

RESOLUTION NO. 2025-

**A RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS,
STATE OF CALIFORNIA, ESTABLISHING, INCREASING, DECREASING,
OR REPEALING FEES COLLECTED BY THE PUBLIC WORKS
DEPARTMENT**

WHEREAS, there is a need to establish, increase, decrease and repeal fees charged by Napa County to recover the costs of services provided by departments including the Public Works Department; and

WHEREAS, California Government Code section 66016 authorizes Napa County to establish certain fees by resolution to recover the cost of providing a service; and

WHEREAS, Napa County conducted a comprehensive fee study in 2024 and an addendum to the study in 2025 that included the above named department and as a result of that fee study concluded that it is appropriate to establish, increase, decrease or repeal 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 Years 2023-2024 and 2024-2025 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 Government Code section 6062a, as required by Government Code section 66018(a);

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

1. The Board of Supervisors ("Board") establishes, increases, decreases and repeals those fees shown as being amended by underlining and by strike-out in Exhibit A, attached hereto and hereby incorporated by this reference.
2. The Board hereby directs the County Executive Officer or designee to integrate the changes to these fees into one or more documents or matrices memorializing all County fees approved by the Board.

3. The fees included in Exhibit A shall be increased by 3.5% on 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 calendar year.
4. The Board finds this activity is statutorily exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15273(a)(1) as fees necessary to meet operating expenses, including employee wage rates and fringe benefits, and 15273(a)(2) as fees for the purchase or leasing supplies, equipment, or materials.
5. These changes to the fees shall become effective 60 days after the date the Board approves this Resolution pursuant to Government Code section 66019(b).

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 _____, 2025, by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

ABSTAIN: SUPERVISORS _____

ABSENT: SUPERVISORS _____

NAPA COUNTY, a political subdivision of
the State of California

By: _____

ANNE COTTRELL, 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>April 27, 2025</u> PL Doc. No. 130724</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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EXHIBIT A

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. 140.121.	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 140.025, 140.115(f) 140.053, 140.070(f), 140.081, ~~and 140.110(c).~~

included here in error, GPS does
apply to this fee

Sec. 140.020. Public Right of Way Encroachment

- | | |
|--|-------------------|
| (a) Single Driveways | \$550.00 |
| (b) Larger Road Improvement and Trenching ¹ | \$172.00 per hour |
| (c) Utilities (Single Location) | \$515.00 |
| (d) Temporary Encroachment | \$275.00 |

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 per hour |
| (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 or other Public Easement ¹	\$172.00 per hour
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Sec. 140.053. Parking Permits

- | | |
|------------------------------------|----------------|
| (a) Parking Permit Fee | \$52.00 |
| (b) Electric Vehicle (EV) Charging | \$0.20 per kWh |

¹ This application requires an initial deposit of \$5,000.00 and is then billed on a time and materials basis against said deposit.

Sec. 140.070. Land Related Permits

(a)	Lot line adjustments	\$1,720.00
(b)	Voluntary parcel merger	\$860.00
(c)	Final subdivision map filing ²	\$8,000.00 deposit
(d)	Final parcel map filing ²	\$8,000.00 deposit
(e)	Amended final map filing ³	\$5,000.00 deposit
(f)	Certificate of correction filing	\$16.00

\$172.00 per hour → (consistent w/ other instances)

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 ⁴	\$10.00
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Sec. 140.110. Certificates of Compliance

(a)	Expedited Certificate of Compliance	\$500.00
(b)	Unconditional/Conditional-Certificate of Compliance ^{3,5}	\$172.00 per hour
(c)	Notice of Satisfaction of Conditions	\$344.00

(The below changes are made to be consistent with similar instances)

² This application requires an initial deposit of \$8,000.00 and is then billed on a time and materials basis against said deposit.

³ This application requires an initial deposit of \$5,000.00 and is then billed on a time and materials basis against said deposit.

⁴ 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).)

⁵ This application requires an initial deposit of \$4,000.00 and is then billed on a time and materials basis against said deposit.

Sec. 140.115. Miscellaneous Services		
(a)	Pre Application Conference (Includes one hour of meeting time and one hour of preparation/follow-up)	\$344.00
(b)	Attendance at a Pre-Application Site Visit	\$172.00 per hour
(c)	LAFCO Geographic Description Review	\$309.00
(d)	Consultation, Analysis & Research, and Other Activities Not Covered Elsewhere in This Fee Schedule	\$172.00 per hour
(e)	Bid Protest Fee	\$1,032.00
(f)	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 <i>De Novo</i>		\$2,000.00

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
<u>(b)</u>	<u>Building application review – residential (all referred)</u>	<u>\$86.00</u>
<u>(c)</u>	<u>Building application review – commercial (all referred)</u>	<u>\$86.00</u>
<u>(d)</u>	<u>Review or inspections in addition to those required or not otherwise indicated by this section of the fee policy</u>	<u>\$172.00 per hour</u>