RESOLUTION NO. 2014-99

**RESOLUTION OF THE BOARD OF SUPERVISORS OF NAPA COUNTY, STATE OF CALIFORNIA, AMENDING THE COUNTY POLICY MANUAL BY ADOPTING HOURLY PROJECTS POLICIES AND PROCEDURES FOR THE DEPARTMENT OF PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES**

**WHEREAS**, the County is committed to upholding the highest standards of integrity, accountability and service in all it does; and

**WHEREAS,** the County has longstanding practices with regard to charging reasonable fees to substantially recover the cost of services provided to the public; and

**WHEREAS,** the County made comprehensive adjustments to the user fees charged by several departments in 2009, to improve fee assessment, staff time-keeping, accounting, and fee revenue reporting, as part of an overall effort to reorganize and update the County’s fee manual; and

**WHEREAS,** the County Policy Manual establishes a target of 80 percent cost recovery for both the Environmental Services and Planning Divisions, and 100 percent cost recovery for the Building Division; and

**WHEREAS,** the County Policy Manual identifies those applications where fees are charged on an hourly basis to recover the full cost of time and materials spent in processing the request; and

**WHEREAS,** the Board of Supervisors has determined that the scope and complexity of planning applications that are charged on an hourly basis varies considerably, which requires clear procedures for protecting the fiscal health of the County by ensuring that all reasonable and appropriate costs incurred by the applicant are paid in full; and

**NOW, THEREFORE, BE IT RESOLVED** that the Napa County Board of Supervisors hereby amends the County Policy Manual by adding Section 80.250 setting forth Hourly Projects Policies and Procedures to Part III as set forth in Exhibit “A”, effective August 19, 2014.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Board of Supervisors of the County of Napa, State of California, at a regular meeting of the Board held on the 19th day of August, 2014, by the following vote:

AYES: SUPERVISORS DILLON, DODD, WAGENKNECHT,

CALDWELL and LUCE

NOES: SUPERVISORS NONE

ABSENT: SUPERVISORS NONE

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MARK LUCE, Chairman

Napa County Board of Supervisors

ATTEST: GLADYS I. COIL

Clerk of the Board of Supervisors

**APPROVED BY THE NAPA COUNTY**

**BOARD OF SUPERVISORS**

Date: August 19, 2014

Processed by:

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Deputy Clerk of the Board

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

***APPROVED AS TO FORM***

*Office of County Counsel*

By: Robert W. Paul (by e-signature)

Date: August 13, 2104