

Proposed Planning Department Processing Fees & Deposits

Application Type	Current	Proposed	St. Helena	Yountville*	Healdsburg
Appeal of administrative decision to P/C	\$ 50	\$ 150	\$ 1,600	\$ 500	\$ 552
Appeal of Plng. Cmsn. decision to City Council	200	200	3,200	500	552
Certificate of Compliance	858	500	1,200		1,530
Conceptual Review, Planning Commission	-	2,500*	4,800	2,500	773
Design Review, administrative	-	725			552
Design Review, administrative - amend.	200	100			
Design Review, administrative - time extension	-	100			
Design Review, Planning Commission	-	2,500*	3,200 – 9,600	5,000	1,657
Design Review, P/C - amendment	-	500*		5,000	552
Design Review, P/C - time extension	-	500	1,600		
Development Agreement	5,951	10,000*	14,100		
Environmental Impact Report	8,415	10,000*			
Environmental Initial Study (ND, MND)	936	2,500*			3,093
General Plan Amendment	4,977	1,500*	13,600*	7,500	2,868
General Plan Consistency Determination	-	500			
Growth Management Allocation	300/500	300/500*			530.40
Home Occupation Permit	-	150		27	54
Lot Line Adjustment	776	750	3,000		1,530
Lot Merger	600	500			1,530
Municipal Code Amendment	-	2,500*			
Parcel Map	798	2,500*	2,700	5,000	3,363
Parcel Map, revision	-	1,250*			2,234
Parcel Map, time extension	868	500			441
Planned Development, Development Plan	3,700	2,500*		7,000	3,537
PD Development Plan, major modification	--	1,500*			
PD Development Plan, minor modification	--	500			1,594
Pre-Application Consultation, administrative	-	750*			552
PC&N Determination (wine, beer, liquor sales)	-	500			197 ¹
Reversion to Acreage	600	500			
Sign Permit, administrative	110	100	1,000		110
Sign Permit, administrative copy change	15	50			
Sign Permit, Planning Commission	110	500*	1,000	500	
Street Vacation	699	750*			
Tentative Map	2,648	5,000*	8,400	5,000	6,555
Tentative Map, exception	1,158	750*			
Tentative Map, revision	994	1,250*			2,234
Tentative Map, time extension	707	500			441
Use Permit, administrative	50	850		531	1,224
Use Permit, administrative - amendment	50	100			649
Use Permit, administrative - time extension	50	100			441
Use Permit, Planning Commission	1,114	2,500*	5,800	2,000	2,263
Use Permit, P/C - amendment	200	500*	3,500	2,000	914
Use Permit, P/C - time extension	707	500	1,100		441
Variance	200	1,500*	5,100	2,500	1,692
Zoning Clearance (with business license)	-	25			27
Zoning Map Amendment	1,729	2,500*	13,600		2,959
Zoning Ordinance Interpretation	-	500*			
Zoning Ordinance Text Amendment	2,320	2,500*	9,600	7,500	2,959

*Deposit

¹ Staff-approved (Calistoga requires Council review)

Examples of Processing Costs for Administratively-Approved Applications

Tasks	Hours	Cost
Design Review, administrative		
Pre-application discussions	1.50	\$150
Application intake, file setup and routing to other departments for review	1.00	100
Site visit	.50	50
Completeness review and interdepartmental coordination	2.00	200
Communications with applicant	1.00	100
Findings and conditions of approval	.75	75
Case management, close file	.50	50
TOTAL	7.25	\$725
Use Permit, administrative		
Pre-application discussions	1.50	\$150
Application intake, file setup and routing to other departments for review	1.00	100
Site visit	.50	50
Completeness review and interdepartmental coordination	2.00	200
Communications with applicant	1.00	100
Prepare public notice and mailing list, distribute notices	.75	75
Findings and conditions of approval	1.00	100
Approval follow up, case management, close file	.75	75
TOTAL	8.50	\$850
Home Occupation Permit (home-based business)		
Pre-application discussion	.25	\$ 25
Application intake and review	.50	50
Findings and conditions of approval	.50	50
Coordinate finalization with applicant and Finance Department	.25	25
TOTAL	1.50	\$150
Lot Line Adjustment		
Pre-application discussions	1.50	\$150
Application intake, file setup and routing to other departments for review	1.00	100
Site visit	.50	50
Completeness review and interdepartmental coordination	1.50	150
Communications with applicant	1.00	100
Approval letter and certificate	1.50	150
Approval follow up, case management, close file	.50	50
TOTAL	7.50	\$750
Certificate of Compliance (determination of legal lot)		
Pre-application discussions	1.00	\$100
Application intake, file setup and routing to other departments for review	1.00	100
Completeness review and interdepartmental coordination	1.00	100
Communications with applicant	.50	50
Approval letter and certificate	1.00	100
Approval follow up, case management, close file	.50	50
TOTAL	5.00	\$500

RESOLUTION NO. 96- 23

RESOLUTION OF THE CITY COUNCIL, OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, ADOPTING CITY-WIDE USER FEES AND CHARGES.

WHEREAS, the City Council, on October 5, 1993, approved for a study to be completed regarding proper charges for cost recovery of certain City services; and

WHEREAS, the City Council reviewed and approved a study conducted by David M. Griffith & Associates and adopted Resolution 93-85 setting City-Wide User Fees and Charges; and

WHEREAS, the City staff has completed their annual review of these fees, charges and services, adding, deleting or making any appropriate changes to the fees, charges and/or services; and

WHEREAS, a Public Hearing was conducted on March 19, 1996, per Government Code Section 66016; and

WHEREAS, the Council has determined the fees outlined in the attached schedule to be fair and reasonable and that the fees to be adopted do not exceed the cost to provide the services;

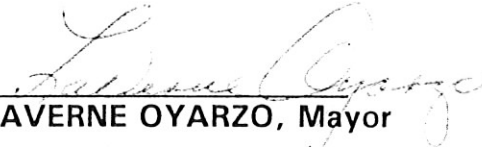
NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Calistoga hereby adopts the schedule of user fees as described in the attached schedule to be effective March 19, 1996.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at its regular meeting held March 19, 1996 by the following vote:

AYES: Mayor Oyarzo, Councilmembers Byrne, Fundy, Dunsford and Oliver.

NOES: None

ABSENT/ABSTAIN: None


LAVERNE OYARZO, Mayor

ATTEST:


PATT OSBORNE, City Clerk

POLICY REGARDING HOURLY RATES FOR STAFF SERVICES

With the adoption of a resolution regarding User Fees the City Council of the City of Calistoga has approved the ability of City staff to charge for staff time based on the hourly rates contained in the above-mentioned resolution. The purpose of this policy is to clarify when the hourly rate can be assessed.

The hourly rate will be assessed at the discretion of the Department Head when a service being provided does not have a specific user fee already established.

In order for the hourly rate to be assessed, the user must be notified in advance that the hourly rate will be charged and billed at the rates set forth in the resolution. The hourly rate will be assessed in 15 minute increments. If the user believes the hourly rate to be inappropriate, the decision can be appealed to the City Administrator.

The hourly rate will not be assessed in the following cases:

1. General complaints
2. Requests for information taking less than 1/2 hour to prepare.
3. Public records research less than 1/2 hour.

USER FEES

CITY CLERK/GENERAL ADMINISTRATION

<u>FEE DESCRIPTION</u>	<u>UNIT</u>	<u>CHARGE</u>
Agenda Subscription	Per Year	\$ 75.00
Appeal, Administrative	Each	\$ 50.00
Appeal, Public Hearing	Each	\$150.00
Certification of Public Record	Each	\$ 5.00
Council Minutes	Page	\$.25
Minute Subscription	Per Year	\$ 75.00
Municipal Code	Each	\$215.00
Ordinance	Page	\$.25
Resolution	Page	\$.25
Tape Recording of Council Meetings	Per Tape	\$ 15.00 \$ 10.00 with own tape
Transcript Preparation	Per Hour	\$ 53.05
FPPC	Page	\$.10

Copying fees not listed above: \$.25 will be charged for each page of public document reproduced.

HOURLY BILLING RATES

City Clerk \$53.05

HOURLY BILLING RATES

ADMINISTRATION

City Manager	\$86.80
Administrative Secretary	\$41.40

FINANCE

Finance Director	\$69.90
Administrative Services Coordinator	\$48.70
Account Clerk	\$38.60

USER FEES

PLANNING DEPARTMENT

<u>FEE DESCRIPTION</u>	<u>UNIT</u>	<u>CHARGE</u>
Appeal, Admin	Each	\$ 50.00
Appeal, Public Hearing	Each	\$ 200.00
B&B Annual Inspection	Each	\$ 50.00
Cert of Compliance	Each	\$ 858.00
Development Agreement	Each	\$5,951.00
Environmental Imp Rept	Each	\$8,415.00
Environmental Initial	Each	\$ 936.00
Exception Subdivision	Each	\$1,158.00
Final Tract Map	Each	\$1,263.00
Gen Plan Amendment	Each	\$4,977.00
Grading Plan Check	Each	\$ 604.00
In Lieu Parking	Per Space	\$ 811.34*
		\$7,409.14**
Landscape Plan Check	Each	\$ 958.00
Lot Line Adjustment	Each	\$ 776.00
Map Revision	Each	\$ 994.00
Mitigation Monitoring	Each	\$ 991.00
Mobile Home, Rent Adminis.	Per Space	\$ 20.00
Parcel Map Pl Check/FM	Each	\$ 276.00
Parcel Merger	Each	\$ 600.00
Subscription	Per Year	
Agendas		\$75.00
Minutes		\$75.00

**USER FEES
PLANNING
PAGE TWO**

<u>FEE DESCRIPTION</u>	<u>UNIT</u>	<u>CHARGE</u>
Parcel Map	Each	\$ 798.00
Plan Unit Development	Each	\$3,700.00
Rever to Acreage	Each	\$ 600.00
Sign Perm New/Remod	Each	\$ 110.00
Sign Perm Copy Chg	Each	\$ 15.00
Street Vacations	Each	\$ 699.00
Tent Tract Map	Each	\$2,648.00
Time Ext Use Permit	Each	\$ 787.00
Time Ext P/T Map	Each	\$ 868.00
Use Permit Admin	Each	\$ 50.00
Use Permit Amendment	Each	\$ 200.00
Use Permit Minor	Each	\$ 200.00
Use Permit Major	Each	\$1,114.00
Variance	Each	\$ 200.00
Vesting Tract Map	Each	\$2,654.00
Zone Change	Each	\$1,729.00
Zone Change Text Amend	Each	\$2,320.00
* Tier One	EACH ADJUST 5% ANNUALLY	
** Tier Two	" "	

HOURLY BILLING RATES

Planning Director	\$ 72.67
Associate Planner	\$ 62.42
Secretary	\$ 41.80
Planning Fee City Attorney	\$120.00

USER FEES

BUILDING DEPARTMENT

<u>FEE DESCRIPTION</u>	<u>UNIT</u>	<u>PROPOSED CHARGE</u>
Public Safety Fee		4% of Const. Cost
Minimum Permit Fee	Each	\$30.00

TABLE AND SOURCE FACTOR

Building Permits and Plan Checks

3-A, 1991 Uniform Administrative Code 1.287
Section 2, City Resolution No. 92-49

Plan Retention

Section 3, #7, City Resolution No. 92-49 3.61

Electrical Permits

3-B, 1991 Uniform Administrative Code 5.21
Section 2, City Resolution No. 92-49

Mechanical Permits

3-C, 1991 Edition of Uniform Administrative Code 3.95
Section 2, City Resolution No. 92-49

Plumbing Permits

3-D, 1991 Edition of Uniform Administrative Code 3.61
Section 2, City Resolution No. 92-49

HOURLY BILLING RATES

Building Official	\$62.11
Secretary	\$41.80

USER FEES

PUBLIC WORKS DEPARTMENT

<u>FEE DESCRIPTION</u>	<u>UNIT</u>	<u>CHARGE</u>
Tree Permit	Each	\$ 10.00
Banner Permit	Each	\$ 50.00
Minor Construction Insp	Each	\$ 50.00
Major Construction Insp	Each	Hourly City Cost
Encroachment Permit	Each	\$ 25.00 Plus 5% Const. Cost
Film Permit App Fee	Each	\$ 217.00 Plus Hourly Billable Cost
Billable Str Maint.	Each	\$ 50.00
Handyvan Ride	Each	\$ 2.50
Scrip Ticket	Book of 10	\$ 10.00
Water/Sewer Disconn. Reconnection	Working Hours	\$55.00 Per Hour Plus Equipment
	After Working Hours	Minimum \$105 st 2 hours \$56 Per Hour thereafter Plus Equipment
24 Hour Notice (Doorhanger)		\$ 42.26
Fire Hydrant Meter Rental		\$1,000.00 Deposit Plus Usage

HOURLY BILLING RATES

Public Works Director	\$107.74
Administrative Secretary	\$ 40.03
Maintenance Technician	\$ 42.26
Senior Maintenance Technician	\$ 55.68
Maintenance Supervisor	\$ 70.07

USER FEES

POLICE DEPARTMENT

<u>FEE DESCRIPTION</u>	<u>CHARGE</u>
Report Copies	\$ 25.00
Vehicle Release	\$ 25.00
Concealed Weapons Permit - Original	\$ 250.00
Concealed Weapons Permit - Renewal	\$ 75.00
Fingerprinting	\$ 15.00
Alcohol Beverage Permit	\$ 20.00
Criminal Background Check	\$ 20.00
Abandoned Vehicle Administrative Fee	\$ 20.00
Bicycle License	\$ 5.00
Taxi Permit Application/License	\$ 150.00
False Alarm Response	FINE PER ORDINANCE
Photograph Duplication	ACTUAL COSTS + OVERHEAD
Special Events Administration	ACTUAL COSTS + OVERHEAD
DUI Cost Recovery	ACTUAL COSTS + OVERHEAD
Second Response Ordinance	ACTUAL COSTS + OVERHEAD

HOURLY BILLING RATES

Chief	\$ 60.00
Lieutenant	\$ 50.00
Sergeant	\$ 40.00
Officer	\$ 30.00
Reserve Officer	\$ 20.00
Dispatch Supervisor	\$ 25.00
Dispatcher	\$ 20.00

USER FEES

RECREATION DEPARTMENT

FEE DESCRIPTION

CURRENT CHARGES

PARKS

of Participants

	<u>5-50</u>	<u>51-100</u>	<u>101-200</u>	<u>201-300</u>	<u>301+</u>
Local non-profit	\$17.00	\$26.00	\$34.00	\$51.00	\$85.00
Non-profit	20.00	30.00	40.00	60.00	98.00
Private resident	43.00	60.00	68.00	N/A	N/A
Private non-resident	50.00	69.00	78.00	N/A	N/A
Commercial - per hour three hour minimum	43.00	60.00	85.00	N/A	N/A

COMMUNITY CENTER

	<u>Hourly Rate</u>	<u>12 Hours</u>	<u>Kitchen Use</u>
Local non-profit	\$ 5.00	\$50.00	\$20.00
Non-profit	5.75	60.00	23.00
Private resident	9.00	95.00	30.00
Private non-resident	10.50	110.00	34.50
Commercial	25.00	275.00	50.00

MONHOFF CENTER

	<u>Hourly Rate</u>	<u>12 Hours</u>
Local non-profit	\$ 3.00	\$30.00
Non-profit	3.50	36.00
Private resident	7.00	75.00
Private non-resident	8.25	90.00
Commercial	15.00	150.00

	<u>Unit</u>	<u>Current Charge</u>	<u>Proposed Charge</u>
Racquetball Courts Discount Membership	Each	\$32.00	\$32.00

USER FEES
RECREATION DEPARTMENT
PAGE TWO

	<u>Unit</u>	<u>Current Charge</u>
Racquetball Courts	Hourly	\$ 4.00
Equipment Rental Per Person Per Hour	Hourly	\$ 1.00
Tennis Courts Per Person Per Hour	Hourly	\$.50
Tennis Courts Light Meters	Hourly	\$ 1.00

HOURLY BILLING RATES

Recreation Coordinator		\$53.05
Recreation Coordinator Aide		\$42.26