$60,000	
Allocation of C'wide OH	\$9,489	
Total	\$166,739	

Annual Hours Per Direct FTE

Description	Total	Notes
Total Hours Per FTE	2,080	
Less: Est Leave Time	<u>240</u>	[d]
Productive Hours	1,840	
Direct Ratio	0.85	[e]
Direct Hours	1,564	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Notes
Expenses	\$166,739	
FTE	1.00	[f]
Direct Hours	1,564	
Fully-Burdened Hourly Rate	\$107	

Cost Recovery

Description	Total	Notes
Animal License	\$4,269	[g]
Expenditures	\$166,739	
Cost Recovery Rate	3%	
General Fund Subsidy	\$162,470	

[a] Source: FY 21/22 Adopted Budget

[b] Source: Estimated costs in Measure M budget. See FY 21/22 adopted budget. Assumes 50-year straight line depreciation.

[c] Source: Citywide overhead cost allocation developed for purposes of this analysis. See separate worksheet for details.

[d] Typical leave assumes 13 holidays, 10 days vacation, 5 days sick, 2 days personal leave per employee. Amounts intended to serve as reasonable estimates.

[e] Includes general administration and management, training, code, policies and procedures updates, etc.

[f] Based on Animal Control Officer.

[g] Source: FY 21/22 Adopted Budget, page 26.

City of Kerman
 User and Regulatory Fee Study
 Animal Control Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Est. Labor Hrs	Fully-Burdened Hourly	Est. Cost of Service	Material & Other Costs	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Notes
Dog License Fees							3%			
1	Spayed or Neutered Dog	see accompanying worksheet for cost recovery					↓			
	a) One Year Option					\$5		\$15		
	b) Two Year Option					\$6		\$20		
	c) Three Year Option					\$10		\$30		
2	Nonspayed or Unneutered Dog									
	a) One Year Option					\$17		\$30		
	b) Two Year Option					\$30		\$40		
	c) Three Year Option					\$40		\$60		
3	Delinquent Penalty							\$25		
4	Lost Tag Replacement							\$5		
5	Service Dog License							\$0		
Impound Fees										
6	Licensed Animal	see accompanying worksheet for cost recovery								
	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			\$15		
	b) Over 100 lbs				\$25			\$25		
Owner Surrender Animals (Living or Dead)										
11	Delivered to Shelter	0.50	x	\$107	=	\$54		\$25	47%	
12	Picked Up by Animal Control	1.00	x	\$107	=	\$107		\$50	47%	

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



Cost of Service Analysis

Building Fees

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City of Kerman
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Community Development - Building

Recurring Expenditures [a]

Fund #	Fund Desc	Div#	Div Desc	Acct #	Acct Desc	Budget	Adjust	Total	Notes
100	General Fund	1042	Building	410-10-00	Salaries	\$57,655	\$0	\$57,655	
100	General Fund	1042	Building	410-20-00	Part Time Salaries	\$3,875	\$0	\$3,875	
100	General Fund	1042	Building	410-37-00	Vehicle Allowance	\$375	\$0	\$375	
100	General Fund	1042	Building	420-51-00	CalPERS Unfunded Liability	\$4,789	\$0	\$4,789	
100	General Fund	1042	Building	420-00-00	Fringe Benefits	\$19,530	\$0	\$19,530	
100	General Fund	1042	Building	510-01-00	Contract Services - Weed Abatement	\$0	\$0	\$0	
100	General Fund	1042	Building	510-03-00	Contract Services - Bldg Inspector	\$120,000	\$0	\$120,000	
100	General Fund	1042	Building	510-03-01	Contract Services - Bldg Admin Services	\$5,000	\$0	\$5,000	
100	General Fund	1042	Building	510-09-00	Professional Services - Digital Scan Plans	\$1,000	\$0	\$1,000	
100	General Fund	1042	Building	510-10-00	Professional Services - Plan Check	\$45,000	\$0	\$45,000	
100	General Fund	1042	Building	515-01-00	Utilities	\$3,125	\$0	\$3,125	
100	General Fund	1042	Building	521-01-00	Office Supplies	\$1,250	\$0	\$1,250	
100	General Fund	1042	Building	521-02-00	General Supplies	\$2,250	\$0	\$2,250	
100	General Fund	1042	Building	521-06-00	Uniforms	\$250	\$0	\$250	
100	General Fund	1042	Building	521-07-00	Postage	\$750	\$0	\$750	
100	General Fund	1042	Building	540-02-00	Equipment Rent	\$1,250	\$0	\$1,250	
100	General Fund	1042	Building	551-01-00	Communication - Telephone	\$600	\$0	\$600	
100	General Fund	1042	Building	551-02-00	Communication - Cellular Phone	\$270	\$0	\$270	
100	General Fund	1042	Building	554-01-00	Travel - Conferences - Meetings	\$0	\$0	\$0	
100	General Fund	1042	Building	555-00-00	Dues & Subscriptions	\$100	\$0	\$100	
100	General Fund	1042	Building	565-00-00	Internal Service Funds	\$2,797	\$0	\$2,797	
100	General Fund	1042	Building	575-00-00	Educational Reimbursements	\$0	\$0	\$0	
Subtotal						\$269,866	\$0	\$269,866	

Allocation of Citywide Overhead

Description	Total	Adjust	Total	Notes
Citywide Overhead Allocation	\$208,978	\$0	\$208,978	[b]
Total	\$208,978	\$0	\$208,978	

Allocation of Departmental Administration

Description	Total	Adjust	Total	Notes
Departmental Administration Allocation	\$0	\$78,195	\$78,195	[c]
Total	\$0	\$78,195	\$78,195	

Allocation of Total Costs

Description	Total	Notes
Direct Budget Expenses	\$269,866	
Allocation of Citywide Overhead	\$208,978	
Allocation of Departmental Administration	\$78,195	
Total	\$557,039	

Allocation of Annual Labor Effort

Description	Total	Total	Notes
General Admin; Mgmt; Policies; Procedures	12%	\$66,845	[d]
Certification and Training	1%	\$5,570	[d]
Public Information and Assistance	12%	\$66,845	[d]
Plan Review, Permit, Issuance and Documentation	75%	\$417,779	[d]
Total	100%	\$557,039	

Allocation of Annual Costs to Core Service Areas

Description	Total	Total	Notes
Plan Review, Permit, Issuance and Documentation	100%	\$557,039	
Total	100%	\$557,039	

Allocation of FTE and Contract Service Support

Description	Total	Hours Per FTE	Adjust for Leave	Productive Hours Per FTE	Total Hours	Notes
Assistant Planner	0.10	2,080	(240)	1,840	184	[e]
Building Permit Clerk	0.50	2,080	(240)	1,840	920	[e]
Contract Services - Bldg Inspector (25 hours per week)					1,250	[e]
Contract Services - Bldg Official (8 hours per week)					400	[e]
Contract Services - Plan Check (8 hours per week)					400	[e]
Contract Services - Permit Clerk (40 hours per week - 70% of time to Bldg)					1,400	[e]
Total					4,554	

City of Kerman
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Community Development - Building

Allocation of Hours

Description	Total	Total	Notes
Indirect	25%	1,139	[d]
Direct	75%	3,416	[d]
Total	100%	4,554	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Notes
Total Costs	557,039	
Direct Hours	3,416	
Total	\$163	

Allocation of Planning & Building Revenues

Acct #	Acct Desc	Total	Percentage	Notes
100-0000-341-01-00	Planning & Zoning Fees	\$25,083	7%	[a],[f]
100-0000-341-40-00	Building Permits	\$230,268	68%	[a],[f]
100-0000-341-43-00	Plan Check Inspection Fees	\$76,822	23%	[a],[f]
100-0000-341-48-00	Const & Demo Recycle Program	\$7,168	2%	[a],[f]
Total		\$339,340	100%	

Average Annual Revenues

Description	Share	14/15	15/16	16/17	17/18	18/19	19/20	Most Recent 3-Yr Avg	Notes
Building Fees		\$147,549	\$278,970	\$280,399	\$422,084	\$286,759	\$506,482	\$405,108	
Total		\$147,549	\$278,970	\$280,399	\$422,084	\$286,759	\$506,482	\$405,108	
Planning and Zoning Fees	7%	\$10,906	\$20,621	\$20,726	\$31,199	\$21,196	\$37,438	\$29,944	[f]
Building & Construction Fees	93%	\$136,643	\$258,349	\$259,673	\$390,885	\$265,563	\$469,044	\$375,164	[f]
Total	100%	\$147,549	\$278,970	\$280,399	\$422,084	\$286,759	\$506,482	\$405,108	

Cost Recovery

Description	Total
Average Revenue	\$375,164
Expenditures	\$557,039
Cost Recovery Rate	67%
General Fund Subsidy	\$181,875

City of Kerman
User and Regulatory Fee Study
Calculation of Fully-Burdened Hourly Rate - Community Development - Building

[a] Source: FY 22/23 Adopted Budget

[b] Source: Citywide overhead cost allocation developed for purposes of this analysis. See separate worksheet for details.

[c] See Planning worksheet for details.

[d] Amounts intended to serve as reasonable estimates of direct activities v. indirect support to direct activities.

[e] Based on feedback provided by Community Development personnel. Based on current levels of contract service support provided.

[f] Based on FY 21/22 adopted budget allocation. Amount intended to serve as a reasonable estimate.

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City of Kerman
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Total		Hourly Rate	=	Cost of Svc	Current Fee	Current Est. Cost Recovery	Proposed Cost Recovery	Proposed Fee	Note
1 HVAC Change-Out - Residential	1.00	x	\$163	=	\$163	varies	varies	49%	\$80	
2 Water Heater Change-Out - Residential	0.75	x	\$163	=	\$122	varies	varies	49%	\$60	
3 Re-Roof - Residential	1.50	x	\$163	=	\$245	varies	varies	49%	\$120	
4 Line Repair - Sewer / Water / Gas	0.75	x	\$163	=	\$122	varies	varies	100%	\$122	
5 Service Panel Upgrade - Residential	1.00	x	\$163	=	\$163	varies	varies	100%	\$163	
6 Electric Vehicle Charger - Residential	1.00	x	\$163	=	\$163	varies	varies	100%	\$163	
7 Battery Backup Storage - Residential	1.00	x	\$163	=	\$163	varies	varies	100%	\$163	
8 Generator - Residential	1.00	x	\$163	=	\$163	varies	varies	100%	\$163	
9 Residential Solar Photovoltaic System - Solar Permit										
a) 15kW or less	1.75	x	\$163	=	\$285	varies	varies		\$285	[a]
b) Above 15kW						varies	varies		\$450 base fee, plus \$15 per kW for each kW above 15kW	[a]
10 Commercial Solar Photovoltaic System - Solar Permit										
a) 50kW or less						varies	varies		\$1,000	[a]
b) 50kW – 250kW						varies	varies		\$1,000 base fee, plus \$7 per kW for each kW above 50kW up to 250kW	[a]
c) Above 250kW						varies	varies		\$2,400 base fee, plus \$5 per kW for each kW above 250 kW	[a]
11 Ground-Mount Solar - Residential										
a) 15kW or less	2.75	x	\$163	=	\$448	varies	varies		\$450	[a]
b) Above 15kW						varies	varies		\$450 base fee, plus \$15 per kW for each kW above 15kW	[a]
12 Demolition - Residential Single Family	1.00	x	\$163	=	\$163	varies	varies	100%	\$163	
13 Demolition - Commercial	2.00	x	\$163	=	\$326	varies	varies	100%	\$326	
14 Temporary Power Pole	0.75	x	\$163	=	\$122	varies	varies	100%	\$122	
15 Swimming Pool/Spa - Residential	3.50	x	\$163	=	\$571	varies	varies	100%	\$571	
16 Swimming Pool/Spa Equipment Change-out Only - Residential	1.00	x	\$163	=	\$163	varies	varies	100%	\$163	
17 Swimming Pool Replaster - Residential	1.00	x	\$163	=	\$163	varies	varies	100%	\$163	
18 Voluntary Seismic Retrofit - Residential	1.50	x	\$163	=	\$245	varies	varies	100%	\$245	

City of Kerman
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Total		Hourly Rate	=	Cost of Svc	Current Fee	Current Est. Cost Recovery	Proposed Cost Recovery	Proposed Fee	Note
19	Retaining Wall										
	a) Wall Under 4' in Height from Bottom of Footing	2.00	x	\$163	=	\$326	varies	varies	100%	\$326	
	b) Wall Over 4' in Height from Bottom of Footing										
	i) Up to 100 LF	4.00	x	\$163	=	\$652	varies	varies	100%	\$652	
	ii) Each Additional 100 LF	0.25	x	\$163	=	\$41	varies	varies	100%	\$41	
20	CMU Wall										
	a) Wall Under 6' in height	2.00	x	\$163	=	\$326	varies	varies	100%	\$326	
	b) Wall Over 6' in height										
	i) Up to 100 LF	4.00	x	\$163	=	\$652	varies	varies	100%	\$652	
	ii) Each Additional 100 LF	0.25	x	\$163	=	\$41	varies	varies	100%	\$41	
21	Window / Sliding Glass Door - Retrofit / Repair / Replacement										
	a) Up to 5	1.00	x	\$163	=	\$163	varies	varies	100%	\$163	
	b) Over 5		x	\$163	=	varies	varies	varies		See Permit Fee Table	

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

City of Kerman
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Combined Mechanical, Electrical, and/or Plumbing Permits											
1 \$1 - \$2,000	1.00	x	\$163	=	\$163			\$163	100%		
2 \$2,001 - \$25,000	1.00	x	\$163	=	\$163			\$163	100%		
3 \$25,001 - \$50,000	4.00	x	\$163	=	\$652			\$652	100%		
4 \$50,001 - \$100,000	6.00	x	\$163	=	\$978			\$978	100%		
5 \$100,001 - \$500,000	12.00	x	\$163	=	\$1,956			\$1,956	100%		
6 \$500,001 - \$1,000,000	28.00	x	\$163	=	\$4,564			\$4,564	100%		
7 \$1,000,001 and up	44.00	x	\$163	=	\$7,172			\$7,172	100%		
For permits requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee											
1 Mechanical	10%							10%	100%		
2 Plumbing	10%							10%	100%		
3 Electrical	10%							10%	100%		
Permit Fee for Stand-Alone Mechanical Permit											
1 Up to \$2,000	1.00	x	\$163	=	\$163			\$163	100%		
2 \$2,001 - \$4,000	1.00	x	\$163	=	\$163			\$163	100%		
3 \$4,001 - \$10,000	1.50	x	\$163	=	\$245			\$245	100%		
4 \$10,001 and up	2.00	x	\$163	=	\$326			\$326	100%		
Permit Fee for Stand-Alone Plumbing Permit											
1 Up to \$2,000	1.00	x	\$163	=	\$163			\$163	100%		
2 \$2,001 - \$4,000	1.00	x	\$163	=	\$163			\$163	100%		
3 \$4,001 - \$10,000	1.50	x	\$163	=	\$245			\$245	100%		
4 \$10,001 and up	2.00	x	\$163	=	\$326			\$326	100%		
Permit Fee for Stand-Alone Electrical Permit											
1 Up to \$2,000	1.00	x	\$163	=	\$163			\$163	100%		
2 \$2,001 - \$4,000	1.00	x	\$163	=	\$163			\$163	100%		
3 \$4,001 - \$10,000	1.50	x	\$163	=	\$245			\$245	100%		
4 \$10,001 and up	2.00	x	\$163	=	\$326			\$326	100%		

City of Kerman
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Est. City Staff Labor Hrs	Fully-Burdened Hourly	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
1	Stand-Alone or Combination Permit Fees (Alternative Calculation)									
	a) One Inspection Required	0.50	x \$163	= \$82	varies	varies	\$82	100%	per permit	
	b) Two Inspections Required	1.00	x \$163	= \$163	varies	varies	\$163	100%	per permit	
	c) Three Inspections Required	1.50	x \$163	= \$245	varies	varies	\$245	100%	per permit	
	d) Four Inspections Required	2.00	x \$163	= \$326	varies	varies	\$326	100%	per permit	
	e) Each Additional Inspection	0.50	x \$163	= \$82	varies	varies	\$82	100%	per permit	

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City of Kerman
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Est. City Staff Labor Hrs	Fully-Burdened Hourly	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Notes
1	Building Plan Check Fees - Building								
	a) Plan Review Fee, if applicable	75%					75%	100%	[a]
	b) Expedited Plan Check (per hour, 2-hour minimum)	1.00	x	\$196 = \$196			\$196	100%	
	c) Revision Application Fee (per hour) (1-hour minimum)	1.00	x	\$163 = \$163			\$163	100%	
	d) Production Units / Lot Specific Units	20%					20% of standard plan check fee	100%	[b]
	e) Alternate Methods and Materials Review (per hour)	1.00	x	\$163 = \$163			\$163	100%	
	f) Excess Plan Review Fee (3rd and subsequent) (per hour)	1.00	x	\$163 = \$163			\$163	100%	
	g) Revisions (per hour)	1.00	x	\$163 = \$163			\$163	100%	
	h) Deferred Plan Submittals (per hour, 2-hour minimum)	1.00	x	\$163 = \$163			\$163	100%	
2	Building Plan Check Fees - Planning (Fees Only Applied to Projects Requiring Review)								
	a) Alterations/Additions - Residential	0.75	x	\$189 = \$142			\$95	67%	
	b) New Construction - Single Family Residential	1.50	x	\$189 = \$284			\$189	67%	
	c) New Construction - 2-4 Residential Units	1.75	x	\$189 = \$331			\$189	57%	
	d) New Construction - 5+ Residential Units	4.00	x	\$189 = \$756			\$378	50%	
	e) New Construction - Non-Residential	5.50	x	\$189 = \$1,040			\$378	36%	
	f) Alterations/Additions - Non-Residential	0.75	x	\$189 = \$142			\$95	67%	

[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
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Est. City Staff Labor Hrs		Fully-Burdened Hourly	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
1 Permit Processing Fee	0.42	x	\$163	=	\$68			\$68	100%		
2 General Plan Maintenance Fee (% of base building permit fee)					18%	\$0.0008 - \$0.00016 per \$1 value		5%	28%		[a]
3 Technology Fee (% of base building permit fee)					9%	\$5.50 per \$10K value		5%	58%		
4 Strong Motion Instrumentation (SMI) Fee Calculation								\$0.50 or valuation x .00013			
a) Residential								\$0.50 or valuation x .00028			
b) Commercial											
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)	1.50	x	\$163	=	\$245			\$245	100%		
7 Permit Extension	1.00	x	\$163	=	\$163			\$163	100%		
8 Permit Reactivation Fee											
a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	1.00	x	\$163	=	\$163			\$163	100%		
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	0.50	x	\$163	=	\$82			\$82	100%		
10 Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	1.50	x	\$163	=	\$245			\$245	100%		
11 AB 838 Violation Fees											
a) Investigation resulting in Violations under AB 838 (per hour) (1-hour minimum)	1.00	x	\$163	=	\$163			\$163	100%		
b) Inspection Report Production for Violations under AB 838 (per hour) (1-hour minimum)	1.00	x	\$163	=	\$163			\$163	100%		
Other Fees											
12 Phased Inspection Fee (per inspection)	0.50	x	\$163	=	\$82			\$82	100%		
13 After Hours Inspection (per hour) (2-hour minimum)	1.00	x	\$196	=	\$196			\$196	100%		
14 Re-inspection Fee (as determined by City Building Official) (each)	0.50	x	\$163	=	\$82			\$82	100%		[b]
15 Duplicate Copy of Permit	0.33	x	\$163	=	\$54			\$54	100%		
16 Duplicate Copy of Certificate of Occupancy	0.17	x	\$163	=	\$27			\$27	100%		
17 Construction and Demolition Waste Management Review Fee	1.00	x	\$163	=	\$163			\$163	100%		
18 Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	0.50	x	\$163	=	\$82			\$82	100%		

City of Kerman
 User and Regulatory Fee Study
 Building Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Est. City Staff Labor Hrs	Fully-Burdened Hourly	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Unit	Notes
Violation Fees										
19	Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)						equal to permit fee			

[a] Fee only applies to permits for new construction and additions.

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

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Cost of Service Analysis

General Plan Maintenance Fee

Estimated Expenditures

#	Description	Total	Amortization / Update Frequency	Annual Cost	Notes
1	General Plan Update - Consulting Costs	\$500,000	20	\$ 25,000	[a]
1	General Plan Update - City Staff Costs	\$125,000	20	\$ 6,250	[a]
2	Housing Element	\$20,000	4	\$ 5,000	[a]
3	Zoning Code	\$5,000	1	\$ 5,000	[a]
4	Total	\$650,000		\$ 41,250	

Estimated Base for Revenue

#	Account	Total
5	Building Permits	\$230,268
6	Total	\$ 230,268

Calculation of Fee at Full Cost Recovery

#	Description	Total
7	Annual Revenue Requirement	\$ 41,250
8	Estimated Annual Permit Fees	\$ 230,268
9	General Plan Maintenance Fee as a % of Permit Fee	18%

Cost Recovery Analysis

#	Description	Current Fee	Fee at Full Cost Recovery	Proposed Fee
10	General Plan Maintenance Fee	varies	18%	5%

Revenue Analysis

#	Description	Revenue at Full Cost Recovery	Revenue at Targeted Fee	GF Subsidy at Proposed Fee
11	General Plan Maintenance Fee	\$41,250	\$11,513	\$29,737
12	Cost Recovery %		28%	

[a] Costs and useful life estimated by ClearSource. Amounts are intended to represent conservative, reasonable, estimates.



Cost of Service Analysis

Technology Enhancement Fee

Estimated Expenditures

#	Description	Total	Amortization / Update Frequency	Annual Cost	Notes
1	Initial Outlay for Enhanced Permit/Project Tracking	\$100,000	10	\$ 10,000	[a]
2	Initial Upgrades to Hardware (e.g. monitor, computers)	\$25,000	5	\$ 5,000	[a]
3	On-going Licensing & Consulting Support	\$5,000	1	\$ 5,000	[a]
4	Total	\$130,000		\$ 20,000	

Estimated Base for Revenue

#	Acct Desc	Total
5	Building Permits	\$230,268
6		\$ 230,268

Calculation of Fee at Full Cost Recovery

#	Description	Total
7	Annual Revenue Requirement	\$ 20,000
8	Estimated Annual Permit Fees	\$ 230,268
9	Technology Fee as a Percent of Permit Fee	9%

Cost Recovery Analysis

#	Description	Current Fee	Fee at Full Cost Recovery	Proposed Fee	Notes
10	Technology Enhancement Fee	varies	9%	5%	

Revenue Analysis

#	Description	Revenue at Full Cost Recovery	Revenue at Targeted Fee	GF Subsidy at Proposed Fee
11	Technology Enhancement Fee	\$20,000	\$11,513	\$8,487
12	Cost Recovery %		58%	

[a] Useful life and ongoing licensing costs, and annual revenues estimated by ClearSource. Amounts are intended to represent reasonable estimates.



Cost of Service Analysis

Code Enforcement Fees

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City of Kerman
User and Regulatory Fee Study
Cost of Service Calculation - Code Enforcement

Description	Fully-Burdened Hourly Rate	Allocation	Notes
Contract Share	\$95	65%	[a]
City Share	\$51	35%	[a]
Hourly Rate	\$146	100%	

Notes:

[a] Source: Hourly rates and allocations based on current industry contract service rates and contract service/agency allocations. Amount is intended to serve as a reasonable estimate.

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City of Kerman
 Cost of Service Study for Analyzing User and Regulatory Fees
 Calculation of the Estimated Costs of Providing Fee Related Services - Code Enforcement

Fee Description	Estimated Labor Time (Hours)			Hourly Rates		Cost of Service	Cost Recovery Information					
				\$60	\$146		Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Fee Change	Note
	Finance	Code Enf.	Total	Finance	Code Enf.							
1 Inspection / Re-Inspection												
a) First Inspection		0.50	0.50	\$0	\$73	\$73			No Charge	0%		
b) Second Inspection to Verify Violation Corrected		0.50	0.50	\$0	\$73	\$73			No Charge	0%		
c) Each Additional Inspection		0.50	0.50	\$0	\$73	\$73			\$70	96%		
2 Abatement Warrant		2.00	2.00		\$292	\$292			\$250	86%		
3 Serving Notice		0.50	0.50	\$0	\$73	\$73			\$70	96%		
4 Lien Approval Fee	0.50	1.00	1.50	\$30	\$146	\$176			\$150	85%		
5 Special Assessment Approval Fee	0.50	1.00	1.50	\$30	\$146	\$176			\$150	85%		
6 Lien Release Fee	0.50	1.50	2.00	\$30	\$219	\$249			\$50	20%		
7 Abandoned Property Registration & Monitoring Fee												
a) Registration Fee												
i) Initial		0.50	0.50	\$0	\$73	\$73	\$50	68%	\$70	96%		
ii) Renewal		0.50	0.50	\$0	\$73	\$73			\$70	96%		
b) Monitoring Fee (per year)												
i) Initial		2.00	2.00	\$0	\$292	\$292			\$140	48%		
ii) Renewal		2.00	2.00	\$0	\$292	\$292			\$140	48%		
8 Rates for Services Not Listed Above												
a) Code Enforcement Personnel (per hour)		1.00	1.00	\$0	\$146	\$146			\$146	100%		
b) Specialized Services Including, but not limited to, Attorney and Abatement Services									Actual Cost	100%		



Cost of Service Analysis

Engineering Improvement Review and Grading Plan Review Fees

City of Kerman
User and Regulatory Fee Study
Cost of Service Calculation - Community Development Engineering

Description	Fully-Burdened Hourly Rate	Allocation	Notes
Contract Share	\$165	85%	[a]
City Share	\$29	15%	[a]
Hourly Rate	\$194	100%	

Notes:

[a] Source: Hourly rates and allocations based on current industry contract service rates and contract service/agency allocations. Amount is intended to serve as a reasonable estimate.

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City of Kerman
 User and Regulatory Fee Study
 Grading Plan Check and Permit Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Unit	Est. Labor Hours	Hourly Rate	Est. Cost of Svc	Current Fee	Current Est. Cost Recovery	Proposed Fee / Initial Deposit	Proposed Cost Recovery	Note
GRADING										
1	Grading Plan Check									
	a) Parcels under 1 acre over 50 CY		8.0	x \$194	= \$1,552	varies	varies	\$1,552	100%	[a]
	b) 1.00 - 5.00 acres									
	i) First acre		8.0	x \$194	= \$1,552	varies	varies	\$1,552	100%	[a]
	ii) Each additional acre, or portion thereof up to 5 acres		1.0	x \$194	= \$194	varies	varies	\$194	100%	[a]
	c) 5.01 - 10.00 acres									
	i) First 5.01 acres		12.0	x \$194	= \$2,328	varies	varies	\$2,328	100%	[a]
	ii) Each additional acre, or portion thereof up to 10 acres		1.0	x \$194	= \$194	varies	varies	\$194	100%	[a]
	d) Over 10 acres									
	i) First 10.01 acres		17.0	x \$194	= \$3,298	varies	varies	\$3,298	100%	[a]
	ii) Each additional acre, or portion thereof		0.8	x \$194	= \$146	varies	varies	\$146	100%	[a]
2	Permit Issuance - Onsite Construction / Grading		0.50	x \$194	= \$97	varies	varies	\$97	100%	
3	Extension of Time		0.50	x \$194	= \$97	varies	varies	\$97	100%	
4	Fee for Additional Services Required Due to Changes, Modifications, Additions, etc.							Actual Costs / T&M plus 15% admin fee		
5	Fees for Services Not Listed In this Fee Schedule									
	a) Hourly Rate of In-House Staff	per hour	1.00	x \$194	= \$194	varies	varies	\$194	100%	
	b) Contract Service Providers					varies	varies	Pass-through of Consultant Costs plus 15% admin	100%	

[a] Amount shown is initial deposit.

Note: 15% admin fee charged to time and materials is intended to represent a conservative, reasonable estimate of actual city costs: assumes 10% de minimus rate for citywide overhead support, and .5 hours of direct service divisional support for every 10 hours of contract service time.

City of Kerman
 User and Regulatory Fee Study
 Grading Plan Check and Permit Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Unit	Est. Labor Hours	Hourly Rate	Est. Cost of Svc	Current Fee	Current Est. Cost Recovery	Proposed Fee	Proposed Cost Recovery	Note
1	Subdivision Map Engineering Plan Check & Inspection									
	Cost of Improvements									
	a) First \$50,000	% of Cost	16.0	x \$194	= \$3,104	7.0%	varies	10.0%	varies	[a]
	b) \$50,001 to \$300,000	% of Cost	48.0	x \$194	= \$9,312	5.5%	varies	6.0%	varies	[a]
	c) \$300,001 to \$700,000	% of Cost	128.0	x \$194	= \$24,832	4.0%	varies	4.0%	varies	[a]
	d) Greater than \$700,000	% of Cost	128.0	x \$194	= \$24,832	2.5%	varies	2.5%	varies	[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	per hour	1.00	x \$194	= \$194	varies	varies	\$194	100%	
	b) Contract Service Providers					varies	varies	Pass-through of Consultant Costs plus 15% admin	100%	

[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).



Cost of Service Analysis

Planning Fees

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City of Kerman
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Community Development - Planning

Recurring Expenditures [a]

Fund #	Fund Desc	Div#	Div Desc	Acct #	Acct Desc	Budget	Adjust	Subtotal
100	General Fund	1008	Planning	410-10-00	Salaries	\$ 123,062	\$ -	\$ 123,062
100	General Fund	1008	Planning	410-20-00	Part Time Salaries	\$ 10,175	\$ -	\$ 10,175
100	General Fund	1008	Planning	410-30-00	Overtime	\$ -	\$ -	\$ -
100	General Fund	1008	Planning	410-37-00	Vehicle Allowance	\$ 1,275	\$ -	\$ 1,275
100	General Fund	1008	Planning	420-51-00	CalPERS Unfunded Liability	\$ 10,222	\$ -	\$ 10,222
100	General Fund	1008	Planning	420-00-00	Fringe Benefits	\$ 41,717	\$ -	\$ 41,717
100	General Fund	1008	Planning	510-01-00	Contract Services - LAFCO	\$ 2,500	\$ -	\$ 2,500
100	General Fund	1008	Planning	510-02-00	Contract Services - Sphere of Influence	\$ -	\$ -	\$ -
100	General Fund	1008	Planning	510-10-00	Professional Services (Planners)	\$ 35,000	\$ -	\$ 35,000
100	General Fund	1008	Planning	510-10-01	Professional Services (Environmental)	\$ 20,000	\$ -	\$ 20,000
100	General Fund	1008	Planning	515-01-00	Utilities	\$ 3,125	\$ -	\$ 3,125
100	General Fund	1008	Planning	521-01-00	Office Supplies	\$ 1,250	\$ -	\$ 1,250
100	General Fund	1008	Planning	521-02-00	General Supplies	\$ 2,500	\$ -	\$ 2,500
100	General Fund	1008	Planning	521-06-00	Uniforms	\$ 250	\$ -	\$ 250
100	General Fund	1008	Planning	521-07-00	Postage	\$ 300	\$ -	\$ 300
100	General Fund	1008	Planning	540-02-00	Equipment Rent	\$ 1,250	\$ -	\$ 1,250
100	General Fund	1008	Planning	551-01-00	Communication - Telephone	\$ 600	\$ -	\$ 600
100	General Fund	1008	Planning	551-02-00	Communication - Cellular Phone	\$ 270	\$ -	\$ 270
100	General Fund	1008	Planning	552-01-00	Public Notice/Advertising	\$ 2,500	\$ -	\$ 2,500
100	General Fund	1008	Planning	554-01-00	Travel - Conferences - Meetings	\$ 3,000	\$ -	\$ 3,000
100	General Fund	1008	Planning	555-00-00	Dues & Subscriptions (GIS)	\$ 2,000	\$ -	\$ 2,000
100	General Fund	1008	Planning	565-00-00	Internal Service Funds	\$ 2,708	\$ -	\$ 2,708
100	General Fund	1008	Planning	575-00-00	Educational Reimbursements	\$ -	\$ -	\$ -
Subtotal						\$ 263,704	\$ -	\$ 263,704

Allocation of Citywide Overhead

Description	Total	Adjust	SubTotal	Planning Share	Building Share	Engineering Share	Total	Notes
Citywide Overhead Allocation	\$204,205	\$ -	\$ 204,205	\$ 156,429	\$ 34,126	\$ 13,650	\$ 204,205	[c]
Total	\$ 204,205	\$ -	\$ 204,205	\$ 156,429	\$ 34,126	\$ 13,650	\$ 204,205	

Planning Share	Building Share	Engineering Share	Total	Planning Share	Building Share	Engineering Share	Total	Notes
65%	25%	10%	100%	\$79,990	\$30,766	\$12,306	\$123,062	[b]
100%	0%	0%	100%	\$10,175	\$0	\$0	\$10,175	
100%	0%	0%	100%	\$0	\$0	\$0	\$0	
65%	25%	10%	100%	\$829	\$319	\$128	\$1,275	[b]
65%	25%	10%	100%	\$6,644	\$2,556	\$1,022	\$10,222	[b]
65%	25%	10%	100%	\$27,116	\$10,429	\$4,172	\$41,717	[b]
100%	0%	0%	100%	\$2,500	\$0	\$0	\$2,500	
100%	0%	0%	100%	\$0	\$0	\$0	\$0	
100%	0%	0%	100%	\$35,000	\$0	\$0	\$35,000	
100%	0%	0%	100%	\$20,000	\$0	\$0	\$20,000	
100%	0%	0%	100%	\$3,125	\$0	\$0	\$3,125	
100%	0%	0%	100%	\$1,250	\$0	\$0	\$1,250	
100%	0%	0%	100%	\$2,500	\$0	\$0	\$2,500	
100%	0%	0%	100%	\$250	\$0	\$0	\$250	
100%	0%	0%	100%	\$300	\$0	\$0	\$300	
100%	0%	0%	100%	\$1,250	\$0	\$0	\$1,250	
100%	0%	0%	100%	\$600	\$0	\$0	\$600	
100%	0%	0%	100%	\$270	\$0	\$0	\$270	
100%	0%	0%	100%	\$2,500	\$0	\$0	\$2,500	
100%	0%	0%	100%	\$3,000	\$0	\$0	\$3,000	
100%	0%	0%	100%	\$2,000	\$0	\$0	\$2,000	
100%	0%	0%	100%	\$2,708	\$0	\$0	\$2,708	
100%	0%	0%	100%	\$0	\$0	\$0	\$0	
				\$202,007	\$44,069	\$17,628	\$263,704	
				77%	17%	7%	100%	[b]

Recurring Expenditures [a]

Fund #	Fund Desc	Div#	Div Desc	Acct #	Acct Desc	Budget	Adjust	Subtotal
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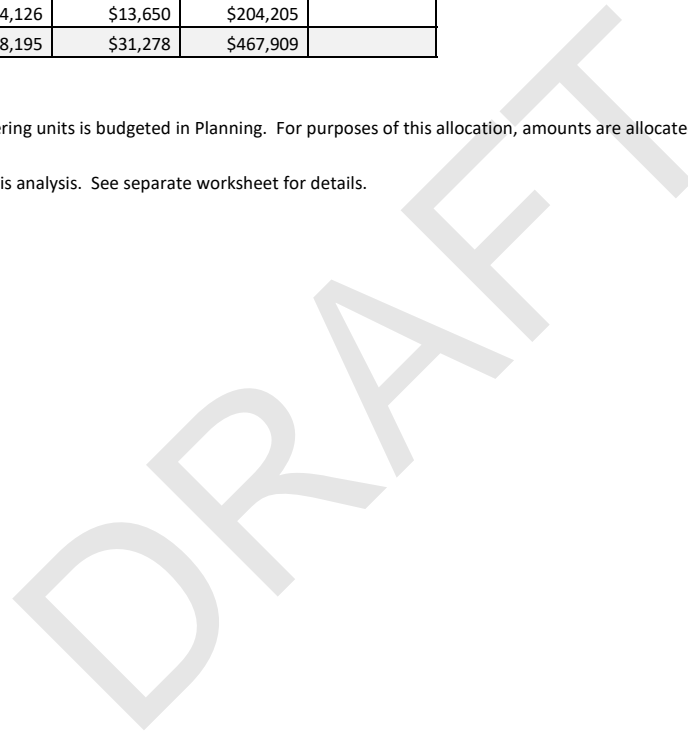
Allocation of Total Costs

Description	Planning Share	Building Share	Engineering Share	Engineering Share	Notes
Departmental Budget	\$202,007	\$44,069	\$17,628	\$263,704	
Allocated Citywide Overhead	\$156,429	\$34,126	\$13,650	\$204,205	
Total	\$358,437	\$78,195	\$31,278	\$467,909	

[a] Source: FY 22/23 Adopted Budget

[b] Departmental administration support provided to Building and Engineering units is budgeted in Planning. For purposes of this allocation, amounts are allocated among the three divisions receiving departmental administration support.

[c] Source: Citywide overhead cost allocation developed for purposes of this analysis. See separate worksheet for details.



Planning Share	Building Share	Engineering Share	Total	Planning Share	Building Share	Engineering Share	Total	Notes
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Allocation of Annual Labor Effort

Description	Total	Total	Notes
General Admin; Mgmt; Policies; Procedures	18%	\$64,519	[d]
Certification and Training	2%	\$7,169	[d]
Public Information and Assistance	15%	\$53,765	[d]
Direct Planning Activities	65%	\$232,984	[d]
Total	100%	\$358,437	

Allocation of Annual Costs to Core Service Areas

Description	Initial Alloc	Pro-Rata Alloc	Total	Notes
Long Range and Regional Planning	20%	31%	\$110,288	[d]
City Council / Other Dept Muni Code Support	5%	8%	\$27,572	[d]
Current Planning and Permit Support	40%	62%	\$220,576	[d]
Total	65%	100%	\$358,437	

Allocation of FTE

Description	Total	Hours Per FTE	Adjust for Leave	Productive Hours Per FTE	Total Hours	Notes
Assistant Planner	0.90	2,080	(240)	1,840	1,656	[a]
Permit Clerk	0.50	2,080	(240)	1,840	920	[a]
Community Dev Director	0.65	2,080	(240)	1,840	1,196	[a]
Total					3,772	

Description	Share of Total Hours	Total	Notes
Planning	65%	2,452	
Building	25%	943	
Engineering	10%	377	
Total	100%	3,772	

Allocation of FTE and Contract Service Support

Description	Total Hours	Notes
In-House FTE	2,452	[a]
Contract Services - LAFCO	20	[e]
Contract Services - Sphere of Influence	0	[e]
Professional Services (Planners)	280	[e]
Professional Services (Environmental)	160	[e]
Total	2,912	

City of Kerman
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Community Development - Planning

Allocation of Hours

Description	Total	Total	Notes
Indirect	35%	1,019	[d]
Direct	65%	1,893	[d]
Total	100%	2,912	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Notes
Total Costs	358,437	
Direct Hours	1,893	
Total	\$189	

Allocation of Planning & Building Revenues

Acct #	Acct Desc	Total	Percentage	Notes
100-0000-341-01-00	Planning & Zoning Fees	\$25,083	7%	[a],[f]
100-0000-341-40-00	Building Permits	\$230,268	68%	[a],[f]
100-0000-341-43-00	Plan Check Inspection Fees	\$76,822	23%	[a],[f]
100-0000-341-48-00	Const & Demo Recycle Program	\$7,168	2%	[a],[f]
Total		\$339,340	100%	

Average Annual Revenues

Description	Share	14/15	15/16	16/17	17/18	18/19	19/20	Most Recent 3-Yr Avg	Notes
Building Fees		\$147,549	\$278,970	\$280,399	\$422,084	\$286,759	\$506,482	\$405,108	
Total		\$147,549	\$278,970	\$280,399	\$422,084	\$286,759	\$506,482	\$405,108	

Planning and Zoning Fees	7%	\$10,906	\$20,621	\$20,726	\$31,199	\$21,196	\$37,438	\$29,944	[f]
Building & Construction Fees	93%	\$136,643	\$258,349	\$259,673	\$390,885	\$265,563	\$469,044	\$375,164	[f]
Total	100%	\$147,549	\$278,970	\$280,399	\$422,084	\$286,759	\$506,482	\$405,108	

Cost Recovery

Description	Total
Average Revenue	\$29,944
Expenditures	\$220,576
Cost Recovery Rate	14%
General Fund Subsidy	\$190,632

[a] Source: FY 22/23 Adopted Budget.

[b] Departmental administration support provided to Building and Engineering units is budgeted in Planning. For purposes of this allocation, amounts are allocated among the three divisions receiving departmental administration support.

[c] Source: Citywide overhead cost allocation developed for purposes of this analysis. See separate worksheet for details.

[d] Amounts intended to serve as reasonable estimates of direct activities v. indirect support to direct activities.

[b] Source: Citywide overhead cost allocation developed for purposes of this analysis. See separate worksheet for details.

[c] See Planning worksheet for details.

[d] Amounts intended to serve as reasonable estimates of direct activities v. indirect support to direct activities.

[e] Based on feedback provided by Community Development personnel. Based on current levels of contract service support provided.

[f] Based on FY 21/22 adopted budget allocation. Amount intended to serve as a reasonable estimate.

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City of Kerman
 User and Regulatory Fee Study
 Cost of Service Analysis - Planning Fees

Fee Description	Est. Labor Hours	Hourly Rate	Cost of Service	Current Fee	Cost Recovery	Proposed Fixed Fee or Minimum Fee	Proposed Initial Deposit	Proposed Cost Recovery	Charge Basis	Note
Appeal										
1 Appeal										
a) Applicant Requested	20.00	x \$189	= \$3,780	\$300 - \$340	8%	\$1,000		26%	Per Appeal	
b) Non-Applicant Requested	20.00	x \$189	= \$3,780	\$300 - \$340	8%	\$2,850		75%	Per Appeal	
Annexation										
2 Annexation	80.00	x \$189	= \$15,120	\$2,000	13%	\$10,000	\$10,000	100%	Deposit with Minimum Fee	[a]
Use Permit										
3 Administrative Use Permit	20.00	x \$189	= \$3,780	n/a		\$1,890		50%	Fixed Fee	[b]
4 Conditional Use Permit										
a) CUP - Minor - No New Construction	20.00	x \$189	= \$3,780	\$500	13%	\$2,835		75%	Fixed Fee	[b]
b) CUP - Major - New Construction	40.00	x \$189	= \$7,560	\$1,300	17%	\$5,670		75%	Fixed Fee	[b]
c) CUP - Alcohol with PCN Consideration	varies			n/a		Base CUP fee plus 25%		75%	Fixed Fee	[b]
d) CUP - Amendment	6.00	x \$189	= \$1,134	\$450	40%	50% of current equivalent fee		75%	Fixed Fee	[b]
e) CUP - Extension	3.00	x \$189	= \$567	\$150	26%	\$425		75%	Fixed Fee	[b]
5 Temporary Use Permit										
a) Temporary Use Permit (First Time Applicant)	2.25	x \$189	= \$425	\$180	42%	\$319		75%	Fixed Fee	[b]
b) Temporary Use Permit (Recurring Annual Event)	1.00	x \$189	= \$189	\$180	95%	\$142		75%	Fixed Fee	[b]
Environmental										
6 Categorical Exemption Review	4.00	x \$189	= \$756	\$100	13%	\$189		25%	Fixed Fee	
7 Recordation of Notice of Determination	1.50	\$189	\$284	n/a	0%	\$189		67%	Fixed Fee	
8 Negative Declaration	56.00	x \$189	= \$10,584	Cost + 15%	100%	pass-through actual costs plus 15% city admin fee	\$10,000	100%	T&M with initial deposit	
9 Mitigated Negative Declaration	76.00	x \$189	= \$14,364	Cost + 15%	100%	pass-through actual costs plus 15% city admin fee	\$10,000	100%	T&M with initial deposit	
10 Environmental Impact Report	80.00	x \$189	= \$15,120	Cost + 15%	100%	pass-through actual costs plus 15% city admin fee	\$10,000	100%	T&M with initial deposit	
General Plan Amendment / Specific Plan										
11 General Plan Amendment	80.00	x \$189	= \$15,120	\$1,500	10%	\$7,500	\$7,500	100%	Deposit with Minimum Fee	
12 Specific Plan										
a) Specific Plan	120.00	x \$189	= \$22,680	Cost + 15%		pass-through actual costs plus 15% city admin fee	\$10,000	100%	T&M with initial deposit	
b) Specific Plan Amendment	varies			50% of cost of specific plan		pass-through actual costs plus 15% city admin fee	\$5,000	100%	T&M with initial deposit	

City of Kerman
 User and Regulatory Fee Study
 Cost of Service Analysis - Planning Fees

Fee Description	Est. Labor Hours	Hourly Rate	Cost of Service	Current Fee	Cost Recovery	Proposed Fixed Fee or Minimum Fee	Proposed Initial Deposit	Proposed Cost Recovery	Charge Basis	Note
Site Plan										
13 Site Plan Review										
a) Non-Residential										
i) Less than 1,200 sq. ft. (New Construction or Site	20.00	x \$189	= \$3,780	\$500 - \$1,400	13% - 37%	\$1,890		50%	Fixed Fee	[b]
ii) +1,201 sq. ft. - 15,000 sq. ft. (Minor Construction)	50.00	x \$189	= \$9,450	\$500 - \$1,400	5% - 15%	\$7,088		75%	Fixed Fee	[b]
iii) +15,001 sq. ft. (Major Construction)	60.00	x \$189	= \$11,340	\$500 - \$1,400	4% - 12%	\$11,340		100%	Fixed Fee	[b]
b) Residential										
i) 1-4 Multi-Family Units	20.00	x \$189	= \$3,780	\$500 - \$1,400	13% - 37%	\$1,890		50%	Fixed Fee	[b]
ii) 5-40 Multi-Family Units	50.00	x \$189	= \$9,450	\$500 - \$1,400	5% - 15%	\$7,088		75%	Fixed Fee	[b]
iii) +41 Multi-Family Units	60.00	x \$189	= \$11,340	\$500 - \$1,400	4% - 12%	\$11,340		100%	Fixed Fee	[b]
c) Site Plan Review - Amendment						50% of current equivalent fee				[b]
d) Site Plan Review - Extension	3.00	x \$189	= \$567	\$150	26%	\$425		75%	Fixed Fee	[b]
Subdivisions										
14 Lot Line Adjustment	8.00	x \$189	= \$1,512	\$350	23%	\$1,134		75%	Fixed Fee	
15 Parcel Merger	8.00	x \$189	= \$1,512	\$350	23%	\$1,134		75%	Fixed Fee	
16 Parcel Map Waiver	8.00	x \$189	= \$1,512	\$500	33%	\$1,134		75%	Fixed Fee	
17 Certificate of Correction / Certificate of Compliance	4.00	x \$189	= \$756	varies	varies	\$567		75%	Fixed Fee	
18 Tentative Parcel Map (4 lots or less)	24.00	x \$189	= \$4,536	\$900	20%	\$2,268		50%	Fixed Fee	
19 Tentative Parcel Map - Amendment	8.00	x \$189	= \$1,512	\$355	23%	\$756		50%	Fixed Fee	
20 Tentative Parcel Map - Extension	3.00	x \$189	= \$567	\$270	48%	\$425		75%	Fixed Fee	
21 Tentative Subdivision Map (5 lots or more)										
a) 100 Lots or Less	40.00	x \$189	= \$7,560	\$2,000 plus \$26/lot	varies	\$5,670		75%	Fixed Fee	
b) More than 100 Lots										
i) Base Fee for the first 100 Lots	40.00	x \$189	= \$7,560	\$2,000 plus \$26/lot	varies	\$5,670		75%	Fixed Fee	
ii) Per Lot Fee for each additional lot	0.17	x \$189	= \$32	\$26	83%	\$24		75%	Fixed Fee	
22 Tentative Subdivision Map - Amendment	16.00	x \$189	= \$3,024	\$900	30%	\$2,268		75%	Fixed Fee	

City of Kerman
 User and Regulatory Fee Study
 Cost of Service Analysis - Planning Fees

Fee Description	Est. Labor Hours		Hourly Rate	=	Cost of Service	Current Fee	Cost Recovery	Proposed Fixed Fee or Minimum Fee	Proposed Initial Deposit	Proposed Cost Recovery	Charge Basis	Note
23 Tentative Subdivision Map - Extension	3.00	x	\$189	=	\$567	\$320	56%	\$425		75%	Fixed Fee	
24 Final Parcel Map (4 lots or less)	12.00	x	\$189	=	\$2,268	\$800	35%	\$1,134		50%	Fixed Fee	
25 Final Subdivision / Tract Map (5 lots or more)												
a) 100 Lots or Less	20.00	x	\$189	=	\$3,780	\$1,808 plus \$26/lot	varies	\$2,835		75%	Fixed Fee	
b) More than 100 Lots												
i) Base Fee for the first 100 Lots	20.00	x	\$189	=	\$3,780	\$1,808 plus \$26/lot	varies	\$2,835		75%	Fixed Fee	
ii) Per Lot Fee for each additional lot	0.08	x	\$189	=	\$16	\$26	165%	\$12		75%	Fixed Fee	
26 Planned /Smart Zone Development Plan Review	50.00	x	\$189	=	\$9,450	\$1,800	19%	\$4,725		50%	Fixed Fee	
27 Developer Agreement Preparation	80.00	x	\$189	=	\$15,120	\$1,259	8%	\$7,500	\$7,500	100%	Deposit with Minimum Fee	
Zoning												
28 Rezone/Prezone	80.00	x	\$189	=	\$15,120	\$1,300	9%	\$7,500	\$7,500	100%	Deposit with Minimum Fee	
29 Ordinance Text Amendment	60.00	x	\$189	=	\$11,340	\$575	5%	\$5,000	\$5,000	100%	Deposit with Minimum Fee	
30 Variance Review	20.00	x	\$189	=	\$3,780	\$1,000	26%	\$2,835		75%	Fixed Fee	
31 Minor Deviation	3.50		\$189	=	\$662	\$100	15%	\$333		50%	Fixed Fee	
32 Density Bonus	30.00	x	\$189	=	\$5,670	\$715	13%	\$2,835		50%	Fixed Fee	
33 Classification of Use	16.00	x	\$189	=	\$3,024	\$215	7%	\$1,512		50%	Fixed Fee	
34 Zoning Clearance Letter												
a) Basic Property Information	1.00	x	\$189	=	\$189	\$35	19%	\$95		50%	Fixed Fee	
b) Basic Property Information with Additional Research Required	4.00	x	\$189	=	\$756	\$35	5%	\$375		50%	Fixed Fee	
Signs												
35 Temporary Sign Permit	0.33	x	\$189	=	\$62	\$25	40%	No Charge		0%	Fixed Fee	
36 Tenant Specific Sign Permit	3.50	x	\$189	=	\$662	\$75	11%	\$331		50%	Fixed Fee	
37 Master Sign Program	15.00	x	\$189	=	\$2,835	\$150	5%	\$1,418		50%	Fixed Fee	

City of Kerman
 User and Regulatory Fee Study
 Cost of Service Analysis - Planning Fees

Fee Description	Est. Labor Hours		Hourly Rate	=	Cost of Service	Current Fee	Cost Recovery	Proposed Fixed Fee or Minimum Fee	Proposed Initial Deposit	Proposed Cost Recovery	Charge Basis	Note
Miscellaneous												
38 Address Adjustment	1.50	x	\$189	=	\$284	n/a	0%	\$284		100%	Fixed Fee	
39 ADU / JADU Plan Review	8.00	x	\$189		\$1,512	\$200	13%	\$151		10%	Fixed Fee	
40 Removal of Deed Restriction on Real Property	2.00	x	\$189	=	\$378			\$189		50%	Fixed Fee	
41 Fire Plan Review								determined by Fire District / City MOU and/or Fire District Fee Schedule				
Rate for Services Not Listed Above												
42 Rate for Services Not Listed Above												
a) Planning	1.00	x	\$189	=	\$189			\$189		100%	Per Hour	
b) Contract Environmental Review, Planning, Peer Review, etc.								pass-through actual costs plus 15% city admin fee		100%		
c) Specialized Attorney Review								pass-through actual costs		100%		
d) Outside Agency Costs (e.g. Fire, other Governments)								pass-through actual costs		100%		

[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).

Note: Administrative Use Permit is not currently authorized by the City's Municipal Code. The amount shown represents recommended fee assuming permit processed is authorized by the City Council.



Cost of Service Analysis

Police Fees

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City of Kerman
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Community Development - Police

Allocation of FTEs [a]

Description	Salary	Total	Dept Admin	Ops Direct	Records Management	Notes
Administrative Assistant	\$4,500	1.00	1.00	0.00	0.00	[b],[c]
Chief of Police	\$9,210	1.00	1.00	0.00	0.00	[b],[c]
Police Officer	\$5,445	20.00	0.00	20.00	0.00	[b],[c]
Comm. Service Officer	\$3,651	2.00	0.00	1.00	0.00	[b],[c]
Records Clerk	\$4,228	1.00	0.00	0.00	1.00	[b],[c]
Records Manager	\$5,978	1.00	0.00	0.00	1.00	[b],[c]
Sergeant	\$7,162	4.00	0.00	4.00	0.00	[b],[c]
Lieutenant	\$8,415	1.00	1.00	0.00	0.00	[b],[c]
Total PD Excluding Animal Control		31.00	3.00	25.00	2.00	

Allocation of FTEs

Description	Salary	Total	Dept Admin	Ops Direct	Records Management	Notes
Administrative Assistant	\$4,500	1.00	4,500.00	0.00	0.00	
Chief of Police	\$9,210	1.00	9,210.00	0.00	0.00	
Police Officer	\$5,445	20.00	0.00	108,900.00	0.00	
Comm. Service Officer	\$3,651	2.00	0.00	7,302.00	0.00	
Records Clerk	\$4,228	1.00	0.00	0.00	4,228.00	
Records Manager	\$5,978	1.00	0.00	0.00	5,978.00	
Sergeant	\$7,162	4.00	0.00	28,648.00	0.00	
Lieutenant	\$8,415	1.00	8,415.00	0.00	0.00	
Total		31.00	22,125.00	144,850.00	10,206.00	
Share of PD Excluding Animal Control		100%	12%	82%	6%	

City of Kerman
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Community Development - Police

Recurring Expenditures [a]

Fund #	Fund Desc	Div#	Div Desc	Acct #	Acct Desc	21/22 Budget	Adjust	Total	Dept Admin	Ops	Records Mgmt	Total	Notes
100	General Fund	3011	Police	410-10-00	Salary	\$1,686,744	\$0	\$1,686,744	\$210,628	\$1,378,957	\$97,160	\$1,686,744	[d]
100	General Fund	3011	Police	410-15-00	Salary-ACT	\$70,853	\$0	\$70,853	\$0	\$70,853	\$0	\$70,853	[d]
100	General Fund	3011	Police	410-15-01	Other Pay-Adult Compliance AC	\$16,794	\$0	\$16,794	\$0	\$16,794	\$0	\$16,794	[d]
100	General Fund	3011	Police	410-16-00	Salaries-KUSD School Res Offic	\$145,362	\$0	\$145,362	\$0	\$145,362	\$0	\$145,362	[d]
100	General Fund	3011	Police	410-16-01	Other Pay-KUSD School Res Offi	\$7,537	\$0	\$7,537	\$0	\$7,537	\$0	\$7,537	[d]
100	General Fund	3011	Police	410-20-00	Part-Time Wages	\$131,500	(\$131,500)	\$0	\$0	\$0	\$0	\$0	[d]
100	General Fund	3011	Police	410-30-00	Overtime	\$50,000	(\$50,000)	\$0	\$0	\$0	\$0	\$0	[d]
100	General Fund	3011	Police	410-35-00	Stand By	\$2,500	(\$2,500)	\$0	\$0	\$0	\$0	\$0	[d]
100	General Fund	3011	Police	410-36-00	FTO Wages	\$5,200	(\$5,200)	\$0	\$0	\$0	\$0	\$0	[d]
100	General Fund	3011	Police	410-38-00	Uniform Allowance	\$28,700	\$0	\$28,700	\$3,584	\$23,463	\$1,653	\$28,700	[d]
100	General Fund	3011	Police	410-40-00	Holiday Pay	\$61,244	\$0	\$61,244	\$7,648	\$50,069	\$3,528	\$61,244	[d]
100	General Fund	3011	Police	420-00-00	Fringe Benefits	\$10,676	\$0	\$10,676	\$1,333	\$8,728	\$615	\$10,676	[d]
100	General Fund	3011	Police	420-11-00	FICA Tax Expense	\$174,313	\$0	\$174,313	\$21,767	\$142,505	\$10,041	\$174,313	[d]
100	General Fund	3011	Police	420-12-00		\$28,205	\$0	\$28,205	\$3,522	\$23,058	\$1,625	\$28,205	[d]
100	General Fund	3011	Police	420-15-00	Fringe Benefits-ACT	\$35,264	\$0	\$35,264	\$0	\$35,264	\$0	\$35,264	[d]
100	General Fund	3011	Police	420-16-00	Benefits-KUSD School Res Offic	\$77,250	\$0	\$77,250	\$0	\$77,250	\$0	\$77,250	[d]
100	General Fund	3011	Police	420-40-00	Health Insurance Expense	\$229,500	\$0	\$229,500	\$28,658	\$187,622	\$13,220	\$229,500	[d]
100	General Fund	3011	Police	420-50-00	Retirement City Contribution	\$275,765	\$0	\$275,765	\$34,435	\$225,445	\$15,885	\$275,765	[d]
100	General Fund	3011	Police	420-51-00	CalPERS Unfunded Liability	\$122,507	\$0	\$122,507	\$15,298	\$100,153	\$7,057	\$122,507	[d]
100	General Fund	3011	Police	420-55-00	Workers Compensation Expense	\$180,877	\$0	\$180,877	\$22,586	\$147,871	\$10,419	\$180,877	[d]
100	General Fund	3011	Police	420-60-00	SDI Expense	\$23,295	\$0	\$23,295	\$2,909	\$19,044	\$1,342	\$23,295	[d]
100	General Fund	3011	Police	500-00-00	Ford Explorer Vehicle Loan Pmt	\$102,357	\$0	\$102,357		\$102,357		\$102,357	[d]
100	General Fund	3011	Police	510-11-00	Professional Serv-Emp Hiring	\$12,000	\$0	\$12,000	\$12,000			\$12,000	[d]
100	General Fund	3011	Police	510-12-00	Profess. Serv-Lab Serv-Crime	\$7,000	\$0	\$7,000		\$7,000		\$7,000	[d]
100	General Fund	3011	Police	510-13-00	Professional Serv-Lab Serv Emp	\$300	\$0	\$300	\$300			\$300	[d]
100	General Fund	3011	Police	510-14-00	Professional Services-Investig	\$200	\$0	\$200	\$200			\$200	[d]
100	General Fund	3011	Police	510-17-00	Assault/Medical Examinations	\$5,000	(\$5,000)	\$0	\$0			\$0	[d]
100	General Fund	3011	Police	510-28-00	Dispatch	\$244,936	\$0	\$244,936	\$244,936			\$244,936	[d]
100	General Fund	3011	Police	510-29-00	RMS-CAD	\$2,430	\$0	\$2,430	\$2,430			\$2,430	[d]
100	General Fund	3011	Police	510-30-00	Booking Fees	\$1,000	(\$1,000)	\$0	\$0			\$0	[d]
100	General Fund	3011	Police	510-31-00	Parking Citations	\$12,000	(\$12,000)	\$0	\$0			\$0	[d]
100	General Fund	3011	Police	510-32-00	Live Scan Fingerprints	\$4,000	\$0	\$4,000	\$4,000			\$4,000	[d]
100	General Fund	3011	Police	515-01-00	Utilities	\$20,000	\$0	\$20,000	\$20,000			\$20,000	[d]
100	General Fund	3011	Police	521-01-00	Office Supplies	\$3,000	\$0	\$3,000	\$3,000			\$3,000	[d]
100	General Fund	3011	Police	521-02-00	General Supplies	\$7,000	\$0	\$7,000	\$7,000			\$7,000	[d]
100	General Fund	3011	Police	521-07-00	Postage	\$1,900	\$0	\$1,900	\$1,900			\$1,900	[d]
100	General Fund	3011	Police	521-10-00	Uniform Supplies	\$5,000	\$0	\$5,000	\$5,000			\$5,000	[d]
100	General Fund	3011	Police	521-12-00	Bullet Resistant Vests	\$3,500	\$0	\$3,500		\$3,500		\$3,500	[d]

City of Kerman
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Community Development - Police

100	General Fund	3011	Police	521-25-00	Evidence and Property	\$1,800	\$0	\$1,800	\$1,800		\$1,800	[d]
100	General Fund	3011	Police	521-35-00	Firearms Purchase	\$10,000	\$0	\$10,000		\$10,000	\$10,000	[d]
100	General Fund	3011	Police	521-40-00	Range Supplies	\$6,000	\$0	\$6,000		\$6,000	\$6,000	[d]
100	General Fund	3011	Police	521-41-00	Range Maintenance	\$100	\$0	\$100		\$100	\$100	[d]
100	General Fund	3011	Police	530-01-00	Equipment Maintainance Repair	\$4,000	\$0	\$4,000	\$4,000		\$4,000	[d]
100	General Fund	3011	Police	540-02-00	Equipment Rental - Lease	\$5,000	\$0	\$5,000	\$5,000		\$5,000	[d]
100	General Fund	3011	Police	551-01-00	Communications-Telephone	\$6,000	\$0	\$6,000	\$6,000		\$6,000	[d]
100	General Fund	3011	Police	551-02-00	Communications-Cellular Phone	\$5,000	\$0	\$5,000	\$5,000		\$5,000	[d]
100	General Fund	3011	Police	551-05-00	Live Scan Line	\$9,000	\$0	\$9,000	\$9,000		\$9,000	[d]
100	General Fund	3011	Police	551-06-00	MDT Access	\$4,000	\$0	\$4,000	\$4,000		\$4,000	[d]
100	General Fund	3011	Police	551-07-00	Communications - City Cameras	\$1,100	\$0	\$1,100	\$1,100		\$1,100	[d]
100	General Fund	3011	Police	552-02-00	Public Notice	\$0	\$0	\$0	\$0		\$0	[d]
100	General Fund	3011	Police	554-01-00	Travel-Meetings	\$2,500	\$0	\$2,500	\$2,500		\$2,500	[d]
100	General Fund	3011	Police	554-02-00	Training-POST Reimburseable	\$20,000	\$0	\$20,000		\$20,000	\$20,000	[d]
100	General Fund	3011	Police	554-05-00	Training Supplies	\$900	\$0	\$900	\$900		\$900	[d]
100	General Fund	3011	Police	555-02-00	Professional Dues	\$3,900	\$0	\$3,900	\$3,900		\$3,900	[d]
100	General Fund	3011	Police	555-04-00	Prof Serv/Forensic Software Up	\$4,300	\$0	\$4,300	\$4,300		\$4,300	[d]
100	General Fund	3011	Police	555-05-00	Explorer Program	\$0	\$0	\$0	\$0		\$0	[d]
100	General Fund	3011	Police	555-07-00	Crime Prevention Programs	\$750	\$0	\$750		\$750	\$750	[d]
100	General Fund	3011	Police	555-08-00	Citizens on Patrol Program	\$0	\$0	\$0	\$0		\$0	[d]
100	General Fund	3011	Police	565-00-00	Internal Service Fund	\$390,438	\$0	\$390,438	\$390,438		\$390,438	[d]
100	General Fund	3011	Police	575-00-00	Employee Education Incentive	\$5,000	\$0	\$5,000	\$5,000		\$5,000	[d]
100	General Fund	3011	Police	580-15-00	ACT Team-Fresno County Reimb	\$68,919	(\$68,919)	\$0	\$0		\$0	[d]
100	General Fund	3011	Police	580-16-00	Kerman Unified School Res Offi	\$4,000	(\$4,000)	\$0	\$0		\$0	[d]
100	General Fund	3011	Police	600-03-01	Capital Outlay-Ballistic Hlmts	\$14,000	(\$14,000)	\$0	\$0		\$0	[d]
100	General Fund	3011	Police	600-03-03	Capital Outlay-Spike Strips	\$11,000	(\$11,000)	\$0	\$0		\$0	[d]
100	General Fund	3011	Police	600-03-04	Capital Outlay/Technology Equi	\$0	\$0	\$0	\$0		\$0	[d]
100	General Fund	3011	Police	600-03-05	Capital Outlay-Tasers (25)	\$10,762	(\$10,762)	\$0	\$0		\$0	[d]
Subtotal						\$4,384,179	(\$315,881)	\$4,068,298	\$1,096,072	\$2,809,683	\$162,543	\$4,068,298

Allocation of Citywide Overhead

Description	Total	Adjust	Total	Notes
Citywide Overhead Allocation	\$425,365	\$0	\$425,365	[b]
Total	\$425,365	\$0	\$425,365	

>>>>>

Dept Admin	Ops Direct	Records Management	Total	Notes
\$53,116	\$347,747	\$24,502	\$425,365	[d],[e]
\$53,116	\$347,747	\$24,502	\$425,365	

Allocation of Department Admin for Fee Study

Description	Total	Ops Direct	Records Management	Total	Notes
Direct Budget	\$1,096,072	\$1,014,881	\$81,191	\$1,096,072	[d]
Allocation of C'wide OH	\$53,116	\$49,182	\$3,935	\$53,116	[d]
Total	\$1,149,188	\$1,064,063	\$85,125	\$1,149,188	

Total Expenses for Fee Study

Description	Ops Direct	Records Management	Total	Notes
Direct Budget	\$2,809,683	\$162,543	\$2,972,226	
Allocation of C'wide OH	\$347,747	\$24,502	\$372,249	
Allocation of Dept Admin	\$1,064,063	\$85,125	\$1,149,188	
Total	\$4,221,493	\$272,170	\$4,493,663	

Annual Hours Per Direct FTE

Description	Total	Notes
Total Hours Per FTE	2,080	
Less: Est Leave Time	240	[f]
Productive Hours	1,840	
Direct Ratio	0.85	[g]
Direct Hours	1,564	

Calculation of Fully-Burdened Hourly Rate

Description	Ops Direct	Records Management	Notes
Expenses	\$4,221,493	\$272,170	
FTE	25.00	2.00	
Direct Hours	39,100	3,128	
Fully-Burdened Hourly Rate	\$108	\$87	

Calculation of Estimated Benefit Rate

Description	Total	Notes
Salaries 410-xx-xx	\$2,206,435	[a]
Benefits 420-xx-xx	\$1,157,653	[a]
Benefit Rate	52%	

Calculation of Rate for Special Requests for Police Services (e.g., Special Event Support / DUI Collision Cost Recovery)

Description	Top Step	Per Year	Hours Per Year	Non-OT			Overtime			
				Salary & Wage Rate Per Hour	Benefit Rate Per Hour	Total	OT Salary & Wage	Benefit Rate Per Hour	Total	Notes
Records Clerk	\$4,228	\$50,736	\$2,080	\$24	\$13	\$37	\$37	\$13	\$49	[b]
Records Manager	\$5,978	\$71,736	\$2,080	\$34	\$18	\$53	\$52	\$18	\$70	[b]
Community Services Officer	\$3,651	\$43,812	\$2,080	\$21	\$11	\$32	\$32	\$11	\$43	[b]
Police Officer	\$5,445	\$65,340	\$2,184	\$30	\$16	\$46	\$45	\$16	\$61	[b]
Police Corporal	\$5,978	\$71,736	\$2,184	\$33	\$17	\$50	\$49	\$17	\$67	[b]
Police Sergeant	\$7,162	\$85,944	\$2,184	\$39	\$21	\$60	\$59	\$21	\$80	[b]
Police Lieutenant	\$8,415	\$100,980	\$2,080	\$49	\$25	\$74	\$73	\$25	\$98	[b]

- [a] Source: FY 21/22 Adopted Budget
- [b] Source: Adopted City Salary Schedules
- [c] FTE allocation for purposes of this analysis only.
- [d] Expense allocation for purposes of this analysis only.
- [e] Source: Citywide overhead cost allocation developed for purposes of this analysis. See separate worksheet for details.
- [f] Typical leave assumes 13 holidays, 10 days vacation, 5 days sick, 2 days personal leave per employee. Amounts intended to serve as reasonable estimates.
- [g] Adjustmet to exclude general administration and management, training, code, policies and procedures updates, etc.

City of Kerman
 User and Regulatory Fee Study
 Police Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

				Hourly Rate											
				\$108	\$87										
Fee Description				Ops	Support Svcs	Total		Ops	Support Svcs	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Notes
1	Fingerprinting fee														
	a) Live Scan Rolling Fee		0.33	0.33	x	\$0	\$29	=	\$29	\$20	69%	\$25	86%		
	b) Live Scan FBI Clearance									\$19		\$19		[a]	
	c) Live Scan DOJ Clearance									\$32		\$32		[a]	
2	Fingerprinting fee - Hard Copy														
	a) First Card	0.33		0.33	x	\$36	\$0	=	\$36	\$10	28%	\$25	69%		
	b) Each Additional Card	0.08		0.08	x	\$9	\$0	=	\$9	\$5	56%	\$5	56%		
3	Records Check (e.g., Local Criminal History Check; Clearance Letter)		0.50	0.50	x	\$0	\$44	=	\$44	\$15	34%	\$25	57%		
4	Report Copy														
	a) Traffic Collision Report		0.33	0.33	x	\$0	\$29	=	\$29	\$12	41%	\$15	52%		
	b) Police Report		0.33	0.33	x	\$0	\$29	=	\$29	\$12	41%	\$15	52%		
5	Citation Sign-Offs														
	a) Residents	0.33		0.33	x	\$36	\$0	=	\$36	Free	0%	Free	0%	[b]	
	b) Non-Residents	0.33		0.33	x	\$36	\$0	=	\$36	\$5	14%	\$10	28%	[b]	
6	Vehicle Release	1.25	0.50	1.75	x	\$135	\$44	=	\$179	\$60 - \$125	35% - 72%	\$150	84%		
	a) Expired Registration	1.25	0.50	1.75	x	\$135	\$44	=	\$179	\$60	34%	\$150	84%		
	b) No License or Suspended or Revoked	1.25	0.50	1.75	x	\$135	\$44	=	\$179	\$75	42%	\$150	84%		
	c) Driving Under the Influence (DUI)	1.25	0.50	1.75	x	\$135	\$44	=	\$179	\$125	70%	\$150	84%		
7	Repossessed Vehicle Fee									\$15		\$15	n/a	[c]	
8	Property Storage Fee (per item/weapon)	0.33	0.08	0.42	x	\$36	\$7	=	\$43			\$30	69%		

City of Kerman
 User and Regulatory Fee Study
 Police Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

				Hourly Rate									
				\$108	\$87								
				Ops	Support Svcs			Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Notes
Fee Description	Ops	Support Svcs	Total	Ops	Support Svcs	=	Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Notes	
9 False Alarm Response (Per Calendar Year)													
a) First	0.50	0.25	0.75	x	\$54	\$22	=	\$76			No Charge	0%	
b) Second	0.50	0.25	0.75	x	\$54	\$22	=	\$76			No Charge	0%	
c) Third	0.50	0.25	0.75	x	\$54	\$22	=	\$76			\$50	22%	
d) Fourth	0.50	0.25	0.75	x	\$54	\$22	=	\$76			\$100	50%	
e) Fifth and Each Additional	0.50	0.25	0.75	x	\$54	\$22	=	\$76			\$150	79%	
10 Noise Disturbance (Per Calendar Year)													
a) First	0.50	0.25	0.75	x	\$54	\$22	=	\$76			No Charge	0%	
b) Second	0.50	0.25	0.75	x	\$54	\$22	=	\$76			No Charge	0%	
c) Third	0.50	0.25	0.75	x	\$54	\$22	=	\$76			\$50	22%	
d) Fourth	0.50	0.25	0.75	x	\$54	\$22	=	\$76			\$100	50%	
e) Fifth and Each Additional	0.50	0.25	0.75	x	\$54	\$22	=	\$76			\$150	79%	
11 DUI Collision Cost Recovery (per hour)													
a) Non-Overtime													
i) Records Clerk	1.00		1.00	x	\$37	\$0	=	\$37			\$37	100%	
ii) Records Manager	1.00		1.00	x	\$53	\$0	=	\$53			\$53	100%	
iii) Community Services Officer	1.00		1.00	x	\$32	\$0	=	\$32			\$32	100%	
iv) Police Officer	1.00		1.00	x	\$46	\$0	=	\$46			\$46	100%	
v) Police Corporal	1.00		1.00	x	\$50	\$0	=	\$50			\$50	100%	
vi) Police Sergeant	1.00		1.00	x	\$60	\$0	=	\$60			\$60	100%	
vii) Police Lieutenant	1.00		1.00	x	\$74	\$0	=	\$74			\$74	100%	
b) Overtime													
i) Records Clerk	1.00		1.00	x	\$49	\$0	=	\$49			\$49	100%	
ii) Records Manager	1.00		1.00	x	\$70	\$0	=	\$70			\$70	100%	
iii) Community Services Officer	1.00		1.00	x	\$43	\$0	=	\$43			\$43	100%	
iv) Police Officer	1.00		1.00	x	\$61	\$0	=	\$61			\$61	100%	
v) Police Corporal	1.00		1.00	x	\$67	\$0	=	\$67			\$67	100%	
vi) Police Sergeant	1.00		1.00	x	\$80	\$0	=	\$80			\$80	100%	
vii) Police Lieutenant	1.00		1.00	x	\$98	\$0	=	\$98			\$98	100%	

City of Kerman
 User and Regulatory Fee Study
 Police Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Ops	Support Svcs	Total	Hourly Rate		Est. Cost of Service	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Notes
				\$108	\$87						
				Ops	Support Svcs						
12 Special Requests for Police Services (per hour)											
a) Non-Overtime											
i) Records Clerk	1.00		1.00	x	\$37	\$0	=	\$37		\$37	100%
ii) Records Manager	1.00		1.00	x	\$53	\$0	=	\$53		\$53	100%
iii) Community Services Officer	1.00		1.00	x	\$32	\$0	=	\$32		\$32	100%
iv) Police Officer	1.00		1.00	x	\$46	\$0	=	\$46		\$46	100%
v) Police Corporal	1.00		1.00	x	\$50	\$0	=	\$50		\$50	100%
vi) Police Sergeant	1.00		1.00	x	\$60	\$0	=	\$60		\$60	100%
vii) Police Lieutenant	1.00		1.00	x	\$74	\$0	=	\$74		\$74	100%
b) Overtime											
i) Records Clerk	1.00		1.00	x	\$49	\$0	=	\$49		\$49	100%
ii) Records Manager	1.00		1.00	x	\$70	\$0	=	\$70		\$70	100%
iii) Community Services Officer	1.00		1.00	x	\$43	\$0	=	\$43		\$43	100%
iv) Police Officer	1.00		1.00	x	\$61	\$0	=	\$61		\$61	100%
v) Police Corporal	1.00		1.00	x	\$67	\$0	=	\$67		\$67	100%
vi) Police Sergeant	1.00		1.00	x	\$80	\$0	=	\$80		\$80	100%
vii) Police Lieutenant	1.00		1.00	x	\$98	\$0	=	\$98		\$98	100%
13 Subpoena Response / Court Appearance										Maximum Amount Allowed by Law	
14 VIN Verification								\$5-		\$5-	

[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.



Cost of Service Analysis

Public Works Fees

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City of Kerman
User and Regulatory Fee Study
Cost of Service Calculation - Public Works Encroachment Permit Fees

Description	Fully-Burdened Hourly Rate	Allocation	Notes
Contract Share	\$100	65%	[a]
City Share	\$54	35%	[a]
Hourly Rate	\$154	100%	

Notes:

[a] Source: Hourly rates and allocations based on current industry contract service rates and contract service/agency allocations. Amount is intended to serve as a reasonable estimate.

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City of Kerman
 User and Regulatory Fee Study
 Calculation of Fully-Burdened Hourly Rate - Public Works Utility Fees

Recurring Expenditures [a]

Fund #	Fund Desc	Div#	Div Desc	Acct #	Acct Desc	21/22 Budget	Adjust	Total	Notes
410	Water	4041	Water Ops	4xx-xx-xx	Personnel	\$542,018	\$0	\$542,018	
420	Sewer	4042	Sewer Ops	4xx-xx-xx	Personnel	\$473,890	\$0	\$473,890	
470	Storm Drain	4047	Storm Drain	4xx-xx-xx	Personnel	\$78,888	\$0	\$78,888	
Subtotal						\$1,094,796	\$0	\$1,094,796	

Allocation of Citywide Overhead

Description	Modified Expenses	C'Wide OH Rate	Total	Notes
Citywide Overhead Allocation	\$1,094,796	35%	\$383,179	[b]
Total	\$1,094,796		\$383,179	

Allocation of Total Costs

Description	Total	Notes
Direct Budget Expenses	\$1,094,796	
Allocation of Citywide Overhead	\$383,179	
Total	\$1,477,975	

Allocation of Annual Labor Effort

Description	Total	Total	Notes
General Admin; Mgmt; Policies; Procedures	23%	\$339,934	[c]
Certification and Training	2%	\$29,559	[c]
Public Information and Assistance	5%	\$73,899	[c]
Direct Services	70%	\$1,034,582	[c]
Total	100%	\$1,477,975	

Annual Hours Per Direct FTE

Description	Total	Notes
Total Hours Per FTE	2,080	
Less: Est Leave Time	<u>240</u>	[d]
Productive Hours	1,840	
Direct Ratio	0.70	[c]
Direct Hours	1,288	

Recurring Expenditures [a]

Fund #	Fund Desc	Div#	Div Desc	Acct #	Acct Desc	21/22 Budget	Adjust	Total	Notes
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Calculation of Fully-Burdened Hourly Rate

Description	Total	Notes
Expenses	\$1,477,975	
FTE	11.66	[e]
Direct Hours	15,018	
Fully-Burdened Hourly Rate	\$98	

[a] Source: FY 21/22 Adopted Budget

[b] Amount intended to serve as reasonable estimate.

[c] Amounts intended to serve as reasonable estimates of direct activities v. indirect support to direct activities.

[d] Typical leave assumes 13 holidays, 10 days vacation, 5 days sick, 2 days personal leave per employee. Amounts intended to serve as reasonable estimates.

[e] Source: FY 21/22 Adopted Budget, page 132

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City of Kerman
Public Works Fees
Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Est. Labor Hrs OR Min. Labor Hrs		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Targeted Cost Recovery	Fixed Fee / Minimum Fee	Deposit	Proposed 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	2.00	x	\$154	=	\$308			97%	\$300		Fixed Fee	
2	Catch Basin / Dry Well / Manhole / Vault / Concrete Pads / Pole Set or Removal (per location)	2.00	x	\$154	=	\$308			97%	\$300		Fixed Fee	
3	Trenching/Excavation for Infrastructure Installation												
	a) Bell Hole												
	i) Application Review Fee	1.50	x	\$154	=	\$231			97%	\$225		Fixed Fee	
	ii) Permit and Inspection Fee (Greater of A or B)												
	a) Minimum fee per location	3.00	x	\$154	=	\$462			97%	\$450		Fixed Fee	
	b) Fee per bore / pit / pothole	1.00	x	\$154	=	\$154			97%	\$150		Fixed Fee	
	b) Street / Trench Cut												
	i) Application Review Fee	1.50	x	\$154	=	\$231			97%	\$225		Fixed Fee	
	ii) Permit and Inspection Fee (Greater of A or B)												
	a) Minimum fee per location	3.00	x	\$154	=	\$462			97%	\$450		Fixed Fee	
	b) Fee Per 100 SF	1.00	x	\$154	=	\$154			97%	\$150		Fixed Fee	
4	Driveway												
	a) Residential												
	i) First Approach	3.00	x	\$154	=	\$462			65%	\$300		Fixed Fee	
	ii) Each Additional Approach	1.50	x	\$154	=	\$231			65%	\$150		Fixed Fee	
	b) Commercial												
	i) First Approach	4.00	x	\$154	=	\$616			97%	\$600		Fixed Fee	
	ii) Each Additional Approach	2.00	x	\$154	=	\$308			97%	\$300		Fixed Fee	
5	Curb, Gutter, Sidewalk												
	a) Residential	3.00	x	\$154	=	\$462			65%	\$300		Fixed Fee	[a]
	b) Commercial	4.00	x	\$154	=	\$616			97%	\$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	2.50	x	\$154	=	\$385			97%	\$375		Fixed Fee	
	ii) Each Additional Day	1.00	x	\$154	=	\$154			97%	\$150		Fixed Fee	
	b) For Work Expected to Last More than Two Weeks	Deposit							100%	\$1,500	\$1,500	Deposit with Minimum Fee	[b]
7	Agreement for Private Improvements In the Right-of-Way (Permanent Encroachment)	3.50	x	\$154	=	\$539			97%	\$525		Fixed Fee	

City of Kerman
 Public Works Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Est. Labor Hrs OR Min. Labor Hrs		Hourly Rate	=	Cost of Service	Current Fee	Current Cost Recovery	Targeted Cost Recovery	Fixed Fee / Minimum Fee	Deposit	Proposed Fee Structure	Note
OTHER													
8	Extension of Time (per extension, if not separately charged against deposit)	1.00	x	\$154	=	\$154			97%	\$150		Fixed Fee	
9	Plan Revision (per revision, if not separately charged against deposit)	0.50	x	\$154	=	\$77			97%	\$75		Fixed Fee	
10	Excess Plan Review (per hour, if not separately charged against deposit)	1.00	x	\$154	=	\$154			97%	\$150		Fixed Fee	
11	Hourly Rate for Services Not Identified in this Schedule, Other Inspection, Missed/Excess Inspections, Re-inspection Fee												
	a) In-House Engineering / PW Staff	1.00	x	\$154	=	\$154			97%	\$150		Per Hour	
	b) Contract Service Support									Time & Mat'ls		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	

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
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description	Est. Labor Hours	Hourly Rate	Cost of Service	Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Charge Basis	Note
1 Water - Miscellaneous									
a) Meter Testing	1.00 x	\$98 =	\$98			\$75	77%		[a]
b) Cut Lock Fee	1.00 x	\$98 =	\$98			\$75	77%		
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
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Est. Labor Hours	Hourly Rate	Cost of Service	Current Fee	Current Deposit	Cost Recovery	Proposed Fee	Proposed Deposit	Proposed Cost Recovery	Charge Basis	Note
1	Construction Water Meter	2.00	x \$98	= \$196				\$150; plus the cost of total water usage per month	\$1,250		Each	[a]

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

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City of Kerman
 Engineering Fees
 Cost of Service Calculation - At Fully-Burdened Hourly Rate

Fee Description		Est. Labor Hours	Hourly Rate	Cost of Service	Current Fee	Cost Recovery	Proposed Fee	Proposed Cost Recovery	Charge Basis	Note
1	Dirt Purchase	0.50 x	\$98 =	\$49	\$40 plus \$0.75 per CY		\$45 plus \$1 per CY		per request	
2	Debris Clean-Up	1.00 x	\$98 =	\$98			\$98	100%	per hour; 2-hour minimum	
3	Graffiti Clean-Up	1.00 x	\$98 =	\$98			\$98	100%	per hour; 2-hour minimum	
4	Emergency Residential Tree-Trimming	1.00 x	\$98 =	\$98			\$98	100%	per hour; 2-hour minimum	
5	Rates for Services Not Listed Above									
	a) PW Encroachment Review	1.00 x	\$154 =	\$154			\$150	97%	per hour; 1-hour minimum	
	b) PW Utility Customer Service and City Maintenance Services	1.00 x	\$98 =	\$98			\$98	100%	per hour; 1-hour minimum	

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Cost of Service Analysis

Citywide Overhead Cost Allocation

City of Kerman
 User and Regulatory Fee Analysis
 Estimated Citywide Overhead (for Cost of Service Calculation Purposes Only)

Central Service Center - General Fund Allocation [a]

Fund	Div	Description	Personnel	M&O	Subtotal	Debt Service & Capital	Total	Adjustment	Amount for Overhead Cost Allocation Calculation	Indirect	Direct	Total	Notes
100	6001	City Council	\$16,909	\$17,240	\$34,149	\$0	\$34,149	\$0	\$34,149	\$34,149	\$0	\$34,149	
100	6003	City Attorney	\$0	\$130,000	\$130,000	\$0	\$130,000	\$0	\$130,000	\$130,000	\$0	\$130,000	
100	1002	City Manager	\$217,559	\$359,275	\$576,834	\$14,286	\$591,120	(\$14,286)	\$576,834	\$576,834	\$0	\$576,834	[b]
100	5005	Administrative Services	\$44,752	\$62,918	\$107,670	\$3,571	\$111,241	(\$3,571)	\$107,670	\$107,670	\$0	\$107,670	[b]
100	5006	Debt Service to DIF	\$0	\$0	\$0	\$95,339	\$95,339	(\$95,339)	\$0	\$0	\$0	\$0	[b]
100	6004	City Clerk	\$39,721	\$78,018	\$117,739	\$14,286	\$132,025	(\$14,286)	\$117,739	\$72,739	\$45,000	\$117,739	[c]
100	7001	Measure M	\$28,238	\$1,465,481	\$1,493,719	\$4,583,685	\$6,077,404	(\$5,005,435)	\$1,071,969	\$0	\$1,071,969	\$1,071,969	[b],[d]
100	1008	Planning	\$186,450	\$77,253	\$263,703	\$7,143	\$270,846	(\$7,143)	\$263,703	\$0	\$263,703	\$263,703	[b]
100	1010	Engineering	\$0	\$101,500	\$101,500	\$0	\$101,500	\$0	\$101,500	\$0	\$101,500	\$101,500	[b]
100	1042	Building	\$86,224	\$183,642	\$269,866	\$7,143	\$277,009	(\$7,143)	\$269,866	\$0	\$269,866	\$269,866	[b]
100	2002	Rec & Comm Svcs Admin	\$166,839	\$39,930	\$206,769	\$2,857	\$209,626	(\$2,857)	\$206,769	\$0	\$206,769	\$206,769	[b]
100	2010	Building Maintenance	\$452,790	\$101,165	\$553,955	\$1,429	\$555,384	(\$1,429)	\$553,955	\$553,955	\$0	\$553,955	[b]
100	2044	Senior Center Svcs	\$126,860	\$20,292	\$147,152	\$2,857	\$150,009	(\$2,857)	\$147,152	\$0	\$147,152	\$147,152	[b]
100	2047	Aquatics Program	\$62,541	\$16,340	\$78,881	\$1,429	\$80,310	(\$1,429)	\$78,881	\$0	\$78,881	\$78,881	[b]
100	2062	Planned Recreation	\$54,587	\$10,230	\$64,817	\$1,429	\$66,246	(\$1,429)	\$64,817	\$0	\$64,817	\$64,817	[b]
100	2065	Youth and Teen Services	\$79,044	\$9,172	\$88,216	\$1,429	\$89,645	(\$1,429)	\$88,216	\$0	\$88,216	\$88,216	[b]
100	2069	Community Teen Center	\$108,610	\$60,073	\$168,683	\$1,429	\$170,112	(\$1,429)	\$168,683	\$0	\$168,683	\$168,683	[b]
100	3011	Police Operations	\$2,873,035	\$956,775	\$3,829,810	\$43,757	\$3,873,567	(\$43,757)	\$3,829,810	\$0	\$3,829,810	\$3,829,810	[b]
100	3015	ACT Grant	\$101,826	\$13,456	\$115,282	\$0	\$115,282	\$0	\$115,282	\$0	\$115,282	\$115,282	
100	3016	SRO Grant	\$181,941	\$4,000	\$185,941	\$0	\$185,941	\$0	\$185,941	\$0	\$185,941	\$185,941	
100	3050	SLESF Grant	\$100,000	\$0	\$100,000	\$0	\$100,000	\$0	\$100,000	\$0	\$100,000	\$100,000	
100	3999	Safety Grants, Contracts, &	\$104,934	\$6,400	\$111,334	\$4,000	\$115,334	(\$4,000)	\$111,334	\$0	\$111,334	\$111,334	[b]
100	3041	Animal Control	\$43,514	\$41,920	\$85,434	\$1,429	\$86,863	(\$1,429)	\$85,434	\$0	\$85,434	\$85,434	[b]
100	4010	Park Landscape Maintenance	\$115,762	\$83,329	\$199,091	\$4,429	\$203,520	(\$4,429)	\$199,091	\$0	\$199,091	\$199,091	[b]
Total			\$5,192,136	\$3,838,409	\$9,030,545	\$4,791,927	\$13,822,472	(\$5,213,677)	\$8,608,795	\$1,475,347	\$7,133,448	\$8,608,795	

Citywide Overhead Cost Rate

Description	Operating Exp	Notes
Indirect Costs	\$1,475,347	
Modified Direct Costs	\$7,133,448	
Total	21%	

City of Kerman
 User and Regulatory Fee Analysis
 Estimated Citywide Overhead (for Cost of Service Calculation Purposes Only)

Allocation of Citywide Overhead Costs to Direct Service Departments / Primary Budgetary Units

Description	Allocation Metric	Share of Overhead Allocation	Allocation	Notes
Community Development	1	33%	\$491,782	
Community Services	1	33%	\$491,782	
Police	1	33%	\$491,782	
Total	3	100%	\$1,475,347	

Allocation of Citywide Overhead Costs to Community Development Divisions - Based on Modified Direct Costs of Departments

Description	Allocation Metric	Share of Overhead Allocation	Allocation	Notes
Planning	263,703	42%	\$204,205	
Engineering	101,500	16%	\$78,599	
Building	269,866	42%	\$208,978	
Total	\$635,069	100%	\$491,782	

Allocation of Citywide Overhead Costs to Police Divisions - Based on Modified Direct Costs of Departments

Description	Allocation Metric	Share of Overhead Allocation	Allocation	Notes
Police Operations	3,829,810	86%	\$425,365	
ACT Grant	115,282	3%	\$12,804	
SRO Grant	185,941	4%	\$20,652	
SLESF Grant	100,000	2%	\$11,107	
Safety Grants, Contracts, & Projects	111,334	3%	\$12,366	
Animal Control	85,434	2%	\$9,489	
Total	\$4,427,801	100%	\$491,782	

- [a] Source: FY 2022/23 Adopted Budget.
- [b] Adjustment to exclude non-recurring capital expenditures and debt service.
- [c] Direct costs are for Code Enforcement contract services costs included in City Clerk budget.
- [d] Adjustment to exclude Downtown Revitalization Program costs (account 600 xx).

SCHEDULE OF CURRENT FEES AND PROPOSED FEES

Note: Significant changes are proposed to the overall structure of building fees making a comparison of current and proposed fees impractical. Proposed building fees and the associated costs of service are included in Appendices A and B of this report.

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Illustration of Current Fees and Proposed Fees

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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	1
Animal Licensing and Regulation Fees	2
Engineering Improvement Review and Grading Plan Review Fees	3
Planning Fees	5
Police Fees	9
Public Works Fees	11
Recreation and Facility Rental Fees	16

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City of Kerman

BEFORE AND AFTER ILLUSTRATION - FINANCE & BUSINESS LICENSE FEES

Activity Description	Current Fee	Proposed Fee	Increase/(Decrease)	Charge Basis
1 Business License Application Review Fee				
a) Physical Location within City Limits (Including Home Occupation)	\$129	\$150	\$21	Each
b) Business Located Outside City Limits and Contractors without Physical Location within City Limits	varies	\$75		Each
2 Returned Check Fee; ACH/EFT Return/Error		\$25		Each
3 Charitable Solicitation Car Wash Permit Fee	\$10	\$20	\$10	Each
4 Utility Proof of Residency / Credit Reference Letter	n/a	\$10		Each
5 Utility Billing Account History Report	n/a	\$10		Each
6 Fireworks Permit	\$40	\$50	\$10	Per permit
7 Yard Sale Permit Fee	\$5	\$10	\$5	Per permit

City of Kerman

BEFORE AND AFTER ILLUSTRATION - ANIMAL CONTROL FEES

Activity Description	Current Fee	Cost of Service	Proposed Fee	Note
Dog License Fees				
1 Spayed or Neutered Dog		Current Cost		
a) One Year Option	\$5	Recovery for	\$15	
b) Two Year Option	\$6	Department is	\$20	
c) Three Year Option	\$10	3%	\$30	
2 Nonspayed or Unneutered Dog				
a) One Year Option	\$17		\$30	
b) Two Year Option	\$30		\$40	
c) Three Year Option	\$40		\$60	
3 Delinquent Penalty			\$25	
4 Lost Tag Replacement			\$5	
5 Service Dog License			\$0	
<hr/>				
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	
<hr/>				
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

BEFORE AND AFTER ILLUSTRATION - GRADING FEES *

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

[a] Amount shown is initial deposit.

City of Kerman

BEFORE AND AFTER ILLUSTRATION - IMPROVEMENT PLAN REVIEW FEES

Activity Description	Current Initial Deposit / Minimum Fee	Proposed Initial Deposit / Minimum Fee	Charge Basis	Note
1 Subdivision Map Engineering Plan Check & Inspection Cost of Improvements				
a) First \$50,000	7.00%	10.00%	% of Eng. Estimate	[a]
b) \$50,001 to \$300,000	5.50%	6.00%	% of Eng. Estimate	[a]
c) \$300,001 to \$700,000	4.00%	4.00%	% of Eng. Estimate	[a]
d) Greater than \$700,000	2.50%	2.50%	% of Eng. 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	varies	\$194	Per Hour	
b) Contract Service Providers	varies	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).

City of Kerman

BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

Activity Description	Current Fee	Proposed Fixed Fee or Minimum Fee	Proposed Initial Deposit	Proposed Cost Recovery	Charge Basis	Note
Appeal						
1 Appeal						
a) Applicant Requested	\$300 - \$340	\$1,000		26%	Per Appeal	
b) Non-Applicant Requested	\$300 - \$340	\$2,850		75%	Per Appeal	
Annexation						
2 Annexation	\$2,000	\$10,000	\$10,000	100%	Deposit with Minimum Fee	[a]
Use Permit						
3 Administrative Use Permit	n/a	\$1,890		50%	Fixed Fee	[b]
4 Conditional Use Permit						
a) CUP - Minor - No New Construction	\$500	\$2,835		75%	Fixed Fee	[b]
b) CUP - Major - New Construction	\$1,300	\$5,670		75%	Fixed Fee	[b]
c) CUP - Alcohol with PCN Consideration	n/a	Base CUP fee plus 25%		75%	Fixed Fee	[b]
d) CUP - Amendment	\$450	50% of current equivalent fee		75%	Fixed Fee	[b]
e) CUP - Extension	\$150	\$425		75%	Fixed Fee	[b]
5 Temporary Use Permit						
a) Temporary Use Permit (First Time Applicant)	\$180	\$319		75%	Fixed Fee	[b]
b) Temporary Use Permit (Recurring Annual Event)	\$180	\$142		75%	Fixed Fee	[b]
Environmental						
6 Categorical Exemption Review	\$100	\$189		25%	Fixed Fee	
7 Recordation of Notice of Determination	n/a	\$189		67%	Fixed Fee	
8 Negative Declaration	Cost + 15%	pass-through actual costs plus 15% city admin fee	\$10,000	100%	T&M with initial deposit	
9 Mitigated Negative Declaration	Cost + 15%	pass-through actual costs plus 15% city admin fee	\$10,000	100%	T&M with initial deposit	
10 Environmental Impact Report	Cost + 15%	pass-through actual costs plus 15% city admin fee	\$10,000	100%	T&M with initial deposit	
General Plan Amendment / Specific Plan						
11 General Plan Amendment	\$1,500	\$7,500	\$7,500	100%	Deposit with Minimum Fee	
12 Specific Plan						
a) Specific Plan	Cost + 15%	pass-through actual costs plus 15% city admin fee	\$10,000	100%	T&M with initial deposit	
b) Specific Plan Amendment	50% of cost of specific plan	pass-through actual costs plus 15% city admin fee	\$5,000	100%	T&M with initial deposit	

City of Kerman

BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

Activity Description	Current Fee	Proposed Fixed Fee or Minimum Fee	Proposed Initial Deposit	Proposed Cost Recovery	Charge Basis	Note
Site Plan						
13 Site Plan Review						
a) Non-Residential						
i) Less than 1,200 sq. ft. (New Construction or Site Modification)	\$500 - \$1,400	\$1,890		50%	Fixed Fee	[b]
ii) +1,201 sq. ft. - 15,000 sq. ft. (Minor Construction)	\$500 - \$1,400	\$7,088		75%	Fixed Fee	[b]
iii) +15,001 sq. ft. (Major Construction)	\$500 - \$1,400	\$11,340		100%	Fixed Fee	[b]
b) Residential						
i) 1-4 Multi-Family Units	\$500 - \$1,400	\$1,890		50%	Fixed Fee	[b]
ii) 5-40 Multi-Family Units	\$500 - \$1,400	\$7,088		75%	Fixed Fee	[b]
iii) +41 Multi-Family Units	\$500 - \$1,400	\$11,340		100%	Fixed Fee	[b]
c) Site Plan Review - Amendment		50% of current equivalent fee				[b]
d) Site Plan Review - Extension	\$150	\$425		75%	Fixed Fee	[b]
Subdivisions						
14 Lot Line Adjustment	\$350	\$1,134		75%	Fixed Fee	
15 Parcel Merger	\$350	\$1,134		75%	Fixed Fee	
16 Parcel Map Waiver	\$500	\$1,134		75%	Fixed Fee	
17 Certificate of Correction / Certificate of Compliance	varies	\$567		75%	Fixed Fee	
18 Tentative Parcel Map (4 lots or less)	\$900	\$2,268		50%	Fixed Fee	
19 Tentative Parcel Map - Amendment	\$355	\$756		50%	Fixed Fee	
20 Tentative Parcel Map - Extension	\$270	\$425		75%	Fixed Fee	
21 Tentative Subdivision Map (5 lots or more)						
a) 100 Lots or Less	\$2,000 plus \$26/lot	\$5,670		75%	Fixed Fee	
b) More than 100 Lots						
i) Base Fee for the first 100 Lots	\$2,000 plus \$26/lot	\$5,670		75%	Fixed Fee	
ii) Per Lot Fee for each additional lot	\$26	\$24		75%	Fixed Fee	
22 Tentative Subdivision Map - Amendment	\$900	\$2,268		75%	Fixed Fee	
23 Tentative Subdivision Map - Extension	\$320	\$425		75%	Fixed Fee	
24 Final Parcel Map (4 lots or less)	\$800	\$1,134		50%	Fixed Fee	

City of Kerman

BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

Activity Description	Current Fee	Proposed Fixed Fee or Minimum Fee	Proposed Initial Deposit	Proposed Cost Recovery	Charge Basis	Note
25 Final Subdivision / Tract Map (5 lots or more)						
a) 100 Lots or Less	\$1,808 plus \$26/lot	\$2,835		75%	Fixed Fee	
b) More than 100 Lots						
i) Base Fee for the first 100 Lots	\$1,808 plus \$26/lot	\$2,835		75%	Fixed Fee	
ii) Per Lot Fee for each additional lot	\$26	\$12		75%	Fixed Fee	
26 Planned /Smart Zone Development Plan Review	\$1,800	\$4,725		50%	Fixed Fee	
27 Developer Agreement Preparation	\$1,259	\$7,500	\$7,500	100%	Deposit with Minimum Fee	
Zoning						
28 Rezone/Prezone	\$1,300	\$7,500	\$7,500	100%	Deposit with Minimum Fee	
29 Ordinance Text Amendment	\$575	\$5,000	\$5,000	100%	Deposit with Minimum Fee	
30 Variance Review	\$1,000	\$2,835		75%	Fixed Fee	
31 Minor Deviation	\$100	\$333		50%	Fixed Fee	
32 Density Bonus	\$715	\$2,835		50%	Fixed Fee	
33 Classification of Use	\$215	\$1,512		50%	Fixed Fee	
34 Zoning Clearance Letter						
a) Basic Property Information	\$35	\$95		50%	Fixed Fee	
b) Basic Property Information with Additional Research Required	\$35	\$375		50%	Fixed Fee	
Signs						
35 Temporary Sign Permit	\$25	No Charge		0%	Fixed Fee	
36 Tenant Specific Sign Permit	\$75	\$331		50%	Fixed Fee	
37 Master Sign Program	\$150	\$1,418		50%	Fixed Fee	
Miscellaneous						
38 Address Adjustment	n/a	\$284		100%	Fixed Fee	
39 ADU / JADU Plan Review	\$200	\$151		10%	Fixed Fee	
40 Removal of Deed Restriction on Real Property		\$189		50%	Fixed Fee	
41 Fire Plan Review		determined by Fire District / City MOU and/or Fire District Fee Schedule				

City of Kerman

BEFORE AND AFTER ILLUSTRATION - PLANNING FEES

Activity Description	Current Fee	Proposed Fixed Fee or Minimum Fee	Proposed Initial Deposit	Proposed Cost Recovery	Charge Basis	Note
Rate for Services Not Listed Above						
42 Rate for Services Not Listed Above						
a) Planning		\$189		100%	Per Hour	
b) Contract Environmental Review, Planning, Peer Review, etc.		pass-through actual costs plus 15% city admin fee		100%		
c) Specialized Attorney Review		pass-through actual costs		100%		
d) Outside Agency Costs (e.g. Fire, other Governments)		pass-through actual costs		100%		

[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).

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City of Kerman

BEFORE AND AFTER ILLUSTRATION - POLICE FEES

Activity Description	Current Fee	Cost of Service	Proposed Fee	Note
1 Fingerprinting fee				
a) Live Scan Rolling Fee	\$20	\$29	\$25	
b) Live Scan FBI Clearance	\$19		\$19	[a]
c) Live Scan DOJ Clearance	\$32		\$32	[a]
2 Fingerprinting fee - Hard Copy				
a) First Card	\$10	\$36	\$25	
b) Each Additional Card	\$5	\$9	\$5	
3 Records Check (e.g., Local Criminal History Check; Clearance Letter)	\$15	\$44	\$25	
4 Report Copy				
a) Traffic Collision Report	\$12	\$29	\$15	
b) Police Report	\$12	\$29	\$15	
5 Citation Sign-Offs				
a) Residents	Free	\$36	Free	[b]
b) Non-Residents	\$5	\$36	\$10	[b]
6 Vehicle Release	\$60 - \$125	\$179	\$150	
7 Repossessed Vehicle Fee	\$15		\$15	[c]
8 Property Storage Fee (per item/weapon)		\$43	\$30	
9 False Alarm Response (Per Calendar Year)				
a) First		\$76	No Charge	
b) Second		\$76	No Charge	
c) Third		\$76	\$50	
d) Fourth		\$76	\$100	
e) Fifth and Each Additional		\$76	\$150	
10 Noise Disturbance (Per Calendar Year)				
a) First		\$76	No Charge	
b) Second		\$76	No Charge	
c) Third		\$76	\$50	
d) Fourth		\$76	\$100	
e) Fifth and Each Additional		\$76	\$150	

City of Kerman

BEFORE AND AFTER ILLUSTRATION - POLICE FEES

Activity Description	Current Fee	Cost of Service	Proposed Fee	Note
11 DUI Collision Cost Recovery (per hour)				
a) Non-Overtime				
i) Records Clerk		\$37	\$37	
ii) Records Manager		\$53	\$53	
iii) Community Services Officer		\$32	\$32	
iv) Police Officer		\$46	\$46	
v) Police Corporal		\$50	\$50	
vi) Police Sergeant		\$60	\$60	
vii) Police Lieutenant		\$74	\$74	
b) Overtime				
i) Records Clerk		\$49	\$49	
ii) Records Manager		\$70	\$70	
iii) Community Services Officer		\$43	\$43	
iv) Police Officer		\$61	\$61	
v) Police Corporal		\$67	\$67	
vi) Police Sergeant		\$80	\$80	
vii) Police Lieutenant		\$98	\$98	
12 Special Requests for Police Services (per hour)				
a) Non-Overtime				
i) Records Clerk		\$37	\$37	
ii) Records Manager		\$53	\$53	
iii) Community Services Officer		\$32	\$32	
iv) Police Officer		\$46	\$46	
v) Police Corporal		\$50	\$50	
vi) Police Sergeant		\$60	\$60	
vii) Police Lieutenant		\$74	\$74	
b) Overtime				
i) Records Clerk		\$49	\$49	
ii) Records Manager		\$70	\$70	
iii) Community Services Officer		\$43	\$43	
iv) Police Officer		\$61	\$61	
v) Police Corporal		\$67	\$67	
vi) Police Sergeant		\$80	\$80	
vii) Police Lieutenant		\$98	\$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.

City of Kerman
PUBLIC WORKS FEES

Activity Description	Current Fee	Proposed Fee	Proposed Initial Deposit	Fee Structure	Increase / (Decrease)	Note
ENCROACHMENT PERMIT PROCESSING (Fees include plan check, permit issuance, and inspection fees)	\$59					
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		

City of Kerman
PUBLIC WORKS FEES

Activity Description	Current Fee	Proposed Fee	Proposed Initial Deposit	Fee Structure	Increase / (Decrease)	Note
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		

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

BEFORE AND AFTER ILLUSTRATION - PUBLIC WORKS FEES

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

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

City of Kerman

BEFORE AND AFTER ILLUSTRATION - CONSTRUCTION WATER METER RENTAL

#	Activity Description	Current Fixed Fee or Minimum Fee	Current Refundable Deposit	Proposed Fixed Fee or Minimum Fee	Proposed Refundable Deposit	Charge Basis	Note
1	Construction Water Meter			\$150; plus the cost of total water usage per month	\$1,250	Each	[a]

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

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City of Kerman

BEFORE AND AFTER ILLUSTRATION - PUBLIC WORKS FEES

Activity Description	Current Fee	Proposed Fee	Increase / (Decrease)	Charge Basis	Note
1 Dirt Purchase	\$40 plus \$0.75 per CY	\$45 plus \$1 per CY		per request	
2 Debris Clean-Up		\$98		per hour; 2-hour minimum	
3 Grafitti 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	

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City of Kerman

BEFORE AND AFTER ILLUSTRATION - RECREATION AND COMMUNITY SERVICES PROGRAM FEES

Activity Description	Current Fee	Proposed Fee	Increase/(Decrease)	Charge Basis	Note
1 Youth Performing Arts					
a) Per Participant	\$45	\$50	\$5		
b) Late Fee	\$5	\$6	\$1		
2 Summer Day Camp	\$2	\$3	\$1	per day	
3 Youth Sports					
a) Per Participant	\$45	\$50	\$5		
b) Late Fee	\$5	\$6	\$1		
4 Swim Lessons					
a) Group	\$40	\$45	\$5		
b) Private	\$65	\$75	\$10		
5 Recreation Swim					
a) 17 & Under	\$1.50	\$2.00	\$0.50		
b) 18 & Older	\$2.00	\$2.50	\$0.50		
c) Non-swimmer Entrance Fee	\$1.00	\$1.00	\$0.00		
6 Pool Group Rental Rates					
a) 1 to 75	\$65	\$75	\$10	per hour	
b) 76-100	\$75	\$85	\$10	per hour	
c) 101-125	\$85	\$95	\$10	per hour	

City of Kerman

BEFORE AND AFTER ILLUSTRATION - PARKS AND FACILITY RENTAL RATES AND CHARGES

Activity Description	Current Fee	Proposed Fee	Increase/(Decrease)	Charge Basis	Note
1 Senior Center					
a) Meeting Rate	\$35	\$40	\$5	per hour	
b) Banquet Rate	\$55	\$60	\$5	per hour	
c) Deposit	\$150	\$150	\$0	deposit	
2 Kerckhoff Park					
a) Scout Hut					
i) Daily Rate	\$200	\$225	\$25	daily rate	
ii) Deposit	\$100	\$150	\$50	deposit	
b) Picnic Shelter	\$50	\$55	\$5	daily rate	
c) Dance Pavilion	\$200	\$225	\$25	daily rate	
d) RV / Car Show (Grass Area)	\$375	\$400	\$25	daily rate	
e) Car Show in conjunction with Event	\$100	\$100	\$0	daily rate	
3 Lions Park					
a) Picnic Pavilion	\$100	\$110	\$10	daily rate	
b) Athletic Field	\$75	\$85	\$10	daily rate	
4 Plaza Park					
a) Daily Rate (Non Profit)	\$35	\$40	\$5	daily rate	
b) Private (Per approval of Director or Designee)	\$60	\$65	\$5	daily rate	
5 Additional Fees / Permits					
a) Alcohol Permit	\$15	\$20	\$5		
b) Dance Permit	\$15	\$20	\$5		
c) Bounce House Permit	\$25	\$25	\$0		

City of Kerman

BEFORE AND AFTER ILLUSTRATION - 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						
Activity Description	Current Resident Rate	Current Non-Resident Rate	Proposed Resident Rate	Proposed Non-Resident Rate	Increase/(Decrease) Resident Rate	Increase/(Decrease) Non-Resident Rate
Rental Deposit	\$400	\$400	\$450	\$450	\$50	\$50

Rental Rates and Charges						
Activity Description / Attendance	Current Resident Rate	Current Non-Resident Rate	Proposed Resident Rate	Proposed Non-Resident Rate	Increase/(Decrease) Resident Rate	Increase/(Decrease) Non-Resident Rate
1 Banquets / Receptions						
a) Private Events - (Rates listed below are for the first four hours)						
i) 1 - 80	\$435	\$540	\$460	\$575	\$25	\$35
ii) 81 - 150	\$535	\$725	\$560	\$760	\$25	\$35
iii) 151 - 220	\$610	\$750	\$635	\$785	\$25	\$35
iv) 221 - 300	\$675	\$825	\$700	\$860	\$25	\$35
v) 301 - 400	\$750	\$900	\$775	\$935	\$25	\$35
vi) Each Additional Hour	\$100	\$125	\$110	\$135	\$10	\$10
b) Non-Profit Events - (Rates listed below are for the first four hours)						
i) 1 - 80	\$375	\$480	\$400	\$515	\$25	\$35
ii) 81 - 150	\$425	\$530	\$450	\$565	\$25	\$35
iii) 151 - 220	\$475	\$580	\$500	\$615	\$25	\$35
iv) 221 - 300	\$525	\$630	\$550	\$665	\$25	\$35
v) 301 - 400	\$575	\$680	\$600	\$715	\$25	\$35
vi) Each Additional Hour	\$100	\$125	\$110	\$135	\$10	\$10
c) Additional Fees						
i) Kitchen Usage	\$250	\$250	\$275	\$275	\$25	\$25
ii) Decorating Time (2 hours)	\$75	\$75	\$75	\$75	\$0	\$0
iii) Extra Attendant Time (per hour)	\$35	\$35	\$40	\$40	\$5	\$5
iv) Alcohol Permit	\$15	\$15	\$20	\$20	\$5	\$5
v) Dance Permit	\$15	\$15	\$20	\$20	\$5	\$5

City of Kerman

BEFORE AND AFTER ILLUSTRATION - KERMAN COMMUNITY CENTER RENTAL RATES AND CHARGES

Rental Rates and Charges						
Activity Description / Attendance	Current Resident Rate	Current Non-Resident Rate	Proposed Resident Rate	Proposed Non-Resident Rate	Increase/(Decrease) Resident Rate	Increase/(Decrease) Non-Resident Rate
2 Theater / Dance / Forum						
a) Public Events - (Rates listed below are for the first four hours)						
i) 1 - 80	\$285	\$360	\$310	\$395	\$25	\$35
ii) 81 - 150	\$285	\$360	\$310	\$395	\$25	\$35
iii) 151 - 220	\$310	\$390	\$335	\$425	\$25	\$35
iv) 221 - 300	\$335	\$420	\$360	\$455	\$25	\$35
v) 301 - 400	\$360	\$450	\$385	\$485	\$25	\$35
vi) Each Additional Hour	\$75	\$100	\$85	\$110	\$10	\$10
b) Non-Profit Events - (Rates listed below are for the first four hours)						
i) 1 - 80	\$195	\$270	\$220	\$300	\$25	\$30
ii) 81 - 150	\$225	\$300	\$250	\$330	\$25	\$30
iii) 151 - 220	\$255	\$300	\$280	\$330	\$25	\$30
iv) 221 - 300	\$285	\$360	\$310	\$390	\$25	\$30
v) 301 - 400	\$315	\$390	\$340	\$420	\$25	\$30
vi) Each Additional Hour	\$75	\$100	\$85	\$110	\$10	\$10
c) Additional Fees						
i) Kitchen Usage	\$250	\$250	\$275	\$275	\$25	\$25
ii) Decorating Time (2 hours)	\$100	\$100	\$100	\$100	\$0	\$0
iii) Extra Attendant Time (per hour)	\$40	\$40	\$40	\$40	\$0	\$0
iv) Alcohol Permit	\$15	\$15	\$20	\$20	\$5	\$5
v) Dance Permit	\$15	\$15	\$20	\$20	\$5	\$5

Rental Rates and Charges						
Activity Description / Attendance	Current Resident Rate	Current Non-Resident Rate	Proposed Resident Rate	Proposed Non-Resident Rate	Increase/(Decrease) Resident Rate	Increase/(Decrease) Non-Resident Rate
3 Meetings / Workshops / Conferences						
Rates listed below are for a minimum of 2 hours						
a) 1 - 49	\$60	\$60	\$65	\$65	\$5	\$5
b) 50 - 100	\$70	\$70	\$75	\$75	\$5	\$5
c) 101 - 200	\$80	\$80	\$85	\$85	\$5	\$5
d) Each Additional Hour	Charged at 50% of 2hr rate	Charged at 50% of 2hr rate	Charged at 50% of 2hr rate	Charged at 50% of 2hr rate		

City of Kerman

BEFORE AND AFTER ILLUSTRATION - KERMAN COMMUNITY CENTER RENTAL RATES AND CHARGES

Rental Rates and Charges						
Activity Description / Attendance	Current Resident Rate	Current Non-Resident Rate	Proposed Resident Rate	Proposed Non-Resident Rate	Increase/(Decrease) Resident Rate	Increase/(Decrease) Non-Resident Rate
4 KUSD / Community Non-Profit Banquet / Funeral Flat Rate						
a) Banquet	\$375	\$375	\$400	\$400	\$25	\$25
b) Meeting (per hour)	\$35	\$35	\$38	\$38	\$3	\$3
c) Funeral	\$225	\$225	\$250	\$250	\$25	\$25
d) Service Club (per hour)	\$25	\$25	\$28	\$28	\$3	\$3

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