

**RESOLUTION NO. 2026-**

**RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS,  
STATE OF CALIFORNIA, RELATED TO SAFEGUARDING OF  
CUSTOMER PAYMENT CARD INFORMATION.**

**WHEREAS**, the County of Napa, in the course of its regular business, from time to time has cause to collects payments from residents and businesses of the county; and

**WHEREAS**, the County has adopted the use of electronic payment interfaces in order to facilitate convenient methods of payment by those with business before the county; and

**WHEREAS**, as a condition of accepting payment cards, Napa County is required to put into place substantial procedural safeguards to protect that information using payment card industry-approved standards, including the Data Security Standard published by the Payment Card Industry (“PCI”) Security Standards Council and the Security and Privacy Controls for Information Systems and Organizations published by National Institute of Standards and Technology; and

**WHEREAS**, Napa County has put into place substantial procedural safeguards to protect that information using payment card industry-approved standards, including the Data Security Standard (DSS) published by the Payment Card Industry (“PCI”) Security Standards Council and the Security and Privacy Controls for Information Systems and Organizations published by National Institute of Standards and Technology; and

**WHEREAS**, these PCI standards require formal adoption of written policies governing how personnel may use County technology and access payment card data and related systems; and

**WHEREAS**, these PCI standards further require appointment of a PCI Compliance Officer; and

**WHEREAS**, the Office of the Treasurer-Tax Collector in Napa County is directly involved in the day-to-day processing of payment; and

**NOW, THEREFORE, BE IT RESOLVED** by the Napa County Board of Supervisors, that a “Payment Card Industry (PCI) Addendum,” as shown in Exhibit “A,” is hereby appended to Section 31A of Part I of the Napa County Policy Manual, the “Napa County Information Technology Use and Security Policy, such that the Addendum is attached to the existing Section 31A Policy, as shown in Exhibit “B”; and

**BE IT FURTHER RESOLVED**, that the Clerk of the Board of Supervisors is directed to incorporate the changes to Section 31A, “Napa County Information Technology Use and Security Policy,” so that the Section reads in the manner set forth in Exhibit “B”; and

**BE IT FURTHER RESOLVED** that the Treasurer-Tax Collector is hereby appointed by the Board of Supervisors to serve as the PCI Compliance Officer for Napa County.

**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 of Supervisors on the 27th day of January, 2026, by the following vote:

AYES: SUPERVISORS \_\_\_\_\_

\_\_\_\_\_

NOES: SUPERVISORS \_\_\_\_\_

\_\_\_\_\_

ABSTAIN: SUPERVISORS \_\_\_\_\_

\_\_\_\_\_

ABSENT: SUPERVISORS \_\_\_\_\_

\_\_\_\_\_

NAPA COUNTY, a political subdivision of the  
State of California

By: \_\_\_\_\_

AMBER MANFREE, Chair  
Napa County Board of Supervisors

APPROVED AS TO FORM Office of County Counsel  By: <u>Ryan Fitzgerald (e-sign)</u> Deputy County Counsel  Date: <u>January 20, 2026</u>  Project ID. <u>13112669   Resolution</u>	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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