

Napa County

Board of Supervisors Chambers
1195 Third Street, Third Floor
Napa, CA 94559



Agenda

Tuesday, November 5, 2024

9:00 AM

**Board of Supervisors Chambers
1195 Third Street, Third Floor**

Board of Supervisors

Joelle Gallagher, District 1

Ryan Gregory, District 2

Anne Cottrell, District 3

Alfredo Pedroza, District 4

Belia Ramos, District 5

** This is a simultaneous meeting of the Board of Supervisors of Napa County, Napa County Public Improvement Corporation, Silverado Community Services District, Monticello Public Cemetery District, In-Home Supportive Services Public Authority of Napa County, Lake Berryessa Resort Improvement District, Napa Berryessa Resort Improvement District, Napa County Housing Authority, and the Napa County Groundwater Sustainability Agency.*

www.countyofnapa.org

GENERAL INFORMATION

The Board of Supervisors meets as specified in its adopted annual calendar on Tuesdays at 9:00 A.M. in regular session at 1195 Third Street, Suite 310, Napa, California 94559. The meeting room is wheelchair accessible. Assistive listening devices and interpreters are available through the Clerk of the Board of the Napa County Board of Supervisors. Requests for disability related modifications or accommodations, aids or services may be made to the Clerk of the Board’s office no less than 72 hours prior to the meeting date by contacting (707) 253-4580.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Levine Act Compliance: Effective January 1, 2023, the Levine Act (Government Code Section 84308) governs contributions in Board of Supervisor proceedings related to licenses, permits, or entitlements, as defined in the Act. Board members are prohibited from accepting contributions exceeding \$250 from parties, their agents, or participants during such proceedings and for 12 months after a final decision. If a Board member received a contribution exceeding \$250 within the past 12 months, disclosure is required on the record, and the member must not use their position to influence decisions. Parties and participants must disclose applicable contributions exceeding \$250 on the record, providing the following: • Name of the party or participant and any other person making the contribution • The name of the recipient • The amount of the contribution; and • The date the contribution was made. This information does not constitute legal advice. Parties and participants are advised to consult their legal counsel for guidance on compliance.

ON A MATTER ON THE AGENDA

Please proceed to the podium when the matter is called and, after receiving recognition from the Chair, give your name and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Board, but is generally limited to three minutes.

ON A MATTER NOT ON THE AGENDA

Public comment is an opportunity for members of the public to speak on items that are not on the agenda but are within the subject matter jurisdiction of Napa County and its related districts and agencies. Public comment is limited to three minutes per speaker, subject to the discretion of the Chair. Comments should be brief and focused, and speakers should be respectful of one another who may have different opinions. The Board is here to listen to everyone who wishes to address them, but everyone has the responsibility to act in a civil manner. Please remember this meeting is being recorded and broadcast on live television. The County will not tolerate profanity, hate speech, abusive language, or threats. Also, while public input is appreciated, the Brown Act prohibits the Board from taking any action today on matters raised during public comment.

How to Watch or Listen to the Napa County Board of Supervisors Meetings

The Napa County Board of Supervisors will continue to meet pursuant to the annually adopted meeting calendar available at the following link:

<https://www.countyofnapa.org/1429/Board-of-Supervisors-Special-Districts-C>

The Board realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the Board of Supervisors reserves the right to conduct the meeting without remote access.

Please watch or listen to the Board of Supervisors meeting in one of the following ways:

1. Attend in-person at the Board of Supervisors Chambers, 1195 Third Street, Napa Suite 305.
2. Watch via YouTube at <https://www.youtube.com/@NapaCounty/streams>.
3. Watch online at <https://napa.legistar.com/Calendar.aspx> (click the “In Progress” link in the “Video” column).
4. Watch on Napa Valley TV Channel 28.
5. Watch on Zoom via www.zoom.us/join (Meeting ID: 842-343-169) or listen on Zoom by calling 1-669-900-6833 (Meeting ID: 842-343-169).
6. To listen or watch in Spanish, please visit <https://www.countyofnapa.org/3723/>

If you are unable to attend the meeting in person and wish to submit a general public comment or a comment on a specific agenda item, please do the following:

1. Call the Board of Supervisors Public Comment Line at 707-299-1776 during the item on which you want to speak. Comments will be limited to three minutes, subject to the discretion of the Chair. If you cannot make the meeting, you may leave a comment by voice mail by calling the Public Comment Line before or after the meeting.
2. Email your comment to publiccomment@countyofnapa.org 24 hours in advance of the meeting to ensure that your comment will be shared with all members of the Board of Supervisors.

For more information, please contact the Clerk of the Board's office at 707-253-4580 or email clerkoftheboard@countyofnapa.org.

1. CALL TO ORDER; ROLL CALL**2. PLEDGE OF ALLEGIANCE****3. PET OF THE WEEK****4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS**

- A. Presentation of a Proclamation recognizing November 2024 as “National Adoption Awareness Month” in Napa County. (No Fiscal Impact) [24-1745](#)
- B. Proclamation recognizing Jason Martin for his service and contributions as Deputy County Fire Chief for Napa County. [24-1903](#)

5. CONSENT CALENDAR - SPECIAL DISTRICTS**Napa County Housing Authority**

- A. Accept and file the quarterly report for the Napa County Housing Authority for the quarter ended September 30, 2024. (Fiscal Impact: None; Discretionary) [24-1848](#)

Attachments: [Report](#)

Napa Berryessa Resort Improvement District

- B. Approve a Budget Amendment for the Napa Berryessa Resort Improvement District (NBRID) Wastewater Disposal Sprayfield Project. (Fiscal Impact: \$2,809 Expense; NBRID Fund; Not Budgeted; Discretionary) [24-1891](#)
[4/5 vote required]

6. CONSENT CALENDAR**Clerk of the Board**

- A. Approval of minutes from the October 29, 2024 regular meeting. (No Fiscal Impact) [24-935](#)

Attachments: [October 29, 2024](#)

County Counsel

- B. Approve and authorize Amendment No. 3 to Agreement No. 230362B with Logikcull Systems, Inc. for Logikcull Discovery Solution software and document hosting effective November 1, 2024 for a new maximum compensation of \$112,800. (Fiscal Impact: \$51,000 Expense; General Fund; Budgeted; Discretionary) [24-1887](#)

Attachments: [Agreement](#)

County Executive Office

- C. Approve a Budget Amendment to increase appropriations for the American Rescue Plan Act Childcare Infrastructure Forgivable Loan program, authorize the Auditor Controller to recognize and appropriate all interest earned this fiscal year for Community Grants, and grant authority to the County Executive Officer to modify the number of childcare spots for Le Petit Elephant Nursery and Preschool. (Fiscal Impact: \$2,015,377 Expense; General Fund; Not Budgeted; Discretionary)
[4/5 vote required] [24-1858](#)
- D. Adopt a Resolution continuing the State of Local Emergency due to pervasive tree mortality in Napa County. (No Fiscal Impact; Discretionary) [24-1888](#)
- Attachments:** [Resolution](#)

Health and Human Services Agency

- E. Approve and authorize Amendment No. 3 to Agreement No. 220199B with Stanford Youth Solutions, dba Stanford Sierra Youth & Families for the term upon approval through June 30, 2025, and each subsequent renewal, for Peer Partner Services, with no change to the contract maximum. (Fiscal Impact: \$236,500 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary). [24-1689](#)
- Attachments:** [Agreement](#)
- F. Approve and authorize a certification statement (Agreement No. 8683) with the Department of Health Care Services Program for Children in Foster Care confirming the County's agreement to comply with all applicable provisions of State and Federal laws governing these programs for Fiscal Year 2024-2025. (No Fiscal Impact, Mandatory). [24-1737](#)
- Attachments:** [Agreement](#)
- G. Approve and authorize a certification statement (Agreement No. 8684) with the Department of Health Care Services for California Children's Services confirming the County's agreement to comply with all applicable provisions of State and Federal laws governing this program for Fiscal Year 2024-2025. (No Fiscal Impact, Mandatory). [24-1738](#)
- Attachments:** [Agreement](#)

- H.** Terminate Agreement No. 190134C and Approve and authorize Agreement No. 250203B with Shaunna Edwards, LCSW, for \$80,200 for Fiscal Year 2024-2025, and each subsequent automatic renewal, for the provision of consulting and clinical supervision services. (Fiscal Impact: \$80,200 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary). [24-1771](#)
- Attachments:** [Agreement](#)
- I.** Approve and authorize Amendment No. 1 to Agreement No. 240035B with Adventist Health St. Helena and Adventist Health Vallejo, with no change to the contract maximum, for Fiscal Year 2024-2025, and each subsequent renewal, to increase the prior rates. (Fiscal Impact: \$700,000 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory). [24-1775](#)
- Attachments:** [Agreement](#)
- J.** Approve and authorize Agreement No. 250219B with Winston’s Community Unity Project for a contract maximum of \$75,000 per fiscal year upon approval through June 30, 2029 to provide subsidized occupational training and employment for qualified participants enrolled in Napa County’s Health and Human Services Agency Self Sufficiency Services Division work experience program. (Fiscal Impact: \$75,000 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary). [24-1791](#)
- Attachments:** [Agreement](#)
- K.** Adopt a Resolution authorizing joint application for and acceptance of the County Allocation Awards under the Transitional Housing Program Round 6, allocation of \$99,940, and Housing Navigation and Maintenance Program Round 3, allocation of \$35,141, for Fiscal Year 2024-2025, and authorizing the Director of Health and Human Services Agency to sign the Allocation Acceptance Forms from the California Department of Housing and Community Development. (Fiscal Impact: \$135,081 Revenue; Health and Human Services Agency Fund; Budgeted; Discretionary). [24-1797](#)
- Attachments:** [Resolution](#)

Planning, Building and Environmental Services (PBES)

- L.** Approve and authorize Amendment No. 8 to Agreement No. 170518B with Interwest Consulting Group to extend the terms of the agreement to June 30, 2026, with an automatic renewal for no more than two (2) additional years, to assist with building and code compliance plan review as needed with no change to the annual maximum. (No Fiscal Impact; Discretionary) [24-1841](#)

Attachments: [Agreement](#)

- M.** Approve and authorize removal of two capital assets that fully depreciated and are no longer required for public use from the Planning, Building, and Environmental Services capital asset listing. (No Fiscal Impact; Discretionary) [24-1843](#)

Public Works

- N.** Authorize and approve the creation of Project 25013 for the “2025 Annual Guardrail Repair, RDS 25-04,” and approve a Budget Amendment. (Fiscal Impact: \$88,000 Expense; SB-1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary) [24-1820](#)
[4/5 vote required]

Attachments: [Budget Summary](#)

Sheriff

- O.** Approve the Boating Safety Miscellaneous Equipment Grant for Fiscal Year 2024-25, associated Budget Amendment, and authorize the Sheriff to approve all grant related documents. (Fiscal Impact: \$51,934 Expense and Revenue; General Fund; Not Budgeted; Discretionary) [24-1794](#)
[4/5 vote required]

- P.** Approve and authorize Amendment No. 1 to Agreement No. 240266B with Dynamic Planning, LLC for Napa County’s hazard mitigation plan update. (Fiscal Impact: \$225,000 Expense, General Fund; Budgeted; Discretionary). [24-1859](#)

Attachments: [Agreement](#)

- 7. PUBLIC COMMENT**
For all matters not listed on the agenda but within the jurisdiction of the Board of Supervisors and Special Districts. (see page 1)
- 8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS**
- 9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS**
- 10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS**

11. ADMINISTRATIVE ITEMS**County Executive Office****A. SET TIME - 2:00 PM**[24-1635](#)

Present the 2024 Napa County Employee Recognition Awards. (No Fiscal Impact, Discretionary)

12. PUBLIC HEARING - SPECIAL DISTRICTS**13. PUBLIC HEARINGS****County Executive Office****A. PUBLIC HEARING - User Fee Update**[24-1165](#)

Conduct a Public Hearing and adopt a Resolution establishing, increasing, decreasing, and deleting certain fees in Part III Fees of the Napa County Board Policy Manual. (Fiscal Impact: \$2.3 million Revenue; \$2 million General Fund, \$320,000 Fire Fund, \$19,000 Animal Shelter Fund; Not Budgeted; Discretionary)

Attachments: [Resolution](#)
[2024 User Fee Study](#)
[Policy Manual Part III - Clean](#)
[Policy Manual Part III - Tracked](#)

14. CLOSED SESSION**15. ADJOURNMENT**

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, NOVEMBER 12, 2024 AT 9:00 A.M.

I HEREBY CERTIFY THAT THE AGENDA FOR THE ABOVE STATED MEETING WAS POSTED AT A LOCATION FREELY ACCESSIBLE TO MEMBERS OF THE PUBLIC AT THE NAPA COUNTY ADMINISTRATIVE BUILDING, 1195 THIRD STREET, NAPA, CALIFORNIA ON FRIDAY, NOVEMBER 1, 2024 BY 5:00 P.M. A HARDCOPY SIGNED VERSION OF THE CERTIFICATE IS ON FILE WITH THE CLERK OF THE BOARD OF SUPERVISORS AND AVAILABLE FOR PUBLIC INSPECTION.

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board



Napa County
Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1745

TO: Board of Supervisors
FROM: Neha Hoskins, Clerk of the Board
REPORT BY: Neha Hoskins, Clerk of the Board
SUBJECT: Proclamation for National Adoption Awareness Month - November 2024

RECOMMENDATION

Presentation of a Proclamation recognizing November 2024 as “National Adoption Awareness Month” in Napa County. (No Fiscal Impact)



Napa County
Board Agenda Letter

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Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1903

TO: Board of Supervisors
FROM: Ryan J. Alsop, County Executive Officer
REPORT BY: Neha Hoskins, Clerk of the Board
SUBJECT: Proclamation recognizing Jason Martin for his service and contributions

RECOMMENDATION

Proclamation recognizing Jason Martin for his service and contributions as Deputy County Fire Chief for Napa County.



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1848

TO: Board of Supervisors
FROM: Tracy Schulze, Auditor-Controller
REPORT BY: Susan MacDonald, Internal Audit
SUBJECT: Internal Audit Quarterly Monitoring Report for Napa County Housing Authority for the Quarter Ended September 30, 2024

RECOMMENDATION

Accept and file the quarterly report for the Napa County Housing Authority for the quarter ended September 30, 2024. (Fiscal Impact: None; Discretionary)

BACKGROUND

Napa County Housing Authority (Authority), a public housing authority established pursuant to California Health and Safety Code section 342000 et seq., is the owner of three farm worker housing centers (Centers) located in Napa County:

- 1) River Ranch, located at 1109 Silverado Trail, St. Helena
- 2) The Calistoga Center, located at 3996 N. St Helena Highway, Calistoga
- 3) The Mondavi Center, located at 5585 Silverado Trail, Napa

The Authority has an Agreement with California Human Development Corporation (CHDC), a nonprofit corporation, to manage the day-to-day activities at the Centers. CHDC has designated employees who serve as the Centers' Managers and a Fiscal Analyst, to be responsible for collection of lodger fees in accordance with the rates and policies established by the Authority's Board of Directors. The current rate for lodgers is \$17 per day.

CHDC staff is required to maintain lodger files, which contain a rental agreement, lodger photo ID, and verification of employment in agriculture. The Centers' Managers can maintain petty cash funds not to exceed \$250, change funds not to exceed \$100, and are responsible for making timely deposits for any cash collected from the lodgers. The Fiscal Analyst maintains occupancy and rent reports. CHDC is also responsible for the upkeep and maintenance of the facilities.

The Authority has engaged Napa County Auditor-Controller's Office to perform a quarterly monitoring over CHDC's compliance with the Authority's policies and procedures during fiscal year 2024-25. Based on our review, we believe that overall California Human Development Corporation (CHDC) was in compliance with the policies and procedures established by the Authority's Board of Directors for the quarter ended September 30, 2024. However, we did note exceptions under *Collections and Deposits* and have included them in the attached report.

Action Requested: Accept and file the quarterly report for the Napa County Housing Authority for the quarter ended September 30, 2024.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	No
Is it Mandatory or Discretionary?	Discretionary

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

Napa County

Auditor-Controller

Internal Audit Report

Napa County Housing Authority
Quarterly Monitoring
Internal Controls Review

For the Quarter Ended September 30, 2024

Report Date: October 18, 2024



A Tradition of Stewardship
A Commitment to Service

Tracy A. Schulze, CPA
Auditor-Controller

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Internal Audit

Susan MacDonald

Staff Auditor



A Tradition of Stewardship
A Commitment to Service

Auditor-Controller
1195 Third Street · Room B10
Napa, CA 94559

Main: (707) 253-4551
Fax: (707) 226-9065
www.countyofnapa.org

Tracy A. Schulze
Auditor-Controller

October 18, 2024

Napa County Housing Authority
Napa, CA

Executive Summary

The internal audit section of the Napa County Auditor-Controller's Office has completed a quarterly monitoring for Napa County Housing Authority (Authority) for the quarter ended September 30, 2024.

We conducted our review in conformance with the *Global Internal Audit Standards (Standards)* established by the Institute of Internal Auditors. These *Standards* require that we identify, analyze, evaluate, and document sufficient information and evidence to achieve our objectives; and that the internal audit activity be independent, objective, and perform engagements with proficiency and due professional care.

Based on our review, we believe that overall California Human Development Corporation (CHDC) was in compliance with the policies and procedures established by the Authority's Board of Directors for the quarter ended September 30, 2024, with exceptions noted in the following report.

This report is a matter of public record and is intended solely for the information and use of the Napa County Housing Commission's Commissioners, Authority's Board of Directors, Napa County's Board of Supervisors, County Executive Officer, and CHDC's management.

I want to thank the internal audit team, CHDC and the Authority's staff for their expertise and professionalism in conducting this engagement.

Sincerely,

A handwritten signature in blue ink that reads "Tracy A. Schulze".

Tracy A. Schulze, CPA
Auditor-Controller

**Quarterly Monitoring
Napa County Housing Authority
For the Quarter Ended September 30, 2024**

Background and Authority

Napa County Housing Authority (Authority), a public housing authority established pursuant to California Health and Safety Code section 342000 et seq., is the owner of three farm worker housing centers (Centers) located in Napa County:

- 1) River Ranch, located at 1109 Silverado Trail, St. Helena
- 2) The Calistoga Center, located at 3996 N. St Helena Highway, Calistoga
- 3) The Mondavi Center, located at 5585 Silverado Trail, Napa

The Authority is focused primarily on addressing the need for safe and affordable housing for farm workers, particularly those in the migrant/seasonal category who, in turn, support the agricultural industry of Napa County.

The Napa County Housing Commission (NCHC), an advisory body to the Authority and Napa County's Board of Supervisors, was reconstituted in late 2015 to expand its focus from overseeing the three Centers to including reviews of any project requesting funding from the County's Affordable Housing Fund.

The Authority has an Agreement with California Human Development Corporation (CHDC), a nonprofit corporation, to manage the day-to-day activities at the Centers. CHDC has designated employees, who are the Centers' Managers and a Fiscal Analyst, to be responsible for collection of lodger fees in accordance with the rates and policies established by the Authority's Board of Directors. The current rate for lodgers is \$17 per day. The Contractor is required to maintain lodger files, which contain a rental agreement, lodger photo ID, and verification of employment in agriculture. The Centers' Managers can maintain petty cash funds not to exceed \$250. The Centers' Managers are responsible for making timely deposits for any cash collected from the lodgers. The Fiscal Analyst maintains occupancy reports and rent reports. The Contractor is also responsible for the upkeep and maintenance of the facilities.

The Authority has engaged Napa County Auditor-Controller's Office to perform a quarterly monitoring over CHDC's compliance with the Authority's policies and procedures during fiscal year 2024-25.

Napa County Housing Authority
Quarterly Monitoring
For the Quarter Ended September 30, 2024

Objective and Scope

The primary objective of this engagement was to determine if CHDC is complying with the policies and procedures established by the Authority's Board of Directors. The scope includes a review of CHDC's and Authority's records for the quarter ended September 30, 2024

Procedures

To achieve our audit objective, our procedures included, but not limited to, the following:

1. Revenues

- a. Reconciled general ledger lodger and staff rent revenues to CHDC's records

2. Accounts Receivable

- a. Reported accounts receivable for lodgers, departed over/under 18 months
- b. Reported accounts receivable for current delinquent lodgers over/under \$510 (\$17 daily rate x 30 days)
- c. Reported recommended accounts receivable write-offs schedule by each center including lodger count (Exhibit A)

3. Prepaids

- a. Reported prepaids for lodgers, departed over/under 18 months
- b. Reported prepaids for lodgers with current prepaid balances
- c. Reported recommended prepaid write-offs schedule by each center including lodger count (Exhibit B)

4. Collections and Deposits

- a. Selected a sample of all deposits for the quarter and traced back to Occupancy reports for accuracy and completeness
- b. Verified receipts are in numeric sequence
- c. Verified physical rent receipt numbers are entered correctly on the Occupancy reports on sampled deposits

**Quarterly Monitoring
Napa County Housing Authority
For the Quarter Ended September 30, 2024**

Procedures (continued)

- d. Verified bank deposits are processed timely when revenue exceeds \$1,500
- e. Verified lodger rent agrees with number of bed days on receipt
- f. Verified receipts are accurate (i.e., signature, method of payment, lodger number or voided properly)
- g. Verified lodger rent was not paid in arrears (i.e., rents paid for prior periods of occupancy)

5. Donations

Verified reporting for all donations

Exceptions

CHDC reported a total of 87 deposits for the quarter. Internal Audit used a sample size of 20% of all deposits to conduct the procedural review of *4. Collections and Deposits*. However, during the review we found a large number of receipts where rents had been collected in arrears (*for prior periods of occupancy*), Internal Audit increased the sample size to 40% of all deposits and reviewed all receipts for the date occupancy began to the date the rent was collected.

In the sampled deposits, we found 47 receipts where rents were paid in arrears, and in 29 of those receipts, occupancy had begun at least two (2) to seven (7) weeks prior to the collection of lodger rents. The largest number of exceptions occurred during the month of August.

These exceptions have been shared with CHDC.

Conclusion

While the delinquent rents were eventually collected, the increase in Receivables also increases the risk of revenue losses due to lodgers departing with rents still due. The following table provides a summary of the increase in Accounts Receivables from September 30, 2023 to September 30, 2024.

**Quarterly Monitoring
Napa County Housing Authority
For the Quarter Ended September 30, 2024**

Lodger Accounts Receivables One-Year Trend					
Quarter-End	9/30/2023	12/31/2023	3/31/2024	6/30/2024	9/30/2024
Departed at least 18 months	532	966	1472	870	2342
Departed less than 18 months	1810	1392	1590	1120	2906
Current Lodger Receivables	3840	1200	4208	240	6817
Total Receivables	\$ 6,182	\$ 3,558	\$ 7,270	\$ 2,230	\$ 12,065

With the noted exceptions, our review concludes that, overall, CHDC was in compliance with the policies and procedures established by the Authority's Board of Directors for the quarter ended September 30, 2024.

Recommendation

As stated in the Background and Authority, CHDC has designated employees, who are the Centers' Managers and a Fiscal Analyst, to be responsible for collection of lodger fees in accordance with the rates and policies established by the Authority's Board of Directors. Therefore, we recommend that CHDC review those policies for the collection of lodger fees and adjust their internal procedures as necessary to minimize any potential risk of revenue losses.

**Quarterly Monitoring
Napa County Housing Authority
For the Quarter Ended September 30, 2024**

Exhibit A

Accounts Receivable Schedule	
Category	Amounts
Lodgers, departed for at least 18 months	
Total Recommended A/R Write-Offs	\$ 2,342
Lodgers, departed less than 18 months	2,906
Lodgers, current delinquent tenants with at least \$510 balance due	
Lodgers, current tenants with less than \$510 balance due	6,817
Total Accounts Receivable	\$ 12,065

Recommended Accounts Receivable Write-offs		
<i>(Lodgers, departed for at least 18 months)</i>		
Center	Lodger Count	Amounts
River Ranch	4	\$ 756
Mondavi	3	1,080
Calistoga	2	506
Total Recommended A/R Write-offs	9	\$ 2,342

Napa County Housing Authority
Quarterly Monitoring
For the Quarter Ended September 30, 2024

Exhibit B

Prepaid Schedule	
Category	Amounts
Lodgers, departed for at least 18 months	
Total Recommended Prepaid Write-Offs	\$ 103
Lodgers, departed less than 18 months	353
Lodgers, current tenants with prepaid balances	11,777
Total Prepaids	\$ 12,233

Recommended Prepaid Write-offs		
<i>(Lodgers, departed for at least 18 months)</i>		
Center	Lodger Count	Amounts
River Ranch	2	\$ 89
Mondavi	1	14
Calistoga	0	-
Total Recommended Prepaid Write-Offs	3	\$ 103



Napa County
Board Agenda Letter

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Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1891

TO: Members of the Governing Board
FROM: Christopher Silke - District Engineer
REPORT BY: Christopher Silke - District Engineer
SUBJECT: Budget Amendment for the Wastewater Disposal Sprayfield Project

RECOMMENDATION

Approve a Budget Amendment for the Napa Berryessa Resort Improvement District (NBRID) Wastewater Disposal Sprayfield Project. (Fiscal Impact: \$2,809 Expense; NBRID Fund; Not Budgeted; Discretionary) [4/5 vote required]

BACKGROUND

The requested Budget Amendment of \$2,809 will cover additional Wastewater Disposal Sprayfield construction costs incurred due to replacing a 40 horsepower inline turbine pump that lifts treated wastewater effluent from Storage Pond No. 4 into the 45 acre land application disposal area. The project is now complete.

Napa Berryessa Resort Improvement District (NBRID) was issued a total of \$1,656,941 from Golden State Risk Management Authority (GSRMA) to cover damages incurred by the 2020 LNU Fire. After accounting for fire-related repairs completed after the fire and the design related charges and construction contracts necessary to replace remaining fire-damaged facilities, approximately \$74,959 remained of the insurance settlement issued to NBRID as of June 30, 2024. After including the subject Budget Amendment requested today, the remaining balance of the insurance proceeds for NBRID in the 2020 Lightening Fire Complex budget will be \$72,150.

Requested Actions:

1. Approve a Budget Amendment for the following:
 - a. Increase appropriations of \$2,809 to Construction Services in the NBRID Wastewater Disposal Sprayfield Project (Fund 5240, Subdivision 5240500, Project 24013, Account 52360) off set by the increase of Intrafund Transfers-In;
 - b. Increase revenue of \$2,809 to Intrafund Transfers-In in the NBRID Wastewater Disposal Sprayfield Project (Fund 5240, Subdivision 5240500, Project 24013, Account 49900); and
 - c. Increase appropriations of \$2,809 to Intrafund Transfers-Out in the NBRID Operations Fund 5240, Subdivision 5240000, Account 57900 offset by the release of restricted fund balance

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	A high lift inline turbine pump is necessary to move water from storage in Pond No. 4 to the sprayfields disposal area.
Is the general fund affected?	No
Future fiscal impact:	None
Consequences if not approved:	The District would need to rent a diesel engine pump with pipe and fittings at a cost over \$10,000 / month for the irrigation season.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: Consideration and possible adoption of a Categorical Exemption Class 1: It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act. [See Class 1 (“Existing Facilities”) which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15301; see also Napa County’s Local Procedures for Implementing the California Environmental Quality Act, Appendix B.]



Napa County
Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-935

TO: Board of Supervisors
FROM: Neha Hoskins - Clerk of the Board
REPORT BY: Anthony Williams - Senior Deputy Clerk of the Board
SUBJECT: Approval of Minutes

RECOMMENDATION

Approval of minutes from the October 29, 2024 regular meeting. (No Fiscal Impact)

BACKGROUND

Approval of minutes from the October 29, 2024 regular meeting.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.



Meeting Minutes

Napa County Board of Supervisors

Joelle Gallagher, District 1
Ryan Gregory, District 2
Anne Cottrell, District 3
Alfredo Pedroza, District 4
Belia Ramos, District 5

* This is a simultaneous meeting of the Board of Supervisors of Napa County, Napa County Public Improvement Corporation, Silverado Community Services District, Monticello Public Cemetery District, In-Home Supportive Services Public Authority of Napa County, Lake Berryessa Resort Improvement District, Napa Berryessa Resort Improvement District, Napa County Housing Authority, and the Napa County Groundwater Sustainability Agency.

www.countyofnapa.org

Tuesday, October 29, 2024

9:00 AM

**Board of Supervisors Chambers
1195 Third Street, Third Floor**

1. CALL TO ORDER; ROLL CALL

Present: Vice-Chair Anne Cottrell, Supervisors Ryan Gregory, and Alfredo Pedroza. The meeting was called to order by Vice-Chair Anne Cottrell. Chair Joelle Gallagher was excused. Supervisor Belia Ramos arrived during Item 11B.

2. PLEDGE OF ALLEGIANCE

Deputy County Fire Chief Jason Martin led the assembly in the Pledge of Allegiance.

3. PET OF THE WEEK

Animal Shelter Manager Katie Ribardiere presented the Pet of the Week (Bella).

4. APPROVAL OF PROCLAMATIONS AND COMMENDATIONS

None

5. CONSENT CALENDAR - SPECIAL DISTRICTS

Napa Berryessa Resort Improvement District

- A. Approve a Budget Amendment for the Napa Berryessa Resort Improvement District (NBRID) Wastewater Disposal Sprayfield Project. [24-1706](#)
(Fiscal Impact: \$2,809 Expense; NBRID Fund; Not Budgeted; Discretionary)
[4/5 vote required]

Item removed from the agenda.

6. CONSENT CALENDAR

Motion Text: Approve the Consent Calendar.
Voting Yes: Pedroza, Gregory, and Cottrell
Excused: Gallagher and Ramos
Recusals: None
Result: Passed

Agricultural Commissioner

- A. Approve and authorize Agreement No. 170908B with the California Department of Food & Agriculture for a maximum of \$287,031 for reimbursement of expenditures associated with placing and inspecting traps for the detection of European Grapevine Moth. (Fiscal Impact: \$287,031 Revenue; General Fund; Budgeted; Mandatory) [24-1813](#)

Enactment No: A-170908B

Auditor-Controller

- B. Accept and file the quarterly report of cash and non-cash donations received for the quarter-ended September 30, 2024. (Fiscal Impact: Increased Revenues, Discretionary) [24-1786](#)

Child Support Services

- C. Approve and authorize Amendment No. 1 to Memorandum of Understanding Agreement No. 8680B with the Humboldt County Department of Child Support Services that implements minor language changes to the agreement previously signed and approved by the Board on September 10, 2024. (Fiscal Impact: \$200,000 Revenue; Child Support Services Fund; Budgeted; Discretionary) [24-1798](#)

Enactment No: A-8680 Amend. 1

Clerk of the Board

- D. Approval of minutes from the October 15, 2024 regular meeting. (No Fiscal Impact) [24-934](#)
- E. Reappoint Michael Basayne, for a third term, to the Napa County Assessment Appeals Board to represent the Board of Supervisor's Appointee and Philip Husby, for a third term, to the Napa County Assessment Appeals Board to represent Certified Public Accountant/Public Accountant with terms of office to commence immediately and expire on September 6, 2027. (No Fiscal Impact) [24-1821](#)

- F. Reappoint Marc C. Frankenstein, for a third term, Heather M. Luna, Barbara J. Wiggins, and Tessa Lorraine, all three for a second term, to the Napa County Commission on Aging to represent Organization Concerned with Older Adults with terms of office to commence immediately and expire on September 30, 2026. (No Fiscal Impact) [24-1833](#)

Corrections

- G. File the letter of expenditures of the Inmate Welfare Fund for Fiscal Year 2023-2024, in compliance with Penal Code 4025. (No Fiscal Impact; Mandatory) [24-1768](#)

County Fire Department

- H. Approve and authorize Agreement No. 250211B with DUDEK, to facilitate preparing California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) documents to implement the Napa Community-Wide Comprehensive Wildfire Mitigation Program (NCWCWMP), under grant funding from the Building Resilient Infrastructure and Communities (BRIC) Program. (Fiscal Impact: \$1,000,000 Expense; Fire Fund; Budgeted; Discretionary) [24-1770](#)

Enactment No: A-250211B

- I. Approve Fire Services Agreement No. 250236B between Napa County and the California Department of Veteran's Affairs - Yountville Veteran's Home, for fire protection services. (Fiscal Impact: \$1,684,976 Revenue; Fire Fund; Budgeted; Discretionary) [24-1781](#)

Enactment No: A-250236B

Human Resources – Division of CEO’s Office

- J. Adopt a Resolution to amend the Table and Index of Classification and the Departmental Allocation List for the Auditor Controller’s Office effective November 9, 2024, with no increase to full-time equivalents. (Fiscal Impact: near net zero; General Fund; Budgeted; Discretionary) [24-1780](#)

Enactment No: R-2024-113

- K. Adopt a Resolution to amend the Table and Index of Classification and the Departmental Allocation List for the Public Works Department, with a 2.0 net increase to full-time equivalents (FTE), effective November 9, 2024. (Fiscal Impact: \$200,000 Expense; General Fund; Budgeted; Discretionary) [24-1782](#)

Enactment No: R-2024-114

- L. Adopt a Resolution to amend the Departmental Allocation List for the Information Technology Services Division of the County Executive Office, with a net increase of 2.0 full-time equivalents (FTE), effective November 9, 2024. (Fiscal Impact: \$311,000 Expense; General Fund; Budgeted; Discretionary) [24-1783](#)

Enactment No: R-2024-115

Library

- M. Accept a donation in the amount of \$50,000 from the Friends of the Napa Library and sign a letter of appreciation. (Fiscal Impact, \$50,000 Revenue; Napa County Library Fund; Budgeted; Discretionary) [24-1774](#)

Public Works

- N. Approve and authorize Amendment No. 3 to Lease Agreement No. 170069B for Suites 1, 3, and 4, and Amendment No. 4 to Lease Agreement No. 170068B for Suite 6 with MKD Soscol Partners, LP to extend the term of both agreements through June 30, 2028; update the cancellation provisions; expand the area of the leased premises; update the insurance provisions, with no change to the monthly rental fees in FY 24-25; and a continued 3% annual rental increase, for offices located at 1710 Soscol Avenue, Building B. (No Fiscal Impact; Discretionary) [24-1735](#)

Enactment No: A-170068B Amend. 4; A-170069B Amend. 3

Sheriff

- O. Approve and authorize removing depreciated, obsolete, and unusable capital assets from the Sheriff's Office inventory. (No Fiscal Impact, Discretionary) [24-1687](#)

Treasurer-Tax Collector

- P. Adopt a Resolution authorizing the Treasurer-Tax Collector to perform, on behalf of the Board of Supervisors, any act required or authorized to be performed by Board of Supervisors under Government Code Sections 50050, 50053 and 50055 related to the escheatment of stale-dated warrants and funds that remain unclaimed in the County Treasury less than \$5,000. (No Fiscal Impact; Discretionary) [24-1459](#)

Enactment No: R-2024-116

7. PUBLIC COMMENT

Four (4) people spoke during public comment.

8. BOARD OF SUPERVISORS REPORTS AND ANNOUNCEMENTS

Vice-Chair Anne Cottrell reported on the Heritage House grand opening. Assemblymember Cecilia Aguiar-Curry took a tour of the farmworker housing at River Ranch. Vice-Chair Cottrell provided thanks for Assemblymember Cecilia Aguiar-Curry's efforts with the Joe Serna, Jr. Farmworker Housing Grant Program funding that will hopefully be provided for ten (10) years.

9. DISCUSSION OF ITEMS PULLED FROM CONSENT CALENDARS

None

10. ADMINISTRATIVE ITEMS - SPECIAL DISTRICTS

Napa Berryessa Resort Improvement District

- A. Receive presentation of the Napa Berryessa Resort Improvement District (NBRID) Water and Sewer Rate Study and instruct NBRID staff to advance either Scenario B or C as outlined in previous financial reports and summarized below as a short-term measure to boost revenue until re-development of a recreational resort, housing rebuilds, and utility infrastructure upgrades can bring fiscal stability to the operating budget. (No Fiscal Impact, Discretionary) [24-1799](#)

Public Works District Engineer Chris Silke made presentation.

Robert D. Niehaus, Inc. Project Manager Financial Analyst Anthony Elowsky made presentation.

Discussion held.

11. ADMINISTRATIVE ITEMS

County Executive Office

- A. Receive a presentation on recent actions of the State Insurance Commissioner to improve conditions in California's property insurance market and potential next steps. (No Fiscal Impact, Discretionary) [24-1773](#)

County Executive Office Legislative and Policy Analyst Andrew Mize made presentation.

Health and Human Services Agency

- B. Receive a presentation regarding the Community Assistance, Recovery and Empowerment Act, related Court, and implementation in Napa County. (No Fiscal Impact, Mandatory) [24-1854](#)

Director of Health and Human Services Agency Jennifer Yasumoto made presentation.

Deputy Director of Health and Human Services Agency and Director of Behavioral Health Cassandra Eslami made presentation.

Health and Human Services Agency Behavioral Health Manager Valerie Cahill made presentation.

Health and Human Services Agency Care Act Supervisor Brian Roy made presentation.

Discussion held.

- 12. PUBLIC HEARING - SPECIAL DISTRICTS

None

- 13. PUBLIC HEARINGS

None

- 14. CLOSED SESSION

None

- 15. ADJOURNMENT

ADJOURN TO THE BOARD OF SUPERVISORS REGULAR MEETING, TUESDAY, NOVEMBER 5, 2024 AT 9:00 A.M.

Neha Hoskins (By e-signature)

NEHA HOSKINS, Clerk of the Board



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1887

TO: Board of Supervisors
FROM: Sheryl L. Bratton, County Counsel
REPORT BY: Sheryl L. Bratton, County Counsel
SUBJECT: Approve and authorize Amendment No. 3 to Agreement 230362B with Logikcull Systems, Inc.

RECOMMENDATION

Approve and authorize Amendment No. 3 to Agreement No. 230362B with Logikcull Systems, Inc. for Logikcull Discovery Solution software and document hosting effective November 1, 2024 for a new maximum compensation of \$112,800. (Fiscal Impact: \$51,000 Expense; General Fund; Budgeted; Discretionary)

BACKGROUND

Logikcull Systems, Inc. is the provider of Logikcull Discovery Solution software that the County has been using since it entered into Agreement No. 230362B on March 23, 2023. This software enables County staff to accurately and efficiently review and produce documents in response to public records act requests, requests for production of documents and for discovery purposes in litigation matters. The software has significantly reduced staff time spent reviewing documents. The estimated cost savings of using this software compared to using an outside vendor for document review is \$250,000 per year.

The Agreement was first amended on October 16, 2023 to increase storage capacity, for an annual maximum compensation of \$45,000, and subsequently amended on March 28, 2024 to increase storage capacity again, for an annual maximum compensation of \$61,800.

The County has been receiving a substantial increase in public records act requests and requests for documents, along with several ongoing litigation matters that require storage and processing for electronic discovery. As a result, the County has been paying overage fees under this Agreement of approximately \$7,500 per month. This amendment will further increase storage capacity to 425 GB of active storage data and 250 GB of archive storage data to eliminate the overage fees. The cost of this amendment is \$4,250/month, which results in a savings of \$3,250 per month in data overage fees.

Requested Action:

Approve and authorize Amendment No. 3 to Agreement 230362B with Logikcull Systems for \$112,800 effective November 1, 2024.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	County Counsel 1200000
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This software significantly reduces staff time spent on document review.
Is the general fund affected?	No
Future fiscal impact:	Funds will be appropriated in future fiscal years, as needed.
Consequences if not approved:	Without this amendment, the County will continue to pay approximately \$7,500 per month in data overage fees.

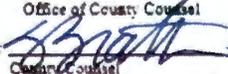
ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

logikcull		Logikcull Subscription Order
Customer: County of Napa Address: 1195 Third Street, Napa, CA 94559		
Primary Account Holder	Name: Erin Cossen Phone: (707) 253-4521 Email: erin.cossen@countyofnapa.org	
Service Terms	<ul style="list-style-type: none"> Logikcull Discovery Solution: drag & drop collection & ingestion, automated processing, ECA & review platform, search capability, unlimited productions & exports <ul style="list-style-type: none"> Unlimited Users Unlimited Matters 425 GB of re-usable Active Storage data 250 GB of re-usable Archive Storage data Premium in-app support with 24/7 coverage Enterprise Service Support included Pricing is protected with signature by November 8, 2024 	Monthly: \$9,400
Contract Terms	<ul style="list-style-type: none"> Original Contract Term: 07/01/2024-6/30/2025 Modified Contract Term: 11/01/2024-6/30/2026 Renewal Date: 07/01/2026 This contract will not auto-renew Payment Terms: Net 30 Payment Method: Wire, ACH, or Check Data (GB) size is based on the post-processed, post de-duplicated high watermark data size. Flex Usage for Active Storage over 425 GB will be invoiced at \$40 per GB per month, or Customer can elect to increase capacity in discounted bulk data packages. Flex Usage for Archive Storage over 250 GB will be invoiced at \$25 per GB per month, or Customer can elect to increase capacity in discounted bulk data packages. Governed by the Logikcull Terms of Service: https://logikcull.com/terms-of-service and addendum agreed to 3/23/2023. 	

Customer:	
Sign:	
Name:	Joelle Gallagher
Title:	Chair of the Board of Supervisors
Date:	

Logik Systems, Inc.	
Sign:	 0240F347B41B4FB...
Name:	Russell Sachs
Title:	EVP, Global Sales
Date:	23 October 2024 14:20:17 CDT

APPROVED AS TO FORM Office of County Counsel By:  County Counsel Date: 10-23-24	APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS Date: _____ Processed By: _____ Deputy Clerk of the Board	ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors By: _____
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Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1858

TO: Board of Supervisors
FROM: Ryan J. Alsop, County Executive Officer
REPORT BY: Daniel Sanchez, Senior Management Analyst
SUBJECT: Budget Amendment for American Rescue Plan Act Childcare Facility program

RECOMMENDATION

Approve a Budget Amendment to increase appropriations for the American Rescue Plan Act Childcare Infrastructure Forgivable Loan program, authorize the Auditor Controller to recognize and appropriate all interest earned this fiscal year for Community Grants, and grant authority to the County Executive Officer to modify the number of childcare spots for Le Petit Elephant Nursery and Preschool. (Fiscal Impact: \$2,015,377 Expense; General Fund; Not Budgeted; Discretionary)

[4/5 vote required]

BACKGROUND

On June 13, 2023, the Napa County Board of Supervisors authorized reservation of funds for the Childcare Infrastructure Forgivable Loan program. The Board of Supervisors reviewed and selected applicants to purchase or renovate childcare facilities in exchange for creating or preserving childcare spots. The monies were appropriated last fiscal year and lapsed when unused into available fund balance.

Le Petit Elephant Nursery and Preschool revised its loan application in September 2023 to reflect a new location site to serve 198 childcare spots. Due to permitting issues, Le Petit Elephant Nursery and Preschool has requested to reduce the minimum number of childcare spots to 128. Le Petit Elephant Nursery and Preschool may provide more childcare spots, but the amount is reduced because building and fire permits are pending which may limit the number of childcare spots allowed.

Today's action will transfer the remaining balance within COVID-19 ARPA fund into Non-Departmental Community Grants to allow processing of the remaining childcare disbursements.

Requested Actions:

1. Approve a Budget Amendment increasing the appropriation in Non-Departmental Community Grants 1050000-54805 by transferring \$2,015,377 from Covid-19 ARPA, 1020050 available fund balance;
2. Authorize Auditor Controller to recognize, transfer, and appropriate all Covid-19 ARPA fund interest earned this fiscal year to Non Departmental Community Grants; and
3. Grant the County Executive Officer authority to modify the number of childcare spots for Le Petit Elephant Nursery and Preschool to 128.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Where is it budgeted?	ARPA and General Fund Non-Departmental
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action will allow Napa County to disburse funds for the American Rescue Plan Act Childcare Infrastructure Forgivable Loan program.
Is the general fund affected?	Yes
Future fiscal impact:	No future fiscal impact.
Consequences if not approved:	Funding will not be available to complete the Childcare Infrastructure Forgivable Loan program.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1888

TO: Board of Supervisors
FROM: Ryan J. Alsop, County Executive Officer
REPORT BY: Thomas C. Zeleny, Chief Deputy County Counsel
SUBJECT: Adoption of a Resolution Continuing the State of Local Emergency Due to Pervasive Tree Mortality

RECOMMENDATION

Adopt a Resolution continuing the State of Local Emergency due to pervasive tree mortality in Napa County. (No Fiscal Impact; Discretionary)

BACKGROUND

CalFire conducted aerial surveys of Napa and Lake Counties in December of 2021 and January of 2022. The surveys revealed widespread conifer mortality due to the ongoing drought, and additional tree mortality exacerbated by populations of bark beetles, as fire and drought-stressed conifers provide ideal host material for a bark beetle population to establish and grow. On July 12, 2022, the Board of Supervisors heard a presentation on local tree mortality from experts in both entomology and tree mortality, and directed staff to return with a proposed resolution declaring a state of local emergency due to pervasive tree mortality in Napa County.

On September 13, 2022, the Board of Supervisors proclaimed a State of Local Emergency due to pervasive tree mortality in Napa County, pursuant to Resolution No. 2022-132. Government Code section 8630(c) requires local agencies to revisit proclamations of local emergency at least once every 60 days until the local emergency is terminated. Pervasive tree mortality in Napa County continues to present a substantial risk of dead and dying trees fueling high intensity wildfires imperiling persons, structures, crops and wildlife, destroying watersheds with incredible ecological diversity, and releasing huge quantities of greenhouse gases to the atmosphere. If adopted by the Board, the proposed resolution will continue the State of Local Emergency due to pervasive tree mortality in Napa County and extend the emergency powers of County officials as set forth in Resolution No. 2022-132.

On September 5, 2023, Napa County sent a letter to Congressman Thompson seeking federal support to manage the Mediterranean Oak Borer, one of the invasive species attacking native trees in Napa Valley. Napa County is seeking funding to understand the biology of this beetle, determine its spread, identify an effective means of management, and for removal and disposal of infected trees on public and private property.

During the State of Local Emergency, the powers, functions and duties of the Director of Emergency Services and the emergency organization of the County shall be those prescribed by state law, and by ordinance and resolution of Napa County. Continuing the State of Local Emergency also maintains the County's eligibility to receive mutual aid and other resources from the State or other agencies.

Requested Action: Adopt the Resolution.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	No
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	To seek and be eligible for state and federal assistance to address the emergency.
Is the general fund affected?	No
Future fiscal impact:	Staff cost of placing this item on the Board agenda every 60 days for renewal until termination.
Consequences if not approved:	Pervasive tree mortality in Napa County could constitute a significant threat to the economic and environmental health and safety of persons and property due to increased risk of high intensity wildfire, diminished air quality, and overall quality of life for residents in Napa County.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: This proposed activity is not subject to CEQA pursuant to CEQA Guidelines section 15060(c)(3) because the activity is not a project pursuant to section 15378, and because it will not result in a direct or reasonably foreseeable indirect physical change in the environment pursuant to section 15060(c)(2).

NAPA COUNTY RESOLUTION NO. _____

**RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS,
STATE OF CALIFORNIA, PROCLAIMING A CONTINUED STATE OF
LOCAL EMERGENCY DUE TO PERVASIVE TREE MORTALITY**

WHEREAS, Government Code section 8630 authorizes local governing bodies to proclaim local emergencies when such events occur as are described in California Government Code section 8558(c)(1); and

WHEREAS, Government Code section 8630 further provides that the local governing body review the need for continuing the local emergency at least once every 60 days until the governing body terminates the local emergency; and

WHEREAS, on September 13, 2022, the Board of Supervisors proclaimed a state of local emergency due to pervasive tree mortality in Napa County, pursuant to Resolution No. 2022-132; and

WHEREAS, pervasive tree mortality persists in Napa County, presenting conditions of disaster or extreme peril to persons and property which are likely to be beyond the control of the services, personnel, equipment and facilities of Napa County, as defined in Government Code section 8558(c)(1);

NOW, THEREFORE, BE IT RESOLVED by the Napa County Board of Supervisors, that pursuant to Government Code section 8630 a continued state of local emergency exists due to pervasive tree mortality in Napa County.

BE IT FURTHER RESOLVED, that the measures previously taken by the Board of Supervisors in Resolution No. 2022-132 shall continue to have full force and effect.

[remainder of page intentionally blank]

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED
 by the Napa County Board of Supervisors, State of California, at a regular meeting of the Board
 held on the 5th day of November, 2024, by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

ABSTAIN: SUPERVISORS _____

ABSENT: SUPERVISORS _____

NAPA COUNTY, a political subdivision of
 the State of California

By: _____
 JOELLE GALLAGHER, Chair of the
 Board of Supervisors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Thomas C. Zeleny</u> Chief Deputy County Counsel</p> <p>Date: <u>October 28, 2024</u> PL Doc. No. 122006</p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____ Processed By: _____ Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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Napa County
Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1689

TO: Board of Supervisors
FROM: Jennifer Yasumoto, Director of Health and Human Services Agency
REPORT BY: Jennifer Ivancie, Staff Services Analyst I
SUBJECT: Amendment No. 3 to Agreement No. 220199B with Stanford Youth Solutions, dba Stanford Sierra Youth & Families

RECOMMENDATION

Approve and authorize Amendment No. 3 to Agreement No. 220199B with Stanford Youth Solutions, dba Stanford Sierra Youth & Families for the term upon approval through June 30, 2025, and each subsequent renewal, for Peer Partner Services, with no change to the contract maximum. (Fiscal Impact: \$236,500 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary).

BACKGROUND

Stanford Youth Solutions, dba Stanford Sierra Youth & Families provides Peer Partner Services to families whose children are currently involved in the Child Welfare system, Wraparound Services, and/or Juvenile Probation system. Services include support, information, and training for parents and children about the court process, the disposition process, and the supervision of family plans for reunification.

Peer Partner Services partners with families in treatment and services, which increases the likelihood that case service plans align with families' needs and that families will be more committed to, and likely to comply with, plans they had a say in developing.

Peer Partner Services engagement with families has been demonstrated to be a powerful tool in overcoming the challenges of keeping their families safe and together and promoting the safety and well-being of at-risk children and families.

This amendment allows for the provision of one Parent Partner and one Youth Advocate, instead of two Parent Partners. The case load size does not support the need for two full-time Parent Partners but there is a need for a Youth Advocate and Stanford Sierra Youth & Families is familiar with this work and has staff that are trained to do provide these particular services.

Requested action:

Approve and authorize Amendment No. 3 to Agreement No. 220199B with Stanford Youth Solutions, dba Stanford Sierra Youth & Families for the term upon approval through June 30, 2025, and each subsequent renewal, for Peer Partner Services, with no change to the contract maximum.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health and Human Services Agency Child Welfare Services Division
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	While not mandated to contract with this vendor, Stanford Sierra Youth & Families is already providing these services to CWS clients.
Is the general fund affected?	No
Future fiscal impact:	Appropriations have been included in the approved Fiscal Year 2024-2025 budget and future fiscal years will be budgeted accordingly.
Consequences if not approved:	If not approved, Stanford Sierra Youth & Families will be unable to offer the services of a Youth Advocate.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**NAPA COUNTY AGREEMENT NO. 220199B
AMENDMENT NO. 3**

THIS AMENDMENT NO. 3 TO AGREEMENT NO. 220199B is effective as of the _____ day of _____ 2024, by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and **STANFORD YOUTH SOLUTIONS dba STANFORD SIERRA YOUTH & FAMILIES**, whose mailing address is 8912 Volunteer Lane, Sacramento, CA 95826, hereinafter referred to as "CONTRACTOR." COUNTY and CONTRACTOR may be referred to below collectively as "Parties" and individually as "Party."

RECITALS

WHEREAS, on or about May 19, 2020, COUNTY and CONTRACTOR entered into Napa County Agreement No. 8614 (hereinafter referred to as "Agreement") for CONTRACTOR to provide parent partner services to families whose children are enrolled in the Nexus Wraparound Program and/or are part of the Child Welfare system; and

WHEREAS, on or about April 20, 2021, the Parties amended the Agreement to decrease the annual contract maximum on page 1; replaced Exhibit A (Scope of Work) with Exhibit A-1 to eliminate one (1) Full-Time Employee (FTE) Parent Partner; and replaced Exhibit B (Compensation and Expense Reimbursement) with Exhibit B-1 to incorporate a new budget; and

WHEREAS, on or about November 16, 2021, the Parties amended the Agreement to increase the annual contract maximum on page 1; replaced Exhibit A-1 (Scope of Work) with Exhibit A-2 to add one (1) additional (FTE) Parent Partner; and replaced Exhibit B-1 (Compensation and Financial Reporting) with Exhibit B-2 to incorporate a revised budget; and

WHEREAS, as of the effective date of this Amendment No. 3, the Parties wish to amend the Agreement to replace Exhibit A-2 (Scope of Work) with Exhibit A-3 to eliminate one (1) Full-Time Employee (FTE) Parent Partner and add one (1) Full-Time Employee (FTE) Youth Advocate; replace Exhibit B-2 (Compensation and Financial Reporting) with Exhibit B-3 to incorporate a revised budget; and rescind Special Terms and Conditions 3.4 which terminates the Agreement on June 30, 2025.

TERMS

NOW, THEREFORE, for good and valuable consideration, the adequacy and receipt of which are hereby acknowledged, the Parties amend the Agreement as follows:

1. Exhibit A-2 is hereby replaced with "Exhibit A-3" attached hereto and incorporated by reference as set forth herein, and all references in the Agreement to Exhibits "A", "A-1" or "A-2" shall refer to "Exhibit A-3" commencing as of the effective date of this Amendment No. 3.
2. Exhibit B-2 is hereby replaced with "Exhibit B-3" attached hereto and incorporated by reference as set forth herein, and all references in the Agreement to Exhibits "B", "B-1" or "B-2" shall refer to "Exhibit B-3" commencing as of the effective date of this Amendment No. 3.

- 3. Specific Terms and Conditions 3.4 is removed in its entirety.
- 4. Except as provided above, the terms and conditions of the Agreement shall remain in full force and effect as originally approved and last amended.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 3 to Napa County Agreement No. 2020199B as of the first date written above.

STANFORD YOUTH SOLUTIONS dba
STANFORD SIERRA YOUTH & FAMILIES

By 
LAURA HEINTZ, PsyD
Chief Executive Officer

By 
JOVINA NEVES,
Chief Financial Officer

“CONTRACTOR”

NAPA COUNTY, a political subdivision of
the State of California

By _____
JOELLE GALLAGHER
Chair of the Board of Supervisors

"COUNTY"

<p>APPROVED AS TO FORM Office of County Counsel By:</p> <p>By: <u>Douglas Parker (via e-sign)</u></p> <p>Date: <u>September 25, 2024</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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EXHIBIT A-3
SCOPE OF WORK

Stanford Sierra Youth & Families
CWS Peer Partner Services
Upon approval through June 30, 2025
(and each subsequent automatic renewal)

CONTRACTOR (previously referred to as Stanford Youth Solutions, now dba as Stanford Sierra Youth & Families) shall provide Peer Partner Services (one Parent Partner and one Youth Advocate) to families whose children are currently involved in the Child Welfare system and Wraparound Services. The Peer Partner Services engages families in treatment and services and has been demonstrated to be a powerful tool to help families in overcoming the challenges of keeping their families safe and together. The Peer Partner Services will be fully embedded in Napa County's Health and Human Services (HHSA) Child Welfare Services (CWS) Division part of the System of Care. Services will provide a continuum of care with the common goal of engaging families and promoting the safety and well-being of at-risk children and families. Peer Partner Services partners with families which increases the likelihood that case service plans align with families' needs and that families will be more committed to, and likely to comply with, plans they had a say in developing. The Peer Partner Services provides the following benefits:

- Improved safety, permanency, and well-being outcomes;
- Increased placement stability;
- A reduction in the time spent in court, and its associated costs;
- Enhancement to the community's capacity to support families, which makes communities healthier;
- Improved family functioning;
- Increased family efficiency in the community; and
- A more culturally relevant and appropriate service delivery system.

The Peer Partner Services shall provide advocacy, support, guidance, engagement, community resources, collaboration, prevention services, including education and local resources outside the COUNTY system, to families who are currently involved with the Child Welfare system/Wraparound services, and to families at high risk of becoming part of the system.

CONTRACTOR shall ensure that both Parent Partner and Youth Advocate have already experienced the child welfare system, and can mentor, encourage, and instill hope in families newly involved with the system. CONTRACTOR shall employ, train and supervise Parent Partner and Youth Advocate.

SERVICES

CONTRACTOR shall provide the following services, as appropriate, for children and families who are enrolled in the Child Welfare system and Wraparound Services:

- CONTRACTOR shall perform this Agreement as an independent contractor.

- CONTRACTOR and the officers, agents and employees of CONTRACTOR are not, and shall not be deemed, COUNTY employees for any purpose, including workers' compensation and employee benefits. CONTRACTOR shall, at CONTRACTOR's own risk and expense, determine the method and manner by which duties imposed on CONTRACTOR by this Agreement shall be performed; provided, however, that COUNTY may monitor the work performed by CONTRACTOR. COUNTY shall not deduct or withhold any amounts whatsoever from the compensation paid to CONTRACTOR including, but not limited to amounts required to be withheld for state and federal taxes. As between the Parties to this Agreement, CONTRACTOR shall be solely responsible for all such payments.
- Two (2) full-time CONTRACTOR employees co-located at COUNTY's HHSa CWS Division's site from the Peer Partner Services: One Parent Partner and one Youth Advocate. CONTRACTOR shall provide computers, phones, email, and other equipment to fulfill project goals.
- CONTRACTOR shall be allowed to connect computers to the COUNTY Information Technology Services (ITS) system upon approval of CONTRACTOR equipment by ITS staff.
- Peer Partners provide a basic understanding how of CWS, the Juvenile Court System, and Wraparound services are organized and carried out in Napa County.
- Accompany parents and youths to planned meetings/appointments, participate in meetings providing support, linking families to community resources, express needs of families, court, treatment, self-sustainability, and provide transportation within Napa County, and for parents/youths residing in out of county treatment facilities as needed.
- Peer Partner Services ensure families (parents, caregivers and youth) are equal partners in the development and implementation of their service plans.
- Represent the needs and perspectives of families (parents, caregivers and youth) and ensure that families have access to prevention and support services that meet their individual needs.
- Ensure that services are family-centered, easily accessible, respectful of cultural, ethnic, and other community characteristics, and stigma free.
- Provide emotional support and advocacy to families.
- Provide one-on-one support, information, resources, and referrals to families in coordination with the department social worker.
- Support and assure that the families' desired outcomes are addressed through their family's court ordered case plan or Wraparound Service Plan.
- Coach and educate families (youth, parents and caregivers) to acquire greater communication, system navigation, and self-regulation skills while assuring that their personal goals and outcomes are met. Provide technical assistance to families to enable them to access appropriate services.
- Offer ongoing education and support groups that bring families with similar challenges and concerns together.

- Provide on-going feedback and training to staff on the importance of a family’s voice and choice and cultural sensitivity in all aspects of their case planning.
- Work within the Child Welfare system to maintain positive relationships among COUNTY employees and CONTRACTOR employees.
- CONTRACTOR developed a referral, tracking, and monitoring process for families receiving services. Initial contact to be made within forty-eight (48) hours of receiving the initial referral. The program will be flexible in providing services in terms of location, time of day, and day of the week in order to meet family needs.
- Develop an action plan identifying family needs, goals to be achieved, and specific tasks to reach the goals related permanency, safety, and well-being. Peer Partners will work with families on basic care and nutrition, budgeting, discipline, decision-making, safety planning, using support systems and child development using a prescribed parenting curriculum tailored to the parents’ individual needs and cultural context. Youth will be engaged in their support plan.
- The length of Parent Partner and Youth Advocate involvement will be individualized and vary depending on the amount of time the case remains open, the extent of support the parent receiving services’ needs, and the extent to which informal contacts occur after case closure.
- Collaborate and maintain regular contact with the CWS Social Worker (SW) on service provisions to ensure that case plan goals are being addressed.
- Develop a tool to assess the satisfaction of families receiving parent and youth advocacy through Peer Partner Services and administer the tool twice a year, providing the surveys and any aggregate data to CWS within thirty (30) days of the close of administration.
- Work with COUNTY to develop a "Parent Handbook" for parents and youth that will help them to successfully complete the CWS and Court process in a timely manner.
- At the request of CWS, the CONTRACTOR shall identify who can serve as the "parent voice" and “youth voice” on committees and workgroups as new services program are being developed or existing ones being evaluated.
- CONTRACTOR shall ensure that all staff providing services to clients have undergone a criminal background clearance.

OUTCOMES

CONTRACTOR shall survey families twice annually to determine if:

- Parents, together with their child, feel supported throughout their experiences at HHSA’s CWS and Wraparound.
- Parents and youth feel heard by SW and have a say in what happens to their child in the court process, the disposition, and supervision plan as well as the family plan for reunification.
- Parents and youths understand the system in which their child is involved and feel that they are being provided positive resources and interventions for their child and family.

- Parents and youths report that the services provided by CONTRACTOR are respectful of them and their ethnicity, culture, and history of their family.
- CONTRACTOR shall ensure staff understand the value of wraparound philosophy (i.e. partnering with families, being responsive to their strengths and needs, and partnering with other agencies to provide seamless non duplicative services to the child and family).

CONFIDENTIALITY

- CONTRACTOR shall at all times perform its duties under this agreement in compliance with the confidentiality requirements of applicable law.
- CONTRACTOR shall maintain written policies and procedures implementing applicable confidentiality requirements, which shall be made available to COUNTY upon request.
- CONTRACTOR shall provide all employees assigned to the performance of this Agreement with information and training with respect to the requirements listed above and shall maintain documentation of such training. The documentation shall be made available to COUNTY upon request.

CONTRACTOR shall not disseminate information received during any assessment, evaluation, interview, or other contact regarding any minor child in any form to anyone other than Napa County Child Welfare Services or employees or agents of CONTRACTOR in the performance of CONTRACTOR's official duties, pursuant to Welfare and Institutions Code Section 827.

Dissemination of any information is disallowed regardless of whether it is in written or oral form.

DOCUMENTATION

- CONTRACTOR shall work with the COUNTY to determine how to document the services provided under this Agreement in a form acceptable to the COUNTY on a schedule agreed to by both parties, in addition to any requirements specified in the General Terms and Conditions.
- CONTRACTOR shall provide COUNTY with access to all documentation of services provided under this agreement for COUNTY's use in administering this agreement. Without limitation, COUNTY shall have access to such documentation for quality assurance and for audit and substantiation of claims for payment of services.
- Upon written notice from the CWS CONTRACT ADMINISTRATOR (CWS Contract Analyst), COUNTY at its sole discretion may impose additional requirements for documentation.

CONTRACT MONITORING

- CONTRACTOR is responsible for producing and maintaining all documentation (i.e. Surveys, Case Counts, etc.) required for monitoring.

- CONTRACTOR shall request technical assistance from the COUNTY regarding elements of the contract with which they need assistance. COUNTY shall consider any such request and shall provide technical assistance to the CONTRACTOR if the COUNTY has the capacity and capability to do so. CONTRACTOR maintains responsibility for ensuring that its services and activities are in compliance with applicable State and Federal regulations.
- CONTRACTOR is required to perform internal quality management activities, including case audits. CONTRACTOR shall show evidence of its internal quality management activities upon request by the COUNTY.
- COUNTY normally shall provide thirty (30) day notice of the site visit to the CONTRACTOR and shall specify the documentation that will need to be available at the time of the visit.
- Under normal circumstances, the visit may require the review of the following documents: records, which delineate services, provided to specific clients and the date of those services, documentation of training curriculum that meets the required competencies as outlined above, and documentation of staff hours in providing the authorized services. The visit shall also include a review of the documentation of CONTRACTOR'S internal quality management activities with a focus on key quality factors (such as the appropriateness of the training curriculum) and key risk factors (such as the adherence to funding standards) as well as client risks. COUNTY may add additional elements to be reviewed.
- COUNTY shall perform the site visit utilizing a screening tool. COUNTY shall provide CONTRACTOR with the opportunity to respond to the COUNTY's written report of the site visit prior to the report becoming final.
- If the final report identifies material variations between the CONTRACTOR's activities and the requirements of the contract, the COUNTY may require the CONTRACTOR to prepare a written plan of action to address those variations. CONTRACTOR is responsible to maintain reports of all significant key risks, such as client safety and adherence to funding standards. CONTRACTOR is required to immediately report to COUNTY any incidents involving client complaints of CONTRACTOR service and/or accidents occurring in the course of service delivery. CONTRACTOR also is required to immediately report to COUNTY any incidents of incorrect billing for services.

EXHIBIT B-3
COMPENSATION AND FINANCIAL REPORTING

Stanford Sierra Youth & Families
CWS Peer Partner Services
Upon approval through June 30, 2025
(and each subsequent automatic renewal)

CONTRACTOR shall prepare and submit invoices for units of service provided hereunder in accordance with COUNTY’s procedure for payment. CONTRACTOR shall submit a separate monthly invoice for each program, namely Child Welfare Services (CWS) and Wraparound services. Invoices shall be submitted to COUNTY **within sixty (60) days after the conclusion of each calendar month.**

COUNTY shall compensate CONTRACTOR for contract services provided and properly documented, as defined in Budget Table below, and in Exhibit A.

PROGRAM EXPENSES	BUDGET
Personnel Expenses	\$159,510
This category includes Personnel/Salaries and Benefits expenses (for two full time (FTE) contractor employees for Peer Partner Services (Parent Partner and Youth Advocate), as well as Personnel/Salaries and Benefits associated with supervision of the Parent Partner positions by Family & Youth Partnership Management and program oversight	
Operating Expenses	\$55,490
This category includes cost associated with operating the program (i.e. computer licenses for mobile staff, conferences and training, mileage, recruitment, mobile phones/supplies, insurance, flexible funding for family needs, etc.)	
Administration Expenses (10%)	\$21,500
TOTAL BUDGET	\$236,500



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1737

TO: Board of Supervisors
FROM: Jennifer Yasumoto, Director of Health and Human Services Agency
REPORT BY: Jennifer Ivancie, Staff Services Analyst I
SUBJECT: Approval of Department of Health Care Services Certification with Health Care Program for Children in Foster Care

RECOMMENDATION

Approve and authorize a certification statement (Agreement No. 8683) with the Department of Health Care Services Program for Children in Foster Care confirming the County's agreement to comply with all applicable provisions of State and Federal laws governing these programs for Fiscal Year 2024-2025. (No Fiscal Impact, Mandatory).

BACKGROUND

The Health Care Program for Children in Foster Care (HCPCFC) is a public health nursing program located in County Child Welfare Service (CWS) agencies and probation departments, to provide Public Health Nurse (PHN) expertise in meeting medical, dental, mental, and developmental needs of children and youth in foster care.

Local Child Health and Disability Prevention (CHDP) programs are administratively responsible for HCPCFC. This includes management of the required interdepartmental Memorandum of Understanding (MOU) with the local CWS agencies, probation, and health departments.

Approval of this certification is mandatory to allow Napa County's Health and Human Services Agency (HHSA) Public Health (PH) Division to administer these programs and draw down funding for the programs and staff.

HCPCFC requires the County sign a new certification statement at the start of each Fiscal Year, thus creating

the need for this new agreement. Certification documents were received from the State in September 2024.

Requested action:

Approve and authorize a certification statement (Agreement No. A-8683) with the Department of Health Care Services (DHCS) Health Care Program for Children in Foster Care (HCPCFC) confirming the County's agreement to comply with all applicable provisions of State and Federal laws governing these programs for Fiscal Year 2024-2025.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	No
Is it Mandatory or Discretionary?	Mandatory
Consequences if not approved:	If this certification is not signed, the County will not be eligible to receive reimbursement for program expenses related to mandatory activities for the HCPCFC program.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.



CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES

Health Care Program for Children in Foster Care

Certification Statement	County/City: Napa	Fiscal Year: 2024-25
<p>I certify that the Health Care Program for Children in Foster Care (HCPCFC) will comply with all applicable state and federal and state laws and regulations, including all federal laws and regulations governing recipients of federal funds granted to states for medical assistance pursuant to Title XIX of the Social Security Act (42 U.S.C. Section 1396 et seq.). I further certify that the HCPCFC will comply with all rules promulgated by DHCS pursuant to these authorities, including the HCPCFC Program Manual. I further agree that this HCPCFC may be subject to sanctions or other remedies if this HCPCFC violates any of the above.</p>		

Cheryl Losado, HCPCFC PHN Administrator	<i>Cheryl Losado</i>	9/24/2024
HCPCFC/County Authorized Representative	Signature	Date

Local Governing Body Chairperson Name,	Signature	Date
--	-----------	------

APPROVED AS TO FORM
 Office of County Counsel
 By: *C. Sines*
 Date: 10/3/24



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1738

TO: Board of Supervisors
FROM: Jennifer Yasumoto, Director of Health and Human Services Agency
REPORT BY: Jennifer Ivancie, Staff Services Analyst I
SUBJECT: California Children's Services Certification with the Department of Health Care Services

RECOMMENDATION

Approve and authorize a certification statement (Agreement No. 8684) with the Department of Health Care Services for California Children's Services confirming the County's agreement to comply with all applicable provisions of State and Federal laws governing this program for Fiscal Year 2024-2025. (No Fiscal Impact, Mandatory).

BACKGROUND

The California Children's Services (CCS) program is mandated by the Welfare and Institutions Code and California Code of Regulations (Title 22, Section 51013) to act as an "agent of Medi-Cal" for Medi-Cal beneficiaries with CCS medically eligible conditions. CCS is administered by the Children's Medical Services (CMS) branch of Department of Health Care Services (DHCS).

CCS provides diagnostic and treatment services, medical case management, and physical and occupational therapy services to children and youth, ages 21 and under, with CCS-eligible medical conditions. CCS also provides medical therapy services to be delivered at public schools. Currently, approximately 70 percent of CCS-eligible children are Medi-Cal eligible.

This certification is an acknowledgment that Napa County, as the Local Governing Body, will comply with all applicable laws, regulations and policies in regard to the CCS Program.

Approval of this certification is mandatory to allow Napa County's Health and Human Services Agency (HHS) Public Health (PH) Division to draw down funding for reimbursement for program expenses related to

mandatory activities in the CCS program.

DHCS requires the County sign a new certification statement at the start of each Fiscal Year, thus creating the need for this new agreement. Certification documents were received from the State in September 2024.

Requested action:

Approve and authorize a certification statement (Agreement No. A-8684) with the Department of Health Care Services for California Children’s Services confirming the County's agreement to comply with all applicable provisions of State and Federal laws governing this program for Fiscal Year 2024-2025.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	No
Is it Mandatory or Discretionary?	Mandatory
Consequences if not approved:	If this certification is not signed, the County will not be eligible to receive reimbursement for program expenses related to mandatory activities for the CCS program.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

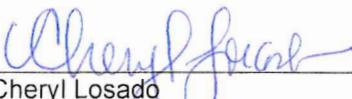
State of California - Health and Human Services Agency

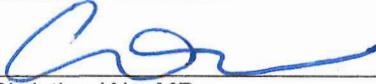
Department of Health Services - Children's Medical Services

Certification Statement - California Children's Services (CCS)

County: Napa	Fiscal Year: 2024-2025
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I certify that the CCS Program will comply with all applicable provisions of Health and Safety Code, Division 106, Part 2, Chapter 3, Article 5, (commencing with Section 123800) and Chapters 7 and 8 of the Welfare and Institutions Code (commencing with Sections 14000-14200), and any applicable rules or regulations promulgated by DHCS pursuant to this article and these Chapters. I further certify that this CCS Program will comply with the Children's Medical Services (CMS) Plan and Fiscal Guidelines Manual, including but not limited to, Section 9 Federal Financial Participation. I further certify that this CCS Program will comply with all federal laws and regulations governing and regulating recipients of funds granted to states for medical assistance pursuant to Title XIX of the Social Security Act (42 U.S.C. Section 1396 et seq.) and recipients of funds allotted to states for the Maternal and Child Health Services Block Grant pursuant to Title V of the Social Security Act (42 U.S.C. Section 701 et seq.). I further agree that this CCS Program may be subject to all sanctions or other remedies applicable if this CCS Program violates any of the above laws, regulations and policies with which it has certified it will comply.

	9/9/2024
Cheryl Losado CCS Administrator	Date Signed

	9/11/2024
Christine Wu, MD Public Health Division Director	Date Signed

I certify that this plan has been approved by the local governing body:	
Napa County Board of Supervisor	Date Signed

APPROVED AS TO FORM
Office of County Counsel

By: 
Date: 10/3/24



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1771

TO: Board of Supervisors
FROM: Jennifer Yasumoto, Director of Health and Human Services Agency
REPORT BY: Gaby Angeles, Staff Services Analyst II
SUBJECT: Agreement No. 250203B with Shaunna Edwards, LCSW

RECOMMENDATION

Terminate Agreement No. 190134C and Approve and authorize Agreement No. 250203B with Shaunna Edwards, LCSW, for \$80,200 for Fiscal Year 2024-2025, and each subsequent automatic renewal, for the provision of consulting and clinical supervision services. (Fiscal Impact: \$80,200 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary).

BACKGROUND

Napa County's Health and Human Services Agency (HHSA) currently has an existing Agreement No. 190134C with Shaunna Edwards, LCSW, to provide Field Based Training (FBT), Secondary Trauma Support (STS), and clinical group supervision to HHSA employees. Approval of this agreement replaces the existing agreement in order to eliminate the FBT deliverable and include a provision for individual clinical supervision. HHSA offers clinical supervision, per California State Board of Behavioral Sciences (BBS) requirements, to eligible Master's degree staff earning clinical hours toward licensure as an Associate Marriage and Family Therapist (AMFT), Associate Clinical Social Worker (ASW), or Associate Professional Clinical Counselor (APCC). Adding this service will allow HHSA to develop and retain skilled licensed practitioners to support the County's workforce needs.

Requested Action:

1. Terminate Agreement No. 190134C with Shaunna Edwards, LCSW, for a contract maximum of \$75,400 per Fiscal Year; and
2. Approve and authorize Agreement No. 250203B with Shaunna Edwards, LCSW, for a contract maximum of \$80,200 for Fiscal Year 2024-2025, and each subsequent renewal.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health and Human Services Agency, Multiple Divisions
Is it Mandatory or Discretionary?	Discretionary
Is the general fund affected?	No
Future fiscal impact:	Appropriations have been included in the approved Fiscal Year 2024-2025 budget and future fiscal years will be budgeted accordingly.
Consequences if not approved:	If this agreement is not approved, Napa County will be unable to use this contractor to supplement individual clinical supervision to HHSA employees, and thus decrease the ability to develop and retain licensed practitioners as a part of HHSA’s workforce.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**NAPA COUNTY AGREEMENT NO. 250203B
PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT (the “Agreement”) is made and entered into as of the _____ of _____ 2024, by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and **SHAUNNA EDWARDS, LCSW**, hereinafter referred to as “CONTRACTOR.” COUNTY and CONTRACTOR may be referred to below collectively as “Parties” and individually as “Party.”

RECITALS

WHEREAS, on or about October 3, 2018, COUNTY and CONTRACTOR entered into Napa County Agreement No. 190134C, hereinafter referred to as the “Agreement” for CONTRACTOR to provide consulting services for COUNTY’S Health and Human Services Agency’s Child Welfare Services Division (CWS); and

WHEREAS, as of the effective date of this Agreement, the Parties wish to terminate Agreement No. 190134C and replace it with this Agreement No. 250203B; and

WHEREAS, COUNTY wishes to obtain specialized services in order to provide consulting and clinical supervision services to COUNTY’S Health and Human Services Agency; and CONTRACTOR is willing to provide such specialized services to COUNTY under the terms and conditions set forth herein; and

TERMS

NOW, THEREFORE, for good and valuable consideration, the adequacy and receipt of which are hereby acknowledged, COUNTY hereby engages the services of CONTRACTOR, and CONTRACTOR agrees to serve COUNTY in accordance with the Terms and Conditions and their own Exhibits, which together are attached hereto and incorporated by this reference as though set forth in full herein. The Section numbers of any portion of this Agreement may at times be referred to either as “Sections” or “Paragraphs” interchangeably.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, this Agreement was executed by the Parties hereto as of the date first above written.

<p>NAPA COUNTY, a political subdivision of the State of California</p>	<p align="center">CONTRACTOR</p>
<p>By _____ JOELLE GALLAGHER, Chair of the Board of Supervisors</p> <p>ATTEST: NEHA HOSKINS, Clerk of the Board</p> <p>By: _____</p> <p>DATE APPROVED BY THE BOARD: _____</p> <p>Processed by: _____ Deputy</p>	<p>Signature <u><i>Shaunna J. Edwards, LCSW</i></u> <small>Shaunna J. Edwards, LCSW (Oct 23, 2024 08:51 PDT)</small></p> <p>SHAUNNA EDWARDS, LCSW</p>
<p>Maximum Amount of this Agreement: \$80,200.00 per fiscal year.</p>	<p>APPROVED AS TO FORM BY NAPA COUNTY COUNSEL</p> <p>By: <i>Rachel L. Ross (e-signature)</i> Date: 9/20/2024</p>
<p>Term Expires: June 30, 2025</p>	
<p>Automatic renewal of term is modified.</p>	

TERMS AND CONDITIONS OF NAPA COUNTY AGREEMENT NO. 250203B

SECTION 1. Contract Administration

For purposes of this Agreement, the following shall apply:

- 1.1 “Department” shall mean: Health and Human Services Agency
- 1.2 “Director” shall mean the person elected or appointed to the chief management position of the Department.
- 1.3 “Contract Administrator” shall be: Contracts Analyst or such other person as designated by the Department Director. The address for COUNTY’s Contract Administrator shall be: 2751 Napa Valley Corporate Drive, Building B, 2nd Floor, Napa, CA 94559.
- 1.4 The Program Manager for COUNTY shall be: Mathew Highland, Deputy Director of HHS/Administrative Services
- 1.5 The Contract Contact Person for CONTRACTOR shall be: Shaunna Edwards, 395 Taylor Blvd. Ste 115, Pleasant Hill, CA 94523
- 1.6 CONTRACTOR is a sole proprietor partnership corporation public agency other (specify).
- 1.7 The source of funding for this Agreement shall be: Health & Human Services—Multiple departments.
- 1.8 In entering into this Agreement, CONTRACTOR acknowledges and agrees to abide by the applicable terms of the following COUNTY-entity agreements, and as they may amended from time to time: N/A

These agreements are on file with the Napa County Clerk of the Board of Supervisors and may be accessed at <https://www.countyofnapa.org/DocumentCenter/> under “Departments/Health and Human Services/Administration/Contracts and Administration Documents” (See also Section 2, Paragraphs 2.15(b)(2) and 2.35)

SECTION 2. General Terms and Conditions.

Attached hereto and incorporated by this reference as Exhibit C is “SECTION 2. General Terms and Conditions – Version 12”, which shall be referred to herein as the “General Terms and Conditions” and which shall apply to this Agreement unless otherwise specifically limited or excluded by more specific provisions.

Due to changes in the laws, future versions of General Terms and Conditions shall automatically become part of this Agreement upon approval by the Napa County Board of Supervisors and notice to CONTRACTOR, effective within such time period as is designated in Paragraph 2.10 (Other Termination) plus 15 days or as mandated by local, state or federal laws or regulations, whichever date is sooner.

SECTION 3. Specific Terms and Conditions.

The following Specific Terms and Conditions provide additional terms and conditions or modify

the General Terms and Conditions of this Agreement. A Specific Term and Condition shall control if a conflict exists with a General Term and Condition.

3.1 The following Specific Terms and Conditions apply when CONTRACTOR's obligations under this Agreement involve the following as designated by an "X":

- (a) Contact with vulnerable populations such as children, elderly, mentally ill or disabled persons (General Terms and Conditions Paragraph 2.8(b) applies).
- (b) Construction or pre-construction related services (General Terms and Conditions Paragraph 2.19(e) applies).
- (c) Work on or the supplying of any software systems or equipment containing or suspected of containing clocks or embedded chips functioning as or dependent upon the use of clocks or calendars (General Terms and Conditions Paragraph 2.29 applies).
- (d) Services covered by a Federal Health Care Program (General Terms and Conditions Paragraph 2.31 applies).
- (e) Services covered by a State Medi-Cal Specialty Mental Health Program (General Terms and Conditions Paragraph 2.32 applies).
- (f) Mental Health Activities (General Terms and Conditions Paragraph 2.33 applies).
- (g) Services involving the receipt, use or disclosure of protected health information: A determination has been made by COUNTY's Privacy Officer that CONTRACTOR shall not provide services under this Agreement as a Business Associate to COUNTY. General Terms and Conditions Paragraph 2.34(b) does not apply to this Agreement.
- (h) Services provided under COUNTY's Managed Care Provider Program, which shall be subject to all the terms and conditions set forth in the Napa County Mental Health Managed Care Provider Manual, herein incorporated by reference and on file with the Clerk of the Napa County Board of Supervisors.
- (i) Services as a provider for which CONTRACTOR has submitted a "Provider Application," which CONTRACTOR warrants that the information contained in said application is accurate and understands that any inaccuracies may be grounds for termination of this Agreement by COUNTY. CONTRACTOR authorizes COUNTY to consult with third parties, including but not limited, to the National Practitioner Data Bank or other applicable licensing boards.
- (j) Services involving the use or disclosure of personally identifiable information that are performed as a subcontractor under COUNTY's contract with another entity when that contract requires COUNTY to include its applicable terms in COUNTY's subcontracts. (General Terms and Conditions Paragraph 2.35 applies.)
- (k) Services determined by the Department Director to be covered by Department's Code of Ethics. (General Terms and Conditions Paragraph 2.38 applies.) CONTRACTOR understands that, by entering into this Agreement, CONTRACTOR acknowledges that CONTRACTOR has received, read, and understands the Code of Ethics, and agrees to abide by the terms therein as applicable to CONTRACTOR's activities under this Agreement. Department shall provide CONTRACTOR with copies of Department's Code of Ethics prior to

the execution of the Agreement. CONTRACTOR further understands that on an annual basis CONTRACTOR shall provide written certification to Department that CONTRACTOR has received, read, understands, and will abide by Department's Code of Ethics.

[X] (l) Services have been determined by the Department Director, or may be determined at a later date, that CONTRACTOR is a subrecipient or pass-through entity and is therefore required to meet all of the requirements found in 2 C.F.R. § 200.331. (General Terms and Conditions 2.40 applies.) COUNTY shall notify CONTRACTOR in accordance with General Terms and Conditions Paragraph 2.13 (Notices), of any change in designation as a subrecipient, and any subsequent increase to the amount of Federal funding CONTRACTOR shall receive under the terms of this Agreement. CONTRACTOR shall be bound thereby upon receipt of notice.

3.2 Source Funding.

(a) Change in Source Funding. Paragraph 1.7 may be unilaterally modified by COUNTY upon written notice to CONTRACTOR who shall be bound thereby immediately upon receipt. The Department Director is delegated the authority to modify Paragraph 1.7 and provide such written notice, but may exercise such authority only after consultation with, and concurrence of, the Napa County Counsel and the Napa County Executive Officer or their respective designees; provided, however, that nothing in this delegation prevents the Department Director from requesting the Napa County Board of Supervisors to modify Paragraph 1.7.

(b) Amendment to Source Funding Agreement. If Paragraph 1.7 identifies a funding source agreement, then any amendment to the funding source agreement shall be automatically incorporated and made a part of this Agreement, effective in accordance with the amended funding source agreement. As a subcontractor of COUNTY, CONTRACTOR shall be bound by the applicable terms of the funding source agreement, and any amendments thereto.

3.3 Statement of Economic Interests. By authorizing its Chair to execute this Agreement on its behalf, COUNTY's Board of Supervisors hereby determines in writing on behalf of COUNTY that CONTRACTOR has been hired to perform a range of duties so limited in scope as to not be required to comply with the disclosure obligations set forth in Paragraph 2.23(b).

3.4 General Terms and Conditions 2.1(b)-Automatic Renewal is modified to read in full as follows:

The term of this Agreement shall be automatically renewed for an additional year at the end of each fiscal year, until the final renewal period, which concludes on **June 30, 2029**, under the same terms and conditions, unless terminated earlier in accordance with Paragraphs 2.9 (Termination for Cause), 2.10 (Termination for Convenience) or 2.23 (a) (Covenant of No Undisclosed Conflict). The obligations of the Parties under Paragraphs 2.7 (Insurance) and 2.8 (Indemnification) shall continue in full force and effect after the expiration date or early termination in relation to acts or omissions occurring prior to such dates during the term of the Agreement, and the obligations of CONTRACTOR to COUNTY shall also continue after the expiration date or early termination in relation to the obligations prescribed by Paragraphs 2.15 (Confidentiality), 2.20 (Taxes) and 2.21 (Access to Records/Retention).

3.5 COUNTY delegates its authority to the Director of the Health and Human Services Agency to approve future amendments to Exhibits A and B, attached to this Agreement,

provided that any such amendment does not materially alter the nature of the services to be provided or increase the maximum compensation available under this Agreement.

SECTION 4. Incorporated Documents.

The following documents are incorporated herein by this reference and attached hereto and labeled as the following Exhibit letters:

Exhibit A: Scope of Work (attached)

Exhibit B: Compensation (attached)

Exhibit C: “Section 2, General Terms and Conditions, Version 12” (attached)

EXHIBIT A
SCOPE OF WORK

Upon Approval through June 30, 2025
(and each subsequent renewal, terminating no later than June 30, 2029)

CONTRACTOR shall provide consulting and clinical supervision services to the Health and Human Services Agency (HHS). As mutually agreed upon between CONTRACTOR and the HHS Director, CONTRACTOR agrees to provide the following services as needed.

Description of Services to be provided by CONTRACTOR:

A. Training/Meeting Sessions

As we make progress toward being a Trauma Informed Organization, the CONTRACTOR will provide specialized training and support around resilience, coping with grief and loss, secondary trauma and managing burnout and compassion fatigue in support of staff.

B. Secondary Trauma Support (STS) Group

Secondary traumatic stress (STS) is the emotional duress that results when an individual hears about the firsthand trauma experiences of another person. Given the nature of their work, child welfare and behavioral health staff are at very high risk of developing STS, and they can be at risk of experiencing trauma first-hand. In addition, the trauma and secondary trauma experienced by their clients and staff can affect organizations and the organizational culture if left unaddressed. STS can have a negative impact on the ability of individuals and organizations to help children and families. STS can occur when a professional experiences high stress or symptoms of trauma when working with people who have experienced trauma that mimic post-traumatic stress disorder symptoms. Child welfare workers, child welfare related professionals and behavioral health staff, are particularly vulnerable to experiencing STS. The CONTRACTOR shall provide further understanding of STS, its impact, how to identify symptoms, and how it can be prevented and mitigated on an individual and organizational level.

C. Individual/Triadic Clinical Supervision

The CONTRACTOR shall provide clinical supervision as required by the California State Board of Behavioral Sciences (BBS) to eligible registered Associate Clinical Social Workers and Marriage and Family Therapist Interns within Napa County Health and Human Services Agency. This supervision will help the employee develop clinical assessment and treatment skills, review therapeutic techniques, explore treatment options, address dilemmas created by conflicting demands and preparation for state licensing process. The CONTRACTOR shall comply with the HHS Clinical Supervision Policy and is jointly responsible for ensuring that necessary supervision agreements are executed prior to commencement of group supervision. CONTRACTOR must maintain all qualifications specified by the BBS for providing clinical supervision. Individual/Triadic Supervision consists of one (1) hour of face-to-face contact with one Supervisor and one or two Associates. All supervisees shall be referred to CONTRACTOR by the Learning and Organizational Development Project Manager of the Operations Division.

D. Group Clinical Supervision

The CONTRACTOR shall provide clinical supervision as required by the California State Board of Behavioral Sciences (BBS) to eligible registered Associate Clinical Social Workers and Marriage and Family Therapist Interns within Napa County Health and Human Services Agency. This supervision will help the employee develop clinical assessment and treatment skills, review therapeutic techniques, explore treatment options, address dilemmas created by conflicting demands and preparation for state licensing process. The CONTRACTOR shall comply with the HHS Clinical Supervision Policy and is jointly responsible for ensuring that necessary supervision agreements are executed prior to commencement of group supervision. CONTRACTOR must maintain all qualifications specified by the BBS for providing clinical supervision. Group supervision shall be provided in two-hour sessions All supervisees shall be referred to the contractor by the Learning and Organizational Development Project Manager of the Operations Division.

Confidentiality

- CONTRACTOR shall at all times perform its duties under this agreement in compliance with the confidentiality requirements of applicable law, including but not limited to Welfare and Institutions Code Section 827, as well as the confidentiality requirements imposed upon CONTRACTOR by the BBS as a clinical supervisor.
- CONTRACTOR shall maintain written policies and procedures implementing applicable confidentiality requirements, which shall be made available to COUNTY upon request.
- CONTRACTOR shall not disseminate information received during the course of clinical supervision. **Dissemination of any information is disallowed regardless of whether it is in written or oral form.**

EXHIBIT B
COMPENSATION

Upon Approval through June 30, 2025
(and each subsequent renewal, terminating no later than June 30, 2029)

CONTRACTOR shall be compensated at the rates listed below for deliverables listed in Exhibit A for a maximum amount of \$80,200.00 COUNTY agrees to pay claims of CONTRACTOR based upon hours actually documented and submitted to COUNTY.

Description of services	Hourly Rate
Training/Meeting Sessions	\$200
Secondary Trauma Support (STS) Group	\$200
Individual/Triadic Clinical Supervision	\$175
Group Clinical Supervision	\$200

The Hourly Rate is inclusive of travel cost/expenses, onsite planning, preparation, off-site planning, calls, pre-planned case consultations, correspondences and all materials required.

CONTRACTOR shall provide services via Zoom or other web-based webinar/meeting platforms at the COUNTY's request.

CONTRACTOR shall submit claims for payment within 60 days of the end of the month that the service(s) were provided. The specific services provided shall be identified in the claim.

CONTRACTOR understands and accepts that COUNTY shall not pay such claims if presented more than 60 days after the provision of such service(s).

COUNTY will provide CONTRACTOR notice of cancellation 48 hours prior to a scheduled training or service. Cancellations made in fewer than 2 calendar days' notice will be billed at costs listed in the compensation table.

EXHIBIT C

SECTION 2. GENERAL TERMS AND CONDITIONS --VERSION 12

2.1 **Term of the Agreement.**

(a) Term. The term of this Agreement shall commence on the date first written on page 1 and shall expire on the expiration date set forth on page 1 unless terminated earlier in accordance with Paragraphs 2.9 (Termination for Cause), 2.10 (Other Termination) or 2.23(a) (Covenant of No Undisclosed Conflict).

(b) Automatic Renewal. The term of this Agreement shall be automatically renewed for an additional year at the end of each fiscal year, under the same terms and conditions, unless either party gives the other party written notice of intention not to renew no less than thirty (30) days prior to the expiration of the then current term. For purposes of this Agreement, "fiscal year" shall mean the period commencing on July 1 and ending on June 30. COUNTY authorizes the Department Director to determine whether this Agreement shall not be renewed and to provide the written notice of the intention to not renew on behalf of COUNTY.

(c) Obligations Extending Beyond Term. The obligations of the parties under Paragraphs 2.7 (Insurance) and 2.8 (Hold Harmless/Defense/Indemnification) shall continue in full force and effect after the expiration date or early termination in relation to acts or omissions occurring prior to such dates during the term of the Agreement, and the obligations of CONTRACTOR to COUNTY shall also continue after the expiration date or early termination in relation to the obligations prescribed by Paragraphs 2.15 (Confidentiality), 2.20 (Taxes), 2.21 (Access to Records/Retention), 2.31 (Compliance with Federal Health Care Program Requirements), 2.32 (Compliance with State Medi-Cal Specialty Mental Health Services Requirements), and 2.33 (Compliance with Mental Health Activities Requirements). To the extent the paragraphs referenced in this Paragraph 2.1 may be modified by Specific Terms and Conditions contained in SECTION 3 of this Agreement, the modifications shall also continue after the expiration date or early termination.

2.2 **Scope of Services.** CONTRACTOR shall provide COUNTY those services set forth in Exhibit "A."

2.3 **Compensation.**

(a) Compensation/Maximum. In consideration of CONTRACTOR's fulfillment of the promised work, COUNTY shall pay CONTRACTOR at the rates and/or in the amount(s) set forth in Exhibit "B". The maximum payment for the initial term of this Agreement, and the successive maximum payments for each subsequent automatically renewed term, shall each be that maximum amount set forth on page 1; provided, however, that such amounts shall not be construed as guaranteed sums, and compensation shall be based upon services actually rendered and reimbursable expenses actually incurred.

(b) Advance Funding.

1. Use of Funds. To the extent this Agreement may permit advance funding of services and expenses, use of funds delineated in this Agreement is limited to the term of performance unless otherwise modified in accordance with Paragraph 2.17

(Amendment/Modification). COUNTY may at its discretion recapture funds obligated under the authority of this Agreement if expenditure plans are not being met.

2. Reversion of Funds. If funds awarded to CONTRACTOR have not been expended in accordance with this Agreement and COUNTY has determined after consultation with CONTRACTOR that funds will not be spent in a timely manner, such funds will revert to COUNTY for that reason and to the extent permitted by and in a manner consistent with federal and state law, regulations, and policies.

(c) Availability of Funds. It is mutually understood that, for the benefit of both parties, this Agreement may have been written before ascertaining the availability of congressional and/or state legislative appropriation of funds in order to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made. If funding of this Agreement is dependent upon the availability of congressional and legislative appropriation of funds, then:

1. This Agreement shall be deemed automatically terminated if the Congress and and/or the State Legislature do not appropriate funds needed for this Agreement;

2. At COUNTY's discretion, this Agreement may be deemed automatically terminated or this Agreement may be modified or amended in accordance with Paragraph 2.17 (Amendment/Modifications), if the Congress and/or State Legislature do not appropriate sufficient funds needed for this Agreement; and

3. This Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or State Legislature, or any statute enacted by the Congress or State Legislature, that may in any manner affect the provisions, terms, or funding of this Agreement.

(d) COUNTY may withhold any compensation due CONTRACTOR as an offset for any revenues lost arising from an act or omission in billing or documentation practices by CONTRACTOR. CONTRACTOR shall make COUNTY whole for any such lost revenues.

2.4 Method of Payment.

(a) Invoices. All payments for compensation and reimbursement for expenses shall be made only upon presentation by CONTRACTOR to COUNTY of an itemized billing invoice in a form acceptable to the Napa County Auditor which indicates, at a minimum, CONTRACTOR's name, address, Social Security or Taxpayer Identification Number, itemization of the hours worked or, where compensation is on a per-task basis, a description of the tasks completed during the billing period, the person(s) actually performing the services and the position(s) held by such person(s), and the approved hourly or task rate. Where expense reimbursement is sought, the invoice shall describe the nature and cost of the expense, the task(s) if any to which the expense was related, and the date incurred. CONTRACTOR shall submit invoices not more often than monthly to the Contract Administrator. After review and approval as to form and content, the invoice shall be submitted to the Napa County Auditor no later than fifteen (15) calendar days following receipt.

(b) Legal status. So that COUNTY may properly comply with its reporting obligations under federal and state laws pertaining to taxation, if CONTRACTOR is or becomes a corporation during the term of this Agreement, proof that such status is currently recognized by and complies with the laws of both the state of incorporation or organization and the State of California, if different, shall be provided to the Contract Administrator upon request during the term of this Agreement in a form satisfactory to the Napa County Auditor. Such proof shall

include, but need not be limited to, a copy of any annual or other periodic filings or registrations required by the state of origin or California, the current address for service of process on the corporation or limited liability partnership, and the name of any agent designated for service of process by CONTRACTOR within the State of California.

2.5 Independent Contractor. CONTRACTOR shall perform this Agreement as an independent contractor. CONTRACTOR and the officers, agents and employees of CONTRACTOR are not, and shall not be deemed, COUNTY employees for any purpose, including workers' compensation and employee benefits. CONTRACTOR shall, at CONTRACTOR's own risk and expense, determine the method and manner by which duties imposed on CONTRACTOR by this Agreement shall be performed; provided, however, that COUNTY may monitor the work performed by CONTRACTOR. COUNTY shall not deduct or withhold any amounts whatsoever from the compensation paid to CONTRACTOR, including, but not limited to amounts required to be withheld for state and federal taxes. As between the parties to this Agreement, CONTRACTOR shall be solely responsible for all such payments.

2.6 Specific Performance. It is agreed that CONTRACTOR, including the agents, employees and authorized subcontractors of CONTRACTOR, shall be the sole providers of the services required by this Agreement. Because the services to be performed by CONTRACTOR under the terms of this Agreement are of a special, unique, unusual, extraordinary, and intellectual or time-sensitive character which gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages in an action of law, COUNTY, in addition to any other rights or remedies which COUNTY may possess, shall be entitled to injunctive and other equitable relief to prevent a breach of this Agreement by CONTRACTOR.

2.7 Insurance. CONTRACTOR shall obtain and maintain in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the following insurance coverage:

(a) Workers' Compensation Insurance. To the extent required by law during the term of this Agreement, CONTRACTOR shall provide workers' compensation insurance for the performance of any of CONTRACTOR's duties under this Agreement, including but not limited to, coverage for workers' compensation and employer's liability and a waiver of subrogation, and shall provide COUNTY with certification of all such coverages upon request by COUNTY's Risk Manager.

(b) Liability Insurance. CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement the following liability insurance coverages, issued by a company admitted to do business in California and having an A.M. Best rating of A:VII or better, or equivalent self-insurance:

(1) General Liability. Commercial general liability [CGL] insurance coverage (personal injury and property damage) of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence, covering liability or claims for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of CONTRACTOR or any officer, agent, or employee of CONTRACTOR under this Agreement. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.

(2) Professional Liability/Errors and Omissions. Professional liability [or errors and omissions] insurance for all activities of CONTRACTOR arising out of or in connection with this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per claim.

(3) Comprehensive Automobile Liability Insurance. Comprehensive automobile liability insurance (Bodily Injury and Property Damage) on owned, hired, leased and non-owned vehicles used in conjunction with CONTRACTOR's business of not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence. Coverage shall be business auto insurance coverage using Insurance Services Office (ISO) form number CA 0001 06 92 including symbol 1 (any Auto) or the exact equivalent. If CONTRACTOR owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the General Liability Insurance described in subparagraph (b)(1) above. If CONTRACTOR or CONTRACTOR's employees, officers, or agents will use personal automobiles in any way in the performance of this Agreement, CONTRACTOR shall provide evidence of personal auto liability coverage for each such person upon request.

(c) Certificates of Coverage. All insurance coverages referenced in 2.7(b), above, shall be evidenced by one or more certificates of coverage or, with the consent of COUNTY's Risk Manager, demonstrated by other evidence of coverage acceptable to COUNTY's Risk Manager, which shall be filed by CONTRACTOR with the Health and Human Services Agency prior to commencement of performance of any of CONTRACTOR's duties.

(1) The certificate(s) or other evidence of coverage shall reference this Agreement by its COUNTY number or title and department; shall be kept current during the term of this Agreement; shall provide that COUNTY shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, other termination, or material change, except that only ten (10) days prior written notice shall be required where the cause of non-renewal or cancellation is non-payment of premium; and shall provide that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, the coverage afforded applying as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(2) Waiver of Subrogation and Additional Insured Endorsements. For the commercial general liability insurance coverage referenced in 2.7(b)(1) and, for the comprehensive automobile liability insurance coverage referenced in 2.7(b)(3) where the vehicles are covered by a commercial policy rather than a personal policy, CONTRACTOR shall also file with the evidence of coverage an endorsement from the insurance provider naming COUNTY, its officers, employees, agents and volunteers as additional insureds and waiving subrogation. For the Workers Compensation insurance coverage, CONTRACTOR shall file with the evidence of coverage an endorsement waiving subrogation.

(3) The certificate or other evidence of coverage shall provide that if the same policy applies to activities of CONTRACTOR not covered by this Agreement, then the limits in the applicable certificate relating to the additional insured coverage of COUNTY shall pertain only to liability for activities of CONTRACTOR under this Agreement, and that the insurance provided is primary coverage to COUNTY with respect to any insurance or self-insurance programs maintained by COUNTY. The additional insured endorsements for the general liability coverage shall use Insurance Services Office (ISO) Form No. CG 20 09 11 85 or CG 20

10 11 85, or equivalent, including (if used together) CG 2010 10 01 and CG 2037 10 01; but shall not use the following forms: CG 20 10 10 93 or 03 94.

(4) Upon request by COUNTY's Risk Manager, CONTRACTOR shall provide or arrange for the insurer to provide within thirty (30) days of the request, certified copies of the actual insurance policies or relevant portions thereof.

(d) Deductibles/Retentions. Any deductibles or self-insured retentions shall be declared to, and be subject to approval by, COUNTY's Risk Manager, which approval shall not be denied unless the COUNTY's Risk Manager determines that the deductibles or self-insured retentions are unreasonably large in relation to compensation payable under this Agreement and the risks of liability associated with the activities required of CONTRACTOR by this Agreement. At the option of and upon request by COUNTY's Risk Manager if the Risk Manager determines that such deductibles or retentions are unreasonably high, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions as respects COUNTY, its officers, employees, agents and volunteers or CONTRACTOR shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

(e) Inclusion in Subcontracts. CONTRACTOR agrees to require all subcontractors and any other entity or person who is involved in providing services under this Agreement to comply with the Workers Compensation and General Liability insurance requirements set forth in this Paragraph 2.7.

(f) Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve CONTRACTOR, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

2.8 **Hold Harmless/Defense/Indemnification.**

(a) In General. To the full extent permitted by law, CONTRACTOR shall hold harmless, defend at its own expense, and indemnify COUNTY and the officers, agents, employees and volunteers of COUNTY from any and all liability, claims, losses, damages or expenses, including reasonable attorney's fees, for personal injury (including death) or damage to property, arising from all acts or omissions to act of CONTRACTOR or its officers, agents, employees, volunteers, contractors and subcontractors in rendering services under this Agreement, excluding, however, such liability, claims, losses, damages or expenses arising from the sole negligence or willful acts of COUNTY or its officers, agents, employees or volunteers or other contractors or their subcontractors. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement, providing that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege.

(b) Obligations Relating to Criminal Background Checks.

1. If CONTRACTOR's obligations under this Agreement involve contact with vulnerable populations such as children, elderly, mentally ill or disabled persons (hereafter in this paragraph referred to as "third persons"), then CONTRACTOR shall investigate by all lawful means, including but not limited to obtaining information from official government sources as the result of taking fingerprints, the criminal background of each and all of its officers, agents, employees, interns, and volunteers, however denominated (hereafter, "employees"), who

will have direct personal contact with, or provide direct personal services to, third persons in the performance of this contract. Depending upon the information acquired by its investigation, CONTRACTOR shall not allow any of its employees to have personal contact with, or provide direct personal services to, third persons where it may reasonably be concluded as a result of its investigation that an employee should not have such contact or provide such service. Nothing herein requires CONTRACTOR to investigate the criminal background of an employee who is currently licensed by the State of California and whose license requires a criminal background investigation.

2. Notwithstanding anything to the contrary in (a) or (c), CONTRACTOR shall defend and indemnify COUNTY and its officers, agents and employees from any and all claims, actions, settlements or judgments of whatever kind which may arise from the failure of CONTRACTOR to conduct the criminal background investigation described in this subparagraph (b) or from the failure of CONTRACTOR after the investigation to reasonably disallow an employee from having such personal contact or providing such direct personal service.

(c) Employee Character and Fitness. CONTRACTOR accepts responsibility for determining and approving the character and fitness of its employees (including volunteers, agents or representatives) to provide the services required of CONTRACTOR under this Agreement, including completion of a satisfactory criminal/background check and period rechecks to the extent permitted by law. Notwithstanding anything to the contrary in this Paragraph, CONTRACTOR shall hold COUNTY and its officers, agents and employees harmless from any liability for injuries or damages resulting from a breach of this provision or CONTRACTOR's actions in this regard.

2.9 Termination for Cause.

(a) If either party shall fail to fulfill in a timely and proper manner that party's obligations under this Agreement or otherwise breach this Agreement and fail to cure such failure or breach within ten (10) days of receipt of written notice from the other party describing the nature of the breach, the non-defaulting party may, in addition to any other remedies it may have, terminate this Agreement by giving five (5) days written notice to the defaulting party in the manner set forth in Paragraph 2.13 (Notices).

(b) The Department Director is delegated the authority to terminate this Agreement in accordance with this Paragraph on behalf of COUNTY, but may exercise such authority only after consultation with, and concurrence of, the County Counsel and the County Executive Officer or their respective designees; however, nothing in this delegation prevents the Department Director from requesting the Board of Supervisors to terminate this Agreement under this Paragraph.

2.10 Other Termination.

(a) This Agreement may be terminated by either party for any reason and at any time by giving prior written notice of such termination to the other party specifying the effective date thereof at least thirty (30) days prior to the effective date; provided, however, that no such termination may be effected by COUNTY unless an opportunity for consultation is provided prior to the effective date of the termination.

(b) The Department Director is delegated the authority to terminate this Agreement in accordance with this Paragraph on behalf of COUNTY, but may exercise such authority only after consultation with, and concurrence of, the County Counsel and the County Executive Officer or their respective designees; however, nothing in this delegation prevents the Department Director from requesting the Board of Supervisors to terminate this Agreement under this Paragraph.

2.11. Disposition of, Title to and Payment for Work upon Expiration or Termination.

(a) Upon expiration or termination of this Agreement, if and to the extent CONTRACTOR has provided services through Software and Applications materials licensed to COUNTY, COUNTY shall promptly return the Software and Application materials to CONTRACTOR. In addition, to the extent CONTRACTOR maintains COUNTY data on those portions of digital software hosted by CONTRACTOR and not controlled by COUNTY (“County data”), CONTRACTOR shall promptly return County data to COUNTY Information Technology Department (ITS) in a format designated by ITS and shall subsequently purge County data from CONTRACTOR’s systems upon confirmation from COUNTY that the copy of the data provided to COUNTY is comprehensive of the data previously hosted by CONTRACTOR.

(b) Upon expiration or termination of this Agreement, all finished or unfinished documents and other materials, if any, and all rights therein shall become, at the option of COUNTY, the property of and shall be promptly returned to COUNTY, although CONTRACTOR may retain a copy of such work for its personal records only. Unless otherwise expressly provided in this Agreement, any copyrightable or patentable work created by CONTRACTOR under this Agreement shall be deemed a “work made for hire” for purposes of copyright or patent law and only COUNTY shall be entitled to claim or apply for the copyright or patent thereof.

(c) Notwithstanding the provisions set forth in subparagraph (b) above, if the services involve development or improvement of previously patented inventions or previously copyrighted software, upon expiration or termination of this Agreement, title to, ownership of, and all applicable patents, copyrights and trade secrets in the products developed or improved under this Agreement, shall remain with CONTRACTOR or any other person or entity if such person previously owned or held such patents, copyrights, and trade secrets, and such persons shall retain complete rights to market such product; provided, however, that COUNTY shall receive, at no additional cost, a perpetual license to use such products for its own use or the use of any consortium or joint powers agency to which COUNTY is a party. If the product involves a source code, CONTRACTOR shall either provide a copy of the source code to COUNTY or shall place the source code in an escrow account, at CONTRACTOR's expense, from which the source code may be withdrawn and used by COUNTY for the sole purpose of maintaining and updating the system dependent upon such code when such use is necessary to prevent loss of service to COUNTY.

(d) CONTRACTOR shall be entitled to receive compensation for any satisfactory work completed prior to expiration or receipt of the notice of termination or commenced prior to receipt of notice of termination and completed satisfactorily prior to the effective date of the termination; except that CONTRACTOR shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of the Agreement by CONTRACTOR

whether or not the Agreement expired or was otherwise terminated, and COUNTY may withhold any payments not yet made to CONTRACTOR for purpose of setoff until such time as the exact amount of damages due to COUNTY from CONTRACTOR is determined.

2.12 **No Waiver.** The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

2.13 **Notices.**

(a) In General. Except as set forth in subparagraph (b) below with respect to notice of automatically adopted provisions, all notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any notice sent by mail in the manner prescribed by this subparagraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier. Any mailed notice, demand, request, consent, approval or communication that COUNTY desires to give to CONTRACTOR shall be addressed to CONTRACTOR's Contract Contact Person at the mailing address set forth in SECTION 1 of this Agreement. Any mailed notice, demand, request, consent, approval or communication that CONTRACTOR desires to give to COUNTY shall be addressed to COUNTY's Contract Administrator at the mailing address set forth in SECTION 1 of this Agreement. Either party may change its address by notifying the other party of the change of address.

(b) Provisions Adopted Automatically. COUNTY reserves the right to provide notice to CONTRACTOR via facsimile of terms, which automatically become part of this Agreement upon approval by the Napa County Board of Supervisors. Notice delivered by facsimile shall be deemed to have been received on the date a successful delivery confirmation report is generated.

(c) Waiver of Notice by CONTRACTOR. If receipt of notice is refused by CONTRACTOR or if notice is undeliverable due to CONTRACTOR's failure to provide a change of address, notice shall be deemed waived and COUNTY may proceed as though notice were accomplished.

2.14 **Compliance with COUNTY Policies on Waste, Harassment, Drug/Alcohol-Free Workplace, and Computer Use.** CONTRACTOR hereby agrees to comply, and require its employees and subcontractors to comply, with the following policies, copies of which are on file with the Clerk of the Board of Supervisors and incorporated by reference herein. Future versions of the following policies shall automatically become part of this Agreement upon approval by the Napa County Board of Supervisors and notice to CONTRACTOR pursuant to Paragraph 2.13. CONTRACTOR also agrees that it shall not engage in any activities, or permit its officers, agents and employees to do so, during the performance of any of the services required under this Agreement, which would interfere with compliance or induce violation of these policies by COUNTY employees or contractors.

(a) Waste Source Reduction and Recycled Product Content Procurement Policy.

(b) County of Napa "Policy for Maintaining a Harassment and Discrimination Free Work Environment."

(c) Drug and Alcohol Policy.

(d) Napa County Information Technology Use and Security Policy. To this end, all

employees and subcontractors of CONTRACTOR whose performance of services under this Agreement requires access to any portion of the COUNTY computer network shall sign and have on file with COUNTY's ITS Department prior to receiving such access the certification attached to said Policy.

(e) Napa County Workplace Violence Policy, adopted by the BOS effective May 23, 1995 and subsequently revised effective November 2, 2004, which is located in the County of Napa Policy Manual Part I, Section 37U.

2.15 Confidentiality.

(a) Maintenance of Confidential Information. Confidential information is defined as all information disclosed to or created by CONTRACTOR which relates to COUNTY's past, present, and future activities, as well as activities under this Agreement. CONTRACTOR shall hold all such information as CONTRACTOR may receive or create, if any, in trust and confidence, except with the prior written approval of COUNTY, as expressed through the Department Director. Upon cancellation or expiration of this Agreement, to the extent permitted by law, CONTRACTOR shall return to COUNTY all written and descriptive matter which contains any such confidential information, except that CONTRACTOR may retain for its files a copy of CONTRACTOR's work product if such product has been made available to the public by COUNTY.

(b) Protection of Personally Identifiable Information and Protected Health Information.

(1) To the extent CONTRACTOR is provided, creates, or has access to, Protected Health Information (PHI), Personally Identifiable Information (PII), or any other legally protected confidential information or data in any form or matter (collectively referred to as "Protected Information"), CONTRACTOR shall adhere to all federal, state and local laws, rules and regulations protecting the privacy of such information. CONTRACTOR shall adhere to all existing and future federal, state and local laws, rules and regulations regarding the privacy and security of Protected Information, including, but not limited to, laws and regulations requiring data encryption or policy and awareness programs for the protection of COUNTY Protected Information provided to, or accessed or created by, CONTRACTOR.

(2) CONTRACTOR agrees to adhere to the applicable terms regarding the privacy and security of Protected Information as set forth in the COUNTY-entity agreements identified in Paragraph 1.8 of Section 1 of this Agreement (Contract Administration). CONTRACTOR shall also observe and comply with those requirements set forth in "Addendum For Contracts Involving Protected Information Subject to Confidentiality or Security Provisions of County's Agreements with Other Entities" which is incorporated by reference herein, is on file with the Clerk of the Board of Supervisors and the Department, and is also online at: www.countyofnapa.org.

(3) CONTRACTOR shall ensure that its staff is trained to its privacy and security policies and procedures and that appropriate physical, technological and administrative safeguards are in place to protect the confidentiality of COUNTY's Protected Information, including, but not limited to, PHI and PII. Upon request, CONTRACTOR shall make available to COUNTY its policies and procedures, staff training records and other documentation of compliance with this Paragraph 2.15.

(4) CONTRACTOR agrees to notify COUNTY, by and through the Napa County Privacy Officer at 2751 Napa Valley Corporate Dr. Suite B, Napa, CA 94559, or 707.253-4715, immediately in the following instances:

(A) Upon the discovery of a breach of PHI/PII/other Protected Information in electronic or other media;

(B) Upon the discovery that PHI/PII/other Protected Information was, or is reasonably believed to have been accessed or acquired by an unauthorized person;

(C) Upon the discovery of a suspected security incident that involves PHI/PII/other Protected Information; or

(D) Upon the discovery of any breach, security incident, intrusion, or unauthorized access, use, or disclosure of PHI/PII/other Protected Information.

(5) CONTRACTOR will be responsible for all costs associated with CONTRACTOR's breach of the security and privacy of PHI/PII/other Protected Information, or its unauthorized access to or disclosure of PHI/PII/or other Protected Information, including, but not limited to, mitigation of the breach, cost to the County of any monetary sanctions resulting from breach, notification of individuals affected by the breach, and any other action required by federal, state, or local laws, rules or regulations applicable at the time of the breach.

(c) To the extent CONTRACTOR creates, is provided, or has access to applications and records concerning any individual made or kept by COUNTY in connection with public social services (records) as defined in California Welfare & Institutions Code Section 10850, CONTRACTOR shall maintain the confidentiality of such records in accordance with Section 10850, except as otherwise permitted by COUNTY and as necessary for purposes of providing services under this Agreement.

(d) Protection of County Data. If CONTRACTOR will be processing and storing the COUNTY's data in an offsite location, such as a cloud service site, cloud storage site, hosted application site, or hosted storage site, CONTRACTOR shall guarantee that such data is encrypted using an encryption algorithm that meets the current US Department of Defense minimum requirements in order to protect COUNTY data against a breach of protected data if lost or stolen. All offsite cloud applications and storage systems utilized by CONTRACTOR shall be located in the United States, which includes any backup and failover facilities. Application and storage solutions in any foreign location is prohibited.

All desktop and laptop computers, as well other similar type computer systems, used by CONTRACTOR shall be encrypted using the same encryption algorithm described above. All data in transit shall require the same encryption. Storage of COUNTY data on removable portable storage is prohibited.

Upon termination of this agreement, CONTRACTOR shall purge all COUNTY data from all CONTRACTOR systems using a forensic grade deletion that conforms to US Department of Defense DoD 5220.22-M (E) standards.

CONTRACTOR shall reimburse the COUNTY for all associated costs of a breach, including but not limited to reporting costs and associated penalties the COUNTY must bear.

(e) HHSA Contractor Security Requirements. Whenever CONTRACTOR utilizes their own equipment to perform work under this Agreement, CONTRACTOR warrants that they have reviewed "HHSA Contractor Security Requirements" and can adhere to the minimum standards at all time. A copy of "HHSA Contractor Security Requirements" which is incorporated by reference herein, is on file with the Clerk of the Board of Supervisors and the Department, and is also online at: www.countyofnapa.org.

2.16 No Assignments or Subcontracts.

(a) In general. A consideration of this Agreement is the personal reputation of CONTRACTOR; therefore, CONTRACTOR shall not assign any interest in this Agreement or subcontract any of the services CONTRACTOR is to perform hereunder without the prior written consent of COUNTY, which shall not be unreasonably withheld. The inability of the assignee to provide personnel equivalent in experience, expertise, and numbers to those provided by CONTRACTOR, or to perform any of the remaining services required under this Agreement within the same time frame required of CONTRACTOR shall be deemed to be reasonable grounds for COUNTY to withhold its consent to assignment. For purposes of this subparagraph, the consent of COUNTY may be given by the Department Director.

(b) Effect of Change in Status. If CONTRACTOR changes its status during the term of this Agreement from or to that of a corporation, limited liability partnership, limited liability company, general partnership, or sole proprietorship, such change in organizational status shall be viewed as an attempted assignment of this Agreement by CONTRACTOR. Failure of CONTRACTOR to obtain approval of such assignment under this Paragraph shall be viewed as a material breach of this Agreement.

2.17 Amendment/Modification.

(a) Except as specifically provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties. In particular, only COUNTY, by the Department Director (as long as the aggregate compensation payable to CONTRACTOR by COUNTY under this and all prior agreements with CONTRACTOR will not exceed \$10,000), or by COUNTY's Purchasing Agent (as long as the aggregate compensation payable to CONTRACTOR by COUNTY under this and all prior agreements with CONTRACTOR will not exceed the maximum aggregate amount for Purchasing Agent contracts as specified by Napa County Code section 2.36.040 (G)) or by COUNTY's Board of Supervisors (in all other instances), in the form of an amendment of this Agreement, may authorize extra and/or changed work if beyond the scope of services prescribed by "Exhibit A." Failure of CONTRACTOR to secure such authorization in writing in advance of performing any of the extra or changed work shall constitute a waiver of any and all rights to adjustment in the contract price or contract time and no compensation shall be paid for such extra work.

(b) Notwithstanding anything to the contrary in (a), this Agreement may be unilaterally modified by COUNTY upon written notice to CONTRACTOR under the following circumstances:

1. There is a decrease in state or federal funding needed for this Agreement;
2. There is a no-cost extension of the end date of the Agreement as authorized by a state or federal funding source; or
3. There is a change in state/federal law or regulation requiring a change in a provision of this Agreement.

(c) The Department Director is delegated the authority to modify this Agreement in accordance with subparagraph (b), but may exercise such authority only after consultation with, and concurrence of, the County Counsel and the County Executive Officer or their respective designees; provided, however, that nothing in this delegation prevents the Department Director from requesting the Board of Supervisors to modify this Agreement under subparagraph (b).

2.18 Interpretation; Venue.

(a) Interpretation. The headings used herein are for reference only. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California without regard to the choice of law or conflicts.

(b) Venue. This Agreement is made in Napa County, California. The venue for any legal action in state court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of Napa, a unified court. The venue for any legal action in federal court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement lying within the jurisdiction of the federal courts shall be the Northern District of California. The appropriate venue for arbitration, mediation or similar legal proceedings under this Agreement shall be Napa County, California; however, nothing in this sentence shall obligate either party to submit to mediation or arbitration any dispute arising under this Agreement.

2.19 Compliance with Laws. CONTRACTOR shall observe and comply with all applicable Federal, State and local laws, ordinances, and codes. **CONTRACTOR acknowledges its independent duty to be and to remain informed of all changes in such laws without reliance on COUNTY to provide notice of such changes.** Such laws shall include, but not be limited to, the following, except where prohibited by law:

(a) Non-Discrimination. During the performance of this Agreement, CONTRACTOR and its subcontractors shall not deny the benefits thereof to any person on the basis of race, color, ancestry, national origin or ethnic group identification, religion or religious creed, gender or self-identified gender, sexual orientation, marital status, age (over 40), mental disability, physical disability, genetic information, or medical condition (including cancer, HIV and AIDS), or political affiliation or belief nor shall they discriminate unlawfully against any employee or applicant for employment because of race, color, ancestry, national origin or ethnic group identification, religion or religious creed, gender or self-identified gender, sexual orientation, marital status, age (over 40), mental disability, physical disability, genetic information, or medical condition (including cancer, HIV and AIDS, use of family care leave, or political affiliation or belief. CONTRACTOR shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination or harassment. In addition to the foregoing general obligations, CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated thereunder (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any state or local regulations adopted to implement any of the foregoing, as such statutes and regulations may be amended from time to time. To the extent this Agreement subcontracts to CONTRACTOR services or works required of COUNTY by the State of California pursuant to agreement between COUNTY and the State, the applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a) through (f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are expressly incorporated into this Agreement by reference and made a part hereof as if set forth in full, and CONTRACTOR and any of its subcontractors shall give written notice of their obligations thereunder to labor organizations with which they have collective bargaining or other agreements.

(b) Documentation of Right to Work. CONTRACTOR agrees to abide by the requirements of the Immigration and Control Reform Act pertaining to assuring that all newly-hired employees of CONTRACTOR performing any services under this Agreement have a legal right to work in the United States of America, that all required documentation of such right to work is inspected, and that INS Form 1-9 (as it may be amended from time to time) is completed and on file for each employee. CONTRACTOR shall make the required documentation available upon request to COUNTY for inspection.

(c) Federal Grant Source. Notwithstanding anything to the contrary in this Agreement, if the funds for this Agreement are derived from a grant from a federal agency, pursuant to 29 CFR 97.36(i)(8) and (9), CONTRACTOR is hereby notified of, and shall comply with the requirements and regulations imposed by the federal granting agency with respect to any discovery or invention which arises or is developed pursuant to this Agreement, and pertaining to any copyrights or rights in data created or otherwise developed when engaging in activities of CONTRACTOR under this Agreement. The requirements and regulations imposed by the federal granting agency are set forth in the original grant agreement specified in Section 1 of the Agreement and are incorporated by reference herein. The original grant agreement is on file with the Clerk of the Board of Supervisors.

(d) Prevailing Wages. If the services to be provided relate to construction or pre-construction-related services, including but not limited to testing, surveying, and inspection, then this Agreement includes the following provisions:

(1) Affected work. CONTRACTOR shall comply with Labor Code sections 1774 and 1775 in relation to payment of prevailing wages for any portion of the required work performed under this Agreement on or after January 1, 2002 relating to construction design, testing, surveying and/inspection work, and construction if the State Director of Industrial Relations has established prevailing wage rates for the types of work involved.

(2) Prevailing wages rates. In accordance with the provisions of Section 1774 of the Labor Code of the State of California, to the extent the Director of Industrial Relations has established the general prevailing rate of wages (which rate includes employer payments for health and welfare, pension, vacation and similar purposes) for the above-described portions of the work required under this Agreement, such rates of wages will be on file and available for inspection at the office of the County of Napa Department of Public Works, 1195 Third Street, Room 201, Napa, California.

(3) Payroll records. In accordance with Labor Code section 1776, a copy of all payrolls for work subject to this subparagraph shall be submitted weekly to COUNTY's Director of Public Works. Payrolls shall contain the full name, address and social security number of each employee, his correct classification, rate of pay, daily and weekly number of hours worked, itemized deductions made and actual wages paid. They shall also indicate apprentices and ratio of apprentices to journeymen. The employee's address and social security number need only appear on the first payroll on which his name appears. The payroll shall be accompanied by a "Statement of Compliance" signed by the employer or his agent indicating that the payrolls are correct and complete and that the wage rates contained therein are not less than those required by the contract. The "Statement of Compliance" shall be on forms furnished by the Director of Public Works or his designee or on any form with identical wording. CONTRACTOR shall be responsible for the submission of copies of payrolls of all subcontractors.

(4) Apprentices. CONTRACTOR shall be responsible for ensuring compliance with the provisions of Labor Code section 1777.5 relating to employment and

payment of apprentices for work under this Agreement relating to land surveying and/or construction inspection if the total compensation to be paid CONTRACTOR for such work is \$30,000 or more.

(e) Inclusion in Subcontracts. To the extent any of the services required of CONTRACTOR under this Agreement are subcontracted to a third party, CONTRACTOR shall include all of the provisions of this Paragraph 2.19 in all such subcontracts as obligations of the subcontractor.

(f) Notwithstanding any other provisions of this contract, CONTRACTOR represents that it will comply with the applicable cost principles and administrative requirements including claims for payment or reimbursement by COUNTY as set forth in 2 C.F.R. 200 et. seq., as currently enacted or as may be amended throughout the term of this Agreement.

2.20 Taxes. CONTRACTOR agrees to file all applicable federal and state tax returns or applicable withholding documents and to pay all applicable taxes or to make all required withholdings on amounts paid pursuant to this Agreement, and shall be solely liable and responsible to make such withholdings and/or pay such taxes and other obligations including, without limitation, state and federal income and FICA taxes. CONTRACTOR agrees to indemnify and hold COUNTY harmless from any liability it may incur to the United States or the State of California as a consequence of CONTRACTOR's failure to pay or withhold, when due, all such taxes and obligations. In the event that COUNTY is audited for compliance regarding any withholding or other applicable taxes or amounts, CONTRACTOR agrees to furnish COUNTY with proof of payment of taxes or withholdings on those earnings.

2.21 Access to Records/Retention. COUNTY, any federal or state grantor agency funding all or part of the compensation payable hereunder, the State Controller, the Comptroller General of the United States, or the duly authorized representatives of any of the above, shall have access to any books, documents, papers and records of CONTRACTOR which are directly pertinent to the subject matter of this Agreement for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, CONTRACTOR shall maintain all required records, including clinical documentation, for at least ten (10) years after COUNTY makes final payment for any other work authorized hereunder and all pending matters are closed, whichever is later.

2.22 Authority to Contract. CONTRACTOR and COUNTY each warrant hereby that they are legally permitted and otherwise have the authority to enter into and perform this Agreement. The parties further warrant that the signatories to this Agreement are authorized to execute this Agreement on behalf of their respective parties and that any action necessary to bind each such party has been taken by that party prior to entering into this Agreement.

2.23 Conflict of Interest.

(a) Covenant of No Undisclosed Conflict. The parties to the Agreement acknowledge that they are aware of the provisions of Government Code section 1090, et seq., and section 87100, et seq., relating to conflict of interest of public officers and employees. CONTRACTOR hereby covenants that it presently has no interest not disclosed to COUNTY and shall not acquire any interest, direct or indirect, which would conflict in any material manner or degree with the performance of its services or confidentiality obligation hereunder, except as such as COUNTY

may consent to in writing prior to the acquisition by CONTRACTOR of such conflict. CONTRACTOR further warrants that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. CONTRACTOR agrees that if such financial interest does exist at the inception of this Agreement, COUNTY may terminate this Agreement immediately upon giving written notice without further obligation by COUNTY to CONTRACTOR under this Agreement. The Department Director is delegated the authority to terminate this Agreement in accordance with this Paragraph on behalf of COUNTY, but may exercise such authority only after consultation with, and concurrence of, the County Counsel and the County Executive Officer or their respective designees; however, nothing in this delegation prevents the Department Director from requesting the Board of Supervisors terminate this Agreement.

(b) Statements of Economic Interest. CONTRACTOR acknowledges and understands that COUNTY has developed and approved a Conflict of Interest Code as required by state law which requires CONTRACTOR to file with the Elections Division of the Napa County Assessor-Clerk Recorder “assuming office”, “annual”, and “leaving office” Statements of Economic Interest as a “consultant”, as defined in section 18701(a)(2) of Title 2 of the California Code of Regulations, unless COUNTY, through a person authorized to execute this Agreement on behalf of COUNTY, or the Department Director, has determined in writing that CONTRACTOR, although holding a “designated” position as a consultant, has been hired to perform a range of duties so limited in scope as to not be required to fully comply with such disclosure obligation. CONTRACTOR agrees to timely comply with all filing obligations for a consultant under COUNTY’s Conflict of Interest Code unless such a determination is on file on the filing dates for each of the required Statements of Economic Interest.

2.24 Non-Solicitation of Employees. Each party agrees not to solicit for employment the employees of the other party who were directly involved in the performance of the services hereunder for the term of this Agreement and a period of six (6) months after termination of this Agreement except with the written permission of the other party, except that nothing in this Paragraph shall preclude either party from publishing or otherwise distributing applications and information regarding that party’s job openings where such publication or distribution is directed to the general public.

2.25 Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create any rights in third parties and the parties do not intend to create such rights.

2.26 Attorney's Fees. In the event that either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.

2.27 Severability. If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

2.28 **Entirety of Contract.** This Agreement, including documents incorporated by reference and not attached hereto, constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

2.29. **Other Terms and Conditions [Reserved.]**

2.30 **Acknowledgment of Funds; Compliance with Government Code Section 7550.**

(a) **In General.** Because the monies provided by COUNTY are funded by taxpayer dollars, it is important that the public know the individuals and organizations that are receiving funds from COUNTY under this Agreement. Therefore, CONTRACTOR shall acknowledge funding received under this Agreement in statements or printed materials relating thereto. All printed materials shall contain the following information in a type size and style appropriate to the materials: “Made possible by funding provided by the County of Napa.”

(b) **Compliance With Government Code Section 7550.** In addition, if the Scope of Work includes preparation of a document or written report and the total cost of the work is more than \$5,000, each document or report prepared by CONTRACTOR for or under the direction of COUNTY pursuant to this Agreement shall contain the numbers and dollar amounts of the Agreement and all subcontracts under the Agreement relating to the preparation of the document or written report as required by Government Code section 7550. The Agreement and subcontract dollar amounts shall be contained in a separate section of the document or written report. If multiple documents or written reports are the subject of the Agreement or subcontracts, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports.

2.31 **Compliance with Federal Health Care Program Requirements.** If CONTRACTOR will be performing services under this Agreement that are covered by a Federal Health Care Program, then:

(a) CONTRACTOR shall observe and comply with all applicable Federal Health Care Program Requirements, including but not limited to those requirements set forth in “Addendum For Contracts Involving Federal Health Care Programs—Revision of March 22, 2021.” The Addendum is incorporated by reference as if set forth herein. A copy of the Addendum is on file with and available for inspection in the offices of the Clerk of the Napa County Board of Supervisors and the Department and is online at: www.countyofnapa.org.

(b) CONTRACTOR shall attend and/or provide Compliance Trainings as required by the Department Director unless otherwise deemed exempt by the Department Director or designee thereof.

(c) CONTRACTOR shall make COUNTY whole for any revenues lost arising from an act or omission in billing practices by CONTRACTOR.

(d) CONTRACTOR warrants that no one providing services is an Excluded Individual as such term is defined for Federal Health Care Programs.

(e) CONTRACTOR shall pay any penalty or fine assessed against COUNTY arising from CONTRACTOR’s failure to comply with the obligations imposed by the “Addendum for Contractors Involving Federal Health Care Programs”. Said penalties and fines that may be

assessed are as follows: civil monetary penalties of \$11,000 per item or service; treble damages for the submission of claims for reimbursement from an excluded health care provider.

(f) CONTRACTOR shall pay any penalty or fine assessed against COUNTY arising from CONTRACTOR's failure to comply with all applicable Federal or State Health Care Program Requirements, including, but not limited to any penalties or fines which may be assessed under a Federal or State False Claims Act provision.

(g) To the extent any of the services required of CONTRACTOR under this Agreement are subcontracted to a third party, CONTRACTOR shall include the provisions of the Addenda in all such subcontracts as obligations of the subcontractor.

(h) CONTRACTOR agrees to abide by COUNTY'S policies entitled "Whistleblower Protections", "The False Claims Act (Federal & State Statutes) & Other Administrative Remedies & Statutes", "Federal Anti-Kickback Prohibitions" and "Physicians Referrals – The Stark Law". The policies are on file with the Clerk of the Napa County Board of Supervisors and the Department and are also online at: www.countyofnapa.org.

(i) CONTRACTOR shall provide copies of any and all clinical documentation supporting the services it provided pursuant to this Agreement at any time requested by COUNTY, including after this Agreement is terminated. CONTRACTOR shall provide copies of documentation requested by COUNTY immediately, and by no later than 14 calendar days, after such request is made. As set forth in Paragraph 2.21, CONTRACTOR is required to maintain all records, including clinical documentation, for a period of ten (10) years after COUNTY makes final payment for any work authorized pursuant to this Agreement and after all audit and fiscal matters are closed by COUNTY, whichever is later. Failure by CONTRACTOR to provide such documentation upon request by COUNTY shall subject contractor to monetary damages, in addition to CONTRACTOR reimbursing the payments it received from COUNTY for services related to the requested documentation, and all remedies and damages that COUNTY may seek for CONTRACTOR'S breach of its specific performance of the services provided pursuant to this Agreement.

2.32 Compliance with State Medi-Cal Specialty Mental Health Services Requirements.

If CONTRACTOR, under this Agreement, is required to and performs services that are covered by a State Medi-Cal Specialty Mental Health Services Program, then:

(a) CONTRACTOR shall observe and comply with all applicable State Medi-Cal Specialty Mental Health Services Requirements, including but not limited to those requirements set forth in "Addendum for Contracts Involving Medi-Cal Specialty Mental Health Services-- Revision No. 1" for services performed on or after July 1, 2014. The Addendum is incorporated by reference as if set forth herein. A copy of the Addendum is on file with and available for inspection in the offices of the Clerk of the Napa County Board of Supervisors and the Department and are also online at: www.countyofnapa.org.

(b) CONTRACTOR shall provide such documentation as required by the Department Director, Contract Administrator, or designees thereof at any time for purposes of quality assurance, audit, or to substantiate claims for payment. COUNTY may elect to withhold payment, or request reimbursement of payments made, for failure by CONTRACTOR to provide such documentation as required by COUNTY.

(c) CONTRACTOR is subject to any audits of its services or claims conducted by the Department, the California State Department of Mental Health or other auditors. Any resulting audit exemption shall be repaid to COUNTY.

(d) CONTRACTOR shall make COUNTY whole for any losses, including, but not limited to, disallowances for payment or lost revenues identified and discovered by COUNTY that are attributable to CONTRACTOR's actions when performing its obligations under this Agreement, such as insufficient documentation by CONTRACTOR of Medical Necessity or billing errors by CONTRACTOR that preclude COUNTY from claiming the Federal Financial Participation share of Medi-Cal or State General Funds.

(e) To the extent that CONTRACTOR must make COUNTY whole under this Paragraph, COUNTY may elect to withhold any payments for past services, offset against any payments for future services for which CONTRACTOR provides, or demand reimbursement without offset.

(f) CONTRACTOR shall pay any penalty or fine assessed against COUNTY arising from CONTRACTOR's failure to comply with all applicable Federal or State Health Care Program Requirements, including, but not limited to any penalties or fines which may be assessed under a Federal or State False Claims Act provision.

(g) To the extent any of the services required of CONTRACTOR under this Agreement are subcontracted to a third party, CONTRACTOR shall include the provisions of the applicable Addendum in all such subcontracts as obligations of the subcontractor.

(h) CONTRACTOR shall provide copies of any and all clinical documentation supporting the services it provided pursuant to this Agreement at any time requested by COUNTY, including after this Agreement is terminated. CONTRACTOR shall provide copies of documentation requested by COUNTY immediately, and by no later than 14 calendar days, after such request is made. As set forth in Paragraph 2.21, CONTRACTOR is required to maintain all records, including clinical documentation, for a period of ten (10) years after COUNTY makes final payment for any work authorized pursuant to this Agreement and after all audit and fiscal matters are closed by COUNTY, whichever is later. Failure by CONTRACTOR to provide such documentation upon request by COUNTY shall subject contractor to monetary damages, in addition to CONTRACTOR reimbursing the payments it received from COUNTY for services related to the requested documentation, and all remedies and damages that COUNTY may seek for CONTRACTOR'S breach of its specific performance of the services provided pursuant to this Agreement.

2.33 Compliance with Mental Health Activities Requirements. If CONTRACTOR, under this Agreement, is required to perform mental health activities, then:

(a) CONTRACTOR shall provide such documentation as required by the Department Director, Contract Administrator or designees thereof at any time for purposes of quality assurance, audit, or to substantiate claims for payment. COUNTY may elect to withhold payment, or request reimbursement of payments made, for failure by CONTRACTOR to provide such documentation as required by COUNTY.

(b) CONTRACTOR shall be subject to any audits of its services or claims conducted by Department, California State Department of Mental Health or other auditors. Any resulting audit exemption shall be repaid to COUNTY.

(c) CONTRACTOR shall make COUNTY whole for any losses, including, but not limited to, lost revenues as identified and discovered by the COUNTY that are attributable to CONTRACTOR's performance under this Agreement such as CONTRACTOR's insufficient documentation of services as required by the Agreement.

(e) To the extent that CONTRACTOR must make COUNTY whole under this Paragraph, COUNTY may elect to withhold any payments for past services, offset against any payments for future services for which CONTRACTOR provides, or demand reimbursement without offset.

(f) CONTRACTOR shall pay any penalty or fine assessed against COUNTY arising from CONTRACTOR's failure to comply with all applicable requirements.

(g) To the extent any of the services required of CONTRACTOR under this Agreement are subcontracted to a third party; CONTRACTOR shall include the provisions of this Paragraph in all such subcontracts as obligations of the subcontractor.

(h) CONTRACTOR shall provide copies of any and all clinical documentation supporting the services it provided pursuant to this Agreement at any time requested by COUNTY, including after this Agreement is terminated. CONTRACTOR shall provide copies of documentation requested by COUNTY immediately, and by no later than 14 calendar days, after such request is made. As set forth in Paragraph 2.21, CONTRACTOR is required to maintain all records, including clinical documentation, for a period of ten (10) years after COUNTY makes final payment for any work authorized pursuant to this Agreement and after all audit and fiscal matters are closed by COUNTY, whichever is later. Failure by CONTRACTOR to provide such documentation upon request by COUNTY shall subject contractor to monetary damages, in addition to CONTRACTOR reimbursing the payments it received from COUNTY for services related to the requested documentation, and all remedies and damages that COUNTY may seek for CONTRACTOR'S breach of its specific performance of the services provided pursuant to this Agreement.

2.34 Compliance with Federal Health Insurance Portability and Accountability Act of 1996. If CONTRACTOR shall perform services under this Agreement involving the receipt, use, or disclosure of protected health information, then:

(a) Federal and other applicable law. CONTRACTOR shall observe and comply with all applicable requirements of the Federal Insurance Portability and Accountability Act of 1996 and regulations promulgated thereunder by the U.S. Department of Health and Human Services (collectively referred to as "HIPAA"), and other applicable laws.

(b) HIPAA Business Associate Agreement. If applicable, CONTRACTOR shall comply with the terms and conditions of the HIPAA Business Associate Agreement previously entered into with COUNTY, which is incorporated by reference herein and on file with the Clerk of the Board of Supervisors.

(c) Use or Disclosure of Protected Health Information. CONTRACTOR may use or disclose protected health information for the purpose of performing functions, activities for or on behalf of COUNTY, as specified in this Agreement, provided that such use or disclosure would not violate HIPAA, if done by COUNTY, or the provisions of any applicable HIPAA Business Associate Agreement.

(d) Subcontractors. To the extent any of the services required of CONTRACTOR under this Agreement are subcontracted to a third party, CONTRACTOR shall require compliance with all applicable HIPAA provisions, other applicable law, and any applicable HIPAA Business Associate Agreement(s) in such subcontracts as obligations of the subcontractor.

2.35 Compliance With COUNTY's Obligations Under Contracts With Other Entities. If CONTRACTOR under this Agreement shall perform services as a subcontractor under COUNTY's contract(s) with other entities, including, but not limited to State and Federal Agencies, and such services involve the use or disclosure of personally identifiable information, then:

(a) CONTRACTOR shall observe and comply with all applicable terms of COUNTY's contract(s) with other entities, including, but not limited to, those requirements set forth in "Addendum For Contracts Involving Personally Identifiable Information Subject to Confidentiality or Security Provisions of County's Agreements with Other Entities" which is incorporated by reference herein, is on file with the Clerk of the Board of Supervisors and the Department, and is also online at: www.countyofnapa.org.

(b) CONTRACTOR shall pay any penalty or fine assessed against COUNTY arising from CONTRACTOR's failure to comply with the obligations imposed by the "Addendum for Contracts Involving Personally Identifiable Information Subject to Confidentiality or Security Provisions of County's Agreements with Other Entities".

(c) To the extent any of the services required of CONTRACTOR under this Agreement are subcontracted to a third party, CONTRACTOR shall include the provisions of the "Addendum for Contracts Involving Protected Information Subject to Confidentiality or Security Provisions of County's Agreements with Other Entities" in all such subcontracts as obligations of the subcontractor.

2.36 Napa Health Matters Listing. If CONTRACTOR is an organization providing health, human, or social services of a type recognized for listing on the "Napa Health Matters" website, CONTRACTOR agrees to maintain a current and accurate listing on www.NapaHealthMatters.org for such services.

2.37 Licensure Status.

(a) License in Good Standing. If CONTRACTOR is providing services under this Agreement as a state-licensed professional, CONTRACTOR shall ensure that CONTRACTOR's professional license is in good standing with all applicable licensing boards. CONTRACTOR understands COUNTY may terminate the Agreement if CONTRACTOR fails to maintain a current professional license in good standing. For purposes of this Agreement, "license in good standing" means there is no suspension, revocation or probation for any reason (including the failure to pay licensing fees), nor any restriction upon the provisions of the license: including, but not limited to, restrictions placed by a licensing agency upon CONTRACTOR's license pursuant to any consent or settlement agreement or to an administrative decision of the licensing agency.

(b) Expiration of License. In the event that CONTRACTOR's professional license is not renewed on or before its expiration, CONTRACTOR shall neither provide nor be reimbursed for services pursuant to this Agreement commencing the day after license expiration and until CONTRACTOR's professional license is renewed. For purposes of this Agreement, renewal date is the date the licensing board issues a renewed license, and it is irrelevant whether the licensing board subsequently recognizes any lapse in licensure.

2.38 Code of Ethics. CONTRACTOR understands that Napa County Health and Human Services (HHSA) has adopted a Code of Ethics. If the Department Director determines that the

HHSA Code of Ethics applies to CONTRACTOR's activities under this Agreement, CONTRACTOR shall read, understand, and abide by the Code of Ethics, and CONTRACTOR shall on an annual basis provide written certification to HHSA that CONTRACTOR has received, read, understands, and will abide by HHSA's Code of Ethics. The Code of Ethics may be found online at www.countyofnapa.org or may be obtained from HHSA upon written request.

2.39 Electronic Billing System. CONTRACTOR understands that Napa County Health and Human Services (HHSA) operates an electronic billing system program, which seeks reimbursement from the State of California for the delivery of alcohol, drug abuse and mental health services. If CONTRACTOR provides any services related to alcohol, drug abuse or mental health services under the terms of CONTRACTOR's Agreement, CONTRACTOR agrees, upon request of the Director of HHSA or the Director's designee, to implement the COUNTY's sponsored electronic health record system as part of CONTRACTOR's requirement for the delivery of these services.

2.40 Audit Report Requirements. If COUNTY has determined that CONTRACTOR is a "subrecipient" (also known as a "pass-through entity") as defined in 2 C.F.R. § 200 et. seq., CONTRACTOR represents that it will comply with the applicable cost principles and administrative requirements including claims for payment or reimbursement by COUNTY as set forth in 2 C.F.R. § 200 et. seq., as currently enacted or as may be amended throughout the term of this Agreement. CONTRACTOR shall observe and comply with all applicable Audit Report Requirements, including but not limited to those requirements set forth in "Addendum for Contracts Involving Federal Awards." The Addendum is incorporated by reference as if set forth herein. A copy of the Addendum is on file with and available for inspection in the offices of the Clerk of the Napa County Board of Supervisors and the Department and are also online at: www.countyofnapa.org.



Napa County
Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1775

TO: Board of Supervisors
FROM: Jennifer Yasumoto, Director of Health and Human Services Agency
REPORT BY: Gaby Angeles, Staff Services Analyst II
SUBJECT: Amendment No. 1 to Agreement No. 240035B with Adventist Health St. Helena and Adventist Health Vallejo

RECOMMENDATION

Approve and authorize Amendment No. 1 to Agreement No. 240035B with Adventist Health St. Helena and Adventist Health Vallejo, with no change to the contract maximum, for Fiscal Year 2024-2025, and each subsequent renewal, to increase the prior rates. (Fiscal Impact: \$700,000 Expense; Health and Human Services Agency Fund; Budgeted; Mandatory).

BACKGROUND

Through this agreement with the St. Helena and Vallejo Adventist Health Hospitals, the County's Health and Human Services Agency's (HHSA) Behavioral Health Division is able to provide mandated inpatient psychiatric hospitalization services to clients who are at risk of harm to themselves or others. The services provided under this agreement meet the State's inpatient psychiatric service requirements for adult and child Medi-Cal beneficiaries, as well as clients that do not have medical coverage (indigent clients).

This amendment updates the previous rates for the St. Helena and Vallejo Adventist Health Hospitals and restructures the prior three-year rate reporting arrangement -replacing it with a single year rate since the State will ultimately set the rates for upcoming years.

Requested Actions:

1. Approve and authorize Amendment No. 1 to Agreement No. 240035B with Adventist Health St. Helena and Adventist Health Vallejo for Fiscal Year 2024-2025, and each subsequent renewal.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health and Human Services Agency, Behavioral Health Division
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	This agreement contains a provision for automatic annual renewal. Appropriations have been included in the approved Fiscal Year 2024-2025 budget and future fiscal years will be budgeted accordingly.
Consequences if not approved:	If this agreement is not approved, the County’s capacity to provide mandated inpatient psychiatric hospitalization services will be severely limited and result in extended stays in the County’s contracted Crisis Stabilization Unit.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**NAPA COUNTY AGREEMENT NO. 240035B
AMENDMENT NO. 1**

THIS AMENDMENT NO. 1 TO AGREEMENT NO. 240035B is effective as of the 1st day of July, 2024, by and between **NAPA COUNTY**, a political subdivision of the State of California, referred to as “COUNTY” and **ST. HELENA HOSPITAL dba ADVENTIST HEALTH ST. HELENA and ADVENTIST HEALTH VALLEJO**, hereinafter referred to as **HOSPITAL**”. COUNTY and HOSPITAL may be referred to below collectively as “Parties” and individually as “Party.”

RECITALS

WHEREAS, on or about July 1, 2023, COUNTY and HOSPITAL entered into Napa County Agreement No. 240035B (hereinafter referred to as "Agreement") for HOSPITAL to provide inpatient psychiatric hospitalization services for Napa County clients who are Medi-Cal beneficiaries and also for indigent clients who are not beneficiaries of Medi-Cal who are not eligible for Medi-Cal benefits; and

WHEREAS, as of the effective date of this Amendment No. 1, the Parties wish to further amend the Agreement to replace “Exhibit B” with “Exhibit B-1” to reflect changes to the previously negotiated rates; and rescind Special Terms and Conditions 3.4 which terminates the Agreement on June 30, 2026.

TERMS

NOW, THEREFORE, for good and valuable consideration, the adequacy and receipt of which are hereby acknowledged, the Parties hereby amend the Agreement as follows:

1. “Exhibit B” shall be replaced with “Exhibit B-1” attached hereto and incorporated by reference herein, and all references in the Agreement to “Exhibit B” shall refer to “Exhibit B-1” as of the effective date of this Amendment No. 1.
2. Specific Terms and Conditions 3.4 is removed in its entirety.
3. Except as provided above, the terms and conditions of the Agreement shall remain full force and effect as originally approved.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 1 to Napa County Agreement No. 240035B as of the date first written above.

ST. HELENA HOSPITAL dba
ADVENTIST HEALTH ST. HELENA and
ADVENTIST HEALTH VALLEJO

By Steven Herber
STEVEN HERBER, M.D.
President

By Todd Hofheins
TODD HOFHEINS
Vice Chair

“CONTRACTOR”

NAPA COUNTY, a political subdivision of
the State of California

By: _____
JOELLE GALLAGHER
Chair of the Board of Supervisors

“COUNTY”

<p>APPROVED AS TO FORM Office of County Counsel By:</p> <p>By: <u>Jo Ann Iwasaki Parker,</u> <u>Deputy CC by e-signature</u></p> <p>Date: 12/15/2023</p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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EXHIBIT B-1
COMPENSATION AND PAYMENT SCHEDULE

Effective July 1, 2024 through June 30, 2025
(and each automatic renewal)

1. Compensation Schedule:
 - (a) Contract Total Price not to exceed \$700,000 over 1-year term.
 - (b) Both Annual and Total Contract Maximums apply to combined funds available for Adventist St. Helena and Adventist Vallejo Medi-CAL and Short Doyle (Indigent) Hospital Inpatient Programs.

2. HOSPITAL Inpatient Services Reimbursement:

COUNTY shall pay HOSPITAL one hundred percent (100%) of the following all-inclusive rates per day for admissions. HOSPITAL shall commence billing the Physician Daily fee (b) on behalf of physicians providing covered services hereunder, to COUNTY's Napa County Mental Health Plan (MHP).

Medi-Cal Rates

(c) Adult Acute Psychiatric Day	\$ 1,926.00
(d) Child Acute Psychiatric Day	\$ 2,031.00
(e) Physician Daily Fee	\$ 163.00
(f) Administrative Day	\$ 866.00**

Short-Doyle/Indigent Rates

a. Adult Acute Psychiatric Day	\$2,089.00
b. Child Acute Psychiatric Day	\$2,206.00
c. Administrative Day	\$866.00**

***The Administrative Day rate is subject to change, as specified and directed by the State of California. Any changes to the Administrative Day rate shall be incorporated by reference herein.*

3. The rates above are payments made by COUNTY to HOSPITAL for Inpatient mental health services provided to both Medi-Cal Beneficiaries and Short Doyle (Indigent). Note: Invoices for Indigent services must be submitted within 60 days of service or services will not be paid.

4. HOSPITAL shall receive, from qualified and credentialed physicians, billings for authorized psychiatric services provided at the rates recited above, to inpatients admitted under the provisions of this Agreement. HOSPITAL shall submit said billings in proper form to COUNTY's Mental Health Plan (MHP), and the MHP shall pay such amounts to HOSPITAL as agent receiving payment for transmittal to the billing physician. ***Physician Daily Fees must be submitted to COUNTY no later than 90 days of service or fees will not be paid.*** Physicians for whom reimbursement is sought shall obtain and maintain HOSPITAL credentials, and HOSPITAL shall confirm their status.

5. COUNTY is responsible for transportation to and from HOSPITAL's location.

6. HOSPITAL shall bill County Medical Service Program (CMSP) for all services provided to individuals who are eligible for CMSP. For individuals referred by COUNTY, COUNTY will cover any days after CMSP benefit is exhausted where continued medical necessity for inpatient hospitalizations is established at the rates above.
7. Stop Loss Provision: HOSPITAL and COUNTY agree to meet and confer if, in the opinion of the HOSPITAL, the proposed patient admission will require utilization of HOSPITAL's resources, or those purchased by HOSPITAL specifically to provide services to the patient, to such an extent that daily expenditures by HOSPITAL will exceed the Inclusive per diem rate recited above (not to include ECT) by 220%. In this circumstance, HOSPITAL shall contact COUNTY immediately for the purpose of meeting and conferring regarding amendment of the Agreement to permit HOSPITAL to generate such expenditures and for COUNTY to compensate HOSPITAL for the increased costs.

In such case, COUNTY may determine not to approve said expenditures and to remove patient, or may make separate arrangements for ancillary services, in which case no additional payment by COUNTY shall be required. If COUNTY approves or continues placement for the specific patient with HOSPITAL, COUNTY and HOSPITAL agree that COUNTY shall compensate HOSPITAL at the rate of 154% (70% of 220%) of the per diem inclusive rate approved unless and until amendment of the Agreement providing for a higher rate is approved by the parties.



Napa County
Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1791

TO: Board of Supervisors
FROM: Jennifer Yasumoto, Director of Health and Human Services Agency
REPORT BY: Jennifer Ivancie, Staff Services Analyst I
SUBJECT: Agreement No. 250219B with Winston's Community Unity Project

RECOMMENDATION

Approve and authorize Agreement No. 250219B with Winston's Community Unity Project for a contract maximum of \$75,000 per fiscal year upon approval through June 30, 2029 to provide subsidized occupational training and employment for qualified participants enrolled in Napa County's Health and Human Services Agency Self Sufficiency Services Division work experience program. (Fiscal Impact: \$75,000 Expense; Health and Human Services Agency Fund; Budgeted; Discretionary).

BACKGROUND

Winston's Community Unity Project (CUP) will provide employment, occupational training, and education to qualified participants enrolled in Napa County's Health and Human Services Agency (HHSA) Self Sufficiency Services Division (SSSD) Work Experience (WEX) program preparing them for an entry-level job within the food industry.

On-the-job training and education will include, but is not limited to, customer service, cash register and credit card handling, food safety and handling, technical skills, cleaning, inventory, and management. In addition, participants will be able to earn a food handlers' certificate as part of the program.

HHSA's SSSD will reimburse Winston's CUP 50% of the trainees' wages. The reimbursement is designed to off-set the costs for employers bringing candidates on board that are experiencing barriers to employment, including those who have struggled with homelessness and substance abuse.

Winston's CUP is contracted to operate HHSA's café and WEX program under Napa County Agreement No.

250202D.

Winston’s CUP is a local nonprofit.

Requested action:

Approve and authorize Agreement No. 250219B with Winston’s Community Unity Project for a contract maximum of \$75,000 per fiscal year upon approval through June 30, 2029 to provide subsidized occupational training and employment for qualified participants enrolled in Health and Human Services Agency’s Self Sufficiency Services Division work experience program.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health and Human Services Agency Self Sufficiency Services Division
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	While there is no mandate to contract with this vendor, Winston’s CUP operates the café at South Campus and can conveniently offer on-the-job training and education to participants.
Is the general fund affected?	No
Future fiscal impact:	Appropriations have been included in the approved Fiscal Year 2024-2025 budget and future fiscal years will be budgeted accordingly.
Consequences if not approved:	If this agreement is not approved, HHSA will be unable to offer WEX placements onsite.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**NAPA COUNTY AGREEMENT NO. 250219B
WORK-BASED TRAINING SERVICES AGREEMENT- PAID**

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2024 by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and Winston's Community Unity Project (CUP), hereinafter referred to as "VENDOR/CONTRACTOR" or "EMPLOYER" whose address is 1517 3rd St., Napa, CA 94559 and 2751 Napa Valley Corporate Dr, Bldg. B, Napa, CA 94558.

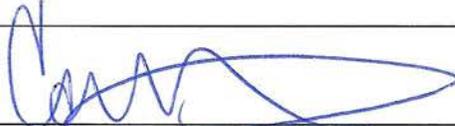
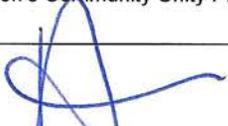
RECITALS

WHEREAS, COUNTY wishes to provide paid work-based training opportunities to participants of Self Sufficiency Services Division (SSSD) who qualify under employment and training programs administered by the SSSD.

WHEREAS, VENDOR/CONTRACTOR is willing to provide occupational training and employment for TRAINEEs designated under this Agreement in consideration of reimbursement up to the percentage shown in Attachment B of the TRAINEE's wage rate to compensate VENDOR/CONTRACTOR for the extraordinary costs associated with occupational training.

NOW, THEREFORE, COUNTY and VENDOR/CONTRACTOR agree to provide a subsidized employment and/or training opportunity in accordance with the Terms and Conditions that are attached and incorporated by reference herein.

IN WITNESS WHEREOF, this Agreement was executed by the Parties as of the date written above.

<p>NAPA COUNTY, a political subdivision of the State of California</p>	<p align="center">VENDOR/CONTRACTOR</p>
<p>By _____ JOELLE GALLAGHER, Chair of the Board of Supervisors</p>	 <p>CASSAN MACARAIG, Owner Winston's Community Unity Project</p>
<p>ATTEST: NEHA HOSKINS, Clerk of the Board</p>	
<p>By: _____</p>	<p>ALEX MACARAIG, Co-Owner Winston's Community Unity Project</p>
<p>DATE APPROVED BY THE BOARD: _____</p>	
<p>Processed by: _____ Deputy</p>	

Maximum Amount of this Agreement: \$75,000 per fiscal year
Term Expires: June 30, 2025
Automatic renewal of term is modified.

APPROVED AS TO FORM BY NAPA COUNTY COUNSEL
Date: <u>October 17, 2024</u>
Name: <u>Douglas Parker (via e-sign)</u>

TERMS AND CONDITIONS

SECTION 1. Contract Administration

For purposes of this Agreement, the following shall apply:

- 1.1 “Department” shall mean: Napa County Health and Human Service Agency – Self Sufficiency Services Division
- 1.2 “Director” shall mean the person appointed to the chief management position of the Department.
- 1.3 “Contract Administrator” shall be: The Contracts Manager or such other person as designated by the Department Director.
- 1.4 “Program Manager” shall mean the Self Sufficiency Manager over the Employment and Training Services programs embedded in SSSD.
- 1.5 The address for COUNTY’s Contract Administrator shall be: Napa County Health and Human Services Agency, 2751 Valley Corporate Drive, Building B, 2nd Floor, Napa CA 94559,
- 1.6 The address and Contact Person for VENDOR/CONTRACTOR shall be Cassan Macaraig 1517 3rd St. Napa CA 94559.
- 1.7 VENDOR/CONTRACTOR is a sole proprietor partnership LLC corporation non-profit

SECTION 2. Term of the Agreement

2.1 Term

The term of this Agreement shall commence on the date first written on page 1 and shall be automatically renewed for an additional year at the end of each fiscal year, until the final renewal period, which concludes on **June 30, 2029**, under the same terms and conditions, unless terminated earlier in accordance with Sections 3.11 (Termination for Cause), 3.10 (Termination for Convenience) or 3.3 (Economic Interests).

2.2 Obligations Extending Beyond Term

The obligations of the parties under Sections 3.21 (Insurance) and 3.22 (Indemnification) shall continue in full force and effect after the expiration date or early termination in relation to acts or omissions occurring prior to such dates during the term of the Agreement, and the obligations of VENDOR/CONTRACTOR to COUNTY shall also continue after the expiration date or early termination in relation to the obligations prescribed by Sections 3.5 (Disclosure of Confidential Information), 3.20 (Legal Relationship/Taxes) and Attachment A, Section 2.4 (Access to Records).

SECTION 3. Terms and Conditions

3.1 Scope of Services. VENDOR/CONTRACTOR (hereinafter "VENDOR/CONTRACTOR" or "EMPLOYER") enters into this Agreement with COUNTY to provide job training and/or subsidized employment to the participant identified in Attachment B (hereafter "TRAINEE"). This includes occupational skills training and services in accordance with Agreement.

3.2 Personnel

3.2.1 VENDOR/CONTRACTOR, as the EMPLOYER, represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or be deemed thereby to have any contractual relationship with COUNTY.

3.2.2 EMPLOYER acts as an employer and agrees and represents that at all times during the training period covered by this Agreement:

- a. TRAINEE shall be on the payroll of EMPLOYER.
- b. TRAINEE shall be provided benefits including worker's compensation and insurance coverage and working conditions at the same level, and to the same extent as other TRAINEEs or employees working a similar length of time and doing the same type of work.
- c. TRAINEE shall be paid a full salary by EMPLOYER through regular pay procedures and shall be compensated at the same rates, including periodic increases, as TRAINEEs or employees who are similarly situated in similar occupations by EMPLOYER and who have similar training, experience and skills.
- d. TRAINEE shall be treated in all respects as a regular employee of similar classification and shall be subject to all ordinary and customary rules, requirements and policies.
- e. The "Hourly Wage" listed in Attachment B shall represent the minimum starting salary, or the maximum reimbursable amount, if the minimum starting salary is greater than the maximum reimbursable amount, and shall be deemed to be compensation for work performed, but shall not include tips, commissions or bonuses.

3.2.3 Hire-First Provisions. The TRAINEE shall be hired by EMPLOYER at the start of training and reimbursement. The EMPLOYER will not be reimbursed prior to contract approval date, or if the master contract has already been approved, the EMPLOYER will not be reimbursed prior to the COUNTY approval of Attachments B and D.

3.2.4 TRAINEE Information. EMPLOYER shall furnish the TRAINEE, upon commencement of training, with a copy of the training outline and training schedule and discuss mutual expectations.

3.2.5 Grievance Procedures. EMPLOYER shall provide the TRAINEE the right of access to EMPLOYER's grievance process and, if covered by collective bargaining, the applicable grievance process contained therewith. If EMPLOYER does not have a grievance process, EMPLOYER agrees to use COUNTY's grievance process. The TRAINEE shall have the right after being processed through EMPLOYER's grievance process to appeal its ruling to COUNTY, and ultimately, the State of California. EMPLOYER will not impose any penalties to the TRAINEE for having filed a grievance.

3.2.6 Termination of TRAINEE: EMPLOYER shall not terminate the TRAINEE without prior notice to the TRAINEE, and reasonable opportunity for correction or improvement of performance is given. EMPLOYER shall immediately notify the Program Manager if the TRAINEE has an attendance or disciplinary problem, or has demonstrated an inability to

perform. The EMPLOYER understands that the termination of TRAINEE is subject to the grievance procedures of the COUNTY.

3.2.7 Displacement of Currently Employed Workers. No currently employed worker of EMPLOYER shall be displaced by the TRAINEE, including a partial displacement such as a reduction in the hours, wages, or employment benefits. TRAINEE shall not be placed into a position which is currently vacated by an employee who is on layoff or into a position in which EMPLOYER has terminated the employment of an employee with the intention of filling the position with a TRAINEE This Agreement shall not infringe in any way upon the promotional opportunities of current employees.

3.2.8 Disallowed Payments. Reimbursement shall not be claimed for time in which the TRAINEE is absent from employment. This shall include authorized paid absences such as holidays, sick days, or vacation days. No overtime rate shall be reimbursed. All reimbursed hours must be paid at regular hourly rate.

- a. CalWORKs Discontinuation: In the event that TRAINEE is discontinued from CalWORKs for reasons other than income from this employment opportunity, paid wages will not be reimbursable after discontinuation from CalWORKs benefits. In such event, EMPLOYER will be notified immediately.

3.2.9 Labor Dispute/Hiring Certification. In signing this Agreement, EMPLOYER certifies that:

- a. The training to be provided under this Agreement shall not be considered typical onboarding for new employees. The training provided may exceed the level of training that is normally provided to new employees;
- b. It is not involved in, or affected by a labor dispute; and
- c. TRAINEE hired under this Agreement may not otherwise have been hired in the absence of this Agreement.

3.2.10 EMPLOYER, without additional expense to COUNTY, shall be responsible for obtaining any necessary licenses and permits, and for complying with any applicable federal, state (including OSHA) and municipal laws, codes and regulations. EMPLOYER shall be similarly responsible for all damages to persons or property that occur as a result of EMPLOYER fault or negligence. EMPLOYER will maintain appropriate standards for health and safety in work and training situations and shall take adequate precautions to protect the work, the workers, the public, and the property of others. Failure to do so shall place EMPLOYER in default of the terms of this Agreement.

3.3 Economic Interests

3.3.1 Covenant of No Undisclosed Conflict. The parties to the Agreement acknowledge that they are aware of the provisions of Government Code section 1090, et seq., and section 87100, et seq., relating to conflict of interest of public officers and employees. VENDOR/CONTRACTOR warrants that it is unaware of any financial or economic interest of any public officer or County employee relating to this Agreement. VENDOR/CONTRACTOR agrees that if such financial interest does exist at the inception of this Agreement, COUNTY may terminate this Agreement immediately upon giving written notice without further obligation by COUNTY to VENDOR/CONTRACTOR under this Agreement.

3.3.2 Conflict of Interest. No officer, employee, or agent of VENDOR/CONTRACTOR who exercises any function or responsibility in connection with this Agreement shall use their

office or confidential information received through their employment or office to obtain financial gain for themselves or others, particularly those with whom they have family, business, or other ties.

3.4 Program Forms

All TRAINEES performing under this Agreement will be identified in an Attachment D, Work Based Training Participant Plan.

3.5 Disclosure of Confidential Information

3.5.1 VENDOR/CONTRACTOR shall maintain the confidentiality of any information regarding the TRAINEE, or their family members, which may be obtained through application forms, interview, tests, or any other source. Such information shall not be divulged without the permission of the TRAINEE and DIRECTOR on behalf of COUNTY and will be disclosed only as necessary when related to job performance, compliance, or evaluation relating to the Program.

3.5.2 Confidential information shall only be divulged to agencies having responsibilities for monitoring or evaluating contract services and performances and to governmental authorities to the extent necessary for proper contract administration and when required by law.

3.5.3 Sources of confidential participant information may include, but are not limited to, the Employment Development Department, the California Department of Social Services, the California Department of Education, the County Welfare Department(s), the County IV-D Directors Office of Child Support, the Office of the District Attorney, the California Department of Mental Health, the California Office of Community Colleges, and the Department of Alcohol and Drug Programs. Confidential information is not open to the public and requires special precautions to protect it from loss, unauthorized use, access, disclosure, modification, and destruction.

3.5.4 VENDOR/CONTRACTOR agrees to:

- a. Keep all confidential participant information furnished by COUNTY and/or the state in the strictest confidence and make the information available to its own employees only on a "need-to-know" basis. Instruct all employees with access to COUNTY and/or state information regarding the confidential nature of the information and the sanctions against unauthorized use of disclosures found in the California Civil Code §1798.55, the Penal Code § 502, the California Unemployment Insurance Code § 2111, and the Welfare and Institution Code, § 10850;
- b. Store and process confidential information in electronic format, in such a way that unauthorized persons cannot retrieve the information by means of computer, remote terminal, or other means. Store hard copy confidential participant data in locked cabinets. Return any confidential information promptly or destroy all copies of derivations of that confidential information when its use ends, utilizing an approved method of confidential destruction;
- c. Ensure that all VENDOR/CONTRACTOR staff requesting or receiving COUNTY and/or state confidential information date and sign a confidentiality statement.
- d. Promptly return to COUNTY confidential information when its use ends or destroy the confidential information utilizing an approved method of destroying confidential information: shredding, burning, or certified or witnessed destruction. Magnetic media are to be degaussed or returned to the COUNTY.

- e. Accept as stated in this section, In no event shall confidential information be disclosed to any individual outside of VENDOR/CONTRACTOR's authorized staff, sub VENDOR/CONTRACTORS, service providers or employees.

3.5.5 VENDOR/CONTRACTOR shall designate an individual responsible for overall security and confidentiality of its data and information systems. VENDOR/CONTRACTOR shall immediately notify COUNTY in writing of any changes in that designation. VENDOR/CONTRACTOR's security and confidentiality designee is the person executing this Agreement on behalf of VENDOR/CONTRACTOR, or the following person:
_____ if named.

3.6 Union Agreements

This Agreement shall not impair existing collective bargaining agreements, unless the VENDOR/CONTRACTOR, as employer, and the union concur otherwise in writing, or the union fails to respond to written notification requesting its concurrence within 30 days of receipt of notification. VENDOR/CONTRACTOR shall notify COUNTY if a labor dispute occurs during the term of this Agreement.

3.7 Compliance with Laws

VENDOR/CONTRACTOR shall comply with the following:

3.7.1 VENDOR/CONTRACTOR's buildings and surroundings shall pose no threat to the health, safety, or welfare of employees. Such buildings and surroundings, to the best knowledge of VENDOR/CONTRACTOR, shall also meet the standards set forth in rules and regulations of the California Occupational Safety and Health Administration.

3.7.2 VENDOR/CONTRACTOR shall not enroll individuals under 18 years of age in any occupation which the U.S. Secretary of Labor has found to be particularly hazardous for persons between 16 to 18 years of age.

3.7.3 VENDOR/CONTRACTOR shall comply with all requirements of Federal, State, and local regulations, rules, laws and policies relating to fair employment practices. VENDOR/CONTRACTOR shall also comply with the Federal Fair Labor Standards Act and California labor laws governing minimum wage and overtime.

3.7.4 VENDOR/CONTRACTOR shall comply with all applicable business licensing, taxation, and insurance legal requirements.

3.7.5 Non-Discrimination/Equal Opportunity.

- a. VENDOR/CONTRACTOR shall not engage in discrimination and must comply fully with all applicable laws. VENDOR/CONTRACTOR shall specifically obey the nondiscrimination and equal opportunity provisions of the following laws:
 - i. Title VI of the Civil Rights Act of 1964, and as amended, which prohibits discrimination on the basis of race, color and national origin;
 - ii. Section 504 of the Rehabilitation Act of 1973, and as amended, which prohibits discrimination against qualified individuals with disabilities;
 - iii. The Age Discrimination Act of 1975, and as amended, which prohibits discrimination on the basis of age;

iv. Title IX of the Education Amendments of 1972, and as amended, which prohibits discrimination on the basis of sex in educational programs.

b. Equal Employment Opportunity. VENDOR/CONTRACTOR shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60). By executing this Agreement, VENDOR/CONTRACTOR also assures that it will comply with the nondiscrimination and equal employment opportunity provisions of federal nondiscrimination requirements referenced in 29 Code of Federal Regulations Part 37.

c. VENDOR/CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated thereunder (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any state or local regulations adopted to implement any of the foregoing, as such statutes and regulations may be amended from time to time.

3.8 Assurances

VENDOR/CONTRACTOR shall not assign nor subcontract any of its services or training to be performed under this Agreement. Payments to be made under this Agreement shall be made only to VENDOR/CONTRACTOR who shall be held responsible for its terms and provisions.

3.9 Changes/Modifications

Changes or modifications to this Agreement shall only be in writing and with the prior written consent of both parties except COUNTY reserves the right to solely modify the agreement when the training is inadequate or no longer meets training needs or the expectations outlined in the training outline.

3.10 Termination for Convenience

The performance of work under the Agreement may be terminated in whole, by the DIRECTOR or designee, whenever it's determined that such terminations or suspension is in the best interest of COUNTY, the State of California, or the Federal government. Termination of work hereunder shall be effected by a notice delivered to VENDOR/CONTRACTOR specifying the date upon which such termination becomes effective. In no instances shall a termination for convenience be effective in less than ten days after receipt of notice thereof.

3.11 Termination for Cause

If, through any cause, VENDOR/CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if VENDOR/CONTRACTOR shall violate any of the covenants, agreements or stipulations of the Agreement, COUNTY shall thereupon have the right to terminate this Agreement, by giving written notice to VENDOR/CONTRACTOR of such termination and specify the effective date thereof, at least five days before the effective date of such termination. In such event, VENDOR/CONTRACTOR shall be entitled to receive just and equitable reimbursement for

any work satisfactorily completed hereunder. Notwithstanding the above, VENDOR/CONTRACTOR shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of a breach of the Agreement by VENDOR/CONTRACTOR, and COUNTY may withhold any payment to VENDOR/CONTRACTOR for the purpose of set off until such time as the exact amount of damages due COUNTY from VENDOR/CONTRACTOR is determined.

3.12 Reduction in Funding

COUNTY reserves the right to terminate the Agreement due to a reduction in funding. COUNTY shall provide VENDOR/CONTRACTOR with written notice at least five (5) working days in advance of the effective date of such termination.

3.13 Release

Upon final payment of amounts due under this Agreement, not to exceed 60 days from end date of the Agreement, less any credits, refunds, or rebates due COUNTY, VENDOR/CONTRACTOR shall release and discharge COUNTY from the liabilities, obligations, and claims from this Agreement.

3.14 Use of Funds

3.14.1 TRAINEE's relatives (as defined in Labor Code Section 2066(d)) may not be employed by VENDOR/CONTRACTOR for the duration of this Agreement.

3.14.2 Funds provided under this Agreement shall not be used for lobbying activities as prohibited under Title 31 USC 1352, the Byrd-Anti Lobbying Amendment.

3.14.3 VENDOR/CONTRACTOR shall not conduct sectarian activities and shall not allow the TRAINEE to work on the construction, operation, or maintenance of any facility that is used or to be used for sectarian instruction or as a place of religious worship.

3.14.4 Funds provided under this Agreement shall not be used to assist, promote, or deter union organizing.

3.14.5 Neither the TRAINEE nor funds received under this Agreement shall be used to conduct or support political activities.

3.15 Maintenance of Effort

VENDOR/CONTRACTOR shall continue all training efforts in existence prior to this Agreement and shall not and will not reduce the level or expenditure for training in any way as a result of this Agreement.

3.16 Disputes

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement which is not disposed by agreement shall be decided by COUNTY, who shall reduce its decision to writing and mail or otherwise furnish a copy thereof to VENDOR/CONTRACTOR. The decision of COUNTY shall be final and conclusive unless, within 30 calendar days from the date of receipt of such copy,

VENDOR/CONTRACTOR mails or otherwise furnishes, to the State of California, a written appeal. The decision of the State for the determination of such appeals shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this provision, VENDOR/CONTRACTOR shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending a final decision of a dispute hereunder, VENDOR/CONTRACTOR shall proceed diligently with the performance of the Agreement and in accordance with COUNTY's or the State's decision.

3.17 Non-Competitive Agreements

VENDOR/CONTRACTOR shall not require the TRAINEE to sign any non-competitive agreement that would limit the future employment of the TRAINEE in respect to any period of time and/or geographic limits.

3.18 Public Access

At any time during normal business hours, and as often as deemed necessary, COUNTY, the State of California, U.S. Department of Labor, or other authorized Federal agencies or its agents have the right to observe and monitor all conditions and activities involved in the performance of this Agreement to assure that the progress and quality of training are in compliance with the terms of this Agreement.

3.19 Incident Reporting

VENDOR/CONTRACTOR shall be alert for instances of fraud, abuse, and other criminal activity relative to the county--funded activities and services provided under this Agreement. Any such instance shall be immediately reported to COUNTY within twenty-four (24) hours of discovery or receipt of information of such instance. Following initial notification, VENDOR/CONTRACTOR shall submit a written report using the COUNTY Incident Report Form. (Reference: Self Sufficiency/HHSA COUNTY Policy & Procedure, Incident Reporting.)

3.20 Legal Relationship/Independent VENDOR/CONTRACTOR

3.20.1 It is understood and agreed that VENDOR/CONTRACTOR is performing this Agreement as an independent VENDOR/CONTRACTOR. VENDOR/CONTRACTOR and the officers, agents and employees of VENDOR/CONTRACTOR are not, and shall not be deemed, COUNTY employees for any purpose, including workers' compensation and employee benefits. As an independent legal entity, VENDOR/CONTRACTOR holds COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed that VENDOR/CONTRACTOR has no authority to act for or on behalf of COUNTY other than acting as an Employer for TRAINEES in carrying out and performing the terms of the Agreement.

3.20.2 VENDOR/CONTRACTOR shall, at VENDOR/CONTRACTOR's own risk and expense, determine the method and manner by which duties imposed on VENDOR/CONTRACTOR by this Agreement shall be performed; provided, however, that COUNTY may monitor the work performed by VENDOR/CONTRACTOR. COUNTY shall not deduct or withhold any amounts whatsoever from the compensation paid to

VENDOR/CONTRACTOR, including, but not limited to amounts required to be withheld for state and federal taxes. As between the parties to this Agreement, VENDOR/CONTRACTOR shall be solely responsible for all such payments.

3.21 Insurance

To the extent required by law, VENDOR/CONTRACTOR shall obtain and maintain workers' compensation insurance in full force and effect throughout the term of Agreement for the performance of any of VENDOR/CONTRACTOR's duties under this Agreement and shall provide COUNTY with certification of such coverage upon request by COUNTY's Contracts Manager.

3.22 Indemnification

To the full extent permitted by law, VENDOR/CONTRACTOR shall hold harmless, defend at its own expense, and indemnify COUNTY and the officers, agents, employees and volunteers of COUNTY from any and all liability, claims, losses, damages or expenses, including reasonable attorney's fees, for personal injury (including death) or damage to property, arising from all acts or omissions to act of VENDOR/CONTRACTOR or its officers, agents, employees, volunteers, VENDOR/CONTRACTORS and subVENDOR/CONTRACTORS in rendering services under this Agreement, excluding, however, such liability, claims, losses, damages or expenses arising from the sole negligence or willful acts of COUNTY or its officers, agents, employees or volunteers or other VENDOR/CONTRACTORS or their subVENDOR/CONTRACTORS. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement, providing that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege.

3.23 Notices

All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any notice sent by mail in the manner prescribed by this section shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier. Any mailed notice, demand, request, consent, approval or communication that COUNTY desires to give to VENDOR/CONTRACTOR shall be addressed to VENDOR/CONTRACTOR's Contact Person at the mailing address set forth in Section 1 of this Agreement. Any mailed notice, demand, request, consent, approval or communication that VENDOR/CONTRACTOR desires to give to COUNTY shall be addressed to COUNTY's Contract Administrator at the mailing address set forth in Section 1 of this Agreement. Either party may change its address by notifying the other party of the change of address.

3.24 Attorney's Fees

In the event that either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.

3.25 Venue

This Agreement is made in Napa County, California. The venue for any legal action in state court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of Napa, a unified court. The venue for any legal action in federal court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement lying within the jurisdiction of the federal courts shall be the Northern District of California.

3.26 Severability

For any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

3.27 Displacement of Currently Employed Workers

No currently employed worker of EMPLOYER shall be displaced by the TRAINEE, including a partial displacement such as a reduction in the hours, wages, or employment benefits. No TRAINEE shall be placed into a position which is currently vacated by an employee who is on layoff or into a position in which EMPLOYER has terminated the employment of an employee with the intention of filling the position with a TRAINEE. This Agreement shall not infringe in any way upon the promotional opportunities of current employees. If the EMPLOYER hires a CalWORKs recipient, the EMPLOYER is required to post the attached Notice to Employees at its worksite (Attachment 1). This Notice provides employees with information about their right to file a grievance about displacement of employees resulting from an employer using Welfare-to-Work participants under the CalWORKs program.

3.28 Vendor Assurance of Compliance with the Napa County Welfare Department Nondiscrimination in State and Federally Assisted Programs

VENDOR/CONTRACTOR agrees to abide by the Vendor Assurance of Compliance with the Napa County Welfare Department Nondiscrimination in State and Federally Assisted Programs attached and incorporated into this Agreement as Attachment G.

3.29 Waiver and Severability

The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement. If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

3.30 Entirety of Contract

This Agreement, including documents incorporated by reference and not attached hereto, constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

SECTION 4. Incorporated Documents

The following documents are incorporated by reference herein and attached:

- ATTACHMENT A: Reimbursement
- ATTACHMENT B: Subsidy Reimbursement Schedule
- ATTACHMENT C: Request for Payment Invoice
- ATTACHMENT D: Work Based Training Participant Plan
- ATTACHMENT E: Skills Training Outline for On-the-Job Training
- ATTACHMENT F: Soft Skills Performance Review for Work Based Training Programs
- ATTACHMENT G: Vendor Assurance of Compliance
- ATTACHMENT H: Notice to Employee

REIMBURSEMENT

1. REIMBURSEMENT

1.1 VENDOR/CONTRACTOR may submit claims in accordance with the rates set forth in the Attachment B ("Reimbursement Schedule"). Total allowable reimbursement to VENDOR/CONTRACTOR shall not exceed the Maximum Amount set forth in Attachment D of this agreement.

1.2 This is a cost reimbursement Agreement. In consideration for the training to be provided by VENDOR/CONTRACTOR, as the Employer, and in compensation for the extraordinary costs associated with such training, VENDOR/CONTRACTOR shall receive up to the percentage shown in Attachment B. The reimbursement shall not exceed the percentage displayed in Attachment B paid by VENDOR/CONTRACTOR, as the Employer, and earned by TRAINEE during the term of this Agreement. The wage rate is set forth in Attachment B - Reimbursement Schedule.

1.3 COUNTY will pay reimbursements for all months prior to the final month of the Program, monthly upon receipt and verification of payroll records submitted by VENDOR/CONTRACTOR. For the final month, COUNTY will pay reimbursement upon receipt of payroll records and verification of Attachment E- Work Based Skills Training Outline for On-the-Job Training and Attachment F- Work Based Training Soft Skills Performance Review for all Work Based Training Programs.

1.4 Employer understands that wage reimbursement payments will not be based upon overtime, shift differential, premium pay and other non-regular wages, including payment on behalf of TRAINEE to any benefit or retirement plans, nor will the payments be based on such periods of time as illness, holidays, planned downtime, or other events in which no actual training occurs.

1.5 County may provide a performance-based incentive payment to VENDOR/CONTRACTOR for Expanded Subsidized Employment placements as follows: Payments are to be considered "additional compensation" up to the amount of \$1,500 dollars as long as the VENDOR/CONTRACTOR continues to employ the TRAINEE for 90 days post completion of the ESE placement period at a minimum of the same pay rate and hours as agreed upon in Attachment B and throughout the duration of the ESE placement. In order for the VENDOR/CONTRACTOR to be eligible for this payment, the VENDOR/CONTRACTOR must provide verification of TRAINEE'S continued employment to the COUNTY.

2. LIMITATIONS AFFECTING PAYMENTS

2.1 VENDOR/CONTRACTOR will maintain accurate time, attendance, payroll, and other employee records in support of amounts reimbursed under this Agreement. VENDOR/CONTRACTOR shall provide documentation supporting its services and claims as required by COUNTY at any time in order for COUNTY to substantiate its claims for payment. VENDOR/CONTRACTOR shall provide required documentation irrespective of whether payment for such claims has already been made.

2.2 VENDOR/CONTRACTOR shall substantiate its claims for payment by providing documentation evidencing that, at minimum, its services and claims meet all applicable state and federal funding requirements. VENDOR/CONTRACTOR understands that state and federal funding may be used, in whole or in part, to pay VENDOR/CONTRACTOR; for purposes of substantiating its claims for payment, VENDOR/CONTRACTOR assumes that state and federal funding is used in whole. If VENDOR/CONTRACTOR fails to substantiate its claims within a reasonable timeframe, COUNTY may deny payment on such claims. In addition, if VENDOR/CONTRACTOR fails to substantiate its claims within a reasonable timeframe and such delay precludes COUNTY from claiming to state and federal funding sources, COUNTY shall deny payment on such claims. VENDOR/CONTRACTOR and COUNTY understand that reasonable timeframe is not defined by state and federal claiming deadlines.

2.3 Failure of VENDOR/CONTRACTOR to comply with the provisions of this Section 2, or with all applicable state and federal laws, rules, regulations, and funding requirements, may result in immediate suspension and/or denial of all payments.

2.4 VENDOR/CONTRACTOR's services, documentation, and claims are subject to audits conducted by COUNTY, the State of California, Federal Government, or other auditors. VENDOR/CONTRACTOR shall maintain, provide and make available for inspection all documentation pertaining to this Agreement upon request of any entity as having fiscal or programmatic responsibility including, but not limited to, agents or duly authorized representatives of COUNTY, federal and state government. Such request may be made of VENDOR/CONTRACTOR up to four (4) years after payments for services have been made, or longer if otherwise required by state and federal laws, rules, and regulations. If the audit is retrospective and payments for services have already been made, any resulting audit exemptions, disallowances, recoupment, and lost revenues shall be repaid to COUNTY.

2.5 VENDOR/CONTRACTOR shall make COUNTY whole for audit exemptions, disallowances, recoupment, and lost revenues discovered through any of the audits under this Section 2, including, but not limited to, VENDOR/CONTRACTOR's errors or omissions.

2.6 To the extent VENDOR/CONTRACTOR shall make COUNTY whole under this Section 2, for audit exemptions, disallowances, recoupment, and lost revenues, COUNTY may offset against amounts otherwise owed to VENDOR/CONTRACTOR for payments for past services, offset against payments for future services for which VENDOR/CONTRACTOR provides, or demand immediate repayment without offset.

2.7 VENDOR/CONTRACTOR shall generate any corrective action plans, performance improvement plans, or other related plans, required by COUNTY, the State of California, Federal Government, or other auditors, in order to assure that all relevant state and federal funding requirements are satisfied.

2.8 VENDOR/CONTRACTOR shall pay any penalty or fine assessed against COUNTY arising from VENDOR/CONTRACTOR's failure to comply with all applicable state and federal program requirements including, but not limited to, any penalties or fines, which may be assessed under a federal or state False Claims Act provision or a False Statements.

Attachment B

SUBSIDY REIMBURSEMENT SCHEDULE

1. The Vendor/Contractor may request reimbursement for:

Trainee's Initials:			
Trainee's Job Title:			
Maximum Training Hours Per Month		Hourly Wage Rate	
Reimbursement Rate Per Hour			

2. Back-up documentation that must be submitted with each invoice (Exhibit E-Request for Payment).

- a) Original signed invoice completed in ink
- b) Copy of the payroll register or paystub
- c) Copy of signed timecards

3. Period and Calculation of Subsidy Reimbursement as follows:

On-the-Job Training

Begin Date	End Date	Hourly Wage	Reimbursement Rate = 50%	Total Contract Hours	Total Contract Reimbursement
		\$	\$		\$

Transitional Job

Begin Date	End Date	Hourly Wage	Reimbursement Rate = 100%	Total Contract Hours	Total Contract Reimbursement
		\$	\$		\$

Subsidized Employment

Begin Date	End Date	Hourly Wage	Reimbursement Rate (%)	Weekly Hours	Total Weekly Reimbursement
		\$	100%		\$
		\$	50%		\$
		\$	25%		\$

Attachment C

REQUEST FOR PAYMENT INVOICE

Participant Initials		Participant Case Number	
Vendor/Contractor		Contract Number	
Vendor Code		Total Contract Amount	
Street Address		Effective Contract Dates	
City / State / Zip		Max Contract Work Hours	
Phone Number		Invoice Number	
Contact Name		Billing Period (from – to)	

Enter the date and number of hours for which reimbursement is claimed

Date																			
Hours worked																			
Date																			
Hours worked																			

Calculation of Reimbursement	Hours Worked	Hourly Wage	Reimbursement Rate (%)	Reimbursement
Month 1 & 2		\$		\$
Month 3 & 4		\$		\$
Month 5 & 6		\$		\$
Total Invoice Reimbursement		\$		

If Employer and Supervisor are the same individual, only sign off as Employer. Comments are required upon early termination. **Employer must submit invoice no later than 30 days of billing period for payment.**

Participant Signature		Date	
Supervisor Signature		Date	
Employer Authorized Signature	Telephone	Date	
Comments			

For County Use Only- Funding

Employer Services Reviewed by	<input type="checkbox"/> CW <input type="checkbox"/> CFET <input type="checkbox"/> Other: _____				
Amount of Reimbursement	\$	Cumulative YTD Reimbursement	\$	Current Balance	\$
Cumulative Hours		Balance	\$	Date	

Attachment D

WORK-BASED TRAINING PARTICIPANT PLAN - PAID AGREEMENTS

Training is intended to aid the TRAINEE acquiring occupational skills through hands-on learning. This Individual Training Program is to serve as the guideline for training by identifying the basic skills and qualifications necessary for the TRAINEE to successfully complete training and retain employment within their occupation.

Training Agreement Information					
Agreement number training plan is associated with					
<input type="checkbox"/> Initial		<input type="checkbox"/> Amendment		<input type="checkbox"/> Extension	
Trainee's Initials		ESW's Name			
Trainee's Job Title					
Business Contact Name & Title					
Business Name			Employer FEIN#		
Business Address			# of Full-Time Employees		
Training Program	<input type="checkbox"/> WTW ESE	Subsidy Structure: Tiered Subsidy: See EXHIBIT B			
	<input type="checkbox"/> OJT	Subsidy Structure: 50% Subsidy			
	<input type="checkbox"/> Transitional Job	Subsidy Structure: 100% Subsidy			
Hourly Wage			Total Training Hours		
Anticipated Schedule	Days of the Week:			Hours Per Day:	
Total Contract Reimbursement Amount:					
Contract Start Date			Contract End Date		
30-Day Evaluation Due Date			Final Evaluation Due Date		
90-Day Evaluation Due Date					
Contact information for the person who will be responsible for the training of the Trainee					
Name & Title					
Email			Phone #		
Contact information for the individual authorized to sign claims for reimbursement for this Agreement					
Name & Title					
Email			Phone #		
Signature			Date		

Attachment E

Paid Work-Based Training Program – Skills Training Outline

Evaluation Type	<input type="checkbox"/> 30-day Review	<input type="checkbox"/> 90-day Review	<input type="checkbox"/> Final Review	Review Date	
Trainee's Initials		Trainee's Job Title		Case Number	
Supervisor's Name				Phone #	
Contract Start Date				Estimated Date of Completion	

EVALUATION SECTION

Evaluate the trainee's performance using the following rating scale:

1	Has not made satisfactory progress toward achieving proficiency level
2	Is making progress toward achieving proficiency level
3	Is performing at proficiency level
4	Is performing above proficiency

County use only			Vendor use				
List the competencies the trainee will become proficient at: <i>(Competencies are based on industry skills and job specific standards)</i>			Training Hours Required	Assessment <i>(Mark one)</i>			
1				1	2	3	4
2				1	2	3	4
3				1	2	3	4
4				1	2	3	4
5				1	2	3	4
6				1	2	3	4
7				1	2	3	4
8				1	2	3	4
9				1	2	3	4
10				1	2	3	4

VERIFICATION SECTION

SUPERVISOR	I have evaluated the skills of the employee objectively and have reviewed the results of the evaluation with the trainee.		
Additional Comments			
Supervisor Signature		Date	
TRAINEE	This evaluation has been reviewed with me.		
Additional Comments			
Trainee's Signature		Date	

Attachment F



A Tradition of Stewardship
A Commitment to Service

Napa County Health & Human Services Agency
Self Sufficiency Services Division
Participant Job Performance Review

Participant Name	Case Number	Date of Review
Employer	Supervisor Name	Phone Number

Type of Review 30 DAY 90 DAY 6 MONTH EXTENTION OTHER _____

	E = Exceeds Job Standards M = Meets Job Standards N = Needs Improvement U = Unsatisfactory				
	E	M	N	U	N/A
QUALITY OF WORK: Performs assigned duties, meets expected output of product/services					
ABILITY TO WORK WITH OTHERS: Takes direction well, responsible and courteous with associates and co-workers					
WORK HABITS AND INITIATIVE: Prompt, active, keeps busy, uses time well, helps others					
APPEARANCE: Dresses appropriately for the work environment					
INTERACTION WITH CUSTOMERS: Courteous, responsive, knowledgeable, resourceful					
OVERALL EVALUATION:					

AREA(S) FOR IMPROVEMENT: _____

STRENGTHS IDENTIFIED: _____

COMMENTS: _____

Supervisor Signature		Date	
-----------------------------	--	-------------	--

PARTICIPANT COMMENTS: _____

I have reviewed this performance review			
Participant Signature		Date	

Attachment G

VENDOR/CONTRACTOR ASSURANCE OF COMPLIANCE WITH THE NAPA COUNTY WELFARE DEPARTMENT NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS

NAME OF VENDOR/CONTRACTOR:

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the VENDOR/CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the VENDOR/CONTRACTOR directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

VENDOR/CONTRACTOR's Printed Name	Cassan Macaraig
VENDOR/CONTRACTOR's Title	Owner
Signature	
Date	

Attachment H

NOTICE TO EMPLOYEES

California Work Opportunity and Responsibility to Kids (CalWORKs) Program Welfare-to-Work participants are working at this location.

State law prohibits employers from using Welfare-to-Work participants in a way that will cause other employees to lose their job, to be laid off, or to have their work hours reduced, including overtime hours currently being worked.

An employer cannot place Welfare-to-Work participants into jobs that would otherwise be promotional opportunities for existing employees, unless such promotions are filled through an open process in which recipients are provided equal opportunity to compete.

An employer must not violate any personnel or collective bargaining agreement rules when including a Welfare-to-Work participant in his or her work force, including the following:

- The filling of a position prior to compliance with applicable personnel procedures or provisions of collective bargaining agreements.
- Fill any unfilled public agency positions, unless the positions are unfunded in the agency's budget.
- The filling of a position created by termination, layoff, or reduction in work force, caused by the employer's intent to fill the position with a subsidized position.
- A strike, lockout, or other bona fide labor dispute, or violation of any existing collective bargaining agreement between employees and employers.
- The filling of a work assignment customarily performed by a worker in a job classification covered by a collective bargaining agreement in that specific worksite, or the filling of a work assignment in any bargaining unit in which funded positions are vacant or in which regular employees are on layoff.
- Terminating a contract for work before it ends, causing the workers under the contract to be fully or partially replaced.
- Denying Welfare-to-Work participants protections provided other workers on the worksite under state and federal workplace health, safety, and representation laws.

If you believe your employer has violated any of the above rules, you or your representative may file a complaint with the Napa County welfare department. Upon receipt of a written complaint, the county will work with you and your employer to try to resolve the complaint informally. This informal resolution period will not be more than ten calendar days. The county shall send a letter to you and your employer no later than the twentieth calendar day from the date the county received your complaint. The letter will tell you of your employer's response to the complaint, and any actions your employer is willing to take to resolve the complaint informally.

If you are dissatisfied with your employer's informal response or the problem cannot be resolved informally, you may request a formal hearing with the State of California. A written request for a formal hearing must be filed within ten calendar days after receiving the county's informal resolution letter. Formal hearings shall be conducted by the California Department of Social Services, State Hearings Division.

For union employees, any grievance procedure in the collective bargaining agreement shall be used instead of this displacement grievance procedure.

Note: A complaint against your employer must be in writing and must contain the following:

- Your full name, mailing address (if you have one), and telephone or message number (if you have one).
If you do not have a mailing address or a message number, we will have no way to tell you the result of the informal resolution. You may still file a complaint, but you are responsible for following up with the county to learn the result.
- The full name and address of your employer.
- A clear and brief statement of the facts, including important dates, which have led you to file this complaint.
- A statement that you are filing this complaint under penalty of perjury.
- Your Signature.

SEND YOUR COMPLAINT TO THE ADDRESS BELOW

Napa County Health and Human Services
Attn: Mathew Highland, Deputy Director of Administrative Services
2751 Napa Valley Corporate Dr., Napa, CA 94558



Napa County
Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1797

TO: Board of Supervisors
FROM: Jennifer Yasumoto, Director of Health and Human Services Agency
REPORT BY: Summer Isham, Contracts Supervisor
SUBJECT: Resolution regarding Funding Agreements with the California Department of Housing and Community Development

RECOMMENDATION

Adopt a Resolution authorizing joint application for and acceptance of the County Allocation Awards under the Transitional Housing Program Round 6, allocation of \$99,940, and Housing Navigation and Maintenance Program Round 3, allocation of \$35,141, for Fiscal Year 2024-2025, and authorizing the Director of Health and Human Services Agency to sign the Allocation Acceptance Forms from the California Department of Housing and Community Development.

(Fiscal Impact: \$135,081 Revenue; Health and Human Services Agency Fund; Budgeted; Discretionary).

BACKGROUND

Pursuant to State Legislation, the Department of Housing and Community Development (HCD) shall allocate funding to counties for the support of housing navigators and housing stability to help young adults, from ages 18 through 24 years of age, secure and maintain housing with priority given to young adults currently, or formerly, in the foster care or probation systems.

The funds from these allocation agreements focus on foster youth ages 18-24, also known as transitional aged youth (TAY), to facilitate housing stability under the Transitional Housing Program (THP: \$99,940) and to provide housing navigators under the Housing Navigator Maintenance Program (HNMP: \$35,141) for those formerly, or currently in, foster care or the probation system. This is especially important for this age group as they transition to independent living arrangements. The housing needs of youth in foster care are great and these funds provide the needed support to move these youth toward the best possible outcomes.

These allocations fund Napa County Agreement No. 240418B with On the Move, Inc., which provides Housing Navigators specifically trained to locate available housing and assist TAY with overcoming barriers to locating housing that these youth frequently encounter. This agreement also uses this funding to help with Emergency

Rental Assistance (homelessness prevention) specifically targeted toward this vulnerable population.

This allocation is Round 6 of THP funding and Round 3 of HNMP funding and is in addition to the previous THP and HNMP allocations that the County has received from HCD.

Requested action:

Adopt a Resolution authorizing joint application for and acceptance of the County Allocation Awards under the Transitional Housing Program Round 6, allocation of \$99,940, and Housing Navigation and Maintenance Program Round 3, allocation of \$35,141, for Fiscal Year 2024-2025, and authorizing the Director of Health and Human Services Agency to sign the Allocation Acceptance Forms from the California Department of Housing and Community Development.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health and Human Services Agency Child Welfare Services Division
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	There is no mandate to accept these funds, however, without them, HHSA will not be able to acquire the allocated funds to provide services that help youth, currently and formerly, in foster care and probation systems locate housing opportunities.
Is the general fund affected?	No
Future fiscal impact:	None, agreement terms June 30, 2025
Consequences if not approved:	If this action is not approved, Napa County will not receive this additional funding to provide housing services to youth in the community.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

RESOLUTION NO. _____

**RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS,
STATE OF CALIFORNIA, AUTHORIZING THE TRANSITIONAL HOUSING
PROGRAM (THP) ROUND 6 AND HOUSING NAVIGATION AND
MAINTENANCE PROGRAM (HNMP) ROUND 3 JOINT ALLOCATION
ACCEPTANCE**

WHEREAS, the State of California, Department of Housing and Community Development (“Department”) issued an allocation acceptance form, dated October 9, 2024 under Round 6 of the Transitional Housing Program (“THP”), authorized by item 2240-102-0001 of section 2.00 of the Budget Act of 2024 (Chapter 22 of the Statutes of 2024) and Chapter 11.7 (commencing with Section 50807) of part 2 of Division 31 of the Health and Safety Code (the “THP Allocation Acceptance Form”); and

WHEREAS, the State of California, Department of Housing and Community Development (“Department”) issued an Allocation Acceptance form, dated October 9, 2024 under Round 3 of the Housing Navigation and Maintenance Program (“HNMP”) authorized by Item 2240-103-0001 of Section 2.00 of the Budget Act of 2024 (Chapter 22 of the Statutes of 2024) and Chapter 11.8 (commencing with Section 50811) of Part 2 of Division 31 of the Health and Safety Code (the “HNMP Allocation Acceptance Form”). The THP Allocation Acceptance Form and the HNMP Allocation Acceptance Form are collectively referred to as the “Allocation Acceptance Forms”.

NOW, THEREFORE, BE IT RESOLVED by the Napa County Board of Supervisors (“County”) does hereby determine and declare as follows:

1. That County is hereby authorized and directed to apply for and accept County’s allocation award, as detailed in the THP Allocation Acceptance Form, in the amount of \$99,940 detailed and authorized in the THP Allocation Acceptance Form and applicable state law at the time this resolution is executed and authorized.
2. That County hereby affirms that if THP funds remain available for allocation after the deadline for submitting a signed Allocation Acceptance Form, and if the County is eligible for an additional allocation from the remaining funds for the THP program, the County is hereby authorized and directed to accept this additional allocation of funds (“Additional THP Allocation”) up to the amount authorized by Department but not to exceed \$199,880.
3. That County is hereby authorized and directed to apply for and accept County’s allocation award in the amount of \$35,141 as detailed in the HNMP Allocation Acceptance Form and applicable state law at the time this resolution is executed and authorized.
4. That County hereby affirms that if HNMP funds remain available for allocation after the deadline for submitting a signed Allocation Acceptance Form, and if the County is eligible for an additional allocation from the remaining funds for the HNMP program, the County is hereby authorized and directed to accept this additional allocation of funds (“Additional HNMP Allocation”) up to the amount authorized by Department but not to exceed \$70,282.

5. That **Director of Health and Human Services Agency**, or his or her designee, is hereby authorized and directed to act on behalf of County in connection with the THP Allocation Award and any Additional THP Allocation, and to enter into, execute, and deliver any and all documents required or deemed necessary or appropriate to participate in the THP Program, including but not limited to a Standard Agreement, be awarded the THP Allocation Award , and any additional THP Allocation, and any amendments to such documents (collectively, the “THP Allocation Award Documents”).

6. That **Director of Health and Human Services Agency**, or his or her designee, is hereby authorized and directed to act on behalf of County in connection with the HNMP Allocation Award and any Additional HNMP Allocation, and to enter into, execute, and deliver any and all documents required or deemed necessary or appropriate to participate in the HNMP Program, including but not limited to a Standard Agreement, be awarded the HNMP Allocation Award, and any additional HNMP Allocation, and any amendments to such documents (collectively, the “HNMP Allocation Award Documents”).

7. That County shall be subject to the terms and conditions that are specified in the THP and HNMP Allocation Award Documents, and that County will use the THP and HNMP Allocation Award funds, and any additional THP and HNMP Allocation funds, in accordance with the Allocation Acceptance Form, the THP and HNMP Allocation Award Documents, and any subsequent amendments or amendment thereto, as well as any and all other THP and HNMP requirements, or other applicable laws.

8. That the County has the discretion to accept both the THP and HNMP program funds as detailed herein but in the event that one of the two allocations are not made available for the County; or the County opts to not receive one of the allocations, the County affirms that it is authorized to accept either of the allocations independent of each other.

(SIGNATURE PAGE FOLLOWS)

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Napa County Board of Supervisors, State of California, at a regular meeting of the Board held on the day of , 2024, by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

ABSTAIN: SUPERVISORS _____

ABSENT: SUPERVISORS _____

NAPA COUNTY, a political subdivision of the State of California

By: _____
JOELLE GALLAGHER, Chair of the Board of Supervisors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Douglas Parker (via e-sign)</u> Deputy County Counsel</p> <p>Date: <u>October 23, 2024</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____ Processed By: _____</p> <p>_____ Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1841

TO: Board of Supervisors
FROM: Brian D. Bordona, Director - Planning, Building & Environmental Services
REPORT BY: Christina Adamson, Deputy Director - Planning, Building & Environmental Services
SUBJECT: Approval of Amendment No. 8 to Agreement No. 170518B with Interwest Consulting Group

RECOMMENDATION

Approve and authorize Amendment No. 8 to Agreement No. 170518B with Interwest Consulting Group to extend the terms of the agreement to June 30, 2026, with an automatic renewal for no more than two (2) additional years, to assist with building and code compliance plan review as needed with no change to the annual maximum. (No Fiscal Impact; Discretionary)

BACKGROUND

On August 3, 2006, the County entered into an agreement with Interwest Consulting Group to assist with the review of building plans and code compliance inspections. In July of 2007, the agreement was amended to increase the maximum yearly amount to \$50,000 per fiscal year. In December 2007, the agreement was amended again, increasing the maximum yearly contract amount to \$150,000. In May 2014, the agreement was amended to a yearly amount of \$200,000, not to exceed a total amount of \$600,000. In June of 2015, the agreement was amended to increase the yearly maximum amount by \$50,000 for a new yearly contract maximum of \$250,000. At that time, no change was made to the maximum limit paid under the agreement of \$600,000. In November 2017, the Board approved Amendment No. 5 to extend the terms of this agreement through June 2018 with an automatic renewal extending through June 2020, with no change in the annual maximum of \$250,000. In April 2020, the Board approved Amendment No. 6 to extend the terms of this agreement through June 2022 with an automatic renewal extending through June 2024, with no change in the annual maximum of \$250,000. In March 2023, Board approved Amendment No. 7 to increase the maximum yearly contract amount to \$350,000.

Interwest Consulting has been crucial in our ability to retain our plan review performance goals and has proved to the County over the years that they are able to provide us with competent and timely services. The option to use a contractor when needed provides flexibility to handle staffing and response times for the spikes in permitting, plan review, and field construction inspections.

Interwest is not a sole source contract. In recent years, the level of construction activity has been fairly high and the availability of experienced plans examiners has been very limited. Planning Building and Environmental Services (PBES) currently has standing contracts with two other building plan review firms (West Coast Code Consultants and CSG Consultants) with maximum annual amounts ranging from \$100,000 to \$200,000 per year. This has provided staff with options so that applications can be processed quickly by routing them to available consultants when our staffing levels don't support timely response. If the workload significantly decreases and/or increases in the coming year, we can easily adjust our use of these contracts, as there is no guaranteed minimum amount, and rather a set maximum amount annually.

The Building Division collects a plan review fee from the applicant which fully covers the cost of these outside plan review services.

Requested Action:

1. Approve and authorize Amendment No. 8 to Agreement No. 170518B with Interwest Consulting Group to extend the terms of the agreement to June 30, 2026, with an automatic renewal for no more than two (2) additional years, to assist with building and code compliance plan review as needed with no change to the annual maximum.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	No
Is it Mandatory or Discretionary?	Discretionary

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**AMENDMENT NO. 8
NAPA COUNTY AGREEMENT NO. 170518B
(FORMERLY AGREEMENT NO. 6851)**

PROFESSIONAL SERVICES AGREEMENT

THIS AMENDMENT NO. 8 OF NAPA COUNTY AGREEMENT NO 170518B is made and entered into as of this 1st day of July, 2024, by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and INTERWEST CONSULTING GROUP, whose mailing address is 1613 Santa Clara Drive, Suite 100, Roseville, CA 95661, hereinafter referred to as "CONTRACTOR";

RECITALS

WHEREAS, on August 3, 2006, COUNTY entered into Napa County Agreement No. 170518B (Formerly 6851), (the "Agreement") with CONTRACTOR to provide for review of development plans for code compliance and plan check; and

WHEREAS, the parties have amended the Agreement several times to increase the maximum compensation payable to CONTRACTOR for services provided, and to extend the term of the agreement; and

WHEREAS, COUNTY and CONTRACTOR now wish to amend the Agreement to extend the term of the agreement beyond Fiscal Year 2023/24 and provide for additional years of automatic renewal, effective as of July 1, 2024.

TERMS

NOW, THEREFORE, the Agreement is amended as follows:

1. Exhibit "B" of the Agreement is rescinded and replaced in full by the document entitled Exhibit "B-1" and all references in the Agreement to Exhibit "B" shall mean Exhibit "B-1."
2. Paragraphs 1 and 3 are amended to read in full as follows:
 1. **Term of the Agreement.** The term of this Agreement shall commence on the date first above written and shall expire June 30, 2026, except that the obligations of the parties under Paragraphs 7 (Insurance) and 8 (Indemnification) shall continue in full force and effect after said expiration date or early termination in relation to acts or omissions occurring prior to such dates during the term of the Agreement, and the obligations of CONTRACTOR to COUNTY shall also continue after said expiration date or early termination in relation to the obligations prescribed by Paragraphs 15 (Confidentiality), 20 (Taxes) and 21 (Access to Records/Retention). The term of this Agreement shall be automatically renewed for an additional year at the end of each fiscal year, under the terms and conditions then in effect, not to exceed two (2) additional years unless either party gives the other party written notice of intention not to renew no less than thirty (30) days prior to the expiration of the then current term. For purposes of this Agreement, "fiscal year" shall mean the period commencing on July

1 and ending on June 30.

3. Compensation.

(a) Rates. In consideration of CONTRACTOR'S fulfillment of the promised work, COUNTY shall pay CONTRACTOR at the rates set forth in Exhibit "B", attached hereto and incorporated by reference herein.

(b) Expenses. No travel or other expenses will be reimbursed by COUNTY.

(c) Maximum Amount. Notwithstanding subparagraphs (a) and (b), the maximum payments under this Agreement shall not exceed Three Hundred Fifty Thousand Dollars (\$350,000) per fiscal year; provided, however, that such amounts shall not be construed as guaranteed sums, and compensation shall be based upon services actually rendered.

[REST OF PAGE INTENTIONALLY LEFT BLANK]

3. Except as provided in paragraphs 1, 2 and 3 above, the terms and provisions of the Agreement shall remain in full force and effect.
4. The parties acknowledge that this Amendment shall be effective as of July 1, 2024, and shall apply from that date forward.

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

INTERWEST CONSULTING GROUP

By: 
Paul Meschino, President of Operations

By: 
David Kniff, Assistant Secretary

“CONTRACTOR”

NAPA COUNTY, a political subdivision of
the State of California

By: _____
JOELLE GALLAGHER, Chair
Board of Supervisors

"COUNTY"

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Jason M. Dooley</u> (via e-signature)</p> <p>Date: <u>October 23, 2024</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____ Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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EXHIBIT "B-1"

Billing Rates

Effective July 2024

Beginning on the 1st anniversary of the Effective Date of the Agreement and annually thereafter, the hourly rates listed below shall be automatically increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI"). Such increase shall not exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.

Classification	Hourly Billing Rate
Engineering	
Principal in Charge.....	\$255
Principal Engineer.....	230
City Surveyor.....	220
City Engineer.....	225
Project Manager.....	210
Senior Traffic Engineer.....	200
Traffic Engineer III.....	190
Traffic Engineer II.....	180
Traffic Engineer I.....	170
Traffic Engineering Associate II.....	160
Traffic Engineering Associate I.....	150
Transportation Engineer.....	210
Supervising Engineer.....	205
Senior Engineer.....	200
Licensed Land Surveyor.....	190
Engineering Associate III.....	160
Engineering Associate II.....	150
Engineering Associate I.....	140
Survey Technician.....	130
Senior Engineering Technician.....	130
Engineering Technician III.....	130
Engineering Technician II.....	115
Engineering Technician I.....	105
Student Trainee.....	50
Grading Plans Examiner.....	165
Building Safety Services	
Certified Building Official.....	165
Licensed Plan Review Engineer (structural, civil, electrical, mechanical) / Architect.....	160
Supervising Structural Engineer.....	200
Senior Structural Engineer.....	185
Senior Plans Examiner.....	145

CASp.....	135
Inspector III.....	115
Inspector II.....	105
Inspector I.....	95
Permit Technician.....	80
Fire Protection Engineer.....	160
Senior Fire Plans Examiner.....	135
Fire Plans Examiner / Fire Inspector.....	125
ICC Building Plans Examiner.....	125
Senior Code Enforcement Officer.....	140
Code Enforcement Officer.....	130
Trainee.....	75

Construction Management

Construction Manager.....	180
Assistant Construction Manager.....	160
Supervising Public Works Observer.....	175
Senior Public Works Observer.....	170
Public Works Observer III.....	160
Public Works Observer II.....	145
Public Works Observer I.....	130

Real Estate

Supervising Corporate Broker.....	260
Senior Project Manager.....	200
Project Manager.....	180
Senior Acquisition / Relocation Agent.....	140
Acquisition / Relocation Agent.....	125
ROW Technician.....	115
ROW Coordinator.....	100
Administrative Support.....	80

Landscape Design Review Services

Project Manager.....	185
Senior Landscape Design Reviewer.....	165
Landscape Design Reviewer.....	150
Landscape Maintenance Inspector.....	130
Landscape Field Supervisor.....	130

Planning Services

Community Development Director.....	220
Project Manager.....	190
Planning Manager.....	200
Principal Planner.....	180
Senior Planner.....	165
Associate Planner.....	135
Assistant Planner.....	110

Planning Technician90

Administrative

Grant Manager165

Grant Writer155

Management Analyst II.....125

Management Analyst I.....115

Senior Administrative115

Administrative III100

Administrative II 90

Administrative I75



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1843

TO: Board of Supervisors
FROM: Brian D. Bordona, Director - Planning, Building & Environmental Services
REPORT BY: Christina Adamson, Deputy Director - Planning, Building & Environmental Services
SUBJECT: Removal of Capital Assets from Planning, Building & Environmental Services Inventory

RECOMMENDATION

Approve and authorize removal of two capital assets that fully depreciated and are no longer required for public use from the Planning, Building, and Environmental Services capital asset listing. (No Fiscal Impact; Discretionary)

BACKGROUND

There are two capital assets that are both over 20 years old, fully depreciated, obsolete, and no longer in use within the department:

- Asset #101122: Ground Positioning Device, originally purchased 6/30/2000
- Asset #101123: Cyranose 320 Handheld Device, originally purchased 6/30/2003

Today's requested action will authorize removal of the capital asset items from the Planning, Building, and Environmental Services' capital asset inventory. Both listed capital assets are fully depreciated with no net book value.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	No
Is it Mandatory or Discretionary?	Discretionary

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1820

TO: Board of Supervisors
FROM: Steven Lederer, Director of Public Works
REPORT BY: Dewey Phan, Assistant Engineer
SUBJECT: Project Creation and Budget transfer for the “2025 Annual Guardrail Repair, RDS 25-04”

RECOMMENDATION

Authorize and approve the creation of Project 25013 for the “2025 Annual Guardrail Repair, RDS 25-04,” and approve a Budget Amendment. (Fiscal Impact: \$88,000 Expense; SB-1 Non-Operating Special Revenue Fund; Not Budgeted; Discretionary)

[4/5 vote required]

BACKGROUND

The Public Works Department maintains 420 miles of roads and the County classifies 38 miles as arterial, 109 miles as collector, 259 miles as local, and 8 miles as gravel. The County also maintains about 22 miles of guardrails. Over many years, the County has constructed guardrails to help prevent drivers from driving into the Napa River, into creeks, and down roadway embankments. Every year wayward drivers damage guardrails along County roads and Public Works staff create a list of County roads with damaged guardrail to repair. In the past, County staff have hired contractors to repair individual damaged guardrails, or the Public Works Roads Division staff repaired the damage as time and funding allowed.

With the advent of funding from SB-1, the County now designates at least \$500,000 per year specifically towards guardrail repairs. The funding requested for these roadway projects is for the project design and repair of the damaged guardrails. Construction is planned for Fall of 2025. The Director of Public Works recommends the approval for the creation of Project 25013 and the Budget Transfer. Staff will return to the Board of Supervisors at a later date for approval of the Plans and Specifications and request for authorization to advertise for bids.

Requested Actions:

1. Approval of Budget Amendment for the following (4/5 vote required):
 - a. Increase Transfers Out appropriations by \$88,000 in the SB-1 Non-Operating Special Revenue Fund

(Fund 2440, Sub-Division 1220052, Account 56100) offset by use of its available fund balance to transfer to Project 25013; and

b. Creation of a new Roads Capital Improvement project for the “2025 Annual Guardrail Repair, RDS 25-04” (Fund 2040, Sub-Division 2040500, Project 25013) and increase Engineering Services appropriations for project design and guardrail repair by \$88,000 (Fund 2040, Sub-Division 2040500, Project 25013, Account 52145) offset by a transfer-in revenue from SB1-SRF.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested approvals will allow for the repair of the damaged guardrail to improve traffic safety.
Is the general fund affected?	No
Future fiscal impact:	This is an annual project and future fiscal impact will be routine maintenance.
Consequences if not approved:	If not approved, the annual guardrail repairs on County roads cannot begin and the contractor will not repair the damaged guardrails.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BUDGET SUMMARY: 2025 ANNUAL GUARDRAIL REPAIR, RDS 25-04						
Program: 25013						10/22/2024
Budget Item	Budget Item Amount	Board Appropriation Request Today	Board Appropriation To Date	Appropriation Amount Spent to Date	Appropriation % Spent to Date	Appropriation Amount Balance
Construction Contract	\$320,000	\$0	\$0	\$0	0%	\$0
15% Construction Contingency	\$48,000	\$0	\$0	\$0	0%	\$0
Design and Engineering	\$80,000	\$80,000	\$0	\$0	0%	\$0
10% Design and Engineering Contingency	\$8,000	\$8,000	\$0	\$0	0%	\$0
Lands and TCE	\$0	\$0	\$0	\$0	0%	\$0
Construction Management	\$70,000	\$0	\$0	\$0	0%	\$0
County Project Management/Administration	\$74,000	\$0	\$0	\$0	0%	\$0
Environmental, Geotechnical and Special Inspections	\$0	\$0	\$0	\$0	0%	\$0
Permits	\$0	\$0	\$0	\$0	0%	\$0
TOTAL	\$600,000	\$88,000	\$0	\$0	0%	\$0



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Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1794

TO: Board of Supervisors
FROM: Rollie Soria for Oscar Ortiz, Sheriff-Coroner
REPORT BY: Erin Corry, Staff Services Analyst II
SUBJECT: Boating Safety & Enforcement Equipment Grant & Budget Amendment

RECOMMENDATION

Approve the Boating Safety Miscellaneous Equipment Grant for Fiscal Year 2024-25, associated Budget Amendment, and authorize the Sheriff to approve all grant related documents. (Fiscal Impact: \$51,934 Expense and Revenue; General Fund; Not Budgeted; Discretionary)

[4/5 vote required]

BACKGROUND

The primary focus of the Sheriff's Office efforts in boating safety and enforcement is on Lake Berryessa. The lake is 30 square miles of waterways with marinas, resorts, and public use areas. The United States Department of Interior, Bureau of Reclamation (BOR) manages the lake, but has no enforcement authority and is not equipped to perform any boating safety or enforcement.

Sheriff's Office duties at Lake Berryessa include, but are not limited to, enforcing all boating laws, state laws, county ordinances, boating safety inspections and instruction, vessel accident investigations, search and rescue, emergency medical transports from the water or inaccessible areas, special events and boat safety consultation to BOR and the resorts. Sheriff's Office patrols Lake Berryessa on a full-time basis with added coverage during spring and summer months. In addition to Lake Berryessa, Sheriff's Office also conducts checks of Lake Hennessy, a small municipal water supply approximately 2 square miles in size and provides frequent boating safety inspections to the 75 shoreline miles of Napa River.

Boat No. 9 (Capital Asset No. 100757) is one of the Sheriff's Office preferred patrol vessels for day-to-day operations on Lake Berryessa due to its high maneuverability, large working platform, and open cabin design. However, Boat No. 9 is only outfitted with a basic chart plotter and transducer, which does not allow it to be safely utilized during nighttime or low visibility operations. To reduce costs to the County, Sheriff's Office applied for and received a grant award in the amount of \$51,934 from the California Department of Parks and Recreation, Division of Boating and Waterways, Boating Safety and Enforcement Equipment Grant FY

2024/2025 to upgrade Boat No. 9 with a FLIR M364C thermal camera, patrol vessel electronics/navigational suite, and a Raymarine AIS 5000 Class A Transponder B. The new marine electronics and navigation package will allow for the safe operation of Boat No. 9 at nighttime or in low visibility environments, making patrol and search & rescue efforts more effective.

Requested Actions:

1. Acceptance of grant agreement C24L0610 in the amount of \$51,934 for the acquisition of specific miscellaneous boating equipment for Boat No. 9.
2. Authorization the Sheriff to execute all documents, including but not limited to applications, agreements, activity reports, payment requests, claim forms and other documents that may be required, subject to County Counsel approval.
3. Betterment of existing capital asset No. 100757 (Patrol Boat No. 9) current book value of \$0.00, increasing its value by \$51,934 for a marine FLIR camera, patrol vessel electronics/navigational suite, and a Raymarine AIS Class A Transponder B.
4. Approval of a Budget Amendment increasing appropriations in Sheriff’s Office Budget subdivision 1360000 Equipment Expense 55400 by \$51,934 with offsetting revenue from the Boating Safety Miscellaneous Equipment Grant FY 2024/2025 funding. (4/5 vote required)

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Where is it budgeted?	Expense and revenue will be budgeted in Sheriff’s Office subdivision 1360000.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	There is no mandate to accept grant funding to upgrade Boat No. 9’s navigation system. However, these grant funds would be utilized to significantly improve the safety and capability of Boat No. 9.
Is the general fund affected?	Yes
Future fiscal impact:	Future equipment costs will be budgeted accordingly.
Consequences if not approved:	If today’s requested actions are not approved, Sheriff’s Office would not accept the Boating Safety Miscellaneous Equipment Grant FY 2024/2025 funding and Boat No. 9’s navigation system would not be upgraded for safer nighttime or limited visibility operations. In addition, Sheriff’s Office would be required to budget general fund appropriations for the eventual upgrade of Boat No. 9’s navigation system in a future fiscal year.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California

Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1859

TO: Board of Supervisors
FROM: Sheriff Oscar Ortiz - Office of Emergency Services
REPORT BY: Brianna Jones - Emergency Services Officer
SUBJECT: Amendment No. 1 to Agreement No. 240266B with Dynamic Planning, LLC

RECOMMENDATION

Approve and authorize Amendment No. 1 to Agreement No. 240266B with Dynamic Planning, LLC for Napa County's hazard mitigation plan update. (Fiscal Impact: \$225,000 Expense, General Fund; Budgeted; Discretionary).

BACKGROUND

In April 2023, Napa County Office of Emergency Services (OES) applied to the California Governor's Office of Emergency Services (Cal OES) for grant funds to update the county's Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) under the federally funded Hazard Mitigation Grant Program. On June 28, 2023, OES received notification of a grant award in the amount of \$325,000. The grant award has a thirty-six (36) month performance period and reflects a 90% federal and 10% local cost share. Napa County hired a consultant, Dynamic Planning LLC, with previously approved board item 24-106.

Napa County OES is amending that agreement to increase the agreement price proposal. The change in the price proposal will include two additional special districts to the hazard mitigation plan-Napa Sanitation (NapaSan) and Napa Valley Transportation Authority (NVTA). These two jurisdictions were not previously on the hazard mitigation plan. All special districts should be included. This will create a more robust plan and allows special districts to apply for state and federal grants that can directly support their efforts.

Requested action:

1. Approve and authorize the Chair to sign Amendment No. 1 to Agreement No. 240266B with Dynamic Planning, LLC increasing the maximum contract amount by \$38,044.50 for a new maximum of \$225,000 for

Napa County’s hazard mitigation plan update.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Emergency Services Grants (1380005)
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	HMGP grant funds will reimburse the grant budget upon completion of the grant’s performance period.
Is the general fund affected?	Yes
Future fiscal impact:	Funding will be budgeted accordingly through June 30, 2026.
Consequences if not approved:	If not approved, grant activities will not occur in the additional special districts.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by California Code of Regulations, title 14, section 15378 (State CEQA Guidelines) and is specifically excluded under section 15378, subd. (b)(4) (creation of government funding mechanism). Therefore, CEQA is not applicable.

**AMENDMENT NO. 1 TO
NAPA COUNTY AGREEMENT NO. 240266B
PROFESSIONAL SERVICES AGREEMENT**

THIS AMENDMENT NO. 1 (“Amendment No. 1”) TO AGREEMENT NO. 240266B is made and entered into as of this _____ day of _____, 2024, by and between NAPA County, a political subdivision of the state of California, hereinafter referred to as “COUNTY,” and Dynamic Planning, LLC, doing business as Dynamic Planning + Science, whose mailing address is 19235 HWY 550, Montrose, Colorado 81401, hereinafter referred to as “CONTRACTOR.”

RECITALS

WHEREAS, COUNTY and CONTRACTOR entered into Agreement No. 240266B (“Agreement”) as of January 23, 2024, whereby CONTRACTOR agreed to provide specialized services in order to update Napa County’s Multi-Jurisdictional Hazard Mitigation Plan (“plan update”) under the terms and conditions set forth in the Agreement; and

WHEREAS, COUNTY wishes to expand the services to include two additional special districts in the plan update and CONTRACTOR is willing to and able to continue to provide such services; and

WHEREAS, COUNTY and CONTRACTOR now wish to amend the Agreement to update the scope of work and related compensation rates.

TERMS

NOW, THEREFORE, COUNTY, acting through its Board of Supervisors, and CONTRACTOR hereby amend Agreement No. 240266B, as follows:

1. Paragraph 2 of the Agreement is hereby amended to read in full as follows:

Scope of Services. CONTRACTOR shall provide COUNTY those services set forth in Exhibit “A.” Commencing on the date of this Amendment No. 1 as stated above, those services shall include all jurisdictions and special districts that are the subject of the Agreement and the two additional special districts, as set forth in Exhibit “A-1.” Exhibit “A” as attached to Agreement 240266B is incorporated by reference and Exhibit “A-1” is attached to this Amendment No. 1 and incorporated herein.

2. Paragraph 3 of the Agreement is hereby amended to read in full as follows:

Compensation.

- (a) **Rates.** In consideration of CONTRACTOR's fulfillment of the promised work as set forth in Exhibit “A,” as to the jurisdictions and special districts that are the

subject of the Agreement and Amendment No. 1 and as identified in Exhibit "A-1" of this Amendment No. 1, COUNTY shall pay CONTRACTOR at the rate set forth in Exhibit "B-1." Exhibit "B-1" shall replace and supersede Exhibit "B" and is attached to this Amendment No. 1 and incorporated herein.

(b) Expenses. No travel or other expenses will be reimbursed by COUNTY.

(c) Maximum Amount. Notwithstanding subparagraphs (a) and (b), the maximum payments under this Agreement shall be a total of TWO HUNDRED TWENTY FIVE THOUSAND DOLLARS (\$225,000) for professional services per fiscal year; provided, however, that such amounts shall not be construed as guaranteed sums, and compensation shall be based upon services actually rendered and reimbursable expenses actually incurred.

3. **Electronic Signatures.** This Amendment No. 1 may be executed by electronic signature(s) and transmitted in a portable document format ("PDF") version by email and such electronic signature(s) shall be deemed original for purposes of this Amendment No. 3 and shall have the same force and effect as a manually executed original.

4. This Amendment No. 1 shall be effective as of the date first written above.

5. Except as provided in 1 through 4 above, the terms and provisions of the Agreement shall remain in full force and effect as originally approved and last amended.

[Remainder of page left blank intentionally; signature page follows.]

IN WITNESS WHEREOF, this Amendment No. 1 was executed by the parties hereto as of the date first above written.

DYNAMIC PLANNING, LLC

By 
ETHAN MOBLEY, Managing Member

"CONTRACTOR"

NAPA COUNTY, a political subdivision of
the State of California

By _____
JOELLE GALLAGHER, Chair
Board of Supervisors

"COUNTY"

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Shana A. Bagley (e-sign)</u> County Counsel</p> <p>Date: <u>September 12, 2024</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____ Processed By: _____ Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
--	--	--

EXHIBIT A-1

SCOPE OF WORK

The scope of work as delineated in Exhibit A of the Agreement applies to the following jurisdictions and special districts:

- City of American Canyon
- American Canyon Fire Protection District
- Napa County Flood Control and Water Conservation District
- City of Napa
- Howell Mountain Mutual Water Company
- Napa County Office of Education
- Napa Valley College
- Town of Yountville
- City of St. Helena
- City of Calistoga

As of the date of Amendment No. 1, the scope of work as delineated in Exhibit A of the Agreement shall also apply to the following special districts:

- Napa Sanitation District
- Napa Valley Transportation Authority

EXHIBIT “B-1”

COMPENSATION AND EXPENSE REIMBURSEMENT

The compensation described in this Exhibit applies to the plan updates for the following jurisdictions and special districts:

- City of American Canyon
- American Canyon Fire Protection District
- Napa County Flood Control and Water Conservation District
- City of Napa
- Howell Mountain Mutual Water Company
- Napa County Office of Education
- Napa Valley College
- Town of Yountville
- City of St. Helena
- City of Calistoga
- Napa Sanitation District
- Napa Valley Transportation Authority

Napa County

Dynamic Planning + Science Cost Proposal Hazard Mitigation Plan Cost Schedule

A. BURDENED LABOR COSTS

A.1. Personnel Cost Schedule

(Fully Burden Hourly Rates; Hourly Rate includes profit and overhead)

Labor Category	Name	Hr. Rate	Hours	Cost
Project Manager	Ethan Mobley, AICP	\$ 155.00	175	\$ 27,125.00
Sr. GIS Analyst	Brian Greer	\$ 145.00	260	\$ 37,700.00
Lead Planner	Daven Solis	\$ 130.00	300	\$ 39,000.00
Planning Staff	Cory Schreiner	\$ 110.00	280	\$ 30,800.00
Planning Staff	Raini Ott, CFM, AICP	\$ 95.00	300	\$ 28,500.00
GIS Analyst	Alex Krebs	\$ 95.00	300	\$ 28,500.00
Planning Intern	Cassidy Baumann	\$ 40.00	245	\$ 9,775.00
Total Hours and Cost			1,860	\$ 201,400.00

A.2. Project Milestone Schedule

Milestone	Hours	Cost	%
Project Management	93	\$ 10,070.00	5.0%
Task 1: Organize Resources	186	\$ 20,140.00	10.0%
Task 2: Hazard Identification and Profiling	186	\$ 20,140.00	10.0%
Task 3: Vulnerability Analysis	279	\$ 30,210.00	15.0%
Task 4: Develop Mitigation Actions	279	\$ 30,210.00	15.0%
Task 5: Prepare Draft Plan	465	\$ 50,350.00	25.0%
Task 6: Plan Review and Revision for Adoption	186	\$ 20,140.00	10.0%
Task 7: FEMA Submittal and Approval	186	\$ 20,140.00	10.0%
Total Hours and Cost	1,860	\$ 201,400.00	100%

LABOR TOTAL \$ **201,400.00**

B. DIRECT COSTS

B.1. Travel, Meetings, Advertisement

Item	Unit Type	# of Units	Cost/Unit	Total Cost
Mileage	Miles	250	\$ 0.55	\$ 137.50
Overnight Stay*	Each	4	\$ 125.00	\$ 500.00
Flights	Each	4	\$ 400.00	\$ 1,600.00
Meeting Supplies	Each	3	\$ 400.00	\$ 1,200.00
Total Travel, Meetings and Advertisement Costs				\$ 3,437.50

*Overnight Stay for; Planning Committee Meetings (2 person, 4 Nights)

B.2. Print Production and Shipping

Item	Unit Type	# of Units	Cost/Unit	Total Cost
Binding and Binders with Tabs	Each	15	\$ 25.00	\$ 375.000
FedEx Mail	Each	2	\$ 50.00	\$ 100.000
Color Prints 11x17	Each	250	\$ 0.33	\$ 83.000
Color Prints 8.5x11	Each	6,000	\$ 0.23	\$ 1,380.00
Large Scale Color Prints	Sq. Ft.	120	\$ 1.50	\$ 180.000
Total Reproduction Costs				\$ 2,118.000

DIRECT COST TOTAL \$ **5,555.50**

Total Project Cost

A. Total Burdened Labor Costs	\$ 201,400.00
B. Total Direct Costs	\$ 5,555.50

Total Project Cost \$ **206,955.50**

In-Kind Cost Summary

The in-kind service and cost equivalents below represent a 10% in-kind match to the project budget in labor hours or straight dollars.

Assumed City Labor Rates

\$150.00/hr

Anticipated In-Kind Service Schedule

Original Amount	Additional Cost
\$ 9,070.00	\$ 1,000.00
\$ 18,140.00	\$ 2,000.00
\$ 18,140.00	\$ 2,000.00
\$ 27,210.00	\$ 3,000.00
\$ 27,210.00	\$ 3,000.00
\$ 45,350.00	\$ 5,000.00
\$ 18,140.00	\$ 2,000.00
\$ 18,140.00	\$ 2,000.00
\$ 181,400.00	\$ 20,000.00

Labor Hr. Contribution	Straight Cost (No Labor Contribution)
13	\$2,014
13	\$2,014
7	\$1,007
7	\$1,007
34	\$5,035
34	\$5,035
13	\$2,014
13	\$2,014
134	\$20,140

In-Kind service estimate based on the assumed city rate shown above. Cost assumes no labor provided.

Anticipated In-Kind ODC Total:

\$ 1,389

Total In-Kind Cost

\$ 21,529



Napa County
Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1635

TO: Board of Supervisors
FROM: Ryan J. Alsop - County Executive Officer
REPORT BY: Holly Dawson - Deputy County Executive Officer, Communications
SUBJECT: 2024 Napa County Employee Recognition Awards

RECOMMENDATION

SET TIME - 2:00 PM

Present the 2024 Napa County Employee Recognition Awards. (No Fiscal Impact, Discretionary)

BACKGROUND

Napa County's Employee Recognition Awards Program is designed to motivate, recognize, and reward exemplary performance that supports the County's overall organizational goals. It encourages high-quality work and highlights the skills and behaviors that reflect the County's core values.

Napa County is proud of its 1,600 dedicated employees contributing to the County's mission enhancing the quality of life for our residents through exceptional public service.

The Napa County CEO and Board of Supervisors are committed to celebrating the outstanding accomplishments of County employees and showing appreciation for their dedication to serving our community. This special board meeting celebrates Napa County's inaugural Employee Recognition Awards.

Award Categories:



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 11/5/2024

File ID #: 24-1165

TO: Board of Supervisors
FROM: Ryan J. Alsop, County Executive Officer
REPORT BY: Becky Craig, Assistant County Executive Officer
SUBJECT: User Fees Policy Update

RECOMMENDATION

PUBLIC HEARING - User Fee Update

Conduct a Public Hearing and adopt a Resolution establishing, increasing, decreasing, and deleting certain fees in Part III Fees of the Napa County Board Policy Manual. (Fiscal Impact: \$2.3 million Revenue; \$2 million General Fund, \$320,000 Fire Fund, \$19,000 Animal Shelter Fund; Not Budgeted; Discretionary)

BACKGROUND

State law allows government agencies to recover the cost of providing services by levying fees. Napa County has previously established fees for services and has periodically updated those fees. The most recent comprehensive update was adopted in May 2019 with Resolution 2019-70.

The comprehensive 2024 User Fee Study (attached) includes the consultant's calculation methodology and data. The cost of services incorporates the hourly rates of staff and the time spent to perform the services. Currently, fees are set to recover 80% for Planning and Public Works. Staff recommends increasing recovery to 100% for all applicant fees, except for all building permits submitted to replace or repair structures damaged in a disaster. Full cost recovery ensures the General Fund isn't burdened by discretionary development. The County contracted with MGT in 2023 to update certain fees using FY 2023-24 salary and benefit costs. The County's Public Services Employees' (PSE) Memorandum of Understanding (MOU) was adopted near the conclusion of the study's calculations and the 4% cost-of-living adjustment was incorporated.

Applicant processing fees are proposed to increase 10-100+% since the last increase five years ago with an average increase of 30% primarily reflecting staff pay increases. The recommendation to increase to full-cost recovery further affects some of the rates. Projected revenues are estimated based on historical applicant data

trends. The proposed effective date for the changes is January 6, 2025. Further, the Resolution provides for annual updates to remain current with costs to coincide with cost-of-living increases matching the PSE MOU. This incorporates increasing fees 3.5% on July 1, 2025, 3.5% on July 1, 2026, and subsequent cost of living adjustments per a federal index.

Many fee types are no longer applicable because of state law, technology improvements, or other processing changes; or have been combined with other types and are recommended for deletion. Staff is working with the consultant to overhaul the Building Permit Fee model and will present the recommendation in 2025, along with other departmental user fees requiring further study.

Study Highlights:

The County currently charges \$1,000 for applicants to file an Appeal to the Board of Supervisors seeking to review a land use decision made by a Napa County decision-making body or officer. The County further recovers actual administrative expenses incurred. Upon review, staff recommends the fee be increased to \$2,000 to incorporate the supplemental administrative expenses and to provide the applicant certainty.

In addition to permit processing, applicants also benefit from the County's review and revision of the General Plan and related regulations. The County routinely spends \$400,000-\$500,000 annually for these services and anticipates spending approximately \$1 million annually for the next four years for the General Plan Update. The General Plan Surcharge ("Surcharge") of 3.3% is currently levied on Building activities, excludes many Planning activities, and recovers less than 50% of the annual expenses. The County subsidizes ongoing updates, such as the recent Safety and Housing Element updates. The Fee Study reflects a Surcharge rate of 7.5% be added to Building and Planning activities that is estimated to generate approximately \$452,000 revenue annually.

Staff recommends setting the fees at less than full cost recovery for certain services to incentivize compliance, such as water heater installation permits and animal licensing. Further, the State limits certain fees by statute, including many of fees charged for the Agricultural Commissioner's services. The General Fund will continue to subsidize these services.

The County installed electric vehicle charging stations for public use in the Fifth Street Parking Garage in January 2024. Usage is high and the utility costs are impacting the County's operating budget. Staff recommends users be charged a cost recovery fee of \$0.20/kWh per the recommendation of third-party provider ChargePoint. The estimated cost per vehicle will approximate \$4.00 for a three-hour charging session.

Procedural Requirements:

1. Open Public Hearing
2. Staff Report
3. Public Comments
4. Close Public Hearing
5. Motion, second, discussion, and vote to adopt the Resolution.

Recommended Action:

Adopt a Resolution establishing, increasing, decreasing, and deleting certain fees in Section III Fees of the Napa County Board Policy Manual effective January 6, 2025.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County may establish fees to recover the cost of processing applications for discretionary actions.
Is the general fund affected?	Yes
Future fiscal impact:	Revenues better offset expenses.
Consequences if not approved:	General Fund tax revenues will subsidize delivery of discretionary services.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is for the recovery of operating expenses as defined by 14 California Code of Regulations 15273 (State CEQA Guidelines) and therefore CEQA is not applicable.

RESOLUTION NO. 2024-

A RESOLUTION OF THE NAPA COUNTY BOARD, STATE OF CALIFORNIA, ESTABLISHING, INCREASING, DECREASING, AND DELETING FEES FOUND IN SECTION III OF THE NAPA COUNTY BOARD POLICY MANUAL, INCLUDING FEES COLLECTED BY THE AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES, CLERK OF THE BOARD, COUNTY COUNSEL, COUNTY FIRE DEPARTMENT, CRIMINAL JUSTICE, DISTRICT ATTORNEY, PLANNING BUILDING AND ENVIRONMENTAL SERVICES, AND PUBLIC WORKS

WHEREAS, there is a need to establish, increase, decrease and/or delete the fees charged by Napa County to recover the costs of services provided by departments including the Agricultural Commissioner/Sealer of Weights and Measures, Clerk of the Board, County Counsel, County Fire Department, Criminal Justice, District Attorney, Planning Building and Environmental Services, and Public Works that are maintained in Section III of the Napa County Board Policy Manual; and

WHEREAS, Chapter 8 of Division 1 of Title 7 of the California Government Code (commencing with section 66016) authorizes Napa County to establish fees to recover the cost of providing a service; and

WHEREAS, Napa County conducted a comprehensive fee study that included the above named departments and as a result of that fee study concluded that it is appropriate to establish, increase, decrease and/or delete specific County fees; and

WHEREAS, fee revisions reflect changes in operating efficiencies or service, but otherwise are based on (or consistent with) the cost of service projections made for Fiscal Year 2023-2024 with a consistent methodology established through a comprehensive fee study; and

WHEREAS, adjustments to fees on an annual basis are necessary to ensure cost recovery is maintained and shall be indexed to established public sources, unless otherwise governed by statute; and

WHEREAS, pursuant to Government Code section 66016, at least ten days prior to the date this resolution is to be considered, data was made available to the public indicating the amount of cost, or estimated cost, required to provide the service for which the fee or service charge is levied and the revenue sources anticipated to provide the service, including general fund revenues; and

WHEREAS, notice of the hearing of the proposed fee was published twice in the manner set forth in section 6062 as required by section 66018, subdivision (a), of the Government Code.

NOW, THEREFORE, BE IT RESOLVED by the Napa County Board of Supervisors as follows:

1. The Board establishes, increases, or otherwise modifies those fees shown as amended, added (by underlining) or deleted (by strike-out) in Exhibit A and Exhibit B, attached hereto and incorporated by this reference herein; and

2. The Board hereby directs the Clerk of the Napa County Board of Supervisors to integrate the changes approved above into Section III of the Board Policy Manual, “Fees for Services Provided by County Departments and Agencies;” and
3. The applicable fees included in Exhibit B shall be increased by 3.5% on July 1, 2025, and by 3.5% July 1, 2026, to reflect the PSE/PSES Memorandum of Understanding; and by the annual Consumer Price Index, San Francisco Area as reported by the Bureau of Labor Statistics on July 1 of each successive year for the previous January-December; and
4. The Board finds this Resolution is statutorily exempt from the California Environmental Quality Act pursuant to Title 14, California Code of Regulations, section 15273(a)(1) and (2); and
5. The parts of Section III of the Board Policy Manual amended by this Resolution shall become effective on January 6, 2025.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Napa County Board of Supervisors, State of California, at a regular meeting of the Board held on the 5th day of November, 2024, by the following vote:

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSTAIN: SUPERVISORS

ABSENT: SUPERVISORS

NAPA COUNTY, a political subdivision of the State of California

By: _____
 JOELLE GALLAGHER, Chair of the Board of Supervisors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>McKayla McMahon</u> Deputy County Counsel</p> <p>Date: <u>October 24, 2024</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____ Processed By: _____</p> <hr/> <p>Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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EXHIBIT LIST

The fees adopted by the Board of Supervisors by this Resolution are included in the attachments listed below in both tracked and clean formats.

The clean version will be included in the County Policy Manual.

Exhibit A Policy Manual Part III – Tracked
Exhibit B Policy Manual Part III – Clean



User Fee Study Draft Report of Findings

Napa County, California

SEPTEMBER 25, 2024

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Executive Summary

Introduction

MGT Consulting Group (MGT) is pleased to present Napa County (County) with this summary of findings for the recently completed user fee study for the following departments:

- ◆ Planning, Building, Environmental Services (PBES)
- ◆ Local Environmental Agency (LEA)
- ◆ Public Works
- ◆ Animal Shelter
- ◆ County Fire Marshal
- ◆ Agriculture Commission/Weights & Measures
- ◆ Clerk of the Board (two fees)

The original scope of this fee study had included the County Counsel’s Office, but all the fees charged by County Counsel are based on an hourly rate calculation which the department had already established. Therefore, MGT did not analyze any fees for this department.

Fees in these departments were last studied comprehensively in 2019. At the conclusion of the 2019 study, the Board of Supervisors (the Board) maintained the goal adopted in 2003 to obtain full cost recovery for the Building Division and other building permit-related functions of the Fire Marshal, Public Works, County Counsel and Environmental Health, and an 80% cost recovery for all other Planning and Public Works related applications and activities.

This report is the culmination of an extensive study conducted by MGT in collaboration with the County’s management and staff. MGT would like to take this opportunity to gratefully acknowledge all staff who participated in this project for their efforts and coordination. Their responsiveness and continued interest in the outcome of this study contributed greatly to its success.

Study Scope and Objectives

The study included a review of the following departments related fee for service activities:

- ◆ PBES – Building (*see note below*)
- ◆ PBES – Planning and Engineering
- ◆ PBES – Environmental Health
- ◆ PBES – Local Enforcement Agency (LEA)
- ◆ Fire (Prevention and development related only)
- ◆ Public Works (selected fees from Flood, Roads, Animal Shelter, and Public Works Administration)
- ◆ Agriculture Commission/Weights & Measures
- ◆ Clerk of the Board

- ◆ General Plan Surcharge

(NOTE: The findings for the Building Division of PBES are not included in this report and will be presented on a later date.)

The goal for this study was to present a well-documented and defensible cost of service plan that would identify rates that would be used to recover billable costs for services and to develop user fees that comply with Proposition 26, Proposition 218, and other applicable statutory requirements and County goals.

The study was performed under the general direction of the County Executive Office. The primary goals of the study were to:

- ◆ Define what it costs the County to provide the various fee-related services.
- ◆ Determine whether there are any services where a fee should be collected.
- ◆ Identify service areas where the County might adjust fees based on the full cost of services and other economic or policy considerations.
- ◆ Develop revenue projections based on recommended increases (or decreases) to fees.

The information summarized in this report addresses each of these issues and provides the County with the tools necessary to make informed decisions about any proposed fee adjustments and the resulting impact on County revenues.

Summary of Findings

User Fee Financial Overview

The study's primary objective was to provide the County's decision-makers with the basic data needed to make informed pricing decisions. This report details the full cost of each service for which a fee is charged and presents proposed fees at 100% cost recovery levels. The fee analysis adheres to Proposition 26, based on the "estimated reasonable cost of providing a service".

At 100% cost recovery, the fees would cover all labor and indirect costs associated with providing each service. Any reduction in the fee would not eliminate the cost of providing the service but would reduce the price to the consumer. The difference between 100% full cost recovery and any reduction in price would need to be covered through other funding sources such as the General Fund. This cost does not go away due to a price reduction and cannot be shifted to another fee to be covered based on California state law. The County established a goal in 2003 to obtain full cost recovery for the Building Division, and for other building permit-related functions of the Fire Marshal, Public Works, County Counsel and Environmental Health and 80% for all other Planning and Public Works related applications and activities. The two exceptions are: The Agriculture Commissions / Weights and Measures department, whose fees are set by statute and can't be adjusted by the County, and the Animal Shelter whose fees are to be aligned consistent with fees established by other Animal Shelters in the region.

The exhibit below shows the annualized costs and revenues for the County's user fees that were part of this analysis. It is difficult to predict future revenues due to the fluctuation in the volumes and economic conditions. MGT based the annual cost on the individual full cost for each fee analyzed multiplied by the annual volume statistics. The results are shown in Exhibit 1 below:

User Fee Categories	Current					Recommended		
	(A) Full Cost User Fee Services	(B) Current Revenue		(C) Current Subsidy		(D) Cost Recovery Policy		(E) Increased Revenue
PBES: Planning & Engineering	\$2,281,696	\$2,069,354	91%	\$ 212,342	9%	\$2,281,690	100%	\$212,336
PBES: Environmental Health	\$4,285,832	\$3,002,186	70%	\$ 1,283,646	30%	\$4,285,832	100%	\$1,283,646
PBEA: LEA	\$34,219	\$19,846	58%	\$ 14,373	42%	\$34,219	100%	\$14,373
Fire	\$557,979	\$237,325	43%	\$ 320,654	57%	\$557,837	100%	\$320,512
Public Works	\$842,639	\$620,678	74%	\$ 221,961	26%	\$840,257	100%	\$219,579
Animal Shelter (market rate)	\$584,916	\$243,206	42%	\$ 341,710	58%	\$262,455	45%	\$19,249
Agriculture Commission and Weights & Measures (state mandated)	\$799,648	\$258,922	32%	\$ 540,726	68%	\$287,066	36%	\$28,144
Totals:	\$ 9,386,928	\$ 6,451,517	69%	\$ 2,935,411	31%	\$ 8,549,356	91%	\$ 2,097,839

Exhibit 1 User Fee Study Results

The data in each column includes:

- ◆ **Column A, User Fee Costs** – This column represents what it is costing each of the departments to provide the annual user fee services. In total, this study evaluated \$9,386,928 of costs to provide development related services. It is this amount that is the focus of this study and represents the total potential for user fee-related revenues for the county.
- ◆ **Column B, Current Revenues** – This column represents what the county is currently recovering in revenue for these same services based on the average volumes listed above. Based on current fee recovery levels, the county receives fee-related cost recovery in the amount equal to \$6,451,517 and is experiencing an overall 69% cost recovery level. The details of individual fees may be found in Appendix B of this report.
- ◆ **Column C, Current Subsidy** – This column shows the difference between what it is costing the county to provide services versus what is being recovered in revenue for these same services. Current fee levels recover 69% of full cost, leaving 31% or \$2,935,411 as unrecovered cost. This difference is being subsidized by other funding sources such as the general fund. This subsidy represents an opportunity for an updated and more focused cost recovery effort by the county for fee-related services.
- ◆ **Column E, Recommended Recovery** – Adjusting fees to the proposed cost recovery policy levels would increase the specified fee revenue to \$8,549,356. This would bring the overall cost recovery level up to 91%.
- ◆ **Column F, Increased Revenue** – \$2,097,839 in potential new revenue could be generated. This would represent an increase of 33% over the revenue currently being collected for these activities by the County on an annualized basis.

Methodology

A cost-of-service (user fee) study is comprised of two basic elements:

- ◆ Hourly rates of staff providing the service.
- ◆ Time spent providing the service.

The product of the hourly rate calculation multiplied by the time spent yields the cost of providing the service.

Hourly Rates

The hourly rate methodology used in this study builds indirect costs into County staff hourly salary and benefit rates to arrive at fully burdened hourly rates. Fully burdened hourly rates are a mechanism used to calculate the total cost of providing services. Total cost is generally recognized as the sum of the direct cost together with a proportionate share of allowable indirect costs. The proper identification of all costs (including labor, operating expense, department administration and countywide support) as “direct” or “indirect” is crucial to the determination of the total cost of providing services.

Direct costs are typically defined as those that can be identified specifically to a particular function or activity, including the labor of persons working directly on the specific service for which the fee is charged, and possibly materials or supplies those people use for the task. Indirect costs are those that support more than one program area and are not easily identifiable to specific activities. Examples of indirect costs are: 1) departmental administrative and support staff, 2) training and education time, 3) public counter and telephone time, 4) some service and supply costs, and 5) countywide overhead costs from outside of the department as identified in the County’s cost allocation plan.

MGT’s hourly rate calculation methodology includes the following:

Personnel Services Analysis – each staff classification within the department or division is analyzed in the study. The first burden factor is comprised of compensated absences such as vacation/holidays/sick leave days taken in a year’s time. Staff classifications are then categorized as either direct (operational) or indirect (administrative or supervisory) labor. In some cases, a classification will have both direct and indirect duties. The total indirect portion of staff cost is incorporated into hourly overhead rates.

Indirect Cost Rate – a ratio of indirect cost to direct labor (salaries plus benefits) is established. There are three elements of indirect cost incorporated, including:

- ◆ Indirect Labor – includes compensated absences, administrative and supervisory staff costs.
- ◆ Other Operating Expenses – most services and supplies are included as a second layer of indirect cost and are prorated across all fees and services. There are some service and supply expenses classified as “allowable direct.” Some examples of these are professional services expenses, or supplies. These allowable direct expenses would be directly associated with specific fees or programs, as opposed to being allocated across all activities through the indirect overhead.

- ◆ External Indirect Allocations – this represents the prorated portion of countywide overhead (from the County’s cost allocation plan) which is attributable to the service for which the fee is charged.

Fully Burdened Hourly Rates – incorporates all the elements that comprise the hourly rates used in this cost analysis.

- ◆ Each direct or operational staff classification is listed, together with the average annual salary and benefits.
- ◆ The hourly salary and benefit rate is calculated by taking the annual salary and benefits of an employee and dividing by 2,080 available hours in a year.
- ◆ The overhead rate is derived by multiplying the internal and external indirect cost rates against the salary and benefit rates.

The total combines the salary, benefits, and overhead rates. This is the fully burdened rate for each staff classification. MGT prepared indirect overhead rates and corresponding hourly rate calculations using FY 2023 budgeted expenditures. The building and safety division uses one divisional hourly rate which includes all these elements but averages them together.

Time Spent

Once fully burdened hourly rates were developed for county staff, the next step was to identify staff time spent directly on each user fee activities. Each staff person involved in the user fee services identified time spent to complete each task associated with all user fee services.

Fee Calculations and Revenue Projections

Given this information, MGT was able to calculate the cost of providing each service, both on a per-unit and total annual basis (per-unit cost multiplied by annual volume equals total annual cost). As mentioned above, costs were calculated by multiplying per-unit time estimates by the hourly labor rates; additional operating expenses directly associated with certain services were also added in. Finally, if other departments or divisions provided support to certain user fee activities, this time was accounted for and added into the analysis as a crossover support activity. Full costs are then compared to current fees/revenues collected, and subsidies (or over-recoveries) are identified.

User fee summaries by department may be seen in Appendix B of this report.

Legal, Economic & Policy Considerations

Calculating the true cost of providing county services is a critical step in establishing user fees and corresponding cost recovery levels. Although it is a principal factor, other factors must also be given consideration. County decision-makers must also consider the effects that establishing fees for services will have on the individuals purchasing those services, and the community.

The following legal, economic and policy issues help illustrate these considerations.

- ◆ **Legal restrictions** – In California user fees are limited to the "estimated reasonable cost of providing a service" by Government Code section 66014(a) and other supplementary legislation. Proposition 26 was approved by California voters in November of 2010 and clarified which charges are considered user fees and which

are considered taxes. The significance of this distinction is that user fees may be raised by Board action up to the limit of actual cost, whereas taxes may not be increased without a majority vote of the public. None of the fee adjustments recommended by MGT are considered taxes per Proposition 26 guidelines.

- ◆ **Economic barriers** - It may be a desired policy to establish fees at a level that permits lower income groups to use services that they might not otherwise be able to afford.
- ◆ **Private benefit** - If a user fee primarily benefits the fee payer, the fee is typically set at, or close to 100% full cost recovery. Development related fees generally fall into this category; however, exceptions are sometimes made for some services.
- ◆ **Incentives** - Fees can be set low to encourage participation in a service, such as obtaining a water heater permit.
- ◆ **Disincentives** - Penalties can be instituted to discourage undesirable behavior. Examples include fines for construction without a building permit.

Analysis Highlights

Below is a brief discussion of the findings for each department/division's analysis. Please see the user fee summary sheets in Appendix B of this report for the details on each fee calculation and cost analysis.

Fees are charged in a variety of ways including:

- ◆ Flat (or fixed) fees – the fee is always the same, regardless of size or complexity of the service provided in each instance.
- ◆ Per square foot – the fee is calculated based on the size of the project under review.
- ◆ Hourly (or time-and-materials) – County staff track time and materials expense, and fees are calculated to recover actual costs.
- ◆ Actual cost – this fee is charged to recover consultant costs as billed to the County, or time and materials of staff.
- ◆ Percentage of permits – the fee is calculated as a percentage of the original permit fee.
- ◆ Other increments – fees are calculated based on increments such as number of sheets or number of set ups/take downs.

Planning, Building, Environmental Health Services (PBES)

PBES – Planning and Engineering

Planning processes numerous land use applications requiring county approval before the land can be developed or action taken. These services benefit the development community and are therefore eligible for cost recovery. In fiscal year 2023-2024, the Engineering division merged with the Planning division under PBES. The MGT consulting team initially drafted the models for

Planning and Engineering fees separately, then consolidated them into one model for the reasons above. Two separate hourly rates were calculated with Planning's at \$189.68 per hour and Engineering's at \$175.26 per hour.

All administrative staff for PBES reside within the Planning division. Administrative costs were pulled out by identifying administrative personnel in Planning that provide support and oversight to all divisions of PBES. The total administrative cost of \$3,518,470 was distributed across all PBES divisions by a percentage determined by the number of full-time equivalents (FTEs) per division. These costs were redistributed into each division's fee model analysis. See chart below:

Division	FTE Count	% of Cost	Cost Allocation
17000 Planning, Conservation & Engineering	38	35.85%	\$ 1,261,338
17020 Environmental Health	25	23.58%	\$ 829,828
17030 Local Enforcement Agency	3	2.83%	\$ 99,579
17040 Natural Resources	5	4.72%	\$ 165,966
17500 Parks	5	4.72%	\$ 165,966
21400 Building Inspection	30	28.30%	\$ 995,793
Totals	106	100%	\$ 3,518,470

Exhibit 2 PBES Administrative Cost Distribution

The Planning division of PBES generally utilizes flat fees or charges on an hourly basis. The following fees are recommended for deletion from the Planning fee schedule:

- ◆ Recording of the Planning Commission meeting on CD
- ◆ Noise Study

These services are either no longer being provided, or the costs are recovered as part of other fee services. Name alterations and other small changes were made to clean up the structure of the fee schedule and to better describe the service provided.

The Planning department requested the following new fees be added to the schedule:

- ◆ Winery Administrative Permit (hourly rate)
- ◆ Pre-Application Meeting: Office (includes a one-hour meeting and one-hour prep and follow-up)
- ◆ Pre-Application Meeting: Site Visit (minimum five hours)
- ◆ Use & Status Determination, Condition Complete Analysis & Research, Consultation, Meetings & Other Activities Not Covered in this schedule
- ◆ Public Hearing Re-Notice
- ◆ Additional Temporary Event Category Fees

The full cost was calculated for the new fees, if possible, but they were not included in the annual revenue projection.

The analysis performed for Engineering fees is quite like Planning's; MGT analyzed all flat fees as well and calculated a new hourly billing rate for actual cost projects. Engineering recommends one fee for deletion: Street Standards, copy. Engineering is proposing one new fee to be added to the fee schedule: Environmental Health Well Permit (2 hours).

Department management, in conjunction with the County Executive Office, is recommending that all fees be set to recover 100% of cost. The fees are currently recovering 91% of the full cost, therefore increasing to 100% would provide approximately \$212,339 in additional revenue. There are several fees that are currently recovering more than 100% of cost and therefore the recommendation is to decrease these fees down to 100% cost recovery.

The County and its labor union agreed on salary increases for the next three years. The departments voiced their interest in reviewing the impact of the additional salaries on the fee schedule and how that would affect the hourly rate. MGT staff multiplied the projected salary increases by the current hourly rates to get an annual projection for the next three years. See chart below:

	FY 23-24	FY 24-25 4%	FY 25-26 3.5%	FY 26-27 3.5%
Planning Hourly Rates with Cost of Living Adjustment (COLA)	\$189.68	\$194.24	\$198.23	\$202.22
Engineering Hourly Rates with Cost of Living Adjustment (COLA)	\$175.26	\$179.78	\$183.73	\$187.68

Exhibit 3 Planning and Engineering Hourly Rates with COLA

PBES - Environmental Health

The cost analysis for Environmental Health (EH) included 170 fees within three program areas: 1) Consumer Protection, 2) Well and Onsite Wastewater Treatment, and 3) CUPA/Pollution Prevention. In addition to these fees, fees currently contained within a fourth program area, Solid Waste, are recommended to move to the Local Enforcement Agency's (LEA) fee schedule.

CONSUMER PROTECTION

Within Consumer Protection, **three** new fees are proposed:

- ◆ Mobile Facilities - Medium Risk
- ◆ Harding Auction-Swap Meet Contract
- ◆ Mobile Food Plan Review

In addition, an alteration was made to the Temporary Event Category, specifying a Certified Farmers Market Organized event.

WELL AND ONSITE WASTEWATER TREATMENT

The Well and Onsite Wastewater Treatment program is responsible for regulating wastewater treatment and disposal systems in the unincorporated area of Napa County and parcels not served by public sewer located within city limits. The subdivision reviews and issues permits for water well construction, soil borings, monitoring wells and geothermal wells. It is also responsible

for permitting and inspecting alternative sewage treatment systems, liquid wastewater haulers, winery wastewater ponds and holding tanks. Well and Onsite Wastewater Treatment staff review use permit applications, building permit plans and applications, and lot line adjustments for compliance with requirements found in Napa County Code.

The following new fees are proposed for this program area:

- ◆ Well Permit Plan Revision fee
- ◆ Plan Check Review Easement/Agreement fee (Well Development)
- ◆ Plan Check Review Easement/Agreement fee (Sewage Disposal)
- ◆ Plan Check and Permit – Alteration or addition
- ◆ Reinspection Follow-up
- ◆ Groundwater Monitoring Tests or Site Evaluations
- ◆ Plan Check and Permit – Alteration or addition
- ◆ Winery Wastewater Systems
- ◆ Alternative Subsurface Residential with Service Provider, EH triennial inspection

CUPA/POLLUTION PREVENTION

Within the CUPA/Pollution Prevention Program the following new fees are proposed:

- ◆ CalARP Extremely Hazardous Materials fees (four fees)
- ◆ Contaminated Site Assessment and Remediation fee
- ◆ Underground Storage Tanks Plan Check
- ◆ Underground Storage Tanks Consultation/Reinspection
- ◆ Above-Ground SPCC Plan Check
- ◆ APSA Conditionally Exempt
- ◆ Above-Ground Petroleum Storage Act Non-Qualified
- ◆ Recyclable Household Hazardous Waste Collection
- ◆ Hazardous Waste Generators annual permits
- ◆ RCRA acutely hazardous waste

Multiple fees were removed and are indicated in the footnotes of the model. The department also wants to add a green building fee that would possibly be applicable in several categories of the fee schedule. This discount will be provided for environmentally friendly compliance and development related activities specified by the department.

Currently the Environmental Health Division has annual revenue of \$3,002,186 and is subsidizing \$1,299,929 of potential revenue which is 30% of the total. The Environmental Health fully burdened hourly rate calculated for the study was \$153.62. The department is recommending 100% cost recovery, which would bring the fees up to full cost, and generate another \$1,299,929 in annual revenue.

The County and its labor union agreed on salary increases for the next three years. The departments voiced their interest in reviewing the impact of the additional salaries on the fee schedule and how that would affect the hourly rate. MGT staff multiplied the projected salary increases by the current hourly rates to get an annual projection for the next three years. See chart below:

	FY23-24	FY24-25 4%	FY25-26 3.5%	FY26-27 3.5%
ENVIRONMENTAL HEALTH HOURLY RATES WITH COLA	\$153.62	\$159.76	\$165.36	\$171.14

Exhibit 4 Environmental Health Hourly Rates with COLA

PBES - Local Enforcement Agency (LEA)

The Local Enforcement Agency (LEA) is primarily responsible for oversight of the operations and/or closure of solid waste facilities within the County’s borders. This includes the performance of various annual inspections and permit issuance. In addition to fees that are charged using flat-fee or hourly billing methodologies, there are several fees that are calculated for each permittee, using a base fee plus a fee per ton of material or waste handled.

Eight fees are recommended to remain unchanged, due to significant variability of tonnage received; unchanged fees will maintain adequate recovery levels. The only recommended changes to the structure are to add two fees to the solid waste section of the schedule. *Edible food recovery inspection* and *Edible Food Recovery – Additional Services*. These WILL BE flat fees.

LEA’s user fee revenues are recovering 58% of costs overall. Implementing the department’s recommended 100% cost recovery policy (which will remain unchanged) will increase this recovery level by \$14,373 or 42%.

The County and its labor union agreed on salary increases for the next three years. The departments voiced their interest in reviewing the impact of the additional salaries on the fee schedule and how that would affect the hourly rate. MGT staff multiplied the projected salary increases by the current hourly rates to get an annual projection for the next three years. See chart below:

	FY23-24	FY24-25 4%	FY25-26 3.5%	FY26-27 3.5%
LEA HOURLY RATES WITH COLA	\$160.59	\$167.01	\$172.86	\$178.91

Exhibit 5 LEA Hourly Rates with COLA

General Plan Surcharge

Over the past decade, the General Plan (GP) Surcharge has not recovered sufficient revenue to support the costs it is intended to cover. Advance Planning costs have increased exponentially, and the surcharge revenue budget is needed to support the GP and housing updates. The department recommends increasing the surcharge.

The General Plan Surcharge was included in the comparison survey, as the County wished to investigate what their peers are currently doing with the surcharge. The chart below shows the comparisons:

Contra Costa County	Sonoma County	City of Napa	Marin County (GPMF)	Yolo County
40% of building permit fees	Planning Administration Fee, equivalent to GP Surcharge, is 15% of building permit fee	3.3% of permitting fees	10% of permitting application and issuance fees and select planning fees	5% for valuation under \$50k and 10% for valuation over \$50K

Exhibit 6 General Plan Surcharge Peer Comparison

Within the County, the fee is paid at the building permit issuance. The fee has recovered a portion of the Planning and Building divisions’ cost of service associated with Advance Planning, preparing, and updating the General Plan, development code updates, housing element and specific plan updates.

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Building Revenue	\$4,709,470.00	\$4,181,839.00	\$3,946,440.00	\$3,916,360.00	\$4,508,201.00	\$4,187,501.00
GPS @ 3.3%	\$155,412.51	\$138,000.69	\$130,232.52	\$129,239.88	\$148,770.63	\$138,187.53
GPS @ 7.5%	\$353,210.25	\$313,637.93	\$295,983.00	\$293,727.00	\$338,115.08	\$314,062.58
Building and Planning Revenue	\$6,179,751.00	\$5,880,877.00	\$5,830,243.00	\$5,948,006.00	\$6,314,582.00	\$5,771,941.00
GPS @ 3.3%	\$203,931.78	\$194,068.94	\$192,398.02	\$196,284.20	\$208,381.21	\$190,474.05
GPS @ 7.5%	\$463,481.33	\$441,065.78	\$437,268.23	\$446,100.45	\$473,593.65	\$432,895.58

Exhibit 7 General Plan Surcharge Revenue

The chart above indicates the County’s Building and combined Building and Planning revenue for the last six years. The General Surcharge Plan fee of 3.3% is shown as an example of what the revenue generated would be using the Building revenue, and then the combined Planning and Building revenue is listed below. The 7.5% surcharge proposed would slightly more than double the revenue. If the general plan upgrade will be costly, consider the building permits, building plan review fees, and all planning fees to build up the fund balance for a year or two.

MGT recommends using both Building and Planning revenue to provide the base for the calculation to generate additional revenue. The average revenue of the two departments combined is \$5,987,567.

Using this as the base of the calculation, the department determined a budget for the General Plan Surcharge elements. Those elements are broken down to an annual cost by dividing the total budgeted cost by the number of the elements’ useful years. MGT recommends implementing a new surcharge of 7.5%.

ELEMENTS TO COMPLETE	Work Unit	Total Cost/Item	Qty	Total Cost	Useful Life (in years)	Annual Dvl Related Cost
General Plan- State Law Req Elements		\$1,000,000.00	1	\$1,000,000	10	\$ 100,000
Housing Element		\$1,000,000.00	1	\$1,000,000	8	\$ 125,000
Development Code Update-Engineer Services		\$150,000.00	1	\$ 150,000	10	\$ 15,000
Consultant Services		\$2,125,000.00	1	\$2,125,000	10	\$ 212,500
				\$ -		
						\$ 452,500
					GP Surch	7.50%
					Base Rev	\$5,987,566.67

Exhibit 8 General Plan Surcharge Cost Components

Fire

The Fire Department operates with a steadfast commitment to safeguarding lives, property, and the environment amidst the unique challenges presented by the region's diverse terrain and climate. For this portion of the study, MGT assessed Fire Permits.

Design change requests from the department introduced a new structure for several of the fees. The department did not eliminate any fees. Thirteen fees are recommended to remain unchanged; unchanged fees will maintain adequate recovery levels. The names of four fees were revised to better reflect the current service provided. These renamed fees are as follows:

- Sprinklers & Fire Alarms Contract Price from \$1 - \$5,000 to 'Sprinklers, 1-99 Sprinkler Heads'
- Sprinklers & Fire Alarms Contract Price from \$5,001 - \$20,000 to 'Sprinklers, 100-199 Sprinkler Heads'
- Sprinklers & Fire Alarms Contract Price from \$20,000 to 'Sprinklers, 200+ Sprinkler Heads'
- Additional to 'Additional (Field Reinspection)'

The Fire Department proposed the inclusion of fifteen new fees. The department is suggesting new fees to offset the time spent on various activities that neighboring jurisdictions also charge. Fees have been added to ensure comprehensive cost recovery for tasks that were not previously being tracked. The last study, completed in 2019, did not include the Fire Department, which was last reviewed in 2016.

Within the Fire Permits section, the department is proposing the addition of the following: a fee for *Fire Alarms* as a flat fee, a *Resubmittal* fee (after 3rd resubmittal and subsequent), a new *By the Hour* fee, and a *Late* fee that is a penalty of 15% of the original permit or charge.

Within the Fire Safety Review and Inspection section, a slight restructuring took place for tent inspections. Three fees were added to the schedule for tents by square footage as a flat fee; and a Tent Rush Fee was added which will charge an additional 50% of the corresponding tent fee. This extra cost covers overtime and other extra charges incurred by the County when inspections are needed faster than typical timelines. Four additional fees were added to this section, including

annual inspections, driveway inspections, temporary events, and special events: all as an hourly rate fee. Lastly, within the High Piled Combustible Storage and Warehousing, five new fees were added. These include three fees added to the schedule for square footage area of storage; added as flat fees. These changes in the structure for combustible storage are better aligned with typical sizes, structures and corresponding effort to complete inspections. An Annual Business Inspection for High Piled Combustible Storage and Warehousing and Monitoring Fee (for Redlined/Modified Plans) were also added to be charged by the hour.

Currently, the Fire Department’s fees are only recovering 43% of the cost to provide services. The recommendation is for fees to be 100% cost recovery, which would bring in an additional \$320,512 of revenue, a 135% increase from current revenue. Contributing to the increase in revenue are updated time estimates, labor costs, and the length of time since the last fee update.

The County has provided salary increases for the next three years, which are reflected below. An estimate of the increases was performed to run an approximate hourly rate for the next three years.

	FY23-24	FY24-25 4%	FY25-26 3.5%	FY26-27 3.5%
FIRE MARSHALL	\$ 330.91	\$ 344.14	\$ 356.19	\$ 368.65
DEPUTY FIRE MARSHALL	\$ 247.64	\$ 257.54	\$ 266.56	\$ 275.89
PLANS EXAMINER	\$ 164.83	\$ 171.42	\$ 177.42	\$ 183.63
AVERAGE	\$ 247.79	\$ 257.70	\$ 266.72	\$ 276.06

Exhibit 9 Fire Hourly Rates with COLA

Public Works (Roads, Flood and Administration)

The Department of Public Works is dedicated to sustaining health, safety, quality of life and protection of natural resources by providing and maintaining public facilities and services in partnership with the community and other public agencies for current and future residents, workers, animals, and visitors of Napa County. Public Works contains many divisions, but for this portion of the study only the Roads, Flood, and Administration divisions are involved with the permits.

An hourly rate was developed for each of the sections: Administrative, Roads, and Flood. The average of the three at \$171.81 then became the hourly rate for the entire fee model. Department requests for design changes brought a new look to the structure of the fees. Two Map Approval fees updated the name to better represent the service provided. Three Map Approval fees are recommended for deletion. The Corner Record additional, Historical Record Research, and Lot Line Adjustment Bundled were either consolidated, no longer utilized, or being taken care of on another schedule. Historical Research will now fall under a public records request. Under Right-of-Way Permits and Approvals, it is recommended to delete Road Abandonment, Abandonment of Irrevocable offer, and the Encroachment Permit. The Public Right of Way Encroachment, and Single Driveways fee is also recommended for removal.

An Administrative Fee (Roads) category was positioned to add four fees to the schedule for Temporary Events by the number of people in attendance. Temporary Event Category 3 for 201 to

400 persons per day, and Category 3 Subsequent for each additional 201-400 persons were established at the hourly rate. Temporary Event Category 4 for 401 or more persons per day, and Category 4 Subsequent for each additional 401 persons were established at the hourly rate.

The Right-of-Way Section added a Temporary Encroachment permit (flat fee). The department has provided language related to R-O-W Encroachment: Utilities so that if a utility provider needs multiple encroachment permits in a single year, they can establish an annual permit account that the department could charge against without requiring the utility provider to come into the Permit Center each time to pay the flat fee amount.

The Public Works department is proposing new fees to recover the costs of time spent reviewing and commenting on various PBES planning, grading, and building permit fees. The Flood District does not currently have specific fees on the fee schedule. Therefore, they wish to add a small section for Flood’s involvement in the permitting process. Temporary and permanent encroachment permits for various sized projects and conditions, along with their own fees for the appeal process are recommended to be added to the Public Works Fee Schedule. Most are hourly with several flat fees.

Currently, the Public Works fees are showing cost recovery of 74%. The recommendation is for fees to be 100% cost recovery, which would bring in an additional \$219,579 of revenue.

Public Works (Animal Shelter)

The Animal Shelter division of Public Works was not a part of the study conducted in 2018. The analysis of the data was analogous to the PBES departments; however, one hourly rate was not applied in this model. Animal Shelter positions vary in salary range, and therefore time was calculated per position to provide each an hourly rate.

I	Ord	Position	Annual Salary	Salary & Benefits	Internal Dept Admin	External Support	Total
1	1	ANIMAL ATTENDANT	\$ 66,477	\$ 52.96	\$ 27.52	\$ 9.02	\$ 89.50
2	2	ANIMAL CARE COMM PROG COORD	\$ 64,896	\$ 51.70	\$ 26.87	\$ 8.81	\$ 87.38
3	3	ANIMAL SHELTER MANAGER	\$ 106,309	\$ 84.69	\$ 44.02	\$ 14.43	\$ 143.13
4	4	ANIMAL SHELTER SUPERVISOR	\$ 94,328	\$ 75.14	\$ 39.06	\$ 12.80	\$ 127.00
5	5	OFFICE ASSISTANT II	\$ 60,819	\$ 48.45	\$ 25.18	\$ 8.25	\$ 81.89
6	6	SENIOR ANIMAL ATTENDANT	\$ 68,598	\$ 54.65	\$ 28.40	\$ 9.31	\$ 92.36
7	7	Reconcile	\$ -	\$ -	\$ -	\$ -	\$ -

Exhibit 10 Animal Shelter Hourly Rates

The department considered additional license and penalty fees and decided to add one license fee for an altered dog 6 months of age, and another license fee for an unaltered dog 6 months of age. This change was requested due to the nature of licensing and rabies vaccinations for young dogs. The department also requested a fifth and sixth repeat offense penalty for the pet owners reclaiming pets repeatedly brought to the shelter. The reclaim fee increases proportionally to the number of repeat offenses.

Another recommendation is to delete the following fees from the Animal Shelter fee schedule:

- ◆ Afterhours surcharge
- ◆ Surcharge for Animal Control Officer transport to shelter
- ◆ Fence check fee
- ◆ Transfer fee
- ◆ Inspection Fee
- ◆ Hourly rate for Animal Shelter Officer
- ◆ Overtime rate for Animal Shelter Officer
- ◆ Fees for hauling large animals to the shelter
- ◆ Private vendor- equal to actual costs charged to the county by the hauling vendor

Many of these fees relate to services provided by the Sheriff's Animal Control Services division and not to the services of the Animal Shelter.

The Animal Shelter's mission is to re-unite lost animals with their owners, to find new homes for unhoused animals, and to provide essential care for animals in the care of the Animal Shelter. The Animal Shelter is currently recovering about 42% of their fees through fees charged to direct users of the Shelter. Establishing 100% cost recovery for Animal Shelter services would be counterproductive to meeting these goals listed above. The fee subsidy is a benefit to the animals and the community. If fees were set at full cost, it is likely that positive outcomes such as pet reclamation, licensing, and adoptions would be reduced.

The recommendations provided are at various recovery levels, but instead of basing fees on cost recovery, it is recommended that fees for the Animal Shelter be consistent with the market value established by other Animal Shelters in the region.

Agriculture Commission and Weights and Measures

Agricultural fees fall under these categories:

1. Notification fees for Structural Pest Control businesses. These are flat fees set by the State.
2. Registration fees are all set by the State except for Farm Labor Contractor and Pest Control Business. See details below.
3. Weights & Measures (W&M) Testing fees, which are charged on an hourly basis.
4. CA W&M Administration fees, which are charged on a per-device basis. These fees are set by the State of California and may not be adjusted by the County.
5. Device Registration fees, which are also charged on a per-device basis. Most of these fees have a state-established cap. Three of these fees do not have a state-established cap and this study recommends setting these fees at 100% of the full cost.

The fees listed below are not set by the State and can be adjusted:

- ◆ Farm Labor Contractor: Current Fee \$72; Full Cost \$144; Proposed New Fee \$105.
- ◆ Pest Control Business: Current Fee \$72; Full Cost \$109; Proposed New Fee \$105.

- ◆ Hourly Rate: Current Fee \$107 per hour; Full Cost \$144 per hour; Proposed New Fee \$144 per hour.
- ◆ Device Registration: 1-3 POS Registers: Current Fee \$180; Full Cost \$252; Proposed New Fee \$252
- ◆ Device Registration: 4-9 POS Registers: Current Fee \$269; Full Cost \$360; Proposed New Fee \$360
- ◆ Device Registration: 10 + POS Registers: Current Fee \$329; Full Cost \$432; Proposed New Fee \$432

The current fees recover 32% (\$258,922) with actual costs at \$799,648, which is a difference of \$540,726 or 68%. As mentioned above, many of the fees have a state established cap and therefore limit the cost recovery for these fees. If the County adopts staff recommendations the cost recovery will increase to \$287,066 (36%) with an increase in revenue of \$28,144.

Appeals

Appeal fees and deposits are universally a costly effort, sometimes requiring more hours to perform than the original permit/application review. MGT analyzed costs for appeals performed by Planning and Engineering and discussed those historical costs ranging from \$59,500 for Planning and \$1,475 for Engineering. Staff provided MGT with an appeal worksheet that is used to track and total the costs of each appeal deposit.

Appeal fees are charged a flat application deposit fee plus the cost for the Clerk of the Board for filing and processing (including transcription costs, advertising/publication fees and legal). Department management and staff recommend maintaining a consistent methodology across all PBES subdivisions, but with two adjustments to this current fee:

1. Adjust the base fee/deposit from \$1,000 to \$2,000; this includes the average cost of newspaper publications, the average transcription costs and filing the notice of intent to appeal.
2. Add language stating that, "For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant."

Land use appeals have become especially costly and time-consuming over the last few years. Two full-time senior deputy clerks work to provide these appeals. In 2023, 126 applications were submitted and 165 were submitted in 2022. Transcription costs on average were \$980.37 over the past three years. Updated appeal costs components are shown as follows in the table below:

APPEAL FEE DEVELOPMENT							
					PRIOR	UPDATED	DEPOSIT
APPEAL TASK					COSTS	COSTS	TOTAL
NOTICE BY PUBLICATION (COB)							
Average Cost associated with notice of publication					\$ 321.00	\$288.24	
Preparation of agenda					\$ 184.00	\$60.00	
							\$348.24
COST OF RECORD ON APPEAL (COB)							
Transcript cost	average			Actual	Actual		\$ 980.37
Maps and special needs	actual cost			Actual			
FEES (DEPARTMENT)							
Notice of Intent - Appeal to the Board of Supervisors					\$ 1,000.00	\$1,000.00	\$1,000.00
Based on record or de novo Applicable Department _____							
GRAND TOTAL					\$ 1,505.00		\$2,328.61
							\$
Proposed Appeal Fee/Deposit Amount							\$2,000

Exhibit 11 Appeals Cost Components

Assessment appeals were also compared as requested by the Clerk. The application numbers continue to increase annually, and the application does not distinguish between the residential and commercial properties. Commercial properties can take a significant amount of time to process compared to residential and should be charged as such. The recommendation is to increase the residential assessment appeal application to \$75 and the commercial assessment appeal to \$150.

Recommendations

MGT recommends that the County build on its investment in this cost-of-service analysis by continuing to analyze its fees and charges. Once the commitment is made to understand the full cost of providing services, it is important to review and update the analysis to keep pace with changes in service delivery, staffing changes, and demand levels.

One of the primary recommendations surrounds the General Plan Surcharge Fee. MGT recommends this fee be deposited into a Special Revenue account. This will hold the revenue and put restrictions on which services/supplies are allowed to be purchased. MGT also supports the County in the increase of the General Plan Surcharge Fee, from a 3.3% increase to a 7.5 - 10% increase and expand its application to all Building and Planning permits. This should supply the additional revenue to offset the costs of updating the County's General Plan and Housing Plan.

Most of our agencies ask us at the conclusion of the study: how often should this type of study be undertaken? Our advice is to undergo this detailed analysis at least every three but not more than five years, with minor adjustments in the non-study years (to keep pace with economic impacts). Some of our clients undergo these studies every other year, some have opted to split the study over the course of three years (i.e., a subset of departments gets studied every year, with each department's fees being analyzed once every three years), and finally we have other clients who have chosen to review fees every fourth or fifth year. Virtually every client has set up minor adjustments (typically using CPI percentages) in the off years, to mitigate any significant increases that may occur when the detailed cost analysis is undertaken in future years. This is particularly helpful once an agency has chosen to adopt a cost recovery policy – whether 100% of the cost or something less – to keep fees at the desired level.

MGT also recommends that our clients consider a phase-in approach to some fees where the increase necessary to reach the proposed recovery level is so high that a one-year implementation is cost prohibitive.

Appendix A – Comparison Survey

Napa County	Current Fee	Peer Agencies		
		Contra Costa County	Solano County	Sonoma County
Swimming Pool: Annual Operation Permit	\$340	\$244	\$299	\$236.00
Swimming Pool: New Construction/Major Remodel - Plan Check & Inspection	\$1,128	N/A	\$506	\$944
Swimming Pool: Plan Check Resubmittal Fee	\$127	\$199	\$506	\$236.00
Swimming Pool: Minor Remodel - Plan Check	\$411	\$1,194	\$506	\$472
Swimming Pool: Additional Inspections	\$213	\$199	\$166	\$410
Master Steel Schedule for Swimming Pool	\$174	\$27.43	\$808	N/A
Sprinklers & Fire Alarms, Contract Price from \$1 - \$5,000	\$607	\$632	\$299 - \$303	\$508
Fireworks Display	\$1,485	\$790	\$631	\$297
Tents, Canopies, Membrane Structures (Tent Size ≤ 500)	\$185	\$116 - \$258	\$518	\$189.00
Alternative Subsurface -Nonresidential with Service Provider, biannual inspection	\$284	Determined Individually	N/A	\$184
Annual Inspection - Food Establishments	\$75	\$199	\$367	\$236
Small Quantity Generators without Onsite Treatment	\$67	\$45	N/A	\$25
Practitioner - Annual	\$108	\$150	\$120	\$142
Temporary Event Category 2B: 51 to 200 Persons Per Day	\$500	\$530	\$278 - \$727	\$549
Use Permit	\$177	\$2,000	\$2,110	\$1,191
Encroachment Permit - utilities - Flat Fee (deposit required)	\$76	\$50	\$120	\$1,265
Encroachment Permit	\$451	\$300	\$455	\$256

Napa County	Current Fee	Contra Costa County	Solano County	Sonoma County	Santa Cruz County	Marin County	Yolo County
General Plan Surcharge	3%	40% on all building permit fees	None currently*	15%**	7%***	10%****	5% for valuation under \$50k and 10% for valuation over \$50K
Assessment Appeal	\$50	\$40	\$35	\$30	\$50	\$50	\$45
Appeal Fee	\$1,000	\$250 + actual costs	\$150 filing- minimum deposit if appeal goes to Hearing officer- \$1,188.55 is reported actual cost per unit	N/A	\$,1280-\$1,800 for appeal to Planning Commission	1,408 - Appeal to board of supervisors	\$1,297 Appeal to Planning Commission

*Solano County - They do not currently have a general plan surcharge but there is a discussion to possibly add it to the fee schedule. Received call back from county regarding being unable to locate this fee in the fee schedule. Spoke with admin, 2 people with Auditor Controller, and Permit Technician.

**Sonoma County - The Planning Administration Fee, which is the equivalent to Napa County's General Plan Surcharge fee, is 15% of Building Permit Fee.

***Santa Cruz County - A General Plan Surcharge fee of 7% (General Plan and Implementing Ordinance Maintenance Fee of 4% and General Plan Update and Planning Fee of 3%) as well as a 6% Technology & Facilities Update and Maintenance Fee is applied to all building permits.

****Marin County - General Plan Maintenance Fee - 10% applied to the Building Permit Application and Issuance fees and select Planning permit fees.

Ord	Service Name	Current		Recommendations		Sonoma County	Contra Costa County	Solano County
		Per Unit	Full Cost	Recovery Level	Fee @ Policy Level			
		Current Fee	Full Cost	Recovery Level	Fee @ Policy Level			
1 License Fees								
2	Dogs Altered - 6 Months	\$ -	\$ 59	25%	\$ 15	\$ 17.00	\$ 25.00	\$ -
3	Dogs Altered - 1 Year	\$ 20	\$ 59	34%	\$ 20	\$ 17.00	\$ 60.00	\$ 20.00
4	Dogs Altered - 2 Years	\$ 35	\$ 59	60%	\$ 35	\$ 17.00	\$ 60.00	\$ 36.00
5	Dogs Altered - 3 Years	\$ 50	\$ 59	85%	\$ 50	\$ 17.00	\$ 60.00	\$ 53.00
6	Dogs Unaltered - 6 months	\$ -	\$ 176	26%	\$ 46	\$ 20.00	\$ 65.00	\$ -
7	Dogs Unaltered - 1 Year	\$ 55	\$ 117	51%	\$ 60	\$ 20.00	\$ 180.00	\$ 40.00
8	Dogs Unaltered - 2 Years	\$ 91	\$ 176	54%	\$ 95	\$ 20.00	\$ 180.00	\$ 76.00
9	Dogs Unaltered - 3 Years	\$ 138	\$ 235	60%	\$ 141	\$ 20.00	\$ 180.00	\$ 113.00
10	Fee for late renewal	\$ 25	\$ 35	72%	\$ 25	\$ 9.00	\$ 20.00	\$ 25.00
11	Replacement fee	\$ 7	\$ 35	42%	\$ 15	\$ 12.00	\$ -	\$ 18.00
13	Voluntary One-Year Cat License	\$ 20	\$ 59	50%	\$ 29	\$ -	\$ -	\$ -
14 Adoption Fees								
15	Senior Dog (6+ Years)	\$ 65	\$ 252	20%	\$ 50	\$ 117.00	\$ 85.00	\$ 75.00
16	Adult Dog (5+ Months)	\$ 150	\$ 252	60%	\$ 151	\$ 159.00	\$ 135.00	\$ 150.00
17	Puppy (0-5 Months)	\$ 195	\$ 287	68%	\$ 195	\$ 212.00	\$ 155.00	\$ 150.00
18	Senior Cat (6+ Years)	\$ 60	\$ 252	16%	\$ 40	\$ 69.00	\$ 55.00	\$ 60.00
19	Adult Cat (5+ Months)	\$ 90	\$ 252	36%	\$ 91	\$ 101.00	\$ 100.00	\$ 120.00
20	Kitten (0-5 Months)	\$ 130	\$ 287	45%	\$ 129	\$ 138.00	\$ 120.00	\$ 120.00
21	Feral/Barn Cat	\$ 45	\$ 252	18%	\$ 45	\$ -	\$ -	\$ 45.00
22	Senior pet adoption (people 65+)	\$ 98	\$ 252	39%	\$ 98	discounted	\$ 5.00	25% of adoption fee
23	Rabbit	\$ 40	\$ 252	16%	\$ 40	\$ 53.00	\$ 25.00	\$ 20.00
24	Small animal	\$ 10	\$ 252	6%	\$ 15	\$ 16.00	\$ 10.00	\$ 20.00
25	Small Livestock	\$ 50	\$ 252	20%	\$ 50	Fair Market Value	\$ -	\$ 192.00
26	Large Livestock	\$ 100	\$ 252	40%	\$ 101	Fair Market Value	\$ -	\$ 192.00
27	Exotic Animal	\$ 75	\$ 252	30%	\$ 76	Fair Market Value	\$ -	\$ -

Ord	Service Name	Current		Recommendations		Sonoma County	Contra Costa County	Solano County
		Per Unit		Per Unit				
		Current Fee	Full Cost	Recovery Level	Fee @ Policy Level			
28 Veterinary Service Fees								
29	Rabies vaccine	\$ 6	\$ 52	20%	\$ 10	N/A	\$ 6.00	\$ 18.00
30	Microchip dog (any age)	\$ 20	\$ 52	38%	\$ 20	N/A	\$ 18.00	\$ 24.00
31	Microchip cat (any age)	\$ 15	\$ 52	38%	\$ 20	N/A	\$ 18.00	\$ 24.00
32	Rabbit Hemoragic Fever Vaccine	\$ 10	\$ 52	19%	\$ 10	N/A	N/A	
32.1	Vaccine Bundle	\$ -	\$ 27	100%	\$ 27	N/A	\$ 19.00	
33 Fees for Reclaiming Impound Animals								
34	Dog 1st offense	\$ 65	\$ 178	37%	\$ 66	N/A	\$ 65.00	\$ 20.00
35	Dog 2nd offense	\$ 95	\$ 178	54%	\$ 96	N/A	\$ 100.00	\$ 35.00
36	Dog 3rd offense	\$ 125	\$ 178	70%	\$ 125	N/A	\$ 150.00	\$ 50.00
37	Dog 4th offense	\$ -	\$ 208	75%	\$ 156	N/A	\$ 200.00	\$ 100.00
38	Dog 5th offense	\$ -	\$ 239	78%	\$ 186	N/A	\$ -	\$ -
39	Dog 6th offense	\$ -	\$ 269	80%	\$ 215	N/A	\$ -	\$ -
40	Dog Subsequent offenses	\$ 175	\$ 239	100%	\$ 239	N/A	\$ -	\$ -
41	Dog Daily Board	\$ 25	\$ 178	17%	\$ 30	N/A	\$ 25.00	\$ 20.00
42	Cat 1st offense	\$ 20	\$ 178	17%	\$ 30	N/A	\$ 65.00	\$ 35.00
43	Cat 2nd offense	\$ 45	\$ 178	31%	\$ 55	N/A	\$ 100.00	\$ 50.00
44	Cat 3rd offense	\$ 80	\$ 178	45%	\$ 80	N/A	\$ 150.00	\$ 100.00
45	Cat 4th offense	\$ -	\$ 208	51%	\$ 106	N/A	\$ 200.00	\$ -
46	Cat 5th offense	\$ -	\$ 239	55%	\$ 131	N/A	\$ -	\$ -
47	Cat 6th offense	\$ -	\$ 269	58%	\$ 156	N/A	\$ -	\$ -
48	Cat Subsequent offenses	\$ 115	\$ 239	76%	\$ 181	N/A	\$ -	\$ 20.00
49	Cat Daily Board	\$ 20	\$ 178	14%	\$ 25	N/A	\$ 25.00	\$ 20.00
50	Small Animal All Offenses	\$ 20	\$ 178	14%	\$ 25	N/A	\$ 65.00	\$ 60.00
51	Small Animal Daily Board	\$ 10	\$ 178	12%	\$ 21	N/A	\$ 21.00	\$ 20.00
52	Hooved farm animals all offenses	\$ 100	\$ 208	48%	\$ 100	N/A	\$ 100.00	actual costs
53	Hooved farm animals daily board	\$ 25	\$ 208	15%	\$ 31	N/A	\$ 29.00	actual costs
54	Afterhours surcharge	\$ 149	\$ -	100%	\$ -	N/A	\$ -	\$ -
55 Owner Surrender								
56	Dog with veterinarian records	\$ 50	\$ 105	77%	\$ 81	N/A	\$ 30.00	\$ 93.00
57	Dog without veterinarian records	\$ 70	\$ 105	96%	\$ 100	N/A	\$ 50.00	\$ 100.00
58	Cat with veterinarian records	\$ 40	\$ 105	77%	\$ 81	N/A	\$ 30.00	\$ 93.00
59	Cat without veterinarian records	\$ 60	\$ 105	96%	\$ 100	N/A	\$ 50.00	\$ 100.00
60	Small animal with vet records	\$ 28	\$ 105	77%	\$ 81	N/A	\$ 30.00	\$ 93.00
61	Small animal without vet records	\$ 40	\$ 105	96%	\$ 100	N/A	\$ 30.00	\$ 100.00
62	Livestock	\$ 110	\$ 105	105%	\$ 110	N/A	\$75 - \$225	actual cost
63	Non-Napa County resident charge	\$ 50	\$ 105	96%	\$ 100	N/A	\$ -	\$ -

Ord	Service Name	Current		Recommendations		Sonoma County	Contra Costa County	Solano County
		Per Unit		Per Unit				
		Current Fee	Full Cost	Recovery Level	Fee @ Policy Level			
64 Owner Requested Euthanasia & Disposal								
65	Dog Euthanasia Service	\$ 60	\$ 66	99%	\$ 65	N/A	\$ 50.00	\$ 93.00
66	Dog E Service & Disposal	\$ 100	\$ 103	97%	\$ 100	N/A		\$ 117.00
67	Cat Euthanasia Service	\$ 50	\$ 51	98%	\$ 50	N/A	\$ 50.00	\$ 93.00
68	Cat E Service & Disposal	\$ 75	\$ 81	99%	\$ 80	N/A		\$ 117.00
69	Small Animal Euthanasia Service	\$ 25	\$ 51	58%	\$ 30	N/A	\$ 50.00	\$ 93.00
70	Small Animal E Service & Disposal	\$ 65	\$ 73	89%	\$ 65	N/A		\$ 117.00
74 Fees For Rental of Small Animal Traps								
75	72-hour small animal trap rental	\$ 6	\$ 27	0%	\$ -	N/A	\$ 21.00	n/a
76	Refundable security deposit	\$ 50	\$ 55	275%	\$ 150	N/A	\$70-\$320	n/a
77 Fees for Quarantine of Animals								
78	Daily quarantine fees (10 day minimum, cost pe	\$ 30	\$ 90	50%	\$ 45	N/A	\$35 - \$50	\$175 plus boarding \$20/day
80	Administration fees	\$ 60	\$ 209	29%	\$ 61	N/A	\$ 100.00	\$ 47.00
81 Kennel Fees								
83	Annual operating permit	\$ 190	\$ 209	100%	\$ 209	N/A	N/A	\$ 235.00
84	Late fee for annual operating permit	\$ 238	\$ 284	100%	\$ 284	N/A	N/A	\$ 47.00

Appendix B - User Fee Results

The following pages provide the individual fee study results.

PBES: Planning & Engineering

Napa County
 170000 - PBES - Planning & Engineering
 FY 2023-2024

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations					
				Per Unit			Annual			Per Unit		Annual			
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue ²	Increased Revenue	Recommended Subsidy	
0.5	PLANNING FEES														
1	Minor Administrative														
2	Admin Permit-Directional Sign	Flat Fee	1	\$ 308	\$ 474	65%	\$ 474	\$ 308	\$ 166	100%	\$ 474	\$ 474	\$ 166	\$ -	
3	Admin Firearm Permit	Flat Fee	2	\$ 308	\$ 316	97%	\$ 632	\$ 616	\$ 16	100%	\$ 316	\$ 632	\$ 16	\$ -	
4	Admin Permit-Peddler/Solicitor	Flat Fee	6	\$ 154	\$ 190	81%	\$ 1,138	\$ 924	\$ 214	100%	\$ 190	\$ 1,138	\$ 214	\$ -	
5	Admin Permit-Home Occupation/Cottage Food	Flat Fee	8	\$ 154	\$ 379	41%	\$ 3,035	\$ 1,232	\$ 1,803	100%	\$ 379	\$ 3,035	\$ 1,803	\$ -	
6	Other Admin Permit-Fence, Entry Structure, Temp Trailer, Signs, Balloons, Other	Flat Fee	11	\$ 924	\$ 990	93%	\$ 10,892	\$ 10,164	\$ 728	100%	\$ 990	\$ 10,892	\$ 728	\$ -	
7	Street Naming, Address Assignment														
8	Street Address Assignment	Flat Fee	-	\$ 231	\$ 248	93%	\$ -	\$ -	\$ -	100%	\$ 248	\$ -	\$ -	\$ -	
9	Street Name Or Multiple Address	Hourly	-	\$ 177	\$ 190	93%	\$ -	\$ -	\$ -	100%	\$ 190	\$ -	\$ -	\$ -	
10	Street Address Major Review	Flat Fee	-	\$ 231	\$ 248	93%	\$ -	\$ -	\$ -	100%	\$ 248	\$ -	\$ -	\$ -	
11	Administrative														
12	Admin Permit - Viewshed	Flat Fee	3	\$ 1,991	\$ 2,276	87%	\$ 6,828	\$ 5,973	\$ 855	100%	\$ 2,276	\$ 6,828	\$ 855	\$ -	
13	Erosion Control Plan - Track II Replant	Flat Fee	27	\$ 1,260	\$ 1,517	83%	\$ 40,971	\$ 34,020	\$ 6,951	100%	\$ 1,517	\$ 40,971	\$ 6,951	\$ -	
14	Erosion Control Plan - Track I	Hourly	945	\$ 177	\$ 190	93%	\$ 179,181	\$ 167,203	\$ 11,978	100%	\$ 190	\$ 179,181	\$ 11,978	\$ -	
15	Land Division/Mergers: Map Exemption	Hourly	-	\$ 177	\$ 190	93%	\$ -	\$ -	\$ -	100%	\$ 190	\$ -	\$ -	\$ -	
16	Land Division/Mergers: Tentative Map Revision	Hourly	-	\$ 177	\$ 190	93%	\$ -	\$ -	\$ -	100%	\$ 190	\$ -	\$ -	\$ -	
17	Site Plan-Standard Approval	Flat Fee	4	\$ 4,549	\$ 4,173	109%	\$ 16,692	\$ 18,196	\$ (1,504)	100%	\$ 4,173	\$ 16,692	\$ (1,504)	\$ -	
18	Site Plan-Modification	Flat Fee	-	\$ 3,111	\$ 2,940	106%	\$ -	\$ -	\$ -	100%	\$ 2,940	\$ -	\$ -	\$ -	
19	Telecommunication-Site Plan Approval	Flat Fee	-	\$ 4,014	\$ 4,913	82%	\$ -	\$ -	\$ -	100%	\$ 4,913	\$ -	\$ -	\$ -	
20	Telecommunication-Permit Modification	Flat Fee	5	\$ 2,603	\$ 3,168	82%	\$ 15,838	\$ 13,015	\$ 2,823	100%	\$ 3,168	\$ 15,838	\$ 2,823	\$ -	
21	Temporary Event Category 2A: 50 Persons or Fewer Per Day	No charge	-	\$ -	\$ 190	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	
22	Temporary Event Category 2A Subsequent: 50 Persons or Fewer Per Day	No charge	-	\$ -	\$ 190	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	
22.1	Temporary Event Category 2B: 51 to 400 Persons Per Day	Remove	4	\$ 437	\$ -	0%	\$ -	\$ 1,748	\$ (1,748)	100%	\$ -	\$ -	\$ (1,748)	\$ -	
23	Temporary Event Category 2B: 51 to 200 Persons Per Day	Replacement Fee	2	\$ -	\$ 468	0%	\$ 937	\$ -	\$ 937	100%	\$ 468	\$ 937	\$ 937	\$ -	
23.1	Temporary Event Category 2B Subsequent: 51 to 400 Persons Per Day	Remove	3	\$ 437	\$ -	0%	\$ -	\$ 1,311	\$ (1,311)	100%	\$ -	\$ -	\$ (1,311)	\$ -	
24	Temporary Event Category 2B Subsequent: 51 to 200 Persons Per Day	Replacement Fee	2	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
25	Temporary Event Category 3: 201 to 400 Persons Per Day	Replacement Hrly Fee	5	\$ -	\$ 190	0%	\$ 874	\$ -	\$ 874	100%	\$ 190	\$ 874	\$ 874	\$ -	
26	Temporary Event Category 3 Subsequent: 201 to 400 Persons Per Day	Replacement Hrly Fee	5	\$ -	\$ 190	0%	\$ 874	\$ -	\$ 874	100%	\$ 190	\$ 874	\$ 874	\$ -	
27	Temporary Event Category 4: 401 Or More Persons Per Day (Flat Fee)	Remove & Replace	5	\$ 1,086	\$ -	0%	\$ -	\$ 5,430	\$ (5,430)	100%	\$ -	\$ -	\$ (5,430)	\$ -	
27.1	Temporary Event Category 4: 401 Or More Persons Per Day (Hourly)	Replacement Hrly Fee	29	\$ -	\$ 190	0%	\$ 5,430	\$ -	\$ 5,430	100%	\$ 190	\$ 5,430	\$ 5,430	\$ -	
28	Temporary Event Category 4 Subsequent: 401 Or More Persons Per Day (Flat Fee)	Remove & Replace	4	\$ 1,086	\$ -	0%	\$ -	\$ 4,344	\$ (4,344)	100%	\$ -	\$ -	\$ (4,344)	\$ -	
28.1	Temporary Event Category 4 Subsequent: 401 Or More Persons Per Day (Hourly)	Replacement Hrly Fee	23	\$ -	\$ 190	0%	\$ 4,344	\$ -	\$ 4,344	100%	\$ 190	\$ 4,344	\$ 4,344	\$ -	
29	Temporary Event: Non-Profit Wine Auction Related	Flat Fee	-	\$ 437	\$ 474	92%	\$ -	\$ -	\$ -	100%	\$ 474	\$ -	\$ -	\$ -	
30	Temporary Event: Late Application Supplemental	Flat Fee	7	\$ 373	\$ 400	93%	\$ 2,798	\$ 2,611	\$ 187	100%	\$ 400	\$ 2,798	\$ 187	\$ -	
31	Temporary Event: Application Entitled to Fee Waiver	Flat Fee	37	\$ 149	\$ 160	93%	\$ 5,908	\$ 5,513	\$ 395	100%	\$ 160	\$ 5,908	\$ 395	\$ -	
32	Festival Permit Application (forthcoming Ordinance)	Hourly	-	\$ 177	\$ 190	93%	\$ -	\$ -	\$ -	100%	\$ 190	\$ -	\$ -	\$ -	
33	Very Minor Modification (Non-Residential & Residential Uses) (Flat Fee)	Remove & Replace	5	\$ 3,107	\$ -	0%	\$ -	\$ 15,535	\$ (15,535)	100%	\$ -	\$ -	\$ (15,535)	\$ -	
33.1	Very Minor Modification (Non-Residential & Residential Uses) (Hourly)	Replacement Hrly Fee	82	\$ -	\$ 190	0%	\$ 15,535	\$ -	\$ 15,535	100%	\$ 190	\$ 15,535	\$ 15,535	\$ -	
34	Winery Administrative Permit	Hourly	131	\$ 177	\$ 190	93%	\$ 24,753	\$ 23,099	\$ 1,655	100%	\$ 190	\$ 24,753	\$ 1,655	\$ -	
35	Temporary Event	Hourly	-	\$ 177	\$ 190	93%	\$ -	\$ -	\$ -	100%	\$ 190	\$ -	\$ -	\$ -	
36	Pre-Application Meeting: Office (1 hour mtg, 1 hour prep and follow-up)	Flat Fee	32	\$ 696	\$ 746	93%	\$ 23,868	\$ 22,272	\$ 1,596	100%	\$ 746	\$ 23,868	\$ 1,596	\$ -	
37	prep, travel, meeting and follow-up)	Hourly	8	\$ 177	\$ 190	93%	\$ 1,480	\$ 1,381	\$ 99	100%	\$ 190	\$ 1,480	\$ 99	\$ -	
38	Consultation, Meetings & Other Activities Not Covered in this Fee Schedule	Hourly	24	\$ 177	\$ 190	93%	\$ 4,552	\$ 4,248	\$ 304	100%	\$ 190	\$ 4,552	\$ 304	\$ -	
39	Winery Status Determination	Hourly	-	\$ 177	\$ 190	93%	\$ -	\$ -	\$ -	100%	\$ 190	\$ -	\$ -	\$ -	

Napa County
1700000 - PBES - Planning & Engineering
FY 2023-2024

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
164 ENGINEERING FEES														
165 Surface Water Management														
166	Floodplain Permit - Major Construction	Flat Fee	7	\$ 676	\$ 789	86%	\$ 5,521	\$ 4,732	\$ 789	100%	\$ 789	\$ 5,521	\$ 789	\$ -
167	Floodplain Permit - Minor Construction	Flat Fee	49	\$ 246	\$ 380	65%	\$ 18,607	\$ 12,054	\$ 6,553	100%	\$ 380	\$ 18,607	\$ 6,553	\$ -
168	Floodplain Permit - Grading	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
169	Grading Permit	Hourly	172	\$ 146	\$ 175	83%	\$ 30,127	\$ 25,097	\$ 5,030	100%	\$ 175	\$ 30,127	\$ 5,030	\$ -
170	Grading Permit Exemption	Flat Fee	1	\$ 222	\$ 263	84%	\$ 263	\$ 222	\$ 41	100%	\$ 263	\$ 263	\$ 41	\$ -
171	Grading Permit Extension	Flat Fee	1	\$ 141	\$ 394	36%	\$ 394	\$ 141	\$ 253	100%	\$ 394	\$ 394	\$ 253	\$ -
172	Preliminary Road Exception Application	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
173	Road Exception Request Review: Assoc w/Planning Adr	Flat Fee	-	\$ 867	\$ 1,577	55%	\$ -	\$ -	\$ -	100%	\$ 1,577	\$ -	\$ -	\$ -
174	Road Exception Request Review: Assoc w/Building Permit	Flat Fee	-	\$ 867	\$ 1,577	55%	\$ -	\$ -	\$ -	100%	\$ 1,577	\$ -	\$ -	\$ -
175	Site Development Review Permit	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
176	Stormwater Quality Inspection	Flat Fee	-	\$ 187	\$ 351	53%	\$ -	\$ -	\$ -	100%	\$ 351	\$ -	\$ -	\$ -
177	Inspection of Post-Construction Runoff Mgmt (per insp)	Flat Fee	-	\$ 187	\$ 351	53%	\$ -	\$ -	\$ -	100%	\$ 351	\$ -	\$ -	\$ -
178 Miscellaneous Engineering Fees														
179	Street Standards - copy	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
180	Pre-Application Conference	Flat Fee	-	\$ 293	\$ 438	67%	\$ -	\$ -	\$ -	100%	\$ 438	\$ -	\$ -	\$ -
181	Pre-Application Site Meeting	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
182 Code Compliance														
183	Investigation, Code Enforcement, Permit Compliance Inspection (unless specifically established otherwise)	Hourly	-	\$ 146	\$ 351	42%	\$ -	\$ -	\$ -	100%	\$ 351	\$ -	\$ -	\$ -
184 Appeals to the Board of Supervisors														
185	Filing Fee Paid by Appellant	Flat Fee	-	\$ 1,000	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
186	Appeal Deposit	Deposit	-	\$ 10,000	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
186	Engineering Hourly Project Work	Hourly fee	1,770	\$ 146	\$ 175	83%	\$ 310,226	\$ 258,433	\$ 51,793	100%	\$ 175	\$ 310,226	\$ 51,793	\$ -
187 Engineering Fees from Other Departments - Building Inspection														
189	Temporary Trailer Placement	Flat Fee	-	\$ 187	\$ 351	53%	\$ -	\$ -	\$ -	100%	\$ 351	\$ -	\$ -	\$ -
190	Commercial - New Building (includes 2 inspections)	Flat Fee	-	\$ 187	\$ 351	53%	\$ -	\$ -	\$ -	100%	\$ 351	\$ -	\$ -	\$ -
191	Residential - New Dwelling	Flat Fee	-	\$ 187	\$ 351	53%	\$ -	\$ -	\$ -	100%	\$ 351	\$ -	\$ -	\$ -
192	Stormwater Re-inspection for Compliance Failure- per inspection- per inspection	Flat Fee	-	\$ 187	\$ 351	53%	\$ -	\$ -	\$ -	100%	\$ 351	\$ -	\$ -	\$ -
193	Post-Construction Stormwater Inspection for BMP - per inspection	Flat Fee	-	\$ 187	\$ 351	53%	\$ -	\$ -	\$ -	100%	\$ 351	\$ -	\$ -	\$ -
194	Temporary Certificate of Occupancy	Hourly	2	\$ 146	\$ 175	83%	\$ 429	\$ 358	\$ 72	100%	\$ 175	\$ 429	\$ 72	\$ -
195	Additional Inspections or Re-Inspections	Hourly	7	\$ 187	\$ 175	107%	\$ 1,227	\$ 1,309	\$ (82)	100%	\$ 175	\$ 1,227	\$ (82)	\$ -
196 Engineering Fees from Other Departments - Building Plan Review														
197	Commercial - New	Flat Fee	32	\$ 704	\$ 1,052	67%	\$ 33,650	\$ 22,528	\$ 11,122	100%	\$ 1,052	\$ 33,650	\$ 11,122	\$ -
198	Commercial - Alteration	Flat Fee	25	\$ 352	\$ 526	67%	\$ 13,145	\$ 8,800	\$ 4,345	100%	\$ 526	\$ 13,145	\$ 4,345	\$ -
199	Commercial - Permit Alteration/Revision	Flat Fee	42	\$ 141	\$ 263	54%	\$ 11,041	\$ 5,922	\$ 5,119	100%	\$ 263	\$ 11,041	\$ 5,119	\$ -
200	Residential - New	Flat Fee	90	\$ 493	\$ 701	70%	\$ 63,094	\$ 44,370	\$ 18,724	100%	\$ 701	\$ 63,094	\$ 18,724	\$ -
201	Residential - Alteration	Flat Fee	41	\$ 211	\$ 351	60%	\$ 14,371	\$ 8,651	\$ 5,720	100%	\$ 351	\$ 14,371	\$ 5,720	\$ -
203	Same Day (Over the Counter)	Flat Fee	147	\$ 35	\$ 88	40%	\$ 12,882	\$ 5,145	\$ 7,737	100%	\$ 88	\$ 12,882	\$ 7,737	\$ -
204	Quick Permit	Flat Fee	145	\$ 106	\$ 175	60%	\$ 25,413	\$ 15,370	\$ 10,043	100%	\$ 175	\$ 25,413	\$ 10,043	\$ -

Napa County
 170000 - PBES - Planning & Engineering
 FY 2023-2024

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy
214 Engineering Fees from Other Fee Schedules - Planning														
Other Admin Permit-Fence, Entry Structure, Temp Trailer, Signs,														
216	Balloons,Other	Flat Fee	2	\$ 141	\$ 175	80%	\$ 351	\$ 282	\$ 69	100%	\$ 175	\$ 351	\$ 69	\$ -
218	Admin Permit - Viewshed	Flat Fee	4	\$ 282	\$ 351	80%	\$ 1,402	\$ 1,128	\$ 274	100%	\$ 351	\$ 1,402	\$ 274	\$ -
219	Erosion Control Plan - Track I	Hourly	95	\$ 146	\$ 175	83%	\$ 16,650	\$ 13,870	\$ 2,780	100%	\$ 175	\$ 16,650	\$ 2,780	\$ -
220	Land Division/Mergers: Map Exemption	Flat Fee	1	\$ 282	\$ 292	97%	\$ 292	\$ 282	\$ 10	100%	\$ 292	\$ 292	\$ 10	\$ -
222	Site Plan-Standard Approval	Flat Fee	4	\$ 282	\$ 351	80%	\$ 1,402	\$ 1,128	\$ 274	100%	\$ 351	\$ 1,402	\$ 274	\$ -
223	Site Plan-Modification	Flat Fee	1	\$ 282	\$ 292	97%	\$ 292	\$ 282	\$ 10	100%	\$ 292	\$ 292	\$ 10	\$ -
224	Telecommunication-Site Plan Approval	Flat Fee	-	\$ 282	\$ 292	97%	\$ -	\$ -	\$ -	100%	\$ 292	\$ -	\$ -	\$ -
225	Telecommunication-Permit Modification	Flat Fee	4	\$ 282	\$ 292	97%	\$ 1,168	\$ 1,128	\$ 40	100%	\$ 292	\$ 1,168	\$ 40	\$ -
226	Temporary Event: 51 To 400 Persons Per Day	Flat Fee	2	\$ 282	\$ 292	97%	\$ 584	\$ 564	\$ 20	100%	\$ 292	\$ 584	\$ 20	\$ -
227	Temporary Event: 401 Or More Persons Per Day	Flat Fee	5	\$ 282	\$ 292	97%	\$ 1,461	\$ 1,410	\$ 51	100%	\$ 292	\$ 1,461	\$ 51	\$ -
229	Very Minor Modification (Non-Residential & Residential Uses)	Flat Fee	4	\$ 282	\$ 175	161%	\$ 701	\$ 1,128	\$ (427)	100%	\$ 175	\$ 701	\$ (427)	\$ -
230	Winery Administrative Permit	Change Flat Fee to Hourly	6	\$ 282	\$ 175	161%	\$ 1,052	\$ 1,692	\$ (640)	100%	\$ 175	\$ 1,052	\$ (640)	\$ -
231	Temporary Event	Flat Fee	1	\$ 867	\$ 175	495%	\$ 175	\$ 867	\$ (692)	100%	\$ 175	\$ 175	\$ (692)	\$ -
233	Minor Modification (Non-Residential & Residential Uses)	Change Flat Fee to Hourly	-	\$ 422	\$ 175	241%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
234	Minor Modification (Winery Uses)	Hourly	14	\$ 146	\$ 175	83%	\$ 2,436	\$ 2,029	\$ 407	100%	\$ 175	\$ 2,436	\$ 407	\$ -
235	Micro Winery	Hourly	9	\$ 146	\$ 175	83%	\$ 1,507	\$ 1,256	\$ 252	100%	\$ 175	\$ 1,507	\$ 252	\$ -
236	Small Winery Exemption (Winery Uses)	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
237	Variance	Change Flat Fee to Hourly	-	\$ 422	\$ 175	241%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
238	Viewshed	Change Flat Fee to Hourly	-	\$ 422	\$ 175	241%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
239	Road Exception Request within application types listed above except CLNs	Change Flat Fee to Hourly	-	\$ 867	\$ 175	495%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
241	Agricultural Preserve Contract: Rescind & Replace	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
242	Agricultural Preserve Contract: All Other	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
243	Development Agreement: Approval/Modification	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
244	General, Specific, or Airport Land Use Plan	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
245	Use Permit	Hourly	65	\$ 146	\$ 175	83%	\$ 11,327	\$ 9,436	\$ 1,891	100%	\$ 175	\$ 11,327	\$ 1,891	\$ -
246	Major Modification	Hourly	29	\$ 146	\$ 175	83%	\$ 5,100	\$ 4,249	\$ 851	100%	\$ 175	\$ 5,100	\$ 851	\$ -
247	Land Division: Tentative Map (Parcel or Subdivision)	Flat Fee	-	\$ 282	\$ 701	40%	\$ -	\$ -	\$ -	100%	\$ 701	\$ -	\$ -	\$ -
248	Zoning Map or Text Change	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
250	Pre-Application Meeting: Office (1 hour mtg, 1 hour prep and follow-up)	Change from Flat Fee to Hour	5	\$ 293	\$ 175	167%	\$ 829	\$ 1,386	\$ (557)	100%	\$ 175	\$ 829	\$ (557)	\$ -
252	Consultation, Meetings & Other Activities Not Covered in this Fee Schedule	Flat Fee	1	\$ 282	\$ 292	97%	\$ 292	\$ 282	\$ 10	100%	\$ 292	\$ 292	\$ 10	\$ -
253	Winery Status Determination	Flat Fee	-	\$ 282	\$ 292	97%	\$ -	\$ -	\$ -	100%	\$ 292	\$ -	\$ -	\$ -
255	Investigation, Code Enforcement, Permit Compliance Inspection (unless specifically established otherwise)	Hourly	-	\$ 146	\$ 351	42%	\$ -	\$ -	\$ -	100%	\$ 351	\$ -	\$ -	\$ -
256	Habitat Restoration or Revegetation Plan	Change Flat Fee to Hourly	-	\$ 282	\$ 175	161%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
257 Engineering Fees from Other Fee Schedules - Public Works														
259	Final Map - Subdivision	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
260	Final Map - Parcel	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
262	Conditional or Amended Certificate of Compliance	Hourly	-	\$ 146	\$ 175	83%	\$ -	\$ -	\$ -	100%	\$ 175	\$ -	\$ -	\$ -
265 Engineering Fees from Other Fee Schedules - Environmental Health														
277	Groundwater Permit	Flat fee	1	\$ 146	\$ 175	83%	\$ 175	\$ 146	\$ 29	100%	\$ 175	\$ 175	\$ 29	\$ -
283	Well Permit	New Flat Fee	-	\$ -	\$ 351	0%	\$ -	\$ -	\$ -	100%	\$ 351	\$ -	\$ -	\$ -
Planning User Fee Revenue								\$ 1,584,440						
Engineering User Fee Revenue								\$ 455,677						
Combined Planning & Engineering Fee Revenue								\$2,281,696	\$2,069,354	\$212,342	\$2,281,690	\$212,339	\$0	
% of Full Cost								91%	9%	100%	10%	0%		

PBES: Environmental Health

Napa County
 Environmental Health 1702000
 FY2023-2024 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy
1	Food Facility - Annual Operating Permit													
2	Onsite Preparation - Low Risk	Flat Fee	156	\$ 301	\$ 448	67%	\$ 69,897	\$ 46,956	\$ 22,941	100%	\$ 448	\$ 69,897	\$ 22,941	\$ -
3	Onsite Preparation - Medium Risk	Flat Fee	304	\$ 691	\$ 924	75%	\$ 280,979	\$ 210,064	\$ 70,915	100%	\$ 924	\$ 280,979	\$ 70,915	\$ -
4	Onsite Preparation - High Risk	Flat Fee	489	\$ 1,176	\$ 1,562	75%	\$ 763,716	\$ 575,064	\$ 188,652	100%	\$ 1,562	\$ 763,716	\$ 188,652	\$ -
5	Onsite Preparation - Add'l for Caterer w/out of County Commissary	Flat Fee	14	\$ 129	\$ 153	84%	\$ 2,143	\$ 1,806	\$ 337	100%	\$ 153	\$ 2,143	\$ 337	\$ -
6	Food Facility Operations													
7	Certified Farmers Market Organizer	Flat Fee	6	\$ 226	\$ 256	88%	\$ 1,536	\$ 1,356	\$ 180	100%	\$ 256	\$ 1,536	\$ 180	\$ -
8	Temporary Food Facilities - Single High Risk Event	Flat Fee	165	\$ 171	\$ 384	45%	\$ 63,283	\$ 28,215	\$ 35,068	100%	\$ 384	\$ 63,283	\$ 35,068	\$ -
9	Temporary Food Facilities - Single Low Risk Event	Flat Fee	162	\$ 111	\$ 281	39%	\$ 45,542	\$ 17,982	\$ 27,560	100%	\$ 281	\$ 45,542	\$ 27,560	\$ -
10	Temp Event Organizer: >20 Vendors	Flat Fee	27	\$ 413	\$ 576	72%	\$ 15,554	\$ 11,151	\$ 4,403	100%	\$ 576	\$ 15,554	\$ 4,403	\$ -
11	Temp Event Organizer: >20 Vendors	Flat Fee	8	\$ 669	\$ 1,792	37%	\$ 14,338	\$ 5,352	\$ 8,986	100%	\$ 1,792	\$ 14,338	\$ 8,986	\$ -
12	Cottage Food - Class A	Flat Fee	10	\$ 118	\$ 256	46%	\$ 2,560	\$ 1,180	\$ 1,380	100%	\$ 256	\$ 2,560	\$ 1,380	\$ -
13	Cottage Food - Class B	Flat Fee	36	\$ 197	\$ 269	73%	\$ 9,678	\$ 7,092	\$ 2,586	100%	\$ 269	\$ 9,678	\$ 2,586	\$ -
14	Annual Temp. Event	Flat Fee	90	\$ 406	\$ 576	71%	\$ 51,800	\$ 36,540	\$ 15,260	100%	\$ 576	\$ 51,800	\$ 15,260	\$ -
15	Mobile Facilities - Low Risk	Flat Fee	29	\$ 108	\$ 230	47%	\$ 6,668	\$ 3,132	\$ 3,536	100%	\$ 230	\$ 6,668	\$ 3,536	\$ -
16	Mobile Facilities - Medium Risk	New Flat Fee	10	\$ -	\$ 307	0%	\$ 3,067	\$ -	\$ 3,067	100%	\$ 307	\$ 3,067	\$ 3,067	\$ -
17	Mobile Facilities - High Risk	Flat Fee	112	\$ 487	\$ 714	68%	\$ 79,947	\$ 54,544	\$ 25,403	100%	\$ 714	\$ 79,947	\$ 25,403	\$ -
18	B&B - without Water	Flat Fee	17	\$ 177	\$ 461	38%	\$ 7,835	\$ 3,009	\$ 4,826	100%	\$ 461	\$ 7,835	\$ 4,826	\$ -
19	B&B - with Water	Flat Fee	6	\$ 236	\$ 512	46%	\$ 3,072	\$ 1,416	\$ 1,656	100%	\$ 512	\$ 3,072	\$ 1,656	\$ -
20	Harding Auction- Swap Meet Contract	New Flat Fee	-	\$ 1,635	\$ 2,061	79%	\$ -	\$ -	\$ -	100%	\$ 2,061	\$ -	\$ -	\$ -
21	Reinspection - Voluntary	Flat Fee	1	\$ 358	\$ 449	80%	\$ 449	\$ 358	\$ 91	100%	\$ 449	\$ 449	\$ 91	\$ -
22	Reinspection - Mandatory	Flat Fee	3	\$ 358	\$ 257	140%	\$ 770	\$ 1,074	\$ (304)	100%	\$ 257	\$ 770	\$ (304)	\$ -
23	Reinspection - Follow-up	Flat Fee	4	\$ 177	\$ 449	39%	\$ 1,794	\$ 708	\$ 1,086	100%	\$ 449	\$ 1,794	\$ 1,086	\$ -
24	Food: Impound Release Fee	Flat Fee	5	\$ 105	\$ 154	68%	\$ 768	\$ 525	\$ 243	100%	\$ 154	\$ 768	\$ 243	\$ -
25	Food Facility Plan Review and Inspection													
26	New Construction and Remodel - Low Risk (includes 2 inspections)	Flat Fee	4	\$ 429	\$ 576	74%	\$ 2,419	\$ 1,802	\$ 618	100%	\$ 576	\$ 2,419	\$ 618	\$ -
27	New Construction and Remodel - Medium Risk (includes 2 inspections)	Flat Fee	13	\$ 901	\$ 1,191	76%	\$ 15,953	\$ 12,073	\$ 3,880	100%	\$ 1,191	\$ 15,953	\$ 3,880	\$ -
28	New Construction and Remodel - High Risk (includes 3 inspections)	Flat Fee	16	\$ 1,270	\$ 1,687	75%	\$ 27,333	\$ 20,574	\$ 6,759	100%	\$ 1,687	\$ 27,333	\$ 6,759	\$ -
29	New Construction and Remodel - additional inspections	Flat Fee	1	\$ 177	\$ 307	58%	\$ 307	\$ 177	\$ 130	100%	\$ 307	\$ 307	\$ 130	\$ -
30	New Mobile Food Plan Review	New Flat Fee	1	\$ -	\$ 576	0%	\$ 576	\$ -	\$ 576	100%	\$ 576	\$ 576	\$ 576	\$ -
31	Minor Remodel	Flat Fee	19	\$ 577	\$ 768	75%	\$ 14,594	\$ 10,963	\$ 3,631	100%	\$ 768	\$ 14,594	\$ 3,631	\$ -
32	Resubmittal of Plans	Flat Fee	11	\$ 341	\$ 461	74%	\$ 5,069	\$ 3,751	\$ 1,318	100%	\$ 461	\$ 5,069	\$ 1,318	\$ -
33	Well Development: Water Supply													
34	Class IA or IB	Flat Fee	97	\$ 529	\$ 614	86%	\$ 59,604	\$ 51,313	\$ 8,291	100%	\$ 614	\$ 59,604	\$ 8,291	\$ -
35	Class IA or IB (with destruction)	Flat Fee	72	\$ 529	\$ 614	86%	\$ 44,242	\$ 38,088	\$ 6,154	100%	\$ 614	\$ 44,242	\$ 6,154	\$ -
36	Class II	Flat Fee	1	\$ 685	\$ 640	107%	\$ 640	\$ 685	\$ (45)	100%	\$ 640	\$ 640	\$ (45)	\$ -
36.2	Well Permit Plan Revision	New Flat Fee	1	\$ -	\$ 154	0%	\$ 154	\$ -	\$ 154	100%	\$ 154	\$ 154	\$ 154	\$ -
37	Plan Check Review Easement/Agreement- Add	New Flat Fee	6	\$ -	\$ 154	0%	\$ 922	\$ -	\$ 922	100%	\$ 154	\$ 922	\$ 922	\$ -
38	Well Re-Construction, Deepening	Flat Fee	5	\$ 424	\$ 461	92%	\$ 2,304	\$ 2,120	\$ 184	100%	\$ 461	\$ 2,304	\$ 184	\$ -
39	Water Supply Well Destruction	Flat Fee	24	\$ 100	\$ 461	22%	\$ 11,061	\$ 2,400	\$ 8,661	100%	\$ 461	\$ 11,061	\$ 8,661	\$ -
40	Water Supply Well Permit Extension	Flat Fee	3	\$ 100	\$ 115	87%	\$ 346	\$ 300	\$ 46	100%	\$ 115	\$ 346	\$ 46	\$ -
41	Storage Tank for Dwelling Unit	Flat Fee	2	\$ 232	\$ 230	101%	\$ 461	\$ 464	\$ (3)	100%	\$ 230	\$ 461	\$ (3)	\$ -
42	Re-Inspection after Premature Call Out (per inspection)	Flat Fee	1	\$ 223	\$ 230	97%	\$ 230	\$ 223	\$ 7	100%	\$ 230	\$ 230	\$ 7	\$ -

Napa County
 Environmental Health 1702000
 FY2023-2024 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Current Recovery %	Annual			Per Unit		Annual		
				Current Fee	Full Cost		Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy
43	Well Development: Monitoring, Extraction and Cathodic Protection													
44	Construction/Re-Construction - Initial Site Permit	Flat Fee	23	\$ 323	\$ 461	70%	\$ 10,600	\$ 7,429	\$ 3,171	100%	\$ 461	\$ 10,600	\$ 3,171	\$ -
45	Monitoring, Extraction and Cathodic Protection Well Destruction	Flat Fee	18	\$ 100	\$ 384	26%	\$ 6,913	\$ 1,800	\$ 5,113	100%	\$ 384	\$ 6,913	\$ 5,113	\$ -
46	Monitoring, Extraction and Cathodic Protection Well Permit Extension	Flat Fee	1	\$ 100	\$ 115	87%	\$ 115	\$ 100	\$ 15	100%	\$ 115	\$ 115	\$ 15	\$ -
47	Soil Borings	Flat Fee	67	\$ 256	\$ -	0%	\$ -	\$ 17,152	\$ (17,152)	100%	\$ -	\$ -	\$ (17,152)	\$ -
48	Well Development: Geothermal Heat Exchange													
49	Construction/Re-Construction - Initial Site Permit with 5 Wells	Flat Fee	1	\$ 682	\$ 461	148%	\$ 461	\$ 682	\$ (221)	100%	\$ 461	\$ 461	\$ (221)	\$ -
50	Construction/Re-Construction - Additional Wells >5 (per well)	Flat Fee	1	\$ 134	\$ 154	87%	\$ 154	\$ 134	\$ 20	100%	\$ 154	\$ 154	\$ 20	\$ -
51	Geothermal Heat Exchange Well Destruction	Flat Fee	1	\$ 100	\$ 333	30%	\$ 333	\$ 100	\$ 233	100%	\$ 333	\$ 333	\$ 233	\$ -
52	Geothermal Heat Exchange Well Permit Extension	Flat Fee	1	\$ 100	\$ 115	87%	\$ 115	\$ 100	\$ 15	100%	\$ 115	\$ 115	\$ 15	\$ -
53	Water and Sewer System Inspection and Analysis													
54	Water Sample	Flat Fee	6	\$ 252	\$ 538	47%	\$ 3,226	\$ 1,512	\$ 1,714	100%	\$ 538	\$ 3,226	\$ 1,714	\$ -
55	Swimming Pool													
56	Annual Operation Permit	Flat Fee	286	\$ 340	\$ 422	80%	\$ 120,821	\$ 97,240	\$ 23,581	100%	\$ 422	\$ 120,821	\$ 23,581	\$ -
57	New Construction/Major Remodel - Plan Check & Inspection	Flat Fee	5	\$ 1,128	\$ 1,421	79%	\$ 7,105	\$ 5,640	\$ 1,465	100%	\$ 1,421	\$ 7,105	\$ 1,465	\$ -
58	Swimming Pool Plan Check Resubmittal Fee	Flat Fee	5	\$ 127	\$ 230	55%	\$ 1,060	\$ 584	\$ 476	100%	\$ 230	\$ 1,060	\$ 476	\$ -
59	Minor Remodel - Plan Check	Flat Fee	19	\$ 411	\$ 537	77%	\$ 10,206	\$ 7,809	\$ 2,397	100%	\$ 537	\$ 10,206	\$ 2,397	\$ -
60	Swimming Pool Additional Inspections	Flat Fee	6	\$ 213	\$ 261	82%	\$ 1,567	\$ 1,278	\$ 289	100%	\$ 261	\$ 1,567	\$ 289	\$ -
61	Reinspection Follow-up	New Flat Fee	10	\$ 177	\$ 230	77%	\$ 2,304	\$ 1,770	\$ 534	100%	\$ 230	\$ 2,304	\$ 534	\$ -
62	Extremely Hazardous Material													
63	Initial Submittal (CalARP) (10 hr. min. \$1,250.00)	New Hourly Fee	1	\$ 1,250	\$ 1,536	81%	\$ 1,536	\$ 1,250	\$ 286	100%	\$ 1,536	\$ 1,536	\$ 286	\$ -
64	Annual Operating Permit for Facilities with Risk Management Plan	Remove	-	\$ 354	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
65	Cal ARP Permit Extremely Hazardous Substances > Federal Quantity	New Flat Fee	1	\$ -	\$ 308	0%	\$ 308	\$ -	\$ 308	100%	\$ 308	\$ 308	\$ 308	\$ -
66	Cal ARP Permit Extremely Hazardous Substances< Federal Quantity But > CA Quantity	New Flat Fee	10	\$ -	\$ 308	0%	\$ 3,080	\$ -	\$ 3,080	100%	\$ 308	\$ 3,080	\$ 3,080	\$ -
67	Cal ARP Permit Extremely Hazardous Substances > Federal Quantity: Green Business Discount- 10% Applied	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
68	Cal ARP Permit Extremely Hazardous Substances > Federal Quantity: Green Business Discount- 10% Applied	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
69	Cal ARP Permit Extremely Hazardous Substances< Federal Quantity But > CA Quantity	Remove	-	\$ 354	\$ 308	115%	\$ -	\$ -	\$ -	100%	\$ 308	\$ -	\$ -	\$ -
70	CalArp Conditionally Exempt	New Flat Fee	2	\$ -	\$ 308	0%	\$ 616	\$ -	\$ 616	100%	\$ 308	\$ 616	\$ 616	\$ -
72	Contaminated Site Assessment and Remediation													
73	5 hour initial deposit- hourly thereafter	New Deposit + Hourly	1	\$ -	\$ 768	0%	\$ 768	\$ -	\$ 768	100%	\$ 768	\$ 768	\$ 768	\$ -
74	Sewage Disposal													
75	Percolation Tests or Site Evaluations	Flat Fee	151	\$ 348	\$ 397	88%	\$ 59,924	\$ 52,548	\$ 7,376	100%	\$ 397	\$ 59,924	\$ 7,376	\$ -
76	Groundwater Monitoring Tests or Site Evaluations	New Flat Fee	4	\$ -	\$ 384	0%	\$ 1,536	\$ -	\$ 1,536	100%	\$ 384	\$ 1,536	\$ 1,536	\$ -
77	Plan Check and Permit - ASTS (residential)	Flat Fee	130	\$ 2,446	\$ 2,612	94%	\$ 339,498	\$ 317,980	\$ 21,518	100%	\$ 2,612	\$ 339,498	\$ 21,518	\$ -
78	Plan Check and Permit - ASTS (non-residential)	Flat Fee	11	\$ 2,924	\$ 3,264	90%	\$ 35,908	\$ 32,164	\$ 3,744	100%	\$ 3,264	\$ 35,908	\$ 3,744	\$ -
79	Plan Check and Permit - Pretreatment Unit or Engineered System Layout	Flat Fee	4	\$ 807	\$ 819	98%	\$ 3,277	\$ 3,228	\$ 49	100%	\$ 819	\$ 3,277	\$ 49	\$ -
80	Plan Check and Permit -NEW Conventional System_addition, alteration, new	Flat Fee	55	\$ 1,047	\$ 1,229	85%	\$ 67,592	\$ 57,585	\$ 10,007	100%	\$ 1,229	\$ 67,592	\$ 10,007	\$ -
81	Plan Check - Resubmittal/Engineered Layout/Revision of Alternative Sewage Disposal	Flat Fee	1	\$ 293	\$ 410	71%	\$ 410	\$ 293	\$ 117	100%	\$ 410	\$ 410	\$ 117	\$ -
81.2	Permit Extension	Flat Fee	3	\$ 100	\$ 154	65%	\$ 461	\$ 300	\$ 161	100%	\$ 154	\$ 461	\$ 161	\$ -
82	Plan Check Review Easement/Agreement	New Flat Fee	6	\$ -	\$ 154	0%	\$ 922	\$ -	\$ 922	100%	\$ 154	\$ 922	\$ 922	\$ -
83	Permit: Conventional Repair Consultation & Installation	Flat Fee	55	\$ 1,030	\$ 1,344	77%	\$ 73,929	\$ 56,650	\$ 17,279	100%	\$ 1,344	\$ 73,929	\$ 17,279	\$ -
84	Permit - Sewer Line or Septic Tank Only	Flat Fee	99	\$ 370	\$ 499	74%	\$ 49,427	\$ 36,630	\$ 12,797	100%	\$ 499	\$ 49,427	\$ 12,797	\$ -
85	Plan Check and Permit - Holding Tank Hold and Haul	Flat Fee	2	\$ 796	\$ 653	122%	\$ 1,306	\$ 1,592	\$ (286)	100%	\$ 653	\$ 1,306	\$ (286)	\$ -
86	Plan Check and Permit- Alteration or addition to any type of system	New Flat Fee	12	\$ -	\$ 307	0%	\$ 3,687	\$ -	\$ 3,687	100%	\$ 307	\$ 3,687	\$ 3,687	\$ -

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations					
				Per Unit		Current Recovery %	Annual		Per Unit		Annual				
				Current Fee	Full Cost		Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy	
87	Sewage Disposal - Annual Operating Permit Fees														
88	Holding Tank	Flat Fee	43	\$ 250	\$ 230	108%	\$ 9,908	\$ 10,750	\$ (842)	100%	\$ 230	\$ 9,908	\$ (842)	\$ -	
89	Winery Process Water Pond w/ LAA	Flat Fee	57	\$ 518	\$ 333	156%	\$ 18,972	\$ 29,526	\$ (10,554)	100%	\$ 333	\$ 18,972	\$ (10,554)	\$ -	
90	Winery Process Water w/ Treatment and LAA	Remove	29	\$ -	\$ 307	0%	\$ 8,910	\$ -	\$ 8,910	100%	\$ 307	\$ 8,910	\$ 8,910	\$ -	
91	Winery Process Water w/ treatment and SDS	Remove	1	\$ -	\$ 307	0%	\$ 307	\$ -	\$ 307	100%	\$ 307	\$ 307	\$ 307	\$ -	
92	Winery Wastewater Systems Tier 1 (10,000-30,000 gpy)	New Flat Fee	11	\$ 317	\$ -	0%	\$ -	\$ -	\$ -	No time, but fees provided based on state fees					
92.2	Winery Wastewater Systems Tier 2 (30,000-100,000 gpy) Winery Process Water w/ Treatment and LAA	New Flat Fee	26	\$ 422	\$ -	0%	\$ -	\$ -	\$ -	No time, but fees provided based on state fees					
92.3	Winery Wastewater Systems Tier 2 (100,000 - 300,000 gpy) Winery Process Water w/ treatment and SDS	New Flat Fee	58	\$ 506	\$ -	0%	\$ -	\$ -	\$ -	No time, but fees provided based on state fees					
92.4	Winery Wastewater Systems Tier 3 (300,000 - 600,000 gpy)	New Flat Fee	29	\$ 743	\$ -	0%	\$ -	\$ -	\$ -	No time, but fees provided based on state fees					
92.5	Winery Wastewater Systems Tier 3 (600,000 - 1,000,000 gpy)	New Flat Fee	31	\$ 1,115	\$ -	0%	\$ -	\$ -	\$ -	No time, but fees provided based on state fees					
92.6	Winery Wastewater Systems Tier 4, (1,000,000 - 3,000,000 gpy)	New Flat Fee	23	\$ 2,602	\$ -	0%	\$ -	\$ -	\$ -	No time, but fees provided based on state fees					
92.7	Winery Wastewater Systems Tier 4 (3,000,000 - 7,000,000 gpy)	New Flat Fee	12	\$ 4,832	\$ -	0%	\$ -	\$ -	\$ -	No time, but fees provided based on state fees					
92.8	Winery Wastewater Systems Tier 4 (7,000,000 - 15,000,000 gpy)	New Flat Fee	6	\$ 7,061	\$ -	0%	\$ -	\$ -	\$ -	No time, but fees provided based on state fees					
92.9	Winery Process Water Exemption-Conventional Systems or <10,000 gpy	New Flat Fee	3	\$ 100	\$ -	0%	\$ -	\$ -	\$ -	No time, but fees provided based on state fees					
93	Alternative Subsurface Residential- with Service Provider, EH triennial inspection	New Flat Fee	95	\$ -	\$ 307	0%	\$ 29,188	\$ -	\$ 29,188	100%	\$ 307	\$ 29,188	\$ 29,188	\$ -	
94	Alternative Subsurface -Nonresidential with Service Provider, biannual inspection	Flat Fee	285	\$ 284	\$ 307	92%	\$ 87,563	\$ 80,940	\$ 6,623	100%	\$ 307	\$ 87,563	\$ 6,623	\$ -	
95	Alternative Subsurface - no Service Provider, annual inspection	Flat Fee	8	\$ 747	\$ 768	97%	\$ 6,145	\$ 5,976	\$ 169	100%	\$ 768	\$ 6,145	\$ 169	\$ -	
96	Subsurface Disposal > 1500 gpd	Flat Fee	10	\$ 528	\$ 384	137%	\$ 3,840	\$ 5,280	\$ (1,440)	100%	\$ 384	\$ 3,840	\$ (1,440)	\$ -	
97	Re-inspection after Premature Call Out	Flat Fee	12	\$ 173	\$ 154	113%	\$ 1,843	\$ 2,076	\$ (233)	100%	\$ 154	\$ 1,843	\$ (233)	\$ -	
98	Re-inspection after one follow-up inspection	Flat Fee	12	\$ 173	\$ 154	113%	\$ 1,843	\$ 2,076	\$ (233)	100%	\$ 154	\$ 1,843	\$ (233)	\$ -	
99	Septic Tank Cleaning License														
100	Fleet Septic Tank Cleaning License per Truck	Flat Fee	77	\$ 238	\$ 281	85%	\$ 21,646	\$ 18,326	\$ 3,320	100%	\$ 281	\$ 21,646	\$ 3,320	\$ -	
101	Vessel Occupancy														
102	Vessel - New Application	Remove	-	\$ 144	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
103	Vessel - Annual Permit	Remove	-	\$ 96	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
104	Marina - New Application	Remove	-	\$ 286	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
105	Marina - Annual Permit, base	Remove	-	\$ 96	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
106	Marina - Annual Permit, houseboat berth	Remove	-	\$ 4	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
107	Local Public Water System														
108	Operation Permit - Small Community Water System	Flat Fee	17	\$ 1,935	\$ 1,895	102%	\$ 32,209	\$ 32,895	\$ (686)	100%	\$ 1,895	\$ 32,209	\$ (686)	\$ -	
109	Operation Permit - Transient Non-Community Water System	Flat Fee	96	\$ 1,095	\$ 1,075	102%	\$ 103,232	\$ 105,120	\$ (1,888)	100%	\$ 1,075	\$ 103,232	\$ (1,888)	\$ -	
110	Operation Permit - State Small Water System	Flat Fee	9	\$ 928	\$ 1,011	92%	\$ 9,097	\$ 8,352	\$ 745	100%	\$ 1,011	\$ 9,097	\$ 745	\$ -	
111	Operation Permit - Non-Transient Non-Community Water System	Flat Fee	65	\$ 1,347	\$ 1,241	109%	\$ 80,681	\$ 87,555	\$ (6,874)	100%	\$ 1,241	\$ 80,681	\$ (6,874)	\$ -	
112	Operation Permit - CalCode Water System State Uniform Retail Food Facility Law Wat	Flat Fee	10	\$ 928	\$ 1,011	92%	\$ 10,108	\$ 9,280	\$ 828	100%	\$ 1,011	\$ 10,108	\$ 828	\$ -	
113	New/Major Revisions for Small/Non-Transient - PC/Insp	Flat Fee	2	\$ 1,455	\$ 1,664	87%	\$ 3,328	\$ 2,910	\$ 418	100%	\$ 1,664	\$ 3,328	\$ 418	\$ -	
114	New/Major Revisions for All Others - PC/Insp	Flat Fee	5	\$ 1,203	\$ 1,664	72%	\$ 8,654	\$ 6,256	\$ 2,398	100%	\$ 1,664	\$ 8,654	\$ 2,398	\$ -	
115	Minor Revisions - Plan Check and Inspection	Flat Fee	6	\$ 868	\$ 922	94%	\$ 5,715	\$ 5,382	\$ 333	100%	\$ 922	\$ 5,715	\$ 333	\$ -	
116	Plan Check Resubmittal Fee	New Flat Fee	8	\$ -	\$ 307	0%	\$ 2,458	\$ -	\$ 2,458	100%	\$ 307	\$ 2,458	\$ 2,458	\$ -	
117	Additional Inspections	Hourly	4	\$ 154	\$ 154	100%	\$ 614	\$ 614	\$ (0)	100%	\$ 154	\$ 614	\$ (0)	\$ -	
118	Underground Storage Tanks														
119	Annual Operating Permit (per tank)	Flat Fee	46	\$ 464	\$ 461	101%	\$ 21,199	\$ 21,344	\$ (145)	100%	\$ 461	\$ 21,199	\$ (145)	\$ -	
120	Installation - Plan Check	Flat Fee	8	\$ 830	\$ 883	94%	\$ 7,066	\$ 6,640	\$ 426	100%	\$ 883	\$ 7,066	\$ 426	\$ -	
121	Plan Check (each additional tank)	New Flat Fee	1	\$ 110	\$ 154	72%	\$ 154	\$ -	\$ 154	100%	\$ 154	\$ 154	\$ 154	\$ -	
122	Installation - Inspection, base per tank (3 hr. min \$375)	3 hr. min then hourly	1	\$ 375	\$ 461	81%	\$ 461	\$ 375	\$ 86	100%	\$ 461	\$ 461	\$ 86	\$ -	
123	Installation - Inspection, extra	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
124	Major/Minor Tank Repair - Plan Check	Flat Fee	12	\$ 318	\$ 384	83%	\$ 4,609	\$ 3,816	\$ 793	100%	\$ 384	\$ 4,609	\$ 793	\$ -	
125	Minor Repair - Tank Inspection	Remove	-	\$ 439	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
126	Repair - Inspection, base per tank (3 hr. min \$375)	Hourly	12	\$ 375	\$ 461	81%	\$ 5,530	\$ 4,500	\$ 1,030	100%	\$ 461	\$ 5,530	\$ 1,030	\$ -	
127	Major Repair - Inspection, extra	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	

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Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
128	Closure/Abandonment - Plan Check	Flat Fee	5	\$ 318	\$ 538	59%	\$ 2,688	\$ 1,590	\$ 1,098	100%	\$ 538	\$ 2,688	\$ 1,098	\$ -
129	Closure/Abandonment - Inspection, base per tank (3 hr.min \$375)	Hourly	5	\$ 375	\$ 461	81%	\$ 2,304	\$ 1,875	\$ 429	100%	\$ 461	\$ 2,304	\$ 429	\$ -
130	Closure/Abandonment - Inspection, extra	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
131	Underground Storage Tanks Consultation/Re-inspection	New Hourly Fee	1	\$ 154	\$ 154	100%	\$ 154	\$ -	\$ 154	100%	\$ 154	\$ 154	\$ 154	\$ -
133 Above-Ground Petroleum Storage Act														
133.1	APSA SPCC Plan Check fee	New Flat Fee	-	\$ -	\$ 308	0%	\$ -	\$ -	\$ -	100%	\$ 308	\$ -	\$ -	\$ -
133.2	APSA Conditionally Exempt Farm	New Flat Fee	11	\$ 61	\$ 308	20%	\$ 3,385	\$ -	\$ 3,385	100%	\$ 308	\$ 3,385	\$ 3,385	\$ -
134	Tier 1	Flat Fee	62	\$ 135	\$ 461	29%	\$ 28,605	\$ 8,370	\$ 20,235	100%	\$ 461	\$ 28,605	\$ 20,235	\$ -
135	Tier 2	Flat Fee	14	\$ 171	\$ 461	37%	\$ 6,459	\$ 2,394	\$ 4,065	100%	\$ 461	\$ 6,459	\$ 4,065	\$ -
136	Non Qualified	New Flat Fee	1	\$ -	\$ 461	0%	\$ 461	\$ -	\$ 461	100%	\$ 461	\$ 461	\$ 461	\$ -
137 Solid Waste														
138	Plan Amendment (10 hr.min. \$1,250.00)	Remove	-	\$ 125	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
139	Edible Food Recovery Inspection-Flat Fee	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
140	Edible Food Recovery-Additional Services	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
141 Hazardous Material Business Plan														
142	New or Major Revisions	Remove	-	\$ 464	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
143	Consultation/Re-Inspection	Flat Fee	10	\$ 125	\$ 615	20%	\$ 6,151	\$ 1,250	\$ 4,901	100%	\$ 615	\$ 6,151	\$ 4,901	\$ -
144	Annual Permit: UST Facility <40,000 Gallons	Flat Fee	27	\$ 135	\$ 654	21%	\$ 17,645	\$ 3,645	\$ 14,000	100%	\$ 654	\$ 17,645	\$ 14,000	\$ -
145	Registration/Inspection: One LPG Tank <1,000 Gallons	Remove	-	\$ 74	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
146	Registration/Inspection: Remote Unstaffed Facilities	Flat Fee	12	\$ 208	\$ 461	45%	\$ 5,538	\$ 2,496	\$ 3,042	100%	\$ 461	\$ 5,538	\$ 3,042	\$ -
147	Annual Permit: 1,000-20,000 Units	Flat Fee	312	\$ 318	\$ 654	49%	\$ 203,898	\$ 99,216	\$ 104,682	100%	\$ 654	\$ 203,898	\$ 104,682	\$ -
148	Annual Permit: >20,000 Units	Flat Fee	332	\$ 354	\$ 654	54%	\$ 216,969	\$ 117,528	\$ 99,441	100%	\$ 654	\$ 216,969	\$ 99,441	\$ -
149	Annual Permit: Above Ground Fuel Tanks Only	Flat Fee	402	\$ 318	\$ 654	49%	\$ 262,715	\$ 127,836	\$ 134,879	100%	\$ 654	\$ 262,715	\$ 134,879	\$ -
150	Recyclable Household Hazardous Waste Collection	New Flat Fee	3	\$ -	\$ 615	0%	\$ 1,846	\$ -	\$ 1,846	100%	\$ 615	\$ 1,846	\$ 1,846	\$ -
151	Propane-1 outdoor LPG < 500 gals	Flat Fee	130	\$ 74	\$ 614	12%	\$ 79,882	\$ 9,620	\$ 70,262	100%	\$ 614	\$ 79,882	\$ 70,262	\$ -
152	Failure to Notify on Change of Ownership	200% of permit fee	1	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
153 Medical Waste														
161	Transporter-Limited Quantity Hauler Exemption	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
162 Hazardous Waste Generators														
163	Annual Permit- Less than 27 gal/100 kg/220 lbs Non-RCRA Hazardous Waste per Month	Flat Fee	378	\$ 171	\$ 231	74%	\$ 87,295	\$ 64,638	\$ 22,657	100%	\$ 231	\$ 87,295	\$ 22,657	\$ -
164	Annual Permit- More than 27 gal/100 kg/220 lbs but less than 265 gal/1,000 kg/2,200 lbs Non-RCRA Hazardous Waste per Month	Flat Fee	69	\$ 208	\$ 231	90%	\$ 15,935	\$ 14,352	\$ 1,583	100%	\$ 231	\$ 15,935	\$ 1,583	\$ -
165	Annual Permit - Conditionally Exempt Hazardous Waste Treatment	Flat Fee	1	\$ 171	\$ 231	74%	\$ 231	\$ 171	\$ 60	100%	\$ 231	\$ 231	\$ 60	\$ -
166	Annual Permit - Conditionally Authorized Hazardous Waste Treatment	Flat Fee	1	\$ 171	\$ 231	74%	\$ 231	\$ 171	\$ 60	100%	\$ 231	\$ 231	\$ 60	\$ -
167	Annual Permit - Permit by Rule Hazardous Waste	Flat Fee	1	\$ 244	\$ 231	106%	\$ 231	\$ 244	\$ (13)	100%	\$ 231	\$ 231	\$ (13)	\$ -
168	New or Major Revision - Plan Check	Remove	-	\$ 171	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
169	Annual Permit- More than 27 gal/100 kg/220 lbs but less than 265 gal/1,000 kg/2,200 lbs RCRA Hazardous Waste per Month	Flat Fee	-	\$ 244	\$ 269	91%	\$ -	\$ -	\$ -	100%	\$ 269	\$ -	\$ -	\$ -
170	Hazardous Waste Permit: Recyclable Waste per Month	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
171	Annual Permit- More than 265 gal/1,000 kg/ 2,200 lbs Non-RCRA Hazardous Waste per Month	New Flat Fee	12	\$ 244	\$ 269	91%	\$ 3,232	\$ -	\$ 3,232	100%	\$ 269	\$ 3,232	\$ 3,232	\$ -
172	Annual Permit- Less than 27 gal/100 kg/220 lbs RCRA Hazardous Waste per Month	New Flat Fee	7	\$ 244	\$ 269	91%	\$ 1,885	\$ 1,708	\$ 177	100%	\$ 269	\$ 1,885	\$ 177	\$ -
172.2	Annual Permit- More than 265 gal/1,000 kg/ 2,200 lbs RCRA hazardous waste per month or 265 gal/1 kg/2.2 lbs acutely hazardous	New Flat Fee	1	\$ -	\$ 269	0%	\$ 269	\$ -	\$ 269	100%	\$ 269	\$ 269	\$ 269	\$ -

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Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Current Recovery %	Annual			Per Unit		Annual		
				Current Fee	Full Cost		Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy
177	Groundwater Permit													
178	Hazardous Waste Generators Groundwater Permit	Flat Fee	3	\$ 1,200	\$ 1,075	112%	\$ 3,226	\$ 3,600	\$ (374)	100%	\$ 1,075	\$ 3,226	\$ (374)	\$ -
179	Annual Ag. Exemption Recording	Flat Fee	1	\$ 79	\$ 77	103%	\$ 77	\$ 79	\$ (2)	100%	\$ 77	\$ 77	\$ (2)	\$ -
180	Ministerial Groundwater Permits & Minor Mod	Flat Fee	7	\$ 197	\$ 192	103%	\$ 1,344	\$ 1,379	\$ (35)	100%	\$ 192	\$ 1,344	\$ (35)	\$ -
181	Cancel Groundwater Permit	Flat Fee	1	\$ 75	\$ 77	98%	\$ 77	\$ 75	\$ 2	100%	\$ 77	\$ 77	\$ 2	\$ -
182	Meter Reading for Non-Compliance	Flat Fee	10	\$ 112	\$ 154	73%	\$ 1,536	\$ 1,120	\$ 416	100%	\$ 154	\$ 1,536	\$ 416	\$ -
183	Stormwater													
184	Annual Inspection - Food Establishments	Flat Fee	668	\$ 75	\$ 116	65%	\$ 77,305	\$ 50,100	\$ 27,205	100%	\$ 116	\$ 77,305	\$ 27,205	\$ -
185	Annual Inspection - Haz Mat Storage or Waste Generation	Flat Fee	145	\$ 75	\$ 154	49%	\$ 22,349	\$ 10,875	\$ 11,474	100%	\$ 154	\$ 22,349	\$ 11,474	\$ -
186	Annual Inspection - Industrial Permit/SWPP Plan	Flat Fee	180	\$ 75	\$ 193	39%	\$ 34,656	\$ 13,500	\$ 21,156	100%	\$ 193	\$ 34,656	\$ 21,156	\$ -
187	Code Compliance													
188	Investigation, Code Enforcement, Permit Compliance Inspection (unless specifically established otherwise)	Hourly	1	\$ 154	\$ 461	33%	\$ 461	\$ 154	\$ 307	100%	\$ 461	\$ 461	\$ 307	\$ -
188.1	Storage Tanks	New Discount	1	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
189	Appeals to the Board of Supervisors													
190	Filing Fee Paid by Appellant (in addition to fee for Clerk of the Board)	Flat Fee	126	\$ 1,000	\$ 1,997	50%	\$ 251,628	\$ 126,000	\$ 125,628	100%	\$ 1,997	\$ 251,628	\$ 125,628	\$ -
190.1	Administrative Fees													
190.2	Temporary Event Category 3: 201 to 400 Persons Per Day	New Hourly Fee	1	\$ 177	\$ 184	96%	\$ 184	\$ 177	\$ 7	100%	\$ 184	\$ 184	\$ 7	\$ -
190.3	Temporary Event Category 3 Subsequent: 201 to 400 Persons Per Day	New Hourly Fee	1	\$ 177	\$ 184	96%	\$ 184	\$ 177	\$ 7	100%	\$ 184	\$ 184	\$ 7	\$ -
190.4	Temporary Event Category 4: 401 Or More Persons Per Day	New Hourly Fee	1	\$ 177	\$ 184	96%	\$ 184	\$ 177	\$ 7	100%	\$ 184	\$ 184	\$ 7	\$ -
190.5	Temporary Event Category 4 Subsequent: 401 Or More Persons Per Day	New Hourly Fee	1	\$ 177	\$ 184	96%	\$ 184	\$ 177	\$ 7	100%	\$ 184	\$ 184	\$ 7	\$ -
191	Environmental Health Fees from Other Departments - Public Works													
192	Final Map - Subdivision	Flat Fee	1	\$ 226	\$ 154	147%	\$ 154	\$ 226	\$ (72)	100%	\$ 154	\$ 154	\$ (72)	\$ -
193	Final Map - Parcel	Flat Fee	5	\$ 226	\$ 154	147%	\$ 768	\$ 1,130	\$ (362)	100%	\$ 154	\$ 768	\$ (362)	\$ -
194	Final Map - Amendment	Flat Fee	1	\$ 226	\$ 154	147%	\$ 154	\$ 226	\$ (72)	100%	\$ 154	\$ 154	\$ (72)	\$ -
196	Certificate of Compliance - Conditional or Amended	Flat Fee	5	\$ 226	\$ 154	147%	\$ 768	\$ 1,130	\$ (362)	100%	\$ 154	\$ 768	\$ (362)	\$ -
198	Investigation, Code Enforcement, Permit Compliance Inspection (unless specifically established otherwise)	Hourly	1	\$ 125	\$ 461	27%	\$ 461	\$ 125	\$ 336	100%	\$ 461	\$ 461	\$ 336	\$ -
199	Board of Supervisors	Flat Fee	1	\$ 1,000	\$ -	0%	\$ -	\$ 1,000	\$ (1,000)	100%	\$ -	\$ -	\$ (1,000)	\$ -
200	Filing Fee Paid by Appellant	Flat Fee	1	\$ 1,000	\$ -	0%	\$ -	\$ 1,000	\$ (1,000)	100%	\$ -	\$ -	\$ (1,000)	\$ -
201	Environmental Health Fees from Other Departments - Planning													
202	Other Admin Permit-Fence, Entry Structure, Temp Trailer, Signs, Balloons, Other	Flat Fee	17	\$ 47	\$ 77	61%	\$ 1,306	\$ 799	\$ 507	100%	\$ 77	\$ 1,306	\$ 507	\$ -
204	Admin Permit - Viewshed	Flat Fee	8	\$ 94	\$ 115	82%	\$ 922	\$ 752	\$ 170	100%	\$ 115	\$ 922	\$ 170	\$ -
205	Land Division/Mergers: Map Exemption	Flat Fee	1	\$ 94	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
206	Land Division/Mergers: Tentative Map Revision	Flat Fee	1	\$ 94	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
207	Site Plan-Standard Approval	Flat Fee	2	\$ 94	\$ 154	61%	\$ 307	\$ 188	\$ 119	100%	\$ 154	\$ 307	\$ 119	\$ -
208	Site Plan-Modification	Flat Fee	8	\$ 94	\$ 154	61%	\$ 1,229	\$ 752	\$ 477	100%	\$ 154	\$ 1,229	\$ 477	\$ -
209	Telecommunication-Site Plan Approval	Flat Fee	2	\$ 94	\$ 77	122%	\$ 154	\$ 188	\$ (34)	100%	\$ 77	\$ 154	\$ (34)	\$ -
210	Telecommunication-Permit Modification	Flat Fee	10	\$ 94	\$ 77	122%	\$ 768	\$ 940	\$ (172)	100%	\$ 77	\$ 768	\$ (172)	\$ -
211	Temporary Event: 51 To 400 Persons Per Day	Flat Fee	4	\$ 94	\$ 154	61%	\$ 614	\$ 376	\$ 238	100%	\$ 154	\$ 614	\$ 238	\$ -
212	Temporary Event: 401 Or More Persons Per Day	Flat Fee	4	\$ 94	\$ 154	61%	\$ 614	\$ 376	\$ 238	100%	\$ 154	\$ 614	\$ 238	\$ -
213	Temporary Event: Non-Profit Wine Auction Related	Flat Fee	1	\$ 94	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
214	Very Minor Modification (Non-Residential & Residential Uses)	Flat Fee	7	\$ 94	\$ 230	41%	\$ 1,613	\$ 658	\$ 955	100%	\$ 230	\$ 1,613	\$ 955	\$ -
215	Winery Administrative Permit	Flat Fee	12	\$ 94	\$ 77	122%	\$ 922	\$ 1,128	\$ (206)	100%	\$ 77	\$ 922	\$ (206)	\$ -
217	Certificate Of Non Conformity	Flat Fee	9	\$ 159	\$ 115	138%	\$ 1,037	\$ 1,431	\$ (394)	100%	\$ 115	\$ 1,037	\$ (394)	\$ -
218	Minor Modification (Non-Residential & Residential Uses)	Flat Fee	6	\$ 159	\$ 115	138%	\$ 691	\$ 954	\$ (263)	100%	\$ 115	\$ 691	\$ (263)	\$ -
219	Minor Modification (Winery Uses)	Flat Fee	5	\$ 159	\$ 307	52%	\$ 1,536	\$ 795	\$ 741	100%	\$ 307	\$ 1,536	\$ 741	\$ -
220	Micro Winery	Flat Fee	5	\$ 159	\$ 154	104%	\$ 768	\$ 795	\$ (27)	100%	\$ 154	\$ 768	\$ (27)	\$ -
221	Small Winery Exemption (Winery Uses)	Flat Fee	2	\$ 159	\$ 154	104%	\$ 307	\$ 318	\$ (11)	100%	\$ 154	\$ 307	\$ (11)	\$ -

Napa County
 Environmental Health 1702000
 FY2023-2024 Budget

Ord	Service Name	Fee Description	Annual Volume	Current							Recommendations				
				Per Unit			Annual				Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy	
222	Variance	Flat Fee	1	\$ 159	\$ 77	207%	\$ 77	\$ 159	\$ (82)	100%	\$ 77	\$ 77	\$ (82)	\$ -	
223	Viewshed	Flat Fee	4	\$ 159	\$ 77	207%	\$ 307	\$ 636	\$ (329)	100%	\$ 77	\$ 307	\$ (329)	\$ -	
225	Development Agreement: Approval/Modification	Flat Fee	1	\$ 263	\$ 154	171%	\$ 154	\$ 263	\$ (109)	100%	\$ 154	\$ 154	\$ (109)	\$ -	
226	General, Specific, or Airport Land Use Plan	Flat Fee	1	\$ 263	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
227	Use Permit	Flat Fee	8	\$ 263	\$ 307	86%	\$ 2,458	\$ 2,104	\$ 354	100%	\$ 307	\$ 2,458	\$ 354	\$ -	
228	Major Modification	Flat Fee	3	\$ 263	\$ 307	86%	\$ 922	\$ 789	\$ 133	100%	\$ 307	\$ 922	\$ 133	\$ -	
229	Land Division: Tentative Map (Parcel or Subdivision)	Flat Fee	1	\$ 94	\$ 154	61%	\$ 154	\$ 94	\$ 60	100%	\$ 154	\$ 154	\$ 60	\$ -	
230	Zoning Map or Text Change	Flat Fee	1	\$ 263	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
232	Pre-Application Meeting: Office (1 hour mtg, 1 hour prep and follow-up)	Flat Fee	59	\$ 197	\$ 307	64%	\$ 18,127	\$ 11,623	\$ 6,504	100%	\$ 307	\$ 18,127	\$ 6,504	\$ -	
233	Pre-Application Meeting: Site Visit (Hourly Rate - Minimum 5 hours for prep, travel, meeting and follow-up)	Flat Fee	1	\$ 197	\$ 346	57%	\$ 346	\$ 197	\$ 149	100%	\$ 346	\$ 346	\$ 149	\$ -	
234	Meetings & Other Activities Not Covered in this Fee Schedule	Flat Fee	1	\$ 94	\$ 115	82%	\$ 115	\$ 94	\$ 21	100%	\$ 115	\$ 115	\$ 21	\$ -	
235	Winery Status Determination	Flat Fee	1	\$ 94	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
237	established otherwise)	Hourly	1	\$ 125	\$ 461	27%	\$ 461	\$ 125	\$ 336	100%	\$ 461	\$ 461	\$ 336	\$ -	
238	Habitat Restoration or Revegetation Plan	Flat Fee	1	\$ 94	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
239	Noise Study (per hour)	Hourly	1	\$ 125	\$ 154	81%	\$ 154	\$ 125	\$ 29	100%	\$ 154	\$ 154	\$ 29	\$ -	
241	Fish & Wildlife CEQA Review Fee	Flat Fee - Variable	1	\$ 3,839	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
242	County Clerk CEQA Recording Fee	Flat Fee	1	\$ 50	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
Total User Fees								\$4,285,832	\$3,002,186	\$1,283,646		\$4,285,832	\$1,283,646	\$0	
% of Full Cost									70%	30%		100%	43%	0%	

PBES – LEA

Napa County
Local Enforcement Agency 1703000
FY2023-2024 Budget

Ord	Service Name	Fee Description	Annual Volum	Current							Recommendations				
				Per Unit			Annual				Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery	Annual Cost	Annual Revenue	Annual Subsid	Recovery Level	Fee @ Policy Le	Annual Revenue	Increased Revenue	Recommend ed Subsid	
1 Medical Waste															
2	Large Quantity Generators without Onsite Treatment	Flat Fee	9	\$ 365	\$ 629	58%	\$ 5,661	\$ 3,285	\$ 2,376	100%	\$ 629	\$ 5,661	\$ 2,376	\$ -	
3	Large Quantity Generators with Onsite Treatment	Flat Fee	2	\$ 365	\$ 629	58%	\$ 1,258	\$ 730	\$ 528	100%	\$ 629	\$ 1,258	\$ 528	\$ -	
4	Transfer Stations	Flat Fee	1	\$ 365	\$ 629	58%	\$ 629	\$ 365	\$ 264	100%	\$ 629	\$ 629	\$ 264	\$ -	
5	Common Storage Facilities	Flat Fee	2	\$ 316	\$ 629	50%	\$ 1,258	\$ 632	\$ 626	100%	\$ 629	\$ 1,258	\$ 626	\$ -	
6	Small Quantity Generators with Onsite Treatment	Flat Fee	1	\$ 316	\$ 201	157%	\$ 201	\$ 316	\$ (115)	100%	\$ 201	\$ 201	\$ (115)	\$ -	
7	Small Quantity Generators that Self-Hauls	Flat Fee	1	\$ 116	\$ 201	58%	\$ 201	\$ 116	\$ 85	100%	\$ 201	\$ 201	\$ 85	\$ -	
8	Small Quantity Generators without Onsite Treatment	Flat Fee	42	\$ 67	\$ 201	33%	\$ 8,431	\$ 2,814	\$ 5,617	100%	\$ 201	\$ 8,431	\$ 5,617	\$ -	
9 Tattoo/Body Art Fees															
10	Plan Check	Flat Fee	1	\$ 219	\$ 442	50%	\$ 442	\$ 219	\$ 223	100%	\$ 442	\$ 442	\$ 223	\$ -	
11	Inspection - Annual	Flat Fee	19	\$ 299	\$ 321	93%	\$ 6,102	\$ 5,681	\$ 421	100%	\$ 321	\$ 6,102	\$ 421	\$ -	
12	Practitioner - Annual	Flat Fee	38	\$ 108	\$ 201	54%	\$ 7,628	\$ 4,104	\$ 3,524	100%	\$ 201	\$ 7,628	\$ 3,524	\$ -	
13	Temporary Events	Flat Fee	1	\$ 100	\$ 401	25%	\$ 401	\$ 100	\$ 301	100%	\$ 401	\$ 401	\$ 301	\$ -	
14 Solid Waste															
15	Plan Amendment (10 hr.min. \$1,250.00)	Hourly	1	\$ 1,250	\$ 1,606	78%	\$ 1,606	\$ 1,250	\$ 356	100%	\$ 1,606	\$ 1,606	\$ 356	\$ -	
16	Edible Food Recovery Inspection-Flat Fee	NEW FEE-FLAT (1.5 hours, additional services hourly)	1	\$ 234	\$ 241	97%	\$ 241	\$ 234	\$ 7	100%	\$ 241	\$ 241	\$ 7	\$ -	
17	Edible Food Recovery-Additional Services	NEW FEE -FLAT	1	\$ -	\$ 161	0%	\$ 161	\$ -	\$ 161	100%	\$ 161	\$ 161	\$ 161	\$ -	
Total User Fees							\$34,219	\$19,846	\$14,373		\$34,219	\$14,373	\$0		
% of Full Cost							58%	42%			100%	72%	0%		

Footnotes

CHART: *In FY24-25 - COLA will add 4% to Salaries and Benefits \$ 22,038.32
 *In FY25-26 - COLA will add 3.5% to Salaries and Benefit \$ 19,283.53
 *In FY 26-27 - COLA will add 3.5% to Salaries and Benefi \$ 19,283.53

CHART:	FY23-24	FY24-25	FY25-26	FY26-27
LEA Division Hourly Rate with COLA	155.93	160.59	164.66	168.74

Fire

Napa County
2100 - Fire Protection
FY2023-2024 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations					
				Per Unit			Annual			Per Unit		Annual			
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy	
1	Fire Permits														
2	Fire Systems Review and Inspection:														
3	Sprinklers, 1-99 Sprinkler Heads	Flat Fee	61	\$ 607	\$ 1,417	43%	\$ 86,460	\$ 37,027	\$ 49,433	100%	\$ 1,417	\$ 86,460	\$ 49,433	\$ -	
4	Sprinklers, 100-199 Sprinkler Heads	Flat Fee \$607 + 9.36% of the contract price	81	\$ 607	\$ 2,126	29%	\$ 172,212	\$ 49,167	\$ 123,045	100%	\$ 2,126	\$ 172,212	\$ 123,045	\$ -	
5	Sprinklers, 200+ Sprinkler Heads	Flat Fee \$2032 + 1.04% of the contract price	61	\$ 2,032	\$ 2,835	72%	\$ 172,921	\$ 123,952	\$ 48,969	100%	\$ 2,835	\$ 172,921	\$ 48,969	\$ -	
5.1	Fire Alarms, <25 Devices	New Fee/Divided out	1	\$ -	\$ 1,417	0%	\$ 1,417	\$ -	\$ 1,417	100%	\$ 1,417	\$ 1,417	\$ 1,417	\$ -	
5.2	Fire Alarms, 25-50 Devices	New Fee/Divided out	1	\$ -	\$ 2,126	0%	\$ 2,126	\$ -	\$ 2,126	100%	\$ 2,126	\$ 2,126	\$ 2,126	\$ -	
5.3	Fire Alarms, 51-100 Devices	New Fee/Divided out	1	\$ -	\$ 2,835	0%	\$ 2,835	\$ -	\$ 2,835	100%	\$ 2,835	\$ 2,835	\$ 2,835	\$ -	
5.4	Fire Alarms, 101-200 Devices	New Fee/Divided out	1	\$ -	\$ 3,543	0%	\$ 3,543	\$ -	\$ 3,543	100%	\$ 3,543	\$ 3,543	\$ 3,543	\$ -	
5.5	Fire Alarms, 201+ Devices	New Fee/Divided out	1	\$ -	\$ 4,252	0%	\$ 4,252	\$ -	\$ 4,252	100%	\$ 4,252	\$ 4,252	\$ 4,252	\$ -	
5.6	Alarm Panel Communicator Upgrade	New Fee/Divided out	1	\$ -	\$ 709	0%	\$ 709	\$ -	\$ 709	100%	\$ 709	\$ 709	\$ 709	\$ -	
5.7	Dedicated Functional Systems	New Fee/Divided out	1	\$ -	\$ 709	0%	\$ 709	\$ -	\$ 709	100%	\$ 709	\$ 709	\$ 709	\$ -	
6	Fire Pump and Tank	Flat Fee	11	\$ 1,235	\$ 1,417	87%	\$ 15,591	\$ 13,585	\$ 2,006	100%	\$ 1,417	\$ 15,591	\$ 2,006	\$ -	
7	Hydrant: base	Flat Fee	1	\$ 781	\$ 827	94%	\$ 827	\$ 781	\$ 46	100%	\$ 827	\$ 827	\$ 46	\$ -	
8	Hydrant: each additional >3	Flat Fee	1	\$ 162	\$ 331	49%	\$ 331	\$ 162	\$ 169	100%	\$ 331	\$ 331	\$ 169	\$ -	
9	Fire Standpipe	Flat Fee	1	\$ 934	\$ 993	94%	\$ 993	\$ 934	\$ 59	100%	\$ 993	\$ 993	\$ 59	\$ -	
9.1	Wet Chemical/Kitchen Hood	Flat Fee	1	\$ 1,062	\$ 1,324	80%	\$ 1,324	\$ 1,062	\$ 262	100%	\$ 1,324	\$ 1,324	\$ 262	\$ -	
10	Clean Agent Gas, Dry Chemical, Carbon Dioxide, Foam, & Paint Spray Booth	Flat Fee	1	\$ 1,235	\$ 1,417	87%	\$ 1,417	\$ 1,235	\$ 182	90%	\$ 1,276	\$ 1,276	\$ 41	\$ 142	
11	Dry Chemical	Remove	-	\$ 888	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
13	Foam	Remove	-	\$ 934	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
14	Paint Spray Booth	Remove	-	\$ 1,043	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
15	ERRC (Emergency Responder Radio Coverage Systems)	New Fee - Hourly	-	\$ -	\$ 331	0%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -	
18	Additional (Applied on 3rd Field Reinspections and each subsequent)	Hourly	5	\$ 181	\$ 331	55%	\$ 1,655	\$ 905	\$ 750	100%	\$ 331	\$ 1,655	\$ 750	\$ -	
18.1	Resubmittal (Applied on the 3rd resubmittal and each subsequent)	New Fee - Hourly	1	\$ -	\$ 331	0%	\$ 331	\$ -	\$ 331	100%	\$ 331	\$ 331	\$ 331	\$ -	
19	Fire Safety Review and Inspection														
21	Tents, Canopies, Membrane Structures														
21.1	Tent Size 400-1500 sq. ft.	New Fee - Flat Fee	38	\$ 185	\$ 695	27%	\$ 26,406	\$ 7,030	\$ 19,376	100%	\$ 695	\$ 26,406	\$ 19,376	\$ -	
21.2	Tent Size 1501-5000 sq. ft.	New Fee - Flat Fee	32	\$ -	\$ 1,042	0%	\$ 33,355	\$ -	\$ 33,355	100%	\$ 1,042	\$ 33,355	\$ 33,355	\$ -	
21.3	Tent Size ≥ 5001 sq. ft.	New Fee - Flat Fee	11	\$ -	\$ 1,564	0%	\$ 17,199	\$ -	\$ 17,199	100%	\$ 1,564	\$ 17,199	\$ 17,199	\$ -	
21.4	Tent Rush Fee (Additional 50% if submitted < 14 days from event)	New Fee - 50% of the appropriate tent size fee	10	\$ -	\$ 550	0%	\$ 5,501	\$ -	\$ 5,501	100%	\$ 550	\$ 5,501	\$ 5,501	\$ -	
26	High Piled Combustible Storage and Warehousing														
27	0 - 12,000 sq. ft. area of storage	New Fee	1	\$ -	\$ 659	0%	\$ 659	\$ -	\$ 659	100%	\$ 659	\$ 659	\$ 659	\$ -	
28	12,001 - 250,000 sq. ft. area of storage	New Fee	1	\$ -	\$ 742	0%	\$ 742	\$ -	\$ 742	100%	\$ 742	\$ 742	\$ 742	\$ -	
30	250,001 - 1,000,000 sq. ft. area of storage	New Fee	1	\$ -	\$ 1,319	0%	\$ 1,319	\$ -	\$ 1,319	100%	\$ 1,319	\$ 1,319	\$ 1,319	\$ -	
31	Annual Business Inspection for High Piled Combustible Storage and Warehousing	New Hourly Fee	1	\$ -	\$ 331	0%	\$ 331	\$ -	\$ 331	100%	\$ 331	\$ 331	\$ 331	\$ -	
32	Other Fees														
33	Late Fee	Fee/Penalty - 15%	24	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
33.1	Standby Time at Special Events	Actual Cost	1	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	

Napa County
 2100 - Fire Protection
 FY2023-2024 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy
33.2	Hazardous Materials Incidence Response	Actual Cost	1	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
33.3	Fireworks Display	Flat Fee	1	\$ 1,485	\$ 1,820	82%	\$ 1,820	\$ 1,485	\$ 335	100%	\$ 1,820	\$ 1,820	\$ 335	\$ -
33.4	Annual Compliance Inspections - Code Enforcement, State Mandated Inspections, Annual Business Inspections, Storage and Warehousing Operational Permits	New Fee - Hourly	1	\$ -	\$ 331	0%	\$ 331	\$ -	\$ 331	100%	\$ 331	\$ 331	\$ 331	\$ -
33.6	Temporary Events	New Fee	1	\$ -	\$ 331	0%	\$ 331	\$ -	\$ 331	100%	\$ 331	\$ 331	\$ 331	\$ -
33.7	Special Events	New Fee - Hourly	1	\$ -	\$ 331	0%	\$ 331	\$ -	\$ 331	100%	\$ 331	\$ 331	\$ 331	\$ -
33.8	Monitoring Fee (For Redlined/Modified Plans)	New Fee - Hourly Fee	1	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
37	Fire Fees from other Departments - Engineering													
38	Code Compliance													
39	Investigation, Code Enforcement, Permit Compliance Inspection (unless specifically established otherwise)	Hourly	-	\$ 181	\$ 331	55%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
40	Appeals to the Board of Supervisors													
41	Filing Fee Paid by Appellant	Flat Fee	-	\$ 416	\$ 662	63%	\$ -	\$ -	\$ -	100%	\$ 662	\$ -	\$ -	\$ -
42	Fire Fees from other Departments - Building													
43	Building Inspection													
44	Temporary Trailer Placement	Flat Fee	-	\$ 181	\$ 331	55%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
45	Commercial - New Building (includes 2 inspections)	inspection fee	-	\$ -	\$ 575	0%	\$ -	\$ -	\$ -	100%	\$ 575	\$ -	\$ -	\$ -
46	Residential - New Dwelling	inspection fee	-	\$ -	\$ 485	0%	\$ -	\$ -	\$ -	100%	\$ 485	\$ -	\$ -	\$ -
47	All Other Building Projects	inspection fee	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
48	Temporary Certificate of Occupancy	Hourly	-	\$ 181	\$ 414	44%	\$ -	\$ -	\$ -	100%	\$ 414	\$ -	\$ -	\$ -
49	Additional Inspections or Re-Inspections	Hourly	-	\$ 181	\$ 414	44%	\$ -	\$ -	\$ -	100%	\$ 414	\$ -	\$ -	\$ -
50	Building Plan Review													
51	Commercial - New	22% of the building plan review fee	-	\$ -	\$ 331	0%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
52	Commercial - Alteration	22% of the building plan review fee	-	\$ -	\$ 331	0%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
53	Commercial - Permit Alteration/Revision	22% of the building plan review fee	-	\$ -	\$ 331	0%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
54	Residential - New	22% of the building plan review fee	-	\$ -	\$ 331	0%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
55	Residential - Alteration	22% of the building plan review fee	-	\$ -	\$ 331	0%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
56	Residential - Permit Alteration/Revision	22% of the building plan review fee	-	\$ -	\$ 331	0%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
57	Same Day (Over the Counter)	22% of the building plan review fee	-	\$ -	\$ 331	0%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
58	Quick Permit	22% of the building plan review fee	-	\$ -	\$ 331	0%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
59	Additional Plan Review	Hourly	-	\$ 181	\$ 331	55%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
59.1	Vehicle Access Gate	Flat Fee	-	\$ 217	\$ 331	66%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
59.2	Above Ground Tank or Pipe	Flat Fee	-	\$ 587	\$ 662	89%	\$ -	\$ -	\$ -	100%	\$ 662	\$ -	\$ -	\$ -
59.3	Refrigeration	Flat Fee	-	\$ 760	\$ 827	92%	\$ -	\$ -	\$ -	100%	\$ 827	\$ -	\$ -	\$ -
60	Solar Permits													
61	Hourly Rate	Hourly	-	\$ 181	\$ 331	55%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
62	Surcharge	Hourly	-	\$ 187	\$ 342	55%	\$ -	\$ -	\$ -	100%	\$ 342	\$ -	\$ -	\$ -

Napa County
 2100 - Fire Protection
 FY2023-2024 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy
63 Code Compliance														
64	specifically established otherwise)	Hourly	-	\$ 181	\$ 331	55%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
65	Investigation	Hourly	-	\$ 181	\$ 331	55%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
66	Appeals to the Board of Supervisors		-	\$ -	\$ 993	0%	\$ -	\$ -	\$ -	100%	\$ 993	\$ -	\$ -	\$ -
67	Filing Fee Paid by Appellant (in addition to fee for Clerk of the Board)	Flat Fee	-	\$ 736	\$ 993	74%	\$ -	\$ -	\$ -	100%	\$ 993	\$ -	\$ -	\$ -
68 Fees Collected for State Agencies														
69	State Strong Motion Fee: Category 1 Building Permit (1 to 3 Story Residential)	(Valuation Amount) X 0.0001, Minimum Fee = \$0.50	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
70	State Strong Motion Fee: Category 2 Building Permit (all construction not included in Category 1)	(Valuation Amount) X 0.00021, Minimum Fee = \$0.50	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
71	State Building Standards Commission Surcharge	State fee	-	\$ 1	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
72 Fire Fees from other Departments - Planning														
73 Minor Administrative														
74	Signs, Balloons, Other	Flat Fee	-	\$ 227	\$ 331	69%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
75 Administrative														
76	Land Division/Mergers: Map Exemption	Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
77	Land Division/Mergers: Tentative Map Revision	Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
78	Site Plan-Standard Approval	Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
79	Site Plan-Modification	Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
80	Telecommunication-Site Plan Approval	Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
81	Telecommunication-Permit Modification	Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
82	Temporary Event: 51 To 400 Persons Per Day	Flat Fee	-	\$ 151	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
83	Temporary Event: 401 Or More Persons Per Day	Flat Fee	-	\$ 151	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
84	Temporary Event: Non-Profit Wine Auction Related	Flat Fee	-	\$ 151	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
85	Uses)	Flat Fee	-	\$ 330	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
86	Winery Administrative Permit	Flat Fee	-	\$ 300	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
86.1	Temporary Event Category 3: 201 to 400 Persons Per Day	New Fee - Hourly	-	\$ 177	\$ 331	53%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
86.2	Temporary Event Category 3 Subsequent: 201 to 400 Persons Per Day	New Fee - Hourly	-	\$ 177	\$ 331	53%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
86.3	Temporary Event Category 4: 401 Or More Persons Per Day	New Fee - Hourly	-	\$ 177	\$ 331	53%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
86.4	Temporary Event Category 4 Subsequent: 401 Or More Persons Per Day	New Fee - Hourly	-	\$ 177	\$ 331	53%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
86.5	Festival Permit Application (forthcoming Ordinance)	New Fee - Hourly	-	\$ 177	\$ 3,309	5%	\$ -	\$ -	\$ -	100%	\$ 3,309	\$ -	\$ -	\$ -
87 Zoning Administrator Permits														
88	Certificate Of Non Conformity	Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
89	Minor Modification (Non-Residential & Residential Uses)	Flat Fee	-	\$ 330	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
90	Minor Modification (Winery Uses)	Flat Fee	-	\$ 330	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
91	Micro Winery	Flat Fee	-	\$ 330	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
92	Small Winery Exemption (Winery Uses)	Flat Fee	-	\$ 330	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
93	Variance	Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
94	Viewshed	Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
95 Planning Commission/ALUC/BOS														
96	Development Agreement: Approval/Modification	Hourly	-	\$ 181	\$ 331	55%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
97	General, Specific, or Airport Land Use Plan	Hourly	-	\$ 181	\$ 331	55%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -
98	Use Permit	Flat Fee	-	\$ 639	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
99	Major Modification	Flat Fee	-	\$ 433	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
100	Land Division: Tentative Map (Parcel or Subdivision)	Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
101	Zoning Map or Text Change	Hourly	-	\$ 181	\$ 331	55%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -

Napa County
 2100 - Fire Protection
 FY2023-2024 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations					
				Per Unit			Annual			Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy	
102 Miscellaneous Planning Services															
	Pre-Application Meeting: Office (1 hour mtg, 1 hour prep and follow-up)														
103		Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
Pre-Application Meeting: Site Visit (Hourly Rate - Minimum 5 hours for prep, travel, meeting and follow-up)															
104		Flat Fee	-	\$ 1,000	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
Use & Status Determination, Condition Complete Analysis & Research, Consultation, Meetings & Other Activities Not Covered in this Fee Schedule															
105		Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
106		Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
107 Code Compliance															
Investigation, Code Enforcement, Permit Compliance															
108		Hourly	-	\$ 181	\$ 331	55%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -	
109		Hourly	-	\$ 181	\$ 331	55%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -	
110 Fire Fees from other Departments - Public Works															
111 Public Works Map Approval															
112		Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
113		Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
114		Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
115 Public Works Certificate of Compliance															
116		Flat Fee	-	\$ 227	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
117 Code Compliance															
Investigation, Code Enforcement, Permit Compliance															
118		Hourly	-	\$ 181	\$ 331	55%	\$ -	\$ -	\$ -	100%	\$ 331	\$ -	\$ -	\$ -	
119 Appeals to the Board of Supervisors															
120		Flat Fee	-	\$ 1,000	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -	
Total User Fees							\$560,036	\$240,190	\$319,846			\$559,894	\$319,704	\$142	
% of Full Cost								43%	57%			100%	133%	0%	

Public Works

NAPA County
Public Works Dept
2024

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Annual				Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy
1 Public Works Certificate of Compliance														
2	Public Works Notice Fee (Conditional or Amended)	Flat Fee	1	\$ 137	\$ -	0%	\$ -	\$ 137	\$ (137)	100%	\$ -	\$ -	\$ (137)	\$ -
3	COC Amended	Deposit \$4,000 + T&M	1	\$ 1,623	\$ 2,364	69%	\$ 2,364	\$ 1,623	\$ 741	100%	\$ 2,364	\$ 2,364	\$ 741	\$ -
4	COC Conditional	Deposit \$4,000 + T&M	18	\$ 1,623	\$ 1,713	95%	\$ 30,828	\$ 29,217	\$ 1,611	100%	\$ 1,713	\$ 30,828	\$ 1,611	\$ -
5	COC Expedited	Flat Fee	20	\$ 463	\$ 639	73%	\$ 12,777	\$ 9,268	\$ 3,509	100%	\$ 639	\$ 12,777	\$ 3,509	\$ -
6	COC Unconditional	Deposit \$4,000 + T&M	17	\$ 595	\$ 1,503	40%	\$ 25,553	\$ 10,114	\$ 15,439	100%	\$ 1,503	\$ 25,553	\$ 15,439	\$ -
7	COC Notice of Satisfaction	Flat Fee	1	\$ 275	\$ 344	80%	\$ 344	\$ 275	\$ 69	100%	\$ 344	\$ 344	\$ 69	\$ -
8 Public Works Map Approval														
9	Certificate of Correction: base (state mandate)	Flat Fee	-	\$ 16	\$ -	0%	\$ -	\$ -	\$ -	<i>Statutory Requirement - Rate set by the State</i>				
10	Certificate of Correction - additional per page	per page	-	\$ 3	\$ -	0%	\$ -	\$ -	\$ -	<i>Statutory Requirement - Rate set by the State</i>				
11	Corner Record: base	Flat Fee	-	\$ 10	\$ -	0%	\$ -	\$ -	\$ -	<i>Statutory Requirement - Rate set by the State</i>				
12	Corner Record: additional per page	Remove	-	\$ 3	\$ 17	17%	\$ -	\$ -	\$ -	<i>Recommend removing from schedule</i>				
13	Amended Final Map	Deposit \$1,000 + T&M	1	\$ 233	\$ 2,633	9%	\$ 2,633	\$ 233	\$ 2,400	100%	\$ 2,633	\$ 2,633	\$ 2,400	\$ -
14	Parcel Map	Deposit \$6,000 + T&M	1	\$ 4,848	\$ 6,155	79%	\$ 6,155	\$ 4,848	\$ 1,307	100%	\$ 6,155	\$ 6,155	\$ 1,307	\$ -
15	Final Map - Subdivision	Deposit \$8,000 + T&M	1	\$ 4,848	\$ 7,705	63%	\$ 7,705	\$ 4,848	\$ 2,857	100%	\$ 7,705	\$ 7,705	\$ 2,857	\$ -
16	Historical Record Research	Remove	-	\$ 141	\$ -	0%	\$ -	\$ -	\$ -	<i>Recommend removing from schedule</i>				
17	LAFCO Review	Flat Fee	5	\$ 245	\$ 309	79%	\$ 1,546	\$ 1,225	\$ 321	100%	\$ 309	\$ 1,546	\$ 321	\$ -
18	Lot Line Adjustment	Flat Fee	29	\$ 1,666	\$ 1,790	93%	\$ 51,896	\$ 48,314	\$ 3,582	100%	\$ 1,790	\$ 51,896	\$ 3,582	\$ -
19	Voluntary Parcel Merger (Minor Lot Line Adjust)	Flat Fee	19	\$ 511	\$ 1,171	44%	\$ 22,256	\$ 9,709	\$ 12,547	100%	\$ 1,171	\$ 22,256	\$ 12,547	\$ -
20	Lot Line Adjustment Bundled	Remove	-	\$ 1,847	\$ -	0%	\$ -	\$ -	\$ -	<i>Recommend removing from schedule</i>				
21	Record of Survey	Flat Fee	73	\$ 737	\$ 825	89%	\$ 60,202	\$ 53,801	\$ 6,401	100%	\$ 825	\$ 60,202	\$ 6,401	\$ -
22 Public Works ROW Permits and Approvals														
23	Encroachment Permit	Flat Fee	100	\$ 451	\$ 550	82%	\$ 54,979	\$ 45,100	\$ 9,879	100%	\$ 550	\$ 54,979	\$ 9,879	\$ -
24	Encroachment Permit - utilities - Flat Fee	Flat Fee	317	\$ 451	\$ 515	87%	\$ 163,391	\$ 142,967	\$ 20,424	100%	\$ 515	\$ 163,391	\$ 20,424	\$ -
25	Encroachment Permit - utilities - multiple permit account (deposit required)	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
26	Encroachment (larger road improvement and trenching) (deposit required)	Hourly + deposit	15	\$ 153	\$ 172	89%	\$ 2,577	\$ 2,295	\$ 282	100%	\$ 172	\$ 2,577	\$ 282	\$ -
27	Temporary Encroachment	Flat Fee - NEW FEE	12	\$ -	\$ 275	0%	\$ 3,299	\$ -	\$ 3,299	100%	\$ 275	\$ 3,299	\$ 3,299	\$ -

NAPA County
Public Works Dept
2024

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy
28	Road Abandonment	Remove	-	\$ 153	\$ -	0%	\$ -	\$ -	\$ -	Recommend removing from schedule				
29	Abandonment of Irrevocable Offer	Remove	-	\$ 153	\$ -	0%	\$ -	\$ -	\$ -	Recommend removing from schedule				
30	Overload, Overheight, Overwidth Permit- Annual Trip(s)	Fixed Fee	1	\$ 90	\$ 103	87%	\$ 103	\$ 90	\$ 13	100%	\$ 103	\$ 103	\$ 13	\$ -
31	Overload, Overheight, Overwidth Permit- Single Trip	Fixed Fee	1	\$ 15	\$ 17	87%	\$ 17	\$ 15	\$ 2	Statutory Requirement - Rate set by the State				
32	Parking Permit	Flat Fee	1	\$ 22	\$ 52	43%	\$ 52	\$ 22	\$ 30	100%	\$ 52	\$ 52	\$ 30	\$ -
33	Pre-Application Meeting	Flat Fee	1	\$ 306	\$ 1,184	26%	\$ 1,184	\$ 306	\$ 878	100%	\$ 1,184	\$ 1,184	\$ 878	\$ -
34	Consultation (first two hours free)	\$1,000 deposit + Time and Materials	1	\$ 153	\$ 344	45%	\$ 344	\$ 153	\$ 191	100%	\$ 344	\$ 344	\$ 191	\$ -
35	Right of Way or Easement Abandonment	\$5,000 deposit + Time and Materials	1	\$ 153	\$ 1,451	11%	\$ 1,451	\$ 153	\$ 1,298	100%	\$ 1,451	\$ 1,451	\$ 1,298	\$ -
36	Special Events Waiver Fee	Flat Fee	-	\$ 149	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ 149	\$ -	\$ -	\$ -
37	Special Events & Filming App. Review (\$364.50) Special Events & Filming Permit (\$364.50)	Flat Fee	1	\$ 729	\$ 794	92%	\$ 794	\$ 729	\$ 65	100%	\$ 794	\$ 794	\$ 65	\$ -
38 Appeals to the Board of Supervisors														
39	Filing Fee Paid by Appellant	Flat Fee	126	\$ 1,000	\$ 2,019	50%	\$ 254,365	\$ 126,000	\$ 128,365	100%	\$ 2,000	\$ 252,000	\$ 126,000	\$ 2,365
40	Public Right of Way Encroachment	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	Recommend removing from schedule				
41	Single Driveways	Remove	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -	Recommend removing from schedule				
42	Bid Protest Fee	Flat Fee	1	\$ 875	\$ 1,471	59%	\$ 1,471	\$ 875	\$ 596	100%	\$ 1,471	\$ 1,471	\$ 596	\$ -
43 Administrative Fees (Roads)														
44	Temporary Event Category 3: 201 to 400 Persons Per Day	New Fee - Hourly	1	\$ 172	\$ 172	100%	\$ 172	\$ 172	\$ -	100%	\$ 172	\$ 172	\$ -	\$ -
45	Temporary Event Category 3 Subsequent: 201 to 400 Persons Per Day	New Fee - Hourly	1	\$ 172	\$ 172	100%	\$ 172	\$ 172	\$ -	100%	\$ 172	\$ 172	\$ -	\$ -
46	Temporary Event Category 4: 401 Or More Persons Per Day	New Fee - Hourly	1	\$ 172	\$ 172	100%	\$ 172	\$ 172	\$ -	100%	\$ 172	\$ 172	\$ -	\$ -
47	Temporary Event Category 4 Subsequent: 401 Or More Persons Per Day	New Fee - Hourly	1	\$ 172	\$ 172	100%	\$ 172	\$ 172	\$ -	100%	\$ 172	\$ 172	\$ -	\$ -
48 Flood District - Permits and Reviews														
49	Temporary/Permanent Encroachment Permit (Standard forms)	Flat Fee - NEW FEE	4	\$ 20	\$ 172	12%	\$ 687	\$ 80	\$ 607	100%	\$ 172	\$ 687	\$ 607	\$ -
50	Permanent Encroachment (large projects/special conditions)	Hourly - NEW FEE	2	\$ 35	\$ 172	20%	\$ 344	\$ 70	\$ 274	100%	\$ 172	\$ 344	\$ 274	\$ -
51	Temporary Encroachment	Hourly - NEW FEE	2	\$ 50	\$ 172	29%	\$ 344	\$ 100	\$ 244	100%	\$ 172	\$ 344	\$ 244	\$ -
52	Design Plan Review - Initial Consultation	1st Hour Free - NEW FEE	5	\$ 55	\$ 172	32%	\$ 859	\$ 275	\$ 584	100%	\$ 172	\$ 859	\$ 584	\$ -
53	Design Plan Review - Additional Consultation	Hourly - NEW FEE	3	\$ 91	\$ 172	53%	\$ 515	\$ 273	\$ 242	100%	\$ 172	\$ 515	\$ 242	\$ -

NAPA County
Public Works Dept
2024

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy
54 Flood District - Appeals to the Board														
55	General Descision Appeal Filing Fee - Paid by Appellant	Penalty - NEW FEE	126	\$ 1,000	\$ 1,031	97%	\$ 129,888	\$ 126,000	\$ 3,888	100%	\$ 1,031	\$ 129,888	\$ 3,888	\$ -
56	Bid Protest Fee - Paid by Protester	Flat Fee - NEW FEE	1	\$ 875	\$ 1,031	85%	\$ 1,031	\$ 875	\$ 156	100%	\$ 1,031	\$ 1,031	\$ 156	\$ -
57	Roads Non Fee Activities	Non Fee	1	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
58 Public Works Fees from Other Departments - Planning														
59	Winery Administrative Permit	Change to Hourly	-	\$ 199	\$ 172	116%	\$ -	\$ -	\$ -	100%	\$ 172	\$ -	\$ -	\$ -
60	Minor Modification (Winery Uses)	Change to Hourly	-	\$ 459	\$ 172	267%	\$ -	\$ -	\$ -	100%	\$ 172	\$ -	\$ -	\$ -
61	Micro Winery	Change to Hourly	-	\$ 459	\$ 172	267%	\$ -	\$ -	\$ -	100%	\$ 172	\$ -	\$ -	\$ -
62	Small Winery Exemption	Change to Hourly	-	\$ 459	\$ 172	267%	\$ -	\$ -	\$ -	100%	\$ 172	\$ -	\$ -	\$ -
Total User Fees							\$842,639	\$620,678	\$221,961			\$840,257	\$219,594	\$2,365
% of Full Cost								74%	26%			100%	35%	0%

Animal Shelter

Napa County
Animal Shelter
2024

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue ²	Increased Revenue	Recommended Subsidy
1 License Fees														
2	Dogs Altered - 6 Months	New Fee	-	\$ -	\$ 59	0%	\$ -	\$ -	\$ -	25%	\$ 15	\$ -	\$ -	\$ -
3	Dogs Altered - 1 Year	Flat Fee	791	\$ 20	\$ 59	34%	\$ 46,408	\$ 15,820	\$ 30,588	34%	\$ 20	\$ 15,779	\$ (41)	\$ 30,629
4	Dogs Altered - 2 Years	Flat Fee	201	\$ 35	\$ 59	60%	\$ 11,793	\$ 7,035	\$ 4,758	60%	\$ 35	\$ 7,076	\$ 41	\$ 4,717
5	Dogs Altered - 3 Years	Flat Fee	94	\$ 50	\$ 59	85%	\$ 5,515	\$ 4,700	\$ 815	85%	\$ 50	\$ 4,688	\$ (12)	\$ 827
6	Dogs Unaltered - 6 months	New Fee	-	\$ -	\$ 176	0%	\$ -	\$ -	\$ -	26%	\$ 46	\$ -	\$ -	\$ -
7	Dogs Unaltered - 1 Year	Flat Fee	448	\$ 55	\$ 117	47%	\$ 52,569	\$ 24,640	\$ 27,929	51%	\$ 60	\$ 26,810	\$ 2,170	\$ 25,759
8	Dogs Unaltered - 2 Years	Flat Fee	32	\$ 91	\$ 176	52%	\$ 5,632	\$ 2,912	\$ 2,720	54%	\$ 95	\$ 3,041	\$ 129	\$ 2,591
9	Dogs Unaltered - 3 Years	Flat Fee	25	\$ 138	\$ 235	59%	\$ 5,867	\$ 3,438	\$ 2,430	60%	\$ 141	\$ 3,520	\$ 83	\$ 2,347
10	Fee for late renewal	Penalty	2	\$ 25	\$ 35	72%	\$ 70	\$ 50	\$ 20	72%	\$ 25	Penalty Fee- No Review		
11	Replacement fee	Flat Fee	1	\$ 7	\$ 35	19%	\$ 35	\$ 7	\$ 28	42%	\$ 15	\$ 15	\$ 8	\$ 20
12	Transfer fee	DELETE FEE	-	\$ 7	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	Recommendation to remove from schedule		
13	Voluntary One-Year Cat License	Flat Fee	1	\$ 20	\$ 59	34%	\$ 59	\$ 20	\$ 39	50%	\$ 29	\$ 29	\$ 9	\$ 29
14 Adoption Fees														
15	Senior Dog (6+ Years)	Flat Fee	44	\$ 65	\$ 252	26%	\$ 11,086	\$ 2,860	\$ 8,226	20%	\$ 50	\$ 2,217	\$ (643)	\$ 8,869
16	Adult Dog (5+ Months)	Flat Fee	206	\$ 150	\$ 252	60%	\$ 51,904	\$ 30,900	\$ 21,004	60%	\$ 151	\$ 31,142	\$ 242	\$ 20,762
17	Puppy (0-5 Months)	Flat Fee	69	\$ 195	\$ 287	68%	\$ 19,834	\$ 13,455	\$ 6,379	68%	\$ 195	\$ 13,487	\$ 32	\$ 6,347
18	Senior Cat (6+ Years)	Flat Fee	11	\$ 60	\$ 252	24%	\$ 2,772	\$ 660	\$ 2,112	16%	\$ 40	\$ 443	\$ (217)	\$ 2,328
19	Adult Cat (5+ Months)	Flat Fee	119	\$ 90	\$ 252	36%	\$ 29,983	\$ 10,710	\$ 19,273	36%	\$ 91	\$ 10,794	\$ 84	\$ 19,189
20	Kitten (0-5 Months)	Flat Fee	442	\$ 130	\$ 287	45%	\$ 127,054	\$ 57,460	\$ 69,594	45%	\$ 129	\$ 57,174	\$ (286)	\$ 69,880
21	Feral/Barn Cat	Flat Fee	13	\$ 45	\$ 252	18%	\$ 3,275	\$ 585	\$ 2,690	18%	\$ 45	\$ 590	\$ 5	\$ 2,686
22	Senior pet adoption (people 65+)	Flat Fee	17	\$ 98	\$ 252	39%	\$ 4,283	\$ 1,658	\$ 2,626	39%	\$ 98	\$ 1,670	\$ 13	\$ 2,613
23	Rabbit	Flat Fee	18	\$ 40	\$ 252	16%	\$ 4,535	\$ 720	\$ 3,815	16%	\$ 40	\$ 726	\$ 6	\$ 3,810
24	Small animal	Flat Fee	39	\$ 10	\$ 252	4%	\$ 9,826	\$ 390	\$ 9,436	6%	\$ 15	\$ 590	\$ 200	\$ 9,237
25	Small Livestock	Flat Fee	2	\$ 50	\$ 252	20%	\$ 504	\$ 100	\$ 404	20%	\$ 50	\$ 101	\$ 1	\$ 403
26	Large Livestock	Flat Fee	5	\$ 100	\$ 252	40%	\$ 1,260	\$ 500	\$ 760	40%	\$ 101	\$ 504	\$ 4	\$ 756
27	Exotic Animal	Flat Fee	1	\$ 75	\$ 252	30%	\$ 252	\$ 75	\$ 177	30%	\$ 76	\$ 76	\$ 1	\$ 176
28 Veterinary Service Fees														
29	Rabies vaccine	Flat Fee	1,571	\$ 6	\$ 52	11%	\$ 82,147	\$ 9,426	\$ 72,721	20%	\$ 10	\$ 16,429	\$ 7,003	\$ 65,718
30	Microchip dog (any age)	Flat Fee	525	\$ 20	\$ 52	38%	\$ 27,452	\$ 10,500	\$ 16,952	38%	\$ 20	\$ 10,432	\$ (68)	\$ 17,020
31	Microchip cat (any age)	Flat Fee	605	\$ 15	\$ 52	29%	\$ 31,635	\$ 9,075	\$ 22,560	38%	\$ 20	\$ 12,021	\$ 2,946	\$ 19,614
32	Rabbit Hemoragic Fever Vaccine	Flat Fee	37	\$ 10	\$ 52	19%	\$ 1,935	\$ 370	\$ 1,565	19%	\$ 10	\$ 368	\$ (2)	\$ 1,567
32.1	Vaccine Bundle	New Fee	1	\$ -	\$ 27	0%	\$ 27	\$ -	\$ 27	100%	\$ 27	\$ 27	\$ 27	\$ -

Napa County
Animal Shelter
2024

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue2	Increased Revenue	Recommended Subsidy
33 Fees for Reclaiming Impound Animals														
34	Dog 1st offense	Penalty	-	\$ 65	\$ 178	37%	\$ -	\$ -	\$ -	37%	\$ 66	Penalty Fee- No Review		
35	Dog 2nd offense	Penalty	-	\$ 95	\$ 178	53%	\$ -	\$ -	\$ -	54%	\$ 96	Penalty Fee- No Review		
36	Dog 3rd offense	Penalty	-	\$ 125	\$ 178	70%	\$ -	\$ -	\$ -	70%	\$ 125	Penalty Fee- No Review		
37	Dog 4th offense	New Penalty	-	\$ -	\$ 208	0%	\$ -	\$ -	\$ -	75%	\$ 156	Penalty Fee- No Review		
38	Dog 5th offense	New Penalty	-	\$ -	\$ 239	0%	\$ -	\$ -	\$ -	78%	\$ 186	Penalty Fee- No Review		
39	Dog 6th offense	New Penalty	-	\$ -	\$ 269	0%	\$ -	\$ -	\$ -	80%	\$ 215	Penalty Fee- No Review		
40	Dog Subsequent offenses	Penalty	-	\$ 175	\$ 239	73%	\$ -	\$ -	\$ -	100%	\$ 239	Penalty Fee- No Review		
41	Dog Daily Board	Flat Fee	1	\$ 25	\$ 178	14%	\$ 178	\$ 25	\$ 153	17%	\$ 30	\$ 30	\$ 5	\$ 148
42	Cat 1st offense	Penalty	-	\$ 20	\$ 178	11%	\$ -	\$ -	\$ -	17%	\$ 30	Penalty Fee- No Review		
43	Cat 2nd offense	Penalty	-	\$ 45	\$ 178	25%	\$ -	\$ -	\$ -	31%	\$ 55	Penalty Fee- No Review		
44	Cat 3rd offense	Penalty	-	\$ 80	\$ 178	45%	\$ -	\$ -	\$ -	45%	\$ 80	Penalty Fee- No Review		
45	Cat 4th offense	New Penalty	-	\$ -	\$ 208	0%	\$ -	\$ -	\$ -	51%	\$ 106	Penalty Fee- No Review		
46	Cat 5th offense	New Penalty	-	\$ -	\$ 239	0%	\$ -	\$ -	\$ -	55%	\$ 131	Penalty Fee- No Review		
47	Cat 6th offense	New Penalty	-	\$ -	\$ 269	0%	\$ -	\$ -	\$ -	58%	\$ 156	Penalty Fee- No Review		
48	Cat Subsequent offenses	Penalty	-	\$ 115	\$ 239	48%	\$ -	\$ -	\$ -	76%	\$ 181	Penalty Fee- No Review		
49	Cat Daily Board	Flat Fee	1	\$ 20	\$ 178	11%	\$ 178	\$ 20	\$ 158	14%	\$ 25	\$ 25	\$ 5	\$ 153
50	Small Animal All Offenses	Penalty	-	\$ 20	\$ 178	11%	\$ -	\$ -	\$ -	14%	\$ 25	Penalty Fee- No Review		
51	Small Animal Daily Board	Flat Fee	1	\$ 10	\$ 178	6%	\$ 178	\$ 10	\$ 168	12%	\$ 21	\$ 21	\$ 11	\$ 157
52	Hooved farm animals all offenses	Penalty	-	\$ 100	\$ 208	48%	\$ -	\$ -	\$ -	48%	\$ 100	Penalty Fee- No Review		
53	Hooved farm animals daily board	Flat Fee	1	\$ 25	\$ 208	12%	\$ 208	\$ 25	\$ 183	15%	\$ 31	\$ 31	\$ 6	\$ 177
54	Afterhours surcharge	DELETE FEE	-	\$ 149	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	Recommendation to remove from schedule		
55 Owner Surrender														
56	Dog with veterinarian records	Flat Fee	16	\$ 50	\$ 105	48%	\$ 1,673	\$ 800	\$ 873	77%	\$ 81	\$ 1,288	\$ 488	\$ 385
57	Dog without veterinarian records	Flat Fee	27	\$ 70	\$ 105	67%	\$ 2,824	\$ 1,890	\$ 934	96%	\$ 100	\$ 2,711	\$ 821	\$ 113
58	Cat with veterinarian records	Flat Fee	24	\$ 40	\$ 105	38%	\$ 2,510	\$ 960	\$ 1,550	77%	\$ 81	\$ 1,933	\$ 973	\$ 577
59	Cat without veterinarian records	Flat Fee	68	\$ 60	\$ 105	57%	\$ 7,111	\$ 4,080	\$ 3,031	96%	\$ 100	\$ 6,827	\$ 2,747	\$ 284
60	Small animal with vet records	Flat Fee	1	\$ 28	\$ 105	26%	\$ 105	\$ 28	\$ 77	77%	\$ 81	\$ 81	\$ 53	\$ 24
61	Small animal without vet records	Flat Fee	16	\$ 40	\$ 105	38%	\$ 1,673	\$ 640	\$ 1,033	96%	\$ 100	\$ 1,606	\$ 966	\$ 67
62	Livestock	Flat Fee	1	\$ 110	\$ 105	105%	\$ 105	\$ 110	\$ (5)	105%	\$ 110	\$ 110	\$ (0)	\$ (5)
63	Non-Napa County resident charge	Flat Fee	1	\$ 50	\$ 105	48%	\$ 105	\$ 50	\$ 55	96%	\$ 100	\$ 100	\$ 50	\$ 4

Napa County
Animal Shelter
2024

Ord	Service Name	Fee Description	Annual Volume	Current							Recommendations				
				Per Unit			Annual				Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy	
64 Owner Requested Euthanasia & Disposal															
65	Dog Euthanasia Service	Flat Fee	94	\$ 60	\$ 66	91%	\$ 6,191	\$ 5,640	\$ 551	99%	\$ 65	\$ 6,129	\$ 489	\$ 62	
66	Dog E Service & Disposal	Flat Fee	90	\$ 100	\$ 103	97%	\$ 9,284	\$ 9,000	\$ 284	97%	\$ 100	\$ 9,005	\$ 5	\$ 279	
67	Cat Euthanasia Service	Flat Fee	72	\$ 50	\$ 51	98%	\$ 3,668	\$ 3,600	\$ 68	98%	\$ 50	\$ 3,594	\$ (6)	\$ 73	
68	Cat E Service & Disposal	Flat Fee	66	\$ 75	\$ 81	93%	\$ 5,331	\$ 4,950	\$ 381	99%	\$ 80	\$ 5,278	\$ 328	\$ 53	
69	Small Animal Euthanasia Service	Flat Fee	6	\$ 25	\$ 51	49%	\$ 306	\$ 150	\$ 156	58%	\$ 30	\$ 177	\$ 27	\$ 128	
70	Small Animal E Service & Disposal	Flat Fee	6	\$ 65	\$ 73	89%	\$ 440	\$ 390	\$ 50	89%	\$ 65	\$ 392	\$ 2	\$ 48	
71	Surcharge for Animal Control Officer transport to shel	DELETE FEE	-	\$ 38	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	Recommendation to remove from schedule			
72 Fees for Fence Checks for Animal Service Agencies															
73	Fence inspection	DELETE FEE	-	\$ 24	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	Recommendation to remove from schedule			
74 Fees For Rental of Small Animal Traps															
75	72-hour small animal trap rental	Flat Fee	1	\$ 6	\$ 27	22%	\$ 27	\$ 6	\$ 21	0%	\$ -	\$ -	\$ (6)	\$ 27	
76	Refundable security deposit	Flat Fee	2	\$ 50	\$ 55	92%	\$ 109	\$ 100	\$ 9	275%	\$ 150	\$ 300	\$ 200	\$ (191)	
77 Fees for Quarantine of Animals															
78	Daily quarantine fees (10 day minimum, cost per day)	Flat Fee	41	\$ 30	\$ 90	34%	\$ 3,670	\$ 1,230	\$ 2,440	50%	\$ 45	\$ 1,835	\$ 605	\$ 1,835	
80	Administration fees	Flat Fee	1	\$ 60	\$ 209	29%	\$ 209	\$ 60	\$ 149	29%	\$ 61	\$ 61	\$ 1	\$ 149	
81 Kennel Fees															
82	Hourly Rate for Inspection	DELETE FEE	4	\$ 95	\$ -	0%	\$ -	\$ 380	\$ (380)	100%	\$ -	\$ -	\$ (380)	\$ -	
83	Annual operating permit	Flat Fee	4	\$ 190	\$ 209	91%	\$ 837	\$ 760	\$ 77	100%	\$ 209	\$ 837	\$ 77	\$ -	
84	Late fee for annual operating permit	Penalty	1	\$ 238	\$ 284	84%	\$ 284	\$ 238	\$ 46	100%	\$ 284	\$ 284	\$ 46	\$ -	
Total User Fees							\$584,916	\$243,206	\$341,710						
% of Full Cost								42%	58%		\$262,404	\$19,249	\$322,442		
											45%	8%	55%		

Agriculture Commission and Weights & Measures

Napa County
 Agriculture
 FY 2023-2024 Budget

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
1 Notification Fees														
2	Structural Pest Control Business, Initial Branch 1	State	3	\$ 25	\$ 73	34%	\$ 218	\$ 75	\$ 143	34%	\$ 25	\$ 75	\$ -	\$ 143
3	Structural Pest Control Business, Initial Branch 2-3 Structural Pest Control Business, Amendment, Branch	State	95	\$ 10	\$ 73	14%	\$ 6,894	\$ 950	\$ 5,944	14%	\$ 10	\$ 950	\$ -	\$ 5,944
4	1 Structural Pest Control Business, Amendment, Branch	State	-	\$ 10	\$ 36	28%	\$ -	\$ -	\$ -	28%	\$ 10	\$ -	\$ -	\$ -
5	2-3 Structural Pest Control Business, Amendment, Branch	State	-	\$ 10	\$ 36	28%	\$ -	\$ -	\$ -	28%	\$ 10	\$ -	\$ -	\$ -
6 Registration Fees														
7	Farm Labor Contractor	Set by BOS	-	\$ 72	\$ 144	50%	\$ -	\$ -	\$ -	73%	\$ 105	\$ -	\$ -	\$ -
8	Maintenance Gardener	State Hourly Rate	13	\$ 25	\$ 144	17%	\$ 1,871	\$ 325	\$ 1,546	17%	\$ 25	\$ 325	\$ -	\$ 1,546
9	Pest Control Advisor - In County	State	-	\$ 10	\$ 73	14%	\$ -	\$ -	\$ -	14%	\$ 10	\$ -	\$ -	\$ -
10	Pest Control Advisor - Out of County	State	-	\$ 5	\$ 73	7%	\$ -	\$ -	\$ -	7%	\$ 5	\$ -	\$ -	\$ -
11	Pest Control Business	Set by BOS	171	\$ 72	\$ 109	66%	\$ 18,614	\$ 12,312	\$ 6,302	96%	\$ 105	\$ 17,955	\$ 5,643	\$ 659
12	Pilot - In County	State	3	\$ 10	\$ 218	5%	\$ 653	\$ 30	\$ 623	5%	\$ 10	\$ 30	\$ -	\$ 623
13	Pilot - Out of County	State	10	\$ 5	\$ 218	2%	\$ 2,177	\$ 50	\$ 2,127	2%	\$ 5	\$ 50	\$ -	\$ 2,127
14	Apiary	State	1	\$ 10	\$ 73	14%	\$ 73	\$ 10	\$ 63	14%	\$ 10	\$ 10	\$ -	\$ 63

Napa County
 Agriculture
 FY 2023-2024 Budget

Ord #	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
15 Hourly Rate Activities														
16	Certified Farmers' Market Certificates	State Set Hourly Rate	2	\$ 60	\$ 144	42%	\$ 288	\$ 120	\$ 168	42%	\$ 60	\$ 120	\$ -	\$ 168
17	Certified Producer's Certificates	State Set Hourly Rate	13	\$ 60	\$ 144	42%	\$ 1,871	\$ 780	\$ 1,091	42%	\$ 60	\$ 780	\$ -	\$ 1,091
18	W&M Non-Commercial Device Testing	Hourly Rate	-	\$ 107	\$ 144	74%	\$ -	\$ -	\$ -	100%	\$ 144	\$ -	\$ -	\$ -
19	W&M Standby Rate / Missed Appointments / Rescheduling	Hourly Rate	-	\$ 107	\$ 144	74%	\$ -	\$ -	\$ -	100%	\$ 144	\$ -	\$ -	\$ -
20	W&M Testing / Reinspection of Devices & POS Systems	Hourly Rate	-	\$ 107	\$ 144	74%	\$ -	\$ -	\$ -	100%	\$ 144	\$ -	\$ -	\$ -
21	Phytosanitary Certificates	Hourly Rate	19	\$ 96	\$ 144	67%	\$ 2,735	\$ 1,824	\$ 911	100%	\$ 144	\$ 2,735	\$ 911	\$ -
22	Quarantine Compliance Certificates	Hourly Rate	-	\$ 96	\$ 144	67%	\$ -	\$ -	\$ -	100%	\$ 144	\$ -	\$ -	\$ -
23	Re-inspection of Sealed Goods	Hourly Rate	-	\$ 96	\$ 144	67%	\$ -	\$ -	\$ -	100%	\$ 144	\$ -	\$ -	\$ -
24	Environmental Impact Report Review	Hourly Rate	-	\$ 111	\$ 144	77%	\$ -	\$ -	\$ -	100%	\$ 144	\$ -	\$ -	\$ -
25	Investigation/Abatement of Unpermitted/Non-Compliant Rooster Keeping Site	Hourly Rate	-	\$ 111	\$ 144	77%	\$ -	\$ -	\$ -	100%	\$ 144	\$ -	\$ -	\$ -
26	Requests for Public Information	Hourly Rate	-	\$ 111	\$ 144	77%	\$ -	\$ -	\$ -	100%	\$ 144	\$ -	\$ -	\$ -
27	Wine Grape Inspection	Hourly Rate	-	\$ 44	\$ 68	64%	\$ -	\$ -	\$ -	100%	\$ 68	\$ -	\$ -	\$ -
28 Media Fees														
29	Public Record Copying Fees - First 5 pages	Flat Fee	-	\$ 3	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ 3	\$ -	\$ -	\$ -
30	Public Record Copying Fees - Each additional page of that same document.	per page	-	\$ 0.10	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ 0.10	\$ -	\$ -	\$ -
31	CD/DVDs	per CD + hourly li	-	\$ 0.20	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ 0.20	\$ -	\$ -	\$ -
32	Returned Item/Check Fee	per item	-	\$ 45	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ 45	\$ -	\$ -	\$ -

Ord. #	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit			Annual			Per Unit		Annual		
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
33 Weights & Measures / Devices														
34	W&M Testing: Non-Commercial Device Testing	Per Hour	-	\$ 107	\$ 144	74%	\$ -	\$ -	\$ -	100%	\$ 144	\$ -	\$ -	\$ -
	W&M Testing: Standby Rate/Missed													
35	Appt/Rescheduling	Per Hour	-	\$ 107	\$ 144	74%	\$ -	\$ -	\$ -	100%	\$ 144	\$ -	\$ -	\$ -
	W&M Testing: Test & Reinsp fees for Devices & POS													
36	Systems	Per Hour	-	\$ 107	\$ 144	74%	\$ -	\$ -	\$ -	100%	\$ 144	\$ -	\$ -	\$ -
37	CA W&M Admin: Electric, Vapor or Water Sub-Meter	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
38	CA W&M Admin: CNG Meter	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
39	CA W&M Admin: Fabric, Cordage, Wire Meter	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
40	CA W&M Admin: Grease and Lube Meter	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
41	CA W&M Admin: Odometer	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
42	CA W&M Admin: Retail Motor Fuel Dispenser	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
43	CA W&M Admin: Retail Meter	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
44	CA W&M Admin: Retail Water Meter	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
45	CA W&M Admin: Tank (Liquid Test)	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
46	CA W&M Admin: Taximeter	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
47	CA W&M Admin: Vehicle Meter	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
48	CA W&M Admin: Wholesale Meter	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
49	CA W&M Admin: Misc Measuring Device	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
50	CA W&M Admin: Weighing Devices less than 2,000 lbs	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
51	CA W&M Admin: Weighing Devices between 2,000 - 9,999 lbs	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					
52	CA W&M Admin: Weighing Devices 10,000 lbs or greater	Per Device	-	\$ -	\$ -	0%	\$ -	\$ -	\$ -					

No cost analysis done on fees #37 - #52.
 The State Admin fees are authorized by Business and Professions Code section 12241, and set forth in 4 CCR §4075.

Napa County
 Agriculture
 FY 2023-2024 Budget

Ord	Service Name	Fee Description	Annual Volum	Current						Recommendations					
				Per Unit			Annual			Per Unit			Annual		
				Current Fee	Full Cost	Current Recovery%	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy	
53	Device Registr: Business Location	State Capped	-	\$ 120	\$ 120	100%	\$ -	\$ -	\$ -	100%	\$ 120	\$ -	\$ -	\$ -	
54	Device Registr: Electric Utility Submeters	State Capped	259	\$ 3	\$ 68	4%	\$ 17,577	\$ 777	\$ 16,800	4%	\$ 3	\$ 777	\$ -	\$ 16,800	
55	Device Registr: Vapor (Gas) Utility Submeters	State Capped	247	\$ 10	\$ 163	6%	\$ 40,278	\$ 2,472	\$ 37,806	6%	\$ 10	\$ 2,472	\$ -	\$ 37,806	
56	Device Registr: Water Utility Submeters	State Capped	557	\$ 6	\$ 132	5%	\$ 73,761	\$ 3,344	\$ 70,417	5%	\$ 6	\$ 3,344	\$ -	\$ 70,417	
57	Device Registr: LPG (Liquid Petroleum Gas) Meters	State Capped	45	\$ 185	\$ 397	47%	\$ 17,868	\$ 8,325	\$ 9,543	47%	\$ 185	\$ 8,325	\$ -	\$ 9,543	
58	Device Registr: Livestock Scales: 2,000 - 9,999 lbs	State Capped	3	\$ 100	\$ 435	23%	\$ 1,306	\$ 300	\$ 1,006	23%	\$ 100	\$ 300	\$ -	\$ 1,006	
59	Device Registr: Livestock Scales: 10,000 lbs or greater	State Capped	1	\$ 150	\$ 435	34%	\$ 435	\$ 150	\$ 285	34%	\$ 150	\$ 150	\$ -	\$ 285	
60	Device Registr: Prescription/Jewelry Scales	State Capped	6	\$ 80	\$ 97	83%	\$ 581	\$ 480	\$ 101	83%	\$ 80	\$ 480	\$ -	\$ 101	
61	Device Registr: Miscellaneous Weighing Devices	State Capped	18	\$ 20	\$ 97	21%	\$ 1,742	\$ 360	\$ 1,382	21%	\$ 20	\$ 360	\$ -	\$ 1,382	
62	Device Registr: 1 - 3 POS Registers	Flat Fee	206	\$ 180	\$ 252	71%	\$ 51,890	\$ 37,080	\$ 14,810	100%	\$ 252	\$ 51,890	\$ 14,810	\$ -	
63	Device Registr: 4 - 9 POS Registers	Flat Fee	52	\$ 269	\$ 360	75%	\$ 18,712	\$ 13,988	\$ 4,724	100%	\$ 360	\$ 18,712	\$ 4,724	\$ -	
64	Device Registr: 10+ POS Registers	Flat Fee	20	\$ 329	\$ 432	76%	\$ 8,636	\$ 6,580	\$ 2,056	100%	\$ 432	\$ 8,636	\$ 2,056	\$ -	
65	Device Registr: Wholesale and Vehicle Meters	State Capped	31	\$ 75	\$ 433	17%	\$ 13,412	\$ 2,325	\$ 11,087	17%	\$ 75	\$ 2,325	\$ -	\$ 11,087	
66	Device Registr: Computing Scales less than 100 lbs	State Capped	377	\$ 25	\$ 120	21%	\$ 45,425	\$ 9,425	\$ 36,000	21%	\$ 25	\$ 9,425	\$ -	\$ 36,000	
67	Device Registr: Weighing Devices between 101 and 2,000 lbs	State Capped	50	\$ 50	\$ 145	34%	\$ 7,257	\$ 2,500	\$ 4,757	34%	\$ 50	\$ 2,500	\$ -	\$ 4,757	
68	Device Registr: Weighing Devices between 2,001 and 9,999 lbs	State Capped	469	\$ 150	\$ 452	33%	\$ 211,912	\$ 70,350	\$ 141,562	33%	\$ 150	\$ 70,350	\$ -	\$ 141,562	
69	Device Registr: Weighing Devices 10,000 lbs or greater	State Capped	194	\$ 250	\$ 542	46%	\$ 105,188	\$ 48,500	\$ 56,688	46%	\$ 250	\$ 48,500	\$ -	\$ 56,688	
70	Device Registr: Other/Misc Measuring Devices	State Capped	1,365	\$ 26	\$ 109	24%	\$ 148,274	\$ 35,490	\$ 112,784	24%	\$ 26	\$ 35,490	\$ -	\$ 112,784	
Total User Fees								\$799,648	\$258,922	\$540,726		\$287,066	\$28,144	\$512,582	
% of Full Cost									32%	68%		36%	11%	64%	

**NAPA COUNTY FEES FOR SERVICES
PROVIDED BY COUNTY DEPARTMENTS AND AGENCIES**

<u>PARTS</u>	<u>SECTION</u>	<u>TAB</u>
General Provisions	10.000	1
Agricultural Commissioner / Sealer of Weights and Measures	20.000	2
Airport	30.000	3
Assessor-Recorder-County Clerk – Assessor Division	40.000	4
Auditor	50.000	5
Board of Equalization	55.000	6
Clerk of the Board of Supervisors	60.000	7
County Executive Office	65.000	8
Planning, Building & Environmental Services – Building Division	70.000	9
Planning, Building & Environmental Services – Engineering Division	75.000	10
Planning, Building & Environmental Services – Planning & Conservation	80.000	11
County Fire Department / Fire Marshal	85.000	12
Assessor-Recorder-County Clerk – Recorder-County Clerk Division	90.000A	13
Assessor-Recorder-County Clerk – Election Division	90.000B	14
County Counsel	95.000	15
Criminal Justice	100.000	16
District Attorney (Family Support)	105.000	17
Planning, Building & Environmental Services – Environmental Services Division	110.000	18
Public Works – Division of Animal Shelter	115.000	19
Information Technology Services	116.000	20
Local Enforcement Agency	117.000	21
Health and Human Services	120.000	22
Library	125.000	23
Local Agency Formation Commission (LAFCO)	130.000	24
Public Conservator / Public Guardian	135.000	25
Public Works	140.000	27
Countywide Document Reproduction and Miscellaneous Fees	160.000	28
Reproduction of County Code	170.000	29
Sheriff	175.000	30
Treasurer / Tax Collector	180.000	31

BOS Adopted 2-7-06
Revised 11-21-06; Resolution 06-199
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-xx (eff 10-13-12)
Revised 10-2-12; Resolution 2012-123(eff 10-13-12)
Revised 02-05-2013; Resolution 2013-13 (eff 04-08-13)
Revised 05-08-2018; Resolution 2018-52 (eff 05-08-18)
Revised 08-14-2018; Resolution 2018-109 (eff 08-14-18)
Revised 05-21-2019; Resolution 2019-70 (eff 07-01-19)
Revised 07-23-2024; Resolution 2024-79 (eff 07-23-24)
Revised 11-05-2024; Resolution 2024- (eff 01-06-25)

PART 10

GENERAL PROVISIONS

Sec. 10.010. Imposition of Fees
Sec. 10.020. Waiver of Fees
Sec. 10.030. Processing Applications or Permits; Fees

Sec. 10.010. Imposition of Fees.

Fees adopted by resolution of the Board of Supervisors shall be collected by the Department indicated and deposited with the Treasurer-Tax Collector of Napa County. The fees shall be credited to a revenue account of the Department that collected the fee unless otherwise indicated. The amount of the prescribed fee does not include the fee for any environmental impact assessment required in connection therewith. No part of any fee shall be refundable, unless otherwise indicated. Under no circumstances shall a refund be processed for an amount less than \$15.00 or more than one year after fee payment.

Sec. 10.020. Waiver of Fees.

- (a) Unless otherwise specified, the County officer or employee responsible for collecting any fee established herein, or on appeal the County Executive Officer, may waive said fee if the following findings are made:
- (1) The waiver of the fee will advance a public policy; and
 - (2) The waiver of the fee is in the public interest and will promote a public benefit; and
 - (3) The applicant is a non-profit organization; and

- (4) The non-profit organization approved for a temporary event fee waiver or special event on roadways/road closure fee waiver has provided written assurance that a designated percentage of the proceeds of said event will be donated for the public benefit of the citizens of Napa County; and
 - (5) The fee is not for a building, public works, or other permit whose user fee has been established to recover the full cost of service, according to County policy except for roadways / road closure permits; or
 - (6) The appeal fee is for an individual who can provide verification of fiscal hardship.
- (b) Each department shall keep and maintain records of the nature, number and dollar amount of fees waived by the various County departments and shall quarterly submit copies of those records to the County Executive Officer.
- (c) The County Executive Officer shall prepare annual reports regarding the nature, number and dollar amount of fees waived by the various County departments and shall present those reports to the Board of Supervisors for review.
- (d) The Planning, Building, and Environmental Services (PBES) Director shall reduce fees in the following amounts for all building permits submitted after the Board of Supervisors has declared a Local Emergency to replace or repair structures damaged in the disaster:
- (1) Plan Review – Environmental Health Fee by 50%; and
 - (2) Plan Review – Engineering Fee by 50%; and
 - (3) Plan Review – Planning Fee by 50%; and
 - (4) Plan Review – Standard by 50%; and
 - (5) Imaging Plan Retention by 100%; and
 - (6) Permit Issuance by 100%; and
 - (7) Building Inspection by 25%; and
General Plan Surcharge by 100%.

To qualify for a fee reduction, the structure must meet all the following criteria:

- (1) The original structure must have been legally established; and
- (2) The original structure must have been red- or yellow-tagged by the County as a structure damaged or destroyed in the disaster that led to the declaration of Local Emergency by the Board of Supervisors; and
- (3) The applicant must submit a complete building permit application to repair or replace the damaged or destroyed structure.

Only the initial replacement structure (defined as up to 125% of the pre-fire legally established livable space) shall qualify for a fee refund. Subsequent applications to modify, expand, or alter the initial replacement structure, after the replacement building permit has been issued, shall not have their fees reduced under these provisions.

For those permit applications submitted prior to the adoption of this Policy, the PBES Director shall issue refunds to the payee consistent with the above fee reductions.

Fee reductions shall expire five years from the date of the declaration by the Board of Supervisors of a Local Emergency for each specific disaster. No permit applications submitted after the five-year deadline for the declaration shall be entitled to a fee reduction.

- (e) Public Right of Way Encroachment Permit Fees collected under Section 140.020 may be waived for the Town of Yountville and the Cities of American Canyon, Napa, St. Helena, and Calistoga if the jurisdiction has entered into an agreement with the County's Director of Public Works to reciprocate such fees waivers within their jurisdiction.
- (f) Upon a showing of a unique public benefit, the Director of Public Works shall have the sole discretion to waive Public Right of Way Encroachment Permit Fees otherwise collected under Section 140.020 without complying with subsections 10.020(a)(3, 4, and 5) of this Part III of the Policy Manual. Any encroachment fee waivers

authorized pursuant to the Director's discretion must comply with all other provisions of Section 10.020 "Waivers".

(g) Upon request of an owner/operator, the Airport Manager shall have the discretion to waive up to two (2) nights of Overnight Parking Fees otherwise collected under Section 30.020 where the aircraft is being used (a) in connection with assisting a non-profit 501(c)(3) providing a public service, or (b) in support of Airport sponsored business and events.

(h) The fees otherwise required to be paid by Section 80.020 (b) are waived in the case of applicants whose peddling or soliciting consists exclusively of the solicitation of orders to be filled solely by interstate shipment on behalf of business who do not maintain a place of interstate business and exemption shall be claimed yearly by filing by the application with the Director the following declaration, under penalty of perjury:

"I declare that my business activity under the Napa County Solicitors and Peddlers Law will consist exclusively of the solicitation of orders to be filled solely by interstate shipment from business who do not maintain a place of intrastate business in the State of California."

Applicants who claim said exemption shall receive a permit restricted to the solicitation of orders to be filled solely by interstate shipment from businesses who do not maintain a place of intrastate business in the State of California.

(i) The fees required by Section 115.110 may be waived by the Director of Public Works if the animal and bite victim reside at the same residence.

(j) The Director or other Administrative Authority of the Environmental Health Division of Planning, Building and Environmental Services may waive up to 10% of the fees in Section 110.150 and 110.200 for facilities conducting a Department approved self-auditing program, such as the Green Business Program, which demonstrates reductions in Department expenses.

(k) (Reserved)

- (l) Notwithstanding 10.020 (a) – (k) above, a non-profit organization approved for a Fee Waiver for a Temporary Event shall still pay a minimum processing fee of \$149 per application, as well as any applicable late fees.

Revised 7-13-07; Resolution 07-72
Revised 2-5-08; Resolution 08-28
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-2012; Resolution 2012-123 (eff 10-13-2012)
Revised 4-5-2016; Resolution 2016-42 (eff 07-01-2016)
Revised 7-31-18; Resolution 2018-102 (eff 08-01-2018)
Revised 5-21-19; Resolution 2019-70 (eff 07-01-2019)
Revised 11-05-2024; Resolution 2024- (eff 01-06-25)

PART 20

AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES

Sec. 20.010. General

Sec. 20.020. Fees for Pest Control Operators and Advisors

Sec. 20.030. Fees for Weights and Measures Testing

Sec. 20.040. Fees for Agricultural Inspection

Sec. 20.050. Fees for Other Agricultural Services

Sec. 20.060. Request for Public Information

Sec. 20.070. California Weights and Measures Administration Fee

Sec. 20.010. General

The fees set forth in this Part shall be paid to the Agricultural Commissioner / Sealer of Weights and Measures. Fees are either a one-time fixed payment, or an hourly rate. The Agricultural Commissioner / Sealer of Weights and Measures will provide a reasonable estimate of the cost for a service paid by an hourly fee prior to the service being provided. Time shall be billed to the nearest half hour.

Sec. 20.020. Fees for Pest Control Operators and Advisors

The following fees are established and shall be paid annually:

(a) Notification Fee Structural Pest Control Business

(1) Initial Notification

A.	Structural Pest Control Business – Branch 1	\$25.00 Inclusive
	• Operators	
	• Field Representatives	

PART III: FEES

B.	Structural Pest Control Business – Branch 2 or Branch 3	\$10.00 Inclusive
	• Qualifying Manager	
(2)	Amendment to Existing Notification	
A.	Structural Pest Control Business – Branch 1	\$10.00 Inclusive
	• Operators	
	• Field Representatives	
B.	Structural Pest Control Business – Branch 2 or Branch 3	\$10.00 Inclusive
	• Qualifying Manager	
(b)	Registration Fee Maintenance Gardener/Pest Control Business	\$25.00
(c)	Registration Fee Agricultural Pest Control Business	\$105.00
(d)	Registration Fee Pest Control Aircraft Pilot	
	(1) In County	\$10.00
	(2) Out of County	\$5.00
(e)	Registration Fee Agricultural Pest Control Advisor	
	(1) In County	\$10.00
	(2) Out of County	\$5.00
(f)	Registration Fee Farm Labor Contractor	\$105.00

Sec. 20.030. Fees for Weights and Measures Testing

The following fees are established for weights and measures testing and re-inspection:

(a)	Non-Commercial Device Testing	\$144.00 per hour
(b)	Standby Rate/Missed Appointments/Rescheduling	\$144.00 per hour

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- (c) Testing and re-inspection fees for weight and measuring devices and Point-of-Sale systems \$144.00 per hour

Sec. 20.040. Fees for Agricultural Inspection

- (a) Winegrape inspection \$68.00 per hour
- (b) Time and one-half charged for all hours worked over 40 hours in one week.

Sec. 20.050. Fees for Other Agricultural Services

- (a) Apiary Registration \$10.00
- (b) Certified Farmer's Market Certificate \$60.00 per hour
- (c) Certified Producer's Certificate \$60.00 per hour
- (d) Environmental Impact Report Review \$144.00 per hour
- (e) Phytosanitary Certificate \$144.00 per hour
- (f) Quarantine Compliance Certificate \$144.00 per hour
- (g) Re-inspection of Sealed Goods \$144.00 per hour
- (h) Investigation or Abatement of Unpermitted or Non-Compliant Rooster Keeping Site \$144.00 per hour

Sec. 20.060. Request for Public Information

- (a) Providing computer generated public information that requires data compilation, extraction, or programming to produce the record or that is produced only at otherwise regularly scheduled intervals. \$144.00 per hour

Sec. 20.070. California Weights and Measures Administration Fee

- (a) California Weights and Measures Administration Fee as defined in Business and Professions Code Section 12241, and set forth in 4 CCR §4075.

Electric, Vapor or Water Sub-meter	\$0.50 per device
CNG Meter	\$2.20 per device
Fabric, Cordage, Wire Meter	
Grease and Lube Meter	
Odometer	
Retail Motor Fuel Dispenser	
Retail Meter	
Retail Water Meter	
Tank (Liquid Test)	
Taximeter	
Vehicle Meter	
Wholesale Meter	
Miscellaneous Measuring Device	
Scales Less than 2,000 pounds capacity	
Liquefied Gas Meter	
Scales 2,000 pounds to 10,000 pounds capacity	\$16.00 per device
Scales greater than 10,000 pounds capacity	\$24.00 per device

Revised 6/27/06 Resolution 06-138
Revised 6/26/07; Resolution 07-84
Revised: 6/24/08; Resolution 08-105
Revised: 9/15/09; Resolution 09-127
Revised: 6/23/15; Resolution 2015-91
Revised 7/12/16; Resolution 2016-97
Revised 7/18/17; Resolution 2017-120
Revised 6/10/18; Resolution 2018-92
Revised 5/21/19; Resolution 2019-70
Revised 8/27/19; Resolution 2019-98
Revised 6/23/20; Resolution 2020-96
Revised 5/17/22; Resolution 2022-72
Revised 12/6/22; Resolution 2022-197 Eff 1/1/23
Revised 6/6/2023; Resolution 2023-74

PART 30

**AIRPORT
EXHIBIT "B"**

- Sec. 30.010. General
- Sec. 30.015. Standard Hourly Rates
- Sec. 30.020. Parking Fees
- Sec. 30.030. Fuel Flowage Fees
- Sec. 30.040. Airport Landing Fees
- Sec. 30.050. Tiedown Rental Fees
- Sec. 30.060. Hangar Rental Fees
- Sec. 30.070. Reserved
- Sec. 30.080. Lease Execution Deposit
- Sec. 30.090. Airport Storage Room Fees
- Sec. 30.100. Miscellaneous Fees

Sec. 30.010. General

The fees set forth in this Part shall be paid to the Public Works Department, Airport Division.

Sec. 30.015. Standard Hourly Rates

Any request for services that is not described in this part shall be charged at the hourly rate set forth below with a ½-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Excess fees shall be refunded.

Standard Hourly Rate for Airport Administrative Staff (includes Airport Manager, Airport Assistant Manager, Administrative Analyst, & Airport Admin Assistant):	\$140.00
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Standard Hourly Rate for Airport Operations Staff (includes Senior Operations Worker & Operations Worker):	\$90.00
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Sec. 30.020. Parking Fees

The following parking fees are established as overnight/ full 24-hour period.

- | | | |
|-----|----------------|---------|
| (a) | 0 - 5,000 lbs. | \$10.00 |
|-----|----------------|---------|

The following parking fees are established for **any** portion of a 24- hour period.

- | | | |
|-----|--------------------------|----------|
| (b) | 5,001- 12,500 lbs. | \$15.50 |
| (c) | 12,501 lbs. -30,000 lbs. | \$150.00 |
| (d) | Above 30,000 lbs. | \$250.00 |

Sec. 30.030. Fuel Flowage Fees

The following resale fees are established:

- | | |
|---------------------------------|----------------------|
| Fuel Flowage Fee for Jet A Fuel | \$25.00 per 100 gal. |
| Fuel Flowage Fee for AvGas | \$12.00 per 100 gal. |
| Fuel Flowage Fee for Diesel | \$12.00 per 100 gal. |
| Fuel Flowage Fee for Mogas | \$12.00 per 100 gal. |

Sec. 30.040. Airport Landing Fees for Commercial Operations

Landing fees for aircraft operations at the Napa County Airport shall be imposed according to the following terms:

- (a) A Landing fee shall be assessed upon each landing of all air taxi, all commercial aircraft operations, and any transient (non-based) aircraft weighing 12,500 lbs. or more except for charter operations of any designated Napa County fixed base operators. The Airport Manager shall maintain an up-to-date list of all approved fixed base operators.

- (b) For purposes of this section, an "air taxi operation" is defined as: An aircraft operator who conducts operations for hire or compensation in accordance with 14 CFR 135 (for safety purposes) or FAR Part 135 (for economic regulations/reporting purposes) in an aircraft with 30 or fewer passenger seats and a payload capacity of 7,500 pounds or less. An air taxi operates on an on-demand basis.

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- (c) For purposes of this section, a "commercial operation" is defined as: transportation of person(s), property, and/or mail for hire, compensation or profit.
- (d) The landing fee shall be assessed according to the maximum landing weight of the particular aircraft, as listed in the Federal Aviation Administration, Advisory Circular 36-3H as amended, or as published by the aircraft manufacturer and verified by the Airpmt Manager.
- (e) The following fees pursuant to weight shall be imposed per landing:

<u>WEIGHT</u>	<u>FEES</u>
(1) 0 to 5,000 lbs.	\$16.50
(2) 5,001 lbs. to 12,500 lbs.	\$31.00
(3) 12,501 lbs to 15,000 lbs.	\$42.00
(4) Above 15,000 lbs.	\$42.00 + \$3.50 per each 1,000 lbs.

Sec. 30.050. Tiedown Rental Fees

The following tiedown monthly rental fees are established:

<u>WEIGHT</u>	<u>Fee</u>
0 - 5,000 lbs.	\$75.00

Sec. 30.060. Hangar Rental Fees.

Hangars owned by Napa County Airport shall be charged rental rates according to the following terms:

County-Owned Hangars

<u>Hangar Numbers</u>	<u>Monthly Rental Fee</u>
7-8 and 10-12	\$221.00
9	\$198.00
13-24	\$265.00
25-36	\$292.00
37-44	\$339.00
45-54	\$450.00

PART III: FEES

60 and 62-81	\$292.00
61	\$317.00
82	\$393.00
83	\$337.00
84	\$407.00
85	\$423.00
86-91	\$344.00
92 and 94	\$453.00
93 and 95	\$390.00
96-101 and 103	\$344.00
102	\$465.00
104	\$395.00
105	\$254.00
106	\$382.00
107-113	\$297.00
114	\$375.00
115	\$346.00
116	\$475.00
117	\$484.00
118-125	\$406.00
126	\$475.00
127	\$406.00

Other County-Owned Hangars (Executive)

<u>Hangar Numbers</u>	<u>Monthly Rental Fee</u>
A1-A4	\$1,210.20
A5-A8	\$1,465.34

Shade Hangars

<u>Hangar Numbers</u>	<u>Monthly Rental Fee</u>
SO01 - SO12	\$97.00
SN02-SN10	\$97.00
SN01 & SN1 1	\$108.00
SP02-SP10	\$97.00
SQ01-SQ12	\$97.00
SP01 - SP1 1	\$108.00

Ground Lease for Privately-Owned Portable Hangars

Hangar Number	Monthly Rental Fee
1	\$94.00

2	\$87.00
4	\$59.00

Sec. 30.070. [Reserved]

Sec. 30.080. Lease/Sublease Execution Deposit

In order to offset all applicable County costs associated with negotiating any lease, amendment to a lease, or other agreements with a term greater than one year, an applicant shall provide a non-interest-bearing Lease/Sublease Execution Deposit. Actual costs expended by the County, including but not limited to any actual time and costs associated with the drafting, reviewing, negotiating, executing, and/or transferring of a lease or other long-term agreement, shall be charged against the deposited amount.

The amount of the initial deposit shall equal the lesser of the estimated cost of service or \$5,000. If the remaining balance of the Lease/Sublease Execution Deposit falls below \$500 or 10% of the initial Lease/Sublease Execution Deposit, whichever is higher, the Applicant shall be required to replenish the account as requested by the Airport Manager.

Any unused deposit amount shall be returned to the applicant. The County shall not perform services if the remaining deposit amount is not sufficient to reimburse the County for its costs, including staff time. Higher LED deposit rate can be established upon approval of the County Board of Supervisors.

Sec. 30.090. Airport Storage Room Fees

The following storage room monthly rental fees are established:

(a)	Storeroom #3	208 Sq. Ft.	\$136.00
(b)	Storeroom #4	208 Sq. Ft.	\$136.00
(c)	Storeroom #5	527 Sq. Ft.	\$345.00
(d)	Storeroom #6	538 Sq. Ft.	\$358.00
(e)	Storeroom #7	140 Sq. Ft.	\$91.00
(f)	Storeroom #8	154 Sq. Ft.	\$101.00
(g)	Storeroom #9	627 Sq. Ft.	\$408.00
(h)	Storeroom #10	660 Sq. Ft.	\$430.00

Sec. 30.100. Miscellaneous Fees

(a)	Access Control remote openers	\$30.00 each
(b)	Conference Room rental fees	
	1. Non-Profits & governmental agencies	
	(i) First four hours	No Fee
	(ii) Each additional hour	\$10.00 per hour
	2. For Profits	
	(i) Up to four hours	\$100.00
	(ii) Each additional hour	\$20.00 per hour

PART III: FEES

(c)	Replacement of County hangar lock	\$ 40.00 each
(d)	Replacement of County hangar key	\$ 10.00 each
(e)	Waiting List Subscription	\$ 35.00 per year
(f)	Vehicle Parking	
	1. First 24 Hours	No charge
	2. Daily Use Permit	\$10.00 per day per vehicle
	3. Monthly Use Permit	\$150.00 per month per vehicle
	4. Administrative Towing fee	\$275.00 per vehicle
(g)	Maintenance of private leaseholds	
	1. Sweeping	\$ 181.00/hour + employee costs*
	2. Mower	\$ 48.00/hour + employee costs*
	3. Gutter Cleaning	\$ 350.00/equipment hour+ employee costs*
	4. Hangar Light Bulb Replacement (Replacement materials supplied by tenant)	\$ 48.00/hour + employee costs*
	*Refer to Sec. 30.015. Standard Hourly Rates	
(h)	Special Event Fees	
	1. Administrative Fee	\$ 1,000.00 per event day
	2. Employee costs during event	See Sec. 30.015.
	3. Other Departments (if necessary)	Estimated at time of event based on information from Other Departments.
(i)	Commercial Operator Annual Permit	\$130.00 per year
(j)	Independent Aircraft Maintenance Operator (SASO) Permit	
	1. Piston Only	\$200.00 per month
	2. Piston & Turbine	\$400.00 per month
(k)	Aircraft Charter or Aircraft Management Operator (SASO) Permit	\$500.00 per month
(l)	Independent Flight Training Operator (SASO) Permit	\$200.00 per month
(m)	Commercial Transportation Permit	
	1. Air Operations Area (AOA)	\$12.50 per trip
	2. Air Operations Area (non-AOA)	\$2.00 per pickup/drop-off
(n)	Rideshare Transportation Fee (No AOA Access)	\$2.00 per pickup/drop-off

- (o) Unauthorized vehicle and aircraft parking
 - 1. Vehicle \$20.00 per day
 - 2. Aircraft up to and including 12,500 lbs. \$50.00 per day
 - 3. Aircraft over 12,500 lbs. \$375.00 per day

Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 5-24-11; Resolution 2011-52 (eff 7-1-11)
Revised 4-5-16; Resolution 2016-42 (eff 7-1-16)

PART 40

**ASSESSOR-RECORDER-COUNTY CLERK
ASSESSOR DIVISION**

- Sec. 40.010. General**
- Sec. 40.020. Certificates Under Seal**
- Sec. 40.030. Subscription Fees; Revised Assessor Map Pages**
- Sec. 40.040. Fee for Researching Assessor Parcel Data**
- Sec. 40.050. Fee for Property Characteristics**
- Sec. 40.060. Fees for Report of Sales**
- Sec. 40.070. Fees for Mapping and Records Services**
- Sec. 40.080. Miscellaneous Assessor Fees**

Sec. 40.010. General

The fees set forth in this Part shall be paid to the Assessor Division.

Sec. 40.020. Certificates Under Seal

The fee for each certificate under seal shall be Five Dollars per document. \$5.00

Sec. 40.030. Subscription Fees; Revised Assessor Map Pages

The following fees are established for obtaining copies of pages of Assessor Maps that are revised during the course of a fiscal year:

- (a) Assessor Parcel Map \$2.00
- (b) All pages revised during a fiscal year
 - (1) Assessor Annual Map Subscription \$788.00/year
 - (2) Assessor Map Subscription (public agencies) \$75.00/year
- (c) The fee for entire Assessor Map File download \$92.00

Sec. 40.040. Fee for Researching Assessor Parcel Data

The following hourly fee is established for researching assessor parcel data in custom format:

Property Tax Allocation (per hour/minimum of one hour charge)	\$90.00
Williamson Act Estimate (per hour/minimum of one hour charge)	\$106.00
Research Fee- Other (per hour/minimum of one hour)	\$90.00

Sec. 40.050. Fee for property characteristics

The following fees are established for obtaining property characteristics:

Property Characteristics file for entire County	\$63.00
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Sec. 40.060. Fees for report of sales

The following fees are established for obtaining monthly sales report:

(a) The following fees are established for obtaining a report of monthly sales (Annual subscription)	\$131.00
(b) New Homeowner Label Subscriptions	\$285.00

Sec. 40.070. Fees for Mapping and Records Services

The following fees are established for activities involving map changes and computer records:

(a) For certificates of compliance, recorded maps, parcel maps or lot line adjustments, or owner requests for combination, separation, merger or other parcel boundary changes.	\$585.00
(b) For records of survey	\$138.00 each
(c) For annexations	\$162.00 each

Sec. 40.080. Miscellaneous Assessor Fees

(a)	Download of Custom Assessment Data	\$18.00
(b)	Subdivision List	\$62.00
(c)	Base Year Transfer Rescission (R&T 60.5, Prop 6)	\$129.00
(d)	Historical Aircraft Fee	\$35.00
(e)	Expedited Certificate of Compliance	\$138.00
(f)	Buffer Zone	\$16.00

PART 50
AUDITOR

Sec. 50.010. Auditor-Controller Fees.

Reserve

PART 60

CLERK OF THE BOARD OF SUPERVISORS

Sec. 60.010. General

Sec. 60.100. Appeals to the Board of Supervisors under Napa County Code Chapter 2.88

Sec. 60.110. Assessment Appeal Application to the Board of Supervisors

Sec. 60.120. Miscellaneous Petitions or Application to the Board of Supervisors

Sec. 60.010. General

The fees set forth in Sections 60.100 through 60.120 of this Part shall be paid to the Clerk of the Board of Supervisors.

Sec. 60.100. Appeals to the Board of Supervisors under Napa County Code Chapter 2.88

- | | | |
|-----|---|-------------|
| (a) | Notice of Intent to Appeal (2.88.040): | N/A |
| (b) | Appeals to the Board of Supervisors under Napa County Code Chapter 2.88 Appeal (2.88.050) | \$750.00 |
| (c) | Appeals to the Board of Supervisors under Napa County Code Chapter 2.88 Appeal (2.88.050) of <u>Planning Commission or Zoning Administrator Appeal decisions (2.88.050)</u> | \$2,000.00 |
| (d) | <u>Cost of Record (2.88.050, 2.88.100):</u> | |
| | Transcript Cost: | Actual Cost |
| | Maps and special needs: | Actual Cost |
| (e) | <u>Request for Reconsideration (2.88.110):</u>
The fee for filing a petition for reconsideration shall be comprised of the following components, where applicable, calculated as of the date the petition for reconsideration is filed: | |
| | Court Reporter per diem (if petitioner requests court reporter) | Actual Cost |
| (f) | <u>Third Party Requests (2.88.080(C), 2.88.100, 2.88.110):</u> | |
| | Expedited Transcript Fee: | Actual Cost |
| | Court Reporter per diem: | Actual Cost |

Sec. 60.110. Assessment Appeal Application to the Assessment Appeals Board

Residential	\$75.00
Commercial	\$150.00

Sec. 60.120. Miscellaneous Petitions or Applications to the Board of Supervisors

(a)	Petitions or Applications which promote a private benefit, and which require the Board of Supervisors to conduct hearings and adopt an ordinance	\$750.00
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Adopted 4-05-16; Resolution 2016-42 (eff 7-01-16)
Revised 11-05-2024; Resolution 2024- (eff 01-06-25)

PART 65

COUNTY EXECUTIVE OFFICE

Sec. 65.010. Worker Proximity Housing Loan Re-Subordination

Sec. 65.010. Worker Proximity Housing Loan Re-Subordination

The fee to re-subordinate a Worker Proximity Housing Loan on a re-finance of the first position loan shall be \$434.00.

Revised 12-24-06
Revised 6-23-09; Resolution 09-86
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-70 (eff 07-21-19)
Revised 11-05-2024; Resolution 2024- (eff 01-06-25)

PART 70
PLANNING, BUILDING AND ENVIRONMENTAL SERVICES - BUILDING DIVISION

- Sec. 70.010. General.
- Sec. 70.011. Definitions.
- Sec. 70.015. Surcharge.
- Sec. 70.020. Fees; Building Permits and Inspections.
- Sec. 70.025 Fees: Building Plan Review.
- Sec. 70.030. Fees; Mechanical, Electrical and Plumbing Permits and Inspections.
- Sec. 70.035 Fees: Solar Installations.
- Sec. 70.040. Fees; Demolition Permits
- Sec. 70.050. Fees; Miscellaneous
- Sec. 70.060. Review of Other Department or Division Permits and Referrals

Sec. 70.010. General.

The fees set forth in this Section shall be paid at the time of filing the application or other document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. Fees are either (1) a one-time fixed payment, or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fees). Any costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of any related environmental documents will be charged to applicant. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. All such fees shall be paid to the Building Division of the Planning, Building and Environmental Services Department unless otherwise indicated. Additional fees associated with review and inspections may be collected by the Building Division pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Building Division as required. Agencies for which the Division collects fees, not established by this part of the Fee Policy Manual, include the following:

- Napa County Division of Planning and Conservation– Policy Manual Part 80
- Napa County Division of Engineering Services-Policy Manual Part 75
- Napa County Department of Public Works – Policy Manual Part 140
- Napa County Division of Environmental Services– Policy Manual Part 110

Napa County Fire Marshal – Policy Manual Part 85
Napa County Counsel – Policy Manual Part 95
California Strong Motion Fee – Public Resources Code Section 2705
California Building Standards Surcharge – Health and Safety Code Section 18931.6 (SB1473)
Bay Area Air Quality Management District

Sec. 70.011. Definitions.

The following definitions shall apply to this Part 70:
“CBC” means California Code of Regulations Title 24 California Building Code Part 2 Volume 1;
“CCR” means California Code of Regulations Title 24;
“CEC” means California Code of Regulations Title 24 California Electrical Code Part 3;
“CMC” means California Code of Regulations Title 24 California Mechanical Code Part 4;
“CPC” means California Code of Regulations Title 24 California Plumbing Code Part 5.

Sec. 70.015. Surcharge.

In addition to the fees set forth in this Part, a General Plan surcharge of 7.5% shall be added to all fees in this Part.

Sec. 70.020. Fees; Building Permits and Inspections.

(a) For issuing each building permit (Including Mechanical, Electrical and Plumbing and Demolition):	\$71.00
(b) Permit Extension Fee	\$102.00
(c) For inspection of building permits, unless otherwise specified in this section, fees are based on total permit valuation, subject to a minimum building inspection fee, as follows:	
Total Valuation: \$1.00 to \$1,500.00	\$235.68
Total Valuation: \$1,500.01 to \$10,000.00	\$235.68 for the first \$1,500.00 plus <u>\$2.78</u> for each additional \$100.00 or fraction thereof, to and including \$10,000.00.
Total Valuation: \$10,000.01 to \$25,000.00	\$437.98 for the first \$10,000.00 plus <u>\$6.76</u> for each additional \$1,000.00 or fraction thereof to and including \$25,000.00.
Total Valuation: \$25,000.01 to \$50,000.00	\$539.38 for the first \$25,000.00 plus <u>\$28.37</u> for

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	each additional \$1,000.00 or fraction thereof to and including \$50,000.00.
Total Valuation: \$50,000.01 to \$100,000.00	\$1,248.63 for the first \$50,000.00 plus <u>\$20.27</u> for each additional \$1,000.00 or fraction thereof to and including \$100,000.00.
Total Valuation: \$100,000.01 to \$500,000.00	\$2,262.13 for the first \$100,000.00 plus <u>\$3.04</u> for each additional \$1,000.00 or fraction thereof to and including \$500,000.00.
Total Valuation: \$500,000.01 to \$1,000,000.00	\$3,478.13 for the first \$500,000.00 plus <u>\$4.05</u> for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00.
Total Valuation: \$1,000,000.01 and up	\$5,503.13 for the first \$1,000,000.00 plus <u>\$2.08</u> for each additional \$1,000.00 or fraction thereof.
(d) For the inspection of the placement and removal of temporary trailers:	\$405.00
(e) The fee for inspection of re-roofing permits shall be based on the verified contract amount and be calculated using subsection (b) of this section.	
(f) Re-inspection fees assessed under provisions of CBC 109.3.8, or inspections for which no other fee is specifically indicated (minimum charge of one-half hour)	\$204.00 per hour
Re-inspection fees outside normal business hours calculated at 1.5 times hourly rate	\$306.00 per hour
(g) Renewal Reinstatement Request Fee	\$102.00

- (h) Renewal of expired permit: Charged hourly at one hour per inspection based on the number of inspections remaining from original permit.

Sec. 70.025. Fees; Building Plan Review.

- (a) Plan review fee when a plan or other information is required, unless otherwise specified in this section:

- 1. All commercial and residential projects 70% of the building inspection fee per 70.020(b)

A 25% reduction to this standard plan review fee shall be granted when an applicant includes, with their application, documentation of an independent structural peer review of the submitted plans.

- 2. A plan review fee shall not be required for re-roof permit applications.

- (b) For plan review of a building permit for pool construction:

- 1. Initial plan submittal by pool contractor \$678.00
- 2. Filing fee for a copy of the pool contractor's approved master steel schedule, provided that all permit applications thereafter contain the same approved copy of the steel schedule as on file with the Building Division. \$174.00

- (c) Additional plan review required by changes, additions or revisions to approved plans (minimum charge of one-half hour). \$204.00 per hour

Sec. 70.030. Fees; Mechanical, Electrical and Plumbing Permits and Inspections.

- (a) The following fees shall apply to the issuance of mechanical, electrical and plumbing permits:

For the issuance of each supplemental permit for which the original permit has not expired, been cancelled, or finalized. \$27.00

- (b) The following fees shall apply to building permits for commercial or industrial construction that requires mechanical, electrical or plumbing inspection:

- 1. Mechanical Inspection The greater of \$78.00 or \$0.48 per \$100.00 or fraction thereof of the verified contract price of mechanical work.

PART III: FEES

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| 2. Electrical Inspection | The greater of \$78.00 or \$0.59 per \$100.00 or fraction thereof of the verified contract price of electrical work. | |
| 3. Plumbing Inspection | The greater of \$78.00 or \$4.51 per \$100.00 or fraction thereof of the verified contract price of plumbing work. | |
|
(c) The following fees shall apply to building permits for residential or accessory building construction: | | |
| 1. Mechanical Inspection | 8.9% of the building inspection fee per 70.020(b) | |
| 2. Electrical Inspection: | 8.1% of the building inspection fee per 70.020(b) | |
| 3. Plumbing Inspection: | 12.4% of the building inspection fee per 70.020(b) | |
|
(d) The following fee shall apply to mechanical, electrical or plumbing permits that are not associated with construction projects, but include pools, spas, and signs: | | |
| | <\$4,000 valuation
\$102.00 per system
installed or sub-trade
inspected | |
| | >\$4000 valuation
\$204.00 per system
installed or sub-trade
inspected | |
|
(e) Annual Electrical Maintenance: In lieu of an individual permit for each installation or alteration, an annual permit may upon application therefore, be issued to any person, firm or corporation regularly employing one or more electricians for the installation and maintenance of electric wiring, devices, appliances and equipment upon premises owned or occupied by the applicant. The annual permit shall not authorize or include new installations in any building constructed or altered unless otherwise approved by the electrical inspector. The application shall be made on forms furnished by the electrical | | \$656.00 each, annually |

inspector. Each annual permit shall expire December 31st of the year in which it is issued. The electrical inspector shall visit all premises where work has been done under annual permits and inspect all electric wiring, devices, appliances, and equipment installed under such a permit.

- (f) The following fees shall apply to mechanical, electrical or plumbing inspections or plan review not otherwise described in this section:

1. Inspections outside of normal business hours (minimum charge – 2 hours) calculated at 1.5 times hourly rate \$306.00 per hour

2. Re-inspection fees assessed under provisions of CBC 109.3.8, CPC 103.5.6, or CMC 116.6; additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed; inspections outside of normal business hours, or inspections for which no fee is specifically indicated (minimum charge of one-half hour) \$204.00 per hour

Re-inspection fees outside normal business hours calculated at 1.5 times hourly rate \$306.00

3. For change of location or replacement of equipment on the same premises, the fee shall be the same as that for a new installation. However, no fee shall be required for moving any temporary construction motor from one place to another on the same site during the time of actual construction work after a permit has once been obtained.

4. Trailer Park Exception: None of the electrical inspection fees in this section shall apply to trailer parks. Fees for electrical installations in trailer parks shall be paid pursuant to the schedule set forth in Title 25 of the California Code of Regulations.

Sec. 70.035. Solar Installations

Fees for solar installations are established pursuant to Government Code Sections 65850.55, 66015, and 66016, and Health and Safety Code Section 17951.

(a) Residential

15 kW or less \$450

More than 15 kW \$450 + \$15 per kW above 15

(b) Commercial

50 kW or less \$1,000

51 kW – 250 kW \$1,000 + \$7 per kW above 50 kW

More than 250 kW \$2,400 + \$5 per kW above 250 kW

Residential		Commercial	
15 kW or less	\$450	50 kW or less	\$1000
More than 15 kW	\$450 + \$15 per kW above 15	51 kW – 250 kW	\$1000 + \$7 per kW above 50 kW
		More than 250 kW	\$1000 + \$5 per kW above 250 kW

Sec. 70.040. Fees; Demolition Permits.

For inspection of each permit: \$204.00 per hour

Sec. 70.050. Fees; Miscellaneous.

(a) Fee for a Certificate of Occupancy \$225.00

Fee for Temporary Certificate of Occupancy required under the CBC: \$204.00 per hour

PART III: FEES

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| <p>(b) Investigation fee whenever a project is “red-tagged”, has commenced without the authorization, or otherwise found to be in violation of Title 15 of the Napa County Code: The fee shall be in addition to the permit fee, and shall be collected whether or not a permit is then or subsequently issued. The payment of such investigation fee shall not exempt any person from compliance with all other provision of this code nor from any penalty prescribed by law.</p> | <p>400% of the inspection fee per 70.020(b)</p> |
| <p>(c) Fee when documentation demonstrating compliance with State energy conservation regulations is required. Fee shall be paid at the time of submitting such compliance documentation.</p> | <p>10% of the building inspection fee per 70.020(b)</p> |
| <p>(d) Imaging – Plan Retention Fee. The fee for imaging building construction plans as required by section 19850 through 19853 of Chapter 10, Part 3 Division 13 of the Health and Safety Code shall be as follows(full commercial plan sets and residential site plans, floor plans, and elevations are scanned and retained):</p> | |
| <p>1. Commercial Building Construction Plans:</p> | <p>\$2.50 per page</p> |
| <p>2. Residential Building and Construction Plans</p> | <p>\$15.00</p> |
| <p>(e) Fee for code enforcement and permit compliance not addressed by subsection (b) or for consultation with Building Division staff that is not related to an active application, issued permit, or service otherwise listed in this Part.</p> | <p>\$204.00 per hour</p> |

Sec. 70.060. Review of Other Department or Division Permits and Referrals.

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| <p>(a) Grading Permit Referral: Application plan review and inspection</p> | <p>\$204.00 per hour</p> |
| <p>(b) Planning Referral: Minor Administrative</p> | <p>\$104.00</p> |
| <p>(c) Planning Referral: Administrative</p> | <p>\$209.00</p> |
| <p>(d) Planning Referral: ZA</p> | <p>\$261.00</p> |
| <p>(e) Planning Referral: PC/BOS</p> | <p>\$313.00</p> |
| <p>(f) Attendance at a pre-application conference or pre-application site visit arranged by another division or department</p> | <p>\$204.00 per hour</p> |
| <p>(g) Engineering Referral: Site Development Application</p> | <p>\$204.00 per hour</p> |
| <p>(h) Code Compliance Review</p> | <p>\$204.00 per hour</p> |

Adopted: 08-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-2013)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-70 (eff 07-21-19)
Revised 11-05-24; Resolution 2024- (eff 01-06-25)

PART 75

PLANNING BUILDING AND ENVIRONMENTAL SERVICES-ENGINEERING SERVICES

- Sec. 75.010. General
- Sec. 75.015. Surcharge
- Sec. 75.020. Grading Application
- Sec. 75.025. Road Exception Request
- Sec. 75.030. Floodplain Management Application
- Sec. 75.035. Site Development Application
- Sec. 75.040. County Road and Street Standards
- Sec. 75.045. Code Compliance, Enforcement, Miscellaneous Services
- Sec. 75.050. Appeal
- Sec. 75.055. Review of Other Department Permits and Referrals

Sec. 75.010. General

The fees set forth in this Part shall be paid prior to processing the application for the permit or franchise. No such permit, franchise, or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Any costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of any related environmental documents will be charged to applicant. Actual time shall be billed to the nearest half hour after the first hour, and a two (2) hour minimum payment shall be deposited with the application or service request submittal. Further deposits may be required pursuant to the estimated time to process the request for service. Excess fees shall be refunded when the services have been completed. The Director of Planning Building and Environmental Services will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be paid to the Department of Planning Building and Environmental Services unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

- Napa County Planning and Conservation Division– Policy Manual Part 80
- Napa County Environmental Services Division– Policy Manual Part 110
- Napa County Public Works-Policy Manual Part 140
- Napa County Fire Department/Fire Marshal – Policy Manual Part 85
- Napa County Counsel – Policy Manual Part 95

Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

Sec. 75.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 7.5% shall be added to all fees in this Part.

Sec. 75.020. Grading Application

- (a) Application review and inspection of a grading permit \$175.00 per hour
- (b) Processing a request for a grading permit exemption \$263.00
- (c) Processing a request for a grading permit extension to winter shut-down \$394.00
- (d) Stormwater Quality Inspection and Inspection for compliance with post-construction best management practices. \$351.00 per inspection

Sec. 75.025. Road Exception Request

- (a) Preliminary Road Exception Application \$175.00 per hour
- (b) Road Exception request associated with a Planning Administrative or ZA referral or Building Permit Application \$1,577.00

Sec. 75.030. Floodplain Management Application

- (a) New construction, substantial building remodel/alteration, or other major construction as determined by the Director of Planning, Building and Environmental Services. \$789.00
- (b) Minor construction \$380.00
- (c) Grading \$175.00 per hour

Sec. 75.035. Site Development Application

- (a) Plan Review and Inspection for a Site Development Application \$175.00 per hour
- (b) Stormwater Quality Inspection and Inspection for compliance with post-construction stormwater best management practices \$351.00 per inspection

Sec. 75.040. County Road and Street Standards

County Road and Street Standards, printed version Standard copy charges

Sec. 75.045. Code Compliance, Enforcement, Miscellaneous Services

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| (a) Correction of violation, failure, or condition non-compliance, investigation of unsubstantiated assertions, meter reading by County staff when groundwater permit holder fails to submit required reading, or other investigation, enforcement, or permit compliance actions. Fee is in addition to fees for any necessary permits. | \$175.00 per hour |
| (b) Other services including applicant consultation, abandonment of an irrevocable offer, and services not otherwise listed in this Part. | \$175.00 per hour |

Sec. 75.050. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

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| (a) Fee paid by appellant to file appeal | \$2,000.00 |
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Sec. 75.055. Review of Building Permit Referrals

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| (a) Building Application Review: Same Day (OTC) | 88.00 |
| (b) Building Application Review: Quick Permit | 175.00 |
| (c) Building Application Review: Residential-New | \$701.00 |
| (d) Building Application Review: Commercial-New | \$1,052.00 |
| (e) Building Application Review: Residential Alteration | \$351.00 |
| (f) Building Application Review: Commercial Alteration | \$526.00 |
| (g) Building Application Review: Pmt. Alteration or Revision-Residential | \$263.00 |
| (h) Building Application Review: Pmt. Alteration or Revision-Commercial | \$263.00 |
| (i) Building Permit: Final Inspection by Engineering | \$351.00 |
| (j) Re-inspection of building permits by stormwater technician when required by failure to comply with permit requirements | \$175.00 per hour |
| (k) Stormwater Quality Inspection and Inspection for compliance with post-construction stormwater best management practices | \$351.00 per inspection |

Sec. 75.060 Review of Planning Permit Referrals

(a)	Attendance at a pre-application conference	\$438.00
(b)	Attendance at pre-application site visit	\$175.00 per hour
(c)	Planning Referral: Administrative Permits (fence, entry structure, temp trailer, signs, balloons, other)	\$175.00
(d)	Planning Referral: Administrative Viewshed	\$351.00
(e)	Planning Referral: Land Division/Merger: Map Exemption	\$292.00
(f)	Planning Referral: Planning referral: site Plan – Standard Approval	\$351.00
(g)	Planning Referral: Site Plan - Modification	\$292.00
(h)	Planning Referral: Telecomm – Site Plan Approval	\$292.00
(i)	Planning Referral: Telecomm – Permit Modification	\$292.00
(j)	Planning Referral: Temporary Event	\$175.00
(k)	Planning Referral: Temporary Event – 51 to 400 persons per day	\$292.00
(l)	Planning Referral: Temporary Event – 401 or more persons per day	\$292.00
(m)	Planning Referral: Very Minor Modification (non-residential & residential)	\$175.00
(n)	Planning Referral: Winery Status Determination	\$292.00
(o)	Planning Referral: Consultation, Meetings & Other activities not covered herein	\$292.00
(p)	Planning Referral: All other planning referrals not covered herein	\$175.00 per hour

Section 75.065 Review of Environmental Health (EH) Permit Referrals

(a)	EH Referral: Groundwater Permit	\$175.00
(b)	EH Referral: Well Permit	\$351.00
(c)	EH Referral: All other EH referrals not covered herein	\$175.00 per hour

Section 75.070 Review of Department of Public Works Permit Referrals

(a)	Public Works Referral: All Public Works Permit Referrals	\$175.00 per hour
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Revised 7-2-06; Resolution 06-86
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 9-29-09; Resolution 09-132
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 10-26-10; Resolution 2010-138
Revised 08-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 08-19-14; Resolution 2014-99 (eff 8-19-14)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-70 (eff 07-21-19)

PART 80

**PLANNING, BUILDING AND ENVIRONMENTAL SERVICES– PLANNING AND
CONSERVATION DIVISION**

- Sec. 80.010. General; Deposits; Refund of Fees
- Sec. 80.015. Surcharge
- Sec. 80.020. Administrative Planning/Zoning Permits
- Sec. 80.030. Agricultural Preserve Contract
- Sec. 80.035. Airport Land Use Plan
- Sec. 80.037. Appeal
- Sec. 80.040. Development Agreement
- Sec. 80.050. Historic Structure.
- Sec. 80.055. Erosion Control Plans
- Sec. 80.057. Investigation, Enforcement, Permit Compliance Activities
- Sec. 80.060. General, Specific, Airport Land Use Plan Modification
- Sec. 80.070. Land Division
- Sec. 80.080. Certificate of Non-Conformity
- Sec. 80.090. Site Plan
- Sec. 80.100. Surface Mining and Reclamation
- Sec. 80.110. Use Permit
- Sec. 80.111. Viewshed
- Sec. 80.115. Habitat Restoration or Re-Vegetation Plan
- Sec. 80.120. Variance
- Sec. 80.130. Reserved
- Sec. 80.135. Reserved
- Sec. 80.136. Telecommunication Permit and Site Plan
- Sec. 80.160. Miscellaneous Services
- Sec. 80.170. Reserved
- Sec. 80.180. Street Naming, Address Assignment
- Sec. 80.190. Photos, Maps
- Sec. 80.200. Building Division Permit Clearances & Referrals
- Sec. 80.210. Temporary Events
- Sec. 80.215. Other Department Permit Clearances & Referrals
- Sec. 80.250. Hourly Projects Policies and Procedures

Sec. 80.010. General; Deposits; Refund of Fees

- (a) The fees set forth in this Part shall be paid at the time of filing the application, map or other document indicated with the Planning and Conservation Division of the Planning, Building and Environmental Services Department. No such application, map or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour. The Director of Planning, Building and Environmental Services will provide a reasonable estimate of the cost of service prior to the service being provided. All such fees shall be paid to the Planning, Building and Environmental Services Department unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Division of Environmental Services– Policy Manual Part 110
Napa County Department of Public Works – Policy Manual Part 140
Napa County Division of Engineering Services-Policy Manual Part 75
Napa County Fire Department/Fire Marshal – Policy Manual Part 85
Napa County Counsel – Policy Manual Part 95
Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

- (b) A deposit is required at the time of filing an application subject to hourly fees. The amount of the initial deposit shall equal the lesser of the estimated cost of service or \$10,000. After payment of the initial deposit, the application shall be subject to the hourly project policies and procedures set for in Section 80.250.
- (c) For projects that require multiple permits or services with both flat fee and hourly fees, hourly fees will be assessed for all services. Any request for services that is not described in this Part shall be charged hourly fees.
- (d) No part of any fee shall be refundable except under the following circumstances:
1. If a request for refund is submitted prior to an application being determined to be complete, the Director of Planning, Building and Environmental Services is authorized to refund up to 75% of the total fee, minus time rendered.
 2. If a request for refund is submitted after the application is determined to be complete, but prior to the completion of the environmental determination (initial analysis), the Director of Planning, Building and Environmental Services is authorized to refund up to 50% of the total fee, minus time rendered.
 3. If a request for refund is submitted after completion of the environmental determination, the Planning Director is authorized to refund up to 25% of the total filing fee, minus time rendered.

- 4. All other refund requests must be submitted to the County Board of Supervisors for review and action.
- (e) After final approval or disapproval of the application, staff shall exercise best efforts to return unspent deposits to the project applicant(s) within 10 business days of a request for a return of unspent deposits made by the project applicant(s), or, if no such request is made, within 90 days after final approval or disapproval of the application. Interest shall not be calculated or returned. Unclaimed unspent deposits shall be referred to the Treasurer-Tax Collector to proceed in accordance with Government Code sections 50050, et seq.

Sec. 80.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 7.5% shall be added to all fees in this Part.

Sec. 80.020. Administrative Planning/Zoning Permits

- (a) Administrative Viewshed Permit (without initial study or public hearing) \$1,991.00
- (b) Administrative Peddler or Solicitor Permit
 - 1. Application Fee.. \$154.00
 - 2. Application entitled to a fee waiver. Fee Policy Manual Section 10.020(h)
- (c) Administrative Directional Sign Permit \$308.00
- (d) Administrative Home Occupation and Cottage Food Operation Permits \$154.00
- (e) Administrative Firearm Permit \$308.00
- (f) Other Administrative Permit, including fences, entry structures, temporary trailers, signs, balloons, or other use determined by the Director \$924.00

Sec. 80.030. Agricultural Preserve Contract

- (a) Agricultural Preserve Contract - Rescind and Replace \$2,009.00
- (b) Agricultural Preserve Contract – New, Amendment, Cancellation, Non-Renewal, Replacement \$1,815.00

Sec. 80.035. Airport Land Use Plan

Airport Land Use Plan Consistency Determination \$4,835.00

Sec. 80.037. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

- (a) Fee paid by appellant to file appeal \$2,000.00
- (b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.
- (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. Standard hourly rate

Sec. 80.040. Development Agreement

Approval/Modification of Development Agreement \$177.00 per hour

Sec. 80.050. Historic Structure.

Designation, alteration or demolition of an historic structure \$177.00 per hour

Sec. 80.055. Erosion Control Plans

The fees to review erosion control plans prepared pursuant to the Conservation Regulations contained in the Napa County Code are as noted below. Where projects do not easily fall into one of the following categories, the Director of Planning, Building and Environmental Services will determine which of the following categories most closely fits the project and assign the corresponding fee:

- (a) Agricultural Track I Projects \$177.00 per hour,
plus consultant costs
- (b) Agricultural Track II Vineyard Replant \$1,260.00
- (c) Inspection and annual or long term monitoring \$177.00 per hour

Sec. 80.057. Investigation, Enforcement, Permit Compliance Activities

Correction of violation, failure, or condition non-compliance, investigation of unsubstantiated assertions, or other investigation, enforcement, or permit compliance actions. Fee is in addition to fees for any necessary permits. \$177.00 per hour

Sec. 80.060. General, Specific, Airport Land Use Plan Modification

- (a) General Plan, Specific Plan, or Airport Land Use Plan \$177.00 per hour
- (b) Zoning Map or Text Change \$177.00 per hour

Sec. 80.070. Land Division

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| (a) Map Exemption | \$177.00 per hour |
| (b) Tentative Map (Parcel or Subdivision) | \$177.00 per hour |
| (c) Tentative Map Revision | \$177.00 per hour |

Sec. 80.080. Certificate of Non-Conformity

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| Non-conforming Status Determination-major (multiple structures or uses and Pre-1974 Wineries) | \$4,814.00 |
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Sec. 80.090. Site Plan

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| (a) Standard Approval | \$4,549.00 |
| (b) Plan Modification | \$3,111.00 |

Sec. 80.100. Surface Mining and Reclamation

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|---|-------------------|
| (a) Surface Mining & Reclamation-Annual Inspection/Security Adequacy Review | \$2,790.00 |
| (b) Surface Mining & Reclamation-Re-inspection for Compliance Failure | \$177.00 per hour |

Sec. 80.110. Use Permit

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|--|-------------------|
| (a) Use Permit | \$177.00 per hour |
| (b) Use Permit Modification – Major | \$177.00 per hour |
| (e) Use Permit Modification – Minor | \$5,128.00 |
| (f) Use Permit Modification – Very Minor | \$3,107.00 |
| (g) Use Permit Initial Monitoring | \$177.00 per hour |
| (h) Use Permit Violation Fee | \$177.00 per hour |

A major use permit modification is defined as anything other than a minor, and very minor permit modification as defined in Napa County Code section 18.124.130.

Sec. 80.111. Viewshed

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| Review of application for Viewshed | \$177.00 per hour |
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Sec. 80.115. Habitat Restoration or Re-Vegetation Plan

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| Review of Habitat Restoration or Re-Vegetation | \$177.00 per hour |
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Sec. 80.120. Variance

Review of application for Variance \$4,378.00

Sec. 80.130. Reserved

Sec. 80.135. Reserved

Sec. 80.136. Telecommunication Permit and Site Plan

(a) Telecommunication Facility – Site Plan Approval \$4,014.00

(b) Telecommunication Facility – Permit Modification \$2,603.00

Sec. 80.160. Miscellaneous Services

(a) Pre-Application Conference (Includes three hours of time for meeting preparation, meeting and/or follow-up. Applicant will also be charged for fees from participating divisions-fees are non-refundable 72 hours before scheduled conference.) \$696.00

(b) Pre-Application Site Visit (applicant will also be charged fees from participating divisions; fee is non-refundable 72 hours before scheduled visit) \$177.00 per hour

(c) Use & Status Determinations, Condition Complete Analysis & Research, Consultation, Meetings, and Other Activities Not Covered Elsewhere In This Fee Schedule \$177.00 per hour

(d) Black/White Photocopies Fee Policy Manual Section 160.010

(e) Color Photocopies Fee Policy Manual Section 160.010

(f) Copy Certification, per page \$2.00

(g) Recording of Planning Commission Meeting – on CD, each Duplicating meetings and recordings on CD or providing file documentation on CD. Cost includes research and preparation. \$11.00 per quarter hour plus .20 cents per CD

Sec. 80.170. Reserved

Sec. 80.180. Street Naming, Address Assignment

(a) Assign an address \$231.00

(b) Name or rename a street or assign multiple addresses \$177.00 per hour

- (c) Change a street address \$231.00

Sec. 80.190. Photos, Maps

- (a) Photos & Maps – Letter Size, each
- Regular Paper \$6.25
 - Photographic Paper \$7.50
- (b) Photos & Maps – 11” x 17” , each
- Regular Paper \$10.50
 - Photographic Paper \$12.50
- (c) Display Maps – 24” x 36” , each
- Regular Paper \$62.50
 - Photographic Paper \$75.00
- (d) Display Maps – 28” x 40” , each
- Regular Paper \$81.00
 - Photographic Paper \$97.00
- (e) Display Maps – 34” x 44” , each
- Regular Paper \$108.00
 - Photographic Paper \$130.00
- (f) Display Maps – 36” x 60” , each
- Regular Paper \$156.00
 - Photographic Paper \$187.00
- (g) Display Map – on CD, each \$42.00
- (h) Custom Map Preparation (minimum 1 hour) \$177.00 per hour

Sec. 80.200. Building Division Permit Clearances & Referrals

- (a) Building Application Review: Same Day (OTC) \$77.00
- (b) Building Application Review: Quick Permit \$221.00
- (c) Building Application Review: Residential-New \$1,724.00
- (d) Building Application Review: Commercial-New \$2,162.00
- (e) Building Application Review: Residential-Alteration \$1,057.00
- (f) Building Application Review: Commercial-Alteration \$1,081.00
- (g) Building Application Review: Permit Alteration/Revision-Residential \$167.00
- (h) Building Application Review: Permit Alteration/Revision-Commercial \$306.00
- (i) Review a temporary Certificate of Occupancy or Certificate of Occupancy \$177.00 per hour
- (j) Review or inspections in addition to those required or not otherwise \$177.00 per hour

indicated by this section of the Fee Policy Manual

Sec. 80.210. Temporary Events

- | | | |
|-----|---|---|
| (a) | The fee to process an application for an event of 51 to 400 persons per day | \$437.00 |
| (b) | The fee to process an application for an event of 401 or more persons per day | \$1,086.00 |
| (c) | The fee to process an application for a non-profit, wine auction related event, per Napa County Code Section 5.36.030 | \$437.00 |
| (d) | In addition to any fee specified in (a) to (c) of this section, the non-refundable, non-waivable fee to process an application for a temporary event if the application is submitted less than sixty days in advance. | \$373.00 |
| (e) | The fee to process an application entitled to a fee waiver | See Fee Policy Manual Section 10.020(I)
\$149.00 |

Sec. 80.215. Other Department Permit Clearances & Referrals

- | | | |
|-----|---|-------------------|
| (a) | Final Map – Subdivision, Parcel, or Amendment (CEQA-Exempt) | \$695.00 |
| (b) | Lot-line Adjustment (CEQA-Exempt) | \$816.00 |
| (c) | Voluntary Parcel Merger (CEQA-Exempt) | \$665.00 |
| (d) | Special Event in the Right of Way or Road Closure (CEQA-Exempt) | \$154.00 |
| (e) | Road Abandonment, Groundwater Permit, and any other referrals exempt from CEQA review and not otherwise listed in this section | \$667.00 |
| (f) | Grading Review, Road Modification Request, and any other referrals requiring CEQA review and not otherwise listed in this section | \$177.00 per hour |
| (g) | Engineering Referral: Site Development Application or Review of Road Exception Request | \$177.00 per hour |
| (h) | Green Business Certification | \$177.00 per hour |
| (i) | Project Consistency Review Processing | \$177.00 per hour |
| (j) | Public Works Referral: Certificate of Compliance | \$552.00 |

Sec. 80.250. Hourly Projects Policies and Procedures

(a) Purpose.

The purpose of this policy is to provide guidelines and procedures for handling planning projects that are identified as an “hourly fee” in the Napa County Planning, Building and Environmental Services (PBES) permit fee schedule.

(b) General.

Applications for certain planning projects are processed on a time and materials basis and are referred to in the adopted fee schedule as “hourly fee” applications (hereafter “Hourly”). The scope and complexity of these applications varies considerably, so the hourly processing fee is charged to ensure that the County fully recovers the actual cost of the County’s work on these projects (time and materials).

At the time the Hourly application is submitted, the project applicant must acknowledge and agree in writing to pay all costs associated with the processing of the application. Following application submittal, including the required deposit, staff will review the application for completeness and provide the applicant with a good faith written estimate of the cost of processing the permit. Sufficient funds (consistent with the adopted fee schedule) must be deposited by the project applicant in advance of department expenditures so that the actual costs can be charged against this deposit.

PBES will make every effort to ensure that expenses are not incurred in excess of the amount on deposit. If, at any time, funds on deposit are not sufficient, work on the project will be suspended until the required deposit is received. Except as otherwise provided in this policy, hearings on the project will be scheduled only if the account is current and there are sufficient funds on deposit to cover the estimated costs of the public hearing process.

While the applicant is responsible for paying all County costs associated with processing an Hourly application, PBES staff is responsible for ensuring that costs charged to the project are reasonable and appropriate. Staff has an obligation to work efficiently and avoid unnecessary charges. Likewise, staff must ensure that all time devoted to an Hourly project is recorded accurately.

(c) Procedure.

- 1) Application, Hourly Fee Agreement, and Initial Deposit. All Hourly applications must be accompanied by: (i) an Hourly Fee Agreement (Attachment A) signed by the applicant/ developer or property owner who is responsible for payment of fees, and (ii) an initial deposit of funds in accordance with the adopted PBES fee schedule. Hourly applications shall not be accepted without a signed Hourly Fee Agreement. At the time of application, customers will be advised that the applicant will be responsible for all costs associated with processing the application and that estimated costs for processing the application must be paid in advance of staff work on the project. Customers will be advised that additional deposits may be due after staff reviews the initial application as well as periodically during the processing of the application to ensure that funds on deposit are adequate to cover anticipated costs.
- 2) Completeness Review and Cost Estimate. The assigned staff planner shall review the application for completeness within 30 days of application filing and prepare a completeness review letter along with an estimate of the cost of processing the application, using the Cost Estimate for Planning Application Processing form (Attachment B). The estimated cost of processing shall be

noted in the completeness review letter sent to the applicant. If the estimated cost is not expected to exceed the fee taken in at the time of application, the letter should state that the cost is expected to be covered by the initial fee, but may exceed this estimate if unforeseen circumstances occur. If the cost is expected to exceed the initial deposit, that shall be noted in the letter and detailed in the Cost Estimate. The letter shall note that an additional deposit is required prior to the application being deemed complete for processing.

The permit processing costs shall include, but not be limited to the following:

- i) All staff time for reviewing files, conducting research, conducting site inspections, evaluating relevant policies and code requirements, and in consultation with legal counsel, other divisions, departments and agencies.
 - ii) All staff time for coordination with the applicant, the applicant's representatives and in responding to inquiries about the project from other parties.
 - iii) All staff time for preparation of staff reports, environmental documents, attending meetings, including neighborhood meetings, and public hearings, making presentations, preparing resolutions, conditions, and required file processing, including processing after the decision is rendered.
 - iv) Any consultant costs associated with processing the application, including but not limited to preparation of environmental documents, review of technical reports submitted by the applicant or preparation of any additional studies that may be required and contracted for by the County. The cost of any consultant work shall be reviewed with the applicant prior to incurring any consultant expenditures.
 - v) All costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of related environmental documents.
- 3) Deposits for Consultant Costs. Where the County determines that consultant services are necessary to process the application, the applicant must provide a deposit sufficient for the entire consultant cost, prior to approval of any contract for consultant work on the project or prior to the County incurring any consultant costs, whichever occurs first. Deposits for consultant contract costs shall be tracked separately. At the discretion of the Director or his or her designee, the deposit for consultant costs may be paid in increments or phases tied to completion of work products specified in the consultant scope of work. For example, an initial deposit sufficient for completion of the Draft EIR may be accepted to initiate the first work product and a second deposit submitted prior to authorizing work for completion of the Final EIR. The deposit shall not be less than the amount of the contract for each work product.
- 4) Deposits for Staff Costs. Deposits for staff costs must be paid in advance of work proceeding on the project. The initial deposit and any subsequent deposits must be sufficient to cover the entire estimated staff costs or \$10,000.00, whichever is less. If the amount on deposit falls below ten (10) percent of the initial deposit, the project planner shall request an additional deposit. If new issues arise or the project is modified by the applicant, then a new cost estimate of staff time may be prepared and the required deposit may be adjusted to account for any additional staff work.

- 5) **Initiate Processing.** Upon receipt of the additional deposit (if required) and any additional information requested in the completeness review letter, the planner shall review the application for completeness again to verify that all requested information was received. If the planner determines that the application is complete, the planner will make a note in the Department's permit tracking system (Accela) of the date the application is determined complete and initiate the processing of the application as part of their normal workload.
- 6) **Tracking Staff Time.** The planner shall record and charge all of his or her time attributable to the project in the Work Flow module of the Accela Automation system. Time shall be recorded to the nearest one-tenth hour (0.1 hour) increment. Each time entry must include a brief description of the work performed. The description need not be detailed but sufficient to convey to the applicant what work was done. For consistency, the terminology from Paragraph 2 should be used to describe the activity whenever appropriate. All correspondence with the applicant and their representative(s) shall be downloaded in Accela.
- 7) **Deposits and Accounting.** When an Hourly project is first initiated in Accela, the applicant's initial deposit is automatically placed into a trust account where deposits are held until costs are incurred (i.e., time is charged). On a bi-weekly basis, Administrative staff will prepare a billable hours report that documents the staff time charged during the report period and transfers funds from the trust account to the PBES or other department's revenue account(s).
- 8) **Monitoring of Deposits.** When the billable hours report shows that any account has no funds remaining on deposit, Administrative staff will notify the assigned planner by email, with a copy to the Supervising Planner and the Deputy Planning Director. At that point the provisions of Paragraph 9 shall apply.

Whenever staff enters time on a project that has less than \$500 remaining on deposit (including projects in arrears), the Accela system will automatically generate an email to the staff planner, the Supervising Planner and Administrative staff. Upon receiving this notification, the planner shall evaluate the project status and remaining deposit and, if an additional deposit is necessary to complete processing, the planner shall prepare a Request for Additional Deposit (Attachment C) and forward to the assigned Planning Division Administrative Secretary. The Secretary will send a request for additional deposit to the applicant. The request shall note that County staff will not perform services if the remaining deposit amount is not sufficient to reimburse the County for the cost of staff time. A copy of this letter shall be downloaded in Accela.

Once staff is notified that the remaining deposit is less than \$500, care must be taken to avoid going into arrears. Staff should watch the remaining deposit carefully and limit work on the project accordingly. Although the Administrative Secretary II will handle the formal notice to the applicant, staff planners are encouraged to communicate directly and immediately with project applicants when the deposit is low.

- 9) **Depleted Accounts.** When any project account falls into arrears (below zero dollars), all work on the project shall cease until sufficient funds are deposited to carry the project through the process. Staff shall not work on any application that has fallen into arrears without written authorization from the Deputy Planning Director.

As soon as the planner becomes aware that a project is in arrears, the planner shall prepare a Request for Additional Deposit and forward to the assigned Planning Division Administrative Secretary. The Secretary will send a request for additional deposit to the applicant. This notice shall indicate that no work will be done on the project until additional funds are received. If an

application remains on-hold for non-payment for more than 180 days, the Deputy Planning Director may direct that the application be scheduled for hearing with a recommendation for denial without prejudice.

- 10) Agenda Requests. Prior to requesting the hearing date for an application, the planner shall check the status of the deposit in Accela. If the remaining deposit is insufficient to carry the project through the hearing process, the planner shall prepare a Request for Additional Deposit and forward to the assigned Planning Division Administrative Secretary for mailing to the applicant. A sufficient deposit must be on file prior to setting the agenda date or issuing the notice of public hearing. The Deputy Planning Director may make an exception to this requirement if an equivalent alternative method of payment has been provided.
- 11) Required Condition of Approval. Staff shall include the following condition on all project approvals for time and materials projects: No building, grading or sewage disposal permit shall be issued, nor shall beneficial occupancy be granted until all accrued planning permit processing fees have been paid in full.
- 12) Return of Unspent Deposit After Final Action. After final approval or disapproval of the application, staff shall exercise best efforts to return unspent deposits to the project applicant(s) within 10 business days of a request for a return of unspent deposits made by the project applicant(s), or, if no such request is made, within 90 days after final approval or disapproval of the application.
- 13) County Counsel Charges. As noted in Paragraph 2, above, the costs incurred by the Office of the County Counsel in connection with processing an Hourly application are part of the permit processing cost and must be paid for by the applicant. Legal services time is tracked and compiled in the County Counsel's office. When sufficient funds are on deposit to cover County Counsel costs, those funds are transferred to County Counsel via Journal Entry. Where funds on deposit are not sufficient, the process in paragraphs 8 (monitoring deposits) and 9 (depleted accounts) will apply.
- 14) Review of Charges/Adjustments. If an applicant requests a review of the charges or identifies potential errors in invoicing, the matter shall be referred to the Supervising Planner for review. Adjustments for improper charges or to correct errors in invoicing must be authorized by the Deputy Planning Director, the Assistant Director or the Director. Normally, staff time involved in such review of charges will not be charged to the applicant.
- 15) Withdrawn Applications/Refunds. An application shall be deemed withdrawn upon receipt of a written request to that effect from the applicant. Upon receipt of a withdrawal request, the project planner shall immediately notify administrative staff and any other staff involved in reviewing the application and all staff work on the project shall stop, except for staff time necessary to close the file. Within 30 days of receipt of the withdrawal request, administrative staff shall issue a final project statement indicating the charges and balance remaining on deposit after the file is closed, and shall issue a refund of any unused deposit.
- 16) Abandoned Applications/Refunds. Incomplete applications with no activity by the applicant for 120 days or more may be deemed abandoned and closed out. At least 30 days prior to the application being deemed abandoned, the department shall notify the applicant in writing that the application will be deemed abandoned and the actions needed by the applicant to keep the

application active. After the file is closed out, the Deputy Planning Director or Supervising Planner shall authorize a refund of any remaining deposit.

Adopted 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 04-05-16; Resolution 2016-42 (eff 07-01-16)
Revised 05-21-19; Resolution 2019-70 (eff 07-01-19)
Revised 11-05-24; Resolution 2024- (eff 01-06-25)

PART 85

COUNTY FIRE DEPARTMENT/FIRE MARSHAL

- Sec. 85.010. General; Refund of Fees
- Sec. 85.015. Surcharge
- Sec. 85.020. Fire Permits
- Sec. 85.030 Permit Clearances and Referrals from Other Departments
- Sec 85.040 Appeal

Sec. 85.010. General; Refund of Fees

The fees set forth in this Part shall be paid prior to processing the application for the permit. No such permit or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour. The County Fire Marshal will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be collected by the Conservation, Development and Planning Department on behalf of the County Fire Marshal unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions.

Sec. 85.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 7.5% shall be added to all fees in this Part.

Sec. 85.020. Fire Permits**Fire Protection Systems Review and Inspection**

(a)	Fire Sprinkler Systems	
	1. Fire Sprinklers 1-99 heads	\$1,417.00
	2. Fire Sprinklers 100-199 heads	\$2,126.00 plus 2% of the price above \$5,000 contract price
	3. Fire Sprinklers 200+ heads	\$2,835.00 plus 1.5% of the price above \$20,000 contract price
(b)	Fire Pump Installation	\$1,417.00
(c)	Fire Hydrant Installation	
	1. Hydrant: Base Fee	\$827.00
	2. Hydrant: Each Additional	\$331.00
(d)	Fire Standpipe Installation	\$993.00
(e)	Above Ground Tank or Pipe Installation	\$644.00
(f)	Fire Alarm Systems	
	1. Fire Alarms, < 25 Devices	\$1,417.00
	2. Fire Alarms, 26-50 Devices	\$2,126.00
	3. Fire Alarms, 51-100 Devices	\$2,835.00
	4. Fire Alarms, 100-200 Devices	\$3,543.00
	5. Fire Alarms, 200+ Devices	\$4,252.00
	6. Communicator Upgrade	\$709.00
	7. Dedicated Functional Systems	\$709.00
(g)	Specialized Fire Protection Systems	
	1. Clean Agent Gas System Installation	\$1,417.00
	2. Dry Chemical System Installation	\$1,417.00
	3. Wet Chemical/Kitchen Hood Installation	\$1,417.00
	4. Foam System Installation	\$1,417.00
	5. Paint Spray Booth Installation	\$1,417.00
	6. Refrigeration System Installation	\$1,417.00

(h) Tents, Canopies, Membrane Structures	
1. Tent Size, 400-1,500 square feet	\$695.00
2. Tent Size, 1,500-5,000 square feet	\$1,042.00
3. Tent Size, 5,000+ square feet	\$1,564.00
4. Tent Rush Fee	Additional 50% fee if submitted < 14 days prior to event
(i) High Piled Storage and Warehousing	
High Piled Storage Review and Inspection	
1. 0 – 12,000 sqft storage area	\$695.00
2. 12,001 – 250,000 sqft storage area	\$742.00
3. 0 – 12,000 sqft storage area	\$1319.00
(j) Annual Operating Permit for High Piled Storage (Plan Review and Inspection)	\$331.00 per hour
(k) Emergency Responder Radio Coverage	
1. Emergency Responder Radio Coverage (Plan Review and Inspection)	\$331.00 per hour
(l) Other Fees	
1. Additional Inspection Fee (Applied on 3rd Field Inspection and each subsequent inspection)	\$331.00 per hour
2. Additional Inspection Fee (Applied on 3rd submittal and each subsequent submittal)	\$331.00 per hour
3. Late Fee (Monitoring fee for separate submissions not included with the building permit.)	Permit Fee plus 25%
4. Other services not otherwise listed in this section (Alternative Means and Methods Consideration)	\$331.00 per hour
5. Building Safety and Other Inspections (SB1260 – State Mandated / Annual Business Inspections)	\$331.00 per hour
6. Fireworks Display	\$1,820.00
7. Standby Time at Special Events	Actual Cost
8. Hazardous Materials Incident Response	Actual Cost

Sec. 85.030. Permit Clearances and Referrals from Other Departments

(a) Plan review of a building permit application by the Fire Marshal	
1. Standard plan check per Section 70.025(a)1.	25% of Building Division plan review fee
2. 3 rd -party plan check per Section 70.025(a)2.	\$331.00 per hour of staff time plus actual cost of contract plan check

(b)	Inspection of building permit per Section 70.020(b)	25% of Building Division inspection fee
(c)	Use Permit – General	\$331.00 per hour
(d)	Use Permit – Major Modification	\$331.00 per hour
(e)	Use Permit – Minor Modification	\$331.00 per hour
(f)	Use Permit – Very Minor Modification	\$331.00 per hour
(g)	Use Permit Modification – Winery Administrative Permit	\$331.00 per hour
(h)	Use Permit Violation Fee	\$331.00 per hour
(i)	Viewshed – Review of Application	\$331.00 per hour
(j)	Telecommunications – Site Plan / Modification	\$331.00 per hour
(k)	Temporary Event	\$331.00 per hour
(l)	Development Agreement Application or Modification	\$331.00 per hour
(m)	General Plan or Zoning Amendment	\$331.00 per hour
(n)	Habitat Restoration or Re-Vegetation Plan	\$331.00 per hour
(o)	Certificate of Occupancy or Temporary Certificate of Occupancy	\$331.00 per hour
(p)	Code Enforcement, Permit Compliance Inspection, and Investigation	\$331.00 per hour
(q)	Other permit referrals from the Planning Building and Environmental Services Department not otherwise listed in this section	\$331.00 per hour
(r)	Permit referrals from the Public Works Department; fees are collected by the Public Works Department.	\$331.00 per hour

Sec. 85.040. Appeal.

Appeal of an application or permit decision to the Board of Supervisors or Planning Commission based on Record or *De Novo*

(a)	Fee paid by appellant to file appeal	\$2,000.00
(b)	For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division’s fee policy will be charged to the project applicant.	\$331.00 per hour

Revised 8-26-97; Resolution 97-110
Revised 10-4-97; Resolution 97-133
Revised 5-25-10; Resolution 2010-58
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 5-24-11; Resolution 2011-52 (eff 7-1-11)
Revised 4-5-16; Resolution 2016-42 (eff 7-1-16)
Revised 7-31-18; Resolution 2018-102 (eff 08-01-2018)

PART 90-A

**ASSESSOR-RECORDER-COUNTY CLERK
RECORDER-COUNTY CLERK DIVISION**

- Sec. 90.010. General**
- Sec. 90.011. Search of Records**
- Sec. 90.012. Indexes**
- Sec. 90.012.5 Additional Fees**
- Sec. 90.013. Certificates Under Seal**
- Sec. 90.014. Photocopy Charges**
- Sec. 90.015. Fictitious Business Name (FBN) Filings**
- Sec. 90.018. Birth Certificates**
- Sec. 90.020. Marriage Licenses, Certificates and Ceremonies**
- Sec. 90.025. Notary Bond Filings**
- Sec. 90.030. Power of Attorney (Surety)**
- Sec. 90.035. Clerk's Certificate of Authenticity; Verification of Signatures**
- Sec. 90.040. Mechanics Lien Notices**
- Sec. 90.045. Documentary Handling Fees to Process Fish and Game Fees**
- Sec. 90.049. Miscellaneous Fees**

Sec. 90.010. General

The fees set forth in Part 90-A shall be paid to the Recorder-County Clerk Division. State mandated fees may be required in addition to the County determined fees listed in this schedule.

Sec. 90.011. Search of Records

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|-----|---|---------|
| (a) | Recorder search (per name, per decade). | \$6.00 |
| (b) | Federal tax lien search | \$15.00 |

Sec. 90.012. Indexes

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|-----|---|--|
| (a) | The fee to purchase printouts and or custom downloads of weekly reports from Official Records shall be: | \$3.00 up to 5 pages and \$0.10 for each page thereafter |
| (b) | Daily documents and index (Daily Downloads) (annual subscription) | \$5,268.00 |
| (c) | Online index and document access (annual subscription) | \$4,316.00 |

Sec. 90.012.5 Additional Fees

For the filing of every instrument, paper or notice for record, the following additional fee shall be charged:

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|-----|---|---------|
| (a) | Base Recording fee per Government Code Section 27361(a) | \$10.00 |
| (b) | An additional fee of One Dollar pursuant to Government Code Section 27361.4(b) for the Recorder's Office to remain open each business day. | \$1.00 |
| (c) | An additional fee of One Dollar pursuant to Government Code Section 27361.4(c) where such instrument, paper or notice for record is indexed within two business days after the date of recordation. | \$1.00 |
| (d) | An additional fee of One Dollar pursuant to Government Code Section 27361.4(a) for converting document storage system to micrographics | \$1.00 |
| (e) | Additional fee of One Dollar pursuant to Government Code Section 27361(c) to support, maintain, improve and provide for full operations | \$1.00 |
| (f) | Additional fee of One Dollar pursuant to Government Code Section 27397(c)(1) for Electronic Recordings | \$1.00 |

Sec. 90.013. Certificates Under Seal

The fee for each certificate under seal shall be Five Dollars per document. \$5.00

Sec. 90.014. Photocopy Charges

The fees for photocopies of documents on record are as follows:

- (a) For copy size 11 x 17" or less \$2.00 per page
- (b) For copy size greater than 11 x 17" \$4.00 per page

Sec. 90.015. Fictitious Business Name (FBN) Filings

- (a) The fee to file a fictitious business name. \$50.00 each
- (b) The fee for abandonment or withdrawal of a fictitious business name \$50.00 per abandonment or withdrawal
- (c) The fee to list additional parties under a fictitious business name \$7.00 per additional party
- (d) Searching records or files (includes copy if found) \$6.00
- (e) Annual Subscription for weekly listing of FBN filings \$198.00

Sec. 90.018. Birth Certificates

The Children's Trust Fund portion of the fee for a certified copy of a birth certificate \$7.00

Sec. 90.020. Marriage Licenses, Certificates and Ceremonies

- (a) The fee to issue a regular or replacement marriage license \$83.00 per license
- (b) The fee to issue a confidential or replacement confidential marriage license \$95.00 per license
- (c) The fee for issuance of marriage licenses on County workdays outside of normal business hours, weekends or holidays. \$139.00 additional on weekends or holidays

PART III: FEES

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|-----|--|---------------------|
| (d) | The fee for marriage ceremony services performed by the Clerk-Recorder per ceremony during County workdays. | \$51.00 |
| | The fee for marriage ceremony services performed by the Clerk-Recorder dollars per ceremony during weekends, holidays, after normal business hours or other County non-workdays. | \$101.00 |
| (e) | The fee for an application for a one-day appointment to serve as a Deputy Marriage Commissioner | \$63.00 |
| (f) | The fee for a duplicate marriage license. | \$69.00 per license |
| (g) | Marriage Witness Fee | \$35.00 |

Sec. 90.025. Notary Bond Filings

The fee to file and process a notary bond \$26.00 per filing plus recording fees

Sec. 90.030. Power of Attorney (Surety)

The fee to file power of attorney authorizations or revocations (surety bonds) \$21.00 for first, \$10.00 for each additional name

Sec. 90.035. Clerk's Certificate of Authenticity; Verification of Signatures

The fee to issue a certificate of authenticity verifying the official capacity of any public official, including a notary public \$10.00 per certificate

Sec. 90.040. Mechanics Lien Notices

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|-----|---|-------------------------|
| (a) | The fee to process a twenty-day preliminary notice. | \$35.00 per request |
| (b) | The fee to provide mailing services for lien notices. | \$10.00 per debtor/name |

Sec. 90.045. Documentary Handling Fees to Process Fish and Game Fees

- (a) For filing a Notice of Determination of a Negative Declaration with the County Clerk-Recorder. \$50.00
- (b) For filing a Notice of Determination of an Environmental Impact Report with the County Clerk-Recorder. \$50.00

Sec. 90.049. Miscellaneous Fees

- (a) Map Filing Fee \$8.00 (first page)
\$2.00 (each additional page)
- (b) Caregiver Permit Fee \$20.00
Initial and Annual Renewals
- (c) Clerk Acknowledgement \$6.00

Revised 8-26-97
Revised 5-24-11; Resolution 2011-52 (eff 7-1-11)

PART 90-B
ASSESSOR-RECORDER-COUNTY CLERK
ELECTION DIVISION

- Sec. 90.050. General
- Sec. 90.053. Research
- Sec. 90.054. Search of Record on File
- Sec. 90.054.5. Special Request Searches
- Sec. 90.055. Fees for Reproductions of Precinct/Supervisorial Maps
- Sec. 90.056. (Reserved)
- Sec. 90.057. Mailing Costs
- Sec. 90.058. Computer CD's
- Sec. 90.059. Official Photocopying Charges
- Sec. 90.060. Petitions and Candidate Nomination Papers
- Sec. 90.061. Affidavit of Registration
- Sec. 90.062. Statement of Qualification
- Sec. 90.063. Voter Lists
- Sec. 90.064. Official Statement of Vote
- Sec. 90.065. Indexes/Indices

Sec. 90.050. General

The fees set forth in this Part shall be paid to the Clerk-Recorder.

Sec. 90.053. Research

The fee for Elections staff to perform requested research. Thirty-Seven Dollars and Fifty Cents per half hour	\$37.50 per half hour
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Sec. 90.054. Search of Record on File

The fees relating to searches for records on file are as follows:

Sec. 90.054.5. Special Request Searches

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|-----|--|--------------------------|
| (a) | The fee for special request searches (customer requests per 1000 names) is: Extractions, Voter File & Walking list | \$0.50 per 1000
names |
|-----|--|--------------------------|

Sec. 90.055. Fees for Reproductions of Precinct/Supervisorial Maps

The fee to purchase copies of precinct or supervisorial maps is Five Dollars and shall be paid to the Elections Division of the County Clerk-Recorder's Office. \$5.00

Sec. 90.056. (Reserved.)

Sec. 90.057. Mailing Costs

- (a) The mailing fee for large packages shall be (does not include postage) \$15.00 \$15.00 per mailing
(Plus Postage)
- (b) The fee for mailing small packages and letters (handling and postage) is Four Dollars per package or letter. \$4.00 per
package or letter

Sec. 90.058. Computer CD's

- (a) The fee for computer disks is Fifteen Dollars per CD \$15.00 per CD

Sec. 90.059. Official Photocopying Charges

See Section 160.010 for the fees for photocopies shall be as follows:

- (a) Photocopies \$.50 per page for the
first 5 pages and \$.10
for each page
thereafter

Sec. 90.060. Petitions and Candidate Nomination Papers

- (a) As authorized by subparagraph (d) of Section 3702 of the California Elections Code, the fee to file a Notice of Intent to circulate an initiative petition is Two Hundred Dollars. The fee is refundable to the filer if, within one year of the date of filing the Notice of Intent, the Registrar of Voters certifies the sufficiency of the initiative petition. \$200.00
- (b) The fee to check signatures on petitions and candidate nomination papers is a minimum charge of \$13.00 per 20 signatures (use of Elections Dept services by other entities). minimum of \$13.00
per 20 signatures

Sec. 90.061. Affidavit of Registration

The fee for a copy of an affidavit of registration shall be as follows:

(a)	To registered voter	\$0.50
(b)	To others (each copy)	\$1.00
(c)	Certification	\$5.00
(d)	Travel card (proof of registration)	\$5.00

Sec. 90.062. Statement of Qualification

The printer set-up fee and printing fees vary per election; fees shall be based on the number of registered voters and actual printing costs.

Sec. 90.063. Voter Lists

The fees for voter lists shall be as follows:

(a)	Daily list during Vote by Mail (VBM) request period.	\$0.50 per thousand voters
(b)	Voter List (full list)	\$28.00

Sec. 90.064. Official Statement of Vote

A copy of an official statement of vote or canvass of vote shall be as follows:

(a)	Individual pages	\$.50 per page for the first 5 pages and \$.10 for each page thereafter
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Sec. 90.065. Indexes/Indices

The fee for a copy of indexes/indices shall be as established by the California Elections Code.

Adopted 5-23-06
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6/28/10)
Revised 08-14-2012; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-2013; Resolution 2013-13 (eff 04-08-2013)
Revised 04-05-2016; Resolution 2016-42 (eff 07-01-2016)
Revised 05-21-2019; Resolution 2019-70 eff 07-01-2019)
Revised 11-05-2024; Resolution 2024- (eff 01-06-25)

PART 95

COUNTY COUNSEL

Sec. 95.010. General

Sec. 95.020. Public Conservator/Public Guardian and Public Administrator Matters.

Sec. 95.030. Planning and Development Applications, Permits, Code Enforcement Matters.

Sec. 95.010. General

The fees set forth in this Part shall be paid to the Napa County Counsel. The hourly billable rate of reimbursement for Napa County Counsel shall be calculated annually, based on actual department costs. The hourly rate methodology builds indirect costs into County Counsel hourly salary and benefit rates to arrive at fully burdened hourly rates. The hourly billable rate sheet is calculated annually and available upon request from the County Counsel office.

Sec. 95.020. Public Conservator/Public Guardian and Public Administrator Matters

County Counsel’s billable rate for Public Conservator, Public Guardian, and Public Administrator matters shall be established annually utilizing the methodology described in Section 95.010. County Counsel Fees charged to individuals or estates for these services shall be subject to Court approval.

Sec. 95.030. Planning and Development Applications, Permits, Code Enforcement Matters

- | | |
|---|-------------|
| (a) The fee for review of use permits – | Hourly Rate |
| (b) The fee for review of use permit modifications | Hourly Rate |
| (c) The fee for review of a new or amended agricultural preserve contract. | Hourly Rate |
| (d) The fee for attendance at a pre-application conference arranged by the Planning Division (two-hours of meeting time). | \$351.00 |

PART III: FEES

- (e) The fee for review of all other planning and development applications or permits, code enforcement matters, general plan or zoning map amendments, development agreements, or certificates of compliance. Hourly Rate

- (f) The fee for review of certificates of compliance, lot-line adjustments, or voluntary parcel mergers. Hourly Rate

- (g) Certificates of Legal Non-Conformity Hourly Rate

- (h) Minor/Very Minor Use Permit Modifications Hourly Rate

- (i) CEQA-Environmental Document Review Hourly Rate

- (j) Code Enforcement Issues Hourly Rate

- (k) Appeals Hourly Rate

- (l) A General Plan Update surcharge 7.5% shall be added to fees (a)-(h) in this section.

Revised 9-13-05
Revised: 8-19-08; Resolution No. 08-142
Revised: 9-13-16; Resolution No. 2016-119
Revised 11-05-2024; Resolution 2024- (eff 01-06-25)

PART 100

CRIMINAL JUSTICE

- Sec. 100.010. Civil Penalties for Parking, Standing, Equipment and Registration Violations
- Sec. 100.030. Department of Corrections Fees
- Sec. 100.040. Cardroom Dealer Permit
- Sec. 100.050. Concealed Weapons Permit
- Sec. 100.060. Explosives Permit
- Sec. 100.070. Fingerprinting
- Sec. 100.080. Mobile Public Address Sound System Permit
- Sec. 100.090. Secondhand Dealer Licenses
- Sec. 100.100. Taxi Permits
- Sec. 100.110. Issuance of Incident Reports
- Sec. 100.120. Examination of Local Records
- Sec. 101.000 Administrative Penalties for violations of the Napa County Code

Sec. 100.010. Civil Penalties for Parking, Standing, Equipment and Registration Violations

Civil penalties for parking, standing, equipment and registration violations prosecuted as civil violations shall be calculated as the sum of the base penalty for the violation set forth in subparagraph (a) plus those County and State surcharges (assessments) set forth in subparagraph (b). If the penalties are not timely paid, the late penalties and additional collection costs set forth in subparagraphs (c), (d), (e), (f), and (g) shall be added to the base penalties.

- (a) Base civil penalties, which shall include a \$3.50 Napa County Administrative Processing Fee, are established as set forth below:

(Vehicle Code violations)

- | | |
|---|----------|
| (1). unlawful parking on public grounds | \$103.00 |
| (2). Bicycle parked – impeding pedestrian traffic | \$35.00 |
| (3). Illegally impeding bicycle lanes – person | \$35.00 |
| (4). Illegally impeding bicycle lanes – parking | \$35.00 |

PART III: FEES

(5). Improper parking – intersection	\$35.00
(6). Improper parking – crosswalk	\$35.00
(7). Improper parking – safety zone	\$35.00
(8). Improper parking – within 15’ fire station driveway	\$35.00
(9). Improper parking – blocking driveway	\$35.00
(10). Improper parking – sidewalk	\$35.00
(11). Improper parking – obstructing traffic	\$20.00
(12). Improper parking – double parked	\$35.00
(13). Improper parking – bus zone	\$250.00
(14). Improper parking – tunnel	\$35.00
(15). Improper parking – bridge	\$35.00
(16). Improper parking curb wheelchair access	\$250.00
(17). Parked in designated fire lane	\$35.00
(18). Parking parallel on right	\$20.00
(19). Curb parking restricted	\$20.00
(20). Parking on one-way street	\$20.00
(21). Unincorporated area parking	\$20.00
(22). Posted No Parking – state highways	\$35.00
(23). Parking in handicapped space	\$250.00
(24). Blocking handicapped space	\$250.00
(25). Blue Zone marked boundaries – loading area	\$250.00

PART III: FEES

(26). Parking in snow removal areas	\$20.00
(27). Tow cars – parking on freeway	\$20.00
(28). Improper parking – hydrants	\$20.00
(29). Unattended vehicle	\$20.00
(30). Locking vehicle with person inside	\$103.00
(31). Opening door on traffic side	\$35.00
(32). Parking on freeway restricted	\$20.00
(33). Vending on freeway	\$35.00
(34). Illegal to park on railroad tracks	\$35.00
(35). Parking near sidewalk ramp/3 feet	\$250.00
(36). Vehicle abandonment on highway	\$270.00
(37). Vehicle abandonment – public/private	\$270.00
(38). Blocking intersection	\$50.00
(39). Parking lot – street and alley parking	\$35.00
(40). Stopping or parking on bridge restricted	\$35.00
(41). Registration tabs or equipment violations	\$60.00
(Napa County Code Violations)	
(42). Obedience to traffic signs	\$20.00
(43). Temporary parking restrictions	\$35.00
(44). Obstruction of road	\$35.00
(45). Truck, commercial trailer, bus – 6 a.m. to midnight	\$100.00

PART III: FEES

(46).	Recreational vehicle in residential area more than 72 hours	\$100.00
(47).	Parking limits and regulations – parking in violation of posted regulations or time limits at any County-owned or operated Parking Lot	\$20.00
(48).	Unauthorized parking between the hours of 11 PM and 5 AM at any County-owned or operated Parking Lot	\$20.00
(49).	Parking outside stall or in designated “No parking zones” at any County-owned or operated Parking Lot	\$20.00
(50).	Parking in stall designated for disabled persons	\$250.00
	1. Parking in County-owned or operated Parking Lot – overhaul, maintenance, repair, or displaying for purpose of sale	\$25.00
	2. Parking a non-Electric Vehicle in an Electric Vehicle parking stall or parking an Electric Vehicle in an Electric Vehicle parking stall without charging	\$20.00
	3. Non-motor vehicle use in County-owned or operated Parking Lot including camping, use of camp equipment, storage of any kind, roller skating, skateboarding, riding a non-motorized device	\$25.00
(51).	Parking in loading docks – Coombs Street, Main Street, Elm Street	\$20.00
(52).	No overnight parking – 10 p.m./4 a.m. Capell Cove Boat Launching Ramp	\$50.00
(53).	Parking outside designated stalls Vehicle w/boat trailers – Capell Cove Ramp	\$50.00
(54).	Parking outside designated stalls – vehicles only Capell Cove Ramp	\$50.00
(55).	Parking in Red Zone – Capell Cove Ramp	\$50.00
(56).	Parked in excess of 120 hrs – County Road	\$50.00
(57).	Parked on county road – displayed for sale	\$25.00
(58).	Parked on county road – washing, greasing, repairing	\$25.00

PART III: FEES

(59).	Parking between 10 p.m. and 4 a.m. – Cuttings Wharf Ramp	\$20.00
(60).	Parking outside authorized areas at Lake Hennessey and Conn Dam Picnic Areas	\$50.00
(61).	Parking outside authorized areas at Lake Berryessa Lake and Park Area	\$50.00
(b)	The County surcharge on the base penalties set forth in subparagraph (a) shall be \$1.50 shall be placed in the Criminal Justice Facilities Construction Fund	\$1.50
(c)	Late penalties. The following late penalties shall be imposed when the applicable base penalty is not timely paid:	
(1).	When base penalty is \$20.00-\$24.00	\$15.00
(2).	When base penalty is \$25.00-\$34.00	\$20.00
(3).	When base penalty is \$35.00 or more	\$25.00
(d)	State and DMV processing fees shall be passed through.	

Sec. 100.040. Cardroom Dealer Permit

The fee for applying for a cardroom dealer permit is Fifty-One Dollars.	\$51.00
The renewal fee for an existing cardroom dealer permit is Ten Dollars.	\$10.00

Sec. 100.050. Concealed Weapons Permit

The fee for processing an application for a concealed weapons permit is Sixty Dollars for the initial application and Ten Dollars for a renewal of an existing application, plus DOJ/Livescan Fees passed to the State.	\$60.00 for initial plus DOJ/Livescan Fees, \$10.00 for renewal plus DOJ/Livescan Fees
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Sec. 100.060. Explosives Permit

The fee for processing an application for an explosives permit is Twenty Dollars for under 100 pounds and Twenty-Four Dollars for over 100 pounds.	\$20.00 for under 100 lbs., \$24.00 for over 100 lbs.
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Sec. 100.070. Fingerprinting

The fee to have any member of the general public fingerprinted as part of an application for a permit is Fifteen Dollars. \$15.00

Sec. 100.080. Mobile Public Address Sound System Permit

The fee for filing an application for a mobile public address sound system equipment permit is Twenty-Five Dollars. \$25.00

Sec. 100.090. Secondhand Dealer Licenses

The fee for processing an application for a secondhand dealer license is Two Hundred and Twenty-Seven Dollars for the initial application and Ten Dollars for a renewal of an existing application. \$227.00 for initial, \$10.00 for renewal

Sec. 100.100. Taxi Permits

The fee for taking the fingerprints and photograph of each person applying for a taxi permit, and for each driver, is Fifty Dollars. \$50.00

Sec. 100.110. Issuance of Incident Reports

The fee for obtaining a copy of an incident report, when authorized, is Ten Dollars. \$10.00

Sec. 100.120. Examination of Local Records

The fee to examine a local summary criminal history record is Ten Dollars. \$10.00

Sec. 101.000. Administrative penalties for violations of the Napa County Code

- (a) For any violation of the Napa County Code, the amount of the administrative penalty shall be:
 - (1). For the first violation \$105.00
 - (2). For the second violation of the same ordinance within one year from the date of the first violation \$200.00
 - (3). For each additional violation of the same ordinance within one year from the date of the first violation \$500.00

- (b) If the violation is not corrected within the time specified on the citation, additional administrative penalty shall increase at the rate specified in (a), above.
- (c) Payment of the administrative penalty shall not excuse the failure to correct the violation nor shall it bar further enforcement action.

Adopted 4-8-07; Resolution 07-27
Revised 8-7-07; Resolution 07-100
Revised 2-10-08; Resolution 07-172
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-2013)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-2018)
Revised 05-21-19; Resolution 2019-70 (eff 7-21-2019)
Revised 11-05-24; Resolution 2024- (eff 01-06-25)

PART 110

**PLANNING BUILDING AND ENVIRONMENTAL SERVICES-ENVIRONMENTAL
HEALTH DIVISION**

- Sec. 110.010. Imposition of Fees**
- Sec. 110.015. Refund of Fees**
- Sec. 110.020. Delinquency Penalty**
- Sec. 110.025. Appeal**
- Sec. 110.026. Standard Hourly Rate**
- Sec. 110.030. Food Facility Fees**
- Sec. 110.040. Food Facility Plan Review, Approval and Construction Inspections**
- Sec. 110.045. Surcharge**
- Sec. 110.050. Water Well Permit Fees**
- Sec. 110.060. Monitoring, Extraction and Cathodic Protection Well Permits**
- Sec. 110.065. Geothermal Heat Exchange Well Permits**
- Sec. 110.070. Sewage Disposal Permit Fees**
- Sec. 110.080. Septic Tank, etc., Cleaning License Fee**
- Sec. 110.090. Fees for Occupancy Permits for Vessels**
- Sec. 110.100. Swimming Pool Fees**
- Sec. 110.110. Local Public Water System Fees**
- Sec. 110.120. Water and Sewer System Inspection, and Analysis Fees**
- Sec. 110.130. Underground Storage Tanks; Fees**
- Sec. 110.135. Above-Ground Storage Tank Facility Fees**
- Sec. 110.140. Solid Waste Fees**
- Sec. 110.150. Hazardous Materials Business Plans Fees**
- Sec. 110.160. Reserved.**
- Sec. 110.170. Extremely Hazardous Material**
- Sec. 110.200. Hazardous Waste Generators**
- Sec. 110.205. Reserved.**
- Sec. 110.210. Groundwater Permits**
- Sec. 110.220. Other Departments' Fees**
- Sec. 110.230. Stormwater Fees**

Sec. 110.010. Imposition of Fees

The fees set forth in this Section shall be paid at the time of filing the application or other document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. All such fees shall be paid to the Department of Planning, Building and Environmental Services = unless otherwise indicated.

Sec. 110.015. Refund of Fees

- (a) Fees for construction may be refunded upon request of the applicant, within 1 year of the permit issuance, if none of the construction has occurred and the permit has expired. The Department shall retain a processing fee of 25% of the total fee.
- (b) For annual permits, a 50% refund of the permit fee will be given if the facility has permanently closed and a written request for a refund is received in the Department within 90 days of the effective date of the permit.

Sec. 110.020. Delinquency Penalty

- (a) Any fee not paid by the delinquency date shall be increased by twenty-five percent (25%) or as otherwise permitted by law.
- (b) Any persons who shall commence any work for which a permit to construct is required by the Napa County Code or other applicable code, without first having obtained a permit or plan approval therefore, if subsequently permitted to obtain a permit or plan approval, shall pay double the permit fee, provided, however, that this provision shall not apply to emergency work when it shall be proved to the satisfaction of the Administrative Authority that such work was urgently necessary and that it was not practical to obtain a permit before commencement of the work. In all cases, a permit must be obtained as soon as it is possible to do so, and if there be an unreasonable delay as determined by the Director or other Administrative Authority in obtaining such permit, a double fee as herein provided shall be charged. This penalty also includes failure to file for an initial operating permit, such as failing to file a new or replacement hazardous materials business plan, underground storage tank operating permit, or other similar submittal upon commencing operations or within 30 days following a change of ownership. The Department may also use other mechanisms, such as Administrative Enforcement Orders where warranted due to repeated violations or lateness beyond 60 days.

Sec. 110.025. Appeal

Appeal of an application or permit decision to the Board of Supervisors or Planning Commission based on Record or *De Novo*

- | | | |
|-----|--|----------------------|
| (a) | Fee paid by appellant to file appeal | \$2,000.00 |
| (b) | These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals. | |
| (c) | For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. | Standard hourly rate |

Sec. 110.026. Standard Hourly Rate

Any request for services that is not described in this part shall be charged at the hourly rate set for herein with a 1/2-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Payment of a five (5) hour minimum payment shall accompany the request submittal. Excess fees shall be refunded.	\$154.00
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Sec. 110.030. Food Facility Fees

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|-----|--|------------|
| (a) | The following fees are established to process applications for licenses relating to food facilities: | |
| | 1. Annual operating fees for Food Facilities with on-site food preparation of potentially hazardous food (Includes catering activities where all food preparation is conducted at the permitted facility, by the permitted business. Does not include the activities listed below in 2 through 6): | |
| | (A) Low risk: | \$448.00 |
| | (B) Medium risk: | \$924.00 |
| | (C) High risk: | \$1,562.00 |
| | (D) Registration fee for caterer with out of county commissary | \$153.00 |
| | (E) Registration Fee for Class A Cottage Food Operation | \$256.00 |
| | (F) Permit fee for Class B Cottage Food Operation | \$269.00 |

The Director or his designee shall determine the risk of an establishment based on the type of foods and services provided relative to the potential food borne illness risk to the public.

2. Temporary Food Facilities:

(A) Farmer’s Market Organizer Application and Permit	\$256.00
(B) Single High Risk Event	\$384.00
(C) Single Low Risk Event	\$281.00
(D) Annual Temporary Event Permit	\$576.00
(E) Temporary Event Organizer: 2-20 Vendors	\$576.00
(F) Temporary Event Organizer: >20 Vendors	\$1,792.00

3. Food Impound Release Fee \$154.00

4. Mobile Food Preparation Units, Mobile Food Facilities, and Stationary Mobile Food Preparation Units:

(A) Low risk:	\$230.00
(B) Medium risk:	\$307.00
(C) High risk:	\$714.00

5. Restricted Food Service Transient Occupancy Establishments

(Bed and Breakfasts):

(A) without water system:	\$461.00
(B) with water system:	\$512.00

6. Re-inspection when requested by a facility operator for the purpose of conducting an additional routine inspection. \$449.00

7. Re-inspection fee to be imposed when a facility requires a third consecutive routine inspection due to two consecutive prior inspections that scored >20 points (a C or worse) \$449.00

8. Follow up inspection fee to be imposed when a facility failed to correct a violation at the first follow up inspection and a second follow up inspection is required. \$257.00

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|--|---------|
| (b) Harding auction contract | \$2,061 |
| (c) Notwithstanding subparagraph (a), the Director of Planning, Building and Environmental Services is authorized to enter into agreements with Fairs, Farmers Markets, and the promoters of special events for the limited purpose of charging a single food facility inspection fee covering the inspection of all food facility operators at that event providing that the cost of same will be less than the cost of the sum total of all of the individual inspection fees that would otherwise be required to be paid. | |

Sec. 110.040. Food Facility Plan Review, Approval and Construction Inspections

- | | |
|--|------------|
| (a) The fees for new or major remodel plan review of food facilities and approval of same including associated construction inspections are: | |
| 1. Low risk (includes two inspections): | \$576.00 |
| 2. Medium risk (includes two inspections): | \$1,191.00 |
| 3. High risk: (includes three inspections) | \$1,687.00 |
| 4. Additional construction inspections beyond that listed above | \$307.00 |
| (b) Minor remodel | |
| (c) Resubmittal of previously approved plans for new or major remodels | \$461.00 |
| (d) Mobile food facility plan review | \$576.00 |

Sec. 110.045. Surcharge

A general plan surcharge of 7.5% shall be added to all fees in Sections 110.050, 110.060, 110.065 and 110.070 except for 110.070 (n)(2) and 110.070 (o-q).

Sec. 110.050. Water Well Permit Fees

All water well permits are issued for two years and shall become invalid after two years from the date of issuance if work has not been completed. The fees for water well permits are as follows:

- | | |
|---|----------|
| (a) Water well-class IA or IB permit: [Includes a groundwater determination] | \$614.00 |
| (b) Water well-class II permit:
[Includes a groundwater determination and fees for environmental review; fees for review by Public Works may also be due.] | \$640.00 |

(c)	Well reconstruction or deepening: [Includes a groundwater determination and alteration of well after final inspection]	\$461.00
(d)	Well destruction: (No fee if done in conjunction with a Class I or II permit)	\$461.00
(e)	Well permit extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time.	\$115.00
(f)	Well permit plan revision	\$154.00
(g)	For each dwelling unit connected to an approved individual water supply system, for which a storage tank is required, to meet the requirements of Section 13.04.070 of the Napa County Code of Ordinances, to be paid prior to the issuance of a building permit hereunder.	\$230.00
(h)	Re-inspection when the contractor requests an inspection and fails to call to cancel when not ready for the scheduled inspection.	\$230.00
(i)	Easement/agreement for easement review	\$154.00

Sec. 110.060. Monitoring, Extraction and Cathodic Protection Well Permits

All groundwater monitoring well and exploratory hole (boring) applicants shall pay the following permit fees. All permits are issued for one (1) year and shall become invalid after one (1) year from the date of issuance if work has not been completed. Once a permit has been issued, the number of wells or exploratory hole (borings) cannot be increased without applying for and paying the fee for a new initial site permit.

(a)	Well construction and reconstruction permits:	\$461.00
(b)	Well Destruction:	\$384.00
(c)	Well permit extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time.	\$115.00

Sec. 110.065. Geothermal Heat Exchange Well Permits

(a)	Well Construction and Reconstruction Permits:	
1.	Initial site permit (includes first 5 wells):	\$461.00
2.	Additional wells (>5 wells) on the same permit and to be constructed at the same time and related to the same site (each well):	\$154.00

- | | | |
|-----|---|----------|
| (b) | Well destruction (per well): | \$333.00 |
| (c) | Well permit extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time. | \$115.00 |

Sec. 110.070. Sewage Disposal Permit and Plan Review Fees

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|-----|--|------------|
| (a) | Percolation Tests or site evaluations: field visit and review of work produced by a qualified professional. (The fee covers report review and one site visit. Each additional site visit will require a new fee. Exception: For percolation tests, the presoak inspection and percolation test inspection shall be considered one site visit.) | \$397.00 |
| (b) | Plan check and installation permit: new conventional sewage disposal system installation/addition/alteration [Fees for environmental review may also be due.] | \$1,229.00 |
| (c) | Plan check and installation permit: alternative residential sewage disposal system or >1500gpd conventional [Fees for environmental review may also be due.] | \$2,612.00 |
| (d) | Plan check and installation permit: alternative non-residential sewage disposal system [Fees for environmental review may also be due.] | \$3,264.00 |
| (e) | Plan Check: resubmittal of alternative sewage disposal system | \$410.00 |
| (f) | Plan Check: pretreatment unit or engineered system layout: [Fees for environmental review may also be due.] | \$819.00 |
| (g) | Pretreatment unit installation permit | \$448.00 |
| (h) | Sewer line and/or septic tank installation permit only: (Normally included in installation permit.) | \$499.00 |
| (i) | Conventional repair consultation and installation permit | \$1,344.00 |
| (j) | Plan check and installation permit: alteration or addition to any type of system | \$307.00 |
| (j) | Groundwater elevation determination | \$384.00 |
| (k) | Sewage disposal permit extension. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions meet current requirements. | \$154.00 |
| (l) | Easement/agreement for easement review | \$154.00 |

(m) Holding tank and hold and haul fees:	
1. Plan check and installation:	\$653.00
2. Annual operating permit:	\$230.00
(n) Annual Operating Permits	
1. Winery process water pond with land application:	\$333.00
2. Alternative subsurface residential with service provider, EH triennial inspection	\$307.00
3. Alternative non-residential subsurface systems with a service provider (biannual inspection)	\$307.00
4. Alternative subsurface Systems operated without a service provider (annual inspection):	\$768.00
5. Subsurface disposal greater than 1500 gpd:	\$384.00
6. Winery wastewater systems tier 1 under WGO (10,000-30,000 gpy)	\$317.00
7. Winery wastewater systems tier 2 under WGO (30,000-100,000 gpy)	\$422.00
8. Winery wastewater systems tier 2 under WGO (100,000-300,000 gpy)	\$506.00
9. Winery wastewater systems tier 3 under WGO (300,000-600,000 gpy)	\$743.00
10. Winery wastewater systems tier 3 under WGO (600,000-1,000,000 gpy)	\$1,115.00
11. Winery wastewater systems tier 4 under WGO (1,000,000-3,000,000 gpy)	\$2,602.00
12. Winery wastewater systems tier 4 under WGO (3,000,000-7,000,000 gpy)	\$4,832.00
13. Winery wastewater systems tier 4 under WGO (7,000,000-15,000,000 gpy)	\$7,061.00
14. Winery process wastewater exemption-conventional systems or systems less than 10,000 gpy	\$100.00
(p) Re-inspection when the contractor requests an inspection and fails to cancel when not ready for the scheduled inspection.	\$154.00
(q) Each re-inspection of annually permitted system when operator fails to return to compliance after one follow-up inspection.	\$154.00

Sec. 110.080. Septic Tank, etc., Cleaning License Fee

Filing an application pursuant to Section 5.20.060 of the Napa County Code of Ordinances for a license to carry on the business of cleaning septic tanks, chemical toilets, cesspools or sewage pits, and disposing of the contents thereof (per vehicle to be licensed for such purpose) \$281.00

Sec. 110.100. Swimming Pool Fees

Fees for filing an application to operate a swimming pool pursuant to Section 15.48.030 of the Napa County Code of Ordinances, and for a plan check pursuant to Section 15.44.050 of said code, shall be as follows:

- (a) Annual permit to operate pools: \$422.00
- (b) Plan check:new construction or major remodel (includes 3 hours for plan check and 3 construction inspections) \$1,421.00
- (c) Minor Plan check:existing pool (includes 1 construction inspection) \$537.00
- (d) Additional construction inspections beyond that listed above \$261.00
- (e) Plan check: resubmittal \$230.00
- (f) Reinspection after first follow up inspection due to non-compliance with required corrections. \$230.00

Sec. 110.110. Local Public Water System Fees

- (a) Application for an annual operating permit for a local public water system pursuant to section 13.08.020 of the Napa County Code of Ordinances, shall be as follows:
 - 1. Small community water system: \$1,895.00
 - 2. Transient non-community water system: \$1,075.00
 - 3. State small water system: \$1,011.00
 - 4. Non-transient/non-community system: \$1,241.00
 - 5. California Retail Food Code system: \$1,011.00

(b) The fees for water system **plan checks** and construction inspections are as listed below:

1. New and major revisions for small community and non- transient/ non-community water systems (includes 2 construction inspections)	\$1,664.00
2. New and major revisions transient non-community, state small, and California Retail Food Code water systems: (includes 2 construction inspection)	\$1,664.00
3. Minor revisions (includes 1 construction inspection)	\$922.00
6. Plan check resubmittal fee	\$307.00
5. Additional construction inspections beyond that listed above	\$154.00

Sec. 110.120. Water and Sewer System Inspection, and Analysis Fees

The fee for collection and analysis of a water sample for a determination of bacterial quality (per sample):	\$538.00
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Sec. 110.130. Underground Storage Tanks; Fees

Any individual, trust, firm, joint stock company corporation including a governmental corporation, partnership or association who applies for an annual permit to operate an underground storage tank or to renew, or amend such a permit or to construct, remove or abandon tanks shall pay the following fees:

1. Annual Operating Permit (Per Tank):	\$461.00
2. Failure to notify on change of ownership:	200% Annual Operating Permit Fee
3. Installation of tank or piping	
(A) New plan check: (Includes one tank)	\$883.00
New plan check (Each additional tank)	\$154.00
(B) Installation inspection	\$461
4. Repair Permit	
(A) Major/minor plan check and permit (per site):	\$384.00
(B) Repaid inspection	\$461.00

5. Closure/abandonment of tank	
(A) Plan check	\$538.00
(B) Closure/abandonment inspection*	\$461
6. Consultation Fee to assist permittee in achieving compliance:	\$154

*Inspection Fees – three-hour minimum fee per tank must be paid for each inspection request. If more than three hours per tank is used for an inspection, the permittee will be billed for the additional amount at the hourly rate.

Sec. 110.135. Above-Ground Petroleum Storage Act Fees

Any individual, trust, firm, joint stock company corporation including a governmental corporation, partnership or association who applies for a permit to operate an above-ground storage tank facility or to renew such a permit shall pay the following fees:

(a) Annual Operating Permit:	
1. Tier 1	\$461.00
2. Tier 2	\$461.00
3. APSA Conditionally Exempt Farm (>6,000 gallons, agriculture)	\$308.00
4. Non-qualified	\$461.00
5. Plan check	\$308.00
(b) Failure to Notify on Change of Ownership:	200% Annual Operating Permit Fee

Sec. 110.150. Hazardous Materials Business Plans Fees

Any business, agency or institution which at any time stores the Threshold Planning Quantity amounts (55 gallons of liquid, 500 pounds of solids, 200 cubic feet of compressed gases) of any class of hazardous material shall be subject to this section.

(a) Consultation/re-inspection	\$615.00
(b) Annual permit: UST facility <40,000 gallons	\$654.00
(c) Registration/inspection: remote unstaffed facilities	\$461.00
(d) Annual permit: 1,000-20,000 units	\$654.00
(e) Annual permit: >20,000 units	\$654.00
(f) Annual permit: above ground fuel tanks only	\$654.00
(g) Recyclable household hazardous waste collection	\$615.00

- | | |
|--|------------------------|
| (h) Propane: 1 outdoor LPG < 500 gals | \$614.00 |
| (i) Failure to notify on change of ownership | 200% annual permit fee |

New, major changes or revisions of current plans on file which includes but is not limited to the following types of changes:

- A change of ownership of a business shall require the submittal of a new plan and initial submittal fee.
- Large changes in inventory amounts such that the calculated fees based on the rate table in section 1 above would change the unit category to a higher amount.
- Addition of acutely hazardous material not previously stored at the site in Threshold Planning Amounts.
- Changes in storage location, containment areas, existing detection and alarm systems.
- Major changes in the site plan including new construction, major remodeling or reorganization of the facilities.
- General major revisions in the inventory, emergency response and procedures.

Notes for this Section's fees:

1. A service station or other underground motor vehicle fuel facility which has a valid County Underground Storage Tank Permit pursuant to Section 110.130 with an underground storage tank capacity of not more than 40,000 gallons and inventory other than motor vehicle fuels or used oil of not more than 20,000 units.
2. Remote, un-staffed facilities, which meet the requirements of California Health and Safety Code Chapter 6.95, Section 25507.2 shall pay a one time registration and inspection fee with the required notification and inventory.
3. In all of the above categories of this section, if a change of inventory results in the site becoming subject to annual fees and changes to the existing business plan, an update shall be provided with appropriate fee as indicated in Section 110.150(a) and (c)(1) within 30 days of the change.

Annual Fee: To calculate the annual fee for a facility, add the maximum total units of hazardous materials stored at the site (i.e., gallons, pounds and cubic feet), including hazardous waste using the formula below. Hazardous materials packaged for consumer sale should not be included. Each gallon of liquid hazardous material shall equal 20 units; each pound of solid hazardous material shall equal 2 units and each cubic foot of compressed gas shall equal 5 units. For those businesses which must file annual updates, the above fees shall apply.

Sec. 110.160. Contaminated Site Assessment and Remediation

Five-hour initial deposit and hourly thereafter	\$768.00
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Sec. 110.170. Extremely Hazardous Material

- | | |
|---|------------|
| (a) Initial submittal (CalARP) 10-hour minimum | \$1,536.00 |
| (b) Cal ARP permit: extremely hazardous substances above federal quantity | \$308.00 |
| (c) Cal ARP permit: extremely hazardous substances below federal quantity but above CA quantity | \$308.00 |
| (d) Cal ARP permit: conditionally exempt | \$308.00 |

Sec. 110.200. Hazardous Waste Generators

Businesses which generate hazardous waste shall obtain annual permits and be subject to the following fees:

- | | |
|---|----------|
| (a) Generates less than 27 gallons per calendar month | \$269.00 |
| (b) Generates 27 gallons or more per calendar month | \$269.00 |
| (c) Conditionally Exempt Hazardous Waste Treatment: | \$269.00 |
| (d) Conditionally Authorized Hazardous Waste Treatment: | \$269.00 |
| (e) Permit By Rule Hazardous Waste Treatment: | \$269.00 |
| (f) Less than 1,000 kg non-RCRA hazardous waste per month | \$231.00 |
| (g) Less than 1,000 kg RCRA hazardous waste per month | \$231.00 |
| (h) RCRA acutely hazardous waste, greater than 1 kg/2.2 lbs | \$128.00 |

Sec. 110.205. Reserved.

Sec. 110.210. Groundwater Permits

The following fees are established pursuant to implementation of Napa County Code Chapter 13.15, Groundwater Conservation:

Groundwater Permits*: [Fees for review by the Engineering & Conservation Division and Public Works Department are also due.]	\$1,075.00
Annual Agricultural Exemption recording pursuant to Section 13.15.040:	\$77.00
Ministerial Groundwater Permits and Minor Modification to existing Groundwater Permits*	\$192.00
Application to cancel groundwater permit	\$77.00
Meter Reading for Non-Compliance with Permit	\$154.00

*A General Plan surcharge of 7.5% shall be added.

Sec. 110.220. Other Departments' Fees

- (a) When other divisions or departments refer permit applications to the Environmental Health Division, the following fees are charged for plan reviews. These fees shall be collected and remitted by the respective departments referring the application, on behalf of the Environmental Health Division:

1. Building Referrals:	
(a) Ground-Mounted Solar Energy System Installation	\$70.00
(b) Building Referral: Same Day (OTC)	\$47.00
(c) Building Referral: Quick Permit	\$94.00
(d) Building Referral: Residential-New	\$154.00
(e) Building Referral: Residential-Alteration	\$196.00
(f) Building Referral: Commercial-New	\$271.00
(g) Building Referral: Commercial-Alteration	\$327.00
(h) Building Referral: Permit Alteration or Revision-Residential	\$47.00
(i) Building Referral: Permit Alteration or Revision-Commercial	\$70.00

2. Planning Referrals and Requests:	
(a) Other administrative permits-fence, entry structure, temporary trailer, signs, balloons, other	\$77.00
(b) Administrative permit-viewshed, site plan	\$115.00
(c) Telecommunication site plan approval/permit modification	\$77.00
(d) Temporary events	\$154.00
(e) Very minor modification	\$230.00
(f) Winery administrative permit	\$77.00
(g) Minor modification (residential and non-residential)	\$115.00
(h) Minor modification (winery uses)	\$307.00
(i) Micro-winery / small winery exemption	\$154.00
(j) Variance	\$77.00
(k) Viewshed	\$77.00
(l) Development agreement: approval/modification	\$154.00
(m) Use permit/major modification	\$307.00
(n) Land division: tentative map (parcel or subdivision)	\$154.00
(o) Preapplication meeting	\$307.00
(p) Preapplication site visit	\$346.00
(q) Status determination	\$115.00
(r) Investigation, code enforcement, permit compliance if not covered elsewhere	\$461.00
3. Engineering Referral: Site Development Application	\$224.00
4. County Public Works Referrals:	\$154.00
5. City Planning Permit Referrals	\$108.00
(b) In addition to the above fee for Planning, if a Noise Study is required an additional fee shall be collected.	\$154.00 per hour
(c) A General Plan surcharge of 7.5% shall be added to the fees in this section.	

Sec. 110.230. Stormwater Fees

The following annual fees are established for services relating to implementation of the stormwater inspection program as required pursuant to local city or county ordinances, where the services involved are provided by County personnel:

(a) All food facilities (except restricted food service facility) as defined by the California Retail Food Code:	\$116.00
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PART III: FEES

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| (b) | All those businesses that at any time store Threshold Planning Quantity amounts of any class of hazardous material and/or have on file with the Environmental Health Division a Hazardous Materials Business Plan, and/or generate any amount of hazardous waste: | \$154.00 |
| (c) | All those businesses that meet the requirement in (b) above and are required to obtain an Industrial Permit and/or have a Stormwater Pollution Prevention Plan on file. | \$193.00 |

Revised 6-21-05
Revised 2-10-08; Resolution 07-172
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 5-7-19; Resolution 2019-70 (eff 7-1-19)
Revised 11-05-2024; Resolution 2024- (eff 01-01-25)

PART 115

PUBLIC WORKS - DIVISION OF ANIMAL SHELTER

- Sec. 115.010. Imposition of Fees
- Sec. 115.015 Standard Hourly Rate
- Sec. 115.020. License Fees
- Sec. 115.030. Adoption Fees
- Sec. 115.035. Veterinary/Service Fees.
- Sec. 115.040. Fees for Reclaiming Impounded Animals
- Sec. 115.060. Owner Surrender
- Sec. 115.065. Owner Requested Euthanasia and Disposal
- Sec. 115.080. Fees for Animal Rescue and Fence Repair
- Sec. 115.085 Fees for Fence Checks for Animal Service Agencies
- Sec. 115.090. Fees for Rental of Small Animal Traps
- Sec. 115.100. Fees for Hauling Large Animals to the Shelter
- Sec. 115.110. Fees for Quarantine of Animals
- Sec. 115.120. Kennel Fees
- Sec. 115.130. Pet Shop Inspections

Sec. 115.010. Imposition of Fees

The fees set forth in this Part shall be paid at the time of service or filing of application or another document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. No part of any fee shall be refundable unless otherwise indicated. All such fees shall be paid to the Division of Animal Shelter unless otherwise indicated.

Sec. 115.015. Standard Hourly Rate

Any request for services that are not described in this Part shall be charged at the standard hourly rate with a half-hour minimum for each separate work event. Time will be billed to the nearest half-hour after the first hour.

- (a) Standard hourly rate \$95.00

Sec. 115.020. License Fees

- (a) The following dog license fees are established as required by Chapter 6.04 of the Napa County Code of Ordinances:

Dogs - Altered	
6 month license	\$15.00
1 year license	\$20.00
2 year license	\$35.00
3 year license	\$50.00

Dogs - Not Altered	
6 month license	\$46.00
1 year license	\$60.00
2 year license	\$95.00
3 year license	\$141.00

- (b) Fee for late renewal \$25.00
- (c) Replacement \$15.00
- (d) Voluntary one-year cat license \$29.00
- (e) License fees may be collected by cities, veterinarians or other organizations as approved by the Department of Public Works within the county and forwarded with the application to the Department of Public Works or online through a third-party processor.
- (f) Up to 10% of license fees may be used for Animal Shelter Spay/Neuter Voucher Program.

Sec. 115.030. Adoption Fees

- (a) Adoption fees for dogs and cats include all medical costs, vaccinations, and a microchip. License fees shall be collected at the time of adoption as otherwise provided in this Part.

Dog	
Senior (6+ years)	\$50.00
Adult (5+ months)	\$150.00
Puppy (0-5 months)	\$195.00

Cat	
Senior (6+ years)	\$40.00
Adult (5+ months)	\$90.00
Kitten (0-5 months)	\$130.00
Feral/Barn	\$45.00

PART III: FEES

Discount applied for senior persons age 65 or older adopting dog or cat of any age	½ Regular Fees
(b) Rabbit	\$40.00
(c) Small animal such as guinea pig, parakeet, cockatiel, rodent, domesticated bird or fowl	\$15.00
(d) In addition to the following adoption fees, all medical costs incurred for the animal shall also be collected.	
Livestock	
Small	\$50.00
Large	\$100.00
Exotic animal	\$75.00

Sec. 115.035. Veterinary Service Fees

Rabies vaccine	\$10.00
Microchip	
Dog (any age)	\$20.00
Cat (any age)	\$20.00
Rabbit – Fever Vaccine	\$10.00
Vaccine and Microchip Bundle	\$27.00

Sec. 115.040. Fees For Reclaiming Impounded Animals

The following fees apply for each impounded animal of any age and spay/neuter status, and includes all state-imposed fees. All fees shall be collected at the time of redemption.

(a) Dog	
1 st offense	\$65.00
2 nd offense	\$95.00
3 rd offense	\$125.00
4 th offense	\$155.00
5 th offense	\$185.00
6 th offense	\$215.00
Subsequent offenses	\$239.00
Daily board	\$30.00

- (b) Cat
 - 1st offense \$30.00
 - 2nd offense \$55.00
 - 3rd offense \$80.00
 - 4th offense \$105.00
 - 5th offense \$130.00
 - 6th offense \$155.00
 - Subsequent offenses \$180.00
 - Daily board \$25.00

- (c) Small animal
 - All offenses \$25.00
 - Daily board \$20.00

- (d) Hooved farm animals
 - All offenses \$100.00
 - Daily board \$30.00

- (e) Additional charges equal to the amount of actual expenses incurred by the County for the care of any animal, such as medical, transportation, or newspaper publication costs, shall be collected at the time of redemption.

- (f) All cats must be microchipped at the rates provided in this Part at the time of redemption.

- (g) All dogs must be microchipped and have a valid license at the rates provided in this Part at the time of redemption.

Sec. 115.060. Owner Surrender

The following fees apply for each animal surrendered by owner.

- (a) Dog of any age, sex, or spay/neuter status
 - With veterinarian records \$80.00
 - Without veterinarian records \$100.00

- (b) Cat of any age, sex, or spay/neuter status
 - With veterinarian records \$80.00
 - Without veterinarian records \$100.00

- (c) Small animal
 - With veterinarian records \$80.00
 - Without veterinarian records \$100.00

- (d) Livestock \$110.00

- (e) Non-Napa County resident surcharge \$100.00

Sec. 115.065. Owner Requested Euthanasia and Disposal

The following fees apply for owner requested euthanasia for animals of any age, sex, or spay/neuter status.

(a) Dog		
Service		\$65.00
Service and disposal		\$100.00
(b) Cat		
Service		\$50.00
Service and disposal		\$80.00
(c) Small animal		
Service only		\$30.00
Service and disposal		\$65.00

Sec. 115.090. Fees For Rental of Small Animal Traps

(b) Refundable security deposit		\$150.00
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Sec. 115.110. Fees for Quarantine of Animals

The following fees for the quarantine of an animal shall be in addition to standard impound fees, pursuant to Title 6, Chapter 6.04 of the Napa County Code of Ordinances:

(a) Daily quarantine fee		\$45.00
(b) Administration fee		\$60.00

Sec. 115.120. Kennel Fees

Fees for filing an application for a kennel permit required by Title 6, Chapter 6.08 of the Napa County Code of Ordinances, and for a plan check thereunder shall be charged at the standard hourly rate with ½ hour minimum for each separate work event. Time will be billed to the nearest half hour.

(a) Annual operating permit submitted between July 1 and September 1 of each year		\$209.00
(b) Late fee for annual operating permit submitted after September 1 and before July 1 of each year		\$284.00

PART 116

INFORMATION TECHNOLOGY SERVICES

Sec. 116.010. General

Sec. 116.020. Napa County GIS Fees Sec. 116.030. Waiver of Fees

Sec. 116.040. Website Access to Napa County GIS

Sec. 116.010. General

The fees set forth in this Part shall be paid to the Director of Information Technology Services (ITS) prior to any County department performing the services or providing the copies requested.

Sec. 116.020. Napa County GIS Fees

The following fees are hereby established for the dissemination of data from the Napa County Geographic Information System (GIS):

- (a) Fee for copies on external hard drive. The Napa County Geographic Information Officer may elect to provide large volumes of data on media other than DVD, at his/her discretion, including but not limited to, the use of external hard drives. In these circumstances a rate of **\$225.00** will be charged to cover the additional cost to the County for media and programming to accommodate the alternate media, as authorized by Government Code section 6253.9(b). \$225.00

- (b) Shipping Fee: Actual cost of shipping via U.S. first class mail, including actual cost of protective packaging.

- (c) No fee for Online Delivery by Email or FTP. Data delivered online, such as by e-mail or FTP, will be provided free of charge.

Sec. 116.030. Waiver of Fees

- (a) Pursuant to Government Code section 6103, the fees prescribed by this Part shall not be charged to any federal, state or local public agency.
- (b) The ITS Director may grant any person a waiver of any of the fees prescribed by this Part 116 when he determines, in his sole discretion, that creation and/or dissemination of the requested GIS information in the manner requested is necessary for improvement and maintenance of the Napa County GIS including, but not limited to, when the requesting party is concurrently providing data or other information or applications to the County which will add value to the Napa County GIS.
- (c) The Director of any County Department may grant any person a waiver of any of the fees prescribed by this Part 116 where he determines, in his sole discretion, that creation and/or dissemination of the requested GIS information in the manner requested is in the public's best interest.

Sec. 116.040. Website Access to Napa County GIS

No fee shall be charged to any person inspecting, using the applications, or downloading information from the Napa County GIS or any portion thereof when the person engages in such inspection, use or downloading via a website connection maintained by the County for public access. Notwithstanding the foregoing, the Napa County Geographic Information Officer reserves the right to shut down all or portions of such website or access thereto, to any person or to the public in general, where he or she deems such action necessary to maintain, upgrade, or otherwise protect the integrity of the website, the Napa County GIS, or County computer systems generally.

Revised: 6-21-05 Resolution OS-99
 Revised: 10-28-08; Resolution 08-168
 Revised 08-14-2012; Resolution 12-123 (Eff. 10-13-12)
 Revised 07-31-2018; Resolution 2018-102 (Eff. 08-01-2018)
 Revised 09-13-2022; Resolution 2022-133 (Eff. 01-01-2023)
 Revised 11-05-2024; Resolution 2024- (Eff. 01-06-2025)

PART 117

LOCAL ENFORCEMENT AGENCY

- Sec. 117.010. General
- Sec. 117.020. Solid Waste Fees
- Sec. 117.030 Tattoo/Body Art Fees
- Sec. 117.040 Medical Waste Permit and Inspection Fees
- Sec. 117.050 Edible Food Recovery Fees
- Sec. 117.150 County Integrated Waste Management Plan Fees
- Sec. 117.160 Standard Hourly Rate
- Sec. 117.170 Delinquency Penalty

Sec.117.010. General

The fees set forth in this Part shall be paid to the Local Enforcement Agency.

Sec.117.020. Solid Waste Fees

<p>(a) Annual Inspection Fees. (1) Permit Exempt Landfills-Have been granted exceptions pursuant to CCR Title 14, Division 7, Section 18215. (# inspections annually are based on State requirements).</p>	<p>IX-annual inspection-\$398 2X-annual inspections-\$730 3X annual inspections- \$1,593</p>
<p>(2) Enforcement Agency Notification Operations (Including but not limited to, pursuant to Title 14/27, CCR-compost, chipping & grinding, biosolids, contaminated soil, and transfer processing operations)</p>	<p>\$775+\$0.66 per ton for incoming material</p>
<p>(3) Registration Permit (Including but not limited to, pursuant to Title 14/2,7 CCR - chipping & grinding, transfer processing, construction and demolition, and hazardous waste facility)</p>	<p>\$775+\$0.66 per ton for incoming material</p>
<p>(4) Standardized Permit (Including but not limited to, pursuant to Title 14/27, CCR-chipping & grinding, transfer processing, construction and demolition, and hazardous waste facility)</p>	<p>\$775+\$0.66 per ton for incoming material</p>

PART III: FEES

<p>(5) Full Permit (Including but not limited to, pursuant to Title 14/27, CCR- compost, chipping & grinding, biosolids, contaminated soil, and transfer processing operations)</p>	<p>\$775+\$0.66 per ton for incoming material</p>
<p>(6) Refuse Collection/Transportation Vehicles</p>	<p>\$764.00 per year + \$39.20 per vehicle</p>
<p>(7) Closed, Illegal, or Abandoned disposal site and facilities (# of inspection is based on State requirements). Payable at the beginning of the fiscal year.</p>	<p>IX-annual inspection \$372 2X-annual inspections \$883 4X-annual inspections \$1,730</p>
<p>(8) County Composting Permit Fee. Not subject to State Permit Requirements</p>	<p>\$156+\$0.66 per ton of waste received</p>
<p>(b) Solid Waste Facility Permit Applications - includes review R.F.I., Permit Review engineering, geological and environmental reports and requests for review and approval, meetings with the applicant or the consultant, public hearings and preparation of the current document. All out of County travel costs will be charged to the account. Any independent review of documents by an outside firm (such as engineering review) shall also be charged to the account.</p>	<p>\$161 per hour + expenses (\$1,500 retainer paid with submittal)</p>
<p>(c) Closure Post Closure Maintenance Plans: Review of tentative and final plans, reports related to the plans and any meetings with the operator/owner the plans and any meetings with the operator/owner consultant or other agencies. Any out of County travel with the activity will also be charged to the account.</p>	<p>\$161 per hour (\$500 retainer paid with submittal)</p>
<p>(d) Office and field consultations, meetings and review of reports for the assessment or remediation of unpermitted solid waste facilities. Fee shall include preparation of correspondence and reports and travel costs.</p>	<p>\$161 per hour (\$500.00 retainer paid with submittal)</p>
<p>(e) Neither government agencies nor non-profit organization shall be exempt from these fees.</p>	
<p>(f) All retainer fees paid in advance shall be subject to accounting of all costs charged against the account. Excess funds will be refunded at the completion or termination of the project. If the retainer is exhausted, the applicant will be notified to submit an additional amount.</p>	

Sec. 117.030. Tattoo/Body Art Fees

The fees for inspections and permits for Body Art facilities and practitioners shall be as follows:

(a) Plan Check	\$442.00
(b) Inspection-Annual	\$321.00
(c) Practitioner-Annual	\$201.00
(d) Temporary Events	\$401.00

Sec. 117.040. Medical Waste Permit and Inspection Fees

The fees for inspections and permits for medical waste generators, facilities and transfer stations shall be as follows:

(a) Large Quantity Generators who produce 200 pounds or more of medical waste per month without on-site treatment:	\$629.00
(b) Large Quantity Generators With On-Site Treatment Facilities who produce 200 pounds or more per month and treat part or all medical waste on-site:	\$629.00
(c) Transfer Stations that are an off-site location where medical waste is stored or transferred:	\$629.00
(d) Common Storage Facilities which are sites designated as medical waste as a storage area for untreated medical waste and used in common by more than one small quantity generator:	\$629.00
(e) Small Quantity Generator with On-Site Treatment which is a facility producing less than 200 pounds of waste per month and which treats all or a part of that medical waste on site:	\$201.00
(f) Small Quantity Generator which Self-Hauls Medical Waste which produces less than 200 pounds of medical waste per month and self-hauls such waste to an approved facility or transfer station:	\$201.00
(g) Small Quantity Generator with no On-Site Treatment which produces less than 200 pounds of medical waste and does not treat any medical waste on-site.	\$201.00
(h) Change of ownership of any business or facility shall require a new application and inspection with required new annual fee.	

Sec. 117.050. Edible Food Recovery Fees

The fees for edible food recovery program:

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|---|----------|
| (a) Edible food recovery inspection (flat fee) | \$241.00 |
| (b) Edible food recovery – additional services (flat fee) | \$161.00 |

Sec. 117.150. County Integrated Waste Management Plan Fees

Application to amend the County Integrated Waste Management Plan, if such proposal is independent of regular review of the Plan by the County shall be charged at the Standard Hourly Rate with a ten-hour minimum deposit.

Minimum deposit:	\$1,606.00
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Sec. 117.160. Standard Hourly Rate

Any request for services in Sections 117.030-117.050 that is not described in this part shall be charged at the hourly rate set for herein with a 1/2-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Payment of a five (5) hour minimum payment shall accompany the request submittal. Excess fees shall be refunded.

\$161.00

Sec. 117.170. Delinquency Penalty

- (a) Any fee not paid by the delinquency date for a permit or registration shall be increased by twenty-five percent (25%) or as otherwise permitted by law.

PART III: FEES

10-09-07 – Resolution No. 07-132
11-06-07 – Resolution No. 07-154
5-6-08 – Resolution No. 08-66
6-3-08 – Resolution No. 08-87 (effective 3-1-08)
6-9-09 – Resolution No. 09-70
8-18-09 – Resolution No. 09-119
Revised 6-21-11; Resolution 2011-71
Revised 8-16-11; Resolution 2011-100
Revised 8-14-12; Resolution 2012-124
Revised 8-14-12; Resolution 2012-125
Revised 9-11-12; Resolution 2012-135
Revised 7-9-13; Resolution 2013-87
Revised 7-9-13; Resolution 2013-88
Revised 11-4-14; Resolution 2014-132
Revised 11-4-14; Resolution 2014-133
Revised 2-9-16; Resolution 2016-18
Revised 2-9-16; Resolution 2016-19
Revised 8-2-16; Resolution 2016-104
Revised 2-28-17; Resolution 2017-36
Revised 2-28-17; Resolution 2017-37
Revised 6-6-17; Resolution 2017-90
Revised 6-20-17; Resolution 2017-110
Revised 8-15-17; Resolution 2017-128
Revised 9-12-17; Resolution 2017-151
Revised 9-12-17; Resolution 2017-152
Revised 12-19-17; Resolution 2017-195
Revised 10-30-18; Resolution 2018-146
Revised 11-13-18; Resolution 2018-152
Revised 10-8-19; Resolution 2019-127
Revised 06-23-20; Resolution 2020-94

PART 120

HEALTH AND HUMAN SERVICES

- Sec. 120.010. General
- Sec. 120.020. Drug Offender Program Fees Sec. 120.040. [Reserved]
- Sec. 120.050. Napa County Emergency Medical Services Agency Fees
- Sec. 120.060. Public Health Clinic Fees
- Sec. 120.070. Public Health Clinic – Family Planning Fees
- Sec. 120.080. [Reserved]
- Sec. 120.090. Medical Marijuana Identification Card Issuance Fees
- Sec. 120.200. Mental Health Fees *These fees are updated annually. See separate Policy Manual Section.
- Sec. 120.300. Alcohol and Drug Services Fee *These fees are updated annually. See separate Policy Manual Section.
- Sec. 120.400. Vital Statistics Fees

Sec. 120.010. General

The fees set forth in this Part shall be paid to the Department of Human Services.

Sec. 120.020. Drug Offender Program Fees

The fee to participate in the drug offender program is three hundred eighty dollars. \$380.00

Sec. 120.040. [Reserved]

Sec. 120.050. Napa County Emergency Medical Services Agency Fees

The fees related to certification and accreditation of various EMS personnel, and ambulance certification and inspection, are as follows:

(a)	EMT Certification - Initial	\$155.00
(b)	EMT Certification – Renewal	\$117.00
(c)	Paramedic Accreditation	\$200.00
(d)	Replacement Card (EMT or Paramedic)	\$10.00
(e)	Certification/Accreditation Rush Fee (less than 30 days from expiration)	\$100.00
(f)	Continuing Education Provider* (4 year approval)	\$2,000.00
(g)	EMT Training Program** (4 year approval)	\$4,000.00
(h)	Paramedic Training Program** (4 year approval)	\$8,000.00
(i)	EMS Aircraft Classification (annual fee)	\$7,500.00
(j)	BLS Ambulance Provider Certification	\$4,000.00
(k)	ALS Ambulance Provider Certification	\$4,000.00
(l)	CCT Ambulance Provider Certification	\$4,000.00
(m)	Ambulance Inspection	\$150.00
(n)	Special Event Permitting, Hourly Rate	\$75.00
(o)	Stroke Receiving Center Designation/Oversight	\$30,000.00
(p)	STEMI Receiving Center Designation/Oversight	\$15,000.00
(q)	Trauma Receiving Center Designation/Oversight	\$30,000.00

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(r)	Receiving Hospital Designation/Oversight	\$15,000.00
(s)	Base Receiving Hospital Designation/Oversight	\$25,000.00

*Fee may be waived for providers offering all courses at no charge to participants or public safety agencies offering courses to “in-house” employees only.

**Public safety agencies and community colleges only pay 50% of designated fees.

Sec. 120.060. Public Health Clinic Fees

The fees for immunizations are as set forth in the following table:

<u>Immunization</u>	<u>Fee</u>	<u>Immunization</u>	<u>Fee</u>
Typhoid (Inj)	\$90.00	Typhoid (Oral)	\$80.00
MMR (Adult)	\$95.00	Yellow Fever	\$150.00
PPD	\$25.00	IPV	\$60.00
Hepatitis B-Adult	\$100.00	Hepatitis A-Adult	\$110.00
Tdap-Adult	\$50.00	Meningococcal (Menactra)	\$140.00

Office Visit/Registration

Travel Vaccine – consultation fee	\$40.00
Office Visit – charged to client for each individual visit	\$10.00

Sec. 120.070. [Reserved]

Sec. 120.080. [Reserved]

Sec. 120.090

The following Napa County fees are established for application for issuance or renewal of Medical Marijuana Identification Cards:

(a)	For a Non-Medi-Cal Recipient	\$100.00
(b)	For a Medi-Cal Recipient	\$50.00
(c)	For County Medical Services Program Participants	\$0.00

Sec. 120.200. Mental Health Fees

The fees for mental health services are as follows:

Mental Health Services \$ 526.20 per hour

These activities include assessments, therapy, rehabilitation assistance and education to improve functioning and life skills, contacts or consultations with significant support persons, and developing and monitoring client plans which guide services.

Case Management \$ 526.20 per hour

Assisting clients and families to access needed community services, including referrals, coordinating and monitoring service delivery, and placement assistance.

Medication Support \$ 675.00 per hour

Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications.

Crisis Intervention \$842.07 per hour

Non-scheduled response to urgent situations, including assessment, collateral consultations, and therapy.

Crisis Stabilization \$147.50 per hour

Response to individuals in crisis, with emphasis on stabilization and a return to the home environment. Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications. Assessment, collateral consultations, and therapy.

Day Treatment Rehabilitation (Half Day) \$84.08 per day

A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, half day.

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Day Treatment Rehabilitation (Full Day)

\$131.24 per day

A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, full day.

Adult Residential

\$550.00 per day

Rehabilitation services provided in a non-institutional residential setting.

Adult Crisis Residential

\$750.00 per day

Structured, non-institutional, residential therapeutic program serving as an alternative to hospitalization.

Institute for Mental Disease (IMD)

\$ 1,156.37 per month

Treatment Foster Care (TFC) (Therapeutic Foster Care)

\$111.11 per day

Treatment foster care (TFC), also called therapeutic foster care, allows for the provision of short-term, intensive, highly coordinated, trauma informed, and individualized services to children and youth who have complex emotional and behavioral needs.

Therapeutic activities that augment and are integrated into a skilled nursing facility with more than 16 beds where more than 50% of the individuals are diagnosed with a mental disorder.

Hospital Inpatient

\$ 1,961.00 per day

Psychiatric services provided at an acute psychiatric hospital or a distinct acute psychiatric part of general hospital.

Hospital Inpatient Administration Day

\$ 597.34 per day

Psychiatric services beyond the beneficiary's need for acute psychiatric inpatient hospital services due to a temporary lack of residential placement options at non-acute residential treatment facilities.

(Resolution 09-119; 8-18-09)

Psychiatric Health Facility Day

\$ 969.00 per day

Psychiatric services provided at a free standing acute inpatient facility with 16 beds or less.

Sec. 120.300. Alcohol and Drug Services Fees

The fees for Alcohol and Drug Services are as follows:

Outpatient - Individual Crisis Intervention

\$86.53 per 15 minute unit

A face-to-face contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an actual relapse or unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.

Outpatient - Individual Intake/Assessment

\$86.53 per 15 minute unit

A face-to-face contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program. Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-IV; and the assessment of treatment needs to provide medically necessary treatment services by a physician licensed to practice medicine in the State of California. Intake may include a physical examination and laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff lawfully authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.

Outpatient – Individual Treatment Planning

\$86.53 per 15 minute unit

Collaborative session between program staff and beneficiary to identify problems, goals, action steps and target dates.

Outpatient - Individual Counseling

\$86.53 per 15 minute unit

A face-to-face contact between beneficiary and therapist or counselor to therapeutically address behavioral manifestations of a client's ambivalence about change and/or enhance a client's motivation for change and/or addressing beneficiaries need for mental health or physical health.

Outpatient - Individual Collateral Services \$86.53 per 15 minute unit

Face-to-face sessions with therapists or counselors and significant persons in the life of a beneficiary, focusing on the treatment needs of the beneficiary in terms of supporting the achievement of the beneficiary's treatment goals. Significant persons are individuals who have a personal, not professional or official, relationship with the beneficiary.

Outpatient - Individual Discharge Planning \$86.53 per 15 minute unit

Face-to-face final collaborative session between program staff and beneficiary to reinforce newly developed recovery skills and to develop a plan to maintain those skills upon conclusion of treatment.

Outpatient - Group Counseling \$43.27 per 15 minute unit

Face-to-face or telehealth contact in which a therapist or counselor treats two or more clients at the same time, focusing on the needs of the individuals served. Sessions shall focus on relapse prevention and other skills to support the client's health and wellbeing.

Outpatient - Group Education \$43.27 per 15 minute unit

Face-to-face group sessions designed to educate participants on the impact of drug and alcohol abuse on their health, wellbeing, relationships, and community resources available to address these effects with the goal of decreasing risk and reducing harm.

Case Management \$91.05 per 15 minute unit

Face-to-face or telehealth contact in which a therapist, counselor, or case manager provides clients with linkage, referral and service coordination with other agencies and/ or community resources that help address issues that could be barriers to the client's ability to sustain ongoing recovery. Case Management services may be provided anywhere in the community. Services can include:

- A. Comprehensive assessment and periodic reassessment of individual needs to determine the need for continuation of case management services;
- B. Transition to a higher or lower level SUD of care;
- C. Communication, coordination, referral and related activities;
- D. Monitoring service delivery to ensure beneficiary access to service and the service delivery system;
- E. Patient advocacy, linkages to physical and mental health care, transportation and retention in primary care services.

Outpatient - Family Counseling Services

\$86.53 per 15 minute unit

Only the Family Unit or Significant Other will participate, not the member. The session(s) will focus on understanding the roles a family plays in the addict's life, understanding the elements of enabling, establishing strategies of how to work with the addict and referrals to supportive services, such as Al-anon.

Intensive Outpatient – Individual Crisis Intervention

\$89.90 per 15 minute unit

A face-to-face contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse or harm. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.

Intensive Outpatient – Individual Intake/Assessment

\$89.90 per 15 minute unit

A face-to-face or telehealth contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program.

Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-V; and the assessment of treatment needs to provide medically necessary treatment services. Intake may include laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.

Recovery Services

\$86.53 per 15 minute unit

Beneficiaries may access recovery services after completing their course of treatment whether they are triggered, have relapsed or as a preventative measure to prevent relapse. Recovery services may be provided face-to-face, by telephone, or by telehealth with the beneficiary and may be provided anywhere in the community. The components of Recovery Services are:

- A. Outpatient counseling services in the form of individual or group counseling to stabilize the beneficiary and then reassess if the beneficiary needs further care;
- B. Recovery Monitoring: Recovery coaching, monitoring via telephone and internet;
- C. Substance Abuse Assistance: Peer-to-peer services and relapse prevention;
- D. Education and Job Skills: Linkages to life skills, employment services, job training, and education services;
- E. Family Support: Linkages to childcare, parent education, child development support services, family/marriage education;
- F. Support Groups: Linkages to self-help and support, spiritual and faith-based support;
- G. Ancillary Services: Linkages to housing assistance, transportation, case management, individual services coordination.

Physician Consulting

\$33.28 per 15 minute unit

Physician consultations services are not with the DMC-ODS beneficiaries; rather, they are designed to assist the Medical Director when seeking expert advice on complex client cases and designing the treatment plan in such areas as: medication selection, dosing, side effect management, adherence, drug interactions, or level of care considerations.

Medication Assisted Treatment

\$33.28 per 15 minute unit

Beneficiaries meeting medical necessity through an identified diagnosis for opiate and/or alcohol dependence. Includes the ordering, prescribing, administering and monitoring of all medications. (Medications to be included in the services will be Buprenorphine (Suboxone), Vivitrol and Disulfiram).

Withdraw-Management Level 1

\$199.07 per day

Ambulatory withdrawal management without extended on-site monitoring. Beneficiaries may have mild withdrawal with daily or less than daily outpatient supervision. Medically necessary services will be provided with an individualized treatment plan prescribed by a licensed physician or LPHA. Supportive services to include:

- A. Availability of specialized psychological and supervision for biomedical, emotional, behavioral, and cognitive problems as indicated
- B. Obtain a comprehensive medical history and physical examination of the patient at admission
- C. Affiliation with other levels of care, including other levels of specialty addiction treatment, for additional problems identified through a comprehensive biopsychosocial assessment
- D. Conduct and/or arrange for appropriate laboratory and toxicology tests, which can be point-of-care testing
- E. 24-hour access to emergency medical consultation services should such services become indicated
- F. Provide or assist in accessing transportation services for patients who lack safe transportation

Withdraw-Management Level 3.2

248.83 per day

Beneficiaries have moderate withdrawal and need 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Supportive services to include:

- A. Availability of specialized clinical consultation and supervision for bio- medical, emotional, behavioral, and cognitive problems
- B. WM 3.2 is managed by clinicians, not medical or nursing staff and protocols are in place should a patient's condition deteriorate and appear to need medical or nursing interventions
- C. Affiliation with others levels of care

Ability to arrange for appropriate laboratory and toxicology tests

Residential Level 3.1

\$133.12 per day

Clinically Managed Low-Intensity Residential Services with 24-hour structure offering at least 5 hours of clinical services weekly while preparing for outpatient treatment.

The treatment servers are focused on improving the individual's readiness to change and/or functioning and coping skills. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops.

The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.

Residential Level 3.3

\$208.00 per day

Clinically Managed Population Specific, High Intensity Residential Services. 24- hour care with trained counselors to stabilize multidimensional imminent danger. Less intense milieu and group treatment for those with cognitive or other impairments unable to use full active milieu or therapeutic community and prepare for outpatient treatment. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops. The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.

Residential Level 3.5

\$166.40 per day

Clinically Managed High-Intensity Residential Services with 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Goals of treatment are to promote abstinence of substance use, arrest,

and other addictive and/or antisocial behaviors, and effect change in participants; lifestyles, attitudes and values. Focus is on stabilization of dangerous addiction signs and symptoms, initiation or restoration of a recovery process and preparation for ongoing recovery. Necessary support systems include:

1. Telephone or in-person consolation with a physician and emergency services availability 24/7.
2. Direct affiliations with other levels of care or close coordination through referral to more and less intensive levels
3. Arranged medical, psychiatric, psychological, laboratory, and toxicology services, as appropriate to the severity and urgency of the patient's condition.

Sec. 120.400. Vital Statistics Fees

The fees established for burial permits and certified copies of birth, death and fetal death certificates are as follows:

<u>Description</u>	<u>Fee</u>
Birth Certificate (Original Issuance, Amendment or Informational)	\$28.00
Death Certificate (Original Issuance, Amendment or Informational)	\$21.00
Fetal Death Certificate	\$18.00
Burial Permit	\$12.00

Revised 06-21-22; Resolution 2022-92

EXHIBIT "A"

Sec. 120.200. Mental Health Fees

The fees for mental health services are as follows:

Mental Health Services \$561.84 per hour

These activities include assessments, therapy, rehabilitation assistance and education to improve functioning and life skills, contacts or consultations with significant support persons, and developing and monitoring client plans which guide services.

Case Management \$561.84 per hour

Assisting clients and families to access needed community services, including referrals, coordinating and monitoring service delivery, and placement assistance.

Medication Support \$680.52 per hour

Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications.

Crisis Intervention \$842.07 per hour

Non-scheduled response to urgent situations, including assessment, collateral consultations, and therapy.

Crisis Stabilization \$147.50 per hour

Response to individuals in crisis, with emphasis on stabilization and a return to the home environment. Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications. Assessment, collateral consultations, and therapy.

Day Treatment Rehabilitation (Half Day) \$84.08 per day

A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, half day.

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Day Treatment Rehabilitation (Full Day) \$131.24 per day

A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, full day.

Adult Residential \$605.00 per day

Rehabilitation services provided in a non-institutional residential setting.

Adult Crisis Residential \$825.00 per day

Structured, non-institutional, residential therapeutic program serving as an alternative to hospitalization.

Institute for Mental Disease (IMD) \$1315.77 per month**Treatment Foster Care (TFC) (Therapeutic Foster Care)** \$111.11 per day

Treatment foster care (TFC), also called therapeutic foster care, allows for the provision of short-term, intensive, highly coordinated, trauma informed, and individualized services to children and youth who have complex emotional and behavioral needs.

Therapeutic activities that augment and are integrated into a skilled nursing facility with more than 16 beds where more than 50% of the individuals are diagnosed with a mental disorder.

Hospital Inpatient \$1,961.00 per day

Psychiatric services provided at an acute psychiatric hospital or a distinct acute psychiatric part of general hospital.

Hospital Inpatient Administration Day \$726.86 per day

Psychiatric services beyond the beneficiary's need for acute psychiatric inpatient hospital services due to a temporary lack of residential placement options at non-acute residential treatment facilities.
(Resolution 09-119; 8-18-09)

Psychiatric Health Facility Day \$1,098 per day

Psychiatric services provided at a free standing acute inpatient facility with 16 beds or less.

Revised 06-21-22; Resolution 2022-93

EXHIBIT "A"

Section 120.300--Alcohol and Drug Services Fees. The fees for alcohol and drug services are as follows:

Service Types	Current Rates	Description
Outpatient - Individual Crisis Intervention	\$90.55 per 15 minute unit	A face-to-face or telehealth contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse or harm. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.
Outpatient - Individual Intake/Assessment	\$90.55 per 15 minute unit	A face-to-face or telehealth contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program. Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-V; and the assessment of treatment needs to provide medically necessary treatment services. Intake may include laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.
Outpatient - Individual Treatment Planning	\$90.55 per 15 minute unit	Face-to-face or telehealth collaborative session between program staff and beneficiary to identify problems, goals, action steps and target dates.
Outpatient - Individual Counseling	\$90.55 per 15 minute unit	A face-to-face or telehealth contact between beneficiary and therapist or counselor to therapeutically address behavioral manifestations of a client's ambivalence about change and/or enhance a client's motivation for change and /or address client's need for mental health or physical health care.
Outpatient - Individual Collateral Services	\$90.55 per 15 minute unit	Face-to-face sessions with therapists or counselors and significant persons in the life of a beneficiary, focusing on the treatment needs of the beneficiary in terms of supporting the achievement of the beneficiary's treatment goals. Significant persons are individuals who have a personal, not professional or official, relationship with the beneficiary.
Outpatient - Individual Discharge Planning	\$90.55 per 15 minute unit	Face-to-face or telehealth final collaborative session between program staff and beneficiary to reinforce newly developed recovery skills and to develop a plan to maintain those skills upon conclusion of treatment.
Outpatient - Group Counseling	\$45.28 per 15 minute unit	Face-to-face or telehealth contact in which a therapist or counselor treats two or more clients at the same time, focusing on the needs of the individuals served. Sessions shall focus on relapse prevention and other skills to support the client's health and wellbeing.
Outpatient - Group Education	\$45.28 per 15 minute unit	Face-to-face or telehealth group sessions designed to educate participants on the impact of drug and alcohol abuse on their health, wellbeing, relationships, and community resources available to address these effects with the goal of decreasing risk and reducing harm.

Case Management	\$95.28 per 15 minute unit	Face-to-face or telehealth contact in which a therapist, counselor, or case manager provides clients with linkage, referral and service coordination with other agencies and/ or community resources that help address issues that could be barriers to the client's ability to sustain ongoing recovery. Case Management services may be provided anywhere in the community. Services can include: A. Comprehensive assessment and periodic reassessment of individual needs to determine the need for continuation of case management services; B. Transition to a higher or lower level SUD of care; C. Communication, coordination, referral and related activities; D. Monitoring service delivery to ensure beneficiary access to service and the service delivery system; E. Patient advocacy, linkages to physical and mental health care, transportation and retention in primary care services
Outpatient - Family Counseling Services	\$90.55 per 15 minute unit	Face-to-face session(s) that focus on understanding the roles a family plays in addiction, understanding the elements of enabling, establishing strategies of how to support the client in recovery, and referrals to supportive services, such as Ala-non.
Intensive Outpatient - Individual Crisis Intervention	\$94.08 per 15 minute unit	A face-to-face or telehealth contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an actual relapse or unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.
Intensive Outpatient - Individual Intake/Assessment	\$94.08 per 15 minute unit	A face-to-face or telehealth contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program. Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-V; and the assessment of treatment needs to provide medically necessary treatment services. Intake may include laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.
Intensive Outpatient - Individual Treatment Planning	\$94.08 per 15 minute unit	Face-to-face or telehealth collaborative sessions between program staff and beneficiary to identify problems, goals, action steps and target dates.
Intensive Outpatient - Individual Counseling	\$94.08 per 15 minute unit	A face-to-face or telehealth contact between beneficiary and therapist or counselor to therapeutically address behavioral manifestations of a client's ambivalence about change and/or enhance a client's motivation for change and /or address client's need for mental health or physical health care.

Intensive Outpatient - Individual Collateral Services	\$94.08 per 15 minute unit	Face-to-face sessions with therapists or counselors and significant persons in the life of a beneficiary, focusing on the treatment needs of the beneficiary in terms of supporting the achievement of the beneficiary's treatment goals. Significant persons are individuals who have a personal, not professional or official, relationship with the beneficiary.
Intensive Outpatient - Individual Discharge Planning	\$94.08 per 15 minute unit	Face-to-face or telehealth final collaborative sessions between program staff and beneficiary to reinforce newly developed recovery skills and to develop a plan to maintain those skills upon conclusion of treatment.
Intensive Outpatient - Group Counseling	\$47.04 per 15 minute unit	Face-to-face or telehealth contact in which a therapist or counselor treats two or more clients at the same time, focusing on the needs of the individuals served. Sessions shall focus on relapse prevention and other skills to support the client's health and wellbeing.
Intensive Outpatient - Group Education	\$47.04 per 15 minute unit	Face-to-face or telehealth group sessions designed to educate participants on the impact of drug and alcohol abuse on their health, wellbeing, relationships, and community resources available to address these effects with the goal of decreasing risk and reducing harm.
Intensive Outpatient - Family Counseling Services	\$94.08 per 15 minute unit	Face-to-face session(s) that focus on understanding the roles a family plays in addiction, understanding the elements of enabling, establishing strategies of how to support the client in recovery, and referrals to supportive services, such as Ala-non.
Recovery Services	\$90.55 per 15 minute unit	Beneficiaries may access recovery services after completing their course of treatment whether they are triggered, have relapsed or as a preventative measure to prevent relapse. Recovery services may be provided face-to-face, by telephone, or by telehealth with the beneficiary and may be provided anywhere in the community. The components of Recovery Services are: A. Outpatient counseling services in the form of individual or group counseling to stabilize the beneficiary and then reassess if the beneficiary needs further care; B. Recovery Monitoring: Recovery coaching, monitoring via telephone and internet; C. Substance Abuse Assistance: Peer-to-peer services and relapse prevention; D. Education and Job Skills: Linkages to life skills, employment services, job training, and education services; E. Family Support: Linkages to childcare, parent education, child development support services, family/marriage education; F. Support Groups: Linkages to self-help and support, spiritual and faith-based support; G. Ancillary Services: Linkages to housing assistance, transportation, case management, individual services coordination.
Physician Consulting	\$ 33.28 per 15 minute unit	Physician consultations services are not with the DMC-ODS beneficiaries; rather, they are designed to assist the Medical Director when seeking expert advice on complex client cases and designing the treatment plan in such areas as: medication selection, dosing, side

		effect management, adherence, drug interactions, or level of care considerations.
Medication Assisted Treatment	\$33.28 per 15 minute unit	Beneficiaries meeting medical necessity through an identified diagnosis for opiate and/or alcohol dependence. Includes the ordering, prescribing, administering and monitoring of all medications. (Medications to be included in the services will be Buprenorphine (Suboxone), Vivitrol and Disulfiram)
Withdraw-Management Level 1	\$204.25 per day	<p>Ambulatory withdrawal management without extended on-site monitoring. Beneficiaries may have mild withdrawal with daily or less than daily outpatient supervision. Medically necessary services will be provided with an individualized treatment plan prescribed by a licensed physician or LPHA. Supportive services to include:</p> <p>A. Availability of specialized psychological and supervision for biomedical, emotional, behavioral, and cognitive problems as indicated</p> <p>B. Obtain a comprehensive medical history and physical examination of the patient at admission</p> <p>C. Affiliation with other levels of care, including other levels of specialty addiction treatment, for additional problems identified through a comprehensive biopsychosocial assessment</p> <p>D. Conduct and/or arrange for appropriate laboratory and toxicology tests, which can be point-of-care testing</p> <p>E. 24-hour access to emergency medical consultation services should such services become indicated</p> <p>F. Provide or assist in accessing transportation services for patients who lack safe transportation</p>
Withdraw-Management Level 3.2	\$255.30 per day	<p>Beneficiaries have moderate withdrawal and need 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Supportive services to include:</p> <p>A. Availability of specialized clinical consultation and supervision for bio-medical, emotional, behavioral, and cognitive problems</p> <p>B. WM 3.2 is managed by clinicians, not medical or nursing staff and protocols are in place should a patient's condition deteriorate and appear to need medical or nursing interventions</p> <p>C. Affiliation with other levels of care</p> <p>D. Ability to arrange for appropriate laboratory and toxicology tests</p>
Residential Level 3.1	\$153.15 per day	<p>Clinically Managed Low-Intensity Residential Services with 24-hour structure offering at least 5 hours of clinical services weekly while preparing for outpatient treatment.</p> <p>The treatment services are focused on improving the individual's readiness to change and/or functioning and coping skills. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops.</p> <p>The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.</p>

Residential Level 3.1: Perinatal and Gender Responsive	\$ 166.18 per day	<p>Clinically Managed Low-Intensity Residential Services with 24-hour structure offering the following: Alcohol and Drug Recovery Education, Individual, group and family counseling, Pregnancy support, Parenting education, Domestic Violence education, Childcare and child development services, Life skills education, Individual and Group Trauma Therapy, 12 Step support, Relapse prevention education, Family reunification support, Transitional Housing, Alumnae activities, Psychiatric support.</p> <p>Services are provided for pregnant and parenting women between the ages of 18 and 64 and their children ages of 0 to 5. The admission of children is determined on an individual basis for each mother and for each child. Upon admission an assessment is made of the individual needs of each participant. The maximum length of stay is 90 days. The maximum length of stay will vary with the individual as she progresses through the phases of recovery.</p>
Residential Level 3.3	\$355.20 per day	<p>Clinically Managed Population Specific, High Intensity Residential Services. 24-hour care with trained counselors to stabilize multidimensional imminent danger. Less intense milieu and group treatment for those with cognitive or other impairments unable to use full active milieu or therapeutic community and prepare for outpatient treatment. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops. The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.</p>
Residential Level 3.5	\$174.14 per day	<p>Clinically Managed High-Intensity Residential Services with 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Goals of treatment are to promote abstinence of substance use, arrest, and other addictive and/or antisocial behaviors, and effect change in participants; lifestyles, attitudes and values. Focus is on stabilization of dangerous addiction signs and symptoms, initiation or restoration of a recovery process and preparation for ongoing recovery. Necessary support systems include:</p> <ol style="list-style-type: none"> 1. Telephone or in-person consolation with a physician and emergency services availability 24/7. 2. Direct affiliations with other levels of care or close coordination through referral to more and less intensive levels 3. Arranged medical, psychiatric, psychological, laboratory, and toxicology services, as appropriate to the severity and urgency of the patient's condition.
Residential Treatment Services, Room and Board	\$22.86 per day	<p>In addition to substance use treatment services, the residential facility provides the following for the associated daily fee:</p> <ol style="list-style-type: none"> A. Access to a shared bedroom, furnished with an individual bed in good repair, equipped with good springs and a clean mattress, and

		<p>supplied with pillow, linen and lightweight blankets; bedrooms shall be kept at a comfortable temperatures with windows in good repair;</p> <ul style="list-style-type: none"> 8. Access to separate sleeping areas for females and males; C. Access to adequate toilet, hand washing, and bathing facilities with hot water in proximity to sleeping areas (maximum ratio of one facility per eight clients with space for each client's toilet articles); D. Access to weekly laundry, including weekly washing of bath towels and bed linens; <p>Access to three meals per day with nourishment between meals as needed.</p>
<p>Residential Treatment Services, Room and Board: Perinatal and Gender Responsive</p>	<p>\$71.21 per day</p>	<p>In addition to substance use treatment services, the residential facility provides the following for the associated daily fee:</p> <ul style="list-style-type: none"> A. Access to a shared bedroom, furnished with an individual bed in good repair, equipped with good springs and a clean mattress, and supplied with pillow, linen and lightweight blankets; bedrooms shall be kept at a comfortable temperatures with windows in good repair; B. Clients who are bringing their child to treatment will sleep in the same room as their child (and potentially another client and their child). C. Access to adequate toilet, hand washing, and bathing facilities with hot water in proximity to sleeping areas; D. Access to weekly laundry, including weekly washing of bath towels and bed linens; <p>Access to three meals per day with nourishment between meals as needed (provided to both client and their child)</p>

PART III: FEES

Revised 2-8-02
Revised 10-26-10; Resolution 2010-136
Revised 5-22-18; Resolution 2018-67
Revised 4-7-20; Resolution 2020-48
Revised 11-5-24; Resolution 2024-

PART 125

LIBRARY

- Sec. 125.010. General
- Sec. 125.020. Community Room
- Sec. 125.025. Library Cards
- Sec. 125.030. Equipment Use
- Sec. 125.090. Miscellaneous Fees

Sec. 125.010. General.

The fees set forth in this Part shall be paid to the Napa County Library.

Sec. 125.020. Community Room.

The fees to rent the Library Community Room shall be as follows:

- (a) For non-profit organizations:
 - (1) Rental fee, first 2 hours No Charge
 - (2) Rental fee, each additional hour \$ 50.00/hr.
 - (3) Non-resident fee \$ 50.00/use
- (b) For private or commercial groups:
 - (1) Rental fee \$ 100.00/hr.
 - (2) Non-resident fee \$ 100.00/use
- (c) Insurance coverage for special event Actual Policy Cost
- (d) Missing or damaged equipment Cost of repair or replacement

Sec. 125.030. Equipment Use.

- (a) The fees to use the Library-owned equipment (except microphones) by groups using library meeting facilities shall be \$35.00 per use.
- (b) Groups using the Library-owned equipment in the Community Meeting Room shall be charged the cost of repair or replacement for any missing or damaged equipment.

Sec. 125.090. Miscellaneous Fees.

- | | | |
|-----|--|-----------------------------------|
| (a) | Fee for lost or destroyed materials | Cost of materials, non-refundable |
| | Copying and printing: | |
| (b) | (1) Black and white | \$ 0.10/page |
| | (2) Color | \$ 0.50/page |
| (c) | Loss of single, replaceable cassette from set | \$ 10.00 |
| (d) | Napa County Returned Check/Administrative Fees | \$ 45.00 |

Adopted by the Board of Supervisors on April 7, 2020

PART 130

LOCAL AGENCY FORMATION COMMISSION

Sec. 130.010. General

LAFCO fees change on an irregular basis and are set by Resolution, all said Resolutions being adopted by the Local Agency Formation Commission.

PART 135

PUBLIC CONSERVATOR/PUBLIC GUARDIAN

Sec. 135.010. General

Sec. 135.020. Services to Individuals and/or Estates.

Sec. 135.010. General

The fees set forth in this Part shall be paid to the Public Conservator/Public Guardian.

Sec. 135.020. Services to Individuals and/or Estates

The hourly billable rate of reimbursement for Public Conservator/Public Guardian services chargeable to individuals and/or estates shall be calculated annually, based on actual department costs, utilizing the below methodology. The charge to individuals and/or estates shall be subject to court review and approval.

Methodology:

The Hourly Rate of an Employee providing a reimbursable service equals Total Office Costs (A+B+C) divided by Number of Full Time Equivalent (FTE) employees in the Office (D), multiplied by the FTE of the Employee providing the service (E), divided by the Employee's Productive Hours (F).

In other words: Employee Hourly Rate = $[(A + B + C) \div D] \times E \div F$

- A = Total Salaries and Benefits (including retirement; Medicare; worker's compensation insurance; salary; and life, medical, and dental insurance) for the current fiscal year
- B = Indirect costs as provided for in the A87 Cost Plan for the prior fiscal year
- C = Direct office costs, which includes all services and supplies of the Public Conservator/Public Guardian for the prior fiscal year, and also includes the allocated costs of Health and Human Services administration that benefits the Public Guardian/Public Conservator for the current fiscal year
- D = The number of employee full-time equivalents (FTE's)
- E = FTE of the Employee providing the service (1.0 = full time, .5 = half time, etc.)
- F = Number of productive hours for the Employee (not including vacation, personal leave, management leave, sick leave, other leave, and administrative hours)

Revised: 7-2-06; Resolution 06-86
Revised: 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised: 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised: 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised: 2-05-13; Resolution 2013-13 (eff 04-08-13)
Revised: 4-05-16; Resolution 2016-42 (eff 07-01-16)
Revised: 7-13-18; Resolution 2018-102 (eff 10-01-18)
Revised: 5-21-19; Resolution 2019-70 (eff 07-21-19)
Revised: 11-5-24; Resolution 2024- (eff 01-06-25)

PART 140

PUBLIC WORKS

- Sec. 140.010. General
- Sec. 140.015. Surcharge
- Sec. 140.020. Public Right of Way Encroachment
- Sec. 140.025. Transportation
- Sec. 140.050. Special Event/Filming on Public Roadways/Road Closure
- Sec. 140.052. Right of Way/Easement Abandonment
- Sec. 140.053. Parking Permits
- Sec. 140.070. Land Related Permits
- Sec. 140.080. Record of Survey Checking
- Sec. 140.081. Corner Records
- Sec. 140.110. Certificates of Compliance
- Sec. 140.115. Miscellaneous Services
- Sec. 140.116. Appeal
- Sec. 140.120. Temporary Event Permits
- Sec. 140.121. Review of Other Department Permits and Referrals

Sec. 140.010. General

The fees set forth in this Part shall be paid prior to processing the application for the permit or franchise. No such permit, franchise, or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour, and a two (2) hour minimum payment shall be deposited with the application or service request submittal. Further deposits may be required pursuant to the estimated time to process the request for service. Excess fees shall be refunded when the services have been completed. Public Works will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be paid to the Public Works Department unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Division of Planning and Conservation – Policy Manual Part 80
Napa County Division of Environmental Services– Policy Manual Part 110
Napa County Division of Engineering Services-Policy Manual Part 75
Napa County Fire Department/Fire Marshal – Policy Manual Part 85
Napa County Counsel – Policy Manual Part 95
Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

Sec. 140.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 7.5% shall be added to all fees in this Part, except Sections 140.020(d), 140.053, 140.070(f), 140.081, and 140.110(c).

Sec. 140.020. Public Right of Way Encroachment

- | | |
|---|-----------------|
| (a) Single Driveways | \$550.00 |
| (b) Larger Road Improvement and Trenching ¹ | \$1,804 Deposit |
| (c) Utilities (Single Location) | \$515.00 |
| (d) If the purpose of the encroachment permit is to repair sidewalks in the county right-of-way, no fee will be charged. Any such repair of sidewalks may include removal of tree(s) that are located within the county right-of-way and adjacent to the sidewalk being repaired. | |

Sec. 140.025. Transportation

- | | |
|--|---------|
| (a) Single Trip Permit for Oversize Load | \$16.00 |
| (b) Annual Permit for Oversize Load | \$90.00 |

Sec. 140.050. Special Event/Filming on Public Roadways/Road Closure

- | | |
|----------------------------|----------|
| (a) Application Processing | \$172.00 |
| (b) Road Preparation | \$729.00 |
| (c) Cleaning Deposit | \$500.00 |

Sec. 140.052. Right of Way/Easement Abandonment

Application to Abandon County Right of Way of other Public Easement ²	\$1,451 Deposit
--	-----------------

Sec. 140.053. Parking Permits

- | | |
|------------------------------------|----------------|
| (a) Parking Permit Fee | \$52.00 |
| (b) Electric Vehicle (EV) Charging | \$0.20 per kWh |

² This application requires an initial deposit of \$3,000.00 and is then billed on a time and materials basis against said deposit.

Sec. 140.070. Land Related Permits

(a)	Lot line adjustments	\$1,790.00
(b)	Voluntary parcel merger	\$1,171.00
(c)	Final subdivision map filing	\$7,705.00
(d)	Final parcel map filing	\$6,155.00
(e)	Amended final map filing	\$2,633.00
(f)	Certificate of correction filing	\$16.00

Sec. 140.080. Record of Survey Checking

(a)	Record of Survey review	\$825.00
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Sec. 140.081. Corner Records

Corner Record processing ³	\$10.00
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Sec. 140.110. Certificates of Compliance

(a)	Expedited Certificate of Compliance	\$639.00
(b)	Unconditional/Conditional-Certificate of Compliance ⁴	\$1,503.00
(c)	Notice of Satisfaction of Conditions	\$344.00

³ Business and Professions Code Section 8773.2(e) requires that this fee not exceed the amount required for the recording of a deed. (See Sec 90.012.5(a) of the Napa County Policy Manual Section 90A and GC Section 27631(a).)

⁴ This application requires an initial deposit of \$3,000.00 and is then billed on a time and materials basis against said deposit.

Sec. 140.115. Miscellaneous Services

- | | | |
|-----|---|----------------------------|
| (a) | Pre Application Conference | \$1,184.00 |
| (b) | Attendance at a Pre-Application Site Visit | scheduled hourly rate |
| (d) | LAFCO Geographic Description Review | \$309.00 |
| (e) | Consultation, Analysis & Research, and Other Activities
Not Covered Elsewhere in This Fee Schedule | scheduled hourly rate |
| (f) | Bid Protest Fee | \$1,471.00 |
| (g) | Fifth Street Parking Garage – Electric Vehicle Charging Fee | \$0.75/hr + \$0.20 per kWh |

Sec. 140.116. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

Sec. 140.120. Temporary Event Permits

Review of Temporary Event Permit \$172.00 per hour

Sec. 140.121. Review of Other Department Permits and Referrals

- | | | |
|-----|--|-------------------|
| (a) | Review of all other applications referred from any other Division or
Department | \$172.00 per hour |
|-----|--|-------------------|

Revised: 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised: 4-05-16; Resolution 2016-42 (eff 7-01-16)

PART 160

COUNTYWIDE DOCUMENT REPRODUCTION AND MISCELLANEOUS FEES

**Sec. 160.010. Public Record
Copying Fees Sec. 160.015.
Returned
Item/Check Fee**

Sec. 160.010. Public Record Copying Fees

The fees to reproduce documents by any County Department shall be \$3.00 for up to 5 pages of each individual document and \$.10 per page for each additional page of that same document.

The fee for copying CD/DVDs pursuant to a Public Records Act request is \$0.20 per CD/DVD.

Sec. 160.015. Returned Item/Check Fee

The fee for a returned item/check for any County Department shall be \$45.00 per item.

PART 170

REPRODUCTION OF THE COUNTY CODE

PART 175

SHERIFF

- Sec. 175.010. General
- Sec. 175.020. Transportation for Elective Appointments
- Sec. 175.030. Vehicle Release Fees

Sec. 175.010. General

The fees set forth in this Part shall be paid to the Sheriff.

Sec. 175.020. Transportation for Elective Appointments

Fees to transport a prisoner for an elective medical or dental appointment shall be estimated. The estimated fees shall be deposited in the Department of Corrections prior to transportation Inmate Cash Fund. After transportation, the actual fee to be charged will be calculated and paid to the Sheriff from the deposit held in the Inmate Cash Fund.

Deputy Sheriff

Current Rate

Sec. 175.030 Vehicle Release Fee

When a vehicle is towed by the Sheriff's Office, a fee of Twenty-Five Dollars will be collected for the release authorization.

\$25.00

Revised: 4-05-16; Resolution 2016-42 (eff 7-01-16)
3-12-24; Ordinance 1488 (eff 4-11-24)

PART 180

TREASURER/TAX COLLECTOR

Sec. 180.010. Treasurer/Tax Collector Fees (by Resolution)

(a)	Online Duplicate of Tax Bill	\$2.00 per bill
(b)	Electronic or CD of Tax Roll	\$35.00
(c)	Title Company Remote Access of Tax Roll	\$245.00 plus technology costs
(d)	Payment Reversal	\$50.00
(e)	Separate Valuation Fee	\$50.00
(f)	Secured Tax Fee: Lot Line Adjustment/Parcel Map	\$114.00
(g)	Secured Tax Fee: Lot Line Adjustment/Parcel Map Update	\$30.00
(h)	For processing additional mobile home tax clearance certificates pursuant to Revenue and Taxation Code section 5832.	\$45.00
(i)	Secured Tax Fee: Five Year Payment Plan Set-Up	\$57.00
(j)	Secured Tax Fee: Four Year Payment Plan Set-Up	\$57.00
(k)	Unsecured Tax Fees: Bulk Transfer Fee	\$49.00
(l)	Unsecured Tax Fees: Payment Plan Set-Up	\$35.00
(m)	Central Collections: Payment Plan Set-Up	\$35.00
(n)	For processing installment payments of fines imposed pursuant to Penal Code Section 1025	\$57.00 per account per year

PART III: FEES

(o)	For administering collection of restitution payments made to victims in accordance with Penal Code Section 1203.1	\$57.00 per account per year
(p)	For collecting payments made pursuant to Welfare and Institutions Code Section 276(c), (d), and (f).	\$57.00 per account per year
(q)	Bankruptcy Claims	\$264.00
(r)	Research Fee	\$45.00/ half hour
(s)	Court Appearance Fee	Actual Cost
Sec. 180.020.	Treasurer/Tax Collector Fees (by Ordinance)	
(a)	Unsecured Enhanced Collections Fee	Up to 25% of Delinquent Tax Assigned for Collection per GOV § 26220(b)

**NAPA COUNTY FEES FOR SERVICES
PROVIDED BY COUNTY DEPARTMENTS AND AGENCIES**

<u>PARTS</u>	<u>SECTION</u>	<u>TAB</u>
General Provisions	10.000	1
Agricultural Commissioner / Sealer of Weights and Measures	20.000	2
Airport	30.000	3
Assessor-Recorder-County Clerk – Assessor Division	40.000	4
Auditor	50.000	5
Board of Equalization	55.000	6
Clerk of the Board of Supervisors	60.000	7
County Executive Office	65.000	8
Planning, Building & Environmental Services – Building Division	70.000	9
Planning, Building & Environmental Services – Engineering Division	75.000	10
Planning, Building & Environmental Services – Planning & Conservation	80.000	11
County Fire Department / Fire Marshal	85.000	12
Assessor-Recorder-County Clerk – Recorder-County Clerk Division	90.000A	13
Assessor-Recorder-County Clerk – Election Division	90.000B	14
County Counsel	95.000	15
Criminal Justice	100.000	16
District Attorney (Family Support)	105.000	17
Planning, Building & Environmental Services – Environmental Services Division	110.000	18
Public Works – Division of Animal Shelter	115.000	19
Information Technology Services	116.000	20
Local Enforcement Agency	117.000	21
Health and Human Services	120.000	22
Library	125.000	23
Local Agency Formation Commission (LAFCO)	130.000	24
Public Conservator / Public Guardian	135.000	25
Public Works	140.000	27
Countywide Document Reproduction and Miscellaneous Fees	160.000	28
Reproduction of County Code	170.000	29
Sheriff	175.000	30
Treasurer / Tax Collector	180.000	31

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BOS Adopted 2-7-06
Revised 11-21-06; Resolution 06-199
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-xx (eff 10-13-12)
Revised 10-2-12; Resolution 2012-123 (eff 10-13-12)
Revised 02-05-2013; Resolution 2013-13 (eff 04-08-13)
Revised 05-08-2018; Resolution 2018-52 (eff 05-08-18)
Revised 08-14-2018; Resolution 2018-109 (eff 08-14-18)
Revised 05-21-2019; Resolution 2019-70 (eff 07-01-19)
Revised 07-23-2024; Resolution 2024-79 (eff 07-23-24)
Revised 101-0529-2024; Resolution 2024- (eff 01-06-25)

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PART 10

GENERAL PROVISIONS

- Sec. 10.010. Imposition of Fees-
- Sec. 10.020. Waiver of Fees
- Sec. 10.030. Processing Applications or Permits; Fees

Sec. 10.010. Imposition of Fees.

Fees adopted by resolution of the Board of Supervisors shall be collected by the Department indicated and deposited with the Treasurer-Tax Collector of Napa County. The fees shall be credited to a revenue account of the Department that collected the fee unless otherwise indicated. The amount of the prescribed fee does not include the fee for any environmental impact assessment required in connection therewith. No part of any fee shall be refundable, unless otherwise indicated. Under no circumstances shall a refund be processed for an amount less than \$15.00 or more than one year after fee payment.

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Sec. 10.020. Waiver of Fees.

- (a) Unless otherwise specified, the County officer or employee responsible for collecting any fee established herein, or on appeal the County Executive Officer, may waive said fee if the following findings are made:
 - (1) The waiver of the fee will advance a public policy; and
 - (2) The waiver of the fee is in the public interest and will promote a public benefit; and
 - (3) The applicant is a non-profit organization; and

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PART III: FEES

- (4) The non-profit organization approved for a temporary event fee waiver or special event on roadways/road closure fee waiver has provided written assurance that a designated percentage of the proceeds of said event will be donated for the public benefit of the citizens of Napa County; and
- (5) The fee is not for a building, public works, or other permit whose user fee has been established to recover the full cost of service, according to County policy ~~with the exception of~~ except for roadways/_ road closure permits; ~~or-~~
- (6) The appeal fee is for an individual who can provide verification of fiscal hardship.

- (b) Each department shall keep and maintain records of the nature, number and dollar amount of fees waived by the various County ~~departments, and~~ departments and shall quarterly submit copies of those records to the County Executive Officer.
- (c) The County Executive Officer shall prepare annual reports regarding the nature, number and dollar amount of fees waived by the various County departments and shall present those reports to the Board of Supervisors for review.
- (d) The Planning, Building, and Environmental Services (PBES) Director shall reduce fees in the following amounts for all building permits submitted after the Board of Supervisors has declared a Local Emergency to replace or repair structures damaged in the disaster:

~~(1)~~ Plan Review – Environmental Health Fee by 50%; and

(1)

~~(2)~~ Plan Review – Engineering Fee by 50%; and

(2)

~~(3)~~ Plan Review – Planning Fee by 50%; and

(3)

~~(4)~~ Plan Review – Standard by 50%; and

(4)

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- ~~(5)~~ Imaging Plan Retention by 100%; and
- ~~(5)~~
- ~~(6)~~ Permit Issuance by 100%; and
- ~~(6)~~
- ~~(7)~~ Building Inspection by 25%; and
- ~~(7)~~
- ~~(8)~~ General Plan Surcharge by 100%.

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PART III: FEES

To qualify for a fee reduction, the structure must meet ~~all~~of all the following criteria:

- (1) The original structure must have been legally established; and
- (2) The original structure must have been red- or yellow-tagged by the County as a structure damaged or destroyed in the disaster that led to the declaration of Local Emergency by the Board of Supervisors; and
- (3) The applicant must submit a complete building permit application to repair or replace the damaged or destroyed structure.

Only the initial replacement structure (defined as up to 125% of the pre-fire legally established livable space) shall qualify for a fee refund. Subsequent applications to modify, expand, or alter the initial replacement structure, after the replacement building permit has been issued, shall not have their fees reduced under these provisions.

For those permit applications submitted prior to the adoption of this Policy, the PBES Director shall issue refunds to the payee consistent with the above fee reductions.

Fee reductions shall expire five years from the date of the declaration by the Board of Supervisors of a Local Emergency for each specific disaster. No permit applications submitted after the five-year deadline for the declaration shall be entitled to a fee reduction.

- (e) Public Right of Way Encroachment Permit Fees collected under Section 140.020 may be waived for the Town of Yountville and the Cities of American Canyon, Napa, St. Helena, and Calistoga if the jurisdiction has entered into an agreement with the County's Director of Public Works to reciprocate such fees waivers within their jurisdiction.
- (f) Upon a showing of a unique public benefit, the Director of Public Works shall have the sole discretion to waive Public Right of Way Encroachment Permit Fees otherwise collected under Section 140.020 without complying with subsections 10.020(a)(3, 4, and 5) of this Part III of the Policy Manual. Any encroachment fee waivers

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PART III: FEES

authorized pursuant to the Director's discretion must comply with all other provisions of Section 10.020 "Waivers".

(e) Upon request of an owner/operator, the Airport Manager shall have the discretion to waive up to two (2) nights of Overnight Parking Fees otherwise collected under Section 30.020 where the aircraft is being used (a) in connection with assisting a non-profit 501(c)(3) providing a public service, or (b) in support of Airport sponsored business and events.

(g)

(h) The fees otherwise required to be paid by Section 80.020 (b) are waived in the case of applicants whose peddling or soliciting consists exclusively of the solicitation of orders to be filled solely by interstate shipment on behalf of business who do not maintain a place of interstate business and exemption shall be claimed yearly by filing by the application with the Director the following declaration, under penalty of perjury:

"I declare that my business activity under the Napa County Solicitors and Peddlers Law will consist exclusively of the solicitation of orders to be filled solely by interstate shipment from business who do not maintain a place of intrastate business in the State of California."

Applicants who claim said exemption shall receive a permit restricted to the solicitation of orders to be filled solely by interstate shipment from businesses who do not maintain a place of intrastate business in the State of California.

(i) The fees required by Section 115.110 may be waived by the Director of Public Works if the animal and bite victim reside at the same residence.

(j) The Director or other Administrative Authority of the Environmental Health Division of Planning, Building and Environmental Services may waive up to 10% of the fees in Section 110.150 and 110.200 for facilities conducting a Department approved self-auditing program, such as the Green Business Program, which demonstrates reductions in Department expenses.

(k) (Reserved)

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PART III: FEES

- (l) Notwithstanding 10.020 (a) – (k) above, a non-profit organization approved for a Fee Waiver for a Temporary Event shall still pay a minimum processing fee of \$149 per application, as well as any applicable late fees.

~~Sec. 10.030. Processing Applications or Permits; Fees.~~

~~If a fee is not established elsewhere in this booklet for the processing of an application or permit, the fee shall be as follows:~~

- | | | |
|-----|---|--------------------|
| (a) | Where publication or legal advertising is required | \$50.00 |
| (b) | Where publication or legal advertising is not required | \$20.00 |

PART III: FEES

Revised 7-13-07; Resolution 07-72
Revised 2-5-08; Resolution 08-28
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-2012; Resolution 2012-123 (eff 10-13-2012)
Revised 4-5-2016; Resolution 2016-42 (eff 07-01-2016)
Revised 7-31-18; Resolution 2018-102 (eff 08-01-2018)
Revised 5-21-19; Resolution 2019-70 (eff 07-01-2019)
Revised 101-0529-2024; Resolution 2024- (eff 01-06-25)

PART 20

AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES

Sec. 20.010. General

Sec. 20.020. Fees for Pest Control Operators and Advisors

Sec. 20.030. Fees for Weights and Measures Testing

Sec. 20.040. Fees for Agricultural Inspection

Sec. 20.050. Fees for Other Agricultural Services

Sec. 20.060. Request for Public Information

Sec. 20.070. California Weights and Measures Administration Fee

Sec. 20.010. General

The fees set forth in this Part shall be paid to the Agricultural Commissioner / Sealer of Weights and Measures. Fees are either (1) a one-time fixed payment, or (2) an hourly rate. The Agricultural Commissioner / Sealer of Weights and Measures will provide a reasonable estimate of the cost for a service paid by an hourly fee prior to the service being provided. Time shall be billed to the nearest half hour.

Sec. 20.020. Fees for Pest Control Operators and Advisors

The following fees are established and shall be paid annually:

(a) ~~Registration~~ Notification Fee Structural Pest Control Business

(1) Initial ~~Registration~~ Notification

- | | | |
|----|------------------------------------|-----------|
| A. | Structural Pest Control Business – | \$25.00 |
| | Branch 1 | Inclusive |
| | • Operators | |
| | • Field Representatives | |

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PART III: FEES

B. Structural Pest Control Business – Branch 2, — or Branch 3	\$10.00 Inclusive
• Qualifying Manager	
(2) Amendment to Existing <u>Registration Notification</u>	
A. Structural Pest Control Business – Branch 1	\$10.00 Inclusive
• Operators	
• Field Representatives	
B. Structural Pest Control Business – Branch 2 or Branch 3	\$10.00 Inclusive
• Qualifying Manager	
(b) Registration Fee Maintenance Gardener/Pest Control Business	\$25.00
(c) Registration Fee Agricultural Pest Control Business	\$ 72 <u>105</u> .00
(d) Registration Fee Pest Control Aircraft Pilot	
(1) In County	\$10.00
(2) Out of County	\$5.00
(e) Registration Fee Agricultural Pest Control Advisor	
(1) In County	\$10.00
(2) Out of County	\$5.00
(f) <u>Registration Fee</u> Farm Labor Contractor Registration	\$ 72 <u>105</u> .00

Sec. 20.030. Fees for Weights and Measures Testing

The following fees are established for weights and measures testing and re-inspection:

(a) Non-Commercial Device Testing	\$ 107 <u>144</u> .00 per <u>hour</u> hour
(b) Standby Rate/Missed Appointments/Rescheduling	\$ 107 <u>144</u> .00 per <u>hour</u> hour

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PART III: FEES

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(c) Testing and re-inspection fees for weight and measuring devices and Point-of-Sale systems \$~~107~~144.00 per ~~hour~~
hour

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Sec. 20.040. Fees for Agricultural Inspection

(a) Winegrape inspection \$4468.00 per ~~hour~~
hour

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(b) Time and one-half charged for all hours worked over 40 hours in one week, ~~or over 8 hours in a 24-hour period.~~

Sec. 20.050. Fees for Other Agricultural Services

(a) Apiary Registration \$10.00

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(b) Certified Farmer's Market Certificate \$60.00 per ~~hour~~
hour

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(c) Certified Producer's Certificate \$60.00 per ~~hour~~
hour

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(d) Environmental Impact Report Review: \$~~111~~144.00 per
hour

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(e) Phytosanitary Certificate: \$~~96~~144.00 per
hour

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(f) Quarantine Compliance Certificate: \$~~96~~144.00 per
hour

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(g) Re-inspection of Sealed Goods: \$~~96~~144.00 per
hour

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(h) Investigation or Abatement of Unpermitted or Non-Compliant Rooster Keeping Site \$~~111~~144.00 per
hour

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Sec. 20.060. Request for Public Information

(a) Providing computer generated public ~~information~~ that requires data ~~compilation~~, extraction, or programming ~~to produce the record~~ or that is produced ~~only at otherwise regularly scheduled intervals.~~ \$~~111~~144.00 per ~~h~~
Hour

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PART III: FEES

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PART III: FEES

Sec. 20.070. California Weights and Measures Administration Fee

(a) California Weights and Measures Administration Fee as defined in Business and Professions Code Section 12210.41, and set forth in 4 CCR §4075.

~~Electric, Vapor or Water Sub-meter~~
~~Electric, Vapor or Water Sub-meter~~

CNG Meter
Fabric, Cordage, Wire Meter
Grease and Lube Meter
Odometer
Retail Motor Fuel Dispenser
Retail Meter
Retail Water Meter
Tank (Liquid Test)
Taximeter
Vehicle Meter
Wholesale Meter
Miscellaneous Measuring Device
Scales Less than 2,000 pounds capacity

Liquefied Gas Meter
Scales 2,000 pounds to 10,000 pounds capacity

Scales greater than 10,000 pounds capacity

~~\$0.10-50 per device~~

\$0.50 per device

~~\$1.10-2.20~~ per device

~~\$816.00~~ per device

~~\$12-24.00~~ per device

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PART III: FEES

Revised 6/27/06 Resolution 06-138
Revised 6/26/07; Resolution 07-84
Revised: 6/24/08; Resolution 08-105
Revised: 9/15/09; Resolution 09-127
Revised: 6/23/15; Resolution 2015-91
Revised 7/12/16; Resolution 2016-97
Revised 7/18/17; Resolution 2017-120
Revised 6/10/18; Resolution 2018-92
Revised 5/21/19; Resolution 2019-70
Revised 8/27/19; Resolution 2019-98
Revised 6/23/20; Resolution 2020-96
Revised 5/17/22; Resolution 2022-72
Revised 12/6/22; Resolution 2022-197 Eff 1/1/23
Revised 6/6/2023; Resolution 2023-74

PART 30
AIRPORT
-EXHIBIT "B"

- Sec. 30.010. General
- Sec. 30.015. Standard Hourly Rates
- Sec. 30.020. Parking Fees
- Sec. 30.030. Fuel Flowage Fees
- Sec. 30.040. Airport Landing Fees
- Sec. 30.050. Tiedown Rental Fees
- Sec. 30.060. Hangar Rental Fees
- Sec. 30.070. Reserved
- Sec. 30.080. Lease Execution Deposit
- Sec. 30.090. Airport Storage Room Fees
- Sec. 30.100. Miscellaneous Fees

Sec. 30.010. General

The fees set forth in this Part shall be paid to the Public Works Department, Airport Division.

Sec. 30.015. Standard Hourly Rates

Any request for services that is not described in this part shall be charged at the hourly rate set forth below with a ½-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Excess fees shall be refunded.

Standard Hourly Rate for Airport Administrative Staff (includes Airport Manager, Airport Assistant Manager, Administrative Analyst, & Airport Admin Assistant): \$140.00

Standard Hourly Rate for Airport Operations Staff (includes Senior Operations Worker & Operations Worker): \$90.00

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PART III: FEES

Sec. 30.020. Parking Fees

The following parking fees are established as overnight/ full 24-hour period.

(a)	0 - 5,000 lbs.	\$10.00
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The following parking fees are established for any portion of a 24- hour period.

(b)	5,001- 12,500 lbs.	\$15.50
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(c)	12,501 lbs. -30,000 lbs.	\$150.00
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(d)	Above 30,000 lbs.	\$250.00
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Sec. 30.030. Fuel Flowage Fees

The following resale fees are established:

Fuel Flowage Fee for Jet A Fuel	\$25.00 per 100 gal.
Fuel Flowage Fee for AvGas	\$12.00 per 100 gal.
Fuel Flowage Fee for Diesel	\$12.00 per 100 gal.
Fuel Flowage Fee for Mogas	\$12.00 per 100 gal.

Sec. 30.040. Airport Landing Fees for Commercial Operations

Landing fees for aircraft operations at the Napa County Airport shall be imposed according to the following terms:

(a) A Landing fee shall be assessed upon each landing of all air taxi, all commercial aircraft operations, and any transient (non-based) aircraft weighing 12,500 lbs. or more except for charter operations of any designated Napa County fixed base operators. The Airport Manager shall maintain an up-to-date list of all approved fixed base operators.

(b) For purposes of this section, an "air taxi operation" is defined as: An aircraft operator who conducts operations for hire or compensation in accordance with 14 CFR 135 (for safety purposes) or FAR Part 135 (for economic regulations/reporting purposes) in an aircraft with 30 or fewer passenger seats and a payload capacity of 7,500 pounds or less. An air taxi operates on an on-demand

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PART III: FEES

- (c) For purposes of this section, a "commercial operation" is defined as: transportation of person(s), property, and/or mail for hire, compensation or profit.
- (d) The landing fee shall be assessed according to the maximum landing weight of the particular aircraft, as listed in the Federal Aviation Administration, Advisory Circular 36-3H as amended, or as published by the aircraft manufacturer and verified by the Airpmt Manager.
- (e) The following fees pursuant to weight shall be imposed per landing:

<u>WEIGHT</u>	<u>FEE</u>
(1) 0 to 5,000 lbs.	\$16.50
(2) 5,001 lbs. to 12,500 lbs.	\$31.00
(3) 12,501 lbs. to 15,000 lbs.	\$42.00
(4) Above 15,000 lbs.	\$42.00 + \$3.50 per each 1,000 lbs.

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Sec. 30.050. Tiedown Rental Fees

The following tiedown monthly rental fees are established:

<u>WEIGHT</u>	<u>Fee</u>
0 - 5,000 lbs.	\$75.00

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Sec. 30.060. Hangar Rental Fees.

Hangars owned by Napa County Airport shall be charged rental rates according to the following terms:

County-Owned Hangars

<u>Hangar Numbers</u>	<u>Monthly* Rental Fee</u>
7-8 and 10-12	\$221.00
9	\$198.00
13-24	\$265.00
25-36	\$292.00
37-44	\$339.00

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45-54

\$450.00

PART III: FEES

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PART III: FEES

2	\$87.00
4	\$59.00

Sec. 30.070. [Reserved]

Sec. 30.080. Lease/Sublease Execution Deposit

In order to offset all applicable County costs associated with negotiating any lease, amendment to a lease, or other agreements with a term greater than one year, an applicant shall provide a non-interest-bearing Lease/Sublease Execution Deposit. Actual costs expended by the County, including but not limited to any actual time and costs associated with the drafting, reviewing, negotiating, executing, and/or transferring of a lease or other long-term agreement, shall be charged against the deposited amount.

The amount of the initial deposit shall equal the lesser of the estimated cost of service or \$5,000. If the remaining balance of the Lease/Sublease Execution Deposit falls below \$500 or 10% of the initial Lease/Sublease Execution Deposit, whichever is higher, the Applicant shall be required to replenish the account as requested by the Airport Manager.

Any unused deposit amount shall be returned to the applicant. The County shall not perform services if the remaining deposit amount is not sufficient to reimburse the County for its costs, including staff time. Higher LED deposit rate can be established upon approval of the County Board of Supervisors.

Sec. 30.090. Airport Storage Room Fees

The following storage room monthly rental fees are established:

(a)	Storeroom #3	208 Sq. Ft.	\$136.00
(b)	Storeroom #4	208 Sq. Ft.	\$136.00
(c)	Storeroom #5	527 Sq. Ft.	\$345.00
(d)	Storeroom #6	538 Sq. Ft.	\$358.00
(e)	Storeroom #7	140 Sq. Ft.	\$91.00
(f)	Storeroom #8	154 Sq. Ft.	\$101.00
(g)	Storeroom #9	627 Sq. Ft.	\$408.00
(h)	Storeroom #10	660 Sq. Ft.	\$430.00

Sec. 30.100. Miscellaneous Fees

(a)	Access Control remote openers	\$30.00 each
(b)	Conference Room rental fees	
	1. Non-Profits & governmental agencies	
	(i) First four hours	No Fee
	(ii) Each additional hour	\$-10.00 per hour
	2. For Profits	
	(i) Up to four hours	
		(ii) Each addition

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al hour

\$ 100.00
PART III: FEES
~~\$20.00 per hour~~

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PART III: FEES

(c)	Replacement of County hangar lock	\$ 40.00 each
(d)	Replacement of County hangar key	\$ 10.00 each
(e)	Waiting List Subscription	\$ 35.00 per year
(f)	Vehicle Parking	
	1. First 24 Hours	No charge
	2. Daily Use Permit	\$10.00 per day per vehicle
	2. Monthly Use Permit	\$150.00 per month per vehicle
	3. Administrative Towing fee	\$275.00 per vehicle

(g)

Maintenance of private leaseholds	\$ 181.00/hour + employee costs*
1. Sweeping	\$ 48.00/hour + employee costs*
2. Mower	\$ 350.00/equipment hour + employee costs*
3. Gutter Cleaning	\$ 48.00/hour + employee costs*
4. Hangar Light Bulb Replacement (Replacement materials supplied by tenant)	

*Refer to Sec. 30.015. Standard Hourly Rates

(h)

Special Event Fees	
1. Administrative Fee	\$ 1,000.00 per event day
2. Employee costs during event	See Sec. 30.015.
3. Other Departments (if necessary)	Estimated at time of
3. event based on	information from Other Departments.

(i)

Commercial Operator Annual Permit	\$130.00 per year
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(j)

<u>Independent Aircraft Maintenance Operator (SASO) Permit</u>	
1. <u>Piston Only</u>	<u>\$200.00 per month</u>
2. <u>Piston & Turbine</u>	<u>\$400.00 per month</u>

(k)

<u>Aircraft Charter or Aircraft Management Operator (SASO) Permit</u>	<u>\$500.00 per month</u>
Independent Aircraft Maintenance Operator (SASO) Permit	

~~Piston Only \$200.00 per month~~
~~1. Piston & Turbine \$400.00 per month~~

~~(k) Aircraft Charter or Aircraft Management Operator (SASO) Permit \$500.00 per month~~

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PART III: FEES

(l) ~~Independent~~ Independent Flight Training ~~Operator~~ Operator
\$200.00 per month

~~(SASO) Permit~~

(m) Commercial Transportation Permit

- 1. Air Operations Area (AOA) \$12.50 per trip
- 2. Air Operations Area (non-AOA) \$2.00 per pickup/drop-off

(n) Rideshare Transportation Fee \$2.00 per pickup/drop-off
(No AOA Access)

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PART III: FEES

(m)	Commercial Transportation Permit	\$12.50 per trip
	1. Air Operations Area (AOA)	\$2.00 per pickup/drop off
	Non Air Operations Area (non AOA)	
(m)	Rideshare Transportation Fee (No AOA Access)	\$2.00 per pickup/drop off
(m)	Unauthorized vehicle and aircraft parking	\$20.00 per day
(o)	1. Vehicle	\$20.00 per day
	2. Aircraft up to and including 12,500 lbs.	\$50.00 per day
	2. Aircraft over 12,500 lbs.	\$375.00 per day
	3. Aircraft over 12,500 lbs.	

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PART III: FEES

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Revised 5-24-11; Resolution 2011-52 (eff 7-1-11)
Revised 4-5-16; Resolution 2016-42 (eff 7-1-16)

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PART 40

**ASSESSOR-RECORDER-COUNTY CLERK
ASSESSOR DIVISION**

- Sec. 40.010. General**
- Sec. 40.020. Certificates Under Seal**
- Sec. 40.030. Subscription Fees; Revised Assessor Map Pages**
- Sec. 40.040. Fee for Researching Assessor Parcel Data**
- Sec. 40.050. Fee for Property Characteristics**
- Sec. 40.060. Fees for Report of Sales**
- Sec. 40.070. Fees for Mapping and Records Services**
- Sec. 40.080. Miscellaneous Assessor Fees**

Sec. 40.010. General

The fees set forth in this Part shall be paid to the Assessor Division.

Sec. 40.020. Certificates Under Seal

The fee for each certificate under seal shall be Five Dollars per document. \$5.00

Sec. 40.030. Subscription Fees; Revised Assessor Map Pages

The following fees are established for obtaining copies of pages of Assessor Maps that are revised during the course of a fiscal year:

- (a) Assessor Parcel Map \$2.00
- (b) All pages revised during a fiscal year
 - (1) Assessor Annual Map Subscription \$788.00/year
 - (2) Assessor Map Subscription (public agencies) \$75.00/year
- (c) The fee for entire Assessor Map File download \$92.00

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PART III: FEES

Sec. 40.040. Fee for Researching Assessor Parcel Data

The following hourly fee is established for researching assessor parcel data in custom format:

Property Tax Allocation (per hour/minimum of one hour charge)	\$90.00 <u>\$90.00</u>
Williamson Act Estimate (per hour/minimum of one hour charge)	\$106.00
Research Fee- Other (per hour/minimum of one hour)	\$90.00

Sec. 40.050. Fee for property characteristics

The following fees are established for obtaining property characteristics:

Property Characteristics file for entire County	\$63.00
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Sec. 40.060. Fees for report of sales

The following fees are established for obtaining monthly sales report:

(a) The following fees are established for obtaining a report of monthly sales (Annual subscription)	\$131.00
(b) New Homeowner Label Subscriptions	\$285.00

Sec. 40.070. Fees for Mapping and Records Services

The following fees are established for activities involving map changes and computer records:

(a) For certificates of compliance, recorded maps, parcel maps or lot line adjustments, or owner requests for combination, separation, merger or other parcel boundary changes.	\$585.00
(b) For records of survey	\$138.00 each
(c) For annexations	\$162.00 each

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PART III: FEES

Sec. 40.080. Miscellaneous Assessor Fees

(a)	Download of Custom Assessment Data	\$18.00
(b)	Subdivision List	\$62.00
(c)	Base Year Transfer Rescission (R&T 60.5, Prop 6)	\$129.00
(d)	Historical Aircraft Fee	\$35.00
(e)	Expedited Certificate of Compliance	\$138.00
(f)	Buffer Zone	\$16.00

PART III: FEES

Revised 11-050-29-2024; Resolution 2024- (eff 01-06-25)

**PART 50
AUDITOR**

Sec. 50.010. Auditor-Controller Fees.

~~The audit confirmation fee is \$59.00 per hour and shall be paid to the Auditor-Controller.~~
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PART III: FEES

PART 55
BOARD OF EQUALIZATION

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Revised 10-29-2024;
Resolution 2024 (eff 01-06-25)

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Sec. 55.010 — Fees for Preparation of Findings

Sec. 55.010 — Fees for Preparation of Findings

(a) — An applicant for an assessment appeal who has requested the Napa County Board of Equalization to adopt written findings shall pay the following fee to cover the cost of preparation of the findings, as authorized by Property Tax Rule 308 of the State Board of Equalization:

TYPE OF APPLICATION	FEE
Commercial, industrial or developed agricultural properties, including agricultural zoned parcels containing commercial or industrial uses, including wineries	\$250.00

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Residential properties or undeveloped land	\$150.00
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PART III: FEES

~~(b) Any fee paid pursuant to (a) shall be refundable only if the request for preparation of written findings has been withdrawn prior to the close of the hearing on the assessment appeal.~~

PART III: FEES

Revised 6-25-02
Revised 11-24-09; Resolution 09-159
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 4-5-16; Resolution 2016-42 (eff 7-1-2016)
Revised 11-05-29-2024; Resolution 2024- (eff 01-06-25)

PART 60

CLERK OF THE BOARD OF SUPERVISORS

Sec. 60.010. General

~~Sec. 60.070. Recordings of Meetings~~

~~Sec. 60.090. Notary Public Services~~

Sec. 60.100. Appeals to the Board of Supervisors under Napa County Code Chapter 2.88

Sec. 60.110. Assessment Appeal Application to the Board of Supervisors

Sec. 60.120. Miscellaneous Petitions or Application to the Board of Supervisors

Sec. 60.010. General

The fees set forth in Sections 60.100 through 60.120 of this Part shall be paid to the Clerk of the Board of Supervisors.

~~Sec. 60.070. Recordings of Meetings~~

~~Duplicating meetings of the Board of Supervisors, District or Authority meetings where the Board of Supervisors sits as the governing body. \$11.00 per quarter hour plus 0.20 cents per CD~~

~~Sec. 60.090. Notary Public Services~~

~~The fee to notarize an individual's signature is Ten Dollars per signature/seal. \$10.00 per seal~~

Sec. 60.100. Appeals to the Board of Supervisors under Napa County Code Chapter 2.88

- (a) Notice of Intent to Appeal (2.88.040): ~~N/A~~ \$736.00
- (b) Appeal Filing Fee (2.88.050): \$750.00

~~The fee for filing an appeal shall be comprised of the following components, where applicable, calculated as of the date the appeal is filed: Appeals to the Board of Supervisors under Napa~~

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PART III: FEES

County Code Chapter 2.88 Appeal (2.88.050)

Notice by Mail:

Labor:

(c) Appeals to the Board of Supervisors under Napa County Code Chapter 2.88 Appeal (2.88.050) of Planning Commission or Zoning Administrator Appeal decisions (2.88.050) \$2,000.00

(d) **Cost of Record (2.88.050, 2.88.100):**

Transcript Cost: Actual Cost

Maps and special needs: Actual Cost

(e) **Request for Reconsideration (2.88.110):**

The fee for filing a petition for reconsideration shall be comprised of the following components, where applicable, calculated as of the date the petition for reconsideration is filed:

Court Reporter per diem (if petitioner requests court reporter) Actual Cost

(f) **Third Party Requests (2.88.080(C), 2.88.100, 2.88.110):**

Expedited Transcript Fee: Actual Cost

Court Reporter per diem: Actual Cost

Sec. 60.110. Assessment Appeal Application to the Assessment Appeals Board

Residential \$75.00

Commercial \$150.00

Sec. 60.120. Miscellaneous Petitions or Applications to the Board of Supervisors.

(a) Petitions or Applications which promote a private benefit, and which require the Board of Supervisors to conduct hearings and adopt an ordinance \$750.00

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PART III: FEES

	100 addresses or less:	\$49.00
	101 to 400 addresses:	\$173.00
	Over 400 addresses:	\$261.00
	Costs Associated with Notice by Mail:	\$0.54 per address
	<u>Notice by Publication:</u>	
	Cost of notice in newspaper:	\$198.00
	Costs associated with Notice of Publication:	\$63.00
	Preparation of Agenda:	\$60.00
	Court Reporter per diem (if appellant requests court reporter):	Actual Cost
(e)	<u>Cost of Record (2.88.050, 2.88.100):</u>	
	Labor:	
	250 pages or less:	\$91.00
	Over 250 pages (estimated cost):	\$184.00
	Transcript Cost:	Actual Cost
	Maps and special needs:	Actual Cost
(d)	<u>Request for Reconsideration (2.88.110):</u>	
	The fee for filing a petition for reconsideration shall be comprised of the following components, where applicable, calculated as of the date the petition for reconsideration is filed:	
	<u>Notice by Mail:</u>	
	Labor:	

PART III: FEES

100 addresses or less:		\$49.00
101 to 400 addresses:		\$173.00
Over 400 addresses:		\$261.00
Costs associated with Notice by Mail:		\$0.54 per address
<u>Notice by Publication:</u>		
Cost of notice in newspaper:		\$198.00
Costs associated with Notice of Publication:		\$63.00
Preparation of Agenda:		\$60.00
Court Reporter per diem (if petitioner requests court reporter):		Actual Cost
(e)(f) <u>Third Party Requests (2.88.080(C), 2.88.100, 2.88.110):</u>		
Expedited Transcript Fee:	:	Actual Cost
Court Reporter per diem:		Actual Cost
Sec. 60.110. — Assessment Appeal Application to the Board of Equalization		
Assessment appeal application processing fee		\$50.00

PART III: FEES

Adopted 4-05-16; Resolution 2016-42 (eff 7-01-16)
Revised 11-050-29-2024; Resolution 2024- (eff 01-06-25)

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PART 65

COUNTY EXECUTIVE OFFICE

Sec. 65.010. Worker Proximity Housing Loan Re-Subordination

Sec. 65.010. Worker Proximity Housing Loan Re-Subordination

The fee to re-subordinate a Worker Proximity Housing Loan on a re-finance of the first position loan shall be \$434.00.

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Revised 12-24-06
Revised 6-23-09; Resolution 09-86
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-70 (eff 07-21-19)
Revised 11-05-29-2024; Resolution 2024- (eff 01-06-25)

PART 70

PLANNING, BUILDING AND ENVIRONMENTAL SERVICES - BUILDING DIVISION

- Sec. 70.010. General.
- Sec. 70.011. Definitions.
- Sec. 70.015. Surcharge.
- Sec. 70.020. Fees; Building Permits and Inspections.
- Sec. 70.025 Fees: Building Plan Review.
- Sec. 70.030. Fees; Mechanical, Electrical and Plumbing Permits and Inspections.
- Sec. 70.035 Fees: Solar Installations.
- Sec. 70.040. Fees; Demolition Permits
- Sec. 70.050. Fees; Miscellaneous
- Sec. 70.060. Review of Other Department or Division Permits and Referrals

Sec. 70.010. General.

The fees set forth in this Section shall be paid at the time of filing the application or other document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. Fees are either (1) a one-time fixed payment, or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fees). Any costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of any related environmental documents will be charged to applicant. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. All such fees shall be paid to the Building Division of the Planning, Building and Environmental Services Department unless otherwise indicated. Additional fees associated with review and inspections may be collected by the Building Division pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Building Division as required. Agencies for which the Division collects fees, not established by this part of the Fee Policy Manual, include the following:

- Napa County Division of Planning and Conservation– Policy Manual Part 80
- Napa County Division of Engineering Services-Policy Manual Part 75
- Napa County Department of Public Works – Policy Manual Part 140
- Napa County Division of Environmental Services– Policy Manual Part 110

PART III: FEES

Napa County Fire Marshal – Policy Manual Part 85

PART III: FEES

Napa County Counsel – Policy Manual Part 95
California Strong Motion Fee – Public Resources Code Section 2705
California Building Standards Surcharge – Health and Safety Code Section 18931.6 (SB1473)
Bay Area Air Quality Management District

Sec. 70.011. Definitions.

The following definitions shall apply to this Part 70:

- “CBC” means California Code of Regulations Title 24 California Building Code Part 2 Volume 1;
“CCR” means California Code of Regulations Title 24;
“CEC” means California Code of Regulations Title 24 California Electrical Code Part 3;
“CMC” means California Code of Regulations Title 24 California Mechanical Code Part 4;
“CPC” means California Code of Regulations Title 24 California Plumbing Code Part 5.

Sec. 70.015. Surcharge.

In addition to the fees set forth in this Part, a General Plan surcharge of ~~3.37~~5% shall be added to all fees in this Part.

Sec. 70.020. Fees; Building Permits and Inspections.

- | | |
|---|---|
| (a) For issuing each building permit (Including Mechanical, Electrical and Plumbing and Demolition): | \$71.00 |
| (b) Permit Extension Fee | \$102.00 |
| (c) For inspection of building permits, unless otherwise specified in this section, fees are based on total permit valuation, subject to a minimum building inspection fee, as follows: | |
| Total Valuation: \$1.00 to \$1,500.00 | \$235.68 |
| Total Valuation: \$1,500.01 to \$10,000.00 | \$235.68 for the first \$1,500.00 plus <u>\$2.78</u> for each additional \$100.00 or fraction thereof, to and including \$10,000.00. |
| Total Valuation: \$10,000.01 to \$25,000.00 | \$437.98 for the first \$10,000.00 plus <u>\$6.76</u> for each additional \$1,000.00 or fraction thereof to and including \$25,000.00. |
| Total Valuation: \$25,000.01 to \$50,000.00 | \$539.38 for the first \$25,000.00 plus <u>\$28.37</u> for |

PART III: FEES

	each additional \$1,000.00 or fraction thereof to and including \$50,000.00.	
Total Valuation: \$50,000.01 to \$100,000.00	\$1,248.63 for the first \$50,000.00 plus <u>\$20.27</u> for each additional \$1,000.00 or fraction thereof to and including \$100,000.00.	
Total Valuation: \$100,000.01 to \$500,000.00	\$2,262.13 for the first \$100,000.00 plus <u>\$3.04</u> for each additional \$1,000.00 or fraction thereof to and including \$500,000.00.	
Total Valuation: \$500,000.01 to \$1,000,000.00	\$3,478.13 for the first \$500,000.00 plus <u>\$4.05</u> for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00.	
Total Valuation: \$1,000,000.01 and up	\$5,503.13 for the first \$1,000,000.00 plus <u>\$2.08</u> for each additional \$1,000.00 or fraction thereof.	
(d) For the inspection of the placement and removal of temporary trailers:		\$405.00
(e) The fee for inspection of re-roofing permits shall be based on the verified contract amount and be calculated using subsection (b) of this section.		
(f) Re-inspection fees assessed under provisions of CBC 109.3.8, or inspections for which no other fee is specifically indicated (minimum charge of one-half hour)		\$204.00 per hour
Re-inspection fees outside normal business hours calculated at 1.5 times hourly rate		\$306.00 per hour
(h) (g) Renewal Reinstatement Request Fee		\$102.00

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- (h) Renewal of expired permit: Charged hourly at one hour per inspection based on the number of inspections remaining from original permit.

Sec. 70.025. Fees; Building Plan Review.

- (a) Plan review fee when a plan or other information is required, unless otherwise specified in this section:

- 1. All commercial and residential projects 70% of the building
inspection fee per 70.020(b)

A 25% reduction to this standard plan review fee shall be granted when an applicant includes, with their application, documentation of an independent structural peer review of the submitted plans.

- 2. A plan review fee shall not be required for re-roof permit applications.

- (b) For plan review of a building permit for pool construction:

- 1. Initial plan submittal by pool contractor \$678.00
- 2. Filing fee for a copy of the pool contractor's approved master steel schedule, provided that all permit applications thereafter contain the same approved copy of the steel schedule as on file with the Building Division. \$174.00

- (c) Additional plan review required by changes, additions or revisions to approved plans (minimum charge of one-half hour). \$204.00 per hour

Sec. 70.030. Fees; Mechanical, Electrical and Plumbing Permits and Inspections.

- (a) The following fees shall apply to the issuance of mechanical, electrical and plumbing permits:

For the issuance of each supplemental permit for which the original permit has not expired, been cancelled, or finalized. \$27.00

- (b) The following fees shall apply to building permits for commercial or industrial construction that requires mechanical, electrical or plumbing inspection:

- 1. Mechanical Inspection The greater of \$78.00 or \$0.48
per \$100.00 or fraction thereof
of the verified contract price of
mechanical work.

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| 2. Electrical Inspection | The greater of \$78.00 or \$0.59 per \$100.00 or fraction thereof of the verified contract price of electrical work. |
| 3. Plumbing Inspection | The greater of \$78.00 or \$4.51 per \$100.00 or fraction thereof of the verified contract price of plumbing work. |
- (c) The following fees shall apply to building permits for residential or accessory building construction:
- | | |
|---------------------------|--|
| 1. Mechanical Inspection | 8.9% of the building inspection fee per 70.020(b) |
| 2. Electrical Inspection: | 8.1% of the building inspection fee per 70.020(b) |
| 3. Plumbing Inspection: | 12.4% of the building inspection fee per 70.020(b) |
- (d) The following fee shall apply to mechanical, electrical or plumbing permits that are not associated with construction projects, but include pools, spas, and signs:
- | | |
|--|--|
| | <\$4,000 valuation
\$102.00 per system
installed or sub-trade
inspected |
| | >\$4000 valuation
\$204.00 per system
installed or sub-trade
inspected |
- (e) Annual Electrical Maintenance: In lieu of an individual permit for each installation or alteration, an annual permit may upon application therefore, be issued to any person, firm or corporation regularly employing one or more electricians for the installation and maintenance of electric wiring, devices, appliances and equipment upon premises owned or occupied by the applicant. The annual permit shall not authorize or include new installations in any building constructed or altered unless otherwise approved by the electrical inspector. The application shall be made on forms furnished by the electrical
- \$656.00 each, annually

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inspector. Each annual permit shall expire December 31st of the year in which it is issued. The electrical inspector shall visit all premises where work has been done under annual permits and inspect all electric wiring, devices, appliances, and equipment installed under such a permit.

(f) The following fees shall apply to mechanical, electrical or plumbing inspections or plan review not otherwise described in this section:

1. Inspections outside of normal business hours (minimum charge – 2 hours) calculated at 1.5 times hourly rate \$306.00 per hour

2. Re-inspection fees assessed under provisions of CBC 109.3.8, CPC 103.5.6, or CMC 116.6; additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed; inspections outside of normal business hours, or inspections for which no fee is specifically indicated (minimum charge of one-half hour) \$204.00 per hour

Re-inspection fees outside normal business hours calculated at 1.5 times hourly rate \$306.00

3. For change of location or replacement of equipment on the same premises, the fee shall be the same as that for a new installation. However, no fee shall be required for moving any temporary construction motor from one place to another on the same site during the time of actual construction work after a permit has once been obtained.

4. Trailer Park Exception: None of the electrical inspection fees in this section shall apply to trailer parks. Fees for electrical installations in trailer parks shall be paid pursuant to the schedule set forth in Title 25 of the California Code of Regulations.

PART III: FEES

Sec. 70.035. Solar Installations

Fees for solar installations are established pursuant to Government Code Sections 65850.55, 66015, and 66016, and Health and Safety Code Section 17951.

- (a) Residential
- 15 kW or less \$450
- More than 15 kW \$450 + \$15 per kW above 15
- (b) Commercial
- 50 kW or less \$1,000
- 51 kW – 250 kW \$1,000 + \$7 per kW above 50 kW
- More than 250 kW \$2,400 + \$5 per kW above 250 kW

Residential		Commercial	
15 kW or less	\$450	50 kW or less	\$1000
More than 15 kW	\$450 + \$15 per kW above 15	51 kW – 250 kW	\$1000 + \$7 per kW above 50 kW
		More than 250 kW	\$1000 + \$5 per kW above 250 kW

Sec. 70.040. Fees; Demolition Permits.

For inspection of each permit: \$204.00 per hour

Sec. 70.050. Fees; Miscellaneous.

- (a) Fee for a Certificate of Occupancy \$225.00
- Fee for Temporary Certificate of Occupancy required under the CBC: \$204.00 per hour

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PART III: FEES

- (b) Investigation fee whenever a project is “red-tagged”, 400% of the inspection fee per
has commenced without the authorization, or 70.020(b)
otherwise found to be in violation of Title 15 of the
Napa County

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Code: The fee shall be in addition to the permit fee, and shall be collected whether or not a permit is then or subsequently issued. The payment of such investigation fee shall not exempt any person from compliance with all other provision of this code nor from any penalty prescribed by law.

- (c) Fee when documentation demonstrating compliance with State energy conservation regulations is required. Fee shall be paid at the time of submitting such compliance documentation. 10% of the building inspection fee per 70.020(b)
- (d) Imaging – Plan Retention Fee. The fee for imaging building construction plans as required by section 19850 through 19853 of Chapter 10, Part 3 Division 13 of the Health and Safety Code shall be as follows(full commercial plan sets and residential site plans, floor plans, and elevations are scanned and retained):
 - 1. Commercial Building Construction Plans: \$2.50 per page
 - 2. Residential Building and Construction Plans \$15.00
- (e) Fee for code enforcement and permit compliance not addressed by subsection (b) or for consultation with Building Division staff that is not related to an active application, issued permit, or service otherwise listed in this Part. \$204.00 per hour

Sec. 70.060. Review of Other Department or Division Permits and Referrals.

- (a) Grading Permit Referral: Application plan review and inspection \$204.00 per hour
- (b) Planning Referral: Minor Administrative \$104.00
- (c) Planning Referral: Administrative \$209.00
- (d) Planning Referral: ZA \$261.00
- (e) Planning Referral: PC/BOS \$313.00
- (f) Attendance at a pre-application conference or pre-application site visit arranged by another division or department \$204.00 per hour
- (g) Engineering Referral: Site Development Application \$204.00 per hour
- (h) Code Compliance Review \$204.00 per hour

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Adopted: 08-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-2013)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-70 (eff 07-21-19)
Revised 11-05-24; Resolution 2024- (eff 01-06-25)

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PART 75

PLANNING BUILDING AND ENVIRONMENTAL SERVICES-ENGINEERING SERVICES

- Sec. 75.010. General
- Sec. 75.015. Surcharge
- Sec. 75.020. Grading Application
- Sec. 75.025. Road Exception Request
- Sec. 75.030. Floodplain Management Application
- Sec. 75.035. Site Development Application
- Sec. 75.040. County Road and Street Standards
- Sec. 75.045. Code Compliance, Enforcement, Miscellaneous Services
- Sec. 75.050. Appeal
- Sec. 75.055. Review of Other Department Permits and Referrals

Sec. 75.010. General

The fees set forth in this Part shall be paid prior to processing the application for the permit or franchise. No such permit, franchise, or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Any costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of any related environmental documents will be charged to applicant. Actual time shall be billed to the nearest half hour after the first hour, and a two (2) hour minimum payment shall be deposited with the application or service request submittal. Further deposits may be required pursuant to the estimated time to process the request for service. Excess fees shall be refunded when the services have been completed. The Director of Planning Building and Environmental Services will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be paid to the Department of Planning Building and Environmental Services unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Planning and Conservation Division– Policy Manual Part 80
Napa County Environmental Services Division– Policy Manual Part 110
Napa County Public Works-Policy Manual Part 140
Napa County Fire Department/Fire Marshal – Policy Manual Part 85

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Napa County Counsel – Policy Manual Part 95

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Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

Sec. 75.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of 3.37.5% shall be added to all fees in this Part.

Sec. 75.020. Grading Application

- | | |
|--|---------------------------------------|
| (a) Application review and inspection of a grading permit | \$ <u>146175.00</u> per
hour |
| (b) Processing a request for a grading permit exemption | \$ <u>222263.00</u> |
| (c) Processing a request for a grading permit extension <u>to winter shut-down</u> | \$ <u>144394.00</u> |
| (d) Stormwater Quality Inspection and Inspection for <u>-</u> compliance with post-construction best management practices. | \$ <u>187351.00</u> per
inspection |

Sec. 75.025. Road Exception Request

- | | |
|--|---------------------------------|
| (a) Preliminary Road Exception Application | \$ <u>146175.00</u> per
hour |
| (b) Road Exception request associated with a Planning Administrative or ZA referral or Building Permit Application | \$ <u>8671,577.00</u> |

Sec. 75.030. Floodplain Management Application

- | | |
|--|---------------------------------|
| (a) New construction, substantial building remodel/alteration, or other major construction as determined by the Director of Planning, Building and Environmental Services. | \$ <u>676789.00</u> |
| (b) Minor construction | \$ <u>246380.00</u> |
| (c) Grading | \$ <u>146175.00</u> per
hour |

Sec. 75.035. Site Development Application

- | | |
|--|---------------------------------------|
| (a) Plan Review and Inspection for a Site Development Application | \$ <u>146175.00</u> per
hour |
| (b) Stormwater Quality Inspection and Inspection for compliance with post-construction stormwater best <u>management practices</u> | \$ <u>187351.00</u> per
inspection |

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PART III: FEES

management practices

Sec. 75.040. County Road and Street Standards

County Road and Street Standards, printed version Standard copy charges

Sec. 75.045. Code Compliance, Enforcement, Miscellaneous Services

(a) Correction of violation, failure, or condition non-compliance, investigation of unsubstantiated assertions, meter reading by County staff when groundwater permit holder fails to submit required reading, or other investigation, enforcement, or permit compliance actions. Fee is in addition to fees for any necessary permits. \$146175.00 per hour

(b) Other services including applicant consultation, abandonment of an irrevocable offer, and services not otherwise listed in this Part. \$146175.00 per hour

Sec. 75.050. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or De Novo

(a) Fee paid by appellant to file appeal \$+2,000.00

(b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.

(c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. Standard hourly rate

Sec. 75.055. Review of Other Department Permits and Building Permit Referrals

- (a) Building Application Review: Same Day (OTC) 3588.00
(b) Building Application Review: Quick Permit 406175.00
(c) Building Application Review: Residential-New \$493701.00
(d) Building Application Review: Commercial-New \$7041,052.00
(e) Building Application Review: Residential Alteration \$351244.00
(f) Building Application Review: Commercial Alteration \$352526.00
(g) Building Application Review: Pmt. Alteration or Revision-Residential \$263444.00
(h) Building Application Review: Pmt. Alteration or Revision-Commercial \$144263.00
(i) Building Permit: Final Inspection by Engineering \$351487.00
(j) Re-inspection of building permits by stormwater technician when required by failure to comply with permit requirements \$187175.00 per inspection hour
(k) Stormwater Quality Inspection and Inspection for compliance with post-construction stormwater best management practices \$187351.00 per inspection

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PART III: FEES

Revised 7-2-06; Resolution 06-86
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 9-29-09; Resolution 09-132
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 10-26-10; Resolution 2010-138
Revised 08-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 08-19-14; Resolution 2014-99 (eff 8-19-14)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-18)
Revised 05-21-19; Resolution 2019-70 (eff 07-21-19)

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PART 80

**PLANNING, BUILDING AND ENVIRONMENTAL SERVICES– PLANNING AND
CONSERVATION DIVISION**

- Sec. 80.010. General; Deposits; Refund of Fees
- Sec. 80.015. Surcharge
- Sec. 80.020. Administrative Planning/Zoning Permits
- Sec. 80.030. Agricultural Preserve Contract
- Sec. 80.035. Airport Land Use Plan
- Sec. 80.037. Appeal
- Sec. 80.040. Development Agreement
- Sec. 80.050. Historic Structure.
- Sec. 80.055. Erosion Control Plans
- Sec. 80.057. Investigation, Enforcement, Permit Compliance Activities
- Sec. 80.060. General, Specific, Airport Land Use Plan Modification
- Sec. 80.070. Land Division
- Sec. 80.080. Certificate of Non-Conformity
- Sec. 80.090. Site Plan
- Sec. 80.100. Surface Mining and Reclamation
- Sec. 80.110. Use Permit
- Sec. 80.111. Viewshed
- Sec. 80.115. Habitat Restoration or Re-Vegetation Plan
- Sec. 80.120. Variance
- Sec. 80.130. Reserved
- Sec. 80.135. Reserved
- Sec. 80.136. Telecommunication Permit and Site Plan
- Sec. 80.160. Miscellaneous Services
- Sec. 80.170. Reserved
- Sec. 80.180. Street Naming, Address Assignment
- Sec. 80.190. Photos, Maps
- Sec. 80.200. Building Division Permit Clearances & Referrals
- Sec. 80.210. Temporary Events
- Sec. 80.215. Other Department Permit Clearances & Referrals
- Sec. 80.250. Hourly Projects Policies and Procedures

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Sec. 80.010. General; Deposits; Refund of Fees

- (a) The fees set forth in this Part shall be paid at the time of filing the application, map or other document indicated with the Planning and Conservation Division of the Planning, Building and Environmental Services Department. No such application, map or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour. The Director of Planning, Building and Environmental Services will provide a reasonable estimate of the cost of service prior to the service being provided. All such fees shall be paid to the Planning, Building and Environmental Services Department unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

Napa County Division of Environmental Services– Policy Manual Part 110
Napa County Department of Public Works – Policy Manual Part 140
Napa County Division of Engineering Services-Policy Manual Part 75
Napa County Fire Department/Fire Marshal – Policy Manual Part 85
Napa County Counsel – Policy Manual Part 95
Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

- (b) A deposit is required at the time of filing an application subject to hourly fees. The amount of the initial deposit shall equal the lesser of the estimated cost of service or \$10,000. After payment of the initial deposit, the application shall be subject to the hourly project policies and procedures set for in Section 80.250.
- (c) For projects that require multiple permits or services with both flat fee and hourly fees, hourly fees will be assessed for all services. Any request for services that is not described in this Part shall be charged hourly fees.
- (d) No part of any fee shall be refundable except under the following circumstances:
1. If a request for refund is submitted prior to an application being determined to be complete, the Director of Planning, Building and Environmental Services is authorized to refund up to 75% of the total fee, minus time rendered.
 2. If a request for refund is submitted after the application is determined to be complete, but prior to the completion of the environmental determination (initial analysis), the Director of Planning, Building and Environmental Services is authorized to refund up to 50% of the total fee, minus time rendered.
 3. If a request for refund is submitted after completion of the environmental determination, the Planning Director is authorized to refund up to 25% of the total filing fee, minus time rendered.

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4. All other refund requests must be submitted to the County Board of Supervisors for review and action.
- (e) After final approval or disapproval of the application, staff shall exercise best efforts to return unspent deposits to the project applicant(s) within 10 business days of a request for a return of unspent deposits made by the project applicant(s), or, if no such request is made, within 90 days after final approval or disapproval of the application. Interest shall not be calculated or returned. Unclaimed unspent deposits shall be referred to the Treasurer-Tax Collector to proceed in accordance with Government Code sections 50050, et seq.

Sec. 80.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of ~~3.37.5%~~ shall be added to all fees in this Part.

Sec. 80.020. Administrative Planning/Zoning Permits

- | | |
|---|-------------------------------------|
| (a) Administrative Viewshed Permit (without initial study or public hearing) | \$1,991.00 |
| (b) Administrative Peddler or Solicitor Permit | |
| 1. Application Fee.. | \$154.00 |
| 2. Application entitled to a fee waiver. | Fee Policy Manual Section 10.020(h) |
| (c) Administrative Directional Sign Permit | \$308.00 |
| (d) Administrative Home Occupation and Cottage Food Operation Permits | \$154.00 |
| (e) Administrative Firearm Permit | \$308.00 |
| (f) Other Administrative Permit, including fences, entry structures, temporary trailers, signs, balloons, or other use determined by the Director | \$924.00 |

Sec. 80.030. Agricultural Preserve Contract

- | | |
|---|------------|
| (a) Agricultural Preserve Contract - Rescind and Replace | \$2,009.00 |
| (b) Agricultural Preserve Contract – New, Amendment, Cancellation, Non-Renewal, Replacement | \$1,815.00 |

Sec. 80.035. Airport Land Use Plan

Airport Land Use Plan Consistency Determination	\$4,835.00
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Sec. 80.037. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

- (a) Fee paid by appellant to file appeal \$~~2~~,000.00
- (b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.
- (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. Standard hourly rate

Sec. 80.040. Development Agreement

Approval/Modification of Development Agreement \$177.00 per hour

Sec. 80.050. Historic Structure.

Designation, alteration or demolition of an historic structure \$177.00 per hour

Sec. 80.055. Erosion Control Plans

The fees to review erosion control plans prepared pursuant to the Conservation Regulations contained in the Napa County Code are as noted below. Where projects do not easily fall into one of the following categories, the Director of Planning, Building and Environmental Services will determine which of the following categories most closely fits the project and assign the corresponding fee:

- (a) Agricultural Track I Projects \$177.00 per hour,
plus consultant costs
- (b) Agricultural Track II Vineyard Replant \$1,260.00
- (c) Inspection and annual or long term monitoring \$177.00 per hour

Sec. 80.057. Investigation, Enforcement, Permit Compliance Activities

Correction of violation, failure, or condition non-compliance, investigation of unsubstantiated assertions, or other investigation, enforcement, or permit compliance actions. Fee is in addition to fees for any necessary permits. \$177.00 per hour

Sec. 80.060. General, Specific, Airport Land Use Plan Modification

- (a) General Plan, Specific Plan, or Airport Land Use Plan \$177.00 per hour
- (b) Zoning Map or Text Change \$177.00 per hour

~~**Sec. 80.070. Land Division**~~

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Sec. 80.070. Land Division

- | | |
|---|-------------------|
| (a) Map Exemption | \$177.00 per hour |
| (b) Tentative Map (Parcel or Subdivision) | \$177.00 per hour |
| (c) Tentative Map Revision | \$177.00 per hour |

Sec. 80.080. Certificate of Non-Conformity

- | | |
|---|------------|
| Non-conforming Status Determination-major (multiple structures or uses and Pre-1974 Wineries) | \$4,814.00 |
|---|------------|

Sec. 80.090. Site Plan

- | | |
|-----------------------|------------|
| (a) Standard Approval | \$4,549.00 |
| (b) Plan Modification | \$3,111.00 |

Sec. 80.100. Surface Mining and Reclamation

- | | |
|---|-------------------|
| (a) Surface Mining & Reclamation-Annual Inspection/Security Adequacy Review | \$2,790.00 |
| (b) Surface Mining & Reclamation-Re-inspection for Compliance Failure | \$177.00 per hour |

Sec. 80.110. Use Permit

- | | |
|--|-------------------|
| (a) Use Permit | \$177.00 per hour |
| (b) Use Permit Modification – Major | \$177.00 per hour |
| (c) Use Permit Modification – Minor | \$5,128.00 |
| (f) Use Permit Modification – Very Minor | \$3,107.00 |
| (g) Use Permit Initial Monitoring | \$177.00 per hour |
| (h) Use Permit Violation Fee | \$177.00 per hour |

A major use permit modification is defined as anything other than a minor, and very minor permit modification as defined in Napa County Code section 18.124.130.

Sec. 80.111. Viewshed

- | | |
|------------------------------------|-------------------|
| Review of application for Viewshed | \$177.00 per hour |
|------------------------------------|-------------------|

Sec. 80.115. Habitat Restoration or Re-Vegetation Plan

- | | |
|--|-------------------|
| Review of Habitat Restoration or Re-Vegetation | \$177.00 per hour |
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Sec. 80.120. Variance

Review of application for Variance \$4,378.00

Sec. 80.130. Reserved

Sec. 80.135. Reserved

Sec. 80.136. Telecommunication Permit and Site Plan

(a) Telecommunication Facility – Site Plan Approval \$4,014.00

(b) Telecommunication Facility – Permit Modification \$2,603.00

Sec. 80.160. Miscellaneous Services

(a) Pre-Application Conference (Includes three hours of time for meeting preparation, meeting and/or follow-up. Applicant will also be charged for fees from participating divisions-fees are non-refundable 72 hours before scheduled conference.) \$696.00

(b) Pre-Application Site Visit (applicant will also be charged fees from participating divisions; fee is non-refundable 72 hours before scheduled visit) \$177.00 per hour

(c) Use & Status Determinations, Condition Complete Analysis & Research, Consultation, Meetings, and Other Activities Not Covered Elsewhere In This Fee Schedule \$177.00 per hour

(d) Black/White Photocopies Fee Policy Manual Section 160.010

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(e) Color Photocopies Fee Policy Manual Section 160.010

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(f) Copy Certification, per page ~~\$2.00~~ \$2.00

(g) Recording of Planning Commission Meeting – on CD, each Duplicating meetings and recordings on CD or providing file documentation on CD. Cost includes research and preparation. \$11.00 per quarter-hour-plus .20-cents per-CD

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Sec. 80.170. Reserved

Sec. 80.180. Street Naming, Address Assignment

(a) Assign an address \$231.00

(b) Name or rename a street or assign multiple addresses \$177.00 per hour

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(c) Change a street address \$231.00

Sec. 80.190. Photos, Maps

(a) Photos & Maps – Letter Size, each
Regular Paper \$6.25
Photographic Paper \$7.50

(b) Photos & Maps – 11" x 17" , each
Regular Paper \$10.50
Photographic Paper \$12.50

(c) Display Maps – 24" x 36" , each
Regular Paper \$62.50
Photographic Paper \$75.00

(d) Display Maps – 28" x 40" , each
Regular Paper \$81.00
Photographic Paper \$97.00

(e) Display Maps – 34" x 44" , each
Regular Paper \$108.00
Photographic Paper \$130.00

(f) Display Maps – 36" x 60" , each
Regular Paper \$156.00
Photographic Paper \$187.00

(g) Display Map – on CD, each \$42.00

(h) Custom Map Preparation (minimum 1 hour) \$177.00 per hour

Sec. 80.200. Building Division Permit Clearances & Referrals

(a) Building Application Review: Same Day (OTC) \$77.00

(b) Building Application Review: Quick Permit \$221.00

(c) Building Application Review: Residential-New \$1,724.00

(d) Building Application Review: Commercial-New \$2,162.00

(e) Building Application Review: Residential-Alteration \$1,057.00

(f) Building Application Review: Commercial-Alteration \$1,081.00

(g) Building Application Review: Permit Alteration/Revision-Residential \$167.00

(h) Building Application Review: Permit Alteration/Revision-Commercial \$306.00

(i) Review a temporary Certificate of Occupancy or Certificate of Occupancy \$177.00 per hour

(j) Review or inspections in addition to those required or not otherwise \$177.00 per hour

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indicated by this section of the Fee Policy Manual

Sec. 80.210. Temporary Events

- | | |
|---|---|
| (a) The fee to process an application for an event of 51 to 400 persons per day | \$437.00 |
| (b) The fee to process an application for an event of 401 or more persons per day | \$1,086.00 |
| (c) The fee to process an application for a non-profit, wine auction related event, per Napa County Code Section 5.36.030 | \$437.00 |
| (d) In addition to any fee specified in (a) to (c) of this section, the non-refundable, non-waivable fee to process an application for a temporary event if the application is submitted less than sixty days in advance. | \$373.00 |
| (e) The fee to process an application entitled to a fee waiver | See Fee Policy Manual Section 10.020(l)
\$149.00 |

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Sec. 80.215. Other Department Permit Clearances & Referrals

- | | |
|---|-------------------|
| (a) Final Map – Subdivision, Parcel, or Amendment (CEQA-Exempt) | \$695.00 |
| (b) Lot-line Adjustment (CEQA-Exempt) | \$816.00 |
| (c) Voluntary Parcel Merger (CEQA-Exempt) | \$665.00 |
| (d) Special Event in the Right of Way or Road Closure (CEQA-Exempt) | \$154.00 |
| (e) Road Abandonment, Groundwater Permit, and any other referrals exempt from CEQA review and not otherwise listed in this section | \$667.00 |
| (f) Grading Review, Road Modification Request, and any other referrals requiring CEQA review and not otherwise listed in this section | \$177.00 per hour |
| (g) Engineering Referral: Site Development Application or Review of Road Exception Request | \$177.00 per hour |
| (h) Green Business Certification | \$177.00 per hour |
| (i) Project Consistency Review Processing | \$177.00 per hour |
| (j) Public Works Referral: Certificate of Compliance | \$552.00 |

~~Sec. 80.250. Hourly Projects Policies and Procedures~~

- (a) ~~Purpose.~~

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Sec. 80.250. Hourly Projects Policies and Procedures

(a) Purpose.

The purpose of this policy is to provide guidelines and procedures for handling planning projects that are identified as an “hourly fee” in the Napa County Planning, Building and Environmental Services (PBES) permit fee schedule.

(b) General.

Applications for certain planning projects are processed on a time and materials basis and are referred to in the adopted fee schedule as “hourly fee” applications (hereafter “Hourly”). The scope and complexity of these applications varies considerably, so the hourly processing fee is charged to ensure that the County fully recovers the actual cost of the County’s work on these projects (time and materials).

At the time the Hourly application is submitted, the project applicant must acknowledge and agree in writing to pay all costs associated with the processing of the application. Following application submittal, including the required deposit, staff will review the application for completeness and provide the applicant with a good faith written estimate of the cost of processing the permit. Sufficient funds (consistent with the adopted fee schedule) must be deposited by the project applicant in advance of department expenditures so that the actual costs can be charged against this deposit.

PBES will make every effort to ensure that expenses are not incurred in excess of the amount on deposit. If, at any time, funds on deposit are not sufficient, work on the project will be suspended until the required deposit is received. Except as otherwise provided in this policy, hearings on the project will be scheduled only if the account is current and there are sufficient funds on deposit to cover the estimated costs of the public hearing process.

While the applicant is responsible for paying all County costs associated with processing an Hourly application, PBES staff is responsible for ensuring that costs charged to the project are reasonable and appropriate. Staff has an obligation to work efficiently and avoid unnecessary charges. Likewise, staff must ensure that all time devoted to an Hourly project is recorded accurately.

(c) Procedure.

~~1)~~ Application, Hourly Fee Agreement, and Initial Deposit. All Hourly applications must be accompanied by: (i) an Hourly Fee Agreement (Attachment A) signed by the applicant/ developer or property owner who is responsible for payment of fees, and (ii) an initial deposit of funds in accordance with the adopted PBES fee schedule. Hourly applications shall not be accepted without a signed Hourly Fee Agreement. At the time of application, customers will be advised that the applicant will be responsible for all costs associated with processing the application and that estimated costs for processing the application must be paid in advance of staff work on the project. Customers will be advised that additional deposits may be due after staff reviews the initial application as well as periodically during the processing of the application to ensure that funds on deposit are adequate to cover anticipated costs.

1)

~~1)~~ Completeness Review and Cost Estimate. The assigned staff planner shall review the application for

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completeness within 30 days of application filing and prepare a completeness review letter along with an estimate of the cost of processing the application, using the Cost Estimate for Planning Application Processing form (Attachment B). The estimated cost of processing shall be noted in the completeness review letter sent to the applicant. If the estimated cost is not expected to exceed the fee taken in at the time of application, the letter should state that the cost is expected to _

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2) be covered by the initial fee, but may exceed this estimate if unforeseen circumstances occur. If the cost is expected to exceed the initial deposit, that shall be noted in the letter and detailed in the Cost Estimate. The letter shall note that an additional deposit is required prior to the application being deemed complete for processing.

The permit processing costs shall include, but not be limited to the following:

- i) All staff time for reviewing files, conducting research, conducting site inspections, evaluating relevant policies and code requirements, and in consultation with legal counsel, other divisions, departments and agencies.
- ii) All staff time for coordination with the applicant, the applicant's representatives and in responding to inquiries about the project from other parties.
- iii) All staff time for preparation of staff reports, environmental documents, attending meetings, including neighborhood meetings, and public hearings, making presentations, preparing resolutions, conditions, and required file processing, including processing after the decision is rendered.
- iv) Any consultant costs associated with processing the application, including but not limited to preparation of environmental documents, review of technical reports submitted by the applicant or preparation of any additional studies that may be required and contracted for by the County. The cost of any consultant work shall be reviewed with the applicant prior to incurring any consultant expenditures.
- v) All costs of legal review and consultation provided by the office of the County Counsel in connection with the processing of the application, including preparation of related environmental documents.

2) Deposits for Consultant Costs. Where the County determines that consultant services are necessary to process the application, the applicant must provide a deposit sufficient for the entire consultant cost, prior to approval of any contract for consultant work on the project or prior to the County incurring any consultant costs, whichever occurs first. Deposits for consultant contract costs shall be tracked separately. At the discretion of the Director or his or her designee, the deposit for consultant costs may be paid in increments or phases tied to completion of work products specified in the consultant scope of work. For example, an initial deposit sufficient for completion of the Draft EIR may be accepted to initiate the first work product and a second deposit submitted prior to authorizing work for completion of the Final EIR. The deposit shall not be less than the amount of the contract for each work product.

3)

4) Deposits for Staff Costs. Deposits for staff costs must be paid in advance of work proceeding on the project. The initial deposit and any subsequent deposits must be sufficient to cover the entire estimated staff costs or \$10,000.00, whichever is less. If the amount on deposit falls below ten (10) percent of the initial deposit, the project planner shall request an additional deposit. If new issues arise or the project is modified by the applicant, then a new cost estimate of staff time may be prepared and the required deposit may be adjusted to account for any additional staff work.

4)

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3. Initiate Processing. Upon receipt of the additional deposit (if required) and any additional information requested in the completeness review letter, the planner shall review the application

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~~8)~~ for completeness again to verify that all requested information was received. If the planner determines that the application is complete, the planner will make a note in the Department's permit tracking system (Accela) of the date the application is determined complete and initiate the processing of the application as part of their normal workload.

~~5)~~

~~0)~~ Tracking Staff Time. The planner shall record and charge all of his or her time attributable to the project in the Work Flow module of the Accela Automation system. Time shall be recorded to the nearest one-tenth hour (0.1 hour) increment. Each time entry must include a brief description of the work performed. The description need not be detailed but sufficient to convey to the applicant what work was done. For consistency, the terminology from Paragraph 2 should be used to describe the activity whenever appropriate. All correspondence with the applicant and their representative(s) shall be downloaded in Accela.

~~6)~~

~~5-7)~~ Deposits and Accounting. When an Hourly project is first initiated in Accela, the applicant's initial deposit is automatically placed into a trust account where deposits are held until costs are incurred (i.e., time is charged). On a bi-weekly basis, Administrative staff will prepare a billable hours report that documents the staff time charged during the report period and transfers funds from the trust account to the PBES or other department's revenue account(s).

~~6-8)~~ Monitoring of Deposits. When the billable hours report shows that any account has no funds remaining on deposit, Administrative staff will notify the assigned planner by email, with a copy to the Supervising Planner and the Deputy Planning Director. At that point the provisions of Paragraph 9 shall apply.

Whenever staff enters time on a project that has less than \$500 remaining on deposit (including projects in arrears), the Accela system will automatically generate an email to the staff planner, the Supervising Planner and Administrative staff. Upon receiving this notification, the planner shall evaluate the project status and remaining deposit and, if an additional deposit is necessary to complete processing, the planner shall prepare a Request for Additional Deposit (Attachment C) and forward to the assigned Planning Division Administrative Secretary. The Secretary will send a request for additional deposit to the applicant. The request shall note that County staff will not perform services if the remaining deposit amount is not sufficient to reimburse the County for the cost of staff time. A copy of this letter shall be downloaded in Accela.

Once staff is notified that the remaining deposit is less than \$500, care must be taken to avoid going into arrears. Staff should watch the remaining deposit carefully and limit work on the project accordingly. Although the Administrative Secretary II will handle the formal notice to the applicant, staff planners are encouraged to communicate directly and immediately with project applicants when the deposit is low.

~~7-9)~~ Depleted Accounts. When any project account falls into arrears (below zero dollars), all work on the project shall cease until sufficient funds are deposited to carry the project through the process. Staff shall not work on any application that has fallen into arrears without written authorization from the Deputy Planning Director.

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As soon as the planner becomes aware that a project is in arrears, the planner shall prepare a Request for Additional Deposit and forward to the assigned Planning Division Administrative Secretary. The Secretary will send a request for additional deposit to the applicant. This notice shall indicate that no work will be done on the project until additional funds are received. If an

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application remains on-hold for non-payment for more than 180 days, the Deputy Planning Director may direct that the application be scheduled for hearing with a recommendation for denial without prejudice.

~~8-~~10 Agenda Requests. Prior to requesting the hearing date for an application, the planner shall check the status of the deposit in Accela. If the remaining deposit is insufficient to carry the project through the hearing process, the planner shall prepare a Request for Additional Deposit and forward to the assigned Planning Division Administrative Secretary for mailing to the applicant. A sufficient deposit must be on file prior to setting the agenda date or issuing the notice of public hearing. The Deputy Planning Director may make an exception to this requirement if an equivalent alternative method of payment has been provided.

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~~9-~~11 Required Condition of Approval. Staff shall include the following condition on all project approvals for time and materials projects: No building, grading or sewage disposal permit shall be issued, nor shall beneficial occupancy be granted until all accrued planning permit processing fees have been paid in full.

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~~10-~~12 Return of Unspent Deposit After Final Action. After final approval or disapproval of the application, staff shall exercise best efforts to return unspent deposits to the project applicant(s) within 10 business days of a request for a return of unspent deposits made by the project applicant(s), or, if no such request is made, within 90 days after final approval or disapproval of the application.

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~~11-~~13 County Counsel Charges. As noted in Paragraph 2, above, the costs incurred by the Office of the County Counsel in connection with processing an Hourly application are part of the permit processing cost and must be paid for by the applicant. Legal services time is tracked and compiled in the County Counsel's office. When sufficient funds are on deposit to cover County Counsel costs, those funds are transferred to County Counsel via Journal Entry. Where funds on deposit are not sufficient, the process in paragraphs 8 (monitoring deposits) and 9 (depleted accounts) will apply.

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~~12-~~14 Review of Charges/Adjustments. If an applicant requests a review of the charges or identifies potential errors in invoicing, the matter shall be referred to the Supervising Planner for review. Adjustments for improper charges or to correct errors in invoicing must be authorized by the Deputy Planning Director, the Assistant Director or the Director. Normally, staff time involved in such review of charges will not be charged to the applicant.

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~~13-~~15 Withdrawn Applications/Refunds. An application shall be deemed withdrawn upon receipt of a written request to that effect from the applicant. Upon receipt of a withdrawal request, the project planner shall immediately notify administrative staff and any other staff involved in reviewing the application and all staff work on the project shall stop, except for staff time necessary to close the file. Within 30 days of receipt of the withdrawal request, administrative staff shall issue a final project statement indicating the charges and balance remaining on deposit after the file is closed, and shall issue a refund of any unused deposit.

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~~14-~~16 Abandoned Applications/Refunds. Incomplete applications with no activity by the applicant for 120 days or more may be deemed abandoned and closed out. At least 30 days prior to the application being deemed abandoned, the department shall notify the applicant in writing that the application will be deemed abandoned and the actions needed by the applicant to keep the

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application active. After the file is closed out, the Deputy Planning Director or Supervising Planner shall authorize a refund of any remaining deposit.

EXHIBIT A

Hourly Fee Agreement

PROJECT File: _____; request for _____

_____, I, _____, the undersigned, hereby authorize the County of Napa to process the above referenced permit request in accordance with the Napa County Code. I am providing \$ _____ as a deposit to pay for County staff review, coordination and processing costs related to my permit request based on actual staff time expended and other direct costs. **In making this deposit, I acknowledge and understand that the deposit may only cover a portion of the total processing costs. Actual costs for staff time are based on hourly rates adopted by the Board of Supervisors in the most current Napa County fee schedule. I also understand and agree that I am responsible for paying these costs even if the application is withdrawn or not approved.**

I understand and agree to the following terms and conditions of this Hourly Fee Agreement:

- ~~1. Time spent by Napa County staff in processing my application and any direct costs will be billed against the available deposit. "Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant's representatives, neighbors and/or interested parties, attendance and participation at meetings and public hearings, preparation of staff reports and other correspondence, or responding to any legal challenges related to the application during the processing of your application. "Staff" includes any employee of the Planning, Building and Environmental Services Department (PBES), the Office of the County Counsel, or other County staff necessary for complete processing of the application. "Direct costs" include any consultant costs for the peer review of materials submitted with the application, preparation of California Environmental Quality Act (CEQA) documents, expanded technical studies, project management, and/or other outside professional assistance required by the County and agreed to by the applicant. The cost to manage consultant contracts by staff will also be billed against the available deposit.~~
- ~~2. Staff will review the application for completeness and provide me with a good faith estimate of the full cost of processing the permit. Any requested additional deposit shall be submitted to PBES to allow continued processing of the project.~~

EXHIBIT A

~~3. I understand that the County desires to avoid incurring permit processing costs without having sufficient funds on deposit. If staff determines that inadequate funds are on deposit for continued processing, staff shall notify me in writing and request an additional deposit amount estimated necessary to complete processing of my application. I agree to submit sufficient funds as requested by staff to process the project through the hearing process within 30 days of the request.~~

~~4. I understand that if the amount on deposit falls below zero, staff will notify me and stop work on the application until sufficient additional funds are provided~~

~~5. If the final cost is less than the amount remaining on deposit, the unused portion of the deposit will be refunded to me. If the final cost is more than the available deposit, I agree to pay the amount due within 30 days of billing.~~

~~6. If I fail to pay any invoices or requests for additional deposits within 30 days, the County may either stop processing my permit application, or after conducting a hearing, may deny my permit application. If I fail to pay any amount due after my application is approved, I understand that my permit may not be exercised, or may be subject to revocation. I further agree that no building, grading, sewage, or other project related permits will be issued if my account is in arrears.~~

~~7. I may file a written request for a further explanation or itemization of invoices, but such a request does not alter my obligation to pay any invoices in accordance with the terms of this agreement.~~

Name of Applicant responsible for payment of all County processing fees (Please Print):

Mailing Address of the Applicant responsible for paying processing fees:

Signature: * _____

Email Address: _____

Date: _____

Phone Number: _____

*ATTENTION – The applicant will be held responsible for all charges.

EXHIBIT C



A Tradition of Stewardship
A Commitment to Service

(Applicant)
(Mailing Address)

Planning, Building & Environmental Services

1195 Third Street, Suite 210
Napa, CA 94559
www.countyofnapa.org

David Morrison
Director

(Date)

Re: Invoice Request for (Name of Project) (Type of Project and Case Number)
(Address) (APN)

Dear (Applicant):

I have been advised that the fees invoiced for the referenced project have exceeded the deposit paid. The outstanding balance due is \$_____. As indicated in the application materials, the project is subject to time and materials billing for County costs associated with processing of the project.

Please find the attached statement providing an accounting of the activities associated with the project charges to date.

The following tasks still need to be completed before the project can be brought to a hearing for consideration:

- (List each task and estimated cost)

Consequently, we estimate that an additional \$_____ would cover the outstanding and projected fees to continue with the processing this project.

We would appreciate receipt of funds at your earliest convenience. Please note that ultimately, prior to any grading and building permit issuance associated with (Case Number), the balance due must be paid in full.

Thank you for your attention to this matter. If you have any questions about this letter, please feel free to contact me at (Staff Phone) or via email at (Staff E-mail).

Sincerely,

(Staff Name)
(Title)

PART III: FEES

Adopted 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-13)
Revised 04-05-16; Resolution 2016-42 (eff 07-01-16)
Revised 05-21-19; Resolution 2019-70 (eff 07-01-19)
Revised 11-05-24; Resolution 2024- (eff 01-06-25)

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PART 85

COUNTY FIRE DEPARTMENT/FIRE MARSHAL

- Sec. 85.010. General; Refund of Fees
- Sec. 85.015. Surcharge
- Sec. 85.020. Fire Permits
- Sec. 85.030 Permit Clearances and Referrals from Other Departments
- Sec 85.040 Appeal

Sec. 85.010. General; Refund of Fees

The fees set forth in this Part shall be paid prior to processing the application for the permit. No such permit or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour. The County Fire Marshal will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be collected by the Conservation, Development and Planning Department on behalf of the County Fire Marshal unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions.

Sec. 85.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of ~~3.37~~3.5% shall be added to all fees in this Part.

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PART III: FEES

Sec. 85.020. Fire Permits

Fire Protection Systems Review and Inspection

Fire Protection Systems Review and Inspection

- (a) Fire Sprinkler ~~and Alarm~~ Systems ~~Installation~~
1. ~~Contract Price: \$1—\$5,000~~ Fire Sprinklers 1-99 heads \$6071,417.00
 2. Fire Sprinklers 100-199 heads ~~Contract Price: \$5,001—\$20,000~~ \$6072,126.00 plus 9.52% of the price above \$5,000 contract price
 3. Fire Sprinklers 200+ heads ~~Contract Price: More Than \$20,000~~ \$2,032,835.00 plus 0.6615% of the price above \$20,000 contract price

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PART III: FEES

(b)	Fire Pump Installation	\$1,235,417.00
(c)	Fire Hydrant Installation	
	1. <u>Hydrant: Base Fee</u>	\$784,827.00
	2. <u>Fee per hydrant in excess of three hydrants</u>	462,533.00
	<u>Hydrant: Each Additional</u>	
(d)	Fire Standpipe Installation	\$934,993.00
(e)	<u>Above Ground Tank or Pipe Installation</u>	\$644.00
(f)	<u>Fire Alarm Systems</u>	
	1. <u>Fire Alarms, < 25 Devices</u>	\$1,417.00
	2. <u>Fire Alarms, 26-50 Devices</u>	\$2,126.00
	3. <u>Fire Alarms, 51-100 Devices</u>	\$2,835.00
	4. <u>Fire Alarms, 100-200 Devices</u>	\$3,543.00
	5. <u>Fire Alarms, 200+ Devices</u>	\$4,252.00
	6. <u>Communicator Upgrade</u>	\$709,638.00
	7. <u>Dedicated Functional Systems</u>	\$709,275.00
(g)	<u>Specialized Fire Protection Systems</u>	
(h)	1. <u>Clean Agent Gas System Installation</u>	\$1,235,417.00
(i)	2. <u>Dry Chemical System Installation</u>	\$888,141.70
(j)	3. <u>Wet Chemical/Kitchen Hood Installation</u>	\$888,141.70
(k)	4. <u>Foam System Installation</u>	\$934,141.70
(l)	5. <u>Paint Spray Booth Installation</u>	\$1,043,417.00
(m)	<u>Vehicle Access Gate Installation</u>	\$217.00
(n)	<u>Above Ground Tank or Pipe Installation</u>	\$587.00
(o)	6. <u>Refrigeration System Installation</u>	\$1,417,760.00
(p)	<u>Fireworks Display</u>	\$1,485.00
(q)	<u>Tents, Canopies, Membrane Structures Installation</u>	\$185.00
	— <u>Tent Size, 400-1,500 square feet</u>	\$695.00
	1. <u>_____</u>	
	2. <u>Tent Size, 1,500-5,000 square feet</u>	\$1,042.00
	3. <u>Tent Size, 5,000+ square feet</u>	\$1,564.00
	— <u>Tent Rush Fee</u>	<u>Additional 50% fee if submitted < 14</u>

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PART III: FEES

(k) Emergency Responder Radio Coverage

1. Emergency Responder Radio Coverage (Plan Review and Inspection) \$331.00 per hour

(l) Other Fees

1. Additional Inspection Fee (Applied on 3rd Field Inspection and each subsequent inspection) \$331.00 per hour

2. Additional Inspection Fee (Applied on 3rd submittal and each subsequent submittal) \$331.00 per hour

3. Late Fee (Monitoring fee for separate submissions not included with the building permit.) Permit Fee plus 25%

4. Other services not otherwise listed in this section (Alternative Means and Methods Consideration) \$331.00 per hour

5. Building Safety and Other Inspections (SB1260 – State Mandated / Annual Business Inspections) \$331.00 per hour

6. Fireworks Display \$1,820.00

7. Standby Time at Special Events Actual Cost

8. Hazardous Materials Incident Response Actual Cost

~~(o)~~ Review, inspection, or other services not otherwise listed in this section or in excess of standard requirements (Alternative Means and Methods Consideration) \$18,331.00 per hour

~~(p)~~ Building Safety and Other Inspections (SB1260 – State Mandated / Annual Business Inspections) \$18,331.00 per hour

~~(q)~~ Fireworks Display \$1,485.00

~~(r)~~ Standby Time at Special Events Actual Cost

~~(s)~~ Hazardous Materials Incident Response Actual Cost

Sec. 85.030. Permit Clearances and Referrals from Other Departments

(a) Plan review of a building permit application by the Fire Marshal

1. Standard plan check per Section 70.025(a)1. 252% of Building Division plan review fee

2. 3rd-party plan check per Section 70.025(a)2. \$18,331.00 per hour of staff time - of staff time plus actual cost of contract plan check

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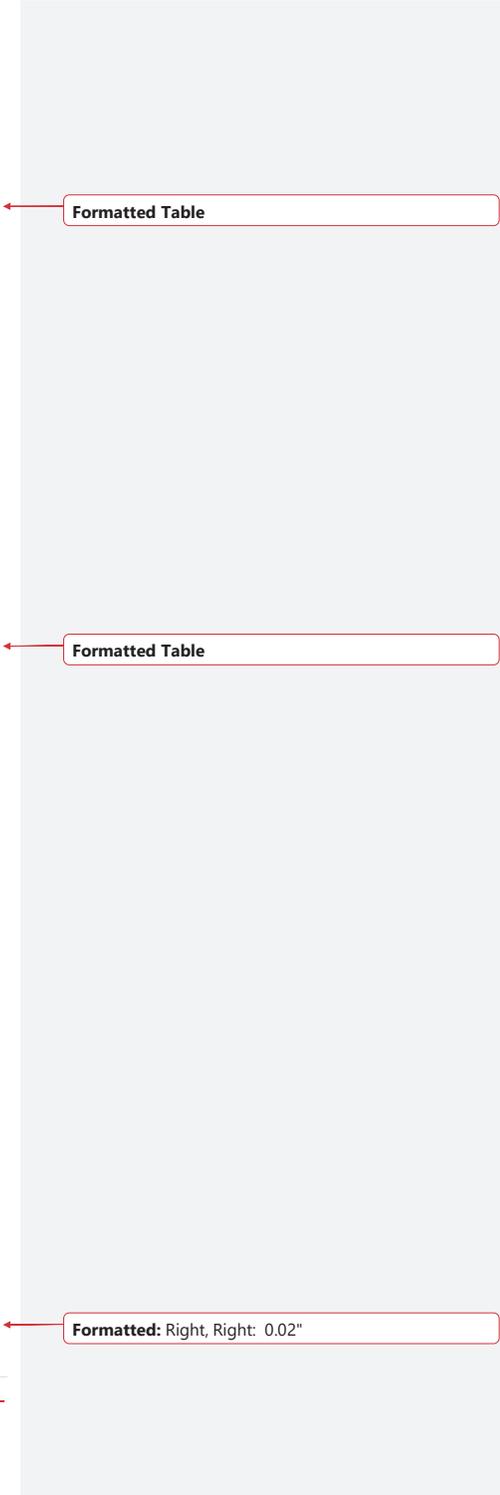
PART III: FEES

(b)	Inspection of building permit per Section 70.020(b)	252% of Building Division inspection fee
(c)	Use Permit – General	\$331639.00 per hour
(d)	Use Permit – Major Modification	\$331433.00 per hour
(e)	Use Permit – Minor Modification	\$331330.00 per hour
(f)	Use Permit – Very Minor Modification	\$331330.00 per hour
(g)	<u>Use Permit Modification – Winery Administrative Permit</u>	\$331.00 per hour
(h)	<u>Use Permit Violation Fee</u>	\$331.00 per hour
(i)	<u>Viewshed – Review of Application</u>	\$331.00 per hour
(j)	<u>Telecommunications – Site Plan / Modification</u>	\$331.00 per hour
(k)	Temporary Event	\$331454.00 per hour
(l)	Development Agreement Application or Modification	\$484331.00 per hour
(m)	General Plan or Zoning Amendment	\$484331.00 per hour
(n)	Habitat Restoration or Re-Vegetation Plan	\$484331.00 per hour
(o)	Certificate of Occupancy or Temporary Certificate of Occupancy	\$484331.00 per hour
(p)	Code Enforcement, Permit Compliance Inspection, and Investigation	\$484331.00 per hour
(q)	Other permit referrals from the Planning Building and Environmental Services Department not otherwise listed in this section	\$331227.00 per hour
(r)	Permit referrals from the Public Works Department; fees are collected by the Public Works Department.	\$331227.00 per hour

Sec. 85.040. Appeal.

Appeal of an application or permit decision to the Board of Supervisors or Planning Commission based on Record or *De Novo*

(a)	Fee paid by appellant to file appeal	\$73622,000.00
(b)	<u>For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's</u>	\$331.00 per hour



PART III: FEES

fee policy will be charged to the project applicant.
These fees are in addition to the fee collected by the
Clerk of the Board of Supervisors for filing and
processing appeals.

PART III: FEES

Revised 8-26-97; Resolution 97-110
Revised 10-4-97; Resolution 97-133
Revised 5-25-10; Resolution 2010-58
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 5-24-11; Resolution 2011-52 (eff 7-1-11)
Revised 4-5-16; Resolution 2016-42 (eff 7-1-16)
Revised 7-31-18; Resolution 2018-102 (eff 08-01-2018)

PART 90-A

**ASSESSOR-RECORDER-COUNTY CLERK
RECORDER-COUNTY CLERK DIVISION**

- Sec. 90.010. General**
- Sec. 90.011. Search of Records**
- Sec. 90.012. Indexes**
- Sec. 90.012.5 Additional Fees**
- Sec. 90.013. Certificates Under Seal**
- Sec. 90.014. Photocopy Charges**
- Sec. 90.015. Fictitious Business Name (FBN) Filings**
- Sec. 90.018. Birth Certificates**
- Sec. 90.020. Marriage Licenses, Certificates and Ceremonies**
- Sec. 90.025. Notary Bond Filings**
- Sec. 90.030. Power of Attorney (Surety)**
- Sec. 90.035. Clerk's Certificate of Authenticity; Verification of Signatures**
- Sec. 90.040. Mechanics Lien Notices**
- Sec. 90.045. Documentary Handling Fees to Process Fish and Game Fees**
- Sec. 90.049. Miscellaneous Fees**

Sec. 90.010. General

The fees set forth in Part 90-A shall be paid to the Recorder-County Clerk Division. State mandated fees may be required in addition to the County determined fees listed in this schedule.

Sec. 90.011. Search of Records

- | | | |
|-----|---|---------|
| (a) | Recorder search (per name, per decade). | \$6.00 |
| (b) | Federal tax lien search | \$15.00 |

~~Sec. 90.012. Indexes~~

PART III: FEES

Sec. 90.012. Indexes

(a)	The fee to purchase printouts and or custom downloads of weekly reports from Official Records shall be:	\$3.00 up to 5 pages and \$0.10 for each page thereafter
(b)	Daily documents and index (Daily_-Downloads) (annual subscription)	\$5,268.00
(c)	Online index and document access <u>(annual subscription)</u> (annual subscription)	\$4,316.00

Sec. 90.012.5 Additional Fees

For the filing of every instrument, paper or notice for record, the following additional fee shall be charged:

(a)	Base Recording fee per Government Code Section 27361(a)	\$10.00
(b)	An additional fee of One Dollar pursuant to Government Code Section 27361.4(b) for the Recorder's Office to remain open each business day.	\$1.00
(c)	An additional fee of One Dollar pursuant to Government Code Section 27361.4(c) where such instrument, paper or notice for record is indexed within two business days after the date of recordation.	\$1.00
(d)	An additional fee of One Dollar pursuant to Government Code Section 27361.4(a) for converting document storage system to micrographics	\$1.00
(e)	Additional fee of One Dollar pursuant to Government Code Section 27361(c) to support, maintain, improve and provide for full operations	\$1.00
(f)	Additional fee of One Dollar pursuant to <u>Government Code Section 27397(c)(1) for Electronic Recordings</u>	\$1.00

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PART III: FEES

~~Government Code Section 27397(e)(1) for Electronic Recordings~~

Sec. 90.013. Certificates Under Seal

The fee for each certificate under seal shall be Five Dollars per document. \$5.00

Sec. 90.014. Photocopy Charges

The fees for photocopies of documents on record are as follows:

- | | | |
|-----|-------------------------------------|--------------------|
| (a) | For copy size 11 x 17" or less | \$2.00 per
page |
| (b) | For copy size greater than 11 x 17" | \$4.00 per
page |

Sec. 90.015. Fictitious Business Name (FBN) Filings

- | | | |
|-----|--|--|
| (a) | The fee to file a fictitious business name. | \$50.00 each |
| (b) | The fee for abandonment or withdrawal of a fictitious business name | \$50.00 per <u>abandonment</u>
or <u>withdrawal</u> |
| (c) | The fee to list additional parties under a <u>fictitious</u> business name | \$7.00 per additional <u>party</u> |
| (d) | Searching records or files (includes copy if <u>found</u>) | \$6.00 |
| (e) | Annual Subscription for weekly listing of FBN filings | \$198.00 |

Sec. 90.018. Birth Certificates

The Children's Trust Fund portion of the fee for a certified copy of a birth certificate \$7.00

Sec. 90.020. Marriage Licenses, Certificates and Ceremonies

- | | | |
|-----|---|----------------------------|
| (a) | The fee to issue a regular or replacement <u>marriage license</u> | \$83.00 per <u>license</u> |
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PART III: FEES

~~(b)~~ ~~marriage license~~ license
 (b) The fee to issue a confidential or replacement confidential marriage license \$95.00 per license

~~(c)~~ The fee for issuance of marriage licenses on County workdays outside of normal business hours, weekends or holidays. \$139.00 a
 Additional on weekends or holidays

~~(d)~~ The fee for marriage ceremony services performed by the Clerk-Recorder per ceremony during County workdays. \$51.00

The fee for marriage ceremony services performed by the Clerk-Recorder dollars per ceremony during weekends, holidays, after normal business hours or other County non-workdays. \$101.00

~~(e)~~(c) The fee for an application for a one-day appointment to serve as a Deputy Marriage Commissioner \$63.00

(f) The fee for a duplicate marriage license. \$69.00 per license

(g) Marriage Witness Fee \$35.00

Sec. 90.025. Notary Bond Filings

The fee to file and process a notary bond \$26.00 per filing plus recording fees

Sec. 90.030. Power of Attorney (Surety)

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~~The fee to file power of attorney authorizations or revocations (surety bonds)~~

~~\$21.00 for first, \$10.00 for each additional~~

~~PARALLEL FEES~~

Sec. 90.035. Clerk's Certificate of Authenticity; Verification of Signatures

~~The fee to issue a certificate of authenticity verifying the official capacity of any public official, including a notary public~~

~~\$10.00 per certificate~~

Sec. 90.040. ~~-----~~ Mechanics Lien Notices

~~-----~~ ~~The fee to process a twenty-day preliminary notice.~~

~~\$35.00 per request~~

~~(a)~~

~~-----~~ ~~The fee to provide mailing services for lien notices.~~

~~\$10.00 per debtor/name~~

~~(b)~~

~~(h) ~~The fee for a duplicate marriage license.~~~~

~~\$69.00 per license~~

~~(h) ~~Marriage Witness Fee~~~~

~~\$35.00~~

Sec. 90.025. ~~-----~~ Notary Bond Filings

~~The fee to file and process a notary bond~~

~~\$26.00 per filing plus recording fees~~

Sec. 90.030. ~~-----~~ Power of Attorney (Surety)

~~The fee to file power of attorney authorizations or revocations (surety bonds)~~
~~first, \$10.00 for each~~

~~\$21.00 for~~

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PART III: FEES

additional
name

**~~Sec. 90.035. Clerk's Certificate of Authenticity;
Verification of Signatures~~**

~~The fee to issue a certificate of authenticity verifying the official capacity of any public official, including a notary public~~

~~\$10.00 per
certificate~~

~~Sec. 90.040. Mechanics Lien Notices~~

~~(a) The fee to process a twenty-day preliminary notice~~

~~\$35.00 per
request~~

~~(b)(a) The fee to provide mailing services for lien notices~~

~~\$10.00 per
debtor/name~~

Sec. 90.045. Documentary Handling Fees to Process Fish and Game Fees

(a) For filing a Notice of Determination of a Negative Declaration with the County Clerk-Recorder.

\$50.00

(b) For filing a Notice of Determination of an Environmental Impact Report with the County Clerk-Recorder.

\$50.00

Sec. 90.049. Miscellaneous Fees

(a) Map Filing Fee

\$8.00 (first page)
\$2.00 (each additional page)

(b) Caregiver Permit Fee
Initial and Annual Renewals

\$20.00

(c) Clerk Acknowledgement

\$6.00

(a) Map Filing Fee \$8.00 (first page) \$2.00 (ea additional page)

\$8.00 (first page)

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~~(b) Caregiver Permit Fee~~

PART III: FEES

~~Initial and Annual Renewals~~

~~\$20.00~~

~~(c) Clerk Acknowledgement~~

~~\$6.00~~

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PART III: FEES

Revised 8-26-97
Revised 5-24-11; Resolution 2011-52 (eff 7-1-11)

PART 90-B
ASSESSOR-RECORDER-COUNTY CLERK
ELECTION DIVISION

- Sec. 90.050. General
- Sec. 90.053. Research
- Sec. 90.054. Search of Record on File
- Sec. 90.054.5. Special Request Searches
- Sec. 90.055. Fees for Reproductions of Precinct/Supervisorial Maps
- Sec. 90.056. (Reserved)
- Sec. 90.057. Mailing Costs
- Sec. 90.058. Computer CD's
- Sec. 90.059. Official Photocopying Charges
- Sec. 90.060. Petitions and Candidate Nomination Papers
- Sec. 90.061. Affidavit of Registration
- Sec. 90.062. Statement of Qualification
- Sec. 90.063. Voter Lists
- Sec. 90.064. Official Statement of Vote
- Sec. 90.065. Indexes/Indices

Sec. 90.050. General

The fees set forth in this Part shall be paid to the Clerk-Recorder.

Sec. 90.053. Research

The fee for Elections staff to perform requested research. Thirty-Seven Dollars and Fifty Cents per half hour \$37.50
per half hour

Sec. 90.054. Search of Record on File

The fees relating to searches for records on file are as follows:

Sec. 90.054.5. Special Request Searches

- (a) The fee for special request searches (customer requests per 1000 names) is: Extractions, Voter File & Walking list \$0.50 per 1000
names

PART III: FEES

Sec. 90.055. Fees for Reproductions of Precinct/Supervisorial Maps

The fee to purchase copies of precinct or supervisorial maps is Five Dollars and shall be paid to the Elections Division of the County Clerk-Recorder's Office. \$5.00

Sec. 90.056. (Reserved.)

Sec. 90.057. Mailing Costs

- (a) The mailing fee for large packages shall be (does not include postage) \$15.00 \$15.00 per mailing (Plus Postage)
- (b) The fee for mailing small packages and letters (handling and postage) is Four Dollars per package or letter. \$4.00 per package or letter

Sec. 90.058. Computer CD's

- (a) The fee for computer disks is Fifteen Dollars per CD \$15.00 per CD

Sec. 90.059. Official Photocopying Charges

See Section 160.010 for the fees for photocopies shall be as follows:

- (a) Photocopies \$.50 per page for the first 5 pages and \$.10 for each page thereafter

Sec. 90.060. Petitions and Candidate Nomination Papers

- (a) As authorized by subparagraph (d) of Section 3702 of the California Elections Code, the fee to file a Notice of Intent to circulate an initiative petition is Two Hundred Dollars. The fee is refundable to the filer if, within one year of the date of filing the Notice of Intent, the Registrar of Voters certifies the sufficiency of the initiative petition. \$200.00
- (b) The fee to check signatures on petitions and candidate nomination papers is a minimum charge of \$13.00 per 20 signatures (use of Elections Dept services by other entities). minimum of \$13.00 per 20 signatures

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PART III: FEES

Sec. 90.061. Affidavit of Registration

The fee for a copy of an affidavit of registration shall be as follows:

(a)	To registered voter	\$0.50
(b)	To others (each copy)	\$1.00
(c)	Certification	\$5.00
(d)	Travel card (proof of registration)	\$5.00

Sec. 90.062. Statement of Qualification

The printer set-up fee and printing fees vary per election; fees shall be based on the number of registered voters and actual printing costs.

Sec. 90.063. Voter Lists

The fees for voter lists shall be as follows:

(a)	Daily list during Vote by Mail (VBM) request period.	\$0.50 per thousand voters
(b)	Voter List (full list)	\$28.00

Sec. 90.064. Official Statement of Vote

A copy of an official statement of vote or canvass of vote shall be as follows:

(a)	Individual pages	\$.50 per page for the first 5 pages and \$.10 for each page thereafter
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Sec. 90.065. Indexes/Indices

The fee for a copy of indexes/indices shall be as established by the California Elections Code.

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PART III: FEES

Adopted 5-23-06
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6/28/10)
Revised 08-14-2012; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-2013; Resolution 2013-13 (eff 04-08-2013)
Revised 04-05-2016; Resolution 2016-42 (eff 07-01-2016)
Revised 05-21-2019; Resolution 2019-70 eff 07-01-2019)
Revised 11-050-29-2024; Resolution 2024- (eff 01-06-25)

PART 95
COUNTY COUNSEL

- Sec. 95.010. General
- Sec. 95.020. Public Conservator/Public Guardian and Public Administrator Matters.
- Sec. 95.030. Planning and Development Applications, Permits, Code Enforcement Matters.

Sec. 95.010. General

The fees set forth in this Part shall be paid to the Napa County Counsel. The hourly billable rate of reimbursement for Napa County Counsel shall be calculated annually, based on actual department costs. The hourly rate methodology builds indirect costs into County Counsel hourly salary and benefit rates to arrive at fully burdened hourly rates. [The hourly billable rate sheet is calculated annually and available upon request from the County Counsel office.](#)

~~For Fiscal Year 2016-2017, the hourly rates have been calculated as follows, hourly rates in future fiscal years will be on file with County Counsel:~~

Title:	Hourly Rate:
County Counsel	\$281.00
Chief Deputy County Counsel	\$203.00
Deputy County Counsel	\$175.00
County Privacy Officer	\$127.00
Legal Office Manager	\$100.00
Paralegal	\$81.00
Legal Secretary II	\$74.00
Legal Secretary I	\$68.00

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PART III: FEES

Sec. 95.020. Public Conservator/Public Guardian and Public Administrator Matters

County Counsel's billable rate for Public Conservator, Public Guardian, and Public Administrator matters shall be established annually utilizing the methodology described in Section 95.010. County Counsel Fees² charged to individuals or estates for these services shall be subject to Court approval.

Sec. 95.030. Planning and Development Applications, Permits, Code Enforcement Matters

(a) The fee for review of use permits –	Hourly Rate
(b) The fee for review of use permit modifications	Hourly Rate
(c) The fee for review of a new or amended agricultural preserve contract.	Hourly Rate
(d) The fee for attendance at a pre-application conference arranged by the Planning Division (two-hours of meeting time).	\$351.00
(e) The fee for review of all other planning and development applications or permits, code enforcement matters, general plan or zoning map amendments, development agreements, or certificates of compliance.	Hourly Rate
(f) The fee for review of certificates of compliance, lot-line adjustments, or voluntary parcel mergers.	Hourly Rate
(g) Certificates of Legal Non-Conformity	Hourly Rate
(h) Minor/Very Minor Use Permit Modifications	Hourly Rate
(i) CEQA-Environmental Document Review	Hourly Rate
(j) Code Enforcement Issues	Hourly Rate
(k) Appeals	Hourly Rate
(l) A General Plan Update surcharge of 3.3% <u>7.5%</u> shall be added to fees (a)-(h) in this section.	

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PART III: FEES

Revised 9-13-05
Revised: 8-19-08; Resolution No. 08-142
Revised: 9-13-16; Resolution No. 2016-119
Revised 11-05-29-2024; Resolution 2024- (eff 01-06-25)

PART 100

CRIMINAL JUSTICE

Sec. 100.010. Civil Penalties for Parking, Standing, Equipment and Registration Violations

~~Sec. 100.020. Juvenile Hall Care~~

Sec. 100.030. Department of Corrections Fees

Sec. 100.040. Cardroom Dealer Permit

Sec. 100.050. Concealed Weapons Permit

Sec. 100.060. Explosives Permit

Sec. 100.070. Fingerprinting

Sec. 100.080. Mobile Public Address Sound System Permit

Sec. 100.090. Secondhand Dealer Licenses

Sec. 100.100. Taxi Permits

Sec. 100.110. Issuance of Incident Reports

Sec. 100.120. Examination of Local Records

Sec. 101.000 Administrative Penalties for violations of the Napa County Code

Sec. 100.010. Civil Penalties for Parking, Standing, Equipment and Registration Violations

Civil penalties for parking, standing, equipment and registration violations prosecuted as civil violations ~~on or after January 1, 1994~~ shall be calculated as the sum of the base penalty for the violation set forth in subparagraph (a) plus those County and State surcharges (assessments) set forth in subparagraph (b). If the penalties are not timely paid, the late penalties and additional collection costs set forth in subparagraphs (c), (d), (e), (f), and (g) shall be added to the base penalties.

- (a) Base civil penalties, which shall include a ~~\$5,003.50~~ Napa County Administrative Processing Fee, are established as set forth below:

(Vehicle Code violations)

- | | |
|---|----------|
| (1). unlawful parking on public grounds | \$103.00 |
| (2). Bicycle parked – impeding pedestrian traffic | \$35.00 |
| (3). Illegally impeding bicycle lanes – person | \$35.00 |

PART III: FEES

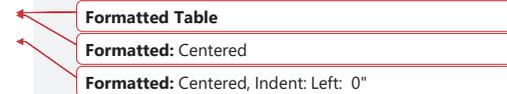
(4). Illegally impeding bicycle lanes – parking \$35.00

PART III: FEES

(5). Improper parking – intersection	\$35.00
(6). Improper parking – crosswalk	\$35.00
(7). Improper parking – safety zone	\$35.00
(8). Improper parking – within 15’ fire station driveway	\$35.00
(9). Improper parking – blocking driveway	\$35.00
(10). Improper parking – sidewalk	\$35.00
(11). Improper parking – obstructing traffic	\$20.00
(12). Improper parking – double parked	\$35.00
(13). Improper parking – bus zone	\$250.00
(14). Improper parking – tunnel	\$35.00
(15). Improper parking – bridge	\$35.00
(16). Improper parking curb wheelchair access	\$250.00
(17). Parked in designated fire lane	\$35.00
(18). Parking parallel on right	\$20.00
(19). Curb parking restricted	\$20.00
(20). Parking on one-way street	\$20.00
(21). Unincorporated area parking	\$20.00
(22). Posted No Parking – state highways	\$35.00
(23). Parking in handicapped space	\$250.00
(24). Blocking handicapped space	\$250.00
(25). Blue Zone marked boundaries – loading area	\$250.00

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(26). Parking in snow removal areas	\$20.00
(27). Tow cars – parking on freeway	\$20.00
(28). Improper parking – hydrants	\$20.00
(29). Unattended vehicle	\$20.00
(30). Locking vehicle with person inside	\$103.00
(31). Opening door on traffic side	\$35.00
(32). Parking on freeway restricted	\$20.00
(33). Vending on freeway	\$35.00
(34). Illegal to park on railroad tracks	\$35.00
(35). Parking near sidewalk ramp/3 feet	\$250.00
(36). Vehicle abandonment on highway	\$270.00
(37). Vehicle abandonment – public/private	\$270.00
(38). Blocking intersection	\$50.00
(39). Parking lot – street and alley parking	\$35.00
(40). Stopping or parking on bridge restricted	\$35.00
(41). Registration tabs or equipment violations	\$60.00
(Napa County Code Violations)	
(42). Obedience to traffic signs	\$20.00
(43). Temporary parking restrictions	\$35.00
(44). Obstruction of road	\$35.00
(45). Truck, commercial trailer, bus – 6 a.m. to midnight	\$100.00



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(46). Recreational vehicle in residential area more than 72 hours	\$100.00
(47). Parking limits and regulations – more than 2 hrs in Lots A and C between 8 a.m. and 5 p.m. and in Lot K at any time, and more than 15 minutes in stalls in Lot F designated for 15 minute parking parking in violation of posted regulations or time limits at any County-owned or operated Parking Lot	\$20.00
(48). Restricted parking in “permit” spaces Lots A, B, C, D and K Unauthorized parking between the hours of 11 PM and 5 AM at any County-owned or operated Parking Lot	\$20.00
(49). Parking outside stall or in designated “No parking zones” in Lots A Through K at any County-owned or operated Parking Lot	\$20.00
(50). Parking in handicapped space <u>stall designated for disabled persons</u>	\$250.00
1. <u>Parking in County-owned or operated Parking Lot – overhaul, maintenance, repair, or displaying for purpose of sale</u>	<u>\$25.00</u>
2. <u>Parking a non-Electric Vehicle in an Electric Vehicle parking stall or parking an Electric Vehicle in an Electric Vehicle parking stall without charging</u>	<u>\$20.00</u>
<u>Non-motor vehicle use in County-owned or operated Parking Lot including camping, use of camp equipment, storage of any kind, roller skating, skateboarding, riding a non-motorized device</u>	<u>\$25.00</u>
<u>3.</u>	
(51). Parking in loading docks – Coombs Street, Main Street, Elm Street	\$20.00
(52). No overnight parking – 10 p.m./4 a.m. Capell Cove Boat Launching Ramp	\$50.00
(53). Parking outside designated stalls Vehicle w/boat trailers – Capell Cove Ramp	\$50.00
(54). Parking outside designated stalls – vehicles only Capell Cove Ramp	\$50.00

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PART III: FEES

(55). Parking in Red Zone – Capell Cove Ramp	\$50.00
(56). Parked in excess of 120 hrs – County Road	\$50.00
(57). Parked on county road – displayed for sale	\$25.00
(58). Parked on county road – washing, greasing, repairing	\$25.00
(59). Parking between 10 p.m. and 4 a.m. – Cuttings Wharf Ramp	\$20.00
(60). Parking outside authorized areas at Lake Hennessey and Conn Dam Picnic Areas	\$50.00
(61). Parking outside authorized areas at Lake Berryessa Lake and Park Area	\$50.00

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PART III: FEES

(b)	State and County surcharges (assessments)	
(1)	The State surcharge is \$2.00 per base penalty	\$2.00
(b) (2)	The County surcharge on the base penalties set forth in subparagraph (a) shall be \$3.00, of which \$1.50 shall be placed in the Criminal Justice Facilities Construction Fund and \$1.50 shall be placed in the Courthouse Construction Fund.	\$3.00 <u>\$1.50</u>
(c)	Late penalties. The following late penalties shall be imposed when the applicable base penalty is not timely paid:	
(1)	When base penalty is \$20.00-\$24.00	\$15.00
(2)	When base penalty is \$25.00-\$34.00	\$20.00
(3)	When base penalty is \$35.00 or more	\$25.00
(d)	State and DMV processing fees shall be passed through. The following additional amounts shall be paid, to cover DMV processing fees, when the applicable base penalty has not been timely paid. For purposes of this subparagraph, "Total Late Penalty" means the sum of subparagraphs (a) and (c):	
(1)	When Total Late Penalty is \$35.00-\$44.00	\$15.00
(2)	When Total Late Penalty is \$45.00-\$59.00	\$20.00
(3)	When Total Late Penalty is \$60.00-\$84.00	\$25.00
(4)	When Total Late Penalty is \$85.00-\$124.00	\$30.00
(5)	When Total Late Penalty is \$125.00 or more	\$50.00
(e)	Registration hold fee. When the Sheriff or the County's contract processing agency requests a Department of Motor Vehicles registration hold in order to collect the civil penalties owing and unpaid, an additional fee of \$3.00 per Notice of Violation shall be imposed to cover that Department's charge for the hold procedure.	\$3.00 per Notice of Violation

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PART III: FEES

(e) ~~Copy fee. If any person requests a copy of the Original Notice of Violation (parking, standing, equipment or registration) or a copy of the Notice of Delinquent Violation, the fee shall be \$2.00 per copy.~~ ~~\$2.00 per copy~~

(e) ~~Appeal filing fee. The filing fee for a person to appeal to the municipal court an adverse decision of a hearing examiner regarding a parking, standing, equipment, or registration violation subject to a civil penalty is prescribed by State laws as \$25.00. If the appellant prevails, the filing fee shall not be refunded by the court but the appellant shall be reimbursed \$25.00 by the County.~~ ~~\$25.00~~

(e) ~~Civil judgment Filing Fee Reimbursement. The first paper civil filing fee charged by the courts to the County when the County files a civil judgment for collection of one or more civil penalties pursuant to Vehicle Code section 20220 shall be included in the costs collected by the County as part of the civil judgment.~~

Sec. 100.020. Juvenile Hall Care

~~A fee of Seventy Dollars is established by the County Auditor as equaling the cost of daily juvenile hall care for each individual.~~ ~~\$70.00~~

Sec. 100.030. Department of Corrections Fees

The following fees shall be paid to the Department of Corrections:

(-) ~~Unless waived or reduced by the Director of the Department of Corrections or designee or modified by a court of competent jurisdiction the fee for applying to participate in the Work Furlough or Work In Lieu Program I is Seventy five Dollars. Additional fee as follows:~~ ~~\$75.00~~

~~One Hour Wages Per Day~~ ~~Daily fee will vary~~

(-) ~~Unless waived or reduced by the Director of the Department of Corrections or designee or modified by a court of competent jurisdiction the fee for electronic monitoring of a criminal defendant or inmate of the~~

Department of Corrections is:

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	One Hour Wages Per Day, not to exceed \$15 per day	Minimum wage-\$15 per day
(e)	Unless waived or reduced by the Director of the Department of Corrections or designee the Corrections Conservative Corps fee is Fifty Dollars per day	\$50.00 per day
(d)	The Weekender Fee is Fifty Dollars per day	\$50.00 per day

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Sec. 100.040. Cardroom Dealer Permit

The fee for applying for a cardroom dealer permit is Fifty-One Dollars.	\$51.00
The renewal fee for an existing cardroom dealer permit is Ten Dollars.	\$10.00

Sec. 100.050. Concealed Weapons Permit

The fee for processing an application for a concealed weapons permit is Ninety-Sixty Dollars for the initial application and Thirty-FiveTen Dollars for a renewal of an existing application, <u>plus DOJ/Livescan Fees passed to the State.</u>	\$6090.00 for initial <u>plus DOJ/Livescan Fees,</u> \$3510.00 for renewal <u>plus DOJ/Livescan Fees</u>
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Sec. 100.060. Explosives Permit

The fee for processing an application for an explosives permit is Twenty Dollars for under 100 pounds and Twenty-Four Dollars for over 100 pounds.	\$20.00 for under 100 lbs., \$24.00 for over 100 lbs.
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Sec. 100.070. Fingerprinting

The fee to have any member of the general public fingerprinted as part of an application for a permit is Ten-Fifteen Dollars.	\$4015.00
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Sec. 100.080. Mobile Public Address Sound System Permit

The fee for filing an application for a mobile public address sound system equipment permit is Twenty-Five Dollars.	\$25.00
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Sec. 100.090. Secondhand Dealer Licenses

The fee for processing an application for a secondhand dealer license is Two Hundred and Twenty-Seven Dollars for the initial application and Ten Dollars for a renewal of an existing application.	\$227.00 for initial, \$10.00 for renewal
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Sec. 100.100. Taxi Permits

The fee for taking the fingerprints and photograph of each person applying for a taxi permit, and for each driver, is Fifty Dollars.	\$50.00
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Sec. 100.110. Issuance of Incident Reports

The fee for obtaining a copy of an incident report, when authorized, is Ten Dollars.	\$10.00
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Sec. 100.120. Examination of Local Records

The fee to examine a local summary criminal history record is Ten Dollars.	\$10.00
--	---------

Sec. 101.000. Administrative penalties for violations of the Napa County Code

- | | | |
|-----|--|----------|
| (a) | For any violation of the Napa County Code, the amount of the administrative penalty shall be: | |
| (1) | For the first violation | \$105.00 |
| (2) | For the second violation of the same ordinance within one year from the date of the first violation | \$200.00 |
| (3) | For each additional violation of the same ordinance within one year from the date of the first violation | \$500.00 |
| (b) | If the violation is not corrected within the time specified on the citation, additional administrative penalty shall increase at the rate specified in (a), above. | |
| (c) | Payment of the administrative penalty shall not excuse the failure to correct the violation nor shall it bar further enforcement action. | |

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PART III: FEES

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PART 105

DISTRICT ATTORNEY (FAMILY SUPPORT)

- ~~Sec. 105.010. General~~
- ~~Sec. 105.020. Daily Fee for Minor In Juvenile Hall~~
- ~~Sec. 105.021. Itemization of Support Costs~~
- ~~Sec. 105.030. Computation of Daily Fee~~
- ~~Sec. 105.031. Computation of Itemized Support Costs~~

Sec. 105.010. General

The fees set forth in this part shall be paid to the Napa County District Attorney's Trust Fund, and are authorized by the California Welfare and Institutions Code, Sections 903, 904 and 914.

Sec. 105.020. Daily Fee for Minor in Juvenile Hall

The following fees are established for the daily care, support and maintenance of a minor placed in, detained in, or committed to the Napa County Juvenile Hall pursuant to an order of the Juvenile Court.

(a)	Fiscal Year 1986-87	\$13.12 per day
(b)	Fiscal Year 1987-88	\$13.12 per day
(c)	Fiscal Year 1988-89	\$13.12 per day
(d)	Fiscal Year 1989-90	\$13.26 per day

Sec. 105.021. Itemization of Support Costs

The following are itemizations of support costs as required by Welfare and Institutions Code Section 903:

(a)	For Fiscal Years 1986-87, 1987-88, and 1988-89:	
(1)	Clothing—Personal Supplies	\$0.01 per day
(2)	Household Expense	\$0.89 per day
(3)	Utilities	\$3.47 per day

PART III: FEES

(4):	Food/Cook	\$8.75 per day
	Total	\$13.12
(b)	For Fiscal Year 1989-90:	
(1):	Clothing—Personal Supplies	\$0.11 per day
(2):	Household Expense	\$0.97 per day
(3):	Utilities	\$2.33 per day
(4):	Food/Cook	\$4.58 per day
(5):	Nursing Services	\$0.05 per day
(6):	Liability Insurance (for child)	\$1.47 per day
(7):	Administrative Expense (for cost of support)	\$3.75 per day
	Total	\$13.26

Sec. 105.030. Computation of Fees

Beginning with Fiscal Year 1990-91, the daily fee for the care, support and maintenance of a minor placed in, detained in, or committed to the Napa County Juvenile Hall, pursuant to an order of the Juvenile Court, shall be based on the annual support costs from the previous fiscal year, and in calculating the daily fee, the following formula shall be used:

Step 1

	Total Direct Allowable Support Costs (cooks, food, gas, electric, water, household and personal expenses, medical and liability insurance)
Minus (-)	Reimbursed Payments Toward Support
Equals =	Net Direct Allowable Support Costs

PART III: FEES

Step 2

Net Direct Allowable Support Costs

Divided by (÷) Total Direct Probation Department Expenditures
(exclusive of fixed assets and costs applied)

Equals (⇒) Percentage of Net Direct Allowable Support Costs to Total
Direct Costs

Step 3

Juvenile Hall Indirect Costs (external overhead)

Plus (+) Probation Department Administrative Costs Attributable
to Juvenile Hall

Equals (⇒) Gross Indirect Costs of Support

Step 4

Gross Indirect Costs of Support

Times (x) Percent of Costs from Step #2 above

Equals (⇒) Allowable Indirect Costs of Support

Step 5

Net Direct Allowable Support Costs (Step #1)

Plus (+) Allowable Indirect Support Costs

Equals (⇒) Total Support Costs

Step 6

Total Support Costs

Divided by (÷) Number of Child Care Days

Equals (⇒) Support Cost Per day (Daily Fee)

PART III: FEES

Sec. 105.031. Computation of Itemized Support Costs

Beginning with fiscal year 1990-91, the following formula shall be used to calculate the daily cost of each component of daily support cost:

Step 1

~~Component from Net Direct Allowable Support Costs (from Step 1 of Sec. 105.030) or Allowable Indirect Support Costs (from Step 5 of Sec. 105.030)~~

~~Divided by (÷) Total Support Costs (from Step 5 of Sec. 105.030)~~

~~Equals (=) Percentage of each component as compared to the Total Support Costs~~

Step 2

Daily fee

~~Times (x) Percentage of each component as compared to the Total Support Costs (from Step 1 of this section)~~

~~Equals (=) Daily cost of each component~~

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Adopted 4-8-07; Resolution 07-27
Revised 8-7-07; Resolution 07-100
Revised 2-10-08; Resolution 07-172
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-2012)
Revised 02-05-13; Resolution 2013-13 (eff 04-08-2013)
Revised 07-31-18; Resolution 2018-102 (eff 10-01-2018)
Revised 05-21-19; Resolution 2019-70 (eff 7-21-2019)
Revised 11-05-24; Resolution 2024- (eff 01-06-25)

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PART 110

**PLANNING BUILDING AND ENVIRONMENTAL SERVICES-ENVIRONMENTAL
HEALTH DIVISION**

- Sec. 110.010. **Imposition of Fees**
- Sec. 110.015. **Refund of Fees**
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- Sec. 110.026. **Standard Hourly Rate**
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- Sec. 110.200. **Hazardous Waste Generators**
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- Sec. 110.210. **Groundwater Permits**
- Sec. 110.220. **Other Departments' Fees**
- Sec. 110.230. **Stormwater Fees**

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Sec. 110.010. Imposition of Fees

The fees set forth in this Section shall be paid at the time of filing the application or other document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. All such fees shall be paid to the Department of Planning, Building and Environmental Services = unless otherwise indicated.

Sec. 110.015. Refund of Fees

- (a) Fees for construction may be refunded upon request of the applicant, within 1 year of the permit issuance, if none of the construction has occurred and the permit has expired. The Department shall retain a processing fee of 25% of the total fee.
- (b) For annual permits, a 50% refund of the permit fee will be given if the facility has permanently closed and a written request for a refund is received in the Department within 90 days of the effective date of the permit.

Sec. 110.020. Delinquency Penalty

- (a) Any fee not paid by the delinquency date shall be increased by twenty-five percent (25%) ~~or as otherwise permitted by law. This penalty also includes failure to file for an initial operating permit, such as failing to file a new or replacement hazardous materials business plan, underground storage tank operating permit, or other similar submittal upon commencing operations or within 30 days following a change of ownership. The Department may also use other mechanisms, such as Administrative Enforcement Orders where warranted due to repeated violations or lateness beyond 60 days.~~
- (b) Any persons who shall commence any work for which a permit to construct is required by the Napa County Code or other applicable code, without first having obtained a permit or plan approval therefore, if subsequently permitted to obtain a permit or plan approval, shall pay double the permit fee, provided, however, that this provision shall not apply to emergency work when it shall be proved to the satisfaction of the Administrative Authority that such work was urgently necessary and that it was not practical to obtain a permit before commencement of the work. In all cases, a permit must be obtained as soon as it is possible to do so, and if there be an unreasonable delay as determined by the Director or other Administrative Authority in obtaining such permit, a double fee as herein provided shall be charged. This penalty also includes failure to file for an initial operating permit, such as failing to file a new or replacement hazardous materials business plan, underground storage tank operating permit, or other similar submittal upon commencing operations or within 30 days following a change of ownership. The Department may also use other mechanisms, such as Administrative Enforcement Orders where warranted due to repeated violations or lateness beyond 60 days.

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Sec. 110.025. Appeal

Appeal of an application or permit decision to the Board of Supervisors or Planning Commission based on Record or *De Novo*

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- (a) Fee paid by appellant to file appeal \$~~2~~,000.00
- (b) These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.
- (c) For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant. Standard hourly rate

Sec. 110.026. Standard Hourly Rate

Any request for services that is not described in this part shall be charged at the hourly rate set for herein with a 1/2-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Payment of a five (5) hour minimum payment shall accompany the request submittal. Excess fees shall be refunded. \$~~25~~154.00

Sec. 110.030. Food Facility Fees

- (a) The following fees are established to process applications for licenses relating to food facilities:
 - 1. Annual operating fees for Food Facilities with on-site food preparation of potentially hazardous food (Includes catering activities where all food preparation is conducted at the permitted facility, by the permitted business. Does not include the activities listed below in 2 through 6):
 - (A) Low risk: \$~~301~~448.00
 - (B) Medium risk: \$~~691~~924.00
 - (C) High risk: \$~~1,176~~1,562.00
 - (D) Registration fee for caterer with out of county commissary \$~~129~~153.00
 - (E) Registration Fee for Class A Cottage Food Operation \$~~118~~256.00
 - (F) Permit fee for Class B Cottage Food Operation \$~~197~~269.00

The Director or his designee shall determine the risk of an establishment based on the type of foods and services provided relative to the potential food borne illness risk to

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2. Temporary Food Facilities:	
(A) Farmer’s Market Organizer Application and Permit	\$226256.00
(B) Single High Risk Event	\$171384.00
(C) Single Low Risk Event	\$11281.00
(D) Annual Temporary Event Permit	\$406576.00
(E) Temporary Event Organizer: 2-20 Vendors	\$413576.00
(F) Temporary Event Organizer: >20 Vendors	\$6691.792.00
3. Food Impound Release Fee	\$105154.00
4. Mobile Food Preparation Units, Mobile Food Facilities, and Stationary Mobile Food Preparation Units:	
(A) Low risk:	\$108230.00
(B) <u>Medium risk:</u>	\$487307.00
(C) <u>High risk:</u>	\$714.00
5. <u>5.</u> Restricted Food Service Transient Occupancy Establishments (Bed and Breakfasts):	
(A) without water system:	\$177461.00
(B) with water system:	\$236512.00
6. Re-inspection when requested by a facility operator for the purpose of conducting an additional routine inspection.	\$358449.00
7. Re-inspection fee to be imposed when a facility requires a third consecutive routine inspection due to two consecutive prior inspections that scored >20 points (a C or worse)	\$358449.00
<u>98.</u> Follow up inspection fee to be imposed when a facility failed to correct a violation at the first follow up inspection and a second follow up inspection is required.	\$177257.00

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(b) Harding auction contract ~~\$2,061~~ \$2,061

(b) Harding auction contract

(c) Notwithstanding subparagraph (a), the Director of Planning, Building and Environmental Services is authorized to enter into agreements with Fairs, Farmers Markets, and the promoters of special events for the limited purpose of charging a single food facility inspection fee covering the inspection of all food facility operators at that event providing that the cost of same will be less than the cost of the sum total of all of the individual inspection fees that would otherwise be required to be paid.

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~~inspection fee covering the inspection of all food facility operators at that event providing that the cost of same will be less than the cost of the sum total of all of the individual inspection fees that would otherwise be required to be paid.~~

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Sec. 110.040. Food Facility Plan Review, Approval and Construction Inspections

- (a) The fees for new or major remodel plan review of food facilities and approval of same including associated construction inspections are:
 - 1. Low risk (includes two inspections): \$429576.00
 - 2. Medium risk (includes two inspections): \$901191.00
 - 3. High risk: (includes three inspections) \$1,270687.00
 - 4. Additional construction inspections beyond that listed above \$477307.00
- (b) Minor remodel \$577768.00
- (c) Resubmittal of previously approved plans for new or major remodels \$341461.00
- (d) Mobile food facility plan review \$576.00

Sec. 110.045. Surcharge

A general plan surcharge of ~~3.37.5~~% shall be added to all fees in Sections 110.050, 110.060, 110.065 and 110.070 except for 110.070 (n)(2) and 110.070 (o-q).

Sec. 110.050. Water Well Permit Fees

All water well permits are issued for two years and shall become invalid after two years from the date of issuance if work has not been completed. The fees for water well permits are as follows:

- (a) Water ~~Wellwell-Class-class~~ IA or IB ~~Permitpermit~~: [Includes a groundwater determination] \$529614.00
- (b) Water ~~Wellwell-Class class~~ II ~~Permitpermit~~: [Includes a groundwater determination and fees for environmental review; fees for review by Public Works may also be due.] \$685640.00
- (c) Well ~~Reconstruction-reconstruction~~ or ~~Deepeningdeepening~~: [Includes a groundwater determination and alteration of well after final inspection] \$424461.00
- (d) Well ~~Destructiondestruction~~: (No fee if done in conjunction with a Class I or II permit) \$424461.00

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(e)	Well Permit <u>permit Extension</u> extension . Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time.	\$ 400 <u>115</u> .00
(f)	<u>Well permit plan revision</u>	\$154.00
(g)	For each dwelling unit connected to an approved individual water supply system, for which a storage tank is required, to meet the requirements of Section 13.04.070 of the Napa County Code of Ordinances, to be paid prior to the issuance of a building permit hereunder.	\$ 232 <u>230</u> .00
(gh)	Re-inspection when the contractor requests an inspection and fails to call to cancel when not ready for the scheduled inspection.	\$ 232 <u>230</u> .00
(i)	<u>Easement/agreement for easement review</u>	\$154.00

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Sec. 110.060. Monitoring, Extraction and Cathodic Protection Well Permits

All groundwater monitoring well and exploratory hole (boring) applicants shall pay the following permit fees. All permits are issued for one (1) year and shall become invalid after one (1) year from the date of issuance if work has not been completed. Once a permit has been issued, the number of wells or exploratory hole (borings) cannot be increased without applying for and paying the fee for a new initial site permit.

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(a)	Well Construction <u>construction</u> and Reconstruction <u>reconstruction</u> Permits <u>permits</u> :	\$ 323 <u>461</u> .00
(b)	Well Destruction:	\$ 400 <u>384</u> .00
(c)	Exploratory Hole (Boring) Permits:	\$256.00
(dc)	Well P <u>ermit Extension</u> extension . Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time.	\$ 400 <u>115</u> .00

Sec. 110.065. Geothermal Heat Exchange Well Permits

(a)	Well Construction and Reconstruction Permits:	
	1. Initial Site <u>site Permit</u> permit (includes first 5 wells):	\$ 682 <u>461</u> .00
	2. Additional wells (>5 <u>>5 wells</u>) on the same permit and to be constructed at the same time and related to the same site (each well):	\$ 15 <u>34</u> .00
(b)	Well Destruction <u>destruction</u> (per well):	\$ 400 <u>333</u> .00

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- (c) Well ~~Permit~~ permit Extension ~~extension~~. Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet the code in effect at the time. \$~~100~~115.00

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Sec. 110.070. Sewage Disposal Permit and Plan Review Fees

- (a) Percolation Tests or ~~Site~~ site Evaluation ~~evaluations~~: ~~F~~ Field Visit ~~visit~~ and Review ~~review~~ of work produced by a qualified professional. (The fee covers report review and one site visit. Each additional site visit will require a new fee.) \$~~348~~397.00

Exception: For percolation tests, the presoak inspection and percolation test inspection shall be considered one site visit.)

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- (b) Plan ~~Check~~ check and installation permit: ~~new~~ Conventional Sewage ~~sewage Disposal~~ ~~disposal System~~ ~~system~~ Installation ~~installation~~ New /~~Addition~~ addition /~~Alteration~~ alteration [~~Fees~~ Fees for environmental review may also be due.] \$~~426~~1,229.00

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- ~~(e) Permit: Conventional Sewage Disposal System Installation/New/Addition/Alteration Permit~~ ~~\$621.00~~

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- ~~(e)~~ (c) Plan ~~Check~~ check and installation permit: ~~Alternative~~ alternative residential ~~Sewage~~ sewage Disposal ~~disposal System~~ ~~system~~ or >1500gpd conventional [Fees for environmental review may also be due.] \$~~939~~2,612.00

- ~~(e)~~ (d) ~~Plan check and installation permit: alternative non-residential sewage disposal system [Fees for environmental review may also be due.]~~ Plan Check: Resubmittal ~~resubmittal of Alternative~~ alternative Sewage ~~sewage Disposal~~ ~~disposal Systems~~ ~~system~~ ~~\$3,264.00~~\$2,934.00

- ~~(e)~~ (f) ~~Plan Check: resubmittal of alternative sewage disposal system~~ Permit: Alternative Sewage Disposal System Residential Installation ~~\$410.00~~\$1,507.00

- ~~(e)~~ (g) ~~Permit: Alternative Sewage Disposal System Non Residential Installation~~ ~~\$1,985.00~~

- ~~(h)~~ (f) Plan ~~Check~~ check: ~~Pretreatment~~ pretreatment Unit ~~unit~~ or ~~Engineered~~ engineered System ~~system~~ Layout ~~layout~~: [Fees for environmental review may also be due.] \$~~359~~8,194.00

- ~~(i)~~ (g) ~~Permit: Pretreatment Unit Installation~~ installation permit \$448.00

- ~~(j)~~ (h) ~~Permit: Sewer line and/or septic tank installation~~ permit only: (Normally included in installation permit.) \$~~370~~499.00

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(ke)	Permit —Conventional Repair repair Consultation consultation and Installation installation permit	\$1, 030 <u>344</u> . 0 0
(ki)	Plan check and installation permit: alteration or addition to any type of system	\$ 307 <u>307</u> . 00 \$381 <u>384</u> . 00
(kk)	Groundwater Elevation elevation Determination determination	
(kl)	Groundwater elevation determination	\$ 384 <u>384</u> . 00
(km)	Sewage Disposal disposal Permit permit Extension extension . Must be applied for within 30 days of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions meet current requirements.	\$ 400 <u>154</u> . 00
(kn)	Easement/agreement for easement review	\$ 154 <u>154</u> . 00
(ko)	Easement/agreement for easement review of expiration and will be valid for a period of one year. Additional extensions will be considered if permit conditions and requirements meet	\$ 154 <u>154</u> . 00

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~~the code in effect at the time.~~

(m) Holding ~~Tank-tank and hold and haul f~~ Fees:
n)

- 1. Plan ~~Check-check and installation:~~ \$426653.0
0
- 2. Annual ~~Operating-operating Permit~~ permit: \$250230.0
0

(ne) Annual Operating Permits
)

- 1. ~~Pond:Winery process water pond with land application:~~ \$518333.0
0
- 2. ~~Alternative subsurface residential with service provider, EH triennial inspection~~ \$284307.0
0
- 3. ~~Alternative non-residential subsurface systems with a service provider (biannual inspection):~~ \$307.00
- 4. ~~Alternative Subsurface Systems operated with a service provider (biannual inspection):~~
- 4. Alternative ~~Subsurface-subsurface~~ Systems operated without a service provider ~~(annual inspection):~~ \$747768.0
0
- 4.5. Subsurface ~~Disposal-disposal~~ greater than 1500 gpd: \$528384.0
0
- 6. Winery wastewater systems tier 1 under WGO (10,000-30,000 gpy) \$317.00
- 7. Winery wastewater systems tier 2 under WGO (30,000-100,000 gpy) \$422.00
- 8. Winery wastewater systems tier 2 under WGO (100,000-300,000 gpy) \$506.00
- 9. Winery wastewater systems tier 3 under WGO (300,000-600,000 gpy) \$743.00
- 10. Winery wastewater systems tier 3 under WGO (600,000-1,000,000 gpy) \$1,115.00
- 11. Winery wastewater systems tier 4 under WGO (1,000,000-3,000,000 gpy) \$2,602.00
- 12. Winery wastewater systems tier 4 under WGO (3,000,000-7,000,000 gpy) \$4,832.00
- 13. Winery wastewater systems tier 4 under WGO (7,000,000-15,000,000 gpy) \$7,061.00
- 14. Winery process wastewater exemption-conventional systems or systems less than 10,000 gpy \$100.00

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- (p) Re-inspection when the contractor requests an inspection and fails ~~to call~~ to cancel when not ready for the scheduled inspection. \$1~~547~~3.00
- (q) Each re-inspection of annually permitted system when operator fails to return to compliance after one follow-up inspection. \$1~~547~~3.00

Sec. 110.080. Septic Tank, etc., Cleaning License Fee

Filing an application pursuant to Section 5.20.060 of the Napa County Code of Ordinances for a license to carry on the business of cleaning septic tanks, chemical toilets, cesspools or sewage pits, and disposing of the contents thereof (per vehicle to be licensed for such purpose) \$~~238~~281.00

~~**Sec. 110.090. Fees for Occupancy Permits for Vessels**~~

~~(a) Fees for filing an application for occupancy permit and annual permit for vessels pursuant to Section 12.24.050 of the Napa County Code of Ordinances, shall be as follows:~~

- ~~1. Application Fee: \$144.00~~
- ~~2. Annual Occupancy Permit: \$96.00~~

~~(b) Fees for filing an application for marina operation pursuant to Section 12.20.050 of the Napa County Code of Ordinances shall be as follows:~~

- ~~1. Marina Permit Application Fee: \$286.00~~

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2. Annual Renewal Base Fee:	\$96.00
3. Annual Renewal Fee per Houseboat Berth	\$4.16

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Sec. 110.100. Swimming Pool Fees

Fees for filing an application to operate a swimming pool pursuant to Section 15.48.030 of the Napa County Code of Ordinances, and for a plan check pursuant to Section 15.44.050 of said code, shall be as follows:

(a) Annual Permit-permit to Operate-operate Pools-pools :	\$ 340422 .00
(b) Plan Check-check : New-new construction or major remodel (includes 3 hours for plan check and 3 construction inspections)	\$1, 428421 .00
(c) Minor Plan Check-check : Existing-existing Pool-pool (includes 1 construction inspection)	\$ 411537 .00
(d) Additional construction inspections beyond that listed above	\$ 213261 .00
(e) Plan Check-check : Resubmittal resubmittal	\$ 127230 .00
(f) Reinspection after first follow up inspection due to non-compliance with required corrections.	\$ 96230 .00

Sec. 110.110. Local Public Water System Fees

(a) Application for an annual operating permit for a local public water system pursuant to section 13.08.020 of the Napa County Code of Ordinances, shall be as follows:	
1. Small community water system:	\$1, 935895 .00
2. Transient Non-non -community water system:	\$1, 095075 .00
3. State small water system:	\$ 9281,011 .00
4. Non-transient/ Non-non -community system:	\$1, 347241 .00
5. California Retail Food Code system:	\$ 9281,011 .00

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(b) The fees for water system **plan checks** and construction inspections are as listed below:

1. New and ~~Major~~ major revisions for ~~Small-small Community community~~ and ~~Nonnon- transient/ non-community water systems~~ (includes 2 construction inspections) ~~transient/ Nonnon- community water systems (includes 2 construction~~ \$1,455,664.00

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~~inspections):~~

- | | |
|--|---------------------|
| 2. New and Major-major revisions Transient-transient Nonnon- community, State-state small, and California Retail Food Code water systems: (includes 1-2 construction inspection) | \$1,203,664.00 |
| 3. Minor revisions (includes 1 construction inspection) | \$86,892.00 |
| <u>6. Plan check resubmittal fee</u> | <u>\$307.00</u> |
| <u>54. Additional construction inspections beyond that listed above</u> | <u>\$125,154.00</u> |

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Sec. 110.120. Water and Sewer System Inspection, and Analysis Fees

The fee for collection and analysis of a water sample for a determination of bacterial quality (per sample):	\$252,538.00
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Sec. 110.130. Underground Storage Tanks; Fees

Any individual, trust, firm, joint stock company corporation including a governmental corporation, partnership or association who applies for an annual permit to operate an underground storage tank or to renew, or amend such a permit or to construct, remove or abandon tanks shall pay the following fees:

- | | |
|--|--|
| 1. Annual Operating Permit (Per Tank): | \$46,446.00 |
| 2. Failure to Notify-notify on Change-change of Ownership-ownership : | Double-200% Annual Operating Permit Fee |
| 3. Installation of Tank-tank or Piping-piping | |
| (A) New Plan-plan Check-check : (Includes one tank) | \$83,088.00 |
| New Plan-plan Check-check (Each a Additional T Tank) | \$11,015.00 |
| (B) Installation inspection Fee* | \$125.00 per hour 461 |
| 4. Repair Permit | |
| (A) Major/minor p Plan review-check and permit (per site): | \$31,838.00 |
| (B) Repaired inspection Fee : | \$43,946.00 |

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5. Closure/~~A~~Abandonment of ~~F~~ank

(A) Plan ~~review~~check

\$~~318538~~.00

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Any business, agency or institution which at any time stores the Threshold Planning Quantity amounts (55 gallons of liquid, 500 pounds of solids, 200 cubic feet of compressed gases) of any class of hazardous material shall be subject to this section.

(a)	<u>Consultation/re-inspection</u> Plan Check Fee:	\$464615.00
(b)	<u>Annual permit: UST facility <40,000 gallons</u>	\$654.00
(c)	<u>Registration/inspection: remote unstaffed facilities</u>	\$461.00
(d)	<u>Annual permit: 1,000-20,000 units</u>	\$654.00
(e)	<u>Annual permit: >20,000 units</u>	\$654.00
(f)	<u>Annual permit: above ground fuel tanks only</u>	\$654.00
(g)	<u>Recyclable household hazardous waste collection</u>	\$615.00
(h)	<u>Propane: 1 outdoor LPG < 500 gals</u>	\$614.00
(i)	<u>Failure to notify on change of ownership</u>	<u>200% annual permit fee</u>

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New, major changes or revisions of current plans on file which includes but is not limited to the following types of changes:

- A change of ownership of a business shall require the submittal of a new plan and initial submittal fee.
- Large changes in inventory amounts such that the calculated fees based on the rate table in section 1 above would change the unit category to a higher amount.
- Addition of acutely hazardous material not previously stored at the site in Threshold Planning Amounts.
- Changes in storage location, containment areas, existing detection and alarm systems.
- Major changes in the site plan including new construction, major remodeling or reorganization of the facilities.
- General major revisions in the inventory, emergency response and procedures.

~~Where reinspection for compliance or subsequent review of business plans which were not complete or correct upon the previous submittal is required, the following fee shall apply: \$125.00~~

~~Facilities will be billed at the Standard Hourly Rate. Development and Planning Projects with a 1 hour minimum and to the nearest half hour after the first hour.~~

(b) ~~Exceptions. Notes for~~ this Section's fees:

1. A service station or other underground motor vehicle fuel facility which has a valid County Underground Storage Tank Permit pursuant to Section 110.130 with an underground storage tank capacity of not more than 40,000 gallons and inventory other than motor vehicle fuels or used oil of not more than 20,000 units. ~~\$135.00~~
- ~~2. Businesses which have no threshold amounts of hazardous material other than a fixed outdoor liquid propane or butane tank (LPG) shall pay an annual registration and inspection fee. The minimum capacity shall be 5.5 gallons and the maximum capacity of such tanks shall not be more than 1,000 gallons. A business plan, with facility identification, site map and emergency response plan, and inventory must be submitted. \$74.00~~
- ~~3. Remote, un-staffed facilities, which meet the requirements of California Health and Safety Code Chapter 6.95, Section 25507.2 shall pay a one time registration and inspection fee with the required notification and inventory. \$208.00~~
4. In all of the above categories of this section, if a change of inventory results in the site becoming subject to annual fees and changes to the existing business plan, an update shall be provided with appropriate fee as indicated in Section 110.150(a) and (c)(1) within 30 days of the change.

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(e) Annual Fee: To calculate the annual fee for a facility, add the maximum total units of hazardous materials stored at the site (i.e., gallons, pounds and cubic feet), including hazardous waste using the formula below. Hazardous materials packaged for consumer sale should not be included. Each gallon of liquid hazardous material shall equal 20 units; each pound of solid hazardous material shall equal 2 units and each cubic foot of compressed gas shall equal 5 units. For those businesses which must file annual updates, the following fees shall apply:

1. Maximum Amount of Material Stored: 1,000 to 20,000	\$318.00
2. Maximum Amount of Material Stored: over 20,000	\$354.00
3. Facilities with only Above Ground Fuel Tanks (gasoline, diesel, propane)	\$318.00

(d) Failure to Notify on Change of Ownership: Double
Annual
Operating
Permit
Fee

Sec. 110.160. ~~Reserved.~~Contaminated Site Assessment and Remediation

Five-hour initial deposit and hourly thereafter \$768.00

Sec. 110.170. Extremely Hazardous Material

(a) ~~Review, consultation and inspections for a Risk Management Plan (RMP) shall be at the standard hourly rate with a ten (10) hour minimum. Time will be billed to the nearest half hour after the first hour. Payment of a ten (10) hour minimum payment shall accompany the submittal. Excess fees will be refunded.~~

(ba) <u>Annual fee for facilities that are required to have an RMP Initial submittal (CalARP) 10-hour minimum</u>	\$3541,536. 00
(b) <u>Cal ARP permit: extremely hazardous substances above federal quantity</u>	\$308.00
(c) <u>Cal ARP permit: extremely hazardous substances below federal quantity but above CA quantity</u>	\$308.00
(d) <u>Cal ARP permit: conditionally exempt</u>	\$308.00

Sec. 110.200. Hazardous Waste Generators

Businesses which generate hazardous waste shall obtain annual permits and be subject to the following fees:

(a) Generates less than 27 gallons per calendar month	\$171,269.0 0
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PART III: FEES

(b) Generates 27 gallons or more per calendar month	\$ 208 <u>269</u> .0 0
(c) Conditionally Exempt Hazardous Waste Treatment:	\$ 171 <u>269</u> .0 0
(d) Conditionally Authorized Hazardous Waste Treatment:	\$ 171 <u>269</u> .0 0
(e) Permit By Rule Hazardous Waste Treatment:	\$ 244 <u>269</u> .0 0
(f) Plan Check for above facilities: <u>Less than 1,000 kg non-RCRA hazardous waste per month</u>	\$ 171 <u>231</u> .0 0
(g) Large Quantity Generators who generate more than 1000 kg of hazardous waste in a calendar month: <u>Less than 1,000 kg RCRA hazardous waste per month</u>	\$ 244 <u>231</u> .0 0
(h) Extremely Hazardous Small or Large Quantity Generator <u>RCRA acutely hazardous waste, greater than 1 kg/2.2 lbs</u>	\$ 146 <u>128</u> .0 0

PART III: FEES

(+) ~~Hazardous Waste Satellite Accumulation or Remote Consolidation~~ \$61.00

Sec. 110.205. Reserved.

Sec. 110.210. Groundwater Permits

The following fees are established pursuant to implementation of Napa County Code Chapter 13.15, Groundwater Conservation:

Groundwater Permits*: [Fees for review by the Engineering & Conservation Division and Public Works Department are also due.]	\$1, 200 <u>075</u> .00
Annual Agricultural Exemption recording pursuant to Section 13.15.040:	\$79 <u>77</u> .00
Ministerial Groundwater Permits and Minor Modification to existing Groundwater Permits*	\$497 <u>192</u> .00
Application to cancel groundwater permit	\$75 <u>77</u> .00
Meter Reading for Non-Compliance with Permit	\$112 <u>154</u> .00

*A General Plan surcharge of ~~3.37~~5% shall be added.

Sec. 110.220. Other Departments' Fees

(a) When other divisions or departments refer permit applications to the Environmental Health Division, the following fees are charged for plan reviews. These fees shall be collected and remitted by the respective departments referring the application, on behalf of the Environmental Health Division:

1. Building Referrals:	
(a) Ground-Mounted Solar Energy System Installation	\$70.00
(b) Building Referral: Same Day (OTC)	\$47.00
(c) Building Referral: Quick Permit	\$94.00
(d) Building Referral: Residential-New	\$154.00
(e) Building Referral: Residential-Alteration	\$196.00
(f) Building Referral: Commercial-New	\$271.00
(g) Building Referral: Commercial-Alteration	\$327.00
(h) Building Referral: Permit Alteration or Revision-Residential	\$47.00
(i) Building Referral: Permit Alteration or Revision-Commercial	\$70.00

PART III: FEES

2. Planning Referrals and Requests:	
(a) Minor Administrative <u>Other administrative permits-fence, entry structure, temporary trailer, signs, balloons, other</u>	\$4777.00
(b) <u>Administrative permit-viewshed, site plan</u>	\$94115.00
(c) <u>Telecommunication site plan approval/permit modification</u> (e) ZA	\$15977.00
(d) <u>Temporary events</u> (d) PC/BOS	\$263154.00
(e) <u>Very minor modification</u> (e) Attendance at Pre-Application Meeting or Pre-Application Site Visit arranged by another division or department	\$197230.00
(f) <u>Winery administrative permit</u>	\$77.00
(g) <u>Minor modification (residential and non-residential)</u>	\$115.00
(h) <u>Minor modification (winery uses)</u>	\$307.00
(i) <u>Micro-winery / small winery exemption</u>	\$154.00
(j) <u>Variance</u>	\$77.00
(k) <u>Viewshed</u>	\$77.00
(l) <u>Development agreement: approval/modification</u>	\$154.00
(m) <u>Use permit/major modification</u>	\$307.00
(n) <u>Land division: tentative map</u> (9) parcel or subdivision	\$154.00
(o) <u>Preapplication meeting</u>	\$346.00
(p) <u>Preapplication site visit</u>	\$115.00
(q) <u>Status determination</u>	\$461.00
(r) <u>Investigation, code enforcement, permit compliance if not covered elsewhere</u>	
3. Engineering Referral: Site Development Application	\$224.00
4. County Public Works Referrals:	\$226154.00
	0
5. City Planning Permit Referrals	\$108.00
(b) In addition to the above fee for Planning, if a Noise Study is required an additional fee shall be collected.	\$125154.00
	.00
	per hour
(c) A General Plan surcharge of 3.37.5 <u>3.37.5</u> % shall be added to the fees in this section.	

Sec. 110.230. Stormwater Fees

The following annual fees are established for services relating to implementation of the stormwater inspection program as required pursuant to local city or county ordinances, where the services involved are provided by County personnel:

PART III: FEES

- (a) All food facilities (except restricted food service facility) as defined by the California Retail Food Code: \$~~75~~116.00

- (b) All those businesses that at any time store Threshold Planning Quantity amounts of any class of hazardous material and/or have on file with the Environmental Health Division a Hazardous Materials Business Plan, and/or generate any amount of hazardous waste: \$~~75~~154.00

- (c) All those businesses that meet the requirement in (b) above and are required to obtain an Industrial Permit and/or have a Stormwater Pollution Prevention Plan on file. \$~~75~~193.00

PART III: FEES

Revised 6-21-05
Revised 2-10-08; Resolution 07-172
Revised 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised 5-7-19; Resolution 2019-70 (eff 7-1-19)
Revised 11-05-29-2024; Resolution 2024- (eff 01-01-25)

PART 115

PUBLIC WORKS - DIVISION OF ANIMAL SHELTER

- Sec. 115.010. Imposition of Fees
- Sec. 115.015 Standard Hourly Rate
- Sec. 115.020. License Fees
- Sec. 115.030. Adoption Fees
- Sec. 115.035. Veterinary/Service Fees.
- Sec. 115.040. Fees for Reclaiming Impounded Animals
- Sec. 115.060. Owner Surrender
- Sec. 115.065. Owner Requested Euthanasia and Disposal
- Sec. 115.080. Fees for Animal Rescue and Fence Repair
- Sec. 115.085 Fees for Fence Checks for Animal Service Agencies
- Sec. 115.090. Fees for Rental of Small Animal Traps
- Sec. 115.100. Fees for Hauling Large Animals to the Shelter
- Sec. 115.110. Fees for Quarantine of Animals
- Sec. 115.120. Kennel Fees
- Sec. 115.130. Pet Shop Inspections

Sec. 115.010. Imposition of Fees

The fees set forth in this Part shall be paid at the time of service or filing of application or ~~either~~another document for the permit or license indicated. No application shall be accepted for filing unless the fees are paid at the time of application. No part of any fee shall be refundable unless otherwise indicated. All such fees shall be paid to the Division of Animal Shelter unless otherwise indicated.

Sec. 115.015. Standard Hourly Rate

Any request for services that are not described in this Part shall be charged at the standard hourly rate with a half-hour minimum for each separate work event. Time will be billed to the nearest half-hour after the first hour.

- (a) Standard hourly rate \$95.00

PART III: FEES

Sec. 115.020. License Fees

- (a) The following dog license fees are established as required by Chapter 6.04 of the Napa County Code of Ordinances:

Dogs - Altered	
<u>6 month license</u>	<u>\$15.00</u>
1 year license	\$20.00
2 year license	\$35.00
3 year license	\$50.00
Dogs - Not Altered	
<u>6 month license</u>	<u>\$46.00</u>
1 year license	\$60.50
2 year license	\$95.00 + .50
3 year license	\$137.50 <u>\$41.00</u>

- (b) Fee for late renewal \$25.00
- (c) Replacement ~~or transfer~~ ~~\$6.50~~ \$15.00
- (d) Voluntary one-year cat license ~~\$20.00~~ \$29.00
- (e) License fees may be collected by cities, ~~and~~ veterinarians (or other organizations as approved by the Department of Public Works) within the county and forwarded with the application to the Department of Public Works ~~or online through a third-party processor.~~
- (f) Up to 10% of license fees may be used for Animal Shelter Spay/Neuter Voucher Program.

Sec. 115.030. Adoption Fees

- (a) Adoption fees for dogs and cats include all medical costs, vaccinations, and a microchip. License fees shall be collected at the time of adoption as otherwise provided in this Part.

Dog	
Senior (6+ years)	\$65 <u>\$50.00</u>
Adult (5+ months)	\$150.00
Puppy (0-5 months)	\$195.00
Cat	
Senior (6+ years)	\$60 <u>\$40.00</u>
Adult (5+ months)	\$90.00
Kitten (0-5 months)	\$130.00

PART III: FEES

Feral/Barn	\$45.00
Discount applied for senior persons age 65 or older adopting dog or cat of any age	½ Regular Fees
(b) Rabbit	\$40.00

PART III: FEES

(c) Small animal such as guinea pig, parakeet, cockatiel, rodent, domesticated bird or fowl	\$1015. 00
(d) In addition to the following adoption fees, all medical costs incurred for the animal shall also be collected.	
Livestock	
Small	\$50.00
Large	\$100.00
Exotic animal	\$75.00

Sec. 115.035. Veterinary Service Fees

(+) Rabies vaccine	\$610.00
(b) Microchip	
Dog (any age)	\$20.00
Cat (any age)	\$1520.00
Rabbit – <u>Fever Vaccine</u>	\$10.00
<u>Vaccine and Microchip Bundle</u>	<u>\$27.00</u>

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Sec. 115.040. Fees For Reclaiming Impounded Animals

The following fees apply for each impounded animal of any age and spay/neuter status, and includes all ~~state-imposed~~ fees. All fees shall be collected at the time of redemption.

(a) Dog	
1 st offense	\$65.00
2 nd offense	\$95.00
3 rd offense	\$125.00
4th offense	\$155.00
5th offense	\$185.00
6th offense	\$215.00
Subsequent offenses	\$239175.00
Daily board	\$2530.00

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(b) Cat

PART III: FEES

1 st offense	<u>\$2030.00</u>
2 nd offense	<u>\$4555.00</u>
3 rd offense	\$80.00
<u>4th offense</u>	<u>\$105.00</u>
<u>5th offense</u>	<u>\$130.00</u>
<u>6th offense</u>	<u>\$155.00</u>
Subsequent offenses	<u>\$15180.00</u>
Daily board	<u>\$2025.00</u>
(c) Small animal	
All offenses	<u>\$2025.00</u>
Daily board	<u>\$1020.00</u>

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PART III: FEES

- (d) ~~Horse, foal, pony, mule, cow, calf, sheep, goat, pig, mule, or animal of like-size~~ Hooved farm animals \$100.00
 All offenses ~~\$2530.~~
 Daily board 00
- (e) Additional charges equal to the amount of actual expenses incurred by the County for the care of any animal, such as medical, transportation, or newspaper publication costs, shall be collected at the time of redemption.
- ~~(f) Afterhours surcharge~~ All cats must be microchipped at the rates provided in this Part at the time of redemption. \$149.00
- (g) All dogs must be microchipped and have a valid license at the rates provided in this Part at the time of redemption.

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Sec. 115.060. Owner Surrender

The following fees apply for each animal surrendered by owner.

- (a) Dog of any age, sex, or spay/neuter status
 - With veterinarian records \$~~5080.00~~
 - Without veterinarian records \$~~70100.00~~
- (b) Cat of any age, sex, or spay/neuter status
 - With veterinarian records \$~~4080.00~~
 - Without veterinarian records \$~~60100.00~~
- (c) Small animal
 - With veterinarian records \$~~27,5080.00~~
 - Without veterinarian records \$~~40100.00~~
- (d) Livestock \$110.00
- (e) Non-Napa County resident surcharge \$~~50100.00~~

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Sec. 115.065. Owner Requested Euthanasia and Disposal

The following fees apply for owner requested euthanasia for animals of any age, sex, or spay/neuter status.

- (a) Dog
 - Service \$~~6065.00~~
 - Service and disposal \$100.00

PART III: FEES

(b) Cat	
Service	\$50.00
Service and disposal	\$75.00 00
(c) Small animal	
Service only	\$25.00
Service and disposal	00 \$65.00
(d) Surcharge for Animal Control Officer transport to shelter	\$38.00

~~Sec. 115.080. Fees For Animal Rescue and Fence Repair~~

~~The following fees apply for each animal rescue and fence repair service performed by an Animal Services Officer and shall be charged to the nearest half hour.~~

(a) Hourly rate for each Animal Services Officer	\$95.00
(b) Overtime rate for each Animal Services Officer	\$142.50

~~Sec. 115.085. Fees for Fence Checks for Animal Service Agencies~~

~~The following fees apply for fence inspection requests. An animal services representative shall affirm the adequacy of fencing for animal services agencies.~~

(a) Fence inspection	\$24.00
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Sec. 115.090. Fees For Rental of Small Animal Traps

(a) 72-hour small animal trap rental	\$6.00
(b) Refundable security deposit	\$150.00

~~Sec. 115.100. Fees for Hauling Large Animals to the Shelter~~

~~The fee for hauling large animals to the Shelter with a private drayman shall be equal to actual cost charged to the County by the hauling vendor.~~

Sec. 115.110. Fees for Quarantine of Animals

The following fees for the quarantine of an animal shall be in addition to standard impound fees, pursuant to Title 6, Chapter 6.04 of the Napa County Code of Ordinances:

(a) Daily quarantine fee	\$304.50
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PART III: FEES

(b) Administration fee \$60.00

Sec. 115.120. Kennel Fees

Fees for filing an application for a kennel permit required by Title 6, Chapter 6.08 of the Napa County Code of Ordinances, and for a plan check thereunder shall be charged at the standard hourly rate with ½ hour minimum for each separate work event. Time will be billed to the nearest half hour.

(a) Hourly rate \$95.00

(ab) Annual operating permit submitted between July 1 and September 1 of each year \$~~190~~209.00

(be) Late fee for annual operating permit submitted after September 1 and before July 1 of each year \$~~237.50~~284.00
4

Sec. 115.130. Pet Shop Inspections

~~Any business that sells live animals shall pay an annual inspection fee pursuant to Penal Code Section 597(i).~~

(a) Inspection fee \$190.00

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PART III: FEES

Revised 8-21-01
Revised: 12-18-07; Resolution No. 07-180

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PART 116

INFORMATION TECHNOLOGY SERVICES

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Sec. 116.010. General

Sec. 116.020. Napa County GIS Fees Sec. 116.030. Waiver of Fees

Sec. 116.040. Website Access to Napa County GIS

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Sec. 116.010. General

The fees set forth in this Part shall be paid to the Director of Information Technology Services (ITS) prior to any County department performing the services or providing the copies requested.

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Sec. 116.020. Napa County GIS Fees

The following fees are hereby established for the dissemination of data from the Napa County Geographic Information System (GIS):

~~\$24.00 per DVD~~

- | | |
|---|-----------------|
| <p>(a) <u>Fee for copies on external hard drive.</u> The Napa County Geographic Information Officer may elect to provide large volumes of data on media other than DVD, at his/her discretion, including but not limited to, the use of external hard drives. In these circumstances a rate of \$225.00 will be charged to cover the additional cost to the County for media and programming to accommodate the alternate media, as authorized by Government Code section 6253.9(b).</p> <p>(b) <u>Shipping Fee:</u> Actual cost of shipping via U.S. first class mail, including actual cost of protective packaging.</p> <p>(c) <u>No fee for Online Delivery by Email or FTP.</u> Data delivered online, such as by e-mail or FTP, will be provided free of charge.</p> | <p>\$225.00</p> |
|---|-----------------|

PART III: FEES

Sec. 116.030. Waiver of Fees

- (a) Pursuant to Government Code section 6103, the fees prescribed by this Part shall not be charged to any federal, state or local public agency.
- (b) The ITS Director may grant any person a waiver of any of the fees prescribed by this Part 116 when he determines, in his sole discretion, that creation and/or dissemination of the requested GIS information in the manner requested is necessary for improvement and maintenance of the Napa County GIS including, but not limited to, when the requesting party is concurrently providing data or other information or applications to the County which will add value to the Napa County GIS.
- (c) The Director of any County Department may grant any person a waiver of any of the fees prescribed by this Part 116 where he determines, in his sole discretion, that creation and/or dissemination of the requested GIS information in the manner requested is in the public's best interest.

Sec. 116.040. Website Access to Napa County GIS

No fee shall be charged to any person inspecting, using the applications, or downloading information from the Napa County GIS or any portion thereof when the person engages in such inspection, use or downloading via a website connection maintained by the County for public access. Notwithstanding the foregoing, the Napa County Geographic Information Officer reserves the right to shut down all or portions of such website or access thereto, to any person or to the public in general, where he or she deems such action necessary to maintain, upgrade, or otherwise protect the integrity of the website, the Napa County GIS, or County computer systems generally.

PART III: FEES

Revised: 6-21-05 Resolution OS-99
Revised: 10-28-08; Resolution 08-168
Revised 08-14-2012; Resolution 12-123 (Eff. 10-13-12)
Revised 07-31-2018; Resolution 2018-102 (Eff. 08-01-2018)
Revised 09-13-2022; Resolution 2022-133 (Eff. 01-01-2023)
Revised 11-05-2024; Resolution 2024- (Eff. 01-06-2025)

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~~Sec. 117.010. General~~

PART III: FEES

PART 117

LOCAL ENFORCEMENT AGENCY

PART III: FEES

Sec. 117.010. General

- Sec. 117.020. Solid Waste Fees
- Sec. 117.030 Tattoo/Body Art Fees
- Sec. 117.040 Medical Waste Permit and Inspection Fees
- Sec. 117.050 Edible Food Recovery Fees
- Sec. 117.150 County Integrated Waste Management Plan Fees
- Sec. 117.160 Standard Hourly Rate
- Sec. 117.170 Delinquency Penalty

Sec.117.010. General

The fees set forth in this Part shall be paid to the Local Enforcement Agency.

Sec.117.020. Solid Waste Fees

(a) Annual Inspection Fees,	
(1) Permit Exempt Landfills-Have been granted exceptions pursuant to CCR Title 14, Division 7, Section 18215. (# inspections annually are based on State requirements),	1X-annual inspection-\$398 2X-annual inspections-\$730 3X annual inspections- \$1,593
(2) Enforcement Agency Notification Operations (Including but not limited to, pursuant to Title 14/27, CCR-compost, chipping & grinding, biosolids, contaminated soil, and transfer processing operations)	\$775+\$0.66 per-ton for incoming material
(3) Registration Permit (Including but not limited to, pursuant to Title 14/2.7 CCR - chipping & grinding, transfer processing, construction and demolition, and hazardous waste facility)	\$775+\$0.66 per ton for incoming material
(4) Standardized Permit (Including but not limited to, pursuant to Title 14/27, CCR-chipping & grinding, transfer processing, construction and demolition, and hazardous waste facility)	\$775+\$0.66 per ton for incoming material
(5) Full Permit (Including but not limited to, pursuant to Title 14/27, CCR- compost, chipping & grinding, biosolids, contaminated soil, and transfer processing operations)	\$775+\$0.66 per ton for incoming material
NAPA COUNTY POLICY MANUAL Part 105 - District Attorney (Family Support)	Page 3

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<u>(6) Refuse Collection/Transportation Vehicles</u>	\$764.00 per year + \$39.20 per vehicle
<u>(7) Closed, Illegal, or Abandoned disposal site and facilities (# of inspection is based on State requirements). Payable at the beginning of the fiscal year.</u>	IX-annual inspection \$372 2X-annual inspections \$883 4X-annual inspections \$1,730
<u>(8) County Composting Permit Fee. Not subject to State Permit Requirements</u>	\$156+\$0.66 per ton of waste received
<u>Solid Waste Facility Permit Applications - includes review R.F.I., Permit Review engineering, geological and environmental reports and requests for review and approval, meetings with the applicant or the consultant, public hearings and preparation of the current document. All out of County travel costs will be charged to the account. Any independent review of documents by an outside firm (such as engineering review) shall also be charged to the account.</u>	\$161 per hour + expenses (\$1,500 retainer paid with submittal)
<u>(b)</u>	
<u>(c) Closure Post Closure Maintenance Plans: Review of tentative and final plans, reports related to the plans and any meetings with the operator/owner the plans and any meetings with the operator/owner consultant or other agencies. Any out of County travel with the activity will also be charged to the account.</u>	\$161 per hour (\$500 retainer paid with submittal)
<u>(d) Office and field consultations, meetings and review of reports for the assessment or remediation of unpermitted solid waste facilities. Fee shall include preparation of correspondence and reports and travel costs.</u>	\$161 per hour (\$500.00 retainer paid with submittal)
<u>(e) Neither government agencies nor non-profit organization shall be exempt from these fees.</u>	
<u>(f) All retainer fees paid in advance shall be subject to accounting of all costs charged against the account. Excess funds will be refunded at the completion or termination of the project. If the retainer is exhausted, the applicant will be notified to submit an additional amount.</u>	

(a) Annual Inspection Fees:
Permit Exempt Landfills Have been granted exceptions pursuant to CCR Title 14, Division 7, Section 18215.
(# inspections annually are based on

State-require-ments)

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~~(2)(1) Enforcement Agency Notification Operations (including but not limited to, pursuant to Title 14/27, CCR compost, chipping & grinding, biosolids, contaminated soil, and transfer processing operations)~~

~~IX annual inspection \$208
2X annual inspections \$730
3X annual inspections \$1,593
\$1,593~~

~~\$775+\$0.66 per ton for incoming material~~

~~(3)(1) Registration Permit (including but not limited to, pursuant to Title 14/2,7 CCR chipping & grinding, transfer processing, construction and demolition, and hazardous waste facility)~~

~~\$775+\$0.66 per ton for incoming material~~

NAPA COUNTY POLICY MANUAL
Part 117-Local Enforcement Agency
PL No. 76680

(1) Page 1

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PART III: FEES

~~(a) Closure Post Closure Maintenance Plans: Review of tentative and final plans, reports related to the plans and any meetings with the operator/owner the plans and any meetings with the operator/owner consultant or other agencies. Any out of County travel with the activity will also be charged to the account.~~

~~\$115.161 per hour~~

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~~(b) Office and field consultations, meetings and review of reports for the assessment or remediation of unpermitted solid waste facilities. Fee shall include preparation of correspondence and reports and travel costs.~~

~~\$500
retainer paid
with
submittal~~

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~~\$115.161 per hour~~

~~\$500.00
retainer paid
with
submittal~~

~~(b) Neither government agencies nor non-profit organization shall be exempt from these fees.~~

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~~(c) All retainer fees paid in advance shall be subject to accounting of all costs charged against the account. Excess funds will be refunded at the completion or termination of the project. If the retainer is exhausted, the applicant will be notified to submit an additional amount.~~

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Sec. 117.030. Tattoo/Body Art Fees

The fees for inspections and permits for Body Art facilities and practitioners shall be as follows:

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PART III: FEES

~~(a) Large Quantity Generators With On Site \$365.00 Treatment Facilities who produce 200 pounds or more per month and treat part or all medical waste on site:~~

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~~(a) Transfer Stations that are an off-site location where \$365.00 medical waste is stored or transferred:~~

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~~(a) Common Storage Facilities which are sites \$316.00 designated as medical waste as a storage area for untreated medical waste and used in common by more than one small quantity generator:~~

~~(a) Small Quantity Generator with On Site Treatment \$316.00 which is a facility producing less than 200 pounds of waste per month and which treats all or a part of that medical waste on site:~~

~~(a) Small Quantity Generator which Self Hauls \$116.00 Medical Waste which produces less than 200 pounds of medical waste per month and self hauls such waste to an approved facility or transfer station:~~

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~~(a) Small Quantity Generator with no On-Site \$67.00 Treatment which produces less than 200 pounds of medical waste and does not treat any medical waste on site:~~

~~(a) Change of ownership of any business or facility shall require a new application and inspection with required new annual fee.~~

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Sec. 117.050. Edible Food Recovery Fees

The fees for edible food recovery program:

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PART III: FEES

- (a) Edible food ~~recovery inspection~~ recovery inspection (-flat fee) \$241.00
- (b) Edible food recovery --additional services (flat fee) \$161.00 ~~per hour~~

Sec. 117.150. County Integrated Waste Management Plan Fees

Application to amend the County Integrated Waste Management Plan, if such proposal is independent of regular review of the Plan by the County shall be charged at the Standard Hourly Rate with a ten-hour minimum deposit.

Minimum deposit: \$1,606.00

Sec. 117.160. Standard Hourly Rate

Any request for services in Sections 117.030-117.050 that is not described in this part shall be charged at the hourly rate set for herein with a 1/2-hour minimum for each separate work event. Time shall be billed to the nearest half hour after the first hour and rounded to the nearest dollar. Payment of a five (5) hour minimum payment shall accompany the request submittal. Excess fees shall be refunded.

\$161.00

Sec. 117.170. Delinquency Penalty

- (a) Any fee not paid by the delinquency date for a permit or registration shall be increased by twenty-five percent (25%) or as otherwise permitted by law.

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PART III: FEES

10-09-07 – Resolution No. 07-132
11-06-07 – Resolution No. 07-154
5-6-08 – Resolution No. 08-66
6-3-08 – Resolution No. 08-87 (effective 3-1-08)
6-9-09 – Resolution No. 09-70
8-18-09 – Resolution No. 09-119
Revised 6-21-11; Resolution 2011-71
Revised 8-16-11; Resolution 2011-100
Revised 8-14-12; Resolution 2012-124
Revised 8-14-12; Resolution 2012-125
Revised 9-11-12; Resolution 2012-135
Revised 7-9-13; Resolution 2013-87
Revised 7-9-13; Resolution 2013-88
Revised 11-4-14; Resolution 2014-132
Revised 11-4-14; Resolution 2014-133
Revised 2-9-16; Resolution 2016-18
Revised 2-9-16; Resolution 2016-19
Revised 8-2-16; Resolution 2016-104
Revised 2-28-17; Resolution 2017-36
Revised 2-28-17; Resolution 2017-37
Revised 6-6-17; Resolution 2017-90
Revised 6-20-17; Resolution 2017-110
Revised 8-15-17; Resolution 2017-128
Revised 9-12-17; Resolution 2017-151
Revised 9-12-17; Resolution 2017-152
Revised 12-19-17; Resolution 2017-195
Revised 10-30-18; Resolution 2018-146
Revised 11-13-18; Resolution 2018-152
Revised 10-8-19; Resolution 2019-127
Revised 06-23-20; Resolution 2020-94

PART 120

HEALTH AND HUMAN SERVICES

PART III: FEES

- Sec. 120.010. General
- Sec. 120.020. Drug Offender Program Fees
- ~~Sec. 120.030. Drinking Driver Program Fees~~
- Sec. 120.040. [Reserved]

PART III: FEES

[These fees have been discontinued 12-15-2020 ; Res. 2020-158](#)

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PART III: FEES

- Sec. 120.050. Napa County Emergency Medical Services Agency Fees
- Sec. 120.060. Public Health Clinic Fees
- Sec. 120.070. Public Health Clinic – Family Planning Fees
- Sec. 120.080. [Reserved]
- Sec. 120.090. Medical Marijuana Identification Card Issuance Fees
- Sec. 120.200. Mental Health Fees *These fees are updated annually. See separate Policy Manual Section.
- Sec. 120.300. Alcohol and Drug Services Fee *These fees are updated annually. See separate Policy Manual Section.
- Sec. 120.400. Vital Statistics Fees

Sec. 120.010. General

The fees set forth in this Part shall be paid to the Department of Human Services.

Sec. 120.020. Drug Offender Program Fees

PART III: FEES

The fee to participate in the drug offender program is three hundred eighty dollars. \$380.00

Sec. 120.030. Drinking Driver Program Fees

- (a) The following fees are established for participation in the four components of the Drinking Driver Program:
 - (1) First Offender Program \$593.00
 - (2) Multiple Offender Program \$1,900.00
 - (3) Six Month Program \$763.00
 - (4) Six Week Education Program \$200.00
- (b) In addition to the program fees set forth in subparagraph (a), a State Surcharge will also be assessed based upon annual assessment by the State Department of Alcohol and Drug.
- (c) The following payment plans, based on monthly family income, may be utilized for the four programs set forth in subparagraph (a) above:
 - (1) Standard Payment Plan—Monthly Family Income of: \$1,500.00 or greater
 - (2) Extended Payment Plan—Monthly Family Income of:
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 - (3) No Intake Fee/\$5 per month—Monthly Family Income: Less than \$380.00

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PART III: FEES

(d) ~~The following ancillary fees are established for participation in all four components of the Drinking Driver Program:~~

(1) Missed Activity	\$29.00
(2) Reinstate	\$29.00
(3) Transfer Out	\$29.00
(4) Duplicate DL	\$29.00
(5) Bad Check	\$10.00
(6) Missed Enrollment	\$35.00

Sec. 120.040. [Reserved]

PART III: FEES

Sec. 120.050. Napa County Emergency Medical Services Agency Fees

The fees related to certification and accreditation of various EMS personnel, and ambulance certification and inspection, are as follows:

(a)	EMT Certification - Initial	\$155.00
(b)	EMT Certification – Renewal	\$117.00
(c)	Paramedic Accreditation	\$200.00
(d)	Replacement Card (EMT or Paramedic)	\$10.00
(e)	Certification/Accreditation Rush Fee (less than 30 days from expiration)	\$100.00
(f)	Continuing Education Provider* (4 year approval)	\$2,000.00
(g)	EMT Training Program** (4 year approval)	\$4,000.00
(h)	Paramedic Training Program** (4 year approval)	\$8,000.00
(i)	EMS Aircraft Classification (annual fee)	\$7,500.00
(j)	BLS Ambulance Provider Certification	\$4,000.00
(k)	ALS Ambulance Provider Certification	\$4,000.00
(l)	CCT Ambulance Provider Certification	\$4,000.00
(m)	Ambulance Inspection	\$150.00
(n)	Special Event Permitting, Hourly Rate	\$75.00
(o)	Stroke Receiving Center Designation/Oversight	\$30,000.00
(p)	STEMI Receiving Center Designation/Oversight	\$15,000.00

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(q)	Trauma Receiving Center Designation/Oversight	\$30,000.00
(r)	Receiving Hospital Designation/Oversight	\$15,000.00
(s)	Base Receiving Hospital Designation/Oversight	\$25,000.00

*Fee may be waived for providers offering all courses at no charge to participants or public safety agencies offering courses to “in-house” employees only.

**Public safety agencies and community colleges only pay 50% of designated fees.

Sec. 120.060. Public Health Clinic Fees

The fees for immunizations are as set forth in the following table:

<u>Immunization</u>	<u>Fee</u>	<u>Immunization</u>	<u>Fee</u>
Typhoid (Inj)	\$90.00	Typhoid (Oral)	\$80.00
MMR (Adult)	\$95.00	Yellow Fever	\$150.00
PPD	\$25.00	IPV	\$60.00
Hepatitis B-Adult	\$100.00	Hepatitis A-Adult	\$110.00
Tdap-Adult	\$50.00	Meningococcal (Menactra)	\$140.00

Office Visit/Registration

Travel Vaccine – consultation fee	\$40.00
Office Visit – charged to client for each individual visit	\$10.00

Sec. 120.070. [Reserved]

Sec. 120.080. [Reserved]

Sec. 120.090

The following Napa County fees are established for application for issuance or renewal of Medical Marijuana Identification Cards:

(a)	For a Non-Medi-Cal Recipient	\$100.00
(b)	For a Medi-Cal Recipient	\$50.00
(c)	For County Medical Services Program Participants	\$0.00

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Sec. 120.200. Mental Health Fees

The fees for mental health services are as follows:

Mental Health Services \$ 526.20 per hour

These activities include assessments, therapy, rehabilitation assistance and education to improve functioning and life skills, contacts or consultations with significant support persons, and developing and monitoring client plans which guide services.

Case Management \$ 526.20 per ~~hour~~
~~hour~~

Assisting clients and families to access needed community services, including referrals, coordinating and monitoring service delivery, and placement assistance.

Medication Support \$ 675.00 per hour

Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications.

Crisis Intervention \$842.07 per hour

Non-scheduled response to urgent situations, including assessment, collateral consultations, and therapy.

Crisis Stabilization \$147.50 per hour

Response to individuals in crisis, with emphasis on stabilization and a return to the home environment. Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications. Assessment, collateral consultations, and therapy.

Day Treatment Rehabilitation (Half Day) \$84.08 per day

A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, half day.

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Day Treatment Rehabilitation (Full Day)

\$131.24 per day

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A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, full day.

Adult Residential \$550.00 per day

Rehabilitation services provided in a non-institutional residential setting.

Adult Crisis Residential \$750.00 per day

Structured, non-institutional, residential therapeutic program serving as an alternative to hospitalization.

Institute for Mental Disease (IMD) \$ 1,156.37 per month

Treatment Foster Care (TFC) (Therapeutic Foster Care) \$111.11 per day

Treatment foster care (TFC), also called therapeutic foster care, allows for the provision of short-term, intensive, highly coordinated, trauma informed, and individualized services to children and youth who have complex emotional and behavioral needs.

Therapeutic activities that augment and are integrated into a skilled nursing facility with more than 16 beds where more than 50% of the individuals are diagnosed with a mental disorder.

Hospital Inpatient \$ 1,961.00 per day

Psychiatric services provided at an acute psychiatric hospital or a distinct acute psychiatric part of general hospital.

Hospital Inpatient Administration Day \$ 597.34 per day

Psychiatric services beyond the beneficiary's need for acute psychiatric inpatient hospital services due to a temporary lack of residential placement options at non-acute residential treatment facilities.
(Resolution 09-119; 8-18-09)

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Psychiatric Health Facility Day

\$ 969.00 per day

PART III: FEES

Psychiatric services provided at a free standing acute inpatient facility with 16 beds or less.

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Sec. 120.300. Alcohol and Drug Services Fees

The fees for Alcohol and Drug Services are as follows:

Outpatient - Individual Crisis Intervention \$86.53 per 15 minute unit

A face-to-face contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an actual relapse or unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.

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Outpatient - Individual Intake/Assessment \$86.53 per 15 minute unit

A face-to-face contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program. Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-IV; and the assessment of treatment needs to provide medically necessary treatment services by a physician licensed to practice medicine in the State of California. Intake may include a physical examination and laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff lawfully authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.

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Outpatient - Individual Treatment Planning \$86.53 per 15 minute unit

Collaborative session between program staff and beneficiary to identify problems, goals, action steps and target dates.

Outpatient - Individual Counseling \$86.53 per 15 minute unit

A face-to-face contact between beneficiary and therapist or counselor to therapeutically address behavioral manifestations of a client's ambivalence about change and/or enhance a client's motivation for change and/or addressing beneficiaries need for mental health or physical health.

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Outpatient - Individual Collateral Services \$86.53 per 15 minute unit

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Face-to-face sessions with therapists or counselors and significant persons in the life of a beneficiary, focusing on the treatment needs of the beneficiary in terms of supporting the achievement of the beneficiary's treatment goals. Significant persons are individuals who have a personal, not professional or official, relationship with the beneficiary.

Outpatient - Individual Discharge Planning \$86.53 per 15 minute unit

Face-to-face final collaborative session between program staff and beneficiary to reinforce newly developed recovery skills and to develop a plan to maintain those skills upon conclusion of treatment.

Outpatient - Group Counseling \$43.27 per 15 minute unit

Face-to-face or telehealth contact in which a therapist or counselor treats two or more clients at the same time, focusing on the needs of the individuals served. Sessions shall focus on relapse prevention and other skills to support the client's health and wellbeing.

Outpatient - Group Education \$43.27 per 15 minute unit

Face-to-face group sessions designed to educate participants on the impact of drug and alcohol abuse on their health, wellbeing, relationships, and community resources available to address these effects with the goal of decreasing risk and reducing harm.

Case Management \$91.05 per 15 minute unit

Face-to-face or telehealth contact in which a therapist, counselor, or case manager provides clients with linkage, referral and service coordination with other agencies and/ or community resources that help address issues that could be barriers to the client's ability to sustain ongoing recovery. Case Management services may be provided anywhere in the community. Services can include:

- A. Comprehensive assessment and periodic reassessment of individual needs to determine the need for continuation of case management services;
- B. Transition to a higher or lower level SUD of care;
- C. Communication, coordination, referral and related activities;
- D. Monitoring service delivery to ensure beneficiary access to service and the service delivery system;
- E. Patient advocacy, linkages to physical and mental health care, transportation and retention in primary care services.

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Outpatient - Family Counseling Services

\$86.53 per 15 minute unit

Only the Family Unit or Significant Other will participate, not the member. The session(s) will focus on understanding the roles a family plays in the addict's life, understanding the elements of enabling, establishing strategies of how to work with the addict and referrals to supportive services, such as Alanon.

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Intensive Outpatient – Individual Crisis Intervention

\$89.90 per 15 minute unit

A face-to-face contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse or harm. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.

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Intensive Outpatient – Individual Intake/Assessment

\$89.90 per 15 minute unit

A face-to-face or telehealth contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program.

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Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-V; and the assessment of treatment needs to provide medically necessary treatment services. Intake may include laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.

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PART III: FEES

Recovery Services

\$86.53 per 15 minute unit

Beneficiaries may access recovery services after completing their course of treatment whether they are triggered, have relapsed or as a preventative measure to prevent relapse. Recovery services may be provided face-to-face, by telephone, or by telehealth with the beneficiary and may be provided anywhere in the community. The components of Recovery Services are:

- A. Outpatient counseling services in the form of individual or group counseling to stabilize the beneficiary and then reassess if the beneficiary needs further care;
- B. Recovery Monitoring: Recovery coaching, monitoring via telephone and internet;
- C. Substance Abuse Assistance: Peer-to-peer services and relapse prevention;
- D. Education and Job Skills: Linkages to life skills, employment services, job training, and education services;
- E. Family Support: Linkages to childcare, parent education, child development support services, family/marriage education;
- F. Support Groups: Linkages to self-help and support, spiritual and faith-based support;

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G. Ancillary Services: Linkages to housing assistance, transportation, case management, individual services coordination.

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Physician Consulting

\$33.28 per 15 minute unit

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Physician consultations services are not with the DMC-ODS beneficiaries; rather, they are designed to assist the Medical Director when seeking expert advice on complex client cases and designing the treatment plan in such areas as: medication selection, dosing, side effect management, adherence, drug interactions, or level of care considerations.

Medication Assisted Treatment

\$33.28 per 15 minute unit

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Beneficiaries meeting medical necessity through an identified diagnosis for opiate and/or alcohol dependence. Includes the ordering, prescribing, administering and monitoring of all medications. (Medications to be included in the services will be Buprenorphine (Suboxone), Vivitrol and Disulfiram).

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Withdraw-Management Level 1

\$199.07 per day

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Ambulatory withdrawal management without extended on-site monitoring. Beneficiaries may have mild withdrawal with daily or less than daily outpatient supervision. Medically necessary services will be provided with an individualized treatment plan prescribed by a licensed physician or LPHA. Supportive services to include:

- A. Availability of specialized psychological and supervision for biomedical, emotional, behavioral, and cognitive problems as indicated
- B. Obtain a comprehensive medical history and physical examination of the patient at admission
- C. Affiliation with other levels of care, including other levels of specialty addiction treatment, for additional problems identified through a comprehensive biopsychosocial assessment
- D. Conduct and/or arrange for appropriate laboratory and toxicology tests, which can be point-of-care testing
- E. 24-hour access to emergency medical consultation services should such services become indicated
- F. Provide or assist in accessing transportation services for patients who lack safe transportation

Withdraw-Management Level 3.2

248.83 per day

Beneficiaries have moderate withdrawal and need 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Supportive services to include:

- A. Availability of specialized clinical consultation and supervision for bio- medical, emotional, behavioral, and cognitive problems
- B. WM 3.2 is managed by clinicians, not medical or nursing staff and protocols are in place should a patient's condition deteriorate and appear to need medical or nursing interventions
- C. Affiliation with others levels of care
- Ability to arrange for appropriate laboratory and toxicology tests

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~~recovery. Supportive services to include:
Availability of specialized clinical consultation and supervision
for bio-medical, emotional, behavioral, and cognitive problems
A. WM 3.2 is managed by clinicians, not medical or nursing staff and
protocols are in place should a patient's condition deteriorate and appear
to need medical or nursing interventions
A. Affiliation with others levels of care
A. Ability to arrange for appropriate laboratory and toxicology tests~~

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Residential Level 3.1

\$133.12 per day

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Clinically Managed Low-Intensity Residential Services with 24-hour structure offering at least 5 hours of clinical services weekly while preparing for outpatient treatment.

The treatment servers are focused on improving the individual's readiness to change and/or functioning and coping skills. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops.

The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.

Residential Level 3.3

\$208.00 per day

Clinically Managed Population Specific, High Intensity Residential Services. 24- hour care with trained counselors to stabilize multidimensional imminent danger. Less intense milieu and group treatment for those with cognitive or other impairments unable to use full active milieu or therapeutic community and prepare for outpatient treatment. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops. The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.

Residential Level 3.5

\$166.40 per day

Clinically Managed High-Intensity Residential Services with 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Goals of treatment are to promote abstinence of substance use, arrest,

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and other addictive and/or antisocial behaviors, and effect change in participants; lifestyles, attitudes and values. Focus is on stabilization of dangerous addiction signs and symptoms, initiation or restoration of a recovery process and preparation for ongoing recovery. Necessary support systems include:

1. Telephone or in-person consolation with a physician and emergency services availability 24/7.
2. Direct affiliations with other levels of care or close coordination through referral to more and less intensive levels
3. Arranged medical, psychiatric, psychological, laboratory, and toxicology services, as appropriate to the severity and urgency of the patient's condition.

Sec. 120.400. Vital Statistics Fees

The fees established for burial permits and certified copies of birth, death and fetal death certificates are as follows:

<u>Description</u>	<u>Fee</u>
Birth Certificate (Original Issuance, Amendment or Informational)	\$28.00
Death Certificate (Original Issuance, Amendment or Informational)	\$21.00
Fetal Death Certificate	\$18.00
Burial Permit	\$12.00

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PART III: FEES

Revised 06-21-22; Resolution 2022-92

EXHIBIT "A"

Sec. 120.200. Mental Health Fees

The fees for mental health services are as follows:

Mental Health Services	\$561.84 per hour
These activities include assessments, therapy, rehabilitation assistance and education to improve functioning and life skills, contacts or consultations with significant support persons, and developing and monitoring client plans which guide services.	
Case Management	\$561.84 per hour
Assisting clients and families to access needed community services, including referrals, coordinating and monitoring service delivery, and placement assistance.	
Medication Support	\$680.52 per hour
Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications.	
Crisis Intervention	\$842.07 per hour
Non-scheduled response to urgent situations, including assessment, collateral consultations, and therapy.	
Crisis Stabilization	\$147.50 per hour
Response to individuals in crisis, with emphasis on stabilization and a return to the home environment. Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications. Assessment, collateral consultations, and therapy.	
Day Treatment Rehabilitation (Half Day)	\$84.08 per day
A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, half day.	

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Day Treatment Rehabilitation (Full Day) \$131.24 per day

A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, full day.

Adult Residential \$605.00 per day

Rehabilitation services provided in a non-institutional residential setting.

Adult Crisis Residential \$825.00 per day

Structured, non-institutional, residential therapeutic program serving as an alternative to hospitalization.

Institute for Mental Disease (IMD) \$1315.77 per month

Treatment Foster Care (TFC) (Therapeutic Foster Care) \$111.11 per day

Treatment foster care (TFC), also called therapeutic foster care, allows for the provision of short-term, intensive, highly coordinated, trauma informed, and individualized services to children and youth who have complex emotional and behavioral needs.

Therapeutic activities that augment and are integrated into a skilled nursing facility with more than 16 beds where more than 50% of the individuals are diagnosed with a mental disorder.

Hospital Inpatient \$1,961.00 per day

Psychiatric services provided at an acute psychiatric hospital or a distinct acute psychiatric part of general hospital.

Hospital Inpatient Administration Day \$726.86 per day

Psychiatric services beyond the beneficiary's need for acute psychiatric inpatient hospital services due to a temporary lack of residential placement options at non-acute residential treatment facilities.
(Resolution 09-119; 8-18-09)

Psychiatric Health Facility Day \$1,098 per day

Psychiatric services provided at a free standing acute inpatient facility with 16 beds or less.

PART III: FEES

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PART III: FEES

EXHIBIT "A"

Sec. 120.200. Mental Health Fees

The fees for mental health services are as follows:

Mental Health Services

These activities include assessments, therapy, rehabilitation assistance and education to improve functioning and life skills, contacts or consultations with significant support persons, and developing and monitoring client plans which guide services.

Case Management

Assisting clients and families to access needed community services, including referrals, coordinating and monitoring service delivery, and placement assistance.

Medication Support

Evaluating, prescribing, administering, dispensing and monitoring of psychiatric medications.

Crisis Intervention

Non-scheduled response to urgent situations, including assessment, collateral consultations, and therapy.

Crisis Stabilization

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~~ions, and therapy.~~

~~\$561.84
per hour~~

PART III: FEES

~~Day Treatment Rehabilitation (Half Day)~~

~~A treatment program to provide rehabilitation and therapy to
improve, maintain or restore personal independence and
functioning, half day.~~

~~\$561.84
per hour~~

~~\$680.52
per hour~~

~~\$842.07
per hour~~

~~\$147.50
per hour~~

~~\$84.08~~

per day

PART III: FEES

PART III: FEES

Day Treatment Rehabilitation (Full Day)	\$131.24 per day
A treatment program to provide rehabilitation and therapy to improve, maintain or restore personal independence and functioning, full day.	
Adult Residential	\$605.00 per day
Rehabilitation services provided in a non-institutional residential setting.	
Adult Crisis Residential	\$825.00 per day
Structured, non-institutional, residential therapeutic program serving as an alternative to hospitalization.	
Institute for Mental Disease (IMD)	\$1315.77 per month
Therapeutic activities that augment and are integrated into a skilled nursing facility with more than 16 beds where more than 50% of the individuals are diagnosed with a mental disorder.	
Treatment Foster Care (TFC) (Therapeutic Foster Care)	\$111.11 per day
Treatment foster care (TFC), also called therapeutic foster care, allows for the provision of short-term, intensive, highly-coordinated, trauma-informed, and individualized services to children and youth who have complex emotional and behavioral needs.	
Hospital Inpatient	\$1,961.00 per day
Psychiatric services provided at an acute psychiatric hospital or a distinct acute psychiatric part of general hospital.	
Hospital Inpatient Administration Day	\$726.86 per day
Psychiatric services beyond the beneficiary's need for acute psychiatric inpatient hospital services due to a temporary lack of residential placement options at non-acute residential treatment facilities. (Resolution 09-119; 8-18-09)	
Psychiatric Health Facility Day	\$1,098.00 per day
Psychiatric services provided at a free-standing acute inpatient facility with 16 beds or less.	

Revised 06-21-22; Resolution 2022-93

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EXHIBIT "A"

Section 120.300--Alcohol and Drug Services Fees. The fees for alcohol and drug services are as follows:

Service Types	Current Rates	Description
Outpatient - Individual Crisis Intervention	\$90.55 per 15 minute unit	A face-to-face or telehealth contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse or harm. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.
Outpatient - Individual Intake/Assessment	\$90.55 per 15 minute unit	A face-to-face or telehealth contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program. Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-V; and the assessment of treatment needs to provide medically necessary treatment services. Intake may include laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.
Outpatient - Individual Treatment Planning	\$90.55 per 15 minute unit	Face-to-face or telehealth collaborative session between program staff and beneficiary to identify problems, goals, action steps and target dates.
Outpatient - Individual Counseling	\$90.55 per 15 minute unit	A face-to-face or telehealth contact between beneficiary and therapist or counselor to therapeutically address behavioral manifestations of a client's ambivalence about change and/or enhance a client's motivation for change and /or address client's need for mental health or physical health care.
Outpatient - Individual Collateral Services	\$90.55 per 15 minute unit	Face-to-face sessions with therapists or counselors and significant persons in the life of a beneficiary, focusing on the treatment needs of the beneficiary in terms of supporting the achievement of the beneficiary's treatment goals. Significant persons are individuals who have a personal, not professional or official, relationship with the beneficiary.
Outpatient - Individual Discharge Planning	\$90.55 per 15 minute unit	Face-to-face or telehealth final collaborative session between program staff and beneficiary to reinforce newly developed recovery skills and to develop a plan to maintain those skills upon conclusion of treatment.
Outpatient - Group Counseling	\$45.28 per 15 minute unit	Face-to-face or telehealth contact in which a therapist or counselor treats two or more clients at the same time, focusing on the needs of the individuals served. Sessions shall focus on relapse prevention and other skills to support the client's health and wellbeing.

Outpatient - Group Education	\$45.28 per 15 minute unit	Face-to-face or telehealth group sessions designed to educate participants on the impact of drug and alcohol abuse on their health, wellbeing, relationships, and community resources available to <u>address these effects with the goal of decreasing risk and reducing harm.</u>
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		address these effects with the goal of decreasing risk and reducing harm.
Case Management	\$95.28 per 15 minute unit	Face-to-face or telehealth contact in which a therapist, counselor, or case manager provides clients with linkage, referral and service coordination with other agencies and/ or community resources that help address issues that could be barriers to the client's ability to sustain ongoing recovery. Case Management services may be provided anywhere in the community. Services can include: A. Comprehensive assessment and periodic reassessment of individual needs to determine the need for continuation of case management services; B. Transition to a higher or lower level SUD of care; C. Communication, coordination, referral and related activities; D. Monitoring service delivery to ensure beneficiary access to service and the service delivery system; E. Patient advocacy, linkages to physical and mental health care, transportation and retention in primary care services
Outpatient - Family Counseling Services	\$90.55 per 15 minute unit	Face-to-face session(s) that focus on understanding the roles a family plays in addiction, understanding the elements of enabling, establishing strategies of how to support the client in recovery, and referrals to supportive services, such as Ala-non.
Intensive Outpatient - Individual Crisis Intervention	\$94.08 per 15 minute unit	A face-to-face or telehealth contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an actual relapse or unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.
Intensive Outpatient - Individual Intake/Assessment	\$94.08 per 15 minute unit	A face-to-face or telehealth contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program. Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-V; and the assessment of treatment needs to provide medically necessary treatment services. Intake may include laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.
Intensive Outpatient - Individual Treatment Planning	\$94.08 per 15 minute unit	Face-to-face or telehealth collaborative sessions between program staff and beneficiary to identify problems, goals, action steps and target dates.
Intensive Outpatient - Individual Counseling	\$94.08 per 15 minute unit	A face-to-face or telehealth contact between beneficiary and therapist or counselor to therapeutically address behavioral manifestations of a client's ambivalence about change and/or enhance a client's motivation for change and /or address client's need for mental health or physical health care.

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Intensive Outpatient - Individual Collateral Services	\$94.08 per 15 minute unit	Face-to-face sessions with therapists or counselors and significant persons in the life of a beneficiary, focusing on the treatment needs of the beneficiary in terms of supporting the achievement of the beneficiary's treatment goals. Significant persons are individuals who have a personal, not professional or official, relationship with the beneficiary.
Intensive Outpatient - Individual Discharge Planning	\$94.08 per 15 minute unit	Face-to-face or telehealth final collaborative sessions between program staff and beneficiary to reinforce newly developed recovery skills and to develop a plan to maintain those skills upon conclusion of treatment.
Intensive Outpatient - Group Counseling	\$47.04 per 15 minute unit	Face-to-face or telehealth contact in which a therapist or counselor treats two or more clients at the same time, focusing on the needs of the individuals served. Sessions shall focus on relapse prevention and other skills to support the client's health and wellbeing.
Intensive Outpatient - Group Education	\$47.04 per 15 minute unit	Face-to-face or telehealth group sessions designed to educate participants on the impact of drug and alcohol abuse on their health, wellbeing, relationships, and community resources available to address these effects with the goal of decreasing risk and reducing harm.
Intensive Outpatient - Family Counseling Services	\$94.08 per 15 minute unit	Face-to-face session(s) that focus on understanding the roles a family plays in addiction, understanding the elements of enabling, establishing strategies of how to support the client in recovery, and referrals to supportive services, such as Ala-non.
Recovery Services	\$90.55 per 15 minute unit	Beneficiaries may access recovery services after completing their course of treatment whether they are triggered, have relapsed or as a preventative measure to prevent relapse. Recovery services may be provided face-to-face, by telephone, or by telehealth with the beneficiary and may be provided anywhere in the community. The components of Recovery Services are: A. Outpatient counseling services in the form of individual or group counseling to stabilize the beneficiary and then reassess if the beneficiary needs further care; B. Recovery Monitoring: Recovery coaching, monitoring via telephone and internet; C. Substance Abuse Assistance: Peer-to-peer services and relapse prevention; D. Education and Job Skills: Linkages to life skills, employment services, job training, and education services; E. Family Support: Linkages to childcare, parent education, child development support services, family/marriage education; F. Support Groups: Linkages to self-help and support, spiritual and faith-based support; G. Ancillary Services: Linkages to housing assistance, transportation, case management, individual services coordination.
Physician Consulting	\$ 33.28 per 15 minute unit	Physician consultations services are not with the DMC-ODS beneficiaries; rather, they are designed to assist the Medical Director when seeking expert advice on complex client cases and designing the treatment plan in such areas as: medication selection, dosing, side

		effect management, adherence, drug interactions, or level of care considerations.
Medication Assisted Treatment	\$33.28 per 15 minute unit	Beneficiaries meeting medical necessity through an identified diagnosis for opiate and/or alcohol dependence. Includes the ordering, prescribing, administering and monitoring of all medications. (Medications to be included in the services will be Buprenorphine (Suboxone), Vivitrol and Disulfiram)
Withdraw-Management Level 1	\$204.25 per day	Ambulatory withdrawal management without extended on-site monitoring. Beneficiaries may have mild withdrawal with daily or less than daily outpatient supervision. Medically necessary services will be provided with an individualized treatment plan prescribed by a licensed physician or LPHA. Supportive services to include: A. Availability of specialized psychological and supervision for biomedical, emotional, behavioral, and cognitive problems as indicated B. Obtain a comprehensive medical history and physical examination of the patient at admission C. Affiliation with other levels of care, including other levels of specialty addiction treatment, for additional problems identified through a comprehensive biopsychosocial assessment D. Conduct and/or arrange for appropriate laboratory and toxicology tests, which can be point-of-care testing E. 24-hour access to emergency medical consultation services should such services become indicated F. Provide or assist in accessing transportation services for patients who lack safe transportation
Withdraw-Management Level 3.2	\$255.30 per day	Beneficiaries have moderate withdrawal and need 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Supportive services to include: A. Availability of specialized clinical consultation and supervision for bio-medical, emotional, behavioral, and cognitive problems B. WM 3.2 is managed by clinicians, not medical or nursing staff and protocols are in place should a patient's condition deteriorate and appear to need medical or nursing interventions C. Affiliation with other levels of care D. Ability to arrange for appropriate laboratory and toxicology tests
Residential Level 3.1	\$153.15 per day	Clinically Managed Low-Intensity Residential Services with 24-hour structure offering at least 5 hours of clinical services weekly while preparing for outpatient treatment. The treatment services are focused on improving the individual's readiness to change and/or functioning and coping skills. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops. The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.

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Residential Level 3.1: Perinatal and Gender Responsive	\$ 166.18per day	<p>Clinically Managed Low-Intensity Residential Services with 24-hour structure offering the following: Alcohol and Drug Recovery Education, Individual, group and family counseling, Pregnancy support, Parenting education, Domestic Violence education, Childcare and child development services, Life skills education, Individual and Group Trauma Therapy, 12 Step support, Relapse prevention education, Family reunification support, Transitional Housing, Alumnae activities, Psychiatric support.</p> <p>Services are provided for pregnant and parenting women between the ages of 18 and 64 and their children ages of 0 to 5. The admission of children is determined on an individual basis for each mother and for each child. Upon admission an assessment is made of the individual needs of each participant. The maximum length of stay is 90 days. The maximum length of stay will vary with the individual as she progresses through the phases of recovery.</p>
Residential Level 3.3	\$355.20 per day	<p>Clinically Managed Population Specific, High Intensity Residential Services. 24-hour care with trained counselors to stabilize multidimensional imminent danger. Less intense milieu and group treatment for those with cognitive or other impairments unable to use full active milieu or therapeutic community and prepare for outpatient treatment. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops. The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.</p>
Residential Level 3.5	\$174.14 per day	<p>Clinically Managed High-Intensity Residential Services with 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Goals of treatment are to promote abstinence of substance use, arrest, and other addictive and/or antisocial behaviors, and effect change in participants; lifestyles, attitudes and values. Focus is on stabilization of dangerous addiction signs and symptoms, initiation or restoration of a recovery process and preparation for ongoing recovery. Necessary support systems include:</p> <ol style="list-style-type: none"> 1. Telephone or in-person consolation with a physician and emergency services availability 24/7. 2. Direct affiliations with other levels of care or close coordination through referral to more and less intensive levels 3. Arranged medical, psychiatric, psychological, laboratory, and toxicology services, as appropriate to the severity and urgency of the patient's condition.

Residential Treatment Services, Room and Board	\$22.86 per day	<p>In addition to substance use treatment services, the residential facility provides the following for the associated daily fee:</p> <p>A. Access to a shared bedroom, furnished with an individual bed in good repair, equipped with good springs and a clean mattress, and <u>supplied with pillow, linen and lightweight blankets; bedrooms shall be kept at a comfortable temperatures with windows in good repair;</u></p> <p>B. <u>Access to separate sleeping areas for females and males;</u></p> <p>C. <u>Access to adequate toilet, hand washing, and bathing facilities with hot water in proximity to sleeping areas (maximum ratio of one facility per eight clients with space for each client's toilet articles);</u></p> <p>D. <u>Access to weekly laundry, including weekly washing of bath towels and bed linens;</u> <u>Access to three meals per day with nourishment between meals as needed.</u></p>
<u>Residential Treatment Services, Room and Board: Perinatal and Gender Responsive</u>	\$71.21 per day	<p><u>In addition to substance use treatment services, the residential facility provides the following for the associated daily fee:</u></p> <p>A. <u>Access to a shared bedroom, furnished with an individual bed in good repair, equipped with good springs and a clean mattress, and supplied with pillow, linen and lightweight blankets; bedrooms shall be kept at a comfortable temperatures with windows in good repair;</u></p> <p>B. <u>Clients who are bringing their child to treatment will sleep in the same room as their child (and potentially another client and their child).</u></p> <p>C. <u>Access to adequate toilet, hand washing, and bathing facilities with hot water in proximity to sleeping areas;</u></p> <p>D. <u>Access to weekly laundry, including weekly washing of bath towels and bed linens;</u> <u>Access to three meals per day with nourishment between meals as needed (provided to both client and their child)</u></p>

		<p>supplied with pillow, linen and lightweight blankets; bedrooms shall be kept at a comfortable temperatures with windows in good repair;</p> <p>8. Access to separate sleeping areas for females and males;</p> <p>C. Access to adequate toilet, hand washing, and bathing facilities with hot water in proximity to sleeping areas (maximum ratio of one facility per eight clients with space for each client's toilet articles);</p> <p>C. Access to weekly laundry, including weekly washing of bath towels and bed linens;</p> <p>C. Access to three meals per day with nourishment between meals as needed.</p>
Residential Treatment Services, Room and Board: Perinatal and Gender Responsive	\$71.21 per day	<p>In addition to substance use treatment services, the residential facility provides the following for the associated daily fee:</p> <ul style="list-style-type: none"> • Access to a shared bedroom, furnished with an individual bed in good repair, equipped with good springs and a clean mattress, and supplied with pillow, linen and lightweight blankets; bedrooms shall be kept at a comfortable temperatures with windows in good repair; • Clients who are bringing their child to treatment will sleep in the same room as their child (and potentially another client and their child); • Access to adequate toilet, hand washing, and bathing facilities with hot water in proximity to sleeping areas; • Access to weekly laundry, including weekly washing of bath towels and bed linens; • Access to three meals per day with nourishment between meals as needed (provided to both client and their child)

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EXHIBIT "A"

Section 120.300—Alcohol and Drug Services Fees. The fees for alcohol and drug services are as follows:

Service Types	Current Rates	Description
Outpatient—Individual Crisis Intervention	\$90.55 per 15 minute unit	A face-to-face or telehealth contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse or harm. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.
Outpatient—Individual Intake/Assessment	\$90.55 per 15 minute unit	A face-to-face or telehealth contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program. Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-V; and the assessment of treatment needs to provide medically necessary treatment services. Intake may include laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.
Outpatient—Individual Treatment Planning	\$90.55 per 15 minute unit	Face-to-face or telehealth collaborative session between program staff and beneficiary to identify problems, goals, action steps and target dates.
Outpatient—Individual Counseling	\$90.55 per 15 minute unit	A face-to-face or telehealth contact between beneficiary and therapist or counselor to therapeutically address behavioral manifestations of a client's ambivalence about change and/or enhance a client's motivation for change and/or address client's need for mental health or physical health care.
Outpatient—Individual Collateral Services	\$90.55 per 15 minute unit	Face-to-face sessions with therapists or counselors and significant persons in the life of a beneficiary, focusing on the treatment needs of the beneficiary in terms of supporting the achievement of the beneficiary's treatment goals. Significant persons are individuals who have a personal, not professional or official, relationship with the beneficiary.
Outpatient—Individual Discharge Planning	\$90.55 per 15 minute unit	Face-to-face or telehealth final collaborative session between program staff and beneficiary to reinforce newly developed recovery skills and to develop a plan to maintain those skills upon conclusion of treatment.

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Outpatient – Group Counseling	\$45.28 per 15 minute unit	Face-to-face or telehealth contact in which a therapist or counselor treats two or more clients at the same time, focusing on the needs of the individuals served. Sessions shall focus on relapse prevention and other skills to support the client's health and wellbeing.
Outpatient – Group Education	\$45.28 per 15 minute unit	Face-to-face or telehealth group sessions designed to educate participants on the impact of drug and alcohol abuse on their health, wellbeing, relationships, and community resources available to address these effects with the goal of decreasing risk and reducing harm.
Case Management	\$95.28 per 15 minute unit	Face-to-face or telehealth contact in which a therapist, counselor, or case manager provides clients with linkage, referral and service coordination with other agencies and/or community resources that help address issues that could be barriers to the client's ability to sustain ongoing recovery. Case Management services may be provided anywhere in the community. Services can include: A. Comprehensive assessment and periodic reassessment of individual needs to determine the need for continuation of case management services; A. Transition to a higher or lower level SUD of care; A. Communication, coordination, referral and related activities; A. Monitoring service delivery to ensure beneficiary access to service and the service delivery system; A. Patient advocacy, linkages to physical and mental health care, transportation and retention in primary care services
Outpatient – Family Counseling Services	\$90.55 per 15 minute unit	Face-to-face session(s) that focus on understanding the roles a family plays in addiction, understanding the elements of enabling, establishing strategies of how to support the client in recovery, and referrals to supportive services, such as Ala non.
Intensive Outpatient – Individual Crisis Intervention	\$94.08 per 15 minute unit	A face-to-face or telehealth contact between a therapist or counselor and a beneficiary in crisis. Services shall focus on alleviating crisis problems. "Crisis" means an actual relapse or unforeseen event or circumstance, which presents to the beneficiary an imminent threat of relapse. Crisis Intervention services shall be limited to the stabilization of the beneficiary's emergency situation.
Intensive Outpatient – Individual Intake/Assessment	\$94.08 per 15 minute unit	A face-to-face or telehealth contact between a beneficiary and therapist or counselor. The process of admitting a beneficiary into a substance abuse treatment program. Includes the evaluation or analysis of cause or nature of mental, emotional, psychological, behavioral, and substance abuse disorders; the diagnosis of substance abuse disorders, utilizing the DSM-V; and the assessment of treatment needs to provide medically necessary treatment services. Intake may include laboratory testing (e.g., body specimen screening) necessary for substance abuse treatment and evaluation conducted by staff authorized to provide such services and/or order laboratory testing within the scope of their practice or licensure.
Intensive Outpatient – Individual Treatment Planning	\$94.08 per 15 minute unit	Face-to-face or telehealth collaborative sessions between program staff and beneficiary to identify problems, goals, action steps and target dates.

Intensive Outpatient— Individual— Counseling	\$94.08 per 15 minute unit	A face to face or telehealth contact between beneficiary and therapist or counselor to therapeutically address behavioral manifestations of a client's ambivalence about change and/or enhance a client's motivation for change and/or address client's need for mental health or physical health care.
Intensive Outpatient— Individual Collateral Services	\$94.08 per 15 minute unit	Face to face sessions with therapists or counselors and significant persons in the life of a beneficiary, focusing on the treatment needs of the beneficiary in terms of supporting the achievement of the beneficiary's treatment goals. Significant persons are individuals who have a personal, not professional or official, relationship with the beneficiary.
Intensive Outpatient— Individual Discharge Planning	\$94.08 per 15 minute unit	Face to face or telehealth final collaborative sessions between program staff and beneficiary to reinforce newly developed recovery skills and to develop a plan to maintain those skills upon conclusion of treatment.
Intensive Outpatient— Group Counseling	\$47.04 per 15 minute unit	Face to face or telehealth contact in which a therapist or counselor treats two or more clients at the same time, focusing on the needs of the individuals served. Sessions shall focus on relapse prevention and other skills to support the client's health and wellbeing.
Intensive Outpatient— Group Education	\$47.04 per 15 minute unit	Face to face or telehealth group sessions designed to educate participants on the impact of drug and alcohol abuse on their health, wellbeing, relationships, and community resources available to address these effects with the goal of decreasing risk and reducing harm.
Intensive Outpatient— Family Counseling Services	\$94.08 per 15 minute unit	Face to face session(s) that focus on understanding the roles a family plays in addiction, understanding the elements of enabling, establishing strategies of how to support the client in recovery, and referrals to supportive services, such as Ala non.
Recovery Services	\$90.55 per 15 minute unit	Beneficiaries may access recovery services after completing their course of treatment whether they are triggered, have relapsed or as a preventative measure to prevent relapse. Recovery services may be provided face to face, by telephone, or by telehealth with the beneficiary and may be provided anywhere in the community. The components of Recovery Services are: <ul style="list-style-type: none"> — Outpatient counseling services in the form of individual or group counseling to stabilize the beneficiary and then reassess if the beneficiary needs further care; — Recovery Monitoring: Recovery coaching, monitoring via telephone and internet; — Substance Abuse Assistance: Peer to peer services and relapse prevention; — Education and Job Skills: Linkages to life skills, employment services, job training, and education services; — Family Support: Linkages to childcare, parent education, child development support services, family/marriage education; — Support Groups: Linkages to self help and support, spiritual and faith based support; — Ancillary Services: Linkages to housing assistance, transportation, case management, individual services coordination.

		stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.
Residential Level 3.1- Perinatal and Gender Responsive	\$161,97166.18 per day	Clinically Managed Low-Intensity Residential Services with 24-hour structure offering the following: Alcohol and Drug Recovery Education, Individual, group and family counseling, Pregnancy support, Parenting education, Domestic Violence education, Childcare and child development services, Life skills education, Individual and Group Trauma Therapy, 12 Step support, Relapse prevention education, Family reunification support, Transitional Housing, Alumnae activities, Psychiatric support. Services are provided for pregnant and parenting women between the ages of 18 and 64 and their children ages of 0 to 5. The admission of children is determined on an individual basis for each mother and for each child. Upon admission an assessment is made of the individual needs of each participant. The maximum length of stay is 90 days. The maximum length of stay will vary with the individual as she progresses through the phases of recovery.
Residential Level 3.3	\$355.20 per day	Clinically Managed Population Specific, High-Intensity Residential Services, 24-hour care with trained counselors to stabilize multidimensional imminent danger. Less intense milieu and group treatment for those with cognitive or other impairments unable to use full active milieu or therapeutic community and prepare for outpatient treatment. Services may include individual, group, and family therapy; medication management and medication education; mental health evaluation and treatment; vocational rehabilitation and job placement; and either introductory or remedial life skills workshops. The structured recovery residence environment provides sufficient stability to prevent or minimize relapse or continued use and continue problem potential. Interpersonal and group living skills generally are promoted through the use of community or house meetings of residents and staff.

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Residential Level 3.5	\$174.14 per day	<p>Clinically Managed High Intensity Residential Services with 24-hour support to complete withdrawal management and increase likelihood of continuing treatment or recovery. Goals of treatment are to promote abstinence of substance use, arrest, and other addictive and/or antisocial behaviors, and effect change in participants; lifestyles, attitudes and values. Focus is on stabilization of dangerous addiction signs and symptoms, initiation or restoration of a recovery process and preparation for ongoing recovery. Necessary support systems include:</p> <ol style="list-style-type: none"> 1. Telephone or in-person consultation with a physician and emergency services availability 24/7. 2. Direct affiliations with other levels of care or close coordination through referral to more and less intensive levels 2. Arranged medical, psychiatric, psychological, laboratory, and toxicology services, as appropriate to the severity and urgency of the patient's condition.
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<p>Residential Treatment Services, Room and Board</p>	<p>\$22.86 per day</p>	<p>In addition to substance use treatment services, the residential facility provides the following for the associated daily fee:</p> <ul style="list-style-type: none"> F. Access to a shared bedroom, furnished with an individual bed in good repair, equipped with good springs and a clean mattress, and supplied with pillow, linen and lightweight blankets; bedrooms shall be kept at a comfortable temperatures with windows in good repair; G. Access to separate sleeping areas for females and males; G. Access to adequate toilet, hand washing, and bathing facilities with hot water in proximity to sleeping areas (maximum ratio of one facility per eight clients with space for each client's toilet articles); G. Access to weekly laundry, including weekly washing of bath towels and bed linens; G. Access to three meals per day with nourishment between meals as needed.
<p>Residential Treatment Services, Room and Board: Perinatal and Gender Responsive</p>	<p>\$71.21 per day</p>	<p>In addition to substance use treatment services, the residential facility provides the following for the associated daily fee:</p> <ul style="list-style-type: none"> E. Access to a shared bedroom, furnished with an individual bed in good repair, equipped with good springs and a clean mattress, and supplied with pillow, linen and lightweight blankets; bedrooms shall be kept at a comfortable temperatures with windows in good repair; E. Clients who are bringing their child to treatment will sleep in the same room as their child (and potentially another client and their child). E. Access to adequate toilet, hand washing, and bathing facilities with hot water in proximity to sleeping areas; E. Access to weekly laundry, including weekly washing of bath towels and bed linens; E. Access to three meals per day with nourishment between meals as needed (provided to both client and their child)

PART III: FEES

Revised 2-8-02
Revised 10-26-10; Resolution 2010-136
Revised 5-22-18; Resolution 2018-67
Revised 4-7-20; Resolution 2020-48
Revised 11-5-24; Resolution 2024-

PART III
FEES

125.010-125.020

PART 125

LIBRARY

- Sec. 125.010. General
- Sec. 125.020. Community Room
- Sec. 125.025. Library Cards
- Sec. 125.030. Equipment Use
- Sec. 125.090. Miscellaneous Fees

Sec. 125.010. General.

The fees set forth in this Part shall be paid to the Napa County Library.

Sec. 125.020. Community Room.

The fees to rent the Library Community Room shall be as follows:

~~(a) For non-profit organizations:~~

- | | | |
|----------------|---|---------------------|
| (a) | | <u>No Charge</u> |
| (1) | <u>Rental fee, first 2 hours</u> | <u>\$ 50.00/hr.</u> |
| (2) | <u>Rental fee, each additional hour</u> | <u>\$ 50.00/use</u> |
| (3) | <u>Non-resident fee</u> | |

~~(b) For private or commercial groups;~~

- | | | |
|-----|-------------------------|----------------------|
| (1) | <u>Rental fee</u> | <u>\$ 100.00/hr.</u> |
| (2) | <u>Non-resident fee</u> | <u>\$ 100.00/use</u> |

~~(c) Insurance coverage for special event~~

Actual Policy Cost

~~(d) Missing or damaged equipment~~

Cost of repair or replacement

~~(1) For non-profit organizations:~~

- | | | |
|----------------|--------------------------------------|----------------------|
| (1) | Rental fee, first 2 hours | No Charge |
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PART III: FEES

- ~~(3)(1) Rental fee, each additional hour~~
- ~~(3) Non resident fee~~

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PART III: FEES

~~\$ 50.00/hr.~~
~~\$ 50.00/use~~

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PART III: FEES

(a)	For private or commercial groups:	
(0)	Rental fee	\$ 100.00/hr.
(0)	Non-resident fee	\$ 100.00/use
(c)	Cleaning Deposit	\$100.00/use
(d)	Equipment Deposit	\$200.00/use
(e)	<u>Insurance coverage for special event</u>	<u>Actual Policy Cost</u>
(ed)	<u>Missing or damaged equipment</u>	<u>Cost of repair or replacement</u>
(f)	Community Meeting Room key deposit	\$100.00

Sec. 125.025. Library Cards.

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PART III: FEES

The fees for the following library cards shall be as follows:

~~Referral of a delinquent library card account
to a collection agency~~ \$ ~~45.00/occurrence~~

Sec. 125.030. Equipment Use.

- (a) The fees to use the Library-owned equipment (except microphones) by groups using library meeting facilities shall be ~~\$25~~\$35.00 per use.
- (b) Groups using the Library-owned equipment in the Community Meeting Room shall be charged the cost of repair or replacement for any missing or damaged equipment.

Sec. 125.090. Miscellaneous Fees.

(a) Fee for lost or destroyed materials	Cost of materials, <u>non-refundable</u>
Processing fee for lost or destroyed materials	+\$10.00/item
(b) Copying and printing:	
(1) Black and white	\$ 0.10/page
(2) Color	\$ 0.50/page
(c) Minor damage of library item or loss of a component as follows:	\$ 5.00
(Lost parts of a kit are not replaceable. Full cost of kit is charged.)	
(c) Loss of single, replaceable cassette from set	\$ 10.00
(e) <u>(d)</u> Napa County Returned Check/Administrative Fees	\$ 45.00

Adopted by the Board of Supervisors on April 7, 2020

PART 130

LOCAL AGENCY FORMATION COMMISSION

Sec. 130.010. General

LAFCO fees change on an irregular basis and are set by Resolution, all said Resolutions being adopted by the Local Agency Formation Commission.

PART III: FEES

PART III: FEES

Adopted by BOS: 5-23-06

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PART 135

PUBLIC CONSERVATOR/PUBLIC GUARDIAN

Sec. 135.010. General

Sec. 135.020. Services to Individuals and/or Estates.

Sec. 135.010. General

The fees set forth in this Part shall be paid to the Public Conservator/Public Guardian.

Sec. 135.020. Services to Individuals and/or Estates

The hourly billable rate of reimbursement for Public Conservator/Public Guardian services chargeable to individuals and/or estates shall be calculated annually, based on actual department costs, utilizing the below methodology. The charge to individuals and/or estates shall be subject to court review and approval.

Methodology:

The Hourly Rate of an Employee providing a reimbursable service equals Total Office Costs (A+B+C) divided by Number of Full Time Equivalent (FTE) employees in the Office (D), multiplied by the FTE of the Employee providing the service (E), divided by the Employee's Productive Hours (F).

In other words: Employee Hourly Rate = [(A + B + C) ÷ D] x E ÷ F

- A = Total Salaries and Benefits (including retirement; Medicare; worker's compensation insurance; salary; and life, medical, and dental insurance) for the current fiscal year
- B = Indirect costs as provided for in the A87 Cost Plan for the prior fiscal year
- C = Direct office costs, which includes all services and supplies of the Public Conservator/Public Guardian for the prior fiscal year, and also includes the allocated costs of Health and Human Services administration that benefits the Public Guardian/Public Conservator for the current fiscal year
- D = The number of employee full-time equivalents (FTE's)
- E = FTE of the Employee providing the service (1.0 = full time, .5 = half time, etc.)
- F = Number of productive hours for the Employee (not including vacation, personal leave, management leave, sick leave, other leave, and administrative hours)

PART III: FEES

PART III: FEES

Revised: 7-2-06; Resolution 06-86
Revised: 5-12-09; Resolution 09-61 (eff 7-12-09)
Revised: 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised: 8-14-12; Resolution 2012-123 (eff 10-13-12)
Revised: 2-05-13; Resolution 2013-13 (eff 04-08-13)
Revised: 4-05-16; Resolution 2016-42 (eff 07-01-16)
Revised: 7-13-18; Resolution 2018-102 (eff 10-01-18)
Revised: 5-21-19; Resolution 2019-70 (eff 07-21-19)
Revised: 11-56-24; Resolution 2024- (eff 01-06-25)

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PART 140

PUBLIC WORKS

- Sec. 140.010. General
- Sec. 140.015. Surcharge
- Sec. 140.020. Public Right of Way Encroachment
- Sec. 140.025. Transportation
- Sec. 140.050. Special Event/Filming on Public Roadways/Road Closure
- Sec. 140.052. Right of Way/Easement Abandonment
- Sec. 140.053. Parking Permits
- Sec. 140.070. Land Related Permits
- Sec. 140.080. Record of Survey Checking
- Sec. 140.081. Corner Records
- Sec. 140.110. Certificates of Compliance
- Sec. 140.115. Miscellaneous Services
- Sec. 140.116. Appeal
- Sec. 140.120. Temporary Event Permits
- Sec. 140.121. Review of Other Department Permits and Referrals

Sec. 140.010. General

The fees set forth in this Part shall be paid prior to processing the application for the permit or franchise. No such permit, franchise, or other document shall be accepted for filing unless the fees are paid at that time. Fees are either (1) a one-time fixed payment (flat fee), or (2) based on actual cost of staff time utilizing a standard hourly rate for the department which incorporates the overall cost of the County to provide this service (hourly fee). Actual time shall be billed to the nearest half hour after the first hour, and a two (2) hour minimum payment shall be deposited with the application or service request submittal. Further deposits may be required pursuant to the estimated time to process the request for service. Excess fees shall be refunded when the services have been completed. Public Works will provide a reasonable estimate of the cost of service paid by the standard hourly rate prior to the service being provided. All such fees shall be paid to the Public Works Department unless otherwise indicated. No part of any fee shall be refundable unless otherwise indicated. Unless specifically noted, governmental agencies and non-profit organizations are not exempt from these provisions. Additional fees associated with review and inspections may be collected by the Department pursuant to other sections of the Fee Policy Manual. Other fees established by statute shall also be collected by the Department as required. Agencies for which the Department collects fees, not established by this part of the Fee Policy Manual, include the following:

PART III: FEES

Napa County Division of Planning and Conservation – Policy Manual Part 80
Napa County Division of Environmental Services– Policy Manual Part 110
Napa County Division of Engineering Services-Policy Manual Part 75

PART III: FEES

Napa County Fire Department/Fire Marshal – Policy Manual Part 85
Napa County Counsel – Policy Manual Part 95
Napa County Assessor – Policy Manual Part 40
Napa County Recorder – Policy Manual Part 90
California Department of Fish and Game – Fish & Game Code

Sec. 140.015. Surcharge

In addition to the fees set forth in this Part, a General Plan surcharge of ~~3.375%~~ shall be added to all fees in this Part, except Sections 140.020(d), 140.053, 140.070(f), 140.081, and 140.110(c).

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Sec. 140.020. Public Right of Way Encroachment

- (a) Single Driveways \$550.00
 - ~~(1) Public Works Permit Administration and Review~~
 - ~~(2) Public Works Roads Review and Inspection~~
- (b) Larger Road Improvement and Trenching¹ ~~\$153.00 per hour~~ 1,804
Deposit
\$515.00
- (c) Utilities (Single Location) \$515.00
 - ~~(1) Public Works Permit Administration and Review~~ \$76.00
 - ~~(2) Public Works Roads Review and Inspection~~ \$375.00
- ~~(d) Utilities (Multiple Permit Account)~~ \$5,000.00
- ~~(d) Temporary Encroachment~~ \$275.00
- ~~(e) The multiple permit account for utilities is available for utility providers that may have multiple encroachment permits within the County. A deposit is made and the department will charge against the deposit on a per occurrence rate equal to the flat fee rate of a single location utility encroachment permit.~~

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~~(d)(f)~~ If the purpose of the encroachment permit is to repair sidewalks in the county right-of-way, no fee will be charged. Any such repair of sidewalks may include removal of tree(s) that are located within the county right-of-way and adjacent to the sidewalk being repaired.

Sec. 140.025. Transportation

- (a) Single Trip Permit [for Oversize Load](#) \$16.00
- (b) Annual Permit [for Oversize Load](#) \$90.00

Sec. 140.050. Special Event/Filming on Public Roadways/Road Closure

- (a) Application Processing ~~\$153.00 per hour~~ 172.00
- (b) Road Preparation \$729.00

PART III: FEES

⁴This application requires an initial deposit of \$3,000.00 and is then billed on a time and materials basis against said deposit.

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PART III: FEES

(c) Cleaning Deposit \$500.00

Sec. 140.052. Right of Way/Easement Abandonment

Application to Abandon County Right of Way of other Public Easement² ~~\$153.00 per hour~~ 1,451 Deposit

Sec. 140.053. Parking Permits

(a) Parking Permit Fee \$~~225~~22.00

(b) Electric Vehicle (EV) Charging \$0.20 per kWh

² This application requires an initial deposit of \$3,000.00 and is then billed on a time and materials basis against said deposit.

Sec. 140.070. Land Related Permits

(a) Lot line adjustments \$1,~~666~~790.00

(b) Voluntary parcel merger \$~~541~~1,171.00

(c) Final subdivision map filing \$~~4,848~~7,705.00

(d) Final parcel map filing \$~~4,848~~6,155.00

(e) Amended final map filing \$~~233~~2,633.00

(f) Certificate of correction filing \$16.00
plus \$3.00 each additional page

Sec. 140.080. Record of Survey Checking

(a) Record of Survey review \$~~737~~825.00

~~(b) Lot Line Adjustment and Record of Survey (Bundled)~~ \$1,847.00

Sec. 140.081. Corner Records

Corner Record processing³ \$10.00

Sec. 140.110. Certificates of Compliance

(a) Expedited Certificate of Compliance \$~~315~~639.00

(b) Unconditional/Conditional-Certificate of Compliance⁴ \$~~1,503~~03.00 per hour

(c) Notice of Satisfaction of Conditions \$344.00

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PART III: FEES

² This application requires an initial deposit of \$3,000.00 and is then billed on a time and materials basis against said deposit.

³ Business and Professions Code Section 8773.2(e) requires that this fee not exceed the amount required for the recording of a deed. (See Sec 90.012.5(a) of the Napa County Policy Manual Section 90A and GC Section 27631(a).)

⁴ This application requires an initial deposit of \$3,000.00 and is then billed on a time and materials basis against said deposit.

Sec. 140.115. Miscellaneous Services

(a) <u>Pre Application Conference</u>	<u>\$1,184.00</u>
(b) <u>Attendance at a Pre-Application Site Visit</u>	<u>scheduled hourly rate</u>
(d) <u>LAFCO Geographic Description Review</u>	<u>\$309.00</u>
(e) <u>Consultation, Analysis & Research, and Other Activities Not Covered Elsewhere in This Fee Schedule</u>	<u>scheduled hourly rate</u>
(f) <u>Bid Protest Fee</u>	<u>\$1,471.00</u>
(g) <u>Fifth Street Parking Garage – Electric Vehicle Charging Fee</u>	<u>\$0.75/hr + \$0.20 per kWh</u>

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Sec. 140.116. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or *De Novo*

Sec. 140.120. Temporary Event Permits

<u>Review of Temporary Event Permit</u>	<u>\$172.00 per hour</u>
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Sec. 140.121. Review of Other Department Permits and Referrals

(a) <u>Review of all other applications referred from any other Division or Department</u>	<u>\$172.00 per hour</u>
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PART III: FEES

PART III: FEES

- (e) ~~Fee for notice and publication costs (amended and conditional certificates)~~ ~~\$137.00~~
- (d) ~~Notice of Satisfaction of Conditions~~ ~~\$275344.00~~

Sec. 140.115. Miscellaneous Services

- (a) ~~Pre-Application Conference (Includes one hour of meeting time and one hour of preparation/follow-up)~~ ~~\$3061184.00~~
- (b) ~~Attendance at a Pre-Application Site Visit~~ ~~\$153.00 per hourscheduled hourly rate~~
- (c) ~~Historic Records Search~~ ~~\$141.00~~
- (d) ~~LAFCO Geographic Description Review~~ ~~\$245309.00~~
- (e) ~~Consultation, Analysis & Research, and Other Activities Not Covered Elsewhere in This Fee Schedule~~ ~~\$153.00 per hourscheduled hourly rate~~
- (f) ~~Bid Protest Fee~~ ~~\$8751471.00~~
- (g) ~~Fifth Street Parking Garage — Electric Vehicle Charging Fee~~ ~~\$0.20 per kWh~~

Sec. 140.116. Appeal

Appeal to Board of Supervisors or Planning Commission based on Record or De Novo

- (a) ~~Fee paid by appellant to file appeal~~ ~~\$1,000.00~~
- (b) ~~These fees are in addition to the fee collected by the Clerk of the Board of Supervisors for filing and processing appeals.~~
- (c) ~~For services rendered as a result of an appeal, the Standard Hourly Rate as identified in each division's fee policy will be charged to the project applicant.~~ ~~Standard Hourly Rate~~

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PART III: FEES

Sec. 140.120. Temporary Event Permits	
Review of Temporary Event Permit	\$41172.00 per hour
Sec. 140.121. Review of Other Department Permits and Referrals	
(a) Grading Permit	\$153172.00 per hour
(b) Planning Referral: Minor Administrative	\$77.00
(c) Planning Referral: Site Plan — Standard Approval	\$306.00
(d) Planning Referral: Very Minor Modification	\$198.90
(e) Planning Referral: ZA	\$459.00
(f) Planning Referral: PC/BOS	\$153 per hour
(g) Building Permit — Quick Permit	\$26.00
(h) Building Permit — New Residential	\$93.00
(i) Building Permit — Residential — Alteration/Revision	\$93.00
(j) Building Permit — Commercial — New	\$119.00
(k) Building Permit — Commercial — Alteration/Revision	\$119.00
(l) Building Permit — Solar Install — Ground Mounted	\$26.00
(m) Groundwater Permits	\$153.00
(n) Review of all other applications referred from any other Division or Department	\$153.00 per hour

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PART III: FEES

Revised: 4-27-10; Resolution 2010-43 (eff 6-27-10)
Revised: 4-05-16; Resolution 2016-42 (eff 7-01-16)

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PART 160

COUNTYWIDE DOCUMENT REPRODUCTION AND MISCELLANEOUS FEES

**Sec. 160.010. Public Record
Copying Fees Sec. 160.015.
Returned
Item/Check Fee**

Sec. 160.010. Public Record Copying Fees

The fees to reproduce documents by any County Department shall be \$3.00 for up to 5 pages of each individual document and \$.10 per page for each additional page of that same document.

The fee for copying CD/DVDs pursuant to a Public Records Act request is \$0.20 per CD/DVD.

Sec. 160.015. Returned Item/Check Fee

The fee for a returned item/check for any County Department shall be \$45.00 per item.

PART III: FEES

Revised 8-3-99

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REPRODUCTION OF THE COUNTY CODE

~~Sec. 170.010. Fees for Repro~~

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ordinances-~~

PART III: FEES

PART 175

SHERIFF

Sec. 175.010. General
Sec. 175.020. Transportation for Elective Appointments
[Sec. 175.030. Vehicle Release Fees](#)

Sec. 175.010. General

The fees set forth in this Part shall be paid to the Sheriff.

Sec. 175.020. Transportation for Elective Appointments

Fees to transport a prisoner for an elective medical or dental appointment shall be estimated ~~based on the following schedule~~. The estimated fees shall be deposited in the Department of Corrections prior to transportation Inmate Cash Fund. After transportation, the actual fee to be charged will be calculated and paid to the Sheriff from the deposit held in the Inmate Cash Fund.

Deputy Sheriff	\$35.22 per hour <u>Current Rate</u>
Deputy Marshal	\$25.52 per hour
Warrant Matron/Clerk	\$20.28 per hour
Matron Clerk	\$19.79 per hour
Wine Country Security (Private Security)	<u>Current Rate</u>
Mileage	\$0.47 per mile

Sec. 175.030 Vehicle Release Fee

When a vehicle is towed by the Sheriff's Office, a fee of \$25.00
Twenty-Five Dollars will be collected for the release
authorization.

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PART III: FEES

Revised: 4-05-16; Resolution 2016-42 (eff 7-01-16)
3-12-24; Ordinance 1488 (eff 4-11-24)

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PART 180

TREASURER/TAX COLLECTOR

Sec. 180.010. Treasurer/Tax Collector Fees (by Resolution)

(a)	Online Duplicate of Tax Bill	\$2.00 per bill
(b)	Electronic or CD of Tax Roll	\$35.00
(c)	Title Company Remote Access of Tax Roll	\$245.00 plus technology costs
(d)	Payment Reversal	\$50.00
(e)	Separate Valuation Fee	\$50.00
(f)	Secured Tax Fee: Lot Line Adjustment/Parcel Map	\$114.00
(g)	Secured Tax Fee: Lot Line Adjustment/Parcel Map Update	\$30.00
(h)	For processing additional mobile home tax clearance certificates pursuant to Revenue and Taxation Code section 5832.	\$45.00
(i)	Secured Tax Fee: Five Year Payment Plan Set-Up	\$57.00
(j)	Secured Tax Fee: Four Year Payment Plan Set-Up	\$57.00
(k)	Unsecured Tax Fees: Bulk Transfer Fee	\$49.00
(l)	Unsecured Tax Fees: Payment Plan Set-Up	\$35.00
(m)	Central Collections: Payment Plan Set-Up	\$35.00
(n)	For processing installment payments of fines imposed pursuant to Penal Code Section 1025	\$57.00 per account per year

PART III: FEES

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| (o) | For administering collection of restitution payments made to victims in accordance with Penal Code Section 1203.1 | \$57.00 per account per year |
| (p) | For collecting payments made pursuant to Welfare and Institutions Code Section 276(c), (d), and (f). | \$57.00 per account per year |
| (q) | Bankruptcy Claims | \$264.00 |
| (r) | Research Fee | \$45.00/ half hour |
| (s) | Court Appearance Fee | Actual Cost |

Sec. 180.020. Treasurer/Tax Collector Fees (by Ordinance)

- | | | |
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| (a) | Unsecured Enhanced Collections Fee | Up to 25% of Delinquent Tax Assigned for Collection per GOV § 26220(b) |
|-----|------------------------------------|--|