

RESOLUTION R2007 103

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA,  
STATE OF CALIFORNIA, ADOPTING CITY POLICY REGARDING THE  
ESTABLISHMENT, IMPLEMENTATION, AND ENFORCEMENT OF  
FEES AND CHARGES, AND AMENDING POLICY RESOLUTION NO.  
16

WHEREAS, the City has identified, in Napa Municipal Code ("NMC") Section 3.04.030, a range of City charges (including taxes, assessments, and fees) that have been established by the City pursuant to separate ordinances and resolutions, most of which have been previously documented in ordinances codified in the NMC or in the version of Policy Resolution No. 16 adopted by the City Council on September 13, 2005 (hereinafter referred to as the "2005 Policy Resolution"); and

WHEREAS, pursuant to NMC Section 3.04.030, the Council has indicated that City policies related to the establishment, implementation, and enforcement of City charges may be adopted by ordinance or resolution; and

WHEREAS, the City has previously, pursuant to the 2005 Policy Resolution, established certain City policies related to the implementation of City charges; and

WHEREAS, the City intends to modify the 2005 Policy Resolution with the goals of: (a) continuing to use Policy Resolution No. 16 to document City policies and procedures related to the establishment, implementation, and enforcement of City charges (with clarifications as set forth in this resolution), and (b) discontinuing the use of Policy Resolution No. 16 for the purpose of assembling previously adopted amounts of City charges, and (c) delegating authority to the City Manager to establish administrative regulations for the detailed implementation of City policies related to City charges (including the administrative assembly of a "Master Fee Schedule" of all City charges established by the City); and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The 2005 Policy Resolution shall remain in full force and effect except to the extent specifically modified by this resolution (including the exhibits incorporated herein by reference). To the extent there are any conflicts between the 2005 Policy Resolution and this resolution, the provisions of this resolution shall take precedence.
2. Based on the facts presented to the City Council as a part of the public hearing on June 19, 2007, including any reports presented by City staff, the City Council hereby finds that the fee amounts identified on Exhibit "A" (attached hereto and incorporated herein by reference) represent the estimated reasonable costs incurred by the City in providing the services for which the fees are imposed.
3. The City Council hereby approves the fee amounts identified on Exhibit "A."
4. The City Council hereby adopts the updated Policy Resolution No. 16 (hereinafter referred to as "Policy Resolution No. 16"), as set forth in Exhibit "B," attached hereto and incorporated herein by reference.
5. The City Manager is hereby authorized and directed to assemble a written Master Fee Schedule which incorporates the updated fee amounts identified on Exhibit "A," along with all other fees and charges identified in the 2005 Policy Resolution or Policy Resolution No. 16.

6. The City Council hereby finds that the facts set forth in the recitals to this resolution are true and correct, and establish the factual basis for the City Council's adoption of this resolution.
7. Unless otherwise preempted by state law, this Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 19<sup>th</sup> day of June, 2007, by the following vote:

AYES: Council members Inman, Mott, van Gorder, Vice-Mayor Krider, Mayor Techel  
NOES: None  
ABSENT: None  
ABSTAIN: None

ATTEST: Sara J. Cox  
CITY CLERK OF THE CITY OF NAPA

**EXHIBIT A**

<b>General &amp; Miscellaneous Fees</b>		
<b>Description</b>	<b>Unit</b>	<b>Fee</b>
<b>Reproduction Work</b>		
1. Paper Copies	Per Page	\$0.25
<b>2. Audio and video tapes-meetings (Res 92-162, 7/7/92)</b>		
Video Tapes	Per Tape	\$6.75
Audio Tapes	Per Tape	\$4.75
3. Certification of documents/transcripts	Per Document	\$15.00
4. Recorded Meetings/Data DVD or CD-copy of DVD/CD	Disk	\$1.00
5. Compilation of data on meetings that must be compiled		direct staff cost
<b>Fax Transmissions</b>		
1. Ten (10) pages or less	First 10 Pages	\$2.00
2. Eleventh page and up	Per Page	\$0.25
<b>Bound Reports and Other Publications</b>		
1. Budget	Per Document	\$31.00
2. Annual Financial Report	Per Document	\$16.00
3. Annual Financial Report Summary	Per Page	\$0.25
4. General Plan	Per Document	\$64.00
5. Zoning and Subdivision Ordinance	Per Document	\$64.00
6. Combined Zoning/Subdivision Ordinance w/ attachments	Per Document	\$103.00
7. Soscol Guidelines	Per Document	\$44.00
8. Housing Element	Per Document	\$68.00
9. Business Licensing Report	Per Report	\$6.50
10. Mailing of Reports and Publications		actual cost
<b>Special Services</b>		
1. Administrative fee on all City invoices (Except where indicated otherwise.)	Per Invoice	\$11.00
2. Late charge on City invoices	Per Invoice	\$11.00
3. Income Withholding Order for child support	Per Payroll Check	\$1.50
4. Recovery of collection search fee (in-house)	Per Account	\$5.50
<b>Description</b>	<b>Unit</b>	<b>Proposed</b>
1. Special Events Permit	Per Permit	\$33.00
<b>Agendas and Minutes (Annual Rates):</b>		
1. Planning Commission		
Agenda Packet	Annual Rate	\$1,836.00
Agenda	Annual Rate	\$202.00
Minutes	Annual Rate	\$166.00
Entire Subscription	Annual Rate	\$2,206.00

<b>2. City Council</b>		
Agenda Packet	Annual Rate	\$420.00
Agenda	Annual Rate	\$156.00
Minutes	Annual Rate	\$181.00
Entire Subscription	Annual Rate	\$1,824.00
<b>3. Housing Authority</b>		
Agenda Packet	Annual Rate	\$298.00
Agenda	Annual Rate	\$69.00
Minutes	Annual Rate	\$69.00
Entire Subscription	Annual Rate	\$437.00
<b>4. Traffic Advisory Committee</b>		
Agenda Packet	Annual Rate	\$151.00
Agenda	Annual Rate	\$35.00
Minutes	Annual Rate	\$35.00
Entire Subscription	Annual Rate	\$221.00
<b>Other Agendas and Minutes</b>		
<b>1. Greater than 50 pages per packet</b>		
Agenda Packet	Annual Rate	\$224.00
Agenda	Annual Rate	\$51.00
Minutes	Annual Rate	\$52.00
Entire Subscription	Annual Rate	\$328.00
<b>2. Monthly Meetings</b>		
Agenda Packet	Annual Rate	\$112.00
Agenda	Annual Rate	\$69.00
Minutes	Annual Rate	\$69.00
Entire Subscription	Annual Rate	\$251.00
<b>3. Bi-Monthly Meetings</b>		
Agenda Packet	Annual Rate	\$69.00
Agenda	Annual Rate	\$35.00
Minutes	Annual Rate	\$35.00
Entire Subscription	Annual Rate	\$136.00
<b>4. Quarterly Meetings</b>		
Agenda Packet	Annual Rate	\$27.00
Agenda	Annual Rate	\$23.00
Minutes	Annual Rate	\$24.00
Entire Subscription	Annual Rate	\$74.00
<b>Photograph Copies (both film and digital):</b>		
1. 3-1/2" by 5"	Per Copy	\$3.25
2. 4" by 6"	Per Copy	\$3.25
3. 5" by 7"	Per Copy	\$5.75
4. 8" by 10"	Per Copy	\$9.00
5. 11" by 14"	Per Copy	\$18.00
<b>6. Polaroid Photographs</b>		
Color Copy	Per Copy	\$4.50
Black & White Copy	Per Copy	\$0.20

<b>35mm Colored Slides:</b>		
1. Duplicate	Per slide	\$3.75
2. Duplicate Overnight (Minimum 12 slides)	Per 12 slides	\$19.00
3. 4" by 6"	Per slide	\$4.50
4. 4" by 6" Overnight	Per slide	\$6.00
DVD/CD Copies of digital photographs, digital video and digital audio recordings(includes retrieval and copying)		\$18.00
<b>Police &amp; Fire Accident, Crime &amp; Investigation Reports</b>		
1. Up to 10 pages	10 pages	\$7.75
2. Eleventh page and up	Per page	\$0.85
3. CAD printouts	Per page	\$0.85

**City Clerk Fees**

<b>Description</b>	<b>Unit</b>	<b>Fee</b>
<b>Government Use of Council Chamber or Committee Room</b>		
<b>1. Council Chambers (2 hour minimum)</b>		
Up to 4 hours	Per Rental	\$105.00
Use exceeding 4 hours	Per Hour	\$21.00
Cancellation Charge-upon 72 hours notice	Flat Fee	\$26.00
Additional costs outside regular business hours		Direct staff costs
<b>2. Committee Room (2 hour minimum)</b>		
Up to 4 hours	Per Rental	\$53.00
Use exceeding 4 hours	Per Hour	\$11.00
Cancellation Charge	Flat Fee	\$26.00
Additional costs outside regular business hours		Direct staff costs

<b>Community Resources Fees</b>				
	<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>	<b>Comments</b>
<b>PELUSI RECREATION ROOM</b>				
Schools and Colleges / Joint Use Agreement	Rental		No Fee	
	Security Deposit	Maximum	\$526.00	Refundable
Nonprofit/Government	Mon-Thurs Rental	Per Hour	\$23.00	3 Hour Minimum; Private Rates apply for Fri- Sun.
	Cleaning/ Restocking	Flat Rate	\$79.00	Non-Refundable
	Security Deposit	Alcohol Flat Rate	\$526.00	Refundable
	Security Deposit	No Alcohol Flat Rate	\$126.00	Refundable
Private Groups	Saturday & Holiday Rental	Per Day	\$631.00	Cleaning/restocking fee included
	Sunday	Per Day	\$526.00	
	Mon-Fri Rental	Per Hour	\$34.00	3 Hour minimum- plus Cleaning/restocking fee
	Fri Set-up	Flat Rate	\$172.00	For Saturday Event
	Security Deposit	Alcohol Flat Rate	\$736.00	Refundable
	Security Deposit	No Alcohol Flat Rate	\$526.00	Refundable
	Cleaning/ Restocking	Flat Rate	\$79.00	Non-Refundable
Commercial users	Fri-Sun & Holiday Rental	Per Day	\$687.00	Cleaning/restocking fee included
	Mon-Thurs Rental	Per Hour	\$86.00	2 Hour minimum- plus Cleaning/restocking fee
	Security Deposit	Maximum	\$2,105.00	Refundable
	Cleaning/ Restocking	Flat Rate	\$79.00	Non-Refundable
Bollard Key Deposit - All Groups	Deposit	Flat Rate	\$52.00	Refundable
60" Round Table Rentals	Rental	Per Table	\$9.00	Rate based on average market rates.
60" Round Table Rentals	Rental	Per group of 7 tables	\$58.00	Rate based on average market rates.
<b>LAS FLORES CENTER</b>				
<b>Multi Use Room</b>				
Napa Valley U. S. D./Joint Use Agreement	Rental		No Fee	

Colleges/Joint Use Agreement	Rental	Per Hour	\$18.00	3 Hour minimum-plus Cleaning/restocking fee
	Security Deposit	Maximum	\$421.00	Refundable
	Cleaning/Restocking	Maximum	\$158.00	Non-Refundable
Nonprofit Organizations	Rental	Per Hour	\$45.00	3 Hour minimum-plus Cleaning/restocking fee
	Security Deposit	Maximum	\$631.00	Refundable
	Cleaning/Restocking	Maximum	\$158.00	Non-Refundable
Private Groups	Saturday Rental	Per Day	\$974.00	
	Sunday Rental	Per Day	\$401.00	
	Mon-Fri Rental	Per Hour	\$ 68.00	3 Hour minimum-plus cleaning /restocking fee
	Security Deposit	Maximum	\$1,263.00	Refundable
<b>Multi Use Room</b>				
Commercial Users	Rental	Per Hour	\$258.00	3 Hour minimum-plus cleaning /restocking fee
	Security Deposit	Maximum	\$2,105.00	Refundable
	Cleaning/Restocking	Maximum	\$136.00	Non-Refundable
Informal Small Group (25 or less)	Rental	Per Hour	\$34.00	
	Security Deposit	Maximum	\$263.00	Refundable
	Cleaning/Restocking	Maximum	\$210.00	Non-Refundable
Youth Team Practice (15 players or less)	Rental	Per Hour	\$16.00	2 Hour Minimum Includes Staff
Adult Team Practice (15 players or less)	Rental	Per Hour	\$21.00	2 Hour Minimum Includes Staff
<b>LAS FLORES CENTER</b>				
<b>Meeting Room</b>				
Schools/Colleges (Joint Use Agreement) excludes Holidays	Mon-Fri Rental		No Fee	
	Security Deposit	Maximum	\$436.00	
Nonprofit or Private Group Organizations	Rental	Per Hour	\$34.00	
	Security Deposit	Maximum	\$421.00	Refundable
	Cleaning/Restocking	Maximum	\$ 53.00	Non-Refundable

<b>SENIOR CENTER FACILITIES</b>				
<b>Social Hall</b>				
Senior Citizen Groups - On-Going Users	Rental	Per Meeting	\$ 18.00	Cleaning/restocking fee included
<b>SENIOR CENTER FACILITIES</b>				
<b>Dining Hall</b>				
Senior Citizen Groups - On-Going Users	Rental	Per Meeting	\$ 18.00	Cleaning/restocking fee included
<b>Social Hall/Dining Hall</b>				
Private Users	Sat/Sun & Holiday Rental	Per Full Day	\$ 700.00	Cleaning/restocking fee included
	Mon-Fri Rental	Per 1/2 Day	\$ 348.00	
	Security Deposit	Flat Rate	\$ 526.00	Refundable
	Cleaning/Restocking	Flat Rate	\$ 37.00	Non-Refundable
Non-profit Organizations	Rental	Per Hour	\$ 34.00	3 Hour minimum-plus Cleaning/restocking fee
	Security Deposit	Flat Rate	\$ 105.00	Refundable
	Cleaning/Restocking	Flat Rate	\$ 37.00	Non-Refundable
Commercial Users	Rental	Per Hour	\$ 140.00	4 Hour minimum-plus Cleaning/restocking fee
	Security Deposit	Max	\$ 1,052.00	Refundable
	Cleaning/Restocking	Flat Rate	\$ 37.00	Non-Refundable
<b>Multi-use room</b>				
Senior Citizen Groups - On-Going Users	Rental	Per Meeting	\$ 18.00	Cleaning/restocking fee included
Senior Social Groups	Rental	Per Meeting	\$ 18.00	Cleaning/restocking fee included
	Cleaning/Restocking	Flat Rate	\$ 37.00	Non-Refundable
<b>SENIOR CENTER FACILITIES</b>				
<b>Multi-use room</b>				
Private Users	Mon-Fri Rental	Per 1/2 Day	\$ 258.00	Excluding Holidays
	Mon-Fri Rental	Per Full Day	\$ 459.00	Excluding Holidays
	Sat/Sun & Holiday Rental	Per Full Day	\$ 521.00	Cleaning/restocking fee included

	Security Deposit	Flat Rate	\$ 526.00	Refundable
	Cleaning/ Restocking	Flat Rate	\$ 37.00	Non-Refundable
Non-profit Organizations	Rental	Per Hour	\$ 23.00	3 hour Minimum
	Security Deposit	Flat Rate	\$ 105.00	Refundable
	Cleaning/ Restocking	Flat Rate	\$ 37.00	Non-Refundable
<b>SENIOR ANNEX RECREATION CENTER</b>				
<b>Large Multi Use Room</b>				
Senior Citizens Groups – On- Going Users	Rental	Per Meeting	\$ 18.00	Cleaning/restocking fee included
Private Users (3)	Fri-Sun & Holiday Rental	Per Day	\$ 279.00	
	Mon-Thurs Rental	Per Hour	\$ 22.00	3 hour Minimum
	Security Deposit	Flat Rate	\$ 263.00	Refundable
	Cleaning/ Restocking	Flat Rate	\$ 37.00	Non-Refundable
<b>SENIOR ANNEX RECREATION CENTER</b>				
<b>Large Multi Use Room</b>				
Commercial User	Rental	Per Hour	\$ 90.00	4 hour minimum
	Security Deposit	Flat Rate	\$ 263.00	Refundable
	Cleaning/ Restocking	Flat Rate	\$ 37.00	Non-Refundable
<b>SENIOR ANNEX RECREATION CENTER</b>				
<b>Large Multi Use Room</b>				
Non-profit Organizations	Rental	Per Hour	\$ 23.00	3 hour Minimum
	Security Deposit	Flat Rate	\$ 265.00	Refundable
	Cleaning/ Restocking	Flat Rate	\$ 37.00	Non-Refundable
<b>Small Meeting Room</b>				
Senior Citizens Groups – On- Going Users	Rental	Per Meeting	\$ 10.00	Cleaning/restocking fee included
Senior Social Groups	Rental	Per Hour	\$ 12.00	2 Hour Minimum
	Cleaning/ Restocking	Flat Rate	\$ 37.00	Non-Refundable
Private Users	Rental	Per Meeting	\$ 90.00	

	Security Deposit	Flat Rate	\$105.00	Refundable
	Cleaning/ Restocking	Flat Rate	\$37.00	Non-Refundable
Non-profit Organizations	Rental	Per Hour	\$14.00	3 Hour Minimum
	Security Deposit	Flat Rate	\$105.00	Refundable
	Cleaning/ Restocking	Flat Rate	\$37.00	Non-Refundable
<b>SENIOR ANNEX RECREATION CENTER</b>				
<b>1524 JEFFERSON STREET ANNEX</b>				
Senior Citizen Groups – On-Going Users				
<b>Room A</b>	Rental	Per Meeting	\$10.00	Cleaning/restocking fee included
<b>Rooms A-1, B &amp; C</b>	Rental	Per Meeting	\$6.00	Cleaning/restocking fee included
<b>SENIOR ANNEX RECREATION CENTER</b>				
<b>1524 JEFFERSON STREET ANNEX</b>				
Private Users and Non-Senior Organizations (Under 70% senior participation)				
<b>Room A</b>	Rental	Per Meeting	\$84.00	
<b>Rooms A-1, B &amp; C</b>	Rental	Per Meeting	\$28.00	
	Security Deposit	Flat Rate	\$105.00	Refundable
	Cleaning/ Restocking	Flat Rate	\$37.00	Non-Refundable
Non-profit Organizations				
<b>Room A</b>	Rental	Per Meeting	\$56.00	
<b>Rooms A-1, B &amp; C</b>	Rental	Per Meeting	\$34.00	
	Cleaning/ Restocking	Flat Rate	\$37.00	Non-Refundable
Senior Citizen Groups – On-Going Users				
<b>Room A</b>	Rental	Per Meeting	\$10.00	Cleaning/restocking fee included
<b>Rooms B &amp; C</b>	Rental	Per Meeting	\$6.00	Cleaning/restocking fee included
Private Users and Non-Senior Organizations (Under 70% senior participation)				
<b>Room A</b>	Rental	Per Meeting	\$84.00	
<b>Rooms B &amp; C</b>	Rental	Per Meeting	\$28.00	
	Security Deposit	Flat Rate	\$105.00	Refundable
	Cleaning/ Restocking	Flat Rate	\$37.00	Non-Refundable
<b>SENIOR ANNEX RECREATION CENTER</b>				
<b>1518 JEFFERSON STREET ANNEX</b>				
Non-Profit Organizations				
<b>Room A</b>	Rental	Per Meeting	\$56.00	
<b>Rooms B &amp; C</b>	Rental	Per Meeting	\$34.00	
	Cleaning/ Restocking	Flat Rate	\$37.00	Non-Refundable
<b>PATIO AREA</b>				
Senior Citizen Groups – On- Going Users	Rental	Per Use	\$27.00	Cleaning/restocking fee included

Private Users	Rental	Per Use	\$81.00	
	Security Deposit	Flat Rate	\$53.00	Refundable
Non-Profit Organizations	Rental	Per Use	\$55.00	
	Security Deposit	Flat Rate	\$53.00	Refundable
Senior Social Groups	Rental	Per Use	\$38.00	Cleaning/restocking fee included
<b>BOCCE BALL COURTS</b>				
Senior Citizen Groups - On-Going Users	Rental	Per Court Per Day	\$ 8.00	Cleaning/restocking fee included
Private Users	Rental	Per Court Per Day	\$ 21.00	
	Security Deposit	Flat Rate	\$ 158.00	Refundable
	Cleaning/Restocking	Flat Rate	\$ 21.00	Non-Refundable
Non-Profit Organizations	Rental	Per Court Per Day	\$ 13.00	
	Security Deposit	Flat Rate	\$ 158.00	Refundable
	Cleaning/Restocking	Flat Rate	\$ 21.00	Non-Refundable
Support Groups	Rental			
<b>LOCKER FEES FOR SENIOR CITIZEN GROUPS</b>	Rental	Per Year Per Add'l Locker	\$ 11.00	
<b>OTHER SENIOR FEES --- ALL USERS</b>				
Reservation Changes/Cancellations		Per Change	\$ 26.00	Fee added to be consistent with department wide policy.
<b>SOFTBALL FIELDS</b>				
<b>City League Teams Adult- Practice Only</b>				
NVUSD fields	Rental	Per Hour	\$ 6.50	2 Hour Minimum
NVC and JFK fields	Rental	Per Hour	\$ 10.50	2 Hour Minimum
Lights	Rental	Per Hour	\$ 12.00	
<b>Tournaments - Adult</b>	Rental	Per Field Per Day	\$ 132.00	
	Site Supervisor	Per Field Per hour	\$ 13.00	
	Security Deposit	Flat Rate	\$ 526.00	
	Lights	Per Field Per hour	\$ 14.00	
	Restroom Cleaning	Per Service	\$ 200.00	Applied when event necessitates extra servicing of portable restrooms.

<b>Tournaments - Youth</b>	Rental	Per Field Per Day	\$79.00	
	Site Supervisor	Per Field Per hour	\$13.00	
	Security Deposit	Flat Rate	\$526.00	
	Lights	Per Field Per hour	\$8.50	
	Restroom Cleaning	Per Service	\$200.00	Applied when event necessitates extra servicing of portable restrooms.
<b>SOFTBALL FIELDS</b>				
<b>Youth Sports Council Members Practice Only</b>				
NVUSD, NVC or JFK fields	Rental			
	Lights	Per Field Per Hour	\$8.50	
<b>Youth Sport Leagues (not Youth Sports Council members) – Practice Only</b>				
NVUSD, NVC or JFK fields	Rental	Per Field Per Hour	\$5.50	
	Lights	Per Field Per Hour	\$8.50	
<b>Informal Use - Non-League Play</b> NVC and Kennedy fields	Rental	Per Hour	\$34.00	3 hour minimum
	Lights	Per Field Per Hour	\$12.00	
	Security Deposit	Flat Rate	\$210.00	Refundable
<b>CITY WIDE AND COMMUNITY PARKS</b>				
<b>Fuller Park - Small Area</b>	Reservation	Per Day	\$74.00	
	Security Deposit	Flat Rate	\$105.00	Refundable
<b>Kennedy Park</b>				
Large Area	Reservation	Per Day	\$147.00	
	Security Deposit	Flat Rate	\$210.00	Refundable
Formal Garden	Reservation	Per Day	\$168.00	
	Security Deposit	Flat Rate	\$210.00	Refundable
Small Area	Reservation	Per Day	\$84.00	
	Security Deposit	Flat Rate	\$105.00	Refundable
Large Group Use Area	Reservation	Per Day	\$ 464.00	
	Security Deposit	Flat Rate	\$ 421.00	Refundable
160-250 people	Reservation	Per Day Maximum	\$ 2,308.00	Based on activity impact
Over 250 people	Security Deposit	Maximum	\$ 1,052.00	Refundable

<b>CITY WIDE AND COMMUNITY PARKS</b>				
<b>Kennedy Park</b>				
<b>Non-Reserve Areas</b>				
Permit for non-reserve park area	Application	Flat Rate	\$32.00	
Small Commercial Events (hikes, picnics for 20 or fewer people with no reserve area)	Application	Flat Rate	\$43.00	
Dwight Murray Plaza Key Charge	Fee	Flat Rate	\$26.00	
Dwight Murray Plaza Key Deposit	Security Deposit	Flat Rate	\$26.00	Refundable
<b>Napa High Community Pool &amp; Park</b>				
<b>Pool &amp; Picnic Areas, Sat &amp; Sun</b>				
<b>Non Profit Organizations</b>				
Up to 50 people – incl. life guards	Reservation	Per Hour	\$73.00	4 Hour Minimum
51-100 people – incl. life guards	Reservation	Per Hour	\$84.00	4 Hour Minimum
101-150 people – incl. life guards	Reservation	Per Hour	\$94.00	4 Hour Minimum
151-200 people – incl. life guards	Reservation	Per Hour	\$105.00	4 Hour Minimum
	Cleaning/ Restocking	Flat Rate	\$52.00	Non-Refundable
	Security Deposit	Maximum	\$631.00	Refundable
<b>Private Users</b>				
Up to 50 people – incl. life guards	Reservation	Per Hour	\$84.00	4 Hour Minimum
51-100 people – incl. life guards	Reservation	Per Hour	\$95.00	4 Hour Minimum
101-150 people – incl. life guards	Reservation	Per Hour	\$105.00	4 Hour Minimum
151-200 people – incl. lifeguards	Reservation	Per Hour	\$116.00	4 Hour Minimum
	Cleaning/ Restocking	Flat Rate	\$52.00	Non-Refundable
	Security Deposit	Maximum	\$631.00	Refundable
<b>Picnic Areas During Open Public Swim</b>				
School Groups	Rental	Per Area Per Session	\$16.00	Plus the cost of Pool Admission
<b>Picnic Areas During Open Public Swim</b>				
Non-Profit Orgs	Rental	Per Area Per Session	\$21.00	Plus the cost of Pool Admission
Private Users	Rental	Per Area Per Session	\$26.00	Plus the cost of Pool Admission

<b>VENDOR FEES</b>				
Less than 149 Participants Per Day	Permit	Per Day	\$ 35.00	
150 to 249 Participants Per Day	Permit	Per Day	\$ 58.00	
250 or More Participants Per Day	Permit	Per Day	\$ 92.00	
Monday - Thursday, 3 Days or More	Permit	Per Week	\$ 86.00	Excludes Special Events and Softball Tournaments
<b>ADDITIONAL FEES FOR ALL FACILITY RESERVATIONS</b>				
<b>Non Resident Fees</b>				
Private		Per Use	\$ 132.00	
Commercial		Per Use	\$ 158.00	
Non-Profit Organizations		Per Use	\$ 132.00	
Reservations Changes & Cancellations		Per Change	\$ 26.00	
<b>OTHER FEES</b>				
Tree Removal	Application	Per Tree	\$ 16.00	
Tree/Sidewalk Preventative Program	Participation	Per Tree	\$ 150.00	
Protective Native Tree- Up to 5 Trees	Application	Flat Rate	\$ 52.00	
Protective Native Tree- More Than 5 Trees	Application	Add'l Per Tree	\$ 11.00	
Tree Planting	Application	Per Tree	\$ 21.00	
Protected Native Tree Replacement	In-lieu fee	Per Tree	\$ 300.00	Consistent with NMC 12.45.070

## Napa Golf Course at Kennedy Park Fees

Description	Fee
<b>Weekday - Resident</b>	
18-holes	\$25.00
9-holes	\$13.00
Twilight	\$18.00
Super twilight	\$14.00
Senior	\$16.00
Student/Jr	\$10.00
Ladies Golf Club	\$19.00
<b>Weekday - Non Resident</b>	
18-holes	\$33.00
9-holes	\$17.00
Twilight	\$22.00
Super twilight	\$18.00
Senior	\$22.00
Golfnow	\$26.00
Express Card	\$16.00
<b>Weekday Tournament</b>	
Tournament 1	\$33.00
Tournament 2	\$24.00
<b>Weekend - Resident</b>	
18-holes	\$33.00
Golfnow	\$37.00
9-holes	\$17.00
Twilight	\$22.00
Super Twilight	\$19.00
Student/Jr	\$21.00
<b>Weekend - Non Resident</b>	
18-holes	\$43.00
Golfnow	\$37.00
9-holes	\$23.00
Twilight	\$28.00
Super Twilight	\$22.00
<b>Weekend Tournament</b>	
Tournament 1	\$44.00
Tournament 2	\$34.00
Tournament 3	\$25.00

**Police Fees**

<b>Description</b>	<b>Fee</b>
<b>FINGERPRINTING FEES</b>	
<b>1. Concealed Weapons Permit</b>	
Civilian – initial	(Plus DOJ Fee) \$112.00
Civilian – renewal	(Plus DOJ Fee) \$28.00
Extra cards	\$22.00
Permit changes (weapon, address, etc.)	\$28.00
Psychological Examination (if necessary)	\$168.00
Judicial – initial	(Plus DOJ Fee) \$112.00
Judicial – renewal	(Plus DOJ Fee) \$28.00
Reserve Peace Officer - initial	(Plus DOJ Fee) \$112.00
Reserve Peace Officer - renewal	(Plus DOJ Fee) \$28.00
<b>2. Business License/Permit Processing</b>	
Cardroom owner transfer	(Plus DOJ Fee) \$28.00
Cardroom dealer permit	
Jan 1 – June 30	(Plus DOJ Fee) \$28.00
July 1 – Dec 31	(Plus DOJ Fee) \$28.00
Ice cream vendor	(Plus DOJ Fee) \$28.00
Massage application and technicians	(Plus DOJ Fee) \$28.00
Fortune-telling	(Plus DOJ Fee) \$28.00
Taxi permit	(Plus DOJ Fee) \$28.00
Solicitor	(Plus DOJ Fee) \$28.00
Schools	(Plus DOJ Fee) \$28.00
Any other non-criminal	(Plus DOJ Fee) \$28.00
Permit changes (weapon, address, etc.)	\$28.00
Renewals	\$28.00
Additional services that require more than the normal background check	Staff Cost
Second-hand dealer license	
Initial – first applicant	(Plus DOJ Fee) \$28.00
Each additional	(Plus DOJ Fee) \$28.00

Renewal	\$28.00	(Plus DOJ Fee)
Renewal, add new applicant	\$28.00	(Plus DOJ Fee)
Fingerprinting (each card) or Live Scan – rolling fee only	\$16.00	
<b>Description</b>	<b>Fee</b>	
<b>OTHER FEES</b>		
1. Abatement of dismantled and abandoned vehicles	Towing Cost plus \$66.00	
2. Alarm Fees		
Original Permit	\$32.00	
Renewal Permit	\$32.00	
Excessive False Alarms/Per Occurrence	\$160.00	
3. Auto repossession fee	\$16.00	
4. Vehicle Release Fees	\$125.00	
5. Visa letters/ABC Local Background/License/Commercial	\$28.00	
6. Firearms Storage Release fee	\$26.00	

**Water Fees**

**Service Initiation or Shutoff**

Water Service Initiation Outside Normal Working Hours \$90.00

Water Turnoff Outside Normal Working Hours (except for emergencies) \$90.00

**Fire Services**

Turn-on fee for hydrants turned off due to unauthorized connection during normal work hours \$20.00

Turn-on fee for hydrants turned off due to unauthorized connection outside normal work hours \$50.00

**Water for Construction Purposes**

Hydrant meter & backflow device deposit (refunded upon meter removal by City) \$1,750.00

Fire hydrant meter & backflow device set fee \$120.00

Moving fire hydrant meter & backflow device within same project \$35.00

**Reconnection Charge Where Meter Is Not Removed**

Water needs to be turned on outside normal working hours after being turned off for failure to pay water bills \$90.00

Replacement of cut water service lock \$30.00

**Service Installations**

Fee for installing a standard fire hydrant on an existing 6-inch lateral \$3,920.00

Fee for installing a 6-inch lateral for a fire hydrant \$7,310.00

Fee for a complete lateral and fire hydrant installation \$10,190.00

Fee to abandon a 3/4" or 1" metered service \$2,370.00

Fee to relocate a 3/4" or 1" metered service less than or equal to 5-feet parallel to the street \$1,960.00

**Service Connections**

Service Size (in inches):	0.75"	1"	1.5"	2"	3"	4"	6"	8"	12"
Meter Set	\$275	\$350	\$645	\$2,005	\$2,860	\$4,205	\$5,295	\$6,380	All 12" installation fees will be time and material charges
Service Pipe	\$5,950	\$5,950	\$8,390	\$8,390	\$11,620	\$11,750	\$12,460	\$12,890	
Service Pipe less excavation	\$1,580	\$1,580	\$3,590	\$3,590	\$7,310	\$7,120	\$7,830	\$8,260	
Hot Tap	\$830	\$830	\$2,350	\$2,350	\$2,580	\$2,390	\$2,900	\$3,540	

**Fire Fees**  
**Description**

**Fee**

Fire and Life-Safety Inspection Fees for Residential Care  
Facilities for the Elderly:

State Fire Marshal Regulate Occupancies: Group XC  
(Organized Camps), Group E (Educational), Group I  
(Institutional), Group R (Residential)

Direct staff  
services costs

## Engineering Fees

Description	Proposed
A. Encroachment Permit fees for projects performed under the Sidewalk Cost Share Program	\$0
B. Permit fees on excavation and encroachments not associated with a development project (NMC § 12.12.050 and 12.08.050)	\$79 OR total calculated from improvements listed in items B5 and B6 below whichever is greater.
1. Trash Dumpster in the right-of-way during construction	\$79
2. Geotechnical testing	<b>Direct Staff Service Cost + Equipment + Materials</b>
3. Surface improvements	
Curb and/or gutter	\$1.00 /linear ft
Sidewalk	\$0.35 /sq ft
Residential Driveway Approach	\$79.00 each
Pavement	\$0.80 /sq ft
Valley gutter	\$150.00 each
Monitoring Wells	\$79.00 each
Utility Pole Work	\$79.00 each
Curb Ramp	\$165.00 each
Commercial/Industrial Driveway Approach	\$250.00 each
Crack Restoration Fee	\$0.30 /linear ft
4. Backfill and subgrade	
Bell Hole or Pot Hole	\$10.00 /hole in addition to the minimum encroachment permit fee
Drainage and sewer pipe	\$3.00 /linear ft
Catch basin	\$250.00 each
Manholes	\$250.00 each
Water mains	\$1.75 /linear ft
Gas mains	\$1.75 /linear ft
Telephone and cable TV ducts	\$1.75 /linear ft
Water services	\$79.00 each
Gas and electrical services	\$79.00 each
Sewer laterals	\$79.00 each
C. Permit fees on excavation and encroachments associated with a development project	<b>Direct Staff Service Cost + Equipment + Materials</b>
D. Pavement replacement/concrete work performed by City Forces (except for Permits issued under the Sidewalk Cost Share Program)	<b>Direct Staff Service Cost + Equipment + Materials</b>

**Description**

- E. Blueprint and copy fees (includes sales tax)  
 1. City street map on Bond, 1000 scale  
 2. Prints or reproducible

**Proposed**

\$6.70 each

Plotting	Pre cut		Roll stock			
	8.5 x 11	11x17			24x36	36x48
First Page						
Bond	\$6.30	\$6.30			\$6.50	\$6.70
Mylar	\$7.30	\$7.60			\$9.30	\$12.50
Vellum	\$6.70	\$6.80			\$7.60	\$9.00
Each page thereafter						
Bond	\$1.00	\$1.00			\$2.20	\$2.40
Mylar	\$3.00	\$3.40			\$5.20	\$6.30
Vellum	\$2.30	\$2.50			\$3.40	\$4.00
Copying						
First page						
Bond	\$1.20	\$1.20			\$3.00	\$3.40
Mylar	\$2.30	\$2.70			\$6.10	\$9.20
Vellum	\$1.70	\$2.00			\$4.20	\$5.60
Each page thereafter						
Bond	\$1.20	\$1.20			\$2.40	\$2.70
Mylar	\$2.30	\$2.70			\$5.40	\$6.50
Vellum	\$1.70	\$2.00			\$3.70	\$5.10

**Description**

- E. Blueprint and copy fees (includes sales tax)  
 3. Custom print  
 4. Custom aerial  
 5. Standard specifications and standard plans  
 6. Public Works monument book  
 7. Capital Improvement Project Plans and Specifications

**Proposed**

- Direct staff service cost + materials (\$38 minimum)  
 Direct staff service cost + materials (\$38 minimum)  
 \$59 each + postage  
 \$60 each + postage  
 Direct staff services cost + materials + postage

F. Completion charges - Subdivision and other private development

- 1. Street light energy costs charged to the subdivider from when the streetlight is turned on until the subdivision is accepted by the City \$11.80 /light/month
- 2. Miscellaneous paving in streets because of development failure Direct field employees service costs + vehicle costs
- 3. Street sweeping (2 hour minimum) Direct field employees service costs + vehicle costs
- 4. Installation of barricades for work done under an encroachment permit \$6.30 /day/ barricade and  
\$0.70 /day/ light  
plus 4-hour field employees' services costs for set up and clean up

G. Transportation permit (overload/oversize)  
(California Code of Regulations, Title 21, Division 2, Chapter 7, §1411.3)

- 1. Limited annual/seasonal permit \$90.00
- 2. Single trip permit \$16.00

H. Curb painting or signing for parking restrictions

Direct staff service costs + equipment and materials (\$114 minimum)

I. Traffic Mitigation Fees (Street Improvement Fees)

Off-site Arterial and Collector Street Improvement Fees (NMC Chapter 15.84) are updated by the Public Works Department by an amount corresponding to the Construction Price Index of the "Engineering News Record". Fees are collected with the building permit and are detailed in the Building Department's section of this Policy Resolution.

J. Public telephone on City sidewalks (NMC § 12.24.020)

15% of gross receipts

K. Emergency services in unusual circumstances

(Examples: repair of City facilities due to accidents and vandalism; dangerous or hazardous material cleanup; removal of unauthorized construction; or at special requests)

- 1. Use of regular City equipment Current outside rental rates
- 2. Personal costs Direct staff services costs
- 3. Use of special equipment and supplies Direct staff services costs
- 4. Replacement of disposable equipment and supplies Full replacement costs
- 5. Administrative fee \$14.30 /billing

L. House moving route approval

Direct staff service cost

**NOTE: All hourly direct services costs are subject to 1/2 hour minimum.**

## EXHIBIT B

### POLICY RESOLUTION NO. 16

#### **POLICY RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, REGARDING THE ESTABLISHMENT, IMPLEMENTATION, AND ENFORCEMENT OF FEES AND CHARGES**

WHEREAS, the City has identified, in Napa Municipal Code ("NMC") Section 3.04.030, a range of City charges (including taxes, assessments, and fees) that have been established by the City pursuant to separate ordinances and resolutions, most of which have been previously documented in ordinances codified in the NMC or in the version of Policy Resolution No. 16 adopted by the City Council on September 13, 2005 (hereinafter referred to as the "2005 Policy Resolution"); and

WHEREAS, pursuant to NMC Section 3.04.030, the Council has indicated that City policies related to the establishment, implementation, and enforcement of City charges may be adopted by ordinance or resolution; and

WHEREAS, the City has previously, pursuant to the 2005 Policy Resolution, established certain City policies related to the implementation of City charges; and

WHEREAS, the City intends to modify the 2005 Policy Resolution with the goals of: (a) continuing to use Policy Resolution No. 16 to document City policies and procedures related to the establishment, implementation, and enforcement of City charges (with clarifications as set forth in this resolution), and (b) discontinuing the use of Policy Resolution No. 16 for the purpose of assembling previously adopted amounts of City charges, and (c) delegating authority to the City Manager to establish administrative regulations for the detailed implementation of City policies related to City charges (including the administrative assembly of a "Master Fee Schedule" of all City charges established by the City); and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

#### 8. Adoption.

- a. The City Council hereby approves the updated Policy Resolution No. 16 (hereinafter referred to as "Policy Resolution No. 16" or "this resolution"), as set forth herein.
- b. The 2005 Policy Resolution shall remain in full force and effect except to the extent specifically modified by this resolution. To the extent there are any conflicts between the 2005 Policy Resolution and this resolution, the provisions of this resolution shall take precedence.

#### 9. Purpose and Goals.

- a. It is the policy of the City that, to the extent authorized by law, the costs of providing City services will be equitably apportioned as a charge to those who benefit from, or create the need for, the City services.
- b. The City affirms, to the greatest extent possible, the City's constitutional "home rule" authority as a charter city pursuant to California Constitution Article XI, Section 5. Pursuant to the City's constitutional "home rule" authority, the City is and shall be exempt from the provisions of State law governing general law cities; provided, however, the City may expressly adopt one or more provisions of State law to govern the implementation of City charges to the extent expressly provided in the City Charter, the Napa Municipal Code, Council resolution, or other Council action. This statement is intended to be a clarification of the City's authority.

- c. To the extent any person responsible to pay a City charge considers all or some portion of the City charge to be in violation of any law (including the Constitution of the United States of America, or the Constitution of the State of California), that person may challenge the charge by requesting a hearing before the City Manager, pursuant to Napa Municipal Code Section 3.04.040. Any such request shall be made in writing to the City Manager within 30 days after written notice imposing the City charge, stating all grounds which the responsible person wishes the City to consider. A failure by the responsible person to make a timely challenge in accordance with this Subsection 2(c) shall constitute a failure to exhaust administrative remedies.

#### 10. Administrative Regulations.

- a. The City Manager is authorized and directed to establish and maintain written administrative regulations to implement the City's procedures related to the establishment, implementation, and enforcement of fees and charges, in accordance with the requirements of the City Charter, the Napa Municipal Code, and this resolution. The City Manager may delegate, in writing, the duties and authority set forth in this resolution to other qualified City employees.
- b. A copy of the administrative regulations shall be maintained in the office of the City Clerk. The administrative regulations shall be recommended for approval by the Finance Director, and subject to approval as to form by the City Attorney. The administrative regulations shall, at a minimum, address the following elements:
  - i. Standard procedures and guidelines related to the regular review of the adequacy of the dollar amounts of fees and charges, and the preparation of recommendations for Council approval of the establishment of new fees and charges and the updating of existing fees and charges.
  - ii. Standard procedures and guidelines related to the implementation and enforcement of City fees and charges. These procedures and guidelines shall specifically include the methods by which the City will collect unpaid fees and charges, including parameters for enforcing debts through small claims court or collections agencies, and parameters for evaluating whether the cost of enforcing uncollected delinquencies is outweighed by the likely recovery if successful. The City Manager, in consultation with the City Attorney, shall be authorized to approve settlements of disputed City charges in an amount not to exceed the City Attorney's authority to settle liability claims against the City (\$5,000 per claim, pursuant to Resolution R1999-166).
  - iii. Standard procedures and guidelines for the establishment and documentation of the actual costs of providing services that are covered by revenues generated by City charges. The actual costs shall include direct costs of labor, materials, and equipment, as well as indirect costs and overhead to the extent reasonably related to the services provided.
  - iv. Standard procedures and guidelines for the establishment and documentation of annual updates to City fees based on objective cost of living indexes.
  - v. Identification of any delegation of duties or authority from the City Manager to other qualified City employees.
  - vi. There shall be a "Master Fee Schedule" that documents the dollar amounts, effective dates, and legal authority (whether City Council ordinance, resolution, or other legal authority) of all City fees and charges.

11. This Resolution shall take effect on June 19, 2007.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the \_\_\_ day of \_\_\_\_, 20\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: \_\_\_\_\_  
CITY CLERK OF THE CITY OF NAPA