



# Napa County

## Board Agenda Letter

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Board of Supervisors

**Agenda Date:** 12/17/2024

**File ID #:** 24-2120

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**TO:** Board of Supervisors  
**FROM:** Ryan J. Alsop, County Executive Officer  
**REPORT BY:** Becky Craig, Assistant County Executive Officer  
**SUBJECT:** Amendment No. 3 to Agreement No. 230373B with MGT of America Consulting, LLC.

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### **RECOMMENDATION**

Approve and authorize Amendment No. 3 to Agreement No. 230373B with MGT of America Consulting, LLC., to amend the scope of work for preparation of a fee study and to increase the total cost. (Fiscal Impact: \$46,935 Expense; General Fund and Building Fund; Budgeted; Discretionary)

### **BACKGROUND**

State law allows government agencies to establish fees to recover the cost of providing services. Napa County has a long history of reviewing and revising fee schedules to reflect changes in the actual cost of providing services.

In October 2022, the County Executive Office issued a Request for Proposal (RFP) for a qualified consultant or consultant team to conduct a fee study consistent with the California Government Code Section 66014 and related statutes, focusing on user fees in Planning, Building & Environmental Services, County Counsel, Public Works, and County Fire Marshal.

Fees in these departments were last studied comprehensively in 2019. At the conclusion of the 2019 study, the Board of Supervisors maintained the goal adopted 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 an 80% cost recovery for all other Planning and Public Works related applications and activities.

On April 18, 2022, the Board approved Agreement No. 230373B with MGT for a maximum amount of \$51,635 for the term of April 18, 2023, through June 30, 2024, to prepare a fee study for Planning, Building, and Environmental Services, County Counsel, Public Works, and County Fire Marshal. The fee study was to support the adjustment and simplification of the County's fee schedule as necessary to enhance fairness, equity, and transparency. The selected consultant reviewed the current fee schedule and analyzed the full cost (direct and indirect) of providing services in certain County departments. Following their review and analysis, the consultant provided recommendations regarding fee adjustments. Consultant recommendations also addressed simplification and administration of the fee schedule to the extent feasible.

On August 22, 2023, the Board approved Amendment No. 1 to Agreement No. 230373B with MGT for a new maximum amount of \$107,335, to include the Agricultural Commissioner's Office/Weights & Measures in the County fee study, add peer comparisons, and evaluate the County's Internal Service Funds, with no change to the agreement term. On June 25, 2024, the Board approved Amendment 2 to Agreement 230373B to extend the agreement term through June 30, 2025 to complete the scope of services at the agreed upon cost.

Staff recommends the agreement be amended to expand the scope of work and increase the total cost for a new maximum amount of \$154,270. The tasks include studying Assessor, Recorder, and County Clerk, GIS, and further analysis of Building fees. The recommendations will be presented to the Board in April 2025 for a July 1, 2025, implementation date.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Updating fees to ensure cost recovery is fiscally prudent.
Future fiscal impact:	This fee study could impact various departments charges and revenues based on Board action once findings and recommendations are presented.
Consequences if not approved:	The general fund will subsidize

### **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.