



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
Monday, July 20, 2020 @ 4:30 PM**

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The Parks and Recreation Commission meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Parks and Recreation Commission meetings will be accepted via email to publiccomment@cityofstheleena.org.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84764073326>

Or iPhone one-tap :

US: +16699006833,,81513326074# or +12532158782,,81513326074#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or
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Webinar ID: 815 1332 6074

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PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

Page

1. CALL TO ORDER

1.1. Swearing in of Michelle Deasy as a Parks and Recreation Commissioner (Tzafoopoulos)

Prepared By: Cindy Tzafoopoulos, City Clerk

2. ROLL CALL

Commission Chair: Matt Demchuk

Vice Chair: Rebekah Weeman

Members: Susan Kenward, Tye Taylor, Michelle Deasy

City Council Member Liaison: David Knudsen

Staff Liaison: André Pichly, Parks & Recreation Director

3. PUBLIC FORUM:

An opportunity for the public to directly address the Commission on items of interest to the public that are not listed on the agenda. Any person addressing the Commission should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by **the Brown Act, the Commission may not engage in substantive discussion, nor take action on matters not described on the agenda.**

4. REPORTS BY STAFF AND COMMISSION

Reports by staff and/or commission on items of general interest. Brief questions for clarification may be posed and answered, and Commission may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Parks and Recreation Commission.**

4.1. 1. City Staff

- Parks Maintenance
- Capital Improvement Projects
 - a. Tennis Courts project update (Public Works staff)
 - b. Drinking fountain/bottle filling stations installation update (Public Works staff)
 - c. Memorial benches installation update (Public Works staff)
- Recreation
 - a. COVID update - impact on parks, programs and events (Pichly)

2. Commissioners

5. CONSENT CALENDAR:

Members of the Parks and Recreation Commission or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.

5.1. Parks and Recreation Commission Meeting Minutes of June 15, 2020.

7 - 10

Prepared By: Andre Pichly, Parks & Recreation Director

[June 2020 minutes - signed](#)

6. SCHEDULED MATTERS:

6.1. Annual Brown Act review by City Clerk (Tzafoopoulos) information only/no staff report/not an action item

Prepared By: Cindy Tzafoopoulos, City Clerk

[Brown Act Training Presentation](#)

6.2. Review of Parks and Recreation Commission duties and responsibilities, and recommendation to staff for the formation of a Parks and Recreation Commission sub-committee to review and update City Ordinance 2.56: Recreation Commission. Subcommittee would draft a revision of the ordinance to be reviewed and endorsed by the Commission and forwarded to the City Council for consideration, discussion and approval (Prestwich/Pichly) information only/no staff report/not an action item

11 - 12

Prepared By: Mark T. Prestwich, City Manager

[Commission City Ordinance](#)

- 6.3. Review of Council and Commission Rules and Procedures (Prestwich) 13 - 59
information only/no staff report/not an action item
Prepared By: Mark T. Prestwich, City Manager
[Protocol for Committee, Commissions and Boards and Related Documents](#)
[Council Rules and Procedure](#)
[City vision and mission statement](#)
[Attributes of Exceptional Boards article](#)
- 6.4. Discussion about future improvements in Wappo Park (Demchuk)
information only/no staff report/not an action item
Prepared By: Andre Pichly, Parks & Recreation Director
- 6.5. Review, discuss and provide feedback on St Helena User Fee Report 61 - 113
regarding Parks & Recreation fees and charges and Park Impact Fees (Kellogg)
Prepared By: Mandy Kellogg, Finance Manager
[Full Cost Recovery & Development Impact - Parks & Recreation Staff report](#)
[St Helena UF Report - v1 2020](#)
[St. Helena - Draft Park Impact Fee Tables 7-14-20](#)
- 6.6. Feedback and Direction from Council Regarding Discussion on Walking Routes, Trails, and Publicly Accessible Open Space Report from Parks and Recreation Commission Sub-Committee (Prestwich) information only/no staff report/not an action item
Prepared By: Andre Pichly, Parks & Recreation Director
- 6.7. Review of Public Works organizational chart, department vision, and service level matrix (Prestwich/Church) information only/no staff report/not an action item 115 - 127
Prepared By: Mark T. Prestwich, City Manager
[Public Works home web page with Mission Statement](#)
[Public Works Organization Chart](#)
[Parks Performance Management System Tasks for all Parks](#)
- 6.8. Election of commission Chair and Vice-Chair (Pichly) action item/no staff report
Prepared By: Andre Pichly, Parks & Recreation Director

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for August 17, 2020, at 4:30 pm.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on June 16, 2020.



André Pichly, Parks & Recreation Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL COMMISSION MEETINGS

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena Parks and Recreation Commission will host a Virtual Commission Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur:

[/Portal/](#)

The ZOOM web link, meeting ID, and phone number will be listed at the top of the Parks and Recreation Commission Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Commission Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Parks and Recreation Commission Agenda
4. Listen only by calling the Zoom number listed on the Commission Agenda

Watch Commission Meeting by Joining the Zoom Meeting:

1. By Computer, Tablet, or Smart Phone:

A. Before joining the virtual Commission Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.

B. If you are logged into your account, Enter the **Meeting ID** listed on the Commission Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**

C. Select if you would like to connect audio and/or video and tap **Join Meeting**.

D. For specific instructions for your device, go to:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

2. Listen Only by Telephone:

A. **Dial** the number listed on the Commission Agenda.

B. At the prompt, enter the **Meeting ID** provided on the top of the Commission Meeting Agenda and **Press #**. **A participant ID is not required.**

C. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual Parks and Recreation Commission Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in Advance to publiccomment@cityofsthelena.org.**

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO PARKS AND RECREATION COMMISSION and the AGENDA ITEM". Any public comment is required to be submitted no later than 1 hour before the scheduled meeting and will be included as an attachment to the agenda.

2. **Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the "raise hand" feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the 'raise hand' button again.

3. **Call in to the ZOOM meeting from a cell phone or landline phone only**

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial *9 on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press *9 again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.

**City of St. Helena
Parks and Recreation Commission
Regular Meeting
June 15, 2020**

Meeting Minutes – Action Items Only

1. Call to Order 4:33 pm

2. Roll Call

The following were present:

- Commission Chair: Matt Demchuk
- Vice Chair: Rebekah Weeman
- Members: Bob Frescura and Susan Kenward, Tye Taylor
- Staff: Recreation Supervisor Amalia Kulczycki, Parks & Recreation Director André Pichly, Operations Manager Clayton Church, City Manager Mark Prestwich, Finance Director April Mitts
- City Council Member Liaison David Knudsen

3. Public Forum – Norma Ferriz (resident): Thanked parks and recreation staff and commissioners for all the work being done and for keeping the focus on safety above all else.

4. Reports by Staff and Commission

- Operations Manager, Clayton Church, report on park maintenance activities at Crane Park. Demchuk commented on Wappo Dog Park and the growth of the weeds there, asked if there was a mow schedule for it. Church replied that they do follow a mow schedule and are exploring solutions that could be used to mitigate the weeds. Kenward asked about how the Commissioners could help Park Maintenance staff, to which Church responded that Commissioners could help by commenting on what they would like to see improved. Prestwich added that on a future agenda the Commission could get updated on service levels for each of the parks, how the Public Works reorganization has impacted those service levels; Prestwich indicated that a report on this subject could be provided at a future meeting. Prestwich further described the organization of Park Maintenance.
- Pichly gave an update on the plans for Fourth of July activities (Bike Parade and Front Yard Fourth), the use of the high school tennis court during the Crane Park tennis courts renovation project, and explained how staff were planning for summer programming as is allowed by the most recent County guidelines.

5. Consent Calendar

- May 18, 2019 minutes – approved (moved by Weeman; Kenward 2nd).

6. Scheduled Matters

6.1 – Discussion of Park Impact Fees per City Municipal Code (Mitts) - information only/no staff report/not an action item.

- Mitts indicated a report on the Park Impact Fees would be presented to the Commission at their July 20, 2020 meeting. A representative from the consulting firm being used for the fee study would be present to assist in that presentation to help clarify how Park Impact Fees can be used and to get feedback on all fees related to Parks & Recreation.
- Mitts described the difference between Park Impact Fees and Park In-Lieu Fees, and how each are subject to different requirements and limitations.
 - Park In-Lieu Fees (fees in lieu of parks): imposed under the authority of the Quimby Act. Can only be used for the purpose of developing new or rehabilitating existing neighborhood parks or recreation facilities that serve a particular sub-division.
 - Park Impact Fees: imposed under the Mitigation Fee Act; can be park land acquisition and park improvement.
- Mitts explained that the \$75,000 allocated from the Park Impact Fee funds for recent projects has been returned and the needed monies have been taken from other General Fund accounts to pay for the work already done.
- Demchuk asked if two separate funds would be created, to which Mitts said they will look into that with input from the consultant (which the consultant indicated that would be a positive move). Demchuk also asked if it was possible to retroactively identify which funds were collected for each fund, to which Mitts responded that she would need to look into that.
- Kenward asked if there was a minimum amount of funds that need to be kept in those accounts and who decides on what the projects are that the money will be used. The consultant replied that there is no base amount and that the funds must be spent on qualifying projects. Mitts added that the current CIP approved by Council does not include any park projects.
- Prestwich clarified the Commissions role in gathering feedback and endorsements regarding the CIP budget, and that such input needs to be gathered early in the calendar year before the budget development process gets underway.
- Prestwich recommends that staff and the commission chair develop an annual calendar to schedule those items that should be discussed along with its workplan.
- Council Member Knudsen encouraged staff and the commission to avoid overcomplicating its processes related to this topic; Prestwich echoed these sentiments – keep it simple.
- No public comment.

6.2 - Discussion and endorsement of Walking Trail & Open Spaces subcommittee Report to Parks and Recreation Commission to forward to City Council (Weeman/Frescura) - action item/written report.

- Council Member Knudsen discussed the subcommittee's report and gave an overview of its finding and recommendations.
 - The report is based on existing policies – General Plan and Pedestrian Plan that were both approved by City Council.
 - Implementation of the report's recommendations would contribute positively the quality of life for our residents, and also add to the City's appeal as a tourist destination.
 - Recommendations include following up on strategies laid out in the General Plan, safe places to walk, connections between different places in town to walk and bike, to complete the pedestrian and bicycle network, and to make complete streets (which include safe places to walk and bike).
 - Find walking locations and routes in town, and create signage and maps.

- Per the General Plan, Mitigation Fee implementation to gather fees from larger developments for trails development; ask for those development projects public paths through or along the edge of those projects in perpetuity.
- The subcommittee asks that the Commission endorse the open space walking trail access concept and a voluntary walking access easement or access in exchange for pedestrian liability.
- Knudsen described the need to make connections and create a complete system that utilizes existing trails.
- The report indicates that a developed trails system could further support downtown merchants.
- The report has identified walking locations and routes. Sample routes, signage examples, and mapping ideas have also been included in the report.
- Kenward asked about bicycle routes. Knudsen clarified why this report only focuses on walking routes.
- Public comment:
 - Pam Smithers echoed some of the points Council Member Knudsen made and encouraged the Commission to endorse the report.
 - Richard Seiferheld also voiced his support for the Commission to endorse the report.
 - Both Smithers and Seiferheld participated as subcommittee members.
 - Mariam Hansen submitted public comments expressing some concerns for where routes would go, a reminder of an existing historic walking route, and urged coordination should a route go by the cemetery to avoid any conflicts.
- Frescura asked when Parks & Recreation and Public Works staff might provide their opinion on the report as implementation could have an impact on their work. Prestwich replied saying he views trails as an economic driver, described the process as it moves forward to City Council to share the vision and next steps of the plan, and sees the topic as one that the Commission will continue to work on.
- **Motion:** The Parks and Recreation Commission endorses the subcommittee report on Walking Trails and publicly accessible Open Space and the recommendation within said report and forward to City Council with accompanying staff report (Demchuk); 2nd Frescura. **Vote:** Unanimous

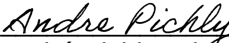
7. Adjournment

Meeting Adjourned: 5:44 pm.

APPROVED:


 Matthew Demchuk (Nov 19, 2020 12:45 PST)
 Matthew Demchuk, Chair

ATTEST:


 André Pichly, Director of Parks & Recreation

June 2020 minutes

Final Audit Report

2020-11-19

Created:	2020-11-19
By:	Andre Pichly (apichly@cityofsthelena.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAHS22KNSWX89wY6L1Of1SqWJFJvUoIHkn

"June 2020 minutes" History



Document created by Andre Pichly (apichly@cityofsthelena.org)

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Chapter 2.56 PARKS AND RECREATION COMMISSION

Sections:

2.56.010 Membership.

2.56.020 Meetings.

2.56.030 Duties.

2.56.040 Budget submittal.

2.56.010 Membership.

The parks and recreation commission shall consist of five members. Commissioners shall be residents of the city; provided, that the mayor reserves the authority to appoint nonresidents to the commission on a case-by-case basis, with the consent of the city council. Commissioners shall serve for a term of two years, with the term of office to expire at the end of the fiscal year. The city council may establish one-year terms for some trustees for the purpose of staggering term expirations. Each commissioner shall be appointed by the mayor with the approval of the city council and may be removed without cause by the city council. If a vacancy shall occur otherwise than by expiration of the term of office, it shall be filled by appointment for the unexpired portion of the term. The superintendent of schools of the St. Helena Unified School District shall be an ex officio member of the commission. (Ord. 14-6 § 2: prior code § 2.120)

2.56.020 Meetings.

The commission shall meet at least once a month at such time and place as they may fix by resolution. Special meetings may be called at any time by three commissioners, with written notice served upon each commissioner at least three hours before the time specified for the proposed meeting. A majority of the commissioners shall constitute a quorum for the transaction of business. The commissioners shall appoint the chairperson and vice-chairperson from their number, each of whom shall serve for one year and until his or her successor is appointed. The commission shall cause a proper record of their proceedings to be kept and shall file minutes of all meetings with the city clerk. (Prior code § 2.121)

2.56.030 Duties.

The duties of the commission shall be as follows:

- A. To act in an advisory capacity to the city council and its recreation director in all matters pertaining to the public parks and recreation and to cooperate with other governmental agencies and civic groups in the advancement of sound parks and recreation planning and programming;
- B. To formulate policies on recreation services for approval by the city council;
- C. To advise with the city council and its recreation director on problems of administration, development of parks and recreation areas, facilities, programs and improved recreation services;
- D. To recommend the adoption of standards on organization, personnel, areas and facilities, program and financial support;

E. To make periodic inventories of recreation services that exist or may be needed and interpret the needs of the public to the city council;

F. To aid in coordinating the recreation services with the programs of other governmental agencies and voluntary organizations. (Prior code § 2.122)

2.56.040 Budget submittal.

The commission shall submit annually a budget to the city council for its approval in whole or in part. The budget should provide not only for recreation services and operating costs for the ensuing year, but should also contain estimates and recommendations for such long-term capital outlay as may be necessary to provide for an orderly and coordinated development program. (Prior code § 2.123)



City of St. Helena

Protocol for Committees, Commissions and Boards (CCB)

St. Helena Committees, Commissions and Boards (CCB) function under the direction of the City Council on behalf of the City and its residents. The Council establishes committees by ordinance or resolution defining the role, purpose and membership. While each one functions specific to its purpose, all must follow the same overriding principles which are herein defined.

This protocol is intended to provide general guidance, and is not intended to supersede or conflict with any provision of State law, the St. Helena Municipal Code or other ordinance adopted by the City Council, which in the event of any conflict shall control.

ROLE AND PURPOSE

The City Council determines a committee's role and purpose at the time it is created, which should be defined clearly enough to easily communicate the purpose of the committee to the general public.

Committees may be 1) on-going standing committees, or 2) established for a specific purpose with an expected end date. Roles and purpose may be general or specific, but all will have a clearly defined goal, task or product.

Recommended changes in the role or purpose of a committee must be brought to the City Council to clarify how the proposed changes will provide improved or additional benefit.

MEMBERSHIP AND COMMITTEE STRUCTURE

The City Council defines the membership size by resolution or ordinance when establishing a committee. A committee consists of a minimum of five and a maximum of seven members, except the Planning Commission which consists only of five regular members. The Council may appoint up to two alternate members to serve on a committee in order to ensure a quorum can be reached if members cannot attend. City Council members and staff shall not sit as members on any committees. However, the City Council may, in its discretion, appoint two Council members in the composition of a City Council subcommittee for a specific purpose.

As required by State law, the Mayor shall nominate committee members from the pool of applicants, and they will be appointed only after a majority vote approval by the City Council. Applicants may choose to attend the City Council meeting and make a statement in support of their application before the Council votes on the appointment.

Residency. Committee members must reside within the St. Helena City limits. The Council may approve an exception to this rule on a case-by-case basis. All five Planning Commissioners must live within the St. Helena City limits.

Member Terms. Committee members will serve two years from the date of appointment, except Planning Commissioners who will serve four years. Non-standing committee membership will be based upon the timing of the specific project. In establishing a new committee, or when reducing existing terms from three years to two when those terms come up for reappointment, the Council may initially impose staggered terms consisting of one and two-year terms.

Removal of a member may occur for reasons such as, but not limited to, excessive absences, Brown Act violations, and conduct violations. Recommendations to the City Council for removal may be made by a committee member, member of the public, staff member, or City Councilmember. Notwithstanding the foregoing, the City Council may in its discretion at any time vote to remove a member of any committee for any reason or none, with or without cause.

Committee Officers. Annually, a committee will select a chairperson and vice chairperson. No member may serve more than two consecutive years as chair, unless unanimously agreed upon by the Committee in a seated vote and approved by the City Council.

The chairperson runs the meeting in accordance with the agenda. The vice chairperson has the same powers and duties of the chair if the chair is absent or unable to act. If both the chair and vice-chair are absent or unable to act, the committee selects by motion and majority vote one member as acting chair for the duration of the meeting or absence.

Subcommittees. The committee may in its discretion appoint members to subcommittees for the purpose of researching specific issues, conducting community outreach, and/or formulating recommendations to the committee, and may also engage experts or other persons (who will not be considered as members). Subcommittee membership will be less than a majority of the total membership of the committee. Prior to creating a subcommittee, the committee will consult with staff to determine whether the subcommittee is subject to the Brown Act, in which case formation of the subcommittee will be subject to Council approval.

Bylaws. Committees may adopt bylaws governing their work that are consistent with this protocol and other City laws. Proposed bylaws must be reviewed by staff and approved by the City Council.

MEETING ADMINISTRATION

- Committees should meet at a regular interval (day and time) and location to facilitate public attendance and to provide an accessible forum for the public to attend.
- Committees and committee members shall conduct themselves in accordance with the requirements of State law and the Municipal Code.
- Meetings must be noticed to the public at least 72 hours prior to regular meetings, and 24 hours prior to special meetings, as required by the Brown Act.
- All meeting notices must be posted outside St. Helena City Hall and on the City website.
- Agendas must adhere to the form provided by the City to ensure consistency and clarity.
- Meeting minutes will be recorded using the City template and submitted for approval at the next committee meeting. Once approved, the minutes are submitted to the City Clerk for official record.

Quorum and Voting. A quorum is required to hold a meeting. A quorum is defined as the majority of the number of members, not counting alternates, which officially comprise a committee. Absences and vacancies do not change the quorum number. For example, if a committee is established with five

members, the quorum is three members. If there are two vacancies on the committee, the quorum is still three members.

If a committee meets but does not have a quorum, either through lack of a quorum at the start of the meeting or due to members leaving the meeting, the committee may not conduct its regular business. In these instances, the committee may only act to adjourn to the next meeting date, recess, or take measures to obtain a quorum.

A majority vote is required to approve any action by the committee, unless otherwise required by law.

Alternate Members. Alternate members may vote only upon one of the following conditions:

1. Absence of one or more of the regular members of the committee; or
2. Disqualification of a regular member of the committee due to an expressed conflict of interest.

If more than one alternate member is present and only one vote is available, the alternate members will toss a coin to determine who may vote.

City Staff Liaison. The City Manager will designate a staff liaison to each committee. The liaison will be available to attend committee meetings at the request of the committee chair and with advance notice. The staff liaison's role is to assist the committee in understanding City functions and requirements, such as state regulations, Municipal Code requirements, and conflict of interest and Brown Act requirements. The staff liaison ensures the continued flow of information regarding the City's efforts and progress on work that pertains to the committee's topic area. The staff liaison will collect and file committee records and minutes.

CITY COUNCIL REPORTS

The chairperson or committee designee will appear at a City Council meeting at least once per quarter to report on the committee's activities and projects and to provide updates to the Council and community. The City Council will provide input and direction at that time. Committee chairpersons or designated committee members are encouraged to appear before the Council whenever they feel it is necessary to obtain Council direction or share information.

PROFESSIONALISM AND MEETING BEHAVIOR

As official representatives of the City of St. Helena, committee members are expected to conduct their duties in keeping with the St. Helena Committee Standards of Conduct and to maintain the highest level of professionalism during their tenure. Committees conduct City-sanctioned work for the benefit of all St. Helena residents.

All St. Helena committee meetings will be conducted in an open, fair and professional manner. Committees must ensure a welcoming atmosphere for all participants. St. Helena Meeting Ground Rules must be posted at each meeting, and adhered to, in order to ensure meetings are efficient, productive and respectful.

Committees are formed to improve understanding, ideas, processes or outcomes, and by definition that means individuals will have, and should have, different, and perhaps controversial, opinions. Open, honest dialogue is the goal, and is not to be viewed as a problem. Discussion of topics, not discussion of individuals, should be the focus of committee members both inside and outside the meetings. Committee

members represent the City of St. Helena, and therefore may not negatively discuss members or public participants outside meetings. Members can request staff assistance, either during or after the meeting, with unruly or disruptive participants. No committee member should tolerate abuse toward other participants, members or themselves.

THE BROWN ACT AND CONFLICT OF INTEREST RULES

The Brown Act

Members of St. Helena committees are required to function under the Brown Act. Committees should have a clear understanding of Brown Act rules. The City will provide committees with Brown Act training materials, which must be reviewed by all members. Committee chairs can request specific information from City staff regarding Brown Act questions.

In general, the Brown Act requires all meetings of a legislative body of a local government, including all committees established by the St. Helena City Council, to be open and public. In some instances, these requirements will apply to subcommittees.

- All meetings must be properly noticed and discussion items properly agendaized.
- A "meeting" means any gathering of a majority of the members of a committee to hear, discuss or deliberate on any matter within the committee's jurisdiction.
- Communication outside a meeting by members is restricted by the Brown Act if that communication results in:
 - a "serial" meeting involving a majority of the committee members. A serial meeting may occur if a member communicates to one member, who then communicates to another member, until a majority of members have become involved in the communication.
 - a "spoke and wheel" meeting where a member separately communicates to a majority of members.
- In order to avoid unintended "meetings" involving a quorum,, committee members should generally submit their comments to staff, and should not engage in "reply all" emails or emails or other communications involving a majority of the committee.

Violations of the Brown Act are serious, and can jeopardize the validity of committee decisions. Violations that are willful can carry criminal penalties.

Conflicts of Interest/Due Process

In addition to the Brown Act, State laws, such as the Political Reform Act ("PRA"), impose certain conflict of interest rules on City committee members. For example, the PRA requires members to make certain financial disclosures and prohibits members' participation in decisions affecting members' financial interests.

As with the Brown Act, the City will provide committees with conflict of interest training materials, which must be reviewed by all members. Committee chairs can request specific information from City staff regarding conflict questions.

Conflicts may exist where a member lives in close proximity to a project site or other place affected by the committee's decision, or where a committee member's personal financial interests or the financial

interests of a member's business, family or source of income may be affected by the decision to be made by the committee. In such instances, the member may be prohibited from participating in the decision.

Conflict of interest rules are complex. Moreover, as with the Brown Act, violations of the PRA are serious, and can jeopardize the validity of committee decisions. Violations can result in substantial fines and criminal penalties.

Committee members may receive assistance on questions from the State Fair Political Practices Commission ("FPPC"), which is the agency that is responsible for the implementation and enforcement of the PRA. In addition, Committee chairs may ask staff for assistance. Because conflict questions are often complex and fact-intensive, committee members are urged to attempt to identify potential conflict issues well in advance of meetings at which the decision is to be made.

Finally, in addition to conflict of interest rules involving financial interests under the PRA, some committee decisions on matters that require committees to act as "judges," as for example when the Planning Commission acts on subdivision map applications or use permits, variances and/or design review, fair hearing and due process requirements apply. Those requirements may preclude members from participating in decisions where the member is "personally embroiled" in the decision at stake, and also may require members to disclose information received outside of a public hearing so that stakeholders may also hear and respond to such information.

As with conflict and Brown Act requirements, committee chairs may seek assistance from staff with respect to fair hearing/due process issues, and members are urged to attempt to identify and disclose such issues well in advance of the public hearing.

City of St. Helena

Meeting Ground Rules

1. Start on time
2. Everyone come prepared
3. If you called the meeting, run it well
4. If you are at the meeting, participate
5. Stay on topic
6. One person speaks at a time
7. Be open and honest
8. Actively listen — no side conversations, texting or cellphone use
9. No negative body language or personal attacks
10. End on time

Committee Standards of Conduct

Appointment to a City of St. Helena committee provides a unique opportunity for service to the community and leadership in the community. These positions carry an obligation of ethical conduct and personal integrity that will foster public respect, confidence and trust.

The Standards of Conduct are adopted to provide guidance to committee members to assist in fully understanding the role and responsibility of the position.

Responsibilities of Committee Service

In carrying out the responsibilities, committee members shall:

- A. Perform their responsibilities in a manner that is efficient, courteous, responsive and impartial, providing fair and uniform treatment of all person and issues;
- B. Seek the overall public good in all decisions;
- C. Foster effective, courteous and cooperative working relations with fellow members of the committee, the City Council, City staff, and the public;
- D. Serve as a communicator between the community and the City Council and City staff, and facilitate expression of citizen views;
- E. Abide by all applicable Conflict of Interest laws, policies and regulations; Disclose possible conflicts of interest and not participate in any official decision which could materially affect the member's financial or personal interest, nor attempt to influence the vote on any such manner;
- F. Avoid any action which could be construed by an objective person to create the appearance of using public office for personal gain, including use of City stationery or other City resources to obtain or promote personal business, giving preferential treatment to any person or group, or impeding governmental responsiveness or efficiency;
- G. Identify personal opinions and recommendations, avoiding any implication that they are those of the committee unless such position has been duly voted; and
- H. Refuse gifts, service or any promise of future benefit that could be construed to compromise independence of judgment or action as a public official.

Committee Behavioral Norms

- A. Committee members are encouraged to share their opinions throughout the deliberative process including the rationale that led to their position.
- B. The committee will allow sufficient time during meetings so members do not feel rushed and have time to digest what is said and form their own opinion.
- C. Committee members will listen respectfully to each other and the public, and will respond to comments respectfully, avoiding verbal attacks.
- D. The committee will stay positive and productive even when members disagree, demonstrating leadership characteristics appropriate for appointed leaders of the community. E. All members will be given an equal opportunity to speak up and discuss the issues.
- F. Committee members will refrain from negative body language in response to comments by committee members or the public.
- G. The Chairperson will start the discussion with a different committee member for each agenda item.

- H. When committee action is contemplated, the Chairperson will ensure that all committee members have had a chance to ask questions and make comments prior to entertaining any motion.
- I. Any committee member who notices disruptive behavior may call "Points of Order" and the Chairperson will address the behavior.

Committee/Staff Relationships and Conduct

- A. Committee members shall recognize that the primary functions of staff liaisons are to execute actions taken by the committee and keep the committee informed.
- B. Each committee member must recognize that only the full committee has power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, workloads and schedules, departmental priorities, and the official conduct of City business. Individual committee members shall make no attempt to pressure or influence staff decisions, recommendations, workloads and schedules, and departmental priorities without the prior knowledge and approval of the committee as a whole.
- C. Individual committee members shall not intrude into functions which are the responsibility of staff including, but not limited to, staff decision-making, staff recommendations, work schedules, and other day to day management/administrative operations.
- D. Staff is obligated to take guidance and direction only from the committee as a whole or from the appropriate management superiors as may be the case. Staff is directed to reject any attempts by individual committee members to unduly influence or otherwise pressure them into making, changing or otherwise suppressing staff decisions or recommendations, or changing departmental work schedules and priorities. Staff shall report such attempts to influence them in confidence to their management superiors, who may inform the committee as a whole of such attempts.
- E. Committee members shall make every effort to avoid surprising the staff during public meetings. If there is an issue or a question a committee member has on an agenda item or a matter the committee member intends to bring up at the meeting, that member should contact staff prior to the meeting to alert them to the issue and state the question or concern.
- F. Requests by committee members for information or assistance shall be responded to provided that, in the judgment of their management superior, such requests are not of a magnitude, either in terms of workload or policy, which would require that it more appropriately be assigned to staff through the collective direction of the committee. In terms of making the judgment, the following guidelines shall be considered: 1) the request should be specific and limited in scope so that staff can respond without altering other priorities and with only minimal delay to other assignments; 2) the request should only impose a 'tone time' rather than ongoing work requirement; and 3) the response to the request should not require more than one staff person working on the issue in excess of one to two hours.
- G. When staff response to a committee member's request involves written material, which may be of interest to other committee members, the staff liaison will provide copies to all committee members. In deciding items of interest, the staff liaison will consider whether the information is significant, new or otherwise not available to the committee.



CITY COUNCIL
RULES OF PROCEDURE FOR
THE CONDUCT OF
COUNCIL MEETINGS
STANDARDS OF CONDUCT

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1. PURPOSE

The purpose for establishing City Council Protocols is to provide an effective environment for the City Council to provide leadership. The protocols may be amended by resolution adopted by a majority vote of the Council Members and should be reviewed on a regular basis to ensure that the document remains helpful to the Council by providing a framework for effective leadership.

The protocols set forth herein are not intended to limit the inherent power and general legal authority of the City Council. Any of the protocols herein may be waived by a majority vote of the Council Members when it is deemed that there is good cause to do so based upon the particular facts and circumstances.

1.1 Council-Manager Form of Government

The City of St. Helena operates according to the Council-Manager form of government which vests authority in an elected City Council which, in turn, hires an appointed executive, the City Manager. The City Council is composed of five members elected from the City on a nonpartisan basis to serve overlapping four-year terms. The Mayor is elected at-large to serve a two-year term as presiding officer at City Council meetings and as the official head of the City for legislative and ceremonial purposes. The City Manager is appointed by the City Council and serves at the pleasure of that body.

The City Council is the City's legislative and policy-making body. Acting as a whole, the City Council is responsible for setting the direction of City policy and for adopting ordinances, resolutions and other orders as necessary for governing the City. The City Manager is responsible for the overall administration of the City, which includes implementation of the general policies set by the City Council in addition to the day-to-day operation of all City functions. The City Manager, with the help of the Staff, provides the City Council with the information needed to fulfill its policy-making role.

The Council-Manager form of government separates legislative and executive responsibilities in a manner similar to state and federal governments. This system provides "checks and balances" of both policy and administrative branches of government by limiting the power of each.

1.2 City Council Vision and Mission Statement

Vision Statement

The City of St. Helena will strive to be economically sustainable, and continue to be a family-friendly, diverse and safe community which prudently manages its financial and human resources, continues to upkeep

and improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and embraces and retains its historic, small-town character, beautiful natural environment and high quality of life.

Mission Statement

The City of St. Helena is dedicated to serving the needs and desires of our citizens by:

Maintaining and improving our short and long-term economic sustainability

Offering excellent professional services to all customers

Establishing, improving and maintaining City infrastructure

Maintaining and encouraging an environmentally sustainable community

Preserving and embracing the historic, small-town, rural character of St Helena

Expanding and improving recreational services and facilities and cultural opportunities

Encouraging a wide range of innovative, well-designed housing available for residents of all ages and income levels

Facilitating full civic participation and ongoing communication

Strengthening partnerships with the private, non-profit and public sectors

(See Resolution Number 2016-47, dated April 12, 2016.)

2. RULES OF PROCEDURE FOR THE CONDUCT OF COUNCIL MEETINGS

2.1 Regular Meeting

The Council shall hold a Regular Meeting on the second and fourth Tuesday of each month, except that the Council may by motion at a Regular Meeting and with adequate public notice, either cancel that meeting or reschedule it to some other date.

Regular Meetings shall be held at the Vintage Hall Board Room, 465 Main Street, St. Helena, and shall begin at 6:00 p.m. If it is necessary to hold a closed session prior to the start of a Regular Meeting, the closed session may begin earlier than the normal starting time to allow the Regular Meeting to begin at 6:00 p.m. The closed session shall begin in an open meeting and the Council shall adjourn to closed session.

2.2 Special, Emergency, and Adjourned Meetings

(a) Special Meetings. The Mayor or the Vice Mayor in the Mayor's absence or a majority of the members of the Council or the City Manager may at any time call a Special Meeting. At least twenty-four hours before a Special Meeting, written notice of the meeting stating its time and place and the subjects to be considered shall be (a) delivered to the Mayor and each Councilmember personally or by any other means; (b) posted on the Council's principal bulletin board, City website and place of meeting; and (c) emailed to the agenda subscribers. Only those items of business specified in the notice may be considered at a Special Meeting called in this manner.

(b) Emergency Meeting. The Council may hold an Emergency Meeting in emergency situations as set forth in the City's Municipal Code and State Law.

(c) Adjourned Meeting. A properly called Regular, Special, or Emergency Meeting may be adjourned to a time and place specified. A copy of the notice of adjournment shall be posted as specified on the door of the place where the meeting was held within twenty-four hours after the time of the adjournment. Further notice need not be given of an adjourned session of a properly called Regular, Special, or Emergency Meeting.

2.3 Regular Meeting Agenda

(a) Setting and Posting of Agenda. The agenda of business to come before the Council at a Regular Meeting shall normally be closed at the end of eighteen business days preceding the meeting. Under State Law the agenda for a Regular Meeting must be posted at least seventy-two (72) hours prior to the scheduled convening of the Regular Meeting, and no items may be added to the agenda fewer than seventy-two (72) hours prior to the meeting except as may be allowed by State Law. The City Council endeavors to publish the meeting agenda at least ten days prior to the meeting.

(b) Placing Items on the Council Agenda. Each City Council agenda shall specifically provide for a discussion of Future Agenda Items. Any Council Member may request that an item be considered on a future agenda during that portion of the City Council meeting and, upon agreement by a second Council Member concurring that Staff time and City resources should be expended on the item, the item shall be placed on the soonest practical regularly scheduled Council meeting as determined by the City Manager. A member of the public may request that an item be placed on a future agenda during Public Forum or through other communication with a Council Member. Staff reports may not be prepared on Council Member requested items until Council discussion has occurred and direction

provided by the Council unless Staff otherwise determines. If Council action is contemplated, proposed action shall be included in the Staff report. The City Manager may also add any item of business to a future agenda in his or her sole discretion.

(c) Agenda Packet Distribution. Each Councilmember shall be furnished a copy of the agenda and the package of agenda material by 5:00 p.m., on the Friday eleven days preceding a Regular Meeting, and the agenda and agenda materials shall be available for public inspection and distribution or copying at that time. Each Councilmember may opt out from receiving a paper agenda and instead receive and review the agenda electronically on a City issued iPad. Any agenda materials not included in the agenda package by 5:00 p.m., that Friday shall be separately identified, and the Council may by majority vote continue such agenda item until the following meeting to allow for proper study of the materials.

(d) Order of Agenda. The business of the Council shall be taken up for consideration in substantially the following order except as may be otherwise ordered:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Forum
5. Reports by Staff and City Council, Future Agenda Items and AB 1234 Reports
6. Presentations and Public Recognitions
7. Staff Briefing
8. Consent Items and Items Removed from Consent
9. Public Hearings
10. Old Business
11. New Business
12. Items likely to be placed on the next or future meeting agenda.
13. Adjournment

(e) A copy of the agenda and the package of agenda materials shall be made available for public inspection at City Hall and at the St. Helena Public Library at or near the time they are circulated to the City Council.

2.4 Public Testimony and Comments Before the Council

(a) Addressing the Council Generally. Each person addressing the Council may give his or her name and address (optional) in an audible tone of voice for the record. Each person's comments are limited to four minutes except as provided in section (b) regarding land use Public Hearings. In the further interest of time, speakers may be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group. Speakers may not concede their allotted time to another speaker. The Mayor may extend time for the speaker.

(b) Addressing Council at Land Use Public Hearings. An applicant appellant at a land use Public Hearing shall be permitted to address the Council for 15 minutes following the Staff report. If there is a spokesperson for the opposition, the spokesperson shall be permitted to speak for 15 minutes. All other speakers are limited to four minutes each. Applicant shall first be permitted five minutes at close of public comments for rebuttal. If the applicant is the appellee the appellant shall have 15 minutes, the applicant appellee shall have 15 minutes, the appellant five minutes, and the applicant appellee five minutes.

(c) Presentation by Spokesperson. Whenever any group of persons wishes to address the Council on the same subject matter, it shall be proper for the Mayor to request that a spokesperson be chosen by the group to address the Council, and, in case additional matters are to be presented at the time by any other member of the group, to limit the number of persons so addressing the Council so as to avoid unnecessary repetition before the Council.

(d) Irrelevant Testimony. The Mayor shall rule out of order any testimony not relevant to the agenda item then under discussion.

(e) Protocol. The purpose of public testimony is for Councilmembers to benefit from the views of the public. Comments from the public should be directed towards the Council. Councilmembers and Staff should avoid entering into a dialogue with members of the public who may address the Council. Questions raised by members of the public may be referred to Staff.

(f) Public Comment on Agendized Items. Members of the public are entitled to speak on any item on the agenda during a Public Hearing on the subject matter opened by the Mayor. Each person is entitled to speak on any agenda item only once at any meeting, and the right to speak at the appropriate time waives any further right to address the Council on that item at that meeting. Participation in debate on any item before the Council shall be limited to members of the Council, although Councilmembers may ask members of the public for additional information.

(g) Public Comment on Non-Agendized Items. Members of the public are entitled to speak on matters of municipal concern not on the agenda, during consideration of that portion of the meeting agenda entitled "Public Forum" when that item is called by the Mayor. Each person is entitled to speak on non-agendized items only once at any meeting. Brief questions by Councilmembers for clarifications may be posed and answered, and Councilmembers may make requests that items be placed on future agendas, but in accordance with State Law, no substantive discussion may take place unless and until the matter properly appears on the agenda.

2.5 Roll Call and Voice Votes

A roll call vote shall be taken on the approval of the Consent Calendar, the introduction of ordinances, and the adoption of ordinances, resolutions, and orders for the payment of money. Roll call votes shall be entered in the minutes of the Council showing those members voting yes, those voting no, and those abstaining or absent.

Any other motion may be passed by voice vote provided, however, that any Councilmember may request a roll call vote on any items to be voted on.

2.6 Consent Items

Those items on the agenda considered routine by the City Manager shall be grouped together under "Consent Items" and the recommended actions approved by a single vote of the Council. At the request of any Councilmember or any other person, a Consent Item shall be considered separately following approval of the remaining "Consent Items." Items approved under the heading "Consent Items" will appear in the Council minutes in their proper form, as if approved item by item.

2.7 Reports

Under the agenda heading "Reports" the City Manager, other City Staff, and Councilmembers may make reports on matters not on the agenda. Also at this time, Councilmembers or Staff may identify issues or agenda items that need to be addressed by the City Attorney during the meeting, and may propose future agenda items.

2.8 Closing Time of Council Meetings

Council meetings shall adjourn by 9:00 p.m. However, the Council may by majority vote extend the meeting up to an additional thirty minutes (9:30 p.m.) if the Council deems such extension necessary. A unanimous Council vote shall be required to extend the meeting past 9:30 p.m. and adjourn by 10:00 p.m. Otherwise,

the meeting shall be adjourned to another day acceptable to the Council, or unfinished business may be continued to the next regular meeting.

2.9 Old Business

"Old Business" will include uncompleted items carried over from a prior meeting agenda and placed under this agenda heading for consideration.

2.10 New Business

The Council shall not consider any resolution, motion, or matter which does not affect the conduct of the business of the City of St. Helena or its corporate powers or duties as a municipal corporation nor shall the Council consider any resolution or motion supporting or disapproving any legislation or action pending in the Legislature of the State of California, the Congress of the United States or before any officer or agency of the State or Nation unless such proposed legislation or action, if adopted, will affect the conduct of the municipal business or the powers and duties of the City of St. Helena or its officers or employees as such.

2.11 Office of the Mayor

The Mayor shall preside at meetings of the Council, shall be entitled to vote on all matters, and shall be considered a Councilmember for all purposes, including the determination of whether a quorum is present. The Mayor will recognize members that wish to speak.

The Mayor shall have the following powers:

- a) To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
- b) To enforce the Council's rules regarding public testimony and to determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- c) To ensure that the public has reasonable opportunity to be heard;
- d) To entertain and answer questions of parliamentary law or procedure;
- e) To call a brief recess at any time;
- f) To adjourn in an emergency;
- g) To appoint a Vice Mayor subject to Council approval who shall serve during the term of the Mayor, and becomes the Mayor Pro Tempore in the Mayor's absence.

2.12 Office of Mayor Pro Tempore

A Councilmember who serves as Mayor pro tempore shall be entitled to vote on all matters and shall be considered a Councilmember for all purposes, including the determination of whether a quorum is present. In the Mayor's absence, the Mayor pro tempore shall have the Mayor's powers and duties. If the Mayor should become physically or mentally unable to perform the duties of his or her office, the other Councilmembers may by unanimous vote declare the Mayor is incapacitated and confer the Mayor's powers and duties on the Mayor pro tempore.

When the Mayor declares that he or she is no longer incapacitated, and a majority of the Council concurs, the Mayor shall resume the exercise of his or her powers and duties. If both the Mayor and the Mayor pro tempore are absent from a meeting, the Council may elect from among its members a temporary chair to preside at the meeting.

2.13 Action by the Council

Action by the Council shall be by motions made and voted upon. A motion shall require a second. The Mayor and any other Councilmember may make or second a motion. A substantive motion is out of order while another substantive motion is pending.

2.14 Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of California. Resolutions, orders for the payment of money, and all ordinances require at least three votes for passage.

2.15 Discussion

The City Council shall address an agenda item as follow:

- (a) Staff shall introduce the agenda item and present the Staff report.
- (b) City Council shall ask questions of Staff.
- (c) The Mayor will invite public comment on the item.
- (d) Having received all public testimony, the Council will deliberate on the matter.
- (e) If appropriate, the Mayor will entertain a motion, including any motion proposed by the Mayor.
- (f) If a motion has received a second, the Mayor shall state the motion and if any Council Member wishes for the discussion, open for additional Council discussion.

(g) The Mayor shall preside over the discussion according to the following general principles:

1. The maker of the motion is entitled to speak first;
2. A person who has not spoken on the issue shall be recognized before someone who has already spoken;
3. To the extent possible, the discussion shall alternate between opponents and proponents of the measure.

2.16 Ratification of Actions

To the extent permitted by law, the Council may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

2.17 Procedural Motions

- (a) In addition to substantive proposals, the following procedural motions, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption.
- (b) To Adjourn. The motion may be made only at the conclusion of action of a pending substantive matter; it cannot interrupt deliberation of a pending matter.
- (c) To Take a Brief Recess.
- (d) Call to Follow the Agenda. The motion must be made at the first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.
- (e) To Suspend the Rules. The motion requires for adoption a vote of a majority of the quorum of the Council. The Council may not suspend provisions of the rules that are state requirements imposed by law on the Council.
- (f) To Divide a Complex Motion and Consider It by Paragraph.
- (g) To Call the Previous Question. The motion is not in order until every member has had an opportunity to speak once.
- (h) To Continue an Item to a Future Meeting Certain.
- (i) To Refer to Staff for Action.
- (j) To Amend. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if the amended motion has the same effect as rejection of the original motion. A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last amendment is disposed of by a vote.
- (k) To Reconsider. The motion must be made by a member who voted with the prevailing side, and only at the meeting during which the original vote

was taken, including any continuation of that meeting through adjournment to a time and place certain, or at the next Regular Meeting unless intervening actions taken based on the original action make such reconsideration impracticable. The motion cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment of the meeting.

- (l) To Rescind or Repeal a Previous Action. A motion to rescind or repeal a previous action is not in order if the rescission or repeal is forbidden by law or made inappropriate by virtue of actions taken in accordance with the previous action.
- (m) To call for a Straw Vote. The Mayor, at the Mayor's discretion, may call for a Straw Vote among members on any item prior to inviting public testimony or Council comment.

2.18 Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before a vote, with or without the consent of any "seconder" of the motion. However, any other Councilmember may ask to be considered the introducer of the motion and, if again seconded, debate may continue without further interruption.

2.19 Duty to Vote

Every member must vote on every item unless prevented from doing so by virtue of an actual or potential conflict of interest under applicable State Law. Any member who believes he or she has a conflict or potential conflict of interest must announce such at the initiation of discussion or when such conflict or potential conflict becomes apparent, and shall refrain from any part in the debate, deliberations, or voting on that issue, except as allowed by State Law.

2.20 Introduction and Passage of Ordinance

A proposed ordinance shall be deemed to be introduced on the date the subject matter is first voted on by the Council. The Mayor shall read the title of the ordinance, after which a roll call vote shall be taken to introduce the ordinance. The City Clerk shall then read the ordinance in its entirety unless such reading is waived by a separate motion adopted by unanimous vote of the Councilmembers present. An ordinance, other than an urgency, may not be passed within five days of its introduction or alteration. Corrections of typographical or clerical errors are not alterations.

2.21 Closed Sessions

- (a) The Council may hold closed sessions only as provided for by law and according to the provisions herein.
- (b) As part of any regular or special City Council meeting as appropriate, the City Council, the City Attorney, and relevant Staff may discuss and agree upon the need for any future closed sessions, including the

legal authority for the closed session and the nature of the matter to be discussed, in adequate detail to meaningfully inform the public while maintaining required confidentiality and any applicable attorney-client privilege. Where the City Manager and City Attorney agree that the nature of a matter requires consideration in closed session, the requirement for prior open session discussion shall not apply.

- (c) The City Council agenda for any regular or special Council meeting shall include general information about closed sessions as follows:

The City Council will convene in open session at the stated time, but will then adjourn to address any closed sessions items listed on the agenda. The public is invited to address the Council with comment on any listed closed session item immediately prior to Council's adjournment into closed session or consistent with any other provisions permitting public comment. The Council will reconvene in Public Session at 6:00 p.m. or at the first Council meeting following any closed session. At that time, if appropriate and as required under the Brown Act, any actions taken during the preceding closed session will be announced by the City Attorney or Mayor. If necessary, the Council may reconvene in closed session to continue discussion of listed items following the completion of open session business.

- (d) The City Council agenda for any regular or special Council meeting at which the Council will adjourn to closed session shall provide notice of that closed session as provided for under the Brown Act and shall include a narrative description of the legal authority for the closed session and the nature of the matter to be discussed in adequate detail to inform the public while maintaining required confidentiality or any applicable attorney-client privilege. Reporting out of closed session shall be consistent with the requirements of Brown Act, and may be of greater detail than required when the disclosure of such detail is not inconsistent with maintaining required confidentiality and any applicable attorney-client privilege.

2.22 Quorum

A majority of the actual membership of the Council, including the Mayor but excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

2.23 Telephonic Attendance Of Council Members At Council Meetings

- (a) The City Council Procedures provisions concerning Telephonic Attendance shall apply to all Boards and Commissions as well as the City Council. Requests by Council Members to attend a Council meeting via telephonic appearance are actively discouraged. Telephonic attendance shall only be permitted in the event of extraordinary events such as a medical, family or similar emergency requiring a Council Member's absence. In addition, at least a quorum of the Council must participate from a location within the City (Government Code Section 54953(b)(3)).
- (b) If these two threshold requirements are met, the Council Member who will be appearing telephonically must ensure that:
 - 1. The meeting agenda identifies the teleconference location and is posted at that location in an area that is accessible and visible 24 hours a day for at least 72 hours prior to the meeting.
 - 2. The teleconference location is open and fully accessible to the public, and fully accessible under the Americans with Disabilities Act, throughout the entire meeting. These requirements apply to private residences, hotel rooms, and similar facilities, all of which must remain fully open and accessible throughout the meeting, without requiring identification or registration.
 - 3. The teleconference technology used is open and fully accessible to all members of the public, including those with disabilities.
 - 4. Members of the public who attend the meeting at the teleconference location have the same opportunity to address the Council from the remote location that they would if they were present in Council Chambers.
 - 5. The teleconference location must not require an admission fee or any payment for attendance.
 - 6. If the Council Member determines that any or all of these requirements cannot be met, he or she shall not participate in the meeting via teleconference.
- (c) Approved Teleconference Guidelines for Council Members:
 - 1. One-week advance written notice must be given by the Council Member to the City Clerk's office; the notice must include the address at which the teleconferenced meeting will occur, the address the Council packet should be mailed to, who is to initiate the phone call to establish the teleconference connection, and the

phone number of the teleconference location. Cellular telephones shall not be used to participate in teleconferenced meetings.

2. The Council Member is responsible for posting the Council agenda in the remote location, or having the agenda posted by somebody at the location and confirming that posting has occurred. The City Clerk will assist, if necessary, by faxing or mailing the agenda to whatever address or fax number the Council Member requests; however, it is the Council Member's responsibility to ensure that the agenda arrives and is posted. If the Council Member will need the assistance of the City Clerk in delivery of the agenda, the fax number or address must be included in the one-week advance written notice above.
3. The Council Member must ensure that the location will be publicly accessible while the meeting is in progress.
4. The Council Member must state at the beginning of the Council meeting that the 72-hour posting requirement was met at the location and that the location is publicly accessible. The Council Member also must describe the location. Furthermore, the City Clerk will provide Council with a quarterly report detailing the telephone charges associated with teleconferenced meetings.

2.24 Public Hearings

Public Hearings shall be scheduled and notice published without any action required by the City Council, excepting that the Council may, if it so desires, scheduled a Public Hearing on an item of interest for a date certain. In order to accommodate members of the public responding to a noticed Public Hearing, such Hearings will, to the extent practicable, begin at 6:00 p.m. At the time designated for the Public Hearing, or soon after as is practicable, the Mayor shall direct the attention of the Council Members to the Staff report and Staff may respond to questions from Council members, after which the Mayor shall formally open the Public Hearing and members of the public shall be allowed to speak in accordance with the rules set forth elsewhere in these Rules of Procedure. When the allotted time expires, or when no one wishes to speak who has not done so, the Mayor shall declare the hearing closed.

Following the close of the Public Hearing, the Council may discuss or take action on the matter in accordance with these rules. The Mayor may in his or her discretion allow questions and/or comments from the public after close of Public Hearing.

2.25 Appointments to Committees and Boards

The City Clerk posts a Notice of Vacancy in the City designated posting locations, the City's website and sends a Media Release to the St. Helena Star advertising vacancies to Commissions, Committees and Boards.

Applicants must submit a completed application to the City Clerk and shall be interviewed by the Council at a special meeting prior to a regular meeting. Applicants are requested to list references on their applications and individual Council Members may contact those references as part of the interview process. Council Members contacting references should disclose this information during the appointment process.

Council reviews applicants for appointments to Commissions, Committees and Boards based on interviews and qualifications. Council shall rank all applicants from highest to lowest and appoint by ballot process. Mayor shall nominate applicants and appointments are subject to approval by the majority of Council.

Depending on the qualifications of the applicants and the needs of the City, there may be times when the City Council does not appoint an applicant who has applied. If an applicant is not appointed, the City Clerk will automatically readvertise for the vacant position(s) to seek additional applicants.

2.26 Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

All procedural matters not otherwise provided for in or controlled by state law or by any ordinance, resolution, rule or regulation of the City shall be governed by Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century (attached as Exhibit). However, no ordinance, resolution, or other action of the Council shall be invalidated or the legality thereof otherwise affected by the failure or omission of the Council to observe or follow such rules. Certain procedures relating to motions, agenda item discussion, debate, and courtesies contained in Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century are incorporated into this document, except to the extent they are modified by this Protocol document.

3. CITY COUNCIL STANDARDS OF CONDUCT

3.1 Policy Purpose

The St. Helena City Council adopts this Code of Ethics and Conduct to assure that all elected and appointed officials, while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of St. Helena's City government.

3.2 Ethics

The citizens and businesses of St. Helena are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed officials:

Comply with both the letter and spirit of the laws and policies affecting the operations of government;

Are independent, impartial and fair in their judgment and actions;

Use their public office for the public good, not for personal gain; and ■

Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

Therefore, members of the City Council, City Treasurer, and City Clerk and of all Boards, Committees and Commissions shall conduct themselves in accordance with the following ethical standards:

- (a) Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of St. Helena and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.
- (b) Comply with both the spirit and the letter of the Law and City Policy. Members shall comply with the laws of the nation, the State of California and the City of St. Helena in the performance of their public duties.
- (c) Conduct of Members. The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Boards, Committees and Commissions, the Staff or public.
- (d) Respect for Process. Members shall perform their duties in accordance with the processes and rules of order established by the City Council.
- (e) Conduct at Public Meetings. Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand.
- (f) Decisions Based on Merit. Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated

considerations. When making adjudicative decisions (those decisions where the member is called upon to determine and apply facts peculiar to an individual case), members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.

- (f) Communication. Members shall publicly disclose substantive information that is relevant to a matter under consideration by the body which they may have received from sources outside of the public decision-making process.
- (g) Conflict of Interest. In order to assure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, members shall use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members shall not use their official positions to influence government decisions in which they have (a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias.

A member who has a potential conflict of interest regarding a particular decision shall disclose the matter to the City Attorney and reasonably cooperate with the City Attorney to analyze the potential conflict. If advised by the City Attorney to seek advice from the Fair Political Practices Commission (FPPC) or other appropriate state agency, a member shall not participate in a decision unless and until he or she has requested and received advice allowing the member to participate. A member shall diligently pursue obtaining such advice. The member shall provide the Mayor and the City Attorney a copy of any written request or advice, and conform his or her participation to the advice given. In providing assistance to members, the City Attorney represents the City and not individual members.

- (h) In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and if they have a conflict of interest regarding a particular decision, shall not, once the conflict is ascertained, participate in the decision and shall not discuss or comment on the matter in any way to any person including other members unless otherwise permitted by law.
- (i) Gifts and Favors. Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which

might compromise their independence of judgment or action or give the appearance of being compromised.

- (j) Confidential Information. Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Members shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.
- (k) Use of Public Resources. Members shall not use public resources which are not available to the public in general (e.g., City Staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.
- (l) Representation of Private Interests. In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any Board, Committee, Commission or proceeding of the City, nor shall members of Boards, Committees and Commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
- (m) Advocacy. Members shall represent the official policies or positions of the City Council, Board, Committee or Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of St. Helena, nor will they allow the inference that they do. Councilmembers and Board, Committee and Commission members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, or Board, Committee and Commission meetings, or other official City meetings.
- (n) Policy Role of Members. Members shall respect and adhere to the council-manager structure of St. Helena City government as outlined in the St. Helena City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by City Staff, Boards, Committees and Commissions, and the public. Except as provided by the City Code, members shall not interfere with the administrative functions of the City or the professional duties of City Staff; nor shall they impair the ability of Staff to implement Council policy decisions.

(o) Independence of Boards, Committees and Commissions.

Because of the value of the independent advice of Boards, Committees and Commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of Board, Committee and Commission proceedings.

(p) Positive Work Place Environment. Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to Staff.

3.3 Code of Ethics and Conduct

The Code of Ethics and Conduct are designed to describe the manner in which elected and appointed officials should treat one another, City Staff, constituents, and others they come into contact with while representing the City of St. Helena.

(a) Elected and Appointed Officials' Conduct with Each Other in Public Meetings

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

1. Honor the role of the chair in maintaining order

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

2. Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

3. Avoid personal comments that could offend other members If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.
4. Demonstrate effective problem-solving approaches
Members have a public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

(b) Elected and Appointed Officials' Conduct with the Public in Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

1. Be welcoming to speakers and treat them with care and gentleness.
 - a. While questions of clarification may be asked, the official's primary role during public testimony is to listen.
2. Be fair and equitable in allocating public hearing time to individual speakers.
 - a. The chair will determine and announce limits on speakers at the start of the public hearing process.
3. Practice active listening
 - a. It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Members shall try to be conscious of facial expressions, and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.
4. Maintain an open mind

- a. Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.
- 5. Ask for clarification, but avoid debate and argument with the public
 - a. Only the chair — not individual members — can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

(c) Elected and Appointed Officials' Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City Staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- 1. Treat all Staff as professionals
 - a. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards Staff is not acceptable.
- 2. Do not disrupt City Staff from their jobs
 - a. Elected and appointed officials should not disrupt City Staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City Staff meetings unless requested by Staff — even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, may intimidate Staff, and hampers Staff's ability to do their job objectively.
- 3. Never publicly criticize an individual employee
 - a. Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about Staff performance should only be made to the City Manager through private correspondence or conversation. Appointed officials should make their comments regarding Staff to the City Manager or the Mayor.

4. Do not get involved in administrative functions
 - a. Elected and appointed officials acting in their individual capacity must not attempt to influence City Staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.
5. Do not solicit political support from Staff
 - a. Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City Staff. City Staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.
6. No Attorney-Client Relationship
 - a. Members shall not seek to establish an attorney-client relationship with the City Attorney, including his or her Staff and attorneys contracted to work on behalf of the City. The City Attorney represents the City and not individual members. Members who consult with the City Attorney cannot enjoy or establish an attorney-client relationship with the attorney.

(d) Council Conduct with Boards, Committees and Commissions

The City has established several Boards, Committees and Commissions as a means of gathering more community input. Citizens who serve on Boards, Committees and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

1. Respect Role Liaison to City's Boards, Committees and Commissions

Several of the City's Boards, Committees and Commissions have a Council Member who serves as its Council liaison. The City Council will collectively review and approve liaison appointments annually. Council Members serving as liaisons should act as an advisor and resource to committee/board/commission members and the committee/board/commission's Staff liaison when issues regarding process, procedure, attendance, interpersonal or public relations arise.

2. Respect that Boards, Committees and Commissions serve the community, not individual Councilmembers

The City Council appoints individuals to serve on Boards, Committees and Commissions, and it is the responsibility of Boards, Committees and Commissions to follow policy established by the Council. But Board, Committee and Commission members do not report to individual Councilmembers (whether or not they are serving as liaisons), nor should Councilmembers feel they have the power or right to threaten Board, Committee and Commission members with removal if they disagree about an issue. Appointment and reappointment to a Board, Committee or Commission should be based on such criteria as expertise, ability to work with Staff and the public, and commitment to fulfilling official duties. A Board, Committee or Commission appointment should not be used as a political "reward."

3. Be respectful of diverse opinions

A primary role of Boards, Committees and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards, Committees and Commissions, but must be fair and respectful of all citizens serving on Boards, Committees and Commissions.

4. Keep political support away from public forums

Board, Committee and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Board, Committee and Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

(e) Elected and Appointed Officials' Conduct With Each Other and the Public in Private Encounters

1. Continue Respectful Behavior in Private

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions, and set forth above in subsections (a) through (d), should be maintained in private conversations, including telephone calls, texts, e-mails or other forms of communication. Council Members and appointed officials shall refrain from abusive conduct, intimidation, bullying tactics, personal charges, or verbal attacks upon the character or motives of other members or the public.

2. Be Aware of the Insecurity (Non-Confidentiality) of Written Notes, Texts, Voicemail and E-mail

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speakerphone in a full office? What would happen if this Email or text message were forwarded to others? Written notes, voicemail messages, texts and E-mail should be treated as potentially "public" communication.

3. Understand that Even Private Conversations can have Public Presence Elected and appointed officials are always on display — their actions, demeanor, fitness, mannerisms, language and timing and form of communication are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, late-night e-mails will be questioned and casual comments between individuals before and after public meetings noticed.

3.4 Enforcement and Sanctions

(a) Acknowledgement of Code of Ethics and Conduct

Upon assuming office each Councilmember, and each Board, Committee and Commission Member ("Member"), shall sign a statement affirming that he or she has been provided with and has read the Code of Ethics and Conduct. Each Councilmember, Board, Committee and Commission Member, shall adhere to the Code of Ethics and Conduct as well as the Council's Rules of Procedure. Councilmembers who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct shall be ineligible for intergovernmental assignments or Council subcommittees. Board, Committee and Commission members who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct are not eligible to hold office.

(b) Ethics Training for Local Officials

Councilmembers, City Treasurer, City Clerk, Board, Committee and Commission Members shall report annually to the City Clerk with respect to his or her compliance with State or City mandated requirements for ethics training. Councilmembers, City Treasurer, City Clerk, Board, Committee and Commission Members who are out of compliance with State or City mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council subcommittees and may be subject to sanctions.

(c) Behavior and Conduct

The St. Helena Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the St. Helena City Council, Boards,

Committees and Commissions. Each Member him or herself has the primary responsibility to assure that he or she understands and satisfies the ethical standards, so that the public can continue to have full confidence in the integrity of government. The chairs of Boards, Committees and Commissions and the Mayor and Council have the additional responsibility to intervene when actions of Members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention. Without violating Brown Act serial meeting requirements, individual Members should point out to the offending Member perceived infractions of the Code of Ethics and Conduct. If the offenses continue, then the process under 3.4(e) 1-10 shall govern.

(d) Council Authority

Under California law, the Council does not have the legal authority to remove Members elected or appointed to the City Council or to otherwise deprive them of their office. However, as provided in Section 3.4(e) 9. , a majority of the Councilmembers may remove a Councilmember from any or all Council honorary and/or ceremonial positions and ad-hoc and standing committees, as well as from positions with other governmental agencies or other organizations they hold by virtue of appointment by the City Council.

(e) Process to Address Alleged Violation of Code of Ethics and Conduct

1. Complaint. Where any person has substantial evidence that a Member has materially violated the Code of Ethics and Conduct, he or she may file a written statement with the City Clerk who will then provide it to the City Council, and the affected Member. The name of the complainant shall initially be redacted and kept confidential and not disclosed until it has been determined as provided in Section 3.4(e) 2 that there is substantial evidence that the Member has materially violated the Code of Ethics and Conduct.

"Substantial evidence" means evidence that reasonably supports a conclusion. It does not mean simply any evidence, nor does it include mere opinions. It must be reasonable in nature, credible, and of solid value.

2. Hearing Officer. Upon receipt of a Complaint as provided in Section 3.4(e) 1., or upon the direction of the City Council, the Mayor, in consultation with the City Manager, shall make a preliminary determination whether there is substantial evidence to support a conclusion that a Member has materially violated the Code of Ethics and Conduct, thereby warranting the further proceedings below. If the Mayor either submitted the Complaint or is the subject of the Complaint, the Vice Mayor (and who is not the subject of the complaint) shall make the preliminary determination as provided above.

If the Mayor (or, where the Mayor is disqualified as set forth above, the Vice Mayor) makes the initial determination that there is substantial evidence to support a conclusion that a Member has materially violated the Code of Ethics and Conduct, thereby warranting the further proceedings, he or she, in consultation with the City Manager, shall appoint an independent Hearing Officer to review and investigate the Complaint. If the Mayor either submitted the Complaint or is the subject of the Complaint, the Vice Mayor (and who is not the subject of the complaint) shall appoint the Hearing Officer as provided above.

In the event both the Mayor and Vice Mayor are disqualified as set forth above or otherwise unable to carry out the duties under this Section, the Council member with the longest tenure shall do so. If two or more Council members have equal tenure, the Council member (who is not the subject of the Complaint) shall be selected by a process of drawing straws supervised by the City Clerk.

3. Investigation. To the extent reasonably practicable, the Hearing Officer shall investigate and report, within not more than thirty (30) days, as to whether there is substantial evidence in support of an allegation that a Member has materially violated the Code of Ethics and Conduct. If the Hearing Officer concludes that there is not substantial evidence to support an alleged violation, or that the violation was not material, he or she shall so report to the Council and the matter shall be deemed dismissed unless the Council directs that a public hearing be held pursuant to Section 3.4(e) 5. If the Hearing Officer concludes that there is substantial evidence to support an alleged material violation of the Code of Ethics and Conduct, he or she shall issue a report ("Report") to the City Council and the Member. The Hearing Officer shall allow the affected Member a reasonable opportunity to provide any written comments, evidence and/or arguments which the Hearing Officer shall consider in the investigation and Report.
4. Enforcement. The City Council, in its sole discretion, shall enforce the Code of Ethics and Conduct against Members depending upon the extent and severity of the violation by means of either (i) a warning (ii) a written reprimand; (iii) censure; (iv) removal from assignments; or (v) other action as deemed appropriate to the City Council, including without limitation disavowal and/or disapproval of the Member's violation and/or other action and/or statement. The following procedure shall be utilized:
5. Receipt of Report. As reasonably practicable, within 30 days after receipt of the Report, the Council will hold a public hearing after which it will determine, among any other determination the Council may deem appropriate, whether the Complaint should be dismissed, a warning should be issued, a written reprimand should be issued, censure issued, or the Member should be removed from his or her office (only for Members other than Council members) or assignments. The City shall provide written notice of the public hearing and opportunity to be heard to the affected Member. The City Council determination shall be set forth in written findings that the Council may direct staff to prepare for subsequent Council approval.

6. Dismissal. Where the Council, based on the Report and any statement from the affected Member, determines that it is clear that no violation occurred or that only a trivial or de minimus violation occurred, or that the Complaint was motivated by revenge or other improper motive, the Council may dismiss the Complaint.
7. Warning. Where the Council, based on the Report and any statement from the affected Member, determines that there is some evidence that only a minor violation or a questionable practice has occurred, the Council may issue a written warning to the affected Member specifying the violation(s) and requesting corrective action.
8. Reprimand. Where the Council, based on the Report, any statement from the affected Member, and other evidence accepted, determines that there is substantial evidence that the Member has materially violated one or more provisions of the Code of Ethics and Conduct, the Council may adopt a resolution reprimanding the affected Member for their conduct, stating that any violations shall cease, and requesting corrective action. The affected Member may file a rebuttal to the Reprimand with the City Clerk which will become a matter of public record.
9. Censure. Where the Council, based on the Report, any statement from the affected Member, and other evidence accepted at a public hearing of the matter, determines that there is substantial evidence that the Member has materially violated one or more provisions of the Code of Ethics and Conduct, and that such violation(s) impugn the integrity or dignity of the City or that such violations are egregious or chronic in nature, then the Council may adopt a resolution censuring the affected Member by condemning his or her actions, removing the Member from all appointive positions representing the City in front of other governments and agencies, demoting the affected Commissioner, Committee or Board member appointed by the City Council who holds a position of chairperson or vice chairperson, stating that the violations shall cease, and demanding corrective actions. The affected Member may file a rebuttal to the Censure with the City Clerk which will become a matter of public record.
10. Removal from Office. Notwithstanding any of the provisions in this Section 3.4, the City Council may remove any Commissioner, Committee or Board member appointed by the City Council at its pleasure, and nothing in the Code of Ethics and Conduct or these rules effects or diminishes such power nor vests such Commissioners or Board members with any additional rights.

3.5 Implementation

The Code of Ethics and Conduct is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the City. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, this document shall be included in the regular orientations for candidates for City Council, City Treasurer, City Clerk, applicants to Board, Committee and Commissions, and newly elected and appointed officials. Members entering office shall sign a statement (example below) acknowledging they have read and understand the Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be periodically reviewed by the City Council, Boards, Committees and Commissions, and updated it as necessary.

Example:

I affirm that I have read and understand the City of St. Helena Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date

City of St. Helena

Vision Statement

The City of St. Helena will strive to be economically sustainable, and continue to be family-friendly, diverse and safe community which prudently manages its financial and human resources, continues to upkeep and improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and embraces and retains its historic, small-town character, beautiful natural environment and high quality of life.

Mission Statement

The City of St. Helena is dedicated to serving the needs and desires of our citizens by:

- Maintaining and improving our short and long-term economic sustainability
- Offering excellent professional services to all customers
- Establishing, improving and maintaining City infrastructure
- Maintaining and encouraging an environmentally sustainable community
- Preserving and embracing the historic, small-town, rural character of St Helena.
- Expanding and improving recreational services and facilities and cultural opportunities
- Encouraging a wide range of innovative, well-designed housing available for residents of all ages and income levels
- Facilitating full civic participation and ongoing communication
- Strengthening partnerships with the private, non-profit and public sectors

Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.

Attributes of Exceptional Boards

Leading public organizations and governing with colleagues on a board is a challenging art of community service. The Institute recognizes that many aspects of leadership and governance are not intuitive. This piece is intended to provide board members and administrators/executives insight into the attributes of exceptional boards as well as provide practical tips to help them become exceptional.

1. Exceptional boards develop a sense of team – a partnership with the chief administrator to govern and manage the county

The members of the board and chief administrator/executive see themselves and work as a team as they undertake a series of tasks to further their common purpose. The individual team members work in a coordinated and collaborative manner with a high degree of respect, trust and openness. The team values diversity in style and perspective. The team thinks and acts strategically as it examines issues/situations and decides on a course of action serving their county's mission and goals.

KEY CHARACTERISTICS

- Successfully transition from candidate to a member of the board.
- Become a champion of the county. Make decisions based on the needs and interests of the community at-large / the greater good.
- Develop, communicate and support policy goals and board decisions.
- Demonstrate a willingness to work collaboratively (as a team) and have a countywide perspective.

BEST PRACTICE TIPS

Build capacity to create a more effective team. The governance team (board members and chief administrator/executive) should get to know each other; how each person approaches issues, decision making style and so on. This can be accomplished at annual meetings or workshops throughout the year. In the event that board members disagree, clear ground rules (norms of behavior and practice) can help quell acrimony before it becomes a problem. It's important to remember that trust is built around understanding and respect, not necessarily agreement.

2. Exceptional boards have clear roles and responsibilities that are understood and adhered.

Exceptional boards understand their role is to serve as policy maker - to represent the values, beliefs and priorities of their community while serving in the community's best interest. They carry out a variety of responsibilities including: developing and adopting a vision for the county; focusing and aligning plans, policies, agreements and budgets in furtherance of this vision; and holding themselves and the chief administrator/executive accountable for results.

Exceptional boards understand that the chief administrator/executive is responsible for the day-to-day operations of the county. The chief administrator/executive is responsible for undertaking and accomplishing the policy objectives of the board. Exceptional boards recognize the subject matter expertise of staff and utilize their knowledge and experience to guide and inform decision making.

KEY CHARACTERISTICS

- Understand the role of local government and their responsibilities.
- Know their role - to set vision and policy, avoid micromanagement.
- Board members should strive to be informed about the issues facing the county and be prepared to ask questions of staff and each other.

BEST PRACTICE TIPS

Create a shared understanding of the chief administrator/executive's role and the board's expectations to optimize the working relationships. This shared understanding is informed by local charter and ordinance provisions that provide the overall framework for the relationship. The board should make time to have conversations during retreats and or study sessions to define and/or reveal and refine their role and responsibilities. Since role clarity between the board and chief administrator/executive is critical to mutual success, having clear protocols helps avoid misunderstandings.

3. Exceptional boards honor the relationship with staff and each other

Exceptional boards understand that a good working relationship with staff is vital to successful operation of the county. Exceptional boards treat each other and staff with dignity and respect. They act with civility and a high level of professional decorum. Board members build trust by not playing the “gotcha game” and strive to have a no secrets, no surprises approach as an operating norm. Finally, they respect the diversity of styles and perspectives among their colleagues and staff and are open to new ideas.

KEY CHARACTERISTICS

- Board members have the ability to respectfully disagree (to disagree without being disagreeable). They are able to leave it at the dais; debates are about policy, not personality.
- Exceptional board members reflect positive decorum/model of leadership by providing respectful tone with colleagues.
- Establish a set of behaviors ahead of time, potentially documented in a code of conduct, to help promote civility and respect.

BEST PRACTICE TIPS

Set board priorities and strategic goals at an annual meeting; these goals and priorities are a tool to guide the chief administrator/executive and staff on where to focus their efforts. This annual meeting provides time for the board to reflect on community priorities as well as offer an opportunity to discuss their decorum and their relationship among each other and the relationship between the chief administrator/executive, staff and the board.

4. Exceptional boards routinely conduct effective meetings

Open and public meetings are central to democratic decision-making. Exceptional boards master the art of effective meetings. They develop and adhere to meeting protocols and processes. They spend time planning and organizing the agenda with the aim of having a more focused meeting. They allocate the board’s time and energy appropriately (focused on the board’s role and responsibilities) and meeting short- and long-term priorities. They honor the public’s participation and engagement and they generally start on time and are held during reasonable hours.

Exceptional boards use public meetings not only for their intended purpose, information sharing and decision-making, but they also use the meeting to demonstrate respect and

KEY CHARACTERISTICS

- Board members are respectful of each other, the public and everyone’s time.
- Board members use engaging body language as a way to demonstrate respect.
- Issues are not personalized, thoughtful dialogue is the objective.
- Agenda packets are read, board members come prepared and have an open mind.
- Respect is demonstrated for varied opinions.
- Everyone strives to be civil and act with decorum.

civility for each other, staff and the public. Exceptional board members prepare in advance of the meeting, remain focused on the county goals and objectives and mindful of their role and responsibilities.

BEST PRACTICE TIPS

Develop and adopt (with regular reviews and updates), guidelines for conducting meetings and making decisions. These governance protocols typically address meeting procedures (agenda preparation, how to put issues on the agenda, debate and voting procedures (parliamentary rules) and standards of decorum (civility). As part of a regular self-assessment, boards should evaluate their meetings and their effectiveness and adjust behavior and practices for better results.

5. Exceptional boards hold themselves and the county accountable

Exceptional boards operate openly, ethically and work to engage the community in a myriad of decisions impacting the prosperity and well-being of their community. Toward that end, exceptional boards consistently provide short- and long-term strategic direction and goals, as well as provide budget, program and policy oversight.

Exceptional boards hold themselves accountable for the conduct, behavior and effectiveness of the governing body. They establish clear priorities and goals and hold the chief administrator/executive accountable for results. Finally, they embrace accountability as a process and tool to calibrate ongoing efforts to address and meet policy and program objectives.

KEY CHARACTERISTICS

- Board members operate ethically and with integrity.
- Boards conduct team building / goal setting exercise to track progress towards mutually agreed upon goals.
- Boards take responsibility for the results (good and bad).
- Boards celebrate success.
- Board members hold themselves responsible for adhering to operating protocols and codes of conduct.

BEST PRACTICE TIPS

Annually evaluate board and chief administrator/executive performance toward achieving the county's priorities and goals (consider having this be part of an annual goal setting meeting). Boards should consider assessing its own behavior and effectiveness as part of its annual self-assessment.

6. Exceptional boards have members who practice continuous personal learning and development

Governance is not intuitive. In addition, the policy and economic environment impacting counties is ever changing. Exceptional boards continually provide the opportunity to build their knowledge and skills, enhance their understanding of key issues, increase their awareness of best practices and sharpen their leadership and governance skills.

KEY CHARACTERISTICS

- Stay informed on key issues.
- Gain key insights and knowledge on all aspects of governing, from budgets to plans and everything in between.
- Learning to listen is sometimes more important than learning to give a speech.

BEST PRACTICE TIPS

Seek out national, state and local professional growth and educational opportunities. These opportunities can focus on the nuts and bolts of governing to help you gain valuable information and/or insights on key policy issues facing your county. In addition, county run orientations for newly elected officials provide a good way to acclimate new members to the board's norms and protocols as well as the budget and key policy issues.

About the Institute for Local Government

The Institute for Local Government (ILG) is the nonprofit 501(c)3 research and education affiliate of the League of California Cities, the California State Association of Counties and the California Special Districts Association. Our mission is to promote good government at the local level with practical, impartial and easy-to-use resources for California communities.

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Review, discuss and provide feedback on St Helena User Fee Report regarding Parks & Recreation fees and charges and Park Impact Fees

Background

The last full cost recovery study for the City was completed in November 2011 and an updated fee schedule was adopted by City Council on March 27, 2012 by Resolution 2012-21. The last development impact fee study was completed in April 2013 and an updated development impact fee schedule was adopted by the City Council on November 12, 2013 through Ordinance 2013-2.

During the 2015 Council Goal Setting Session, the Council included reviewing rates and fees as a strategic objective for the coming year.

In September 2015, staff issued a Request for Proposals for a Full Cost Services and Development Impact Fee Study to include a cost allocation plan, user fee study and a development impact fee study. On October 9, 2015, the City received four proposal, which were reviewed by City staff and an outside consultant. In November 2015, the City selected Willdan Financial Services to conduct a Full Cost Services and Development Impact Fee Study and entered into a professional services agreement on November 24, 2015 by Resolution 2015-146.

Discussion

The purpose of this report is to highlight the methodology behind the user fee study and impact fee study and to present for review the Parks & Recreation User Fees and Impact Fees.

User Fee Study

The principle goal of the user fee study was to help the City determine the full cost of the services that the City provides. The full cost of providing a service may not necessarily become the City's fee but serves as an objective basis as to the maximum amount that may be collected. The total cost of each service included in the analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct department costs, and indirect costs from central service support. Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

If the City's principal goal of the study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in the study. However, other City and departmental goals, City Council priorities, policy initiatives, past experiences, implementation issues,

and other internal and external factors may influence staff recommendations and City Council decisions. City staff has reviewed the full costs and identified the “recommended fee levels” for consideration.

The suggested Parks and Recreation fees would result in:

- An increase for 2 fees;
- 20 new fees will be added, and;
- 85 fees would remain as currently set as detailed in ***Appendix C of Attachment 1.***

Development Impact Fee Study

The City imposes development impact fees on development projects to mitigate the impacts caused by new development on public services, infrastructure, and facilities. Development impact fees are subject to Government Code §§66000-66025 known as "the Mitigation Fee Act" and commonly referred to as "AB 1600 Requirements." Adoption of a development impact fee requires compliance with the Mitigation Fee Act and prior to any action establishing, increasing, or imposing a fee as a condition of approval of a development project, a local agency must:

1. Identify the purpose of the fee;
2. Identify the specific uses of the fee;
3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed;
4. Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed; and
5. Determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility attributable to the development on which the fee is imposed.

City staff have been working with Willdan Financial Services to review current impact fees and the Capital Improvement Projects (CIP) list. These documents are used as a base for preparation of the development impact fees. The Park Impact Fee draft tables are shown in ***Exhibit D.***

Table 6.5 of Attachment 2 calculates the City’s existing parkland standard per 1,000 capita. Since the standard exceeds the City’s General Plan standard of 5.0 acres per 1,000 residents, the fees calculated are capped at the City’s General Plan standard. Quimby Act Fees in-lieu of land dedication are also calculated using 5.0 acre per 1,000 resident standard.

CITY OF ST HELENA



User Fee Study





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Executive Summary

The City of St Helena engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identifies 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery can often not be feasible, desirable, or appropriate depending on policy direction —particularly in a single year. The recommended fees identified herein are either at or less than full cost recovery.



User Fee Background

Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefit. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee.

California User Fee History

Before Proposition 13, California cities were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, cities simply raised property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Since the public continues to resist efforts to raise local government taxes, cities have little control and very few successful options for new revenues. Compounding this limitation, the State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation—at the expense of local governments. As an example, in 2004-05, the Educational Revenue Augmentation Funds ("ERAF") take-away of property taxes and the reduction of Vehicle License Fees have severely reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the "Stop Hidden Taxes Initiative", which is aimed at defining "regulatory fees" as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person's activities. Proposition 26 contains seven categories of exceptions. The vast majority of fees that cities would seek to adopt will most likely fall into one or more of these exemptions.



Additional Policy Considerations

The recent trend for municipalities is to update their fee schedules to reflect the actual costs of certain public services primarily benefitting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the Cost Allocation Plan. This plan was developed prior to the User Fee study to determine the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City Council, by resolution, to annually increase or decrease the fees.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services.



Study Objective

As the City of St Helena seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. These tools provide assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principle goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following St Helena departments and fee groups:

- General City
- Planning
- Building
- Public Works
- Library
- Parks & Recreation
- Police
- Fire



The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

Aim of the Report

The User Fee Study focused on the cost of City services, as City staff currently provides them at existing, known, or reasonably anticipated service and staff levels. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide influential dissertation on the qualities of the utilized tools, techniques, or other approaches.



Project Approach and Methodology

Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for property-related (non-discretionary) fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Internal Service Costs charged to each department
- Indirect City-wide overhead costs calculated through the Cost Allocation Plan

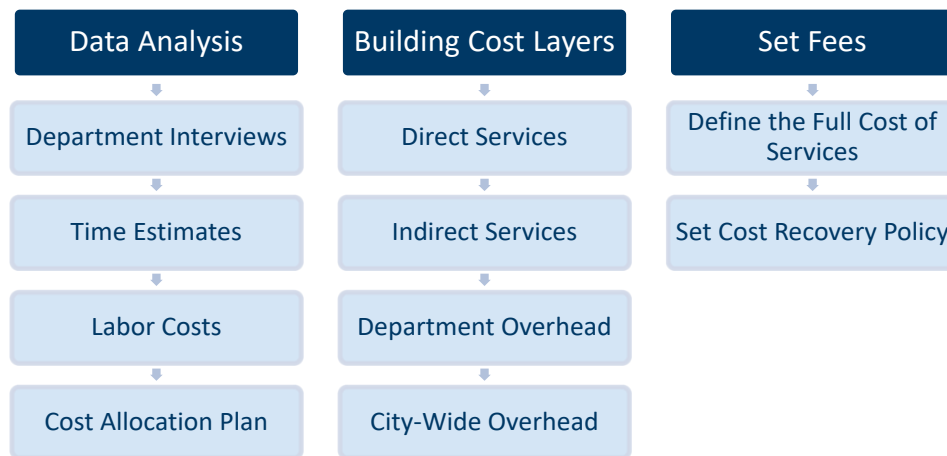
An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, emergency leave, holidays, and other considerations as necessary. Dividing the full cost by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate a fees' cost based on the personnel and the amount of their time that is involved in providing each service.



Summary Steps of the Study

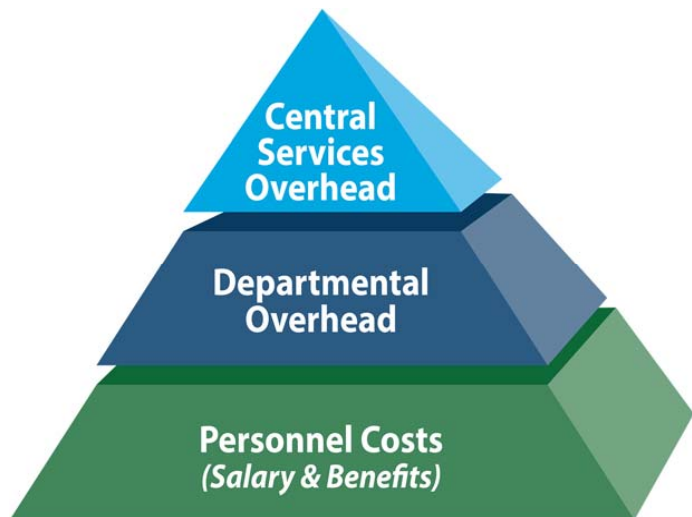
The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City's central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs, detailed in the City's Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other City departments.





Methodology

The three methods of analysis for calculating fees used in this report are the:

Case Study Method (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Programmatic Approach: In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit the programs' needs and goals. Typical programmatic approach cases are facility use fees, penalties, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

Valuation Based Fees: This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases. Using a valuation-based fees provides for a system that can adjust as project sizes scale. Land is not included in the valuation.

Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- FTE balancing
- Internal and external reviews
- Cross-checking



Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences are identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
- Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
- Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
 - Departmental overhead and administration costs
 - Indirect overhead from the Cost Allocation Plan
- Changes in processes and procedures within a department, or the City as a whole

City Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Frequency and current fee levels
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments—on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.



St Helena User Fees

Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in [Appendix C](#). Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were predominately determined by Willdan and City Staff through a time and materials survey conducted for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The principle goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility to determine the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of St Helena, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) whom receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, many services fall into the range between these two extremes. The graphic on the following page illustrates the potential decision basis.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City.

It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.

Of course, subsidization can be an effective public policy tool, since it can be used to reduce fees to encourage certain activities (such as compliance inspections to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can



be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without burdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, such as the General Fund. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other City services will not receive funds that are otherwise directed to cover subsidies.

Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The Cost of Service Study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

Summary

If the City's principal goal of this study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other City and departmental goals, City Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and creation of a consistent and comprehensive fee schedule was the primary objective of this study. City staff has reviewed the full costs and identified the "recommended fee levels" for consideration by City Council. The attached appendices exhibit these unit fees individually.

The preceding sections provide background for each department or division and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to [Appendix C](#) of this report.



General City

The fee group of General City contains services related to business licenses, copy services, and film permits. Business licesnse services were not analyzed as part of this study.

Analysis

Willdan individually reviewed the services associated with the General City. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of the General City services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the City set these fees at or near 100% cost recovery for most fees as detailed in [Appendix C](#):

- an increase to 4 fees;
- 2 fees would decrease;
- 2 fees will change from flat fee to printing costs plus admin%;
- 42 fees would remain as currently set, and;
- 1 new fee will be added.



Planning

The core services provided by the Planning and Community Improvement Department are: implementation, enforcement and updates related to the City's General Plan, City Zoning and Building Codes. The overarching goal is to maintain and improve the quality of the community and environment. Additionally, this department reviews project plans for consistency with local, state, and federal laws as well as actions taken by the City Council and Planning Commission. The department provides planning and development review services, environmental review to ensure compliance with the California Environmental Quality Act, serves as the City's Housing Administrator, building permit plan check and field inspection, and Code Enforcement, including Short Term Rental enforcement.

Analysis

Willdan individually reviewed the services and programs associated with the Planning Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Planning Services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. Many fees also contain a deposit aspect to allow for more precise accounting of costs on a project by project basis. This fee format allows for the establishment of flat fee amounts for aspects of services that do not vary greatly and utilizes deposits for service aspects that do vary. Deposits are set at reasonable levels based on staff experience. The analysis found that there are services whose current fees are currently set above and below the full cost of providing service. It is recommended that the City set most Planning Services fees at or near 100% cost recovery for most fees as detailed in [Appendix C](#), with some specific fees set to retain subsidies. As a result, there would be:

- an increase to 20 fees;
- 1 fee would decrease;
- 2 new fees will be added;
- 25 fees would remain as currently set, and;
- the average estimated fee increase for Planning would be at around 1% for flat fee services.



Building

Building Department provides the community with a full-time staff available to accept building permit submittals. Department Services also include plan checking, inspections, product and code compliance, code interpretation, and code enforcement.

Analysis

Willdan individually reviewed the services and programs associated with the Building Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Building services relied primarily upon a standard unit cost build-up approach (except for fees related to the Building Permit), whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. It is recommended that the City increase cost recovery for Building services to the levels shown for each fee as detailed in [Appendix C](#). As a result, there would be:

- an increase to 81 fees;
- 4 fees would remain as currently set, and;
- 10 new fees would be added as detailed in [Appendix C](#).

In addition to the above referenced fees listed under Building, the Building Permit fees are also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the amount of effort needed to provide services on a case by case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, more time and effort that is required to provide the service. Project valuation also follows that trend, and so by using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed for the Building Permit program found that the program is currently operating at 35% cost recovery. It is suggested that the fees be increased to raise cost recovery to 52.5%, which would require a 50% increase. Current and new fees are detailed in [Appendix C](#).



Public Works

The Department of Public Works is responsible for the City's infrastructure, including streets, storm drains, parks, water treatment, water distribution, wastewater collection, and wastewater treatment. We facilitate environmental compliance including storm water pollution prevention, sustainability, protection of public trees and floodplain administration. In addition, the Department of Public Works is a key responding agency in emergencies involving our infrastructure as well as weather and other disasters with the potential for adverse impacts to public health or the environment.

Analysis

Willdan individually reviewed the services and programs associated with the Public Works Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in Public Works relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine whether the current fee is recovering the costs associated with the requested service. The analysis showed that current services are being provided well below the cost of providing them. Suggested fee levels were determined to increase cost recovery while trying to mitigate the impact on demand. As a result, there would be:

- an increase to 26 fees;
- 5 fees would decrease;
- 13 new fees will be added;
- 18 fees would remain as currently set, and;
- the average estimated fee increase for Public Works would be at around 19% as detailed in *Appendix C*.



Library

The St Helena Public Library is recognized as one of the best libraries in the country, a resource for people in their daily lives as they grow, learn, and challenge themselves at every stage of life and personal development. The library strives to provide resources, space, and opportunities for civic engagement, as well as, gateways to education, learning experiences, and enrichment. The goal is to maintain and continue to achieve the best in library services by managing the resources wisely, preparing for the future, and being responsive to the changing landscape of the community they serve.

Analysis

No analysis was done to the Library services and fee levels remain unchanged as detailed in [Appendix C](#).



Parks & Recreation

The Parks & Recreation Department provides programs in youth and adult sports, community classes and events, youth programs, after-school and educational programs, summer camps, and special events, such as the 4th of July Firework Show and the St. Helena Hometown Harvest Festival. City recreation facilities include the Carnegie Building, Crane Park, the Skate Park, tennis courts, bocce courts, Jacob Meily Park and Wappo Park.

Analysis

Willdan individually reviewed the services and programs associated with the Parks & Recreation Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of most Parks & Recreation programs encompassed facility rentals and other recreation services. The fee for use for government owned facilities and property can be set discretionally by the City. The cost of acquisition, maintenance, repair, and upgrade to the City and subsequently the community is offset through rental or use fees. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that some Parks & Recreation programs provide a measure of public benefit to the residents and City as a whole. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions. The suggested fees would result in:

- An increase for 2 fees;
- 20 new fees will be added, and;
- 85 fees would remain as currently set as detailed in [Appendix C](#).



Police

The Police Department is responsible for protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of vehicle laws and regulations. The department is to carry out its responsibilities in a prudent and fair manner respecting individual dignity regardless of age, sex, social status, ethnic group or creed. The Police Department, in its ongoing effort to alleviate crime problems in St. Helena, will be flexible and innovative in attempts to find superior methods of serving the populace.

Analysis

Willdan individually reviewed the services and programs associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services included in Police are a mixture of fines and user fees. The fines are set to deter the listed activities, and the analysis of the user fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. As a result, there would be:

- An increase to 9 fees;
- 55 fees would remain as currently set;
- 3 fees would decrease, and;
- The average fee change would be 5% as detailed in [Appendix C](#).



Fire

It is the mission of the members of the St. Helena Fire Department to provide efficient and cost effective services, including: fire protection both prevention and suppression; public life safety education; emergency medical and rescue services; respond to natural and man-made disasters; and respond to incidents involving hazardous materials. This service should, at all times, provide for the safety of the members of the Fire Department and serve the interest of the residents of the City of St. Helena and the surrounding area.

Analysis

Willdan individually reviewed the services and programs associated with the Fire Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Fire services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is recommended that the City set Fire fees at or near 100% cost recovery for most fees. As a result, there would be:

- an increase to 1 fee;
- 4 fees would decrease;
- 3 fees would remain as currently set as, and;
- 2 new fees will be added as detailed in [Appendix C](#).



Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through User Fees; however, only a percentage of the total cost is realized as staff doesn't just work on services related to User Fees, but also works on an array of other City functions during the operational hours of the City. The amounts listed below will not reconcile to City budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, passthrough contract costs, and any other costs that is charged directly to the service requestor.

City of St Helena- User Fee Overhead Rate Calculations

Department	Salaries & Benefits	Maintenance & Operations	Direct Overhead %	Indirect Allocation %
42: City Manager	1,096,579	307,047	28%	0%
43: Finance	774,177	216,909	28%	0%
45: Planning/Building	1,014,451	219,406	22%	38%
46: Library	821,153	209,950	26%	42%
47: Parks & Recreation	205,939	57,675	28%	62%
48: Fire	1,031,475	362,110	35%	37%
49: Police	3,187,785	157,658	5%	31%
50: Public Works	1,009,683	625,498	62%	40%



Appendix B – Fully Burdened Hourly Rates

Below are fully burdened hourly rates of staff positions that provide for the services detailed in [Appendix C](#). The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. For positions in central service departments, such as the City Clerk and Finance, what is shown is the salary and benefit rate only, as the overhead of central service departments is recovered through the cost allocation plan. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in [Appendix A](#)) will be applied to that central service positions' salary and benefit rate for full cost recovery. For any user fee service request that is outside the scope of the fees detailed in [Appendix C](#), or for services for which there is no fee currently set, the City can charge up to the full cost of the FBHR for personnel involved.

City of St Helena- User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Position Rates		
42: City Manager	CM - Administrative Records Assistant	86.85
42: City Manager	CM - Assistant to the City Manager	140.50
42: City Manager	CM - City Clerk	141.12
42: City Manager	CM - City Manager	203.68
42: City Manager	CM - Human Resources & IT Director	169.27
42: City Manager	CM - Human Resources Technician	92.36
43: Finance	Finance - Accounting Technician I	83.48
43: Finance	Finance - Accounting Technician II	89.39
43: Finance	Finance - Finance Director	166.84
43: Finance	Finance - Finance Manager	143.76
43: Finance	Finance - Senior Accounting Technician	97.67
48: Fire	Fire - Administrative Assistant/Fire Inspector	135.61
48: Fire	Fire - Fire Captain	130.61
48: Fire	Fire - Fire Chief	140.08
48: Fire	Fire - Fire Engineer	130.61
46: Library	Library - Librarian I	117.71
46: Library	Library - Library Associate II	112.10
46: Library	Library - Library Director	231.31
46: Library	Library - Senior Librarian	148.51
46: Library	Library - Senior Library Associate	122.28
47: Parks & Recreation	Parks & Rec - Maintenance Worker	64.69
47: Parks & Recreation	Parks & Rec - Parks & Recreation Director	266.40



City of St Helena- User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Position Rates		
47: Parks & Recreation	Parks & Rec - Recreation Supervisor	164.48
45: Planning/Building	Plng/Bldg - Chief Building Official	194.49
45: Planning/Building	Plng/Bldg - Permit Technician II	118.75
45: Planning/Building	Plng/Bldg - Planning Director	232.74
45: Planning/Building	Plng/Bldg - Senior Planner	170.98
49: Police	Police - CSO/Dispatcher	83.68
49: Police	Police - Dispatch Supervisor	120.13
49: Police	Police - Dispatcher	100.96
49: Police	Police - Lieutenant	171.73
49: Police	Police - Police Chief	230.61
49: Police	Police - Police Officer	128.93
49: Police	Police - Sergeant	160.25
50: Public Works	PW - Administrative Assistant	154.00
50: Public Works	PW - Assistant Operations Manager	240.31
50: Public Works	PW - Chief Plant Operator	206.20
50: Public Works	PW - Engineer	205.82
50: Public Works	PW - Environmental Services Technician	165.64
50: Public Works	PW - Lead Maintenance Worker	174.74
50: Public Works	PW - Maintenance Worker I	70.89
50: Public Works	PW - Maintenance Worker I	142.72
50: Public Works	PW - Maintenance Worker II	171.14
50: Public Works	PW - Management Analyst	209.22
50: Public Works	PW - Operations Manager	243.41
50: Public Works	PW - Plant Operator I	157.20
50: Public Works	PW - Plant Operator II	174.66
50: Public Works	PW - Plant Operator III	192.75
50: Public Works	PW - Public Works Director	334.34
50: Public Works	PW - Superintendent	195.62



Appendix C – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees in which the full cost, existing fee and suggested fee is listed as “NA”, the amount or percentage was not calculable based on cost data or variable fee structure. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one to one basis, a full cost was not calculated (for penalties and fines), or when there is not a current fee amount to compare against.

General City				
#	Description	Current Fee/Charge	Unit	Notes
1	Business License			Fees are variable depending on business type and structure
2	Business License - Contractors	100.00		Plus \$4 State Fee plus \$7 per each employee working inside City limits
3	Returned Check Fee - Admin	21.00		California Code, Civil Code 1719: \$25 1st check, \$35 each subsequent check
4	Returned Check Fee - Police	30.00		California Code, Civil Code 1719
5	Copies of Documents - Black & White	0.15	per page	
6	Copies of Documents - Color	New		
7	Annual Budget	30.00		
8	Annual Financial Reports	25.00		
9	General Plan Printing Fee	Printing Costs + 20%		
10	Zoning Ordinance Printing Fee	Printing Costs + 20%		
11	General Plan Map Printing Fee	Printing Costs + 20%		
12	Subdivision Ordinance Printing Fees	Printing Costs + 20%		
13	CD of Meeting	50.00		
14	Late Charges on City Invoices	1%	per month	
15	Film Permits			
16	Film Permit Application	500.00		
17	Refundable Deposit	up to \$10,000		
18	Use of City Hall	500.00	per day	
19	Use of Fire Station	500.00	per day	
20	Use of the Carnegie Building	500.00	per day	
21	Use of the Police Station	500.00	per day	
22	Use of Main Street	5,000.00	per day	
23	Use of City Park	20.00	per day	
24	Use of Public Parking	30.00	per space per day	
25	Use of Streets in the Central Business District	1,000.00	per day	
26	Use of any other Streets	500.00	per day	
27	Barricading	50.00	per location	
28	Public Works Services	Hourly Rate		
29	Police Services	Hourly Rate		
30	Building Plan Copies - Paper Size			
31	9X12 Black Copy	0.30		
32	9X12 Color Copy	0.60		
33	8.5X11 Black Copy	0.26		
34	8.5X11 Color Copy	0.52		
35	36X48 Black Copy	4.82		
36	36X48 Color Copy	9.63		
37	34X44 Black Copy	4.17		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	NA	NA
NA	NA	\$100.00	\$0
NA	NA	\$25.00	\$4
NA	NA	\$25.00	-\$5
\$0.25	0%	\$0.25	\$0
\$0.35	0%	\$0.35	NA
NA	NA	Printing Costs + 20%	NA
NA	NA	Printing Costs + 20%	NA
NA	NA	Printing Costs + 20%	\$0
NA	NA	Printing Costs + 20%	\$0
NA	NA	Printing Costs + 20%	\$0
NA	NA	Printing Costs + 20%	\$0
\$38.00	0%	\$38.00	-\$12
NA	NA	1%	\$0
\$564.48	0%	\$565.00	\$65
NA	NA	up to \$10,000	\$0
NA	NA	\$500.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$5,000.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$30.00	\$0
NA	NA	\$1,000.00	\$0
NA	NA	\$500.00	\$0
\$70.89	1%	\$70.00	\$20
NA	NA	Hourly Rate	\$0
NA	NA	Hourly Rate	\$0
\$0.30	0%	\$0.30	\$0
\$0.60	0%	\$0.60	\$0
\$0.26	0%	\$0.26	\$0
\$0.52	0%	\$0.52	\$0
\$4.82	0%	\$4.82	\$0
\$9.63	0%	\$9.63	\$0
\$4.17	0%	\$4.17	\$0

General City

#	Description	Current Fee/Charge	Unit	Notes
38	34X44 Color Copy	8.34		
39	30X42 Black Copy	3.51		
40	30X42 Color Copy	7.02		
41	24X36 Black Copy	2.41		
42	24X36 Color Copy	4.82		
43	22X34 Black Copy	1.93		
44	22X34 Color Copy	3.87		
45	18X24 Black Copy	1.20		
46	18X24 Color Copy	2.41		
47	17X22 Black Copy	1.04		
48	17X22 Color Copy	2.09		
49	12X18 Black Copy	0.60		
50	12X18 Color Copy	1.20		
51	11X17 Black Copy	0.50		
52	11X17 Color Copy	1.00		
53	Meter Charge - Black Copy	0.03	per page	
54	Meter Charge - Color Copy	0.06	per page	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$8.34	0%	\$8.34	\$0
\$3.51	0%	\$3.51	\$0
\$7.02	0%	\$7.02	\$0
\$2.41	0%	\$2.41	\$0
\$4.82	0%	\$4.82	\$0
\$1.93	0%	\$1.93	\$0
\$3.87	0%	\$3.87	\$0
\$1.20	0%	\$1.20	\$0
\$2.41	0%	\$2.41	\$0
\$1.04	0%	\$1.04	\$0
\$2.09	0%	\$2.09	\$0
\$0.60	0%	\$0.60	\$0
\$1.20	0%	\$1.20	\$0
\$0.50	0%	\$0.50	\$0
\$1.00	0%	\$1.00	\$0
\$0.03	0%	\$0.03	\$0
\$0.06	0%	\$0.06	\$0

PLANNING

#	Description	Current Fee/Charge	Unit	Notes
1	Appeals - Minor	1,000.00		
2	Appeals - Major	2,600.00		
3	Administrative Determination	1,500.00		
4	Affordable Housing Agreement	5,000.00		
5	Certificate of Compliance	1,200.00		
6	Code Enforcement	Hourly		
7	CEQA Documents			
8	Negative Declaration	5,600.00		Actual Time @ Staff Hourly Rates w/Deposit
9	Mitigated Negative Declaration - in-hous	11,600.00		Actual Time @ Staff Hourly Rates w/Deposit
10	Mit Neg Dec consultant contract management	3,200.00		Actual Time @ Staff Hourly Rates w/Deposit
11	EIR Consultant Contract Management	9,000.00		Actual Time @ Staff Hourly Rates w/Deposit
12	Demolition Permit	1,700.00		
13	Design Review:			
14	Residential < 1,000 sq ft	2,600.00		
15	Residential > 1,000 sq ft	3,700.00		
16	Commercial < 5,000 sq ft	4,000.00		
17	Commercial > 5,000 sq ft	9,000.00		
18	Design Review Exemption	1,000.00		
19	Development Agreement	13,500.00		
20	General Plan Amendment / Map Change	13,000.00		Actual Time @ Staff Hourly Rates w/Deposit
21	Home Occupation Permit	200.00		
22	Lot Line Adjustment	3,000.00		
23	Lot Merger / Reversion to Acreage	1,200.00		
24	Mills Act	1,400.00		
25	Minor Subdivision	6,300.00		
26	Major Subdivision	35,000.00		Actual Time @ Staff Hourly Rates w/Deposit
27	Pre-Application Review	4,200.00		Includes Council time, Vintage Hall, etc.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,973.87	24%	\$1,500.00	\$500
\$3,368.28	11%	\$3,000.00	\$400
\$2,097.38	5%	\$2,000.00	\$500
\$6,803.23	12%	\$6,000.00	\$1,000
\$1,282.43	6%	\$1,200.00	\$0
NA	NA	Hourly	\$0
NA	NA		
NA	NA	\$6,500.00	\$900
NA	NA	\$13,000.00	\$1,400
NA	NA	\$5,000.00	\$1,800
NA	NA	\$10,000.00	\$1,000
\$1,864.48	9%	\$1,700.00	\$0
\$2,618.07	1%	\$2,600.00	\$0
\$4,218.67	5%	\$4,000.00	\$300
\$5,953.80	16%	\$5,000.00	\$1,000
\$10,747.43	7%	\$10,000.00	\$1,000
\$1,837.55	18%	\$1,500.00	\$500
\$13,519.92	0%	\$13,500.00	\$0
NA	NA	\$13,000.00	\$0
\$289.73	31%	\$200.00	\$0
\$3,717.36	19%	\$3,000.00	\$0
\$3,717.36	19%	\$3,000.00	\$1,800
\$2,560.83	14%	\$2,200.00	\$800
\$7,135.18	2%	\$7,000.00	\$700
\$21,799.05	8%	\$20,000.00	-\$15,000
\$4,339.58	3%	\$4,200.00	\$0

PLANNING

#	Description	Current Fee/Charge	Unit	Notes
28	Planned Development Rezoning	8,200.00		Actual Time @ Staff Hourly Rates w/Deposit
29	Public Hearing Noticing Fee - legal	400.00		
30	Public Hearing Mailing Label Preparation	200.00		
31	Sign Permit	1,000.00		
32	Specific Plan	25,000.00		Actual Time @ Staff Hourly Rates w/Deposit
33	Temporary Use Permit / Special Event	1,700.00		
34	Use Permit (Minor / Major)	5,200.00		
35	Use Permit Amendment	2,900.00		
36	Variance	4,500.00		
37	Williamson Act Contract	2,300.00		
38	Zoning Ordinance Text Amendment	9,000.00		
39	Design Review Resubmittal Fee	New		on 3rd submittal
40	Administrative Sign Permit	New		
41	Cottage Food Operation	119.00		
42	Permit Extension	1,500.00		
43	Rezoning - Map Amendment	13,000.00		Actual Time @ Staff Hourly Rates w/Deposit
44	Short Term Renewal Permit	2,250.00		
45	Hourly Rates:			
46	Planning Director	160.00	per hour	
47	Senior Planner	150.00	per hour	
48	Associate Planner	125.00	per hour	
49	Administrative Secretary	100.00	per hour	
50	Building Permit Technician	125.00	per hour	
51	Standard (Blended) Planning Staff Rate	150.00	per hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$10,000.00	\$1,800
NA	NA	\$400.00	\$0
\$237.49	16%	\$200.00	\$0
\$1,054.45	5%	\$1,000.00	\$0
NA	NA	\$25,000.00	\$0
\$1,728.87	2%	\$1,700.00	\$0
\$5,489.74	5%	\$5,200.00	\$0
\$3,096.73	3%	\$3,000.00	\$100
\$4,859.65	7%	\$4,500.00	\$0
\$3,928.69	24%	\$3,000.00	\$700
\$9,093.95	1%	\$9,000.00	\$0
\$2,276.11	3%	\$2,200.00	NA
\$645.97	23%	\$500.00	NA
\$802.68	75%	\$200.00	\$81.00
\$1,837.55	18%	\$1,500.00	\$0.00
NA	NA	\$13,000.00	\$0.00
\$2,332.18	4%	\$2,250.00	\$0.00
\$232.74	23%	\$180.00	\$20
\$170.98	12%	\$150.00	\$0
NA	NA	\$125.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$125.00	\$0
NA	NA	\$150.00	\$0

BUILDING				
#	Description	Current Fee/Charge	Unit	Notes
1	Antennas	547.00	each	
2	Awnings / Shade Structures / Canopies	476.00		
3	Balcony	462.00		
4	Carport (new/replacement)	New	each	
5	Cave	1349.00		
6	Cellular / Mobile Phone Tower - New	844.00	each	
7	Cellular / Mobile Phone Tower - Addition/Alteration	500.00	each	
8	Certificate of Occupancy	0.00		
9	Change of Occupancy	0.00		
10	Commercial access upgrade- first ramp	New		
11	Temporary Occupancy Permit	0.00		
12	Construction Trailer (anchored)	567.00		
13	Deck	529.00		
14	Demolition - Total	438.00		
15	Demolition - Partial / Exploratory Demolition	406.00		
16	Dry-rot	New		
17	Fence (wood, chain link, wrought iron, vinyl)	398.00		
18	Flag pole > 6 feet	254.00	each	
19	Freestanding Wall (masonry):			
20	Up to 6'	621.00		
21	Greater than 6' (engineered)	823.00		
22	Fireplace / Pizza Oven / BBQ - Masonry	398.00	each	
23	Fireplace retrofit/chimney repair	New	each	
24	Foundation and / or Slab Repair	465.00		
25	Greywater System	965.00		
26	Light Standards	422.00	each	
27	Manufactured / Pre-fab Buildings (foundation and utility connections)	1271.00		
28	Move House / Building	532.00		
29	Outdoor Kitchen	634.00		
30	Partition-commercial	549.00		
31	Patio Cover	530.00		
32	Patio Room	928.00		
33	Pile Foundation	639.00	each	
34	Remodel - Bathroom	729.00		
35	Remodel - Kitchen	822.00		
36	Repairs - Minor	372.00		
37	Repairs - Major	1365.00		
38	Re-roofing - Residential - First 10 squares	286.00		
39	Each additional 10 squares	94.00		
40	Re-roofing - Commercial - First 10 squares	511.00		
41	Each additional 10 squares	129.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,562.13	47%	\$820.50	\$274
\$1,359.37	47%	\$714.00	\$238
\$1,319.39	47%	\$693.00	\$231
\$1,067.69	0%	\$1,067.00	NA
\$3,852.50	47%	\$2,023.50	\$675
\$2,410.31	47%	\$1,266.00	\$422
\$1,427.91	47%	\$750.00	\$250
\$0.00	0%	\$0.00	\$0
\$0.00	0%	\$0.00	\$0
\$702.22	0%	\$702.00	NA
\$0.00	0%	\$0.00	\$0
\$1,619.25	47%	\$850.50	\$284
\$1,510.73	47%	\$793.50	\$265
\$1,250.85	47%	\$657.00	\$219
\$1,159.46	47%	\$609.00	\$203
\$313.24	0%	\$313.00	NA
\$1,136.62	47%	\$597.00	\$199
\$725.38	47%	\$381.00	\$127
\$1,773.46	47%	\$931.50	\$311
\$2,350.34	47%	\$1,234.50	\$412
\$1,136.62	47%	\$597.00	\$199
\$702.22	0%	\$702.00	NA
\$1,327.96	47%	\$697.50	\$233
\$2,755.86	47%	\$1,447.50	\$483
\$1,205.16	47%	\$633.00	\$211
\$3,629.74	47%	\$1,906.50	\$636
\$1,519.30	47%	\$798.00	\$266
\$1,810.59	47%	\$951.00	\$317
\$1,567.84	47%	\$823.50	\$275
\$1,513.58	47%	\$795.00	\$265
\$2,650.20	47%	\$1,392.00	\$464
\$1,824.87	47%	\$958.50	\$320
\$2,081.89	47%	\$1,093.50	\$365
\$2,347.48	47%	\$1,233.00	\$411
\$1,062.36	47%	\$558.00	\$186
\$3,898.19	47%	\$2,047.50	\$683
\$816.76	47%	\$429.00	\$143
\$268.45	47%	\$141.00	\$47
\$1,459.32	47%	\$766.50	\$256
\$368.40	47%	\$193.50	\$65

BUILDING				
#	Description	Current Fee/Charge	Unit	Notes
42	Roof structure replacement	614.00		
43	Retaining Wall - City Standard	933.00		
44	Retaining Wall w/ Calcs	933.00		
45	Sauna	554.00	each	
46	Siding / stucco / veneer	504.00		
47	Signs (plus electrical permits, if necessary):			
48	Pole, monument, and wall or roof signs	557.00	each	
49	Skylight	440.00	each	
50	Sign (non-illuminated)	New	each	
51	Sign (monument)	New	each	
52	Solar:			
53	Solar Water Heating sys - roof mounted	654.00	each system	
54	Solar Water Heating sys - ground mounted	794.00		
55	Solar Photovoltaic Sys - Roof Mounted Residential System up to 15kW	500.00		\$15/kW after 15 kW
56	Solar PV - Commercial System	1000.00		\$7/kW between 51 & 250 kW, \$5/kW 251kW and above
57	Stair repair/replace	New	each	
58	Suspended Ceiling	413.00		
59	Swimming Pool / Spa:			
60	Vinyl-lined / fiberglass - up to 800 sf	1052.00		
61	Each additional 100 sf	205.00		
62	Gunite / Shotcrete - up to 800 sf	1196.00		
63	Each additional 100 sf	209.00		
64	Swimming Pool / Spa remodel - up to 800 sf	1768.00		
65	Each additional 100 sf	185.00		
66	Tents	477.00		
67	Water Tanks	948.00		
68	Window / Door replacement w/ structural modification	444.00		
69	Fees without cost calculations			
70	Expired Permit Fee	At the discretion of the Director		
71	Mechanical Permits:			
72	Heating and/or AC - Residential	125.00		
73	Heating and/or AC - Commercial	225.00		
74	Minor - Residential	373.00		
75	Minor - Commercial / Non-Residential	555.00		
76	Plumbing Permits:			
77	Water Heater - Residential	75.00		
78	Water Heater - Commercial	175.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,753.47	47%	\$921.00	\$307
\$2,664.48	47%	\$1,399.50	\$467
\$2,664.48	47%	\$1,399.50	\$467
\$1,582.12	47%	\$831.00	\$277
\$1,439.33	47%	\$756.00	\$252
\$1,590.69	47%	\$835.50	\$279
\$1,256.56	47%	\$660.00	\$220
\$424.85	0%	\$424.00	NA
\$424.85	0%	\$424.00	NA
\$1,867.70	47%	\$981.00	\$327
\$2,267.52	47%	\$1,191.00	\$397
\$1,427.91	47%	\$750.00	\$250
\$2,855.82	47%	\$1,500.00	\$500
\$702.22	0%	\$701.00	NA
\$1,179.45	47%	\$619.50	\$207
\$3,004.32	47%	\$1,578.00	\$526
\$585.44	47%	\$307.50	\$103
\$3,415.56	47%	\$1,794.00	\$598
\$596.87	47%	\$313.50	\$105
\$5,049.09	47%	\$2,652.00	\$884
\$528.33	47%	\$277.50	\$93
\$1,362.23	47%	\$715.50	\$239
\$2,707.32	47%	\$1,422.00	\$474
\$1,267.98	47%	\$666.00	\$222
NA	NA	At the discretion of the Director	NA
\$356.98	47%	\$187.50	\$63
\$642.56	47%	\$337.50	\$113
\$1,065.22	47%	\$559.50	\$187
\$1,584.98	47%	\$832.50	\$278
\$214.19	47%	\$112.50	\$38
\$499.77	47%	\$262.50	\$88

BUILDING

#	Description	Current Fee/Charge	Unit	Notes
79	Minor - Residential	332.00		
80	Minor - Commercial / Non-Residential	509.00		
81	Electrical Permits:			
82	Service Change - Residential	125.00		
83	Service Change - Commercial	225.00		
84	Temp Power Pole - Residential	125.00		
85	Temp Power Pole - Commercial	225.00		
86	Minor - Residential	436.00		
87	Minor - Commercial / Non-Residential	604.00		
88	Home Generator Permit Fee	582.50		Refund amount of \$146.50
89	Fire			
90	Ansul - Commercial / Non-Residential	489.00		
91	Sprinklers - Residential System (up to 20 heads)	754.00		
92	Sprinklers - Commercial / Non-Residential System (up to 20 heads)	983.00		
93	Sprinklers - Additional Heads (each 20)	127.00		
94	Alarm System	765.00		
95	Hourly Rates			
96	Services Beyond Standard Fee (per the Director)	0.00		
97	After Hours Inspection Fee	154.00	per hour	4 hour minimum
98	Records Research	77.00	first 1/2 hr	
99	Each Additional 1/2 hour (or portion thereof)	64.00		
100	Supplement Plan Check Fee	107.00	first 1/2 hr	1 hour minimum
101	Each Additional 1/2 hour (or portion thereof)	94.00		
102	Supplement Inspection Fee	83.00	first 1/2 hr	1 hour minimum
103	Each Additional 1/2 hour (or portion thereof)	70.00		
104	Building Official	New	per hour	
105	Permit Tech	New	per hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$948.13	47%	\$498.00	\$166
\$1,453.61	47%	\$763.50	\$255
\$356.98	47%	\$187.50	\$63
\$642.56	47%	\$337.50	\$113
\$356.98	47%	\$187.50	\$63
\$642.56	47%	\$337.50	\$113
\$1,245.14	47%	\$654.00	\$218
\$1,724.91	47%	\$906.00	\$302
\$1,663.51	47%	\$873.75	\$291
\$1,396.49	47%	\$733.50	\$245
\$2,153.29	47%	\$1,131.00	\$377
\$2,807.27	47%	\$1,474.50	\$492
\$362.69	47%	\$190.50	\$64
\$2,184.70	47%	\$1,147.50	\$383
\$0.00	0%	\$0.00	\$0
\$439.80	47%	\$231.00	\$77
\$219.90	47%	\$115.50	\$39
\$182.77	47%	\$96.00	\$32
\$305.57	47%	\$160.50	\$54
\$268.45	47%	\$141.00	\$47
\$237.03	47%	\$124.50	\$42
\$199.91	47%	\$105.00	\$35
\$194.49	0%	\$194.00	NA
\$118.75	1%	\$118.00	NA

BUILDING PERMIT FEES - CONSTRUCTION TYPES: I FR, II FR																	
ICC (UBC) Use Type		Occupancy	Square Footage	Current Plan Check Fee (Base Fee) Each Additional SF		Current Inspections Fee (Base Fee) Each Additional SF		Current Combined Total Fee (Base Fee) Each Additional SF		New Plan Check Fee (Base Fee) Each Additional SF		New Inspections Fee (Base Fee) Each Additional SF		New Combined Total Fee (Base Fee) Each Additional SF			
A & E	Assembly and Educational Occ New	400	4,852.00	plus	1.89	2,104.00	plus	0.41	6,956.00	plus	2.30	7,278.00	plus	2.84	10,434.00	plus	3.46
		1,000	5,989.00	plus	0.87	2,352.00	plus	0.17	8,341.00	plus	1.04	8,963.50	plus	1.31	12,511.50	plus	1.56
		2,000	6,860.00	plus	0.44	2,518.00	plus	0.09	9,378.00	plus	0.53	10,290.00	plus	0.65	14,067.00	plus	0.79
		4,000	7,730.00	plus	0.38	2,695.00	plus	0.07	10,425.00	plus	0.45	11,595.00	plus	0.57	15,637.50	plus	0.67
		10,000	10,024.00	plus	1.00	3,085.00	plus	0.31	13,109.00	plus	1.31	15,036.00	plus	1.50	19,663.50	plus	1.97
A & E	Assembly and Educational Occ Additional	200	3,017.00	plus	2.04	714.00	plus	0.28	3,731.00	plus	2.32	4,525.50	plus	3.07	5,596.50	plus	3.49
		500	3,630.00	plus	1.01	798.00	plus	0.11	4,428.00	plus	1.12	5,445.00	plus	1.51	6,642.00	plus	1.68
		1,000	4,134.00	plus	0.50	854.00	plus	0.06	4,988.00	plus	0.56	6,201.00	plus	0.76	7,482.00	plus	0.85
		2,000	4,638.00	plus	0.43	914.00	plus	0.04	5,552.00	plus	0.47	6,957.00	plus	0.65	8,328.00	plus	0.71
		5,000	5,931.00	plus	1.19	1,046.00	plus	0.21	6,977.00	plus	1.40	8,896.50	plus	1.78	10,465.50	plus	2.09
A & E	Assembly and Educational Occ Remodel/TI	200	2,257.00	plus	1.88	714.00	plus	0.28	2,971.00	plus	2.16	3,385.50	plus	2.82	4,456.50	plus	3.24
		500	2,821.00	plus	0.93	798.00	plus	0.11	3,619.00	plus	1.04	4,231.50	plus	1.39	5,428.50	plus	1.56
		1,000	3,285.00	plus	0.46	854.00	plus	0.06	4,139.00	plus	0.52	4,927.50	plus	0.70	6,208.50	plus	0.79
		2,000	3,749.00	plus	0.40	914.00	plus	0.04	4,663.00	plus	0.44	5,623.50	plus	0.60	6,994.50	plus	0.66
		5,000	4,942.00	plus	0.99	1,046.00	plus	0.21	5,988.00	plus	1.20	7,413.00	plus	1.48	8,982.00	plus	1.80
B & M	Business and Merchandise Occ New	400	2,858.00	plus	0.94	1,880.00	plus	0.37	4,738.00	plus	1.31	4,287.00	plus	1.41	7,107.00	plus	1.97
		1,000	3,422.00	plus	0.42	2,102.00	plus	0.15	5,524.00	plus	0.57	5,133.00	plus	0.63	8,286.00	plus	0.86
		2,000	3,844.00	plus	0.21	2,250.00	plus	0.08	6,094.00	plus	0.29	5,766.00	plus	0.32	9,141.00	plus	0.44
		4,000	4,266.00	plus	0.19	2,409.00	plus	0.06	6,675.00	plus	0.25	6,399.00	plus	0.28	10,012.50	plus	0.37
		10,000	5,392.00	plus	0.54	2,757.00	plus	0.28	8,149.00	plus	0.82	8,088.00	plus	0.81	12,223.50	plus	1.22
B & M	Business and Merchandise Occ Additional	200	2,243.00	plus	1.30	699.00	plus	0.27	2,942.00	plus	1.57	3,364.50	plus	1.96	4,413.00	plus	2.37
		500	2,634.00	plus	0.61	781.00	plus	0.11	3,415.00	plus	0.72	3,951.00	plus	0.92	5,122.50	plus	1.09
		1,000	2,942.00	plus	0.31	836.00	plus	0.06	3,778.00	plus	0.37	4,413.00	plus	0.46	5,667.00	plus	0.55
		2,000	3,249.00	plus	0.27	895.00	plus	0.04	4,144.00	plus	0.31	4,873.50	plus	0.40	6,216.00	plus	0.47
		5,000	4,051.00	plus	0.81	1,025.00	plus	0.20	5,076.00	plus	1.01	6,076.50	plus	1.22	7,614.00	plus	1.52
B & M	Business and Merchandise Occ Remodel/TI	200	1,533.00	plus	1.18	618.00	plus	0.24	2,151.00	plus	1.42	2,299.50	plus	1.78	3,226.50	plus	2.14
		500	1,888.00	plus	0.55	691.00	plus	0.10	2,579.00	plus	0.65	2,832.00	plus	0.82	3,868.50	plus	0.97
		1,000	2,162.00	plus	0.27	739.00	plus	0.05	2,901.00	plus	0.32	3,243.00	plus	0.41	4,351.50	plus	0.49
		2,000	2,436.00	plus	0.24	792.00	plus	0.04	3,228.00	plus	0.28	3,654.00	plus	0.36	4,842.00	plus	0.42
		5,000	3,158.00	plus	0.63	906.00	plus	0.18	4,064.00	plus	0.81	4,737.00	plus	0.95	6,096.00	plus	1.22
F & S	Factory and Storage Occ New	1,000	2,989.00	plus	0.39	1,574.00	plus	0.12	4,563.00	plus	0.51	4,483.50	plus	0.58	6,844.50	plus	0.77
		2,500	3,573.00	plus	0.22	1,760.00	plus	0.05	5,333.00	plus	0.27	5,359.50	plus	0.33	7,999.50	plus	0.40
		5,000	4,119.00	plus	0.11	1,884.00	plus	0.03	6,003.00	plus	0.14	6,178.50	plus	0.16	9,004.50	plus	0.20
		10,000	4,665.00	plus	0.09	2,017.00	plus	0.02	6,682.00	plus	0.11	6,997.50	plus	0.13	10,023.00	plus	0.16
		25,000	6,004.00	plus	0.24	2,308.00	plus	0.09	8,312.00	plus	0.33	9,006.00	plus	0.36	12,468.00	plus	0.50
F & S	Factory and Storage Occ Additional	200	2,219.00	plus	1.26	706.00	plus	0.28	2,925.00	plus	1.54	3,328.50	plus	1.88	4,387.50	plus	2.30
		500	2,594.00	plus	0.69	790.00	plus	0.11	3,384.00	plus	0.80	3,891.00	plus	1.04	5,076.00	plus	1.20
		1,000	2,940.00	plus	0.34	845.00	plus	0.06	3,785.00	plus	0.40	4,410.00	plus	1.33	5,677.50	plus	1.42
		2,000	3,828.00	plus	0.28	905.00	plus	0.04	4,733.00	plus	0.32	5,742.00	plus	0.15	7,099.50	plus	0.22
		5,000	4,131.00	plus	0.83	1,036.00	plus	0.21	5,167.00	plus	1.04	6,196.50	plus	1.24	7,750.50	plus	1.55
F & S	Factory and Storage Occ Remodel/TI	200	1,509.00	plus	1.14	706.00	plus	0.28	2,215.00	plus	1.42	2,263.50	plus	1.71	3,322.50	plus	2.13
		500	1,851.00	plus	0.62	790.00	plus	0.11	2,641.00	plus	0.73	2,776.50	plus	0.93	3,961.50	plus	1.09
		1,000	2,160.00	plus	0.31	845.00	plus	0.06	3,005.00	plus	0.37	3,240.00	plus	0.47	4,507.50	plus	0.56
		2,000	2,470.00	plus	0.26	905.00	plus	0.04	3,375.00	plus	0.30	3,705.00	plus	0.38	5,062.50	plus	0.45
		5,000	3,239.00	plus	0.65	1,036.00	plus	0.21	4,275.00	plus	0.86	4,858.50	plus	0.97	6,412.50	plus	1.28

BUILDING PERMIT FEES - CONSTRUCTION TYPES: I FR, II FR																					
ICC (UBC) Use Type		Occupancy	Square Footage	Current Plan Check Fee (Base Fee) Each Additional SF		Current Inspections Fee (Base Fee) Each Additional SF		Current Combined Total Fee (Base Fee) Each Additional SF		New Plan Check Fee (Base Fee) Each Additional SF		New Inspections Fee (Base Fee) Each Additional SF		New Combined Total Fee (Base Fee) Each Additional SF							
H & I	Hazardous and Industrial Occ New		400	3,208.00	plus	1.07	1,510.00	plus	0.30	4,718.00	plus	1.37	4,812.00	plus	1.61	2,265.00	plus	0.45	7,077.00	plus	2.05
			1,000	3,851.00	plus	0.55	1,688.00	plus	0.12	5,539.00	plus	0.67	5,776.50	plus	0.82	2,532.00	plus	0.18	8,308.50	plus	1.00
			2,000	4,398.00	plus	0.27	1,806.00	plus	0.06	6,204.00	plus	0.33	6,597.00	plus	0.41	2,709.00	plus	0.10	9,306.00	plus	0.51
			4,000	4,944.00	plus	0.23	1,934.00	plus	0.05	6,878.00	plus	0.28	7,416.00	plus	0.34	2,901.00	plus	0.07	10,317.00	plus	0.41
			10,000	6,323.00	plus	0.63	2,214.00	plus	0.22	8,537.00	plus	0.85	9,484.50	plus	0.95	3,321.00	plus	0.33	12,805.50	plus	1.28
H & I	Hazardous and Industrial Occ Additional		200	2,239.00	plus	1.28	706.00	plus	0.28	2,945.00	plus	1.56	3,358.50	plus	1.93	1,059.00	plus	0.42	4,417.50	plus	2.35
			500	2,624.00	plus	0.63	790.00	plus	0.11	3,414.00	plus	0.74	3,936.00	plus	0.95	1,185.00	plus	0.17	5,121.00	plus	1.11
			1,000	2,940.00	plus	0.32	845.00	plus	0.06	3,785.00	plus	0.38	4,410.00	plus	0.47	1,267.50	plus	0.09	5,677.50	plus	0.56
			2,000	3,256.00	plus	0.27	905.00	plus	0.04	4,161.00	plus	0.31	4,884.00	plus	0.40	1,357.50	plus	0.07	6,241.50	plus	0.47
			5,000	4,065.00	plus	0.81	1,036.00	plus	0.21	5,101.00	plus	1.02	6,097.50	plus	1.22	1,554.00	plus	0.31	7,651.50	plus	1.53
H & I	Hazardous and Industrial Occ Remodel/TI		200	1,529.00	plus	1.16	706.00	plus	0.28	2,235.00	plus	1.44	2,293.50	plus	1.74	1,059.00	plus	0.42	3,352.50	plus	2.16
			500	1,877.00	plus	0.57	790.00	plus	0.11	2,667.00	plus	0.68	2,815.50	plus	0.85	1,185.00	plus	0.17	4,000.50	plus	1.01
			1,000	2,160.00	plus	0.28	845.00	plus	0.06	3,005.00	plus	0.34	3,240.00	plus	0.42	1,267.50	plus	0.09	4,507.50	plus	0.51
			2,000	2,443.00	plus	0.24	905.00	plus	0.04	3,348.00	plus	0.28	3,664.50	plus	0.36	1,357.50	plus	0.07	5,022.00	plus	0.43
			5,000	3,172.00	plus	0.63	1,036.00	plus	0.21	4,208.00	plus	0.84	4,758.00	plus	0.95	1,554.00	plus	0.31	6,312.00	plus	1.26
U	Accessory Buildings Occ New		200	1,831.00	plus	0.89	728.00	plus	0.29	2,559.00	plus	1.18	2,746.50	plus	1.35	1,092.00	plus	0.43	3,838.50	plus	1.78
			500	2,100.00	plus	0.40	814.00	plus	0.11	2,914.00	plus	0.51	3,150.00	plus	(0.75)	1,221.00	plus	(0.22)	4,371.00	plus	(0.97)
			100	2,301.00	plus	0.20	872.00	plus	0.06	3,173.00	plus	0.26	3,451.50	plus	0.16	1,308.00	plus	0.05	4,759.50	plus	0.21
			2,000	2,502.00	plus	0.18	933.00	plus	0.05	3,435.00	plus	0.23	3,753.00	plus	0.27	1,399.50	plus	0.07	5,152.50	plus	0.34
			5,000	3,045.00	plus	0.61	1,068.00	plus	0.21	4,113.00	plus	0.82	4,567.50	plus	0.91	1,602.00	plus	0.32	6,169.50	plus	1.23
U	Accessory Buildings Occ Additional		100	1,468.00	plus	1.12	640.00	plus	0.50	2,108.00	plus	1.62	2,202.00	plus	1.67	960.00	plus	0.76	3,162.00	plus	2.43
			250	1,635.00	plus	0.51	716.00	plus	0.20	2,351.00	plus	0.71	2,452.50	plus	0.77	1,074.00	plus	0.30	3,526.50	plus	1.07
			500	1,763.00	plus	0.26	766.00	plus	0.11	2,529.00	plus	0.37	2,644.50	plus	0.38	1,149.00	plus	0.16	3,793.50	plus	0.55
			1,000	1,891.00	plus	0.23	820.00	plus	0.08	2,711.00	plus	0.31	2,836.50	plus	0.34	1,230.00	plus	0.12	4,066.50	plus	0.46
			2,500	2,230.00	plus	0.89	938.00	plus	0.38	3,168.00	plus	1.27	3,345.00	plus	1.34	1,407.00	plus	0.56	4,752.00	plus	1.90
U	Accessory Buildings Occ Remodel/TI		100	897.00	plus	1.12	552.00	plus	0.43	1,449.00	plus	1.55	1,345.50	plus	1.68	828.00	plus	0.65	2,173.50	plus	2.33
			250	1,065.00	plus	0.51	617.00	plus	0.17	1,682.00	plus	0.68	1,597.50	plus	0.77	925.50	plus	0.26	2,523.00	plus	1.03
			500	1,193.00	plus	0.26	660.00	plus	0.09	1,853.00	plus	0.35	1,789.50	plus	0.38	990.00	plus	0.14	2,779.50	plus	0.52
			1,000	1,320.00	plus	0.23	707.00	plus	0.07	2,027.00	plus	0.30	1,980.00	plus	0.34	1,060.50	plus	0.10	3,040.50	plus	0.44
			2,500	1,660.00	plus	0.66	809.00	plus	0.32	2,469.00	plus	0.98	2,490.00	plus	1.00	1,213.50	plus	0.49	3,703.50	plus	1.48
R-3	Single-Family Residence (Typical) New		1,000	2,154.00	plus	0.42	1,669.00	plus	0.17	3,823.00	plus	0.59	3,231.00	plus	0.64	2,503.50	plus	0.25	5,734.50	plus	0.89
			2,000	2,578.00	plus	0.21	1,838.00	plus	0.16	4,416.00	plus	0.37	3,867.00	plus	0.32	2,757.00	plus	0.25	6,624.00	plus	0.56
			4,000	3,000.00	plus	0.35	2,166.00	plus	0.11	5,166.00	plus	0.46	4,500.00	plus	0.53	3,249.00	plus	0.17	7,749.00	plus	0.70
			7,000	4,056.00	plus	0.40	2,509.00	plus	0.10	6,565.00	plus	0.50	6,084.00	plus	0.60	3,763.50	plus	0.15	9,847.50	plus	0.74
			10,000	5,251.00	plus	0.53	2,799.00	plus	0.28	8,050.00	plus	0.81	7,876.50	plus	0.79	4,198.50	plus	0.42	12,075.00	plus	1.21
R-3	Single-Family Residence (Typical) Additional		250-500	1,607.00	plus	0.98	1,018.00	plus	0.41	2,625.00	plus	1.39	2,410.50	plus	1.46	1,527.00	plus	0.62	3,937.50	plus	2.08
			750	1,851.00	plus	0.50	1,121.00	plus	0.40	2,972.00	plus	0.90	2,776.50	plus	1.49	1,681.50	plus	1.20	4,458.00	plus	2.69
			1,000	2,100.00	plus	0.83	1,321.00	plus	0.28	3,421.00	plus	1.11	3,150.00	plus	1.24	1,981.50	plus	0.42	5,131.50	plus	1.66
			1,750	2,722.00	plus	0.94	1,530.00	plus	0.24	4,252.00	plus	1.18	4,083.00	plus	1.41	2,295.00	plus	0.35	6,378.00	plus	1.77
			2,500	3,428.00	plus	1.37	1,707.00	plus	0.68	5,135.00	plus	2.05	5,142.00	plus	2.06	2,560.50	plus	1.02	7,702.50	plus	3.08
R-1,2,4	Single-Family Residence (Typical) Remodel/TI		250-500	992.00	plus	0.94	896.00	plus	0.36	1,888.00	plus	1.30	1,488.00	plus	1.40	1,344.00	plus	0.54	2,832.00	plus	1.94
			750	1,225.00	plus	0.47	986.00	plus	0.35	2,211.00	plus	0.82	1,837.50	plus	1.40	1,479.00	plus	1.06	3,316.50	plus	2.46
			1,000	1,459.00	plus	0.78	1,162.00	plus	0.25	2,621.00	plus	1.03	2,188.50	plus	1.17	1,743.00	plus	0.37	3,931.50	plus	1.54
			1,750	2,046.00	plus	0.88	1,346.00	plus	0.21	3,392.00	plus	1.09	3,069.00	plus	1.32	2,019.00	plus	0.31	5,088.00	plus	1.64
			2,500	2,708.00	plus	1.08	1,502.00	plus	0.60	4,210.00	plus	1.68	4,062.00	plus	1.62	2,253.00	plus	0.90	6,315.00	plus	2.53
R-3	Multifamily Residential / Hotel / Care Occ New		1,000	3,467.00	plus	0.84	2,036.00	plus	0.21	5,503.00	plus	1.05	5,200.50	plus	1.27	3,054.00	plus	0.31	8,254.50	plus	1.58
			2,000	4,312.00	plus	0.43	2,242.00	plus	0.20	6,554.00	plus	0.63	6,468.00	plus	0.65	3,363.00	plus	0.30	9,831.00	plus	0.95
			4,000	5,174.00	plus	0.71	2,641.00	plus	0.14	7,815.00	plus	0.85	7,761.00	plus	1.06	3,961.50	plus	0.21	11,722.50	plus	1.27
			7,000	7,296.00	plus	0.82	3,060.00	plus	0.12	10,356.00	plus	0.94	10,944.00	plus	1.23	4,590.00	plus	0.18	15,534.00	plus	1.41
			10,000	9,755.00	plus	0.98	3,414.00	plus	0.34	13,169.00	plus	1.32	14,632.50	plus	1.46	5,121.00	plus	0.51	19,753.50	plus	1.98

BUILDING PERMIT FEES - CONSTRUCTION TYPES: I FR, II FR																								
ICC (UBC) Use Type		Occupancy	Square Footage	Current Plan Check Fee (Base Fee)		Each Additional SF	Current Inspections Fee (Base Fee)		Each Additional SF	Current Combined Total Fee (Base Fee)		Each Additional SF	New Plan Check Fee (Base Fee)		Each Additional SF	New Inspections Fee (Base Fee)		Each Additional SF	New Combined Total Fee (Base Fee)		Each Additional SF			
R-3	Multifamily Residential / Hotel / Care Additional		250	2,282.00	plus	1.88	1,140.00	plus	0.46	3,422.00	plus	2.34				3,423.00	plus	2.81	1,710.00	plus	0.69	5,133.00	plus	3.50
			500	2,751.00	plus	0.94	1,255.00	plus	0.45	4,006.00	plus	1.39				4,126.50	plus	1.41	1,882.50	plus	0.67	6,009.00	plus	2.09
			1,000	3,222.00	plus	1.55	1,479.00	plus	0.31	4,701.00	plus	1.86				4,833.00	plus	2.32	2,218.50	plus	0.47	7,051.50	plus	2.79
			1,750	4,384.00	plus	1.79	1,713.00	plus	0.26	6,097.00	plus	2.05				6,576.00	plus	2.69	2,569.50	plus	0.40	9,145.50	plus	3.09
			2,500	5,728.00	plus	2.29	1,912.00	plus	0.77	7,640.00	plus	3.06				8,592.00	plus	3.44	2,868.00	plus	1.15	11,460.00	plus	4.58
R-3	Multifamily Residential / Hotel / Care Remodel/TI		250	1,618.00	plus	1.78	1,018.00	plus	0.41	2,636.00	plus	2.19				2,427.00	plus	2.68	1,527.00	plus	0.62	3,954.00	plus	3.29
			500	2,064.00	plus	0.90	1,121.00	plus	0.40	3,185.00	plus	1.30				3,096.00	plus	1.34	1,681.50	plus	0.60	4,777.50	plus	1.94
			1,000	2,512.00	plus	1.49	1,321.00	plus	0.28	3,833.00	plus	1.77				3,768.00	plus	2.23	1,981.50	plus	0.42	5,749.50	plus	2.65
			1,750	3,627.00	plus	1.70	1,530.00	plus	0.24	5,157.00	plus	1.94				5,440.50	plus	2.55	2,295.00	plus	0.35	7,735.50	plus	2.90
			2,500	4,901.00	plus	1.96	1,707.00	plus	0.68	6,608.00	plus	2.64				7,351.50	plus	2.94	2,560.50	plus	1.02	9,912.00	plus	3.96

PUBLIC WORKS

#	Description	Current Fee/Charge	Unit	Notes
1	Land Subdivisions			
2	Tentative Parcel Map	4,500.00		plus consultant costs, if any
3	Final Parcel Map	2,100.00		plus consultant costs, if any
4	Tentative Tract Map	7,800.00		plus consultant costs, if any
5	Final Tract Map	2,500.00		plus consultant costs, if any
6	County Final Map Fee (in addition to all City fees)	Actual Cost		
7	Grading Permit - Plan Check (Up to 3 reviews)	800.00		This would include addtl reviews if needed
8	MAPS Hard Copy: Print/Photocopy (color, up to D-size)	25.00	per print	
9	Stand-Alone Sanitary Sewer Inspection	225.00		
10	Video Review of Existing Sewer Lateral	200.00		
11	Abandonment of R/W or Easement	1,200.00		
12	R/W or Easement acceptance review/approval	1,200.00		
13	Copy of Standard Specifications	100.00		
14	Permit Application / Review Process			
15	Encroachment Permit Minor	200.00		
16	Encroachment Permit Major	500.00		
17	Outside Fire Service Agreement Fee	2,500.00		
18	Community Banner	100.00		
19	Driveway Approach Inspection	100.00		
20	Raw Water permits	50.00	each	Permit fee is per Quarter
21	Sidewalk Dining Approval	1,000.00		
22	Street Closure for Non-City Events	500.00		
23	Transportation Permit - Per Day	50.00		
24	Transportation Permit - 1 Week	75.00		
25	Transportation Permit - 1 Year	150.00		
26	Tree Permit Application / Review / Approval	75.00		
27	Flood Certification Application / Review	850.00		
28	Stormwater Illicit Discharge Event and Re-Inspection	700.00		
29	Sidewalk Trip Hazard and Repair	750.00		
30	Special Event (City Council) w/ deposit	New		
31	Special Events w/ deposit	New		
32	Demo Permit	New		
33	MWELo Landscape Plan review	New		*typically included with bldg permit
34	Data Profiles	New		
35	Leak re checks	New		
36	BMP inspection	New		
37	FOG inspection (violation)	New		
38	Meter Test Fee	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$6,923.08	6%	\$6,500.00	\$2,000
\$4,600.96	2%	\$4,500.00	\$2,400
NA	NA	\$7,800.00	\$0
NA	NA	\$2,500.00	\$0
NA	NA	Actual Cost	\$0
\$1,016.20	2%	\$1,000.00	\$200
\$38.50	35%	\$25.00	\$0
\$355.83	30%	\$250.00	\$25
\$475.99	37%	\$300.00	\$100
\$1,219.50	2%	\$1,200.00	\$0
\$1,219.50	2%	\$1,200.00	\$0
\$77.00	3%	\$75.00	-\$25
\$641.70	38%	\$400.00	\$200
\$795.71	12%	\$700.00	\$200
\$2,040.11	2%	\$2,000.00	-\$500
\$295.74	15%	\$250.00	\$150
\$419.46	5%	\$400.00	\$300
\$342.48	78%	\$75.00	\$25
\$1,219.97	2%	\$1,200.00	\$200
\$784.56	4%	\$750.00	\$250
\$174.81	43%	\$100.00	\$50
\$272.62	45%	\$150.00	\$75
\$394.33	37%	\$250.00	\$100
\$432.82	8%	\$400.00	\$325
\$831.62	4%	\$800.00	-\$50
\$1,066.78	6%	\$1,000.00	\$300
\$955.71	6%	\$900.00	\$150
\$304.31	1%	\$300.00	NA
\$304.31	1%	\$300.00	NA
\$301.62	1%	\$300.00	NA
\$494.89	9%	\$450.00	NA
\$134.98	26%	\$100.00	NA
\$134.73	63%	\$50.00	NA
\$226.32	12%	\$200.00	NA
\$324.13	7%	\$300.00	NA
\$183.63	18%	\$150.00	NA

PUBLIC WORKS

#	Description	Current Fee/Charge	Unit	Notes
39	Stormwater Inspections (Grading Off season)	New		Refundable deposit?
40	Work without permit	Double the fee		
41	Appeals Fee	New		
42	Sewer Connection:			
43	Application Fee (new connection, existing occupancy)	900.00		
44	Connection Fee (inspection) - New Occupancy	400.00		
45	Connection Fee (inspection) - Existing Occupancy	400.00		
46	Video Review of Existing Sewer Lateral	950.00		
47	Annexation Process	2,000.00		
48	WATER MISC:			
49	Well Permit Application / Review Process	650.00		
50	Leak detection request	New		
51	Water Meter Installation:	Meter cost at current rate + staff time to install		
52	Meter Set Fee (Staff time only)	150.00		
53	First backflow test for meter set if necessary	150.00		
54	Additional Backflow Test	150.00	each	
55	Fire Service Residential:			
56	Inspection by City Staff (includes first backflow test)	150.00		
57	Additional Backflow Test	150.00	each	
58	Commercial Water Supply:			
59	Inspection by City Staff (includes first backflow test)	150.00		
60	Additional Backflow Test	150.00	each	
61	Fire Service Commercial:			
62	Inspection by City Staff (includes first backflow test)	150.00		
63	Additional Backflow Test	150.00	each	
64	Outside Fire / water Service Agreement (\$2500)	New		Plus City Attorney Fees
65	Staff Billable Hourly Rates:			
66	Public Works Directors / City Eng.	225.00	hourly	
67	Assistant PW Director / City Eng.	185.00	hourly	
68	Associate Engineer	125.00	hourly	
69	Management Analyst	150.00	hourly	
70	Administrative Assistant	75.00	hourly	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$600.00	NA
NA	NA	Double the fee	\$0.00
\$1,774.69	15%	\$1,500.00	NA
\$811.01	1%	\$800.00	-\$100
\$488.47	8%	\$450.00	\$50
\$488.47	8%	\$450.00	\$50
\$488.47	8%	\$450.00	-\$500
\$2,240.38	11%	\$2,000.00	\$0
\$1,207.98	17%	\$1,000.00	\$350
\$134.73	26%	\$100.00	NA
\$390.66	NA	Meter cost at current rate + staff time to install	\$0
\$269.45	7%	\$250.00	\$100
\$172.98	13%	\$150.00	\$0
\$172.98	13%	\$150.00	\$0
\$172.98	13%	\$150.00	\$0
\$172.98	13%	\$150.00	\$0
\$244.24	18%	\$200.00	\$50
\$244.24	18%	\$200.00	\$50
\$244.24	18%	\$200.00	\$50
\$244.24	18%	\$200.00	\$50
\$3,139.80	20%	\$2,500.00	NA
\$334.34	33%	\$225.00	\$0
NA	NA	\$185.00	\$0
NA	NA	\$125.00	\$0
\$209.22	28%	\$150.00	\$0
\$154.00	51%	\$75.00	\$0

Library				
#	Description	Current Fee/Charge	Unit	Notes
1	Adult materials (books, magazines, music, films) and juvenile films	0.25	per day	Maximum fine \$10.00
2	Childrens materials (excepting films)	0.00		
3	Completed Interlibrary Loan requests	10.00		
4	Photocopies & Computer printouts: B&W	0.10	per page	
5	Photocopies & Computer printouts: Color	0.50	per page	
6	Meeting Room Use Fee	25.00	per hour	
7	Meeting Room Use Fee - Certified non-profit organizations	0.00	per hour	
8	Microfilm reader/printer copies	0.50	per page	
9	Lost or Damaged material	Replacement cost plus \$10 nonrefundable processing fee		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.25	\$0
NA	NA	\$0.00	\$0
NA	NA	\$10.00	\$0
NA	NA	\$0.10	\$0
NA	NA	\$0.50	\$0
NA	NA	\$25.00	\$0
NA	NA	\$0.00	\$0
NA	NA	\$0.50	\$0
NA	NA	Replacement cost plus \$10 nonrefundable processing fee	\$0

Parks & Recreation				
#	Description	Current Fee/Charge	Unit	Notes
1	Fireworks - Bocce Court Rental Fee	350.00	per bocce court	
2	Harvest Festival - Non-profit Food Booth	125.00	one 10 x 10 space	
3	Harvest Festival - Vendor Booth	150.00	one 10 x 10 space	
4	Harvest Festival - Pet Parade registration fee - pre-registration	15.00	per pet	
5	Harvest Festival - Pet Parade registration fee - day of entries	20.00	per pet	
6	Harvest Festival Game Wristband	20.00 - 30.00		
7	Adult Co-Ed Softball	575.00 - 675.00	team	
8	Adult Men's Open Softball	575.00 - 675.00	team	
9	Adult Bocce League - Spring/Summer	400.00	team	
10	Adult Bocce League - Fall	200.00	team	
11	Adventure Day Camp	119.00	per person per session	
12	Family Jam Winter Wonderland Mini Camp - full day	140.00	per person for 2 days	70/30 split with instructor
13	Family Jam Winter Wonderland Mini Camp - morning only	75.00	per person for 2 days	70/30 split with instructor
14	Jr. Cheerleading Camp	119.00	per person per session	
15	Jr. All Sport Camp	149.00	per person per session	
16	Basketball Skills Camp	149.00	per person per session	
17	Wine Country Tennis Camp - Entire Camp all day	2,900.00	per person per session	70/30 split with instructor
18	Wine Country Tennis Camp - Entire Camp morning only	2,400.00	per person per session	70/30 split with instructor
19	Wine Country Tennis Camp - Full Day Option	300.00	per person per session	70/30 split with instructor
20	Wine Country Tennis Camp - morning only	250.00	per person per session	70/30 split with instructor
21	Wine Country Tennis Camp - afternoon drop-in	70.00	per person per day	70/30 split with instructor
22	Wine Country Tennis Camp - morning drop-in	50.00	per person per day	70/30 split with instructor
23	Challenger Soccer Camp - Tiny Tykes	110.00	per person per session	70/30 split with instructor
24	Challenger Soccer Camp - Half Day	173.00	per person per session	70/30 split with instructor
25	Challenger Soccer Camp - Full Day	245.00	per person per session	70/30 split with instructor
26	Skate Boarding Camp	225.00	per person per session	70/30 split with instructor
27	Spanish Camp	350.00	per person per session	70/30 split with instructor
28	LEGO Camp	180.00	per person per session	70/30 split with instructor
29	Musical Theater Camp	425.00	per person per session	70/30 split with instructor
30	Winter Performing Arts Camps	175.00	per person per session	70/30 split with instructor
31	Winter Musical Theater Camp	275.00	per person per session	70/30 split with instructor
32	Summer Performing Arts Camps (dance, musical theater, etc.)	180.00	per person per session	70/30 split with instructor
33	American Ninja Warrior Training Camp	160.00	per person per month	70/30 split with instructor
34	Martial Arts (Youth Sports Kickboxing, Little Kickers, White & Yellow Belts)	210.00	per person per session (3-months)	70/30 split with instructor
35	Martial Arts (Youth Sports Kickboxing, Little Kickers, White & Yellow Belts)	70.00	per person per month	70/30 split with instructor
36	Al Anochecer Boxing - 3-month session	300.00	per person per session (3-months)	70/30 split with instructor
37	Aqua Aerobics for Everyone - 5-month session	240.00	per person per session	70/30 split with instructor
38	Aqua Aerobics for Everyone - 5-month session (Monday only)	125.00	per person per session	70/30 split with instructor
39	Aqua Aerobics for Everyone - 5-month session (Wednesday only)	125.00	per person per session	70/30 split with instructor
40	Aqua Aerobics for Everyone - daily drop-in	10.00	per person per day	70/30 split with instructor
41	Adult Bocce League - Spring/Summer: Farmer's Market League	225.00	team	
42	Corn Hole Tournament	10.00	team	
43	Dodgeball - Adult	215.00	team	
44	Dodgeball - Teen	165.00	team	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$4,111.96	91%	\$350.00	\$0
NA	NA	\$125.00	\$0
NA	NA	\$150.00	\$0
\$4,934.36	100%	\$15.00	\$0
NA	NA	\$20.00	\$0
\$20.06	0%	\$20.00	\$0
\$3,536.29	84%	\$575.00	\$0
\$2,357.53	76%	\$575.00	\$0
\$483.76	17%	\$400.00	\$0
\$514.00	61%	\$200.00	\$0
NA	NA	\$119.00	\$0
\$307.03	54%	\$140.00	\$0
\$921.08	92%	\$75.00	\$0
\$383.78	69%	\$119.00	\$0
\$383.78	61%	\$149.00	\$0
\$184.22	19%	\$149.00	\$0
NA	NA	\$2,900.00	\$0
NA	NA	\$2,400.00	\$0
NA	NA	\$300.00	\$0
NA	NA	\$250.00	\$0
\$246.72	72%	\$70.00	\$0
\$70.49	29%	\$50.00	\$0
NA	NA	\$110.00	\$0
NA	NA	\$173.00	\$0
NA	NA	\$245.00	\$0
NA	NA	\$225.00	\$0
NA	NA	\$350.00	\$0
NA	NA	\$180.00	\$0
NA	NA	\$425.00	\$0
NA	NA	\$175.00	\$0
NA	NA	\$275.00	\$0
NA	NA	\$180.00	\$0
NA	NA	\$160.00	\$0
NA	NA	\$210.00	\$0
NA	NA	\$70.00	\$0
NA	NA	\$300.00	\$0
NA	NA	\$240.00	\$0
\$986.87	87%	\$125.00	\$0
\$986.87	87%	\$125.00	\$0
\$986.87	99%	\$10.00	\$0
\$228.44	2%	\$225.00	\$0
\$82.24	76%	\$20.00	\$10
\$1,027.99	79%	\$215.00	\$0
\$2,055.98	92%	\$165.00	\$0

Parks & Recreation				
#	Description	Current Fee/Charge	Unit	Notes
45	Jingle All the Way - adult fee	12.00	multi-day event	admission to skating rink, includes skate use
46	Jingle All the Way - kid fee	8.00	multi-day event	admission to skating rink, includes skate use
47	Individual Tennis Fee (current USTA Team per player fee)	25.00	year	
48	Youth Soccer League - Under 6	80.00	per person per session	
49	Youth Soccer League - Under 8	100.00	per person per session	
50	Youth Soccer League - Under 10	120.00	per person per session	
51	Youth Soccer League - Under 12	140.00	per person per session	
52	Youth Soccer League - Under 14	140.00	per person per session	
53	Youth Soccer League - Under 16	140.00	per person per session	
54	Youth Basketball League - Under 6	60.00	per person per session	
55	Youth Basketball League - Under 12	80.00	per person per session	
56	Youth Basketball League - Under 14	80.00	per person per session	
57	Youth Volleyball League	75.00	per person per session	
58	Little Sluggers	60.00	per person per session	
59	4th of July Bocce Court Rental	350.00		
60	Carnegie Building			
61	Great Room - Public	50.00	hour	
62	Great Room - Non-Profit	25.00	hour	
63	Meeting Room - Public	40.00	hour	
64	Meeting Room - Non-Profit	20.00	hour	
65	Upstairs Classroom - Public	50.00	hour	
66	Upstairs Classroom - Non-Profit	25.00	hour	
67	Kitchen	100.00		
68	Cleaning Deposit (1-50 Persons)	50.00		
69	Cleaning Deposit (50+ Persons)	100.00		
70	Lyman Park Gazebo			
71	Resident Rate	50.00		
72	Non-Resident Rate	100.00		
73	Cleaning Deposit (1-50 Persons)	50.00		
74	Cleaning Deposit (50+ Persons)	100.00		
75	Lyman Park (entire facility)			
76	Resident Rate	New	day (minimum 4-hours)	
77	Non-Resident Rate	New	day (minimum 4-hours)	
78	Cleaning Deposit (1-50 Persons)	New	per rental - refundable	
79	Cleaning Deposit (50+ Persons)	New	per rental - refundable	
80	Meily Park Picnic area			
81	Resident Rate	New	day (minimum 4-hours)	
82	Non-Resident Rate (1-50 Persons)	New	day (minimum 4-hours)	
83	Non-Resident Rate (50-100 Persons)	New	per rental	
84	Non-Resident Rate (100+ Persons)	New	per rental	
85	Wappo Picnic area			
86	Resident Rate	New	day (minimum 4-hours)	
87	Non-Resident Rate (1-50 Persons)	New	day (minimum 4-hours)	
88	Non-Resident Rate (50-100 Persons)	New	per rental	
89	Non-Resident Rate (100+ Persons)	New	per rental	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$88.11	86%	\$12.00	\$0
\$29.37	73%	\$8.00	\$0
\$89.72	72%	\$25.00	\$0
\$276.32	71%	\$80.00	\$0
\$170.05	41%	\$100.00	\$0
\$147.37	19%	\$120.00	\$0
\$200.96	30%	\$140.00	\$0
\$276.32	49%	\$140.00	\$0
\$1,105.30	87%	\$140.00	\$0
\$520.85	88%	\$60.00	\$0
\$240.39	67%	\$80.00	\$0
\$781.27	90%	\$80.00	\$0
\$394.75	81%	\$75.00	\$0
\$157.90	62%	\$60.00	\$0
\$685.33	49%	\$350.00	\$0
\$1,621.58	97%	\$50.00	\$0
\$1,621.58	97%	\$50.00	\$0
\$1,621.58	98%	\$40.00	\$0
\$1,621.58	99%	\$20.00	\$0
\$1,621.58	97%	\$50.00	\$0
\$1,621.58	98%	\$25.00	\$0
\$1,621.58	94%	\$100.00	\$0
NA	NA	\$100.00	\$50
NA	NA	\$100.00	\$0
\$4,911.15	99%	\$50.00	\$0
\$4,911.15	98%	\$100.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$100.00	\$0
\$1,621.58	38%	\$1,000.00	NA
\$1,621.58	7%	\$1,500.00	NA
NA	NA	\$250.00	NA
NA	NA	\$500.00	NA
\$1,621.58	98%	\$30.00	NA
\$1,621.58	96%	\$65.00	NA
\$1,621.58	92%	\$125.00	NA
\$1,621.58	88%	\$200.00	NA
\$1,621.58	98%	\$30.00	NA
\$1,621.58	96%	\$65.00	NA
\$1,621.58	92%	\$125.00	NA
\$1,621.58	88%	\$200.00	NA

Parks & Recreation

#	Description	Current Fee/Charge	Unit	Notes
90	Crane Park Area # 1-3			
91	Resident Rate	30.00		
92	Non-Resident Rate (1-50 Persons)	65.00		
93	Non-Resident Rate (50-100 Persons)	125.00		
94	Non-Resident Rate (100+ Persons)	200.00		
95	Crane Park Tennis Court Rental			
96	Tennis Court for non-commercial use	New	per court per hour	
97	Tennis Court for commercial use (private lessons w/o independent contract)	New	per court per hour	
98	Tournament Play (5 courts)	New	per court rental if not participating in USTA individual fee program	
99	Cleaning Deposit	New	per rental - refundable	
100	Lights	New	per hour	
101	Crane Park Covered Area # 4			
102	Resident Rate	100.00		
103	Non-Resident Rate (1-50 Persons)	125.00		
104	Non-Resident Rate (50-100 Persons)	200.00		
105	Non-Resident Rate (100+ Persons)	250.00		
106	Skate Park Rental (competition/private event)			
107	Resident Rate	New	entire skate park + use of lights per day	
108	Non-Resident Rate	New	entire skate park + use of lights per day	
109	Cleaning Deposit	New	per rental - refundable	
110	Cleaning Deposit			
111	Resident Rate	50.00		
112	Non-Resident Rate (1-50 Persons)	50.00		
113	Non-Resident Rate (50+ Persons)	100.00		
114	Bocce Courts			
115	Bocce Ball Courts (8 courts)	20.00	per court	
116	Cleaning Deposit	50.00	per court	
117	Tournament Play (All 8 courts)	300.00		
118	Cleaning Deposit for Tournament	400.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,621.58	98%	\$30.00	\$0
\$1,621.58	96%	\$65.00	\$0
\$1,621.58	92%	\$125.00	\$0
\$1,621.58	88%	\$200.00	\$0
\$2,177.58	100%	\$5.00	NA
\$2,177.58	100%	\$10.00	NA
\$1,253.27	100%	\$5.00	NA
NA	NA	\$50.00	NA
NA	NA	\$1.00	NA
\$1,621.58	94%	\$100.00	\$0
\$1,621.58	92%	\$125.00	\$0
\$1,621.58	88%	\$200.00	\$0
\$1,621.58	85%	\$250.00	\$0
\$1,621.58	38%	\$1,000.00	NA
\$1,621.58	7%	\$1,500.00	NA
NA	NA	\$500.00	NA
NA	NA	\$50.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$100.00	\$0
\$80.63	75%	\$20.00	\$0
NA	NA	\$50.00	\$0
\$1,644.79	82%	\$300.00	\$0
NA	NA	\$400.00	\$0

Police				
Administrative and Service Fees				
#	Description	Current Fee/Charge	Unit	Notes
1	Traffic Accident Report	N/C		
2	Accident Photos - Staff Service	20.00		
3	Accident Photos - Reproduction	Actual Cost of photo lab		
4	Photo Enlargement - Staff Service	20.00		
5	Photo Enlargement - Lab Services	Actual Cost of photo lab		
6	Crime Report	N/C		
7	Clearance Letters	25.00		
8	Verification Letters and Forms Completion	25.00		
9	ABC Letter Fee	25.00		
10	Police Services Application Processing	20.00		
11	Fingerprint - Resident	25.00		
12	Fingerprint - Non-Resident	50.00		
13	Dance Permit / Noise Permit	25.00		
14	Solicitor Permit Processing - Initial	25.00		
15	Solicitor Permit Processing - Renewal	25.00		
16	Alarm Permit	25.00		
17	Alarm Permit Excessive False Alarms (after 4 in 30 days)	300.00		
18	Live Scan - Resident	25.00		
19	Live Scan - Non-Resident	50.00		
20	Vehicle Repossession Fee	25.00		
21	Vehicle Collision Report Processing	50.00		
22	Firearms Retail Sales Permit Annual Fee	100.00		
23	Abandoned Vehicle Abatement	100.00		
24	Loud Party Response	N/C		
25	Social Host ordinance Fine - 1st/2nd/3rd	550/750/1000		
26	Recovery of Abandoned Bikes	N/C		
27	DUI Cost Recovery	Actual Cost		Actual time @ staff hourly rates - \$12,000 Maximum
28	Dog Recovery Fee	25.00		
29	Vehicle / Equipment Violation Clearance Signoff Fee	10.00		
30	Vehicle Release from Storage / Impound	100.00		
31	Property Release (non-victim)	100.00		
32	Firearms Release Fee	100.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$60.06	77%	\$14.00	\$14
\$30.03	0%	\$30.00	\$10
NA	NA	Actual Cost of photo lab	\$0
NA	NA	\$20.00	\$0
NA	NA	Actual Cost of photo lab	\$0
\$110.54	82%	\$20.00	\$20
\$133.60	76%	\$32.00	\$7
\$48.30	48%	\$25.00	\$0
\$33.16	25%	\$25.00	\$0
\$45.17	45%	\$25.00	\$5
\$25.24	13%	\$22.00	-\$3
\$25.24	13%	\$22.00	-\$28
\$54.58	54%	\$25.00	\$0
\$73.72	66%	\$25.00	\$0
\$73.72	66%	\$25.00	\$0
\$55.27	19%	\$45.00	\$20
NA	NA	\$300.00	\$0
\$81.03	69%	\$25.00	\$0
\$81.03	38%	\$50.00	\$0
\$130.71	89%	\$15.00	-\$10
\$150.60	67%	\$50.00	\$0
\$258.28	3%	\$250.00	\$150
NA	NA	\$100.00	\$0
\$74.01	0%	\$74.00	\$74
NA	NA	550/750/1000	\$0
\$29.54	66%	\$10.00	\$10
NA	NA	Actual Cost	\$0
\$25.00	0%	\$25.00	\$0
NA	NA	\$10.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$100.00	\$0

Fire

Administrative and Service Fees				
#	Description	Current Fee/Charge	Unit	Notes
1	Annual Fire Inspection Fee - Half Hour Minimum	50.00	per half hour	
2	CPR Class	New		
3	Ansul - Commercial / Non-Residential	489.00	per hour	
4	Sprinklers - Residential System	754.00	per 1/2 hour	
5	Sprinklers - Commercial / Non-Residential System	983.00	per hour	
6	Alarm System - Residential	765.00	per 1/2 hour	
7	Alarm System - Commercial	New	per hour	
8	Alarm System Response - 4th False Alarm	100.00		
9	Alarm System Response - 5th False Alarm	250.00		
10	Alarm System Response - 6th and Each Subsequent	500.00	each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$67.80	0%	\$67.80	\$18
\$1,203.64	97%	\$40.00	NA
\$135.61	0%	\$135.61	-\$353
\$67.80	0%	\$67.80	-\$686
\$135.61	0%	\$135.61	-\$847
\$67.80	0%	\$67.80	-\$697
\$135.61	0%	\$135.61	NA
NA	NA	\$100.00	\$0
NA	NA	\$250.00	\$0
NA	NA	\$500.00	\$0



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City of St. Helena Development Impact Fee Update – Draft Tables

Park Facilities

Table 6.1 displays the park facilities service population.

Table 6.1: Parks Service Population

	Residents
Existing (2020)	5,975
Growth (2020 - 2040)	499
Total (2040)	6,600

Source: Table 2.1.



Table 6.2 displays the City's existing inventory of parkland.

Table 6.2: Park Land Inventory

	Developed Parkland	Undeveloped Parkland
<u>Mini Parks</u>		
Baldwin Park	0.76	-
Lewis Station	0.13	-
Lyman Park	0.89	-
Mary Fryer Park	0.84	-
Mennen Park	0.17	-
St. Helena Skate Park	0.41	-
Stephen C. McCullagh Park	0.14	-
Stonebridge Park	0.75	-
Subtotal	4.09	-
<u>Neighborhood Parks</u>		
Jacob Meilly Park	5.42	-
Wappo Park	6.65	-
Subtotal	12.07	-
<u>Community Parks</u>		
Crane Park	11.27	-
Lower Reservoir	-	15.00
Subtotal	11.27	15.00
Total - Parkland	27.43	15.00

Sources: City of St. Helena Draft General Plan Update 2040, Table 12.1 and the City of St. Helena Public Works Department.



Table 6.3 displays the cost to acquire and develop parkland in St. Helena.

Table 6.3: Park Facilities Unit Costs

	Cost Per Acre	Share of Total Costs
Land Acquisition	\$2,356,000	87%
Improvements	<u>358,000</u>	13%
Total Cost per Acre	\$2,714,000	100%

Sources: Loopnet.com; City of St. Helena.

Table 6.4 converts undeveloped parkland into an equivalent amount of developed parkland based on the value of an undeveloped acre of land relative to a developed acre of land.

Table 6.4: Undeveloped Parkland Equivalent

Type		
Undeveloped Park Acres	A	15.00
Unimproved Land Share of Total Improved Parkland Costs	B	<u>87%</u>
Equivalent Improved Acres	$C = A \times B$	13.05
Acres of Improved Parkland	D	<u>27.43</u>
Total Acres of Improved Parkland	$E = C + D$	40.48

Sources: Tables 6.2 and 6.3.



Table 6.5 calculates the City's existing parkland standard per 1,000 capita. Since the standard exceeds the City's General Plan standard of 5.0 acres per 1,000 residents, the fees calculated below are capped at the City's General Plan standard. Quimby Act fees in-lieu of land dedication are also calculated using the 5.0 acre per 1,000 resident standard.

Table 6.5: Parkland Standards

Total Park Acreage	40.48
Service Population (2020)	5,975
Existing Standard (Acres per 1,000 Residents)	6.77
General Plan Standard	5.00
Quimby Standard (Acres per 1,000 Residents)	5.00

Sources: Tables 6.1 and 6.4; Willdan Financial Services.

Table 6.6 calculates the amount and value of facilities needed to serve new development at the 5.0 acres per 1,000 residents standard. Through 2040, new development will require 2.5 acres totaling approximately \$6.8 million.

Table 6.6: Park Facilities to Accommodate New Development

	Calculation	Parkland	Improvements	Total
<i>Parkland (Quimby or Mitigation Fee Act) & Improvements (Mitigation Fee Act)</i>				
Facility Standard (acres/1,000 capita)	A	5.00	5.00	
Service Population Growth (2020-2040)	B	499	499	
Facility Needs (acres)	$C = A \times B$	2.50	2.50	
Average Unit Cost (per acre)	D	\$ 2,356,000	\$ 358,000	
Total Cost of Facilities	$E = C \times D$	\$ 5,890,000	\$ 895,000	\$ 6,785,000

Note: Totals have been rounded to the thousands.

Sources: Tables 6.1, 6.3, and 6.5; Willdan Financial Services.



Table 6.7 calculates the cost per capita of new parkland facilities.

Table 6.7: Park Facilities Investment Per Capita

Calculation		<u>Land</u>		<u>Improvements</u>
		Quimby Fee	Impact Fee	Impact Fee
Cost per Acre	A	\$ 2,356,000	\$ 2,356,000	\$ 358,000
Facility Standard	B	5.00	5.00	5.00
Investment Per Capita	$C = A / B$	\$ 11,780	\$ 11,780	\$ 1,790

Sources: Tables 6.3 and 6.5.

Table 6.8 displays the park facilities fee schedule.

Table 6.8: Park Facilities Impact Fee Schedule

Land Use	A	B	$C = A \times B$		$D = C \times 0.02$	$E = C + D$
	Cost Per Capita	Density	Base Fee	Admin Charge ¹		Total Fee
<u>Single Family</u>						
Parkland	\$ 11,780	1.92	\$ 22,618	\$ 452		\$ 23,070
Improvements	1,790	1.92	3,437	69		3,506
Total	\$ 13,570		\$ 26,055	\$ 521		\$ 26,576
<u>Multifamily</u>						
Parkland	\$ 11,780	1.89	\$ 22,264	\$ 445		\$ 22,709
Improvements	1,790	1.89	3,383	68		3,451
Total	\$ 13,570		\$ 25,647	\$ 513		\$ 26,160

¹ Administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

Sources: Tables 2.2 and 6.7 Willdan Financial Services.



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Public Works Home

Public Works Department Administrative staff are located at 1572 Railroad Avenue (former CDF building).

Your Department of Public Works is committed to responding to the needs of our community by providing the public systems necessary to create, enhance and protect the quality of life that is uniquely St. Helena.

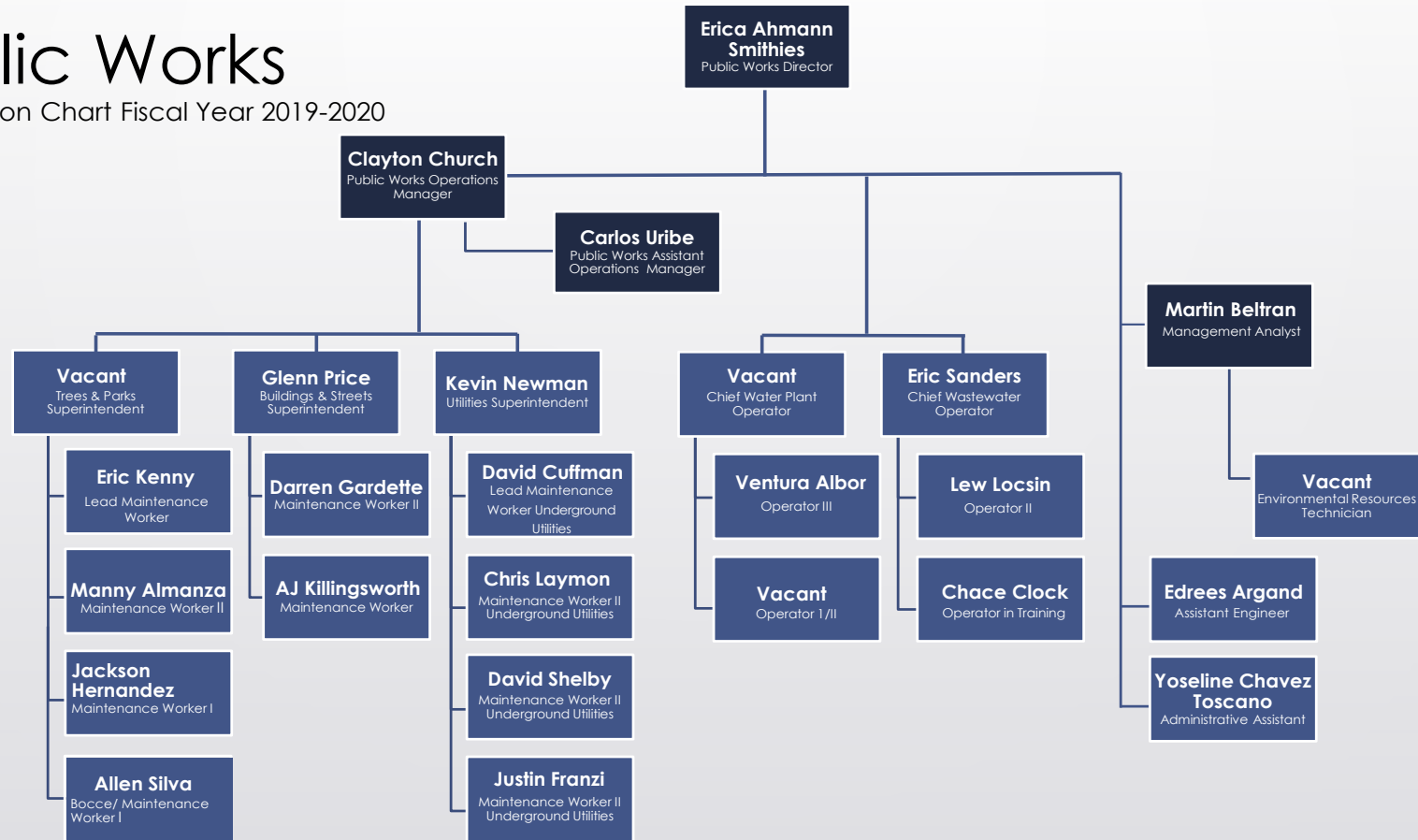
Guided by the values of our citizens and supporting the vision they hold for their community we design, build, operate, maintain, clean, green, and improve the city's infrastructure, public rights-of-way, and facilities with skill, pride, and responsiveness, in partnership with the St. Helena community.

The Department is responsible for the City's infrastructure, including streets, storm drains, parks, water treatment, water distribution, wastewater collection, and wastewater treatment. We facilitate environmental compliance including: storm water pollution prevention, sustainability, protection of public trees and floodplain administration. In addition, the Department of Public Works is a key responding agency in emergencies involving our infrastructure as well as weather and other disasters with the potential for adverse impacts to public health or the environment.



Public Works

Organization Chart Fiscal Year 2019-2020



Legend:



Department of Public Works - Parks Division- Maintenance Tasks in all Parks

	TASK, SERVICE PROVIDED/REQUIRED	MAINTENANCE FREQUENCY										
		Daily	Weekly	Biweekly	Monthly	Bi-Monthly	Quarterly	Semi-Annually	Annually	When Time Permits	Seasonally	As Needed
1	Check out tools for Daily Tasks		X									
2	Load supplies for week	X										
3	Daily Rounds	X										
	scrub floors											
	clean sinks											
	toilets											
	cob webs											
	disinfecting											
	restock											
	unforeseen (vomit, feces, paraphernalia)											
	pruning (daily for pathways/safety/esthetics)											
	trash/BBQ pits											
4	Trash cans- empty/change bag (per can)	X										
	Litter											
	load/unload											
5	Check for vandalism (per incident)	X										
	broken sprinkler											
	graffiti											
	broken glass											
	dog feces											
	illegal dumping											
	report to PD following SOP											
6	Blowing		X									X
	pathways											
	courts											
	sidewalks											
	hardscapes											
7	Mowing		X									
	edging											
	mowing											
	blowing											
8	Weeding	X										
	Hand pulling weeds											
9	Weeding				X							
	Mechanical weed abatement											

[illegible]

[illegible]

[illegible]

[illegible]

this time is projected per trash can-for park specific see amenities list for each park
picking up any litter found on the ground in between garbage bag change out
loading and unloading of trash bags truck to dumpster
Utilize Graffiti reporting SOP from Police Chief
This would be utilized for any instance of vandalism in/at a City Facility-always ask for report for insurance purposes
mowing of all parks is conducted weekly on Thursday
30 minutes daily to maintain in between special projects
Mech weed abatement done monthly

[illegible]

Quarterly ordering, repairing, deep cleaning

Low Freq checks consist of inspecting every bolt and piece of the equipment.
High Freq consists of inspecting overall integrity and surfacing. See SOP
wet courts before blowing to ensure not removing fines from top layer of compaction
Close courts for over haul of area/ courts_3 personnel 3 working days for overhaul of courts
1 layer of semi fines followed with 2 layers of fines
utilize pre emergent at least two applications before start of season
mild water and heavy compaction with roller to establish sub grade
replace back boards, court amenities, thresholds, etc..
utilize power washer

[illegible]
