



Report to the City Council
Council Meeting of October 11, 2016

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution authorizing the City of St. Helena Fire Department use a portion of the Wastewater Treatment Reclamation Facility (WWTRP) property for use as a training facility for a fair market fee of \$800 per month totaling \$9,600 per year. Fee is to be transferred annually from the Fire Department budget to the Wastewater Enterprise Revenue Fund #571-3470-0000 "Other Revenues."

CEQA Determination: This action is exempt from the requirements of CEQA as it qualifies for a Class 1 Categorical Exemption under Section 15301

Prepared By: April Mitts, Finance Director

Steven Palmer, PE, Public Works Director/City Engineer

John Sorenson, Fire Chief

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The Wastewater Enterprise owns four (4) parcels located at 1 Chaix Lane in the City of St. Helena. This property currently houses the City's Wastewater Treatment and Reclamation Plant Facility (WWTRP). The City of St. Helena Fire Department is requesting use of a portion of one of the properties (APN 030-240-013) for Fire Department training exercises. The portion of property the Fire Department is requesting to use is the northwest corner and is approximately 0.3 acres of the 21.5-acre parcel (Attachment A).

DISCUSSION

Fire departments periodically conduct drills for multiple scenarios such as rescue, vehicle extraction, drills, and truck company operations. The St. Helena Fire Department is requesting use of a portion of the WWTP located at 1 Chaix Lane to conduct necessary drills one (1) to two (2) times per month for training exercises, primarily held on Thursday evenings. The St. Helena Fire Department will be responsible for any improvements made to the property for the benefit of their training exercises. In addition, the St. Helena Fire Department will have the right to be on the property for training purposes only and

allowed to be on the property as long as there is no disturbance to the remaining portion of the property. The Fire Department has agreed to pay a fair market fee of \$800 per month, totaling \$9,600 per year. This fee will be payable through an annual transfer of funds from the Fire Department Training Budget #101-4800-2155 to the Wastewater Enterprise Fund revenues.

FISCAL IMPACT

The fiscal impact will be a lease rate of \$800 per month for a total of \$9,600 per year (12 months) payable through an annual transfer of funds from the Fire Department #101-4800-2155 to the Wastewater Enterprise Fund #571-3470-0000 "Other Revenues"

Funds are available in the FY 16/17 Adopted Budget.

RECOMMENDED ACTION

Staff recommends the City Council adopt the resolution authorizing use of the WWTP by the St. Helena Fire Department for training purposes for a cost of \$800 per month for a total of \$9,600 per year.

ATTACHMENTS

1. Attachment 1 – Lease Area Map
2. Attachment 2 – Resolution No. 2016-_____



WWTRP Fire Lease Area

Attachment 1



- Legend**
- Parcels
 - County Boundary

Notes

Disclaimer: This map was prepared for informational purposes only. No liability is assumed for the accuracy of the data delineated hereon.

This map was printed on 10/5/2016



CITY OF ST. HELENA

RESOLUTION No. 2016-

Resolution authorizing the City of St. Helena Fire Department use of a portion of the Wastewater Treatment and Reclamation Facility (WWTRP) property for use as a training facility for a fair market fee of \$800 per month totaling \$9,600 per year. Fee is to be transferred annually from the Fire Department training budget#101-4800-2155 to the Wastewater Enterprise Revenue Fund #571-3470-0000 "Other Revenues"

RECITALS

- A. The Wastewater Enterprise owns four parcels located at 1 Chaix Lane in the City of St. Helena;
- B. The City of St. Helena Fire Department is requesting use of a portion of one of the properties (APN 030-240-013) for Fire Department training exercises one to two times per month;
- C. The portion of property the Fire Department will use is the northwest corner and is approximately 0.3 acres of the 21.5-acre parcel;
- D. The Fire Department has agreed to pay a fair market fee of \$800 per month, totaling \$9,600 per year for use of a portion of the property; and
- E. The fee for use will be transferred annually from the Fire Department training budget #101-4800-2155 to the Wastewater Enterprise Revenue Fund #571-3470-0000.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

1. Approves the use of approximately 0.3 acres of the 21.5-acre parcel located at 1 Chaix Lane for a fee of \$800 per month, totaling \$9,600 per year; and
2. Approves an annual transfer of \$9,600 from the Fire Department Training Budget Account #101-4800-2155 to the Wastewater Enterprise Revenue Fund #571-3470-0000 for use of the property.

Approved at a Regular Meeting of the St. Helena City Council on October 11, 2016, by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Crull: _____
Councilmember Dohring: _____
Councilmember Pitts: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

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