

ORDINANCE NO. _____

**AN ORDINANCE OF THE NAPA COUNTY BOARD OF SUPERVISORS,
STATE OF CALIFORNIA, ESTABLISHING, INCREASING, DECREASING,
AND REPEALING FEES TO BE CHARGED BY THE NAPA COUNTY
ASSESSOR, RECORDER-COUNTY CLERK, AND DEPARTMENT OF
INFORMATION TECHNOLOGY SERVICES**

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 above named departments; and

WHEREAS, California Government Code section 54985 authorizes Napa County to establish fees to recover the cost of providing a service; and

WHEREAS, Napa County conducted a comprehensive fee study in 2024 and an addendum to the fee study in 2025 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 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.

NOW, THEREFORE, the Napa County Board of Supervisors ordains as follows:

SECTION 1. Except as provided in SECTION 2 below, the Board of Supervisors

(“Board”) establishes, increases, decreases and repeals those fees shown as recommended fees on page 26 (Assessor), pages 27 through 30 (Recorder-County Clerk) and page 31 (Information Technology Services – GIS) in Appendix A to the 2025 Addendum to the User Fee Study by MGT, which is incorporated by this reference.

SECTION 2. The “Williamson Act Estimate (per hour/minimum of one hour charge)” fee and the “Williamson Act Estimate (complex estimate)” fee on page 26 (Assessor) in Appendix A to the 2025 Addendum to the User Fee Study by MGT are not included in this Ordinance, because those fees are being addressed by separate Resolution.

SECTION 3. 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.

SECTION 4. Except where set by statute, the applicable fees included in the pages of Exhibit “A” identified in SECTION 1, above, 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.

SECTION 5. 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.

SECTION 6. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Napa County Board

of Supervisors hereby declares it would have passed and adopted this ordinance and each and all provisions hereof irrespective of the fact that any one or more of said provisions be declared invalid.

SECTION 7. This ordinance shall be effective on July 7, 2025, which is at least thirty (30) days from and after the date of its passage.

SECTION 8. A summary of this ordinance shall be published at least once 5 days before adoption and at least once before the expiration of 15 days after its passage in the Napa Valley Register, a newspaper of general circulation published in the County of Napa, together with the names of members voting for and against the same.

[remainder of page intentionally blank]

The foregoing ordinance was introduced at a regular meeting of the Napa County Board of Supervisors, State of California, held on the 6th day of May, 2025, and passed at a regular meeting of the Napa County Board of Supervisors, State of California, 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

 ANNE COTTRELL, Chair of the Board of Supervisors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Ryan FitzGerald (e-sign)</u> Deputy County Counsel</p> <p>Date: <u>April 29, 2025</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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I HEREBY CERTIFY THAT THE ORDINANCE ABOVE WAS POSTED IN THE OFFICE OF THE CLERK OF THE BOARD IN THE ADMINISTRATION BUILDING, 1195 THIRD STREET ROOM 310, NAPA, CALIFORNIA ON _____.

_____, DEPUTY
 NEHA HOSKINS, CLERK OF THE BOARD