Town of Yountville

"The Heart of the Napa Valley"

TOWN OF YOUNTVILLE

MASTER FEE SCHEDULE

Fiscal Year 2016-17

Town Council Vision Statement

"To provide leadership, inspire community spirit, maintain fiscal health and offer a high level of service to the residents, businesses and visitors in Yountville."

Date Adopted: April 19, 2016

By: Resolution Number 16-3334

MASTER FEE SCHEDULE

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8. FEE ADJUSTMENT HISTORY

A. Initial Adoption by Resolution Number 2973-11 06/21/2011.

B. Reaffirming Existing Fees, Adjusting Current Fees & Adding New Fees for Fiscal Year 2012/13 – Resolution Number 3035-12 06/19/2012.

C. Reaffirming Existing Fees, Adjusting Current Fees & Adding New Fees for Fiscal Year 2013/14 – Resolution Number 3099-13 04/02/2013.

D. Reaffirming Existing Fees, Adjusting Current Fees & Adding New Fees for Fiscal Year 2014/15 – Resolution Number 3167-14 04/01/2014.

E. Reaffirming Existing Fees, Adjusting Current Fees & Adding New Fees for Fiscal Year 2015/16 – Resolution Number 15-3253 04/21/2015.

F. Adding New Fees for Fiscal Year 2016/17 – Resolution Number 16-3334 and Ordinance Number 16-449

MASTER FEE SCHEDULE

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- Index of Resolutions and/or Ordinances Previously Establishing Various Town Fees

MASTER FEE SCHEDULE

OVERVIEW

The Town Council of the Town of Yountville desires to comply with both the letter and the spirit of the California Constitution and limit the growth of taxes, by shifting, where possible, the burden of special regulatory programs and services and products directly to applicants and the recipients of the benefits thereof; and

In accordance with the Yountville Municipal Code, the Town Council further desires to continue its established policy of recovering costs reasonably borne of providing special services and programs of a voluntary and limited nature, and regulatory services deemed necessary to protect the public health, safety or welfare, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services.

PURPOSE

The Master Fee Schedule is hereby established in accordance with the Yountville Municipal Code and the recently adopted Fiscal Year 2011-2015 Strategic Plan elements related to Fiscal Health 5.1 Budget to Support Town's Mission, 5.2 Long Range Financial Forecast, and 5.4 Contain Costs, the Town Council further desires to continue its policy regarding charges to be recovered from users of certain Town service, and beneficiaries of certain Town programs, which the Town Council has determined are particularly important to protection of the public health, safety and welfare, and to direct Town staff as to the methodology for implementing this direction to encourage certain users of Town services to obtain permits and inspections.

GENERAL POLICY PRACTICES

1. **Methodology for Calculation and Collection of Fees and Charges Established**

   The fees and charges established herein shall be calculated and collected in accordance with the Yountville Municipal Code and otherwise, as follows:

   a. Each fee and charge established herein is for an identified regulation, service or product; additional fees shall be required for each additional regulation, service or product that is requested or required.

   b. Where fees or charges are indicated on a per-unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated range of such units.

c. The fees or charges due shall be calculated by the various Town department(s), and shall be collected prior to the Town's performance of the services, unless a written agreement is entered into for deferral of such fees, or unless otherwise provided herein.

d. Where a deposit is required for the performance of a special service, the applicant shall post the deposit in accordance with the Yountville Municipal Code or other Town regulation and/or an actual cost based on contracted services. Where an additional deposit is required, the applicant shall post that amount estimated by Town staff to cover the balance of the services to be performed. The Town is not obligated to, but may, continue processing the application, until such time as additional deposit is made. Where an additional deposit is required for completed services, or where a refund of excess deposited monies is due, and where such charge or refund is ten dollars ($10.00) or less, a charge or refund need not be made.

e. Indirect Administrative Overhead Costs are defined to include the expenses incurred for other Town staff that is not directly billed to the project including the Town Manager, Finance Staff, Administrative and Clerical Staff, Human Resources Staff, Risk Management (including insurance programs), Information Technology and Communication services, Town web-site, printing, utility costs, and maintenance expenses for Town equipment and facilities and other overhead costs.

2. Annual Update and Modification Process

In order to maintain User Fee Cost Recovery Objectives, the Town Council of the Town of Yountville has adopted the following annual update process:

a. Fees and charges shall be analyzed annually as a part of the Town budget process and recommendations for modification of methodology used to determine fees and consideration of new fees may be updated at the discretion of the Town Council.

b. During the Fiscal Year, if the need arises, and appropriate documentation exists to justify a new fee or an increase to an existing fee, the Town Council may adjust fees.

c. Changes to the Annual Update Process shall be made by action of the Town Council.

d. Annual CPI based adjustment of existing fees and charges based on the annual percentage change in the Consumer Price Index (CPI), San Francisco Area for All Urban Consumers (CPI-U) using the February Report annually for the new fiscal year beginning July 1st of each year except for the utility enterprise fund rates which has a separately adopted five-year rate structure effective January 1st of

each year pursuant to Resolution Number 2947-11 and the Parks & Recreation Yountville Community Pool and Camp Programs which will have a May 1 (summer season) effective date unless a later date is noted.

e. Annual Building Permit fee valuations and adjustments are based on the current International Building Code Valuation Schedule and a Local Adjustment Modifier of 1.16% shall be added to the building permit valuation pursuant to Resolution Number 2364-05.

f. Development Impact Fees shall be automatically adjusted annually commencing July 1, 2006, and every July 1st thereafter. The fee adjustments shall be based on the increase, if any, in the Engineering News Record US 20 Cities average construction cost index for the June preceding the increase and the June one year prior thereto pursuant to Ordinance Number 362-06.

3. Subsidized Fees

The Town Council finds and determines that in order to promote the public health, safety and welfare, and to encourage certain users to obtain required permits and inspections, and to exercise their rights of appeal redress, it is desirable and necessary to provide a general fund subsidy of certain fees and charges. In effecting this policy, the Town Council acknowledges that there are some services provided by the Town that may be subsidized, such as the following which are provided for illustrative purposes: seasonal swimming pool operations, certain senior services programs, certain youth services programs, community based events and activities, community support via fee waivers for local non-profit organizations, tree removal permits, certain building permits, appeals to the Town Council, certain special event permit fees, and those specified by California State statutes.

Town of Yountville
MASTER FEE SCHEDULE

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
ADMINISTRATIVE SERVICES				
Brief Description: Administrative Services includes fees associated with miscellaneous functions of the Finance Department, Town Clerk, Administration and general services utilized across various Town Departments.				
ABC License Review				
One-Day	No Fee			
All Others	$57.00	Each		
Administrative Record (Preparation)	Actual Cost	Each	$500.00	
Agenda Packet Subscription	Actual Cost	Per Year		
Audio Tapes/VHS Tapes	Actual Cost	Each		
Bingo Permit				
Non-Profit	No Fee	Each		
Commercial For Profit	$282.00	Each		
Business Annual License Tax [1 and 3]				
Retail Sale of Goods, Wares or Merchandise	$20.00	Per License/Per Fiscal Year		
Wholesaling of Goods, Wares or Merchandise	$20.00	Per License/Per Fiscal Year		
Wholesaling of Goods, Wares or Merchandise with No Fixed Place of Business within Town	$20.00	Per License/Per Fiscal Year		
Manufacturing, Fabricating or Processing	$20.00	Per License/Per Fiscal Year		
Sales of Services at Retail	$20.00	Per License/Per Fiscal Year		
General, Electrical, Plumbing or Other Contractor Not Specified with a Fixed Place of Business within Town	$20.00	Per License/Per Fiscal Year		
General, Electrical, Plumbing or Other Contractor Not Specified with No Fixed Place of Business within Town	$20.00	Per License/Per Fiscal Year		
Private Practice of a Profession	$20.00	Per License/Per Fiscal Year		
Peddler / Solicitor Permit	$100.00	Per License/Per Fiscal Year		
Restaurants	$20.00	Per License/Per Fiscal Year		
Bar or Tavern	$20.00	Per License/Per Fiscal Year		
Real Estate Broker	$20.00	Per License/Per Fiscal Year		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
ADMINISTRATIVE SERVICES (Continued)				
Business Annual License Tax (Continued) [1 and 3]				
Apartments of Three or More Units	$20.00	Per License/Per Fiscal Year		
Laundry or Dry Cleaner	$20.00	Per License/Per Fiscal Year		
Mobile Home Parks	$20.00	Per License/Per Fiscal Year		
Other Business Licenses (not listed) [2]	$20.00	Per License/Per Fiscal Year		
Business License Initial Application Processing Fee	$30.00	Per License		
Business License Renewal Processing Application Fee	$16.00	Per License		
SB1186 State Mandate Disability Access & Education Fee	$1.00	Per License/Renewal		
Business License Duplicate Fee [4]	$5.00	Per Duplicate License		
Business License Late Charge [5]	$5.00	Per License		
Business License Alphabetic Listing (Copy of Listing)	$0.30	Per Page		
Candidate Statements of Qualifications [6]	Actual Cost	Per Statement		
Capital Improvement Program (CIP)	Actual Cost	Each		
CD/DVD	Actual Cost	Each		
Comprehensive Annual Financial Report (CAFR)	Actual Cost	Each		
Document Certification (with one copy)	$10.00	First Page		
	$0.10	Each Additional Page		
Electrical Vehicle Charging Station	$0.32	Per Hour as determined by policy		
Fax Transmissions				
Ten (10) Pages or Less	$2.10	First 10 Pages		
Eleventh Page and Up	$0.30	Per Page		
Fingerprinting Fees	Actual Cost Plus County Sheriff Fees			
General Plan (Copy)	Actual Cost	Each		
Governmental Use of Council Chambers	No Fee			
Late Charge on All Town Invoices (Past Due 30 Days)	10%	Per Invoice		
Municipal Code	Actual Cost	Each		
Municipal Code Supplements	Actual Cost	Each		
Notary Fee [7]	$10.00	Per Signature		
Notice of Intent to Circulate Petition [8]	$200.00	Per Petition		
Operating Budget	Actual Cost	Each		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
ADMINISTRATIVE SERVICES (Continued)				
Other Documents and Books	Actual Cost	Each		
Pedicab Owner/Operator Permit Application Fee	Actual Cost	Per Permit	$2,500.00	
Pedicab Decal Fee	$240.00	Per Decal, Per Year		
Photocopies (Letter, Legal, Ledger)	$0.30	Per Page/Per Side		
Political Reform Act Copies of Documents [9]	$0.10	Per Page		
Political Reform Act Retrieval Fee [9]	$5.00	Over 5 years		
Return Check Charge				
First Contact	$25.00	Per Check		
Second and Subsequent Check Return	$35.00	Per Check		
Stop Payment Fee	$25.00	Per Check		
Subpoenaed Staff as Witness [10]	Actual Cost	Per Occurrence	$275.00	
Taxicab Owner/Operator Permit Application Fee	Actual Cost	Per Permit	$2,500.00	
Taxicab Medallion Fee	$500.00	Per Medallion, Per Year		
Taxicab/Pedicab Permit Appeal Fee	Actual Cost		$1,000.00	
Taxicab/Pedicab Late Fee	$50.00	Per Occurrence		
Town Manager Municipal Code Application and Processing Fee for Required Permits	$141.00	or Actual Cost Whichever is Greater		
Transcript Preparation (Verbatim Council)	Actual Cost	Each		

NOTES:

[1] YMC 5.04.190
[2] YMC 5.04.210
[3] YMC 5.04.230 - Business License Fee Prorated
A. 9 Months or More 100% Annual Tax
B. > 6 Months and < 9 Months 75% of Annual Tax
C. > 3 Months and < 6 Months 50% of Annual Tax
D. > 1 Month and < 3 Months 25% of Annual Tax
[4] YMC 5.04.260
[5] 5.04.330 Penalty for failure to pay tax when due
[6] Election Code 13307(c)
[7] Government Code 8211(a)
[8] Election Code 9202(b)
[9] Government Code 81008(a)
[10] Government Code 68097.1; amended by AB2727 1/1/2015

PARKS AND RECREATION DEPARTMENT

Brief Description: The Parks and Recreation Department provides a wide range of services including recreation programs and leisure services, Community Center facilities rental, park picnic rentals, pool and aquatics programs, day camp programs, before and after school programs. The Department also administers the permit process for special events, amplified sound, block parties and filming/photography and provides staff support for the Parks and Community Services Commission, the Arts Committee and the Yountville Days Planning Committee.

FACILITIES

Brief Description: The Community Center facility includes rental of the Heritage Room, Kitchen, Patio, Founders Room, Generations Room, Art Room and Town Square. All rentals are on a per hour basis unless otherwise noted. Rentals over 8 hours receive 10% off of the hourly rental fee. The rental rates as established are based on categories of use. Each catergory receives either a decrease or increase from the cooresponding market rate. Yountville Non-Profits receive a 35% discount off of market rate weekday and low season market rate weekend. Yountville Residents recieve a 30% discount off of the market rate weekday and the low season market rate weekend. Other Non-Profit/Government agencies receive 20% off of weekday use and 25% off of weekend use of the corresponding season. The commercial rate is a 20%

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
increase over the market rate high season weekend regardless of the day of the week.				
Heritage Room				
Yountville Non-Profit Discount Rate (Weekend)	$126.00	Per Hour/2 Hr Min.		
Yountville Non-Profit Discount Rate (Weekday)	$101.00	Per Hour/2 Hr Min.		
Yountville Resident Discount Rate (Weekend)	$137.00	Per Hour/2 Hr Min.		
Yountville Resident Discount Rate (Weekday)	$108.00	Per Hour/2 Hr Min.		
Non-Profit and Government Rate (Weekday)	$124.00	Per Hour/2 Hr Min.		
Non Profit and Government Rate (Weekend)				
Low-Season (October-March)	$146.00	Per Hour/2 Hr Min.		
High-Season (April-September)	$163.00	Per Hour/2 Hr Min.		
Market Rate Non-Resident (Weekday)	$154.00	Per Hour/2 Hr Min.		
Market Rate Non-Resident (Weekend)				
Low-Season (October-March)	$194.00	Per Hour/2 Hr Min.		
High-Season (April-September)	$217.00	Per Hour/2 Hr Min.		
Commercial For-Profit Rate	$260.00	Per Hour/2 Hr Min.		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PARKS AND RECREATION DEPARTMENT (Continued)				
Kitchen (Flat Fee)				
Yountville Non-Profit Discount Rate (Weekend)	$118.00	Per Rental		
Yountville Non-Profit Discount Rate (Weekday)	$102.00	Per Rental		
Yountville Resident Discount Rate (Weekend)	$127.00	Per Rental		
Yountville Resident Discount Rate (Weekday)	$110.00	Per Rental		
Non-Profit and Government Rate (Weekday)	$126.00	Per Rental		
Non Profit and Government Rate (Weekend)				
Low-Season (October-March)	$135.00	Per Rental		
High-Season (April-September)	$163.00	Per Rental		
Market Rate Non-Resident (Weekday)	$158.00	Per Rental		
Market Rate Non-Resident (Weekend)				
Low-Season (October-March)	$182.00	Per Rental		
High-Season (April-September)	$217.00	Per Rental		
Commercial For-Profit Rate	$260.00	Per Rental		
Patio (Hourly)				
Yountville Non-Profit Discount Rate (Weekend)	$63.00	Per Hour		
Yountville Non-Profit Discount Rate (Weekday)	$50.00	Per Hour		
Yountville Resident Discount Rate (Weekend)	$67.00	Per Hour		
Yountville Resident Discount Rate (Weekday)	$55.00	Per Hour		
Non-Profit and Government Rate (Weekday)	$63.00	Per Hour		
Non Profit and Government Rate (Weekend)				
Low-Season (October-March)	$72.00	Per Hour		
High-Season (April-September)	$87.00	Per Hour		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PARKS AND RECREATION DEPARTMENT (Continued)				
FACILITIES (Continued)				
Market Rate Non-Resident (Weekday)	$78.00	Per Hour		
Market Rate Non-Resident (Weekend)				
Low-Season (October-March)	$97.00	Per Hour		
High-Season (April-September)	$116.00	Per Hour		
Commercial For-Profit Rate	$139.00	Per Hour		
Patio (Flat Fee When Indoor Space is Rented)				
Yountville Non-Profit Discount Rate (Weekend)	$208.00	Per Rental		
Yountville Non-Profit Discount Rate (Weekday)	$166.00	Per Rental		
Yountville Resident Discount Rate (Weekend)	$224.00	Per Rental		
Yountville Resident Discount Rate (Weekday)	$180.00	Per Rental		
Non-Profit and Government Rate (Weekday)	$205.00	Per Rental		
Non Profit and Government Rate (Weekend)				
Low-Season (October-March)	$240.00	Per Rental		
High-Season (April-September)	$288.00	Per Rental		
Market Rate Non-Resident (Weekday)	$256.00	Per Rental		
Market Rate Non-Resident (Weekend)				
Low-Season (October-March)	$320.00	Per Rental		
High-Season (April-September)	$384.00	Per Rental		
Commercial For-Profit Rate	$461.00	Per Rental		
Founders Room				
Yountville Non-Profit Discount Rate (Weekend)	$51.00	Per Hour		
Yountville Non-Profit Discount Rate (Weekday)	$41.00	Per Hour		
Yountville Resident Discount Rate (Weekend)	$55.00	Per Hour		
Yountville Resident Discount Rate (Weekday)	$44.00	Per Hour		
Non-Profit and Government Rate (Weekday)	$50.00	Per Hour		
Non Profit and Government Rate (Weekend)				
Low-Season (October-March)	$59.00	Per Hour		
High-Season (April-September)	$69.00	Per Hour		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PARKS AND RECREATION DEPARTMENT (Continued)				
FACILITIES (Continued)				
Market Rate Non-Resident (Weekday)	$63.00	Per Hour		
Market Rate Non-Resident (Weekend)				
Low-Season (October-March)	$79.00	Per Hour		
High-Season (April-September)	$93.00	Per Hour		
Commercial For-Profit Rate	$111.00	Per Hour		
Generations Room				
Yountville Non-Profit Discount Rate (Weekend)	$145.00	Per Hour/2 Hr Min.		
Yountville Non-Profit Discount Rate (Weekday)	$116.00	Per Hour/2 Hr Min.		
Yountville Resident Discount Rate (Weekend)	$155.00	Per Hour/2 Hr Min.		
Yountville Resident Discount Rate (Weekday)	$124.00	Per Hour/2 Hr Min.		
Non-Profit and Government Rate (Weekday)	$142.00	Per Hour/2 Hr Min.		
Non Profit and Government Rate (Weekend)				
Low-Season (October-March)	$167.00	Per Hour/2 Hr Min.		
High-Season (April-September)	$201.00	Per Hour/2 Hr Min.		
Market Rate Non-Resident (Weekday)	$177.00	Per Hour/2 Hr Min.		
Market Rate Non-Resident (Weekend)				
Low-Season (October-March)	$223.00	Per Hour/2 Hr Min.		
High-Season (April-September)	$267.00	Per Hour/2 Hr Min.		
Commercial For-Profit Rate	$320.00	Per Hour/2 Hr Min.		
Art Room				
Yountville Non-Profit Discount Rate (Weekend)	$59.00	Per Hour		
Yountville Non-Profit Discount Rate (Weekday)	$46.00	Per Hour		
Yountville Resident Discount Rate (Weekend)	$63.00	Per Hour		
Yountville Resident Discount Rate (Weekday)	$49.00	Per Hour		
Non-Profit and Government Rate (Weekday)	$57.00	Per Hour		
Non Profit and Government Rate (Weekend)				
Low-Season (October-March)	$68.00	Per Hour		
High-Season (April-September)	$82.00	Per Hour		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PARKS AND RECREATION DEPARTMENT (Continued)				
FACILITIES (Continued)				
Market Rate Non-Resident (Weekday)	$71.00	Per Hour		
Market Rate Non-Resident (Weekend)	$0.00			
Low-Season (October-March)	$90.00	Per Hour		
High-Season (April-September)	$109.00	Per Hour		
Commercial For-Profit Rate	$130.00	Per Hour		
Town Square (Hourly)				
Yountville Non-Profit Discount Rate (Weekend)	$48.00	Per Hour		
Yountville Non-Profit Discount Rate (Weekday)	$39.00	Per Hour		
Yountville Resident Discount Rate (Weekend)	$51.00	Per Hour		
Yountville Resident Discount Rate (Weekday)	$41.00	Per Hour		
Non-Profit and Government Rate (Weekday)	$47.00	Per Hour		
Non Profit and Government Rate (Weekend)				
Low-Season (October-March)	$56.00	Per Hour		
High-Season (April-September)	$66.00	Per Hour		
Market Rate Non-Resident (Weekday)	$59.00	Per Hour		
Market Rate Non-Resident (Weekend)	$0.00			
Low-Season (October-March)	$74.00	Per Hour		
High-Season (April-September)	$88.00	Per Hour		
Commercial For-Profit Rate	$106.00	Per Hour		
Town Square (Flat Fee When Indoor Space is Rented)				
Yountville Non-Profit Discount Rate (Weekend)	$99.00	Per Rental		
Yountville Non-Profit Discount Rate (Weekday)	$79.00	Per Rental		
Yountville Resident Discount Rate (Weekend)	$106.00	Per Rental		
Yountville Resident Discount Rate (Weekday)	$85.00	Per Rental		
Non-Profit and Government Rate (Weekday)	$98.00	Per Rental		
Non Profit and Government Rate (Weekend)				
Low-Season (October-March)	$114.00	Per Rental		
High-Season (April-September)	$137.00	Per Rental		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PARKS AND RECREATION DEPARTMENT (Continued)				
FACILITIES (Continued)				
Market Rate Non-Resident (Weekday)	$122.00	Per Rental		
Market Rate Non-Resident (Weekend)				
Low-Season (October-March)	$152.00	Per Rental		
High-Season (April-September)	$183.00	Per Rental		
Commercial For-Profit Rate	$218.00	Per Rental		
Other Facility Services - Additional Costs				
Heritage Room Cleaning Fee	$289.00	Per Event		
Generations Room Cleaning Fee	$315.00	Per Use or Event		
Stage Rental Use	$61.00	Per Event		
Projector Rental	$53.00	Per Event		
Security Deposit (Refundable)		Per Event	$600.00	
Security Guards	$30.00	Per Hour/Per Guard		
Additional Staff (75 or More People)	$25.00	Per Hour/Per Event		
Insurance		Cost Based on Type and Duration of Event		
YOUNTVILLE COMMUNITY POOL				
Brief Description: The Town of Yountville through its Lease Agreement and Memorandum of Understanding with the State of California - Yountville Veterans Home agree to operate and maintain the Yountville Community Pool to the mutual benefit of the residents of the California Veterans Home and the Town of Yountville. The Town establishes the programming and fees associated with the operation of the pool as shown below.				
Entrance Fees - Resident				
Youth and Seniors	$4.00	Per Person/Per Day		
Adult (Age 18+)	$5.00	Per Person/Per Day		
Entrance Fees - Non-Resident				
Youth and Seniors	$5.00	Per Person/Per Day		
Adult (Age 18+)	$6.00	Per Person/Per Day		
Swim Passes - Resident				
Individual Swim Pass	$82.00	Per Person/Per Pass		
Couples Swim Pass	$99.00	Per Couple/Per Pass		
Family Pass (4 Family Members)	$175.00	Per Family/Per Pass		
Adult Lap Swim Pass	$120.00	Per Adult/Per Pass		
Adult Lap Swim Pass Drop In	$5.00	Per Adult/Per Pass		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PARKS AND RECREATION DEPARTMENT (Continued)				
YOUNTVILLE COMMUNITY POOL (Continued)				
Swim Passes - Non- Resident				
Individual Swim Pass	$98.00	Per Person/Per Pass		
Couples Swim Pass	$114.00	Per Couple/Per Pass		
Family Pass (4 Family Members) - Non-Resident	$200.00	Per Family/Per Pass		
Adult Lap Swim Pass	$138.00	Per Adult/Per Pass		
Swim Lessons				
Resident	$50.00	Per Person		
Non-Resident	$56.00	Per Person		
Junior Life Guard Program				
Resident	$70.00	Per Person		
Non-Resident	$81.00	Per Person		
PARK RENTAL				
Brief Description: The Town of Yountville features five park sites available for reservation. Yountville Community Park and Veterans Memorial Park have picnic and event spaces that are available for exclusive use rentals. All other Town parks are residential and picnic/event areas are available on a first come, first serve basis. Commercial and Organized Group Use of the parks is prohibited without a permit.				
Yountville Community Park				DEPOSIT
Site #1 (Capacity 50 People)				
Resident	$39.00	4 Hours		$ 200.00
Non-Resident	$144.00	4 Hours		$ 200.00
Site #2 (Capacity 50 People)				
Resident	$39.00	4 Hours		$ 200.00
Non-Resident	$144.00	4 Hours		$ 200.00
Site #3 (Capacity 75 People)				
Resident	$62.00	4 Hours		$ 200.00
Non-Resident	$195.00	4 Hours		$ 200.00
Site #4 (Capacity 75 People)				
Resident	$62.00	4 Hours		$ 200.00
Non-Resident	$195.00	4 Hours		$ 200.00
Veterans Memorial Park				
Site #5 (Capacity 50 People)				
Resident	$38.00	4 Hours		$ 200.00
Non-Resident	$144.00	4 Hours		$ 200.00

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PARKS AND RECREATION DEPARTMENT (Continued)				
PARK RENTAL (Continued)				
Volleyball Court (Capacity 20 People)				DEPOSIT
Resident	$11.00	2 Hours		$ 200.00
Non-Resident	$36.00	2 Hours		$ 200.00
Tennis Courts				
Resident	$6.00	2 Hours/Per Court		$ 200.00
Non-Resident	$18.00	2 Hours/Per Court		$ 200.00
Bocce Courts				
Court #1 (Capacity 10 People)				$ 200.00
Resident	$12.00	2 Hours		$ 200.00
Non-Resident	$39.00	2 Hours		
Court #2 (Capacity 10 People)				
Resident	$12.00	2 Hours		$ 200.00
Non-Resident	$39.00	2 Hours		$ 200.00
Court #3 (Capacity 10 People)				
Resident	$12.00	2 Hours		
Non-Resident	$39.00	2 Hours		
Court #4 (Capacity 10 People)				
Resident	$12.00	2 Hours		
Non-Resident	$39.00	2 Hours		
Bocce Set Rental	$10.00	Per Set		
Only available when renting the courts				
Court Lights	$43.00	2 Hours		
RECREATION GUIDE (Programs, Services and Excursions)				
Brief Description: The Parks and Recreation Department offers fee based programs, services and excursions for Residents and Non-Residents. Fees for Pre-School, Youth, Teen, Adult and Older Adult programs are calculated based on Indirect Administrative Overhead and Instructor Costs and vary from program to program. Details for programs, services and excursions can be found in the Town's Recreation Guide available on the Town's website.				
Programs				
Pre-School (Ages 0-5)	Fee Based	Per Person/Excursion		
Youth (Ages 6-12)	Fee Based	Per Person/Excursion		
Teens (Ages 12-18)	Fee Based	Per Person/Excursion		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PARKS AND RECREATION DEPARTMENT (Continued)				
RECREATION GUIDE (Programs, Services and Excursions) (Continued)				
Adults (Age 18+)	Fee Based	Per Person/Excursion		
Older Adults (Age 50+)	Fee Based	Per Person/Excursion		
Excursions	Fee Based	Per Person/Excursion		
AFTER SCHOOL PROGRAMS				
Brief Description: The Town of Yountville operates After School care and programs for children attending Yountville Elementary School. This program is fee based and fees are calculated based on Indirect Administrative Overhead costs associated with staffing and operating the program. The program operates every regular school day and serves Kindergarten through 6th Graders.				
Kinders				
Kinder Hour Only	$8.00	Per Day/Per Person		
Kinder Hour Plus Homework Club	$20.00	Per Day/Per Person		
Kinder Hour to 5:30pm Full Time	$25.00	Per Day/Per Person		
Full Time Friday Add On	$25.00	Per Day/Per Person		
1st - 5th Graders				
Homework Club - Release to 4pm, Mon-Thursday	$12.00	Per Day/Per Person		
Add on Fridays	$25.00	Per Day/Per Person		
Full Time Care - Release to 5:30pm, Mon-Friday	$25.00	Per Day/Per Person		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PARKS AND RECREATION DEPARTMENT (Continued)				
CAMP PROGRAMS (Summer, Winter and Spring)				
Brief Description: The Town of Yountville operates camp programs for children in Kindergarten through 6th grades. Camps are offered in the summer for 8 weeks as well as during the one week Spring and three week Winter Breaks. Activities include fieldtrips, swimming, games, arts and crafts, sports and cooking. This program is fee based and fees are calculated based on overhead costs associated with staffing and operating the program.				
Resident	$184.00	Per Person/Per Week		
	$131.00	Per Person/3-Days Per Week		
	$48.00	Per Person/Daily Drop-In		
Non-Resident	$212.00	Per Person/Per Week		
	$152.00	Per Person/3-Days Per Week		
	$55.00	Per Person/Daily Drop-In		
Field Trips	Actual Cost Plus Cost for Bus Per Person			
Fun Clubs				
Resident (One-Day Rate)	$48.00	Per Day/Per Person		
Non-Resident (One-Day Rate)	$55.00	Per Day/Per Person		
YOUTH SUBSIDY PROGRAM				
Brief Description: The purpose of the Youth Subsidy Fund is to provide financial assistance to the benefit of Yountville residents by subsidizing Yountville youth participation in recreational activities provided by the Town. The program requires 25% registration fee for each program and provides 75% subsidy rate for youth programs.				
Resident Youth (Ages 3-17)[1]	25%	Per Youth/Per Program		
Non-Resident Youth (Ages 3-17)[2]	25%	Per Youth/Per Program		
NOTES:				
[1] *Maximum of $200.00 per quarter/per youth not to exceed one-forth of the Youth Subsidy Fund Balance.*				
[2] *Maximum of $200.00 per quarter/per youth not to exceed one-forth of the Youth Subsidy Fund Balance. Priority is given to Yountville families. All others will be considered if subsidies have not reached quarterly cap.*				

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PARKS AND RECREATION DEPARTMENT (Continued)				
COMMUNITY ARTS PARTNERSHIP PROGRAM				
Brief Description: The Community Art Partnership Program was established in 2009 creating the Art Walk and Gallery @ the Community Center. The program recognizes and values the positive contribution that the "ARTS" has on the quality of life in the community. Artists are able to display art pieces and if any are sold as part of the program, the Town's Art Fund shall receive a commission from the purchase price or as negotiated by the Town Manager for a specific program, project or installation.				
Gallery Entry Fee	$25.00	Per Application		
Gallery @ the Community Center Commission	Up to 30%	Per Piece Sold		
Public Art Walk Commission	Up to 30%	Per Piece Sold		
SPECIAL EVENTS				
Brief Description: The Parks and Recreation Department processes Special Event Permits which typically occur upon any public street, alley, park or any other public grounds in the Town, and consist of any parade, march, ceremony, show, exhibition, pageant, street procession or gathering of 200 or more persons. Special Event Permits are also required for events occurring upon privately owned grounds in the Town as required under a Conditional Use Permit. Please refer to the Town's Municipal Code for complete information regarding Special Event requirements.				
Special Event Permit				
90 days or more prior to event	$164.00	Per Event	$250.00	
Less than 90 days prior to event	$296.00	Per Event	$250.00	
Electronic Message Board	$164.00	Per Event/Per Board		
Barricade/Sign Use Fee	$5.00	Per Barricade/Sign		
Other Town Special Event Fees [1]	Actual Cost	Per Event		
NOTES:				

[1] *Potential additional Town fees include, but are not limited to, costs for barricades, temporary no parking signage, additional garbage collection, additional law enforcement, fire and additional public works or parks impacts.*

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PARKS AND RECREATION DEPARTMENT (Continued)				
OTHER PERMIT APPLICATIONS				
Brief Description: Permit application requests for Photography and Filming, Amplified Sound and Block Parties require staff time to review and process the application and the fees established are to offset a portion of the direct staff costs associated with processing these permits. The deposit fee is refundable if no damage occurs and if no excessive clean-up is required.				
Photography and Filming				
90 days or more prior to event	$164.00	Per Application	$250.00	
Less than 90 days prior to event	$296.00	Per Application	$250.00	
Amplified Sound				
90 days or more prior to event	$164.00	Per Application	$250.00	
Less than 90 days prior to event	$296.00	Per Application	$250.00	
Block Parties				
90 days or more prior to event	$135.00	Per Application	$250.00	
Less than 90 days prior to event	$269.00	Per Application	$250.00	
Other Permit Application Fees [1]	Actual Cost	Per Application		
Parking Space as part of filming/photography or special Event	$54.00	Per Space/Per Day		
NOTES:				
[1] Potential additional Town fees include, but are not limited to, costs for barricades, temporary no parking signage, additional garbage collection, additional law enforcement, fire and additional public works or parks impacts.				
NAMING AND DEDICATION/MEMORIALS POLICY				
Brief Description: The Naming and Dedication/Memorial Policy was established in July 2010 and the purpose of this policy is to establish a systematic and consistent approach for the official naming of parks and recreational areas and facilities and for the acceptance of dedications and/or memorials in public parks, recreation areas and open space.				
Any individual, family, group or organization sponsoring a dedication or memorial must provide sufficient funds to purchase, install, and maintain any plaque or other form of label associated with the recognition. The dedication or memorial may take the form of a ceremony or other testimonial in honor of the person or group involved.				

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PLANNING AND BUILDING DEPARTMENT				
PLANNING				
Brief Description: The dollar amounts associated with various permit processing noted in this section represent an estimated cost of processing a specific application type. The fee paid at the application filing time is an initial deposit and for costs incurred by Town Staff, plus Town Attorney and/or Consultant(s). This deposit is an estimate of the cost necessary to pay for staff time expended on the project. Staff's direct involvement in evaluating and processing the project request includes: meetings with the applicant and the design team, preparation of California Environmental Quality Act (CEQA) documents, completion of site evaluation, preparation and posting of public notices, preparation of written reports, and attendance at public hearings. Additional deposits may be necessary depending on the total number of hours spent on the project by Town Staff; unexpended balances that remain when the project is completed are refunded to the applicant. Indirect Administrative Overhead Costs include the expenses incurred for other Town staff time that is not directly billed to the project including the Town Manager; Finance Staff, Administrative and Clerical Staff; Human Resources Staff; Risk Management (including insurance programs); Information Technology and Communication services; Town website; printing; utility; and maintenance expenses for Town equipment and facilities and other overhead costs.				
Personnel Plus Indirect Administrative Overhead				
Town Planning Staff	Fully Loaded Hourly Rate Plus 40%			
Town Attorney and Subordinate Staff	Actual Cost Plus 25%			
Consultant(s)	Actual Cost Plus 25%			
Other Miscellaneous "Pass Through" Fees [1]				
Administrative Use Permit				
Initial Application	$547.00	Per Application		
Annual Monitoring Review Fee	$225.00	Per Fiscal Year		
Annual Parking Management Fee	$55.00	Per Fiscal Year		
Employee Parking Management				
Vehicle Registration Fee	$50.00	Per Vehicle Anually		
Off-site rental of Town owed space for parking use	$1,500.00	Per Vehicle Anually		
Vacant Storefront Window Display				
Application review Fee	$1,200.00			
Monthly Monitoring Fee	$250.00	Per Month		
Permits and Deposit Amounts				
Conceptual Development Plan		Each	$2,500.00	N/A
Conditional Use Permit (CUP) Monitoring Fee	$563.00	Per Fiscal Year		
Design Review and Amendment		Each	$5,000.00	$2,500.00
Encroachment Permits (See Public Works Section)				
Exterior Display of Merchandise Use Permit Application	$269.00	Each		
Exterior Display of Merchandise Annual Monitoring Fee	$237.00	Per Fiscal Year		
General Plan Amendment/Zoning Ordinance Amendment		Each	$7,500.00	N/A

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PLANNING AND BUILDING DEPARTMENT (Continued)				
PLANNING (Continued)				
Permit Deposit Amounts (Continued)				
Home Occupation Permit				
Minor [2]	$28.00	Each		
Major [3]	Actual Cost	Each	$1,000.00	
Master Development Plan	Actual Cost	Each	$7,000.00	$5,000.00
Portable and/or Temporary Sign Recovery	$112.00	Per Sign		
Sign Review	Actual Cost	Each	$500.00	$500.00
Tentative Land Division	Actual Cost	Each	$5,000.00	$5,000.00
Tentative Subdivision	Actual Cost	Each	$5,000.00	$5,000.00
Use Permit and Use Permit Amendment	Actual Cost	Each	$2,000.00	$1,000.00
Variance	Actual Cost	Each	$2,500.00	$500.00
Appeals	Actual Cost	Each	$500.00	N/A
Tree Permit	$56.00	Each		
Flood Plain Development Permit (Flat Fee)	$113.00	Each		
Wayfinding Sign Program				
Initial Application Fee	$50.00	Per Single Business Identification Sign Design		
Annual Subscription Renewal Fee	$35.00	Per Individual Business Identification Sign		
Affordable Housing Monitoring				
Annual Monitoring Fee	$30.00	Per Affordable Housing Unit		

NOTES:

[1] The Town may collect various "pass through" fees for other agencies including fees for filing and posting documents and maps with the County of Napa (including the County administrative fee) and fees charged by the Department of Fish and Game for filing CEQA documents with the Napa County Recorder.

[2] 1. The home occupation is an office involving the use of the telephone, computer, mail, and common delivery services only, and no employees, customers, clients, students, patients, or persons in similar relationships with the office's affairs visit the home as a regular business practice;
2. The business is conducted elsewhere, but some or all of the equipment and materials are kept in one vehicle garaged on the premises.

[3] All other home occupations are subject to the approval of a use permit by the Town Council.

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PLANNING AND BUILDING DEPARTMENT (Continued)				
BUILDING				
Brief Description: The dollar amounts below are effective July 1, 2011 through June 30, 2012, unless updated by the Town Council. The Fee Schedule will be adjusted annually by the average Consumer Price Index (Bureau of Labor Statistics, U.S. Department of Labor for the San Francisco/Oakland/San Jose Metropolitan Statistical Area) for the calendar year and/or by the percentage increase in actual operating costs for the current year - whichever is greater. A Local Adjustment Modifier of 1.16% shall be added to the building permit valuation pursuant to Resolution Number 2364-05. This Fee Schedule also provides for minimum annual adjustments for those fees that are directly related to personnel costs. Other adjustments may be made to maintain consistency with the surrounding municipalities within the Town of Yountville region but in no case are fees charged in excess of service delivery costs.				
Permit Issuance				
Over-the-Counter Permit Fee	$110.00	Minimum Base Fee Plus:		
Energy Compliance Fee	Additional fifteen percent (15%) of the Building Permit Fee for items associated with the Energy Code.			
Accessibility Fee	Additional twenty percent (20%) of the Building Permit Fee for items associated with Accessibility.			
SB 1473 State Mandated Building Standards				
Permit Valuation:				
$1 to $25,000	$1.00	Each		
$25,001 to $50,000	$2.00	Each		
$50,001 to $75,000	$3.00	Each		
$75,001 to $100,000	$4.00	Each		
Every $25,000 or fraction thereof above $100,000	Add $1.00	Each		
Strong Motion Fee	One percent (1%) of Job Valuation.			

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PLANNING AND BUILDING DEPARTMENT (Continued)				
BUILDING				
State of California Mandated Building Standards Fee	A surcharge shall be added to all building permits at the rate of one dollar ($1) per twenty-five thousand dollars ($25,000) in valuation, with appropriate fractions thereof. These funds will be available to the California Building Standards Commission, the Department of Housing and Community Development, and the Office of the State Fire Marshal for expenditure in carrying out the provisions of the State Building Standards Law and provisions of the State Housing Law that relate to building standards. Up to ten percent (10%) shall be retained for related administrative costs and for code enforcement education.			
Planning, Technology and Records Management Fee	Additional 2.5% of Building Permit.			
Demolition Permit				
Partial Demolition	$282.00	Each		
Building Demolition	$563.00	Each		
Building Permit Fees (New Construction and Additions): The fee for each Building Permit shall be based upon project valuation and according to guidelines in the California Building Code.				
Total Valuation:				
$1 to $500	$100 Minimum Base Fee Plus:			
$501 to $2,000	$100 for the first $500 plus $3.05 for each additional $100 or fraction thereof, to and including $2,000.			
$2,001 to $25,000	$200 for the first $2,000 plus $14 for each additional $1,000 or fraction thereof, to and including $25,000.			
$25,001 to $50,000	$391.25 for the first $25,000 plus $10.10 for each additional $1,000 or fraction thereof, to and including $50,000.			
$50,001 to $100,000	$643.75 for the first $50,000 plus $7 for each additional $1,000 or fraction thereof, to and including $100,000.			

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PLANNING AND BUILDING DEPARTMENT (Continued)				
BUILDING				
Building Permit Fees (New Construction and Additions)(Continued):				
$100,001 to $500,000	$993.75 for the first $100,000 plus $5.60 for each additional $1,000 or fraction thereof, to and including $1,000,000.			
$500,001 to $1,000,000	$3,233.75 for the first $500,000 plus $4.75 for each additional $1,000 or fraction thereof, to and including $1,000,000.			
$1,000,001 and Over	$5,608.75 for the first $1,000,000 plus $3.15 for each additional $1,000 or fraction thereof.			
Plan Review Fees				
Plan Check	A Plan Check Fee shall be charged at the time of filing the application. The fee is separate from and shall be in addition to the Building Permit Fee. This fee is calculated at sixty-five percent (65%) of the Building Permit Fee above.			
Plan Check Deposit				
Minor	$500-$1,000 Plan Check Deposit for residential only jobs where total job valuation is less than $50,000.			
Major	$1,000-$5,000 Plan Check Deposit for residential jobs where the total job valuation exceeds $50,000 and all commercial jobs.			
Use of Outside Consultants for Plan Checking and/or Inspections	Actual costs plus Town Administrative Overhead charge of 25%. An initial advance deposit may be required.			
Express Plan Review or Initial Review	$225.00	Per Hour (1 Hour Minimum)		
Fire Plan Check	Fee shall be charged based upon the rate set by CalFire.			

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PLANNING AND BUILDING DEPARTMENT (Continued)				
BUILDING				
Special Services and Inspection Fees				
Inspections Outside of Town Scheduled Building Inspection Hours	$141.00	Per Hour (4 Hour Minimum)		
Re-Inspection: Charge for when Inspector Arrives at Site, but Contractor is Not Ready for the Called Inspection	$225.00	Each Inspection		
Inspections for which No Fee is Specifically Indicated	$225.00	Initial (2 Hour Minimum); $109.00 Per Hour or part thereof after 2 hour Minimum.		
Additional Plan Review Required by Changes, Additions or Revisions to Plans	Cost of Re-review of Amended Plans Charged on an Hourly Basis to Complete Plan Check Plus 25% Town Adminstrative Fee. (1 Hour Minimum)			
Services for which No Fee is Specifically Indicated	$113.00	Minimum (0.5 Hour Minimum) and an Additional $100 Per Hour or part thereof after 0.5 Hour Minimum.		
Special Services and Inspection Fees				
Permit/Plan Check Time Extension	Cost of Initial Permit Plus an Additional $315.00 for Administrative Review and Processing Costs (Per Permit).			
Application for the Appeals Building Review Board	Actual Cost, Minimum Initial Deposit Amount of $1,000.			
Cancellation Inspection with Less than 48 Hours Notice	$113.00	Each		
Additional Building Inspections Exceeding the Calculated Permit Fee Charged	$141.00	Per Hour for Additional Building Inspection Time or part thereof.		
Public Arts Program Fee (Commercial Building Permit)	1%	of Project Valuation		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PLANNING AND BUILDING DEPARTMENT (Continued)				
IMPACT FEES				
Brief Description: Impact Fees vary according to the project type, size, and scope. Impact fees are required to be paid at the time of building permit issuance and are calculated based upon Bartle Wells Associates Yountville Development Impact Fee Study dated May 2005 and the fees adopted in Ordinance No. 362-05 (and amended by Ordinance No. 373-07) and codified in Yountville Municipal Code Section 3.40. The impact fees are adjusted annually based on the increase, if any, in the Engineering News Record US 20 Cities average construction cost index for the June preceding the increase and the June one year prior thereto. Impact fees are required for the categories listed below.				
Water (Domestic & Fire Suppression) Connection Fees Plus Water Meter Set Fee				
Sewer Connection Fees				
Civic Facilities Impact Fees				
Drainage & Flood Control Impact Fees				
Park & Recreation Impact Fees				
Public Safety Impact Fees				
Traffic Facilities Impact Fees				
Undergrounding of Utilities Fees				
Affordable Housing Fair-Share Fee - Non-Residential				
Mesa Court Drainage Assessment				
Tallent Lane Private Road Benefit District				
Replacement Tree In-Lieu Fees				
Brief Description: Replacement tree in-lieu fees allow payment of a fee where a required replacement tree cannot feasibly be planted onsite.				
Small Replacement - 12 inch DBH	$280.00	Each		
Medium Replacement - 13 - 24 inch DBH	$500.00	Each		
Large Replacement - 25 - 36 inch DBH	$1,150.00	Each		
Heritage Replacement - 36 inch DBH and larger	during removal process			

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PUBLIC WORKS AND ENGINEERING				
Brief Description: The dollar amounts associated with various plan, map and permit processing noted in this section represent an estimated cost of processing a specific document type. The fee paid is an initial deposit with actual cost based on time expended by Town Staff, Town Attorney and/or Consultant to the Town to process an application, plan, map, and/or permit. Additional deposits may be necessary depending on the total number of hours spent on the project by Town Staff; unexpended balances that remain when the project is completed are refunded to the applicant. Indirect Administrative Overhead Costs include the expenses incurred for other Town staff time that is not directly billed to the project including the Town Manager; Finance Staff, Administrative and Clerical Staff; Human Resources Staff; Risk Management (including insurance programs); Information Technology and Communication services; Town website; printing; utility; and maintenance expenses for Town equipment and facilities and other overhead costs.				
Encroachment Permits				
Minor [1]	$84.00	Each		
Medium/Regular [2]	$563.00	Each		
Major [3]	Actual Cost	Each	$2,500.00 Plus	
Penalty - No Encroachment Permit [4]	Twice Original Cost for Permit/Each Permit			
Floodplain Management	Actual Cost	Each	$500.00	
Grading Permit				
Up to 100 Cubic Yards	$563.00	Each		
Over 100 Cubic Yards	$1,128.00	Each		
Grading Plan Review	Actual Cost	Each	$500.00	
Improvement Plan Check [5]	Actual Cost	Each	$2,500 Deposit Plus	
Lot Line Adjustment	Actual Cost	Each	$2,000.00	$1,000.00
Maps				
Preliminary Map	Actual Cost	Each	$2,500.00	
Tentative Map	Actual Cost	Each	$2,500.00	
Final Map	Actual Cost	Each	$2,500.00	
Parcel Map	Actual Cost	Each	$2,500.00	
Maps Corrections and Amendments	Actual Cost	Each	$2,500.00	
Other Fees				
Abandonment of Public Right-of-Way	Actual Cost	Each		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
PUBLIC WORKS AND ENGINEERING (Continued)				
Certificate of Correction	Actual Cost	Each		
Stop-Work Order	Actual Cost	Each		
Pollution Prevention Program Fees				
Fats, Oils and Greases (FOG Program)	$282.00	Per Year		
Right-of-Way				
Spilled Load Clean-up	Actual Cost	Each		
Street Light Replacement	Actual Cost	Each		

NOTES:

[1] *Minor Encroachment Permit - Any work outside of the travel way of the street that does not require a traffic control plan, such as sidewalk and driveway work less than 75 feet in length. If more than 500 square feet of Town right-of-way is required, then a medium or major encroachment permit is required. Work covered may also include placing dumpsters or temporary storage containers in the parking area of the street.*

[2] *Medium/Regular Encroachment Permit - Any work within the travel way of the street or Town property that requires a traffic control plan, such as paving and utility trenching work. May also include lane closures over 10 minutes in duration and detours for other work.*

[3] *Major Encroachment Permit - Work within the travel way of the street that requires a traffic control plan, such as "off site work" related to a private development project that requires plan checking and/or numerous inspections, or for utilities that will be perfoming work in town and require similar safety , quality assurance, and permit compliance inspections.. The deposit will be set by the Public Works Director based on an estimate of costs. The amount of the deposit not spent, will be refunded when the work is complete.*

[4] *Penalty No Encroachment Permit - Penalty for commencing work without an encroachment permit is twice the original cost for Permit.*

Note 1: Contractors with a construction contract with the Town are not required to obtain an encroachment permit.

Note 2: If a street has been overlaid within the past three years, then only emergency work is allowed. This includes natural gas leaks or earthquake repairs. In the event an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of $3.00 per square foot of paving patch for every year (or portion thereof) remaining of the aforementioned three year period.

Note 3: If a street has been slurry sealed or received a similar treatment within the past three years, then only emergency work is allowed. This includes natural gas leaks or earthquake repairs. In the event of an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of $1.00 per square foot of paving patch for every year (or portion thereof) remaining of the aforementioned three year period.

[5] *Improvement Plan Check Fee covers work to check improvement plans, review development agreements, maintenance agreements, geotechnical documents, and plats, legal descriptions and maps. The deposit will also cover water meter purchases, utility coordination, and inspections during construction. Preparing conditions of approval may be charged to the Planning deposit. The deposit will be set by the Public Works Director based on an estimate of costs. The amount of the deposit not spent will be refunded when the work is complete.*

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
WATER AND WASTEWATER				
Brief Description: The dollar amounts associated with various rates, fees and charges in this section are based on the Bartle Wells Associates "Water and Wastewater Financing Plan and Rate Study" dated December 8, 2010. The rates, fees and charges were established by Resolution Number 2947-11 on February 15, 2011. The charge or fee is based on the Town's cost of providing the service . The replacement fee is based on the long-term replacement of equipment, pipes and infrastructure in the water and wastewater systems.				
WATER RATES (MONTHLY)				
Within Town				
	1/1/2015			
Meter Size				
3/4"	$39.32			
1"	$66.85			
1.5"	$129.78			
2"	$208.44			
3"	$393.28			
4"	$656.78			
6"	$1,309.63			
8"	$2,096.20			

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
WATER AND WASTEWATER (Continued)				
WATER RATES (MONTHLY)				
Outside Town				
	1/1/2015			
Meter Size				
3/4"	$73.53			
1"	$124.98			
1.5"	$242.62			
2"	$389.68			
3"	$735.21			
4"	$1,227.82			
6"	$2,448.29			
8"	$3,918.73			
COMMODITY CHARGE				
Within Town				
Residential				
Tier 1 0 to 8 BUs	$2.57			
Tier 2 9 to 20 BUs	$3.87			
Tier 3 21 to 40 BUs	$5.81			
Tier 4 Over 41 BUs	$11.61			
Multi-Family & Non-Residential (1)				
All Water Use	$4.40			
Industrial				
Tier 1 0 to 40 BUs	$5.38			
Tier 2 41+ BUs	$12.25			

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
WATER AND WASTEWATER (Continued)				
COMMODITY CHARGE (Continued)				
Outside Town				
	1/1/2015			
Residential				
Tier 1 0 to 8 BUs	$4.53			
Tier 2 9 to 20 BUs	$6.79			
Tier 3 21 to 40 BUs	$10.17			
Tier 4 Over 41 BUs	$20.32			
Multi-Family & Non-Residential (1)				
All Water Use	$7.70			
Industrial				
Tier 1 0 to 40 BUs	$9.41			
Tier 2 41+ BUs	$21.47			
WATER SYSTEM REPLACEMENT FEE				
Meter Size				
3/4"	$6.26			
1"	$10.65			
1.5"	$20.67			
2"	$33.19			
3"	$62.63			
4"	$104.60			
6"	$208.57			
8"	$333.83			
(1)The current commodity rates for Multi-Family Residential is based on a 4-tiered rate structure.				

Description/Service		Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
WATER AND WASTEWATER (Continued)					
WASTEWATER RATES (MONTHLY)					
Sewer Service Charge					
		1/1/2015			
Residential					
Single Family		$35.22			
Multi Family		$23.22			
Mobile Home		$23.22			
Non-Residential (All Non-Residential Customers)					
Meter Size					
3/4"		$50.06			
1"		$85.10			
1.5"		$165.19			
2"		$265.30			
3"		$500.57			
4"		$835.95			
6"		$1,666.90			
8"		$2,668.04			
Volume Charge					
	Load Factor				
Strength	(% of Water Use)				
Low	51%	$2.846			
Medium	85%	$4.017			
High	85%	$10.445			

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
WATER AND WASTEWATER (Continued)				
WASTEWATER RATES (BI-MONTHLY) (Continued)				
Wastewater System Replacement Fee (Residential & Non-Residential)				
	1/1/2015			
Meter Size				
3/4"	$9.60			
1"	$16.32			
1.5"	$31.68			
2"	$50.88			
3"	$96.00			
4"	$160.32			
6"	$319.68			
8"	$511.68			
MISCELLANEOUS UTILITY SERVICE FEES*				
Account Establishment Fee	$39.00	Each		
24 Hour Shut-Off Notice	$54.00	Each		
Water Service Initiation After Shut-Off for Non-Payment	$82.00	Each		
After Hours Water Service Initiation After Shut-Off for Non-Payment	$164.00	Each		
Meter Installation - Residential	$218.00	Plus Cost Per Meter		
Sewer Line Inspection Fee	$82.00	Per Hour		
** Each fee will be adjusted annually on January 1 by CPI, no greater than 5%*				

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
WATER AND WASTEWATER (Continued)				
Other Miscellaneous Utility Service Fees				
Utility Late Charge - Past 30 Days	10% of Bi-Monthly Water Bill			
Utility - Illegal Water Usage Fine				
- Unauthorized Use of Service	$82.00	Each		
- Shut off Fee	$28.00	Each		
Utility - Monthly Unauthorized Use Residential Acct. Holder	$15.00	Each		
Trucked Recycled Water Use Permit	$359.00	Annual Permit Fee		
Trucked Recycled Water Filling Fee	$1,017.00	Per 20 Truck Fills - Equivalent to 100,000 Gallons		

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
CONTRACT SERVICES				
ANIMAL CONTROL SERVICES				
Brief Description: The Town of Yountville provides Animal Control Services through its Contract with the County of Napa which has served the Town since the early 1980s and provides animal shelter services including, but not limited to, receiving and impounding animals, pet redemption, animal boarding, pet adoption and placement services, quarantine, micro chipping, spay and neuter, cat trapping program, and dead animal disposal.				
See Napa County Animal Control for Rate Structure				
CALFIRE - FIRE SERVICES				
Brief Description: The Town of Yountville provides public safety/fire protection and prevention services through the County and its contract with CAL FIRE which has served the Town since the 1930's. The Veterans Home has had a separate contract with CAL FIRE since 1982. Fire protection and prevention services for Yountville are part of a three way cost sharing arrangement between Napa County/CAL FIRE, the Town, and the Veterans Home with the costs to operate the station being split equally between the parties.				
See Napa County CAL FIRE for Rate Structure				
ELDER CAREGIVER PERMIT				
Brief Description: The Town of Yountville participates in the Countywide Permit System for Care Givers pursuant to Council adopted Ordinance Number 389-10 which added a New Chapter 5.32 to Title 5 of the Yountville Municipal Code. The County of Napa oversees this program through its Memorandum of Understanding with the Area Agency on Aging Serving Napa & Solano and the Town of Yountville. Permits are issued through the County of Napa Recorder's Office.				
See Napa County Recorder's Office for Rate Structure				

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
CONTRACT SERVICES (Continued)				
LIBRARY SERVICES (NAPA CITY-COUNTY LIBRARY SYSTEM)				
Brief Description: The Town of Yountville provides space for its library services through its long-term lease agreements with the County of Napa which have been in place since January 1978. The Napa City-County Library (NCCL) Yountville Station hours of operation are approved by the Napa County Board of Supervisors (BOS) and are determined by the "Cost Allocation Model" or CAM approved by the BOS in July 2010. The CAM has determined that the Yountville Station Library will provide 24 hours of library services per week.				
See Napa City-County Library for Rate Structure				
SHERIFF - LAW ENFORCEMENT SERVICES				
Brief Description: The Town of Yountville provides law enforcement services through its contract with the Napa County Sheriff's Department and has served the Town since 1992. The Town contracts with the County of Napa in lieu of operating its own police department. Law enforcement services provided include dedicated deputy sheriff patrol coverage, enforcement of State statutes, Town codes and ordinances; traffic enforcement; all detective, juvenile, and other specialized services of the type customarily provided by the Sheriff in the unincorporated area of the County; participation in DARE program; and attendance at Town Council, commission, and other Town meetings as requested. Other law enforcement services include, but are not limited to, personnel and support services, dispatch services, equipment and technology, vehicles, administrative support, risk management and liability insurance costs and special law enforcement services beyond the Town's typical staffing and overtime levels. Through its contract with the County of Napa, the Town authorizes the Sheriff's Department to bill, collect, or otherwise charge the various fees for services in the same manner in which the Sheriff's Department has authority to charge in the unicorporated area of Napa County.				
Criminal Justic Adminstrative Fee, Jail Acces Fee and Arrestee Fee [1]				
See Napa County Sheriff for Rate Structure				
NOTES:				

[1] The maximum Criminal Justice Administrative Fee, Jail Access Fee, and Arrestee Fee charge imposed by the Town of Yountville shall be the same amount as determined and assessed by the County of Napa Board of Supervisors as established by their Resolution Number 2010-53 and its successor resolutions.

Description/Service	Fee	Unit	Deposit Amount $ or %	Construction Monitoring and Inspection Initial Deposit Amount
CONTRACT SERVICES (Continued)				
SOCIAL HOST ACCOUNTABILITY ORDINANCE				
Brief Description: The Town of Yountville supports the Countywide Social Host Accountability Ordinance pursuant to Council adopted Ordinance Number 387-10 which added a New Chapter 9.24 to the Yountville Municipal Code. The purpose of this ordinance is to promote the reduction of underage drinking by imposing a civil fine on persons responsible for loud or unruly gatherings where alcohol is consumed by, served to or in the possession of underage persons.				
See Napa County Sheriff for Rate Structure				
See Yountville Municipal Code for Civil Fines				

APPENDIX

TOWN COUNCIL INDEX OF RESOLUTIONS AND/OR ORDINANCES PREVIOUSLY ESTABLISHING VARIOUS TOWN FEES

Resolution and/or Ordinance Numbers	Title	Date Passed
Resolutions		
1089-96	Resolution Establishing Billing Rates For Cost Recovery In Inspecting And Abating Public Nuisances and/or Municipal Code Violations.	2-14-95
1282-96	Resolution Adopting Returned Check fees for the Town of Yountville.	11-26-96
2360-05	Resolution Establishing a Fair Share Affordable Housing Fee for Non-Residential Development Projects and Rescinding Resolution No. 1262-96 Establishing Former Fair Share Fee.	6-7-05
2361-05	Resolution Amending Resolution Number 1304-97 to Adjust Fees for the Undergrounding of Existing Overhead Utilities and to Permit Inflationary Fee Increases.	6-7-05
2364-05	Resolution Adopting Building Permit Fees by incorporating relevant sections of the 1997 Uniform Administrative Code by Reference; Establishing Plan Check and Inspection Fees related to Energy Compliance and Accessibility; Referencing the International Building Code Valuation Schedule with a Local Adjustment Modifier, and Establishing Fire Plan Check and Inspection Fees.	6-7-05
2552-07	Resolution Approving Fees for the Yountville Summer Day Camp Usage and Approving Revised Usage Policies and Rescinding Resolution Number 2343-05.	5-1-07
2698-08	Resolution Amending the Youth Program Subsidy Fund Policies and Procedures and Rescinding Resolution Number 2529-06.	7-1-08
2823-09	Resolution Approving Community Center Operations and Marketing Plan, Community Center Fee Schedule for Fiscal Year 2009-2010.	10-20-09
2831-09	Resolution Establishing a Yountville Art Walk Program and Yountville Community Arts Partnership – The Gallery @ The Community Center Program.	11-3-09
2871-10	Resolution Approving Permit Application Processing Fees for Special Events, Photography and Filming, Amplified Sound, and Block Parties.	4-6-10
2878-10	Resolution Establishing Election Related Fees for Candidates Running for Local Office to Pay the Actual Cost for Publication of All Candidates Statements in the Voter Pamphlet.	5-18-10
2886-10	Resolution Amending and Updating Planning Deposits and Charges for Staff Services related to Processing Land Use Applications and Rescinding Resolution Number 1722-00.	6-1-10

2898-10	Council Policy – Naming of Town Parks, Recreational Areas and Facilities.	7-6-10
2909-10	Resolution Establishing and Increasing Park Rental Fees for areas available for reservation in Yountville Park and Veterans Memorial Park (including Volleyball Court) and Tennis Court at Vineyard Park.	9-7-10
2947-11	Resolution Establishing a Revised Schedule of Water and Wastewater Rates and Charges and Miscellaneous Water Related Utility Service Fees and Conduct of Public Hearing and Proposition 218 Majority Protest Procedure Regarding Proposed Water and Wastewater Rate Adjustments.	2-15-11
3044-12	Resolution Establishing Program Fees for Wayfinding Sign Program	7-17-12
3140-13	Approving an Amendment to the Master Fee Schedule to Add License and Related Fees for the Implementation of the Taxicabs and Pedicabs Ordinance	11-05-13
3207-14	Approving Increase to the Yountville Community Center Heritage Room Cleaning Fee	10-21-14
3215-14	Approving Replacement Tree In-Lieu Fees where the Replacement Tree Cannot Feasibly be Planted Onsite	11-18-2014
15-3277	Approving Amendment to the Town's Master Fee Schedule to Include New Vacant Storefront Window Display Regulation Fees	7-21-2015
16-3334	Adopting New Fees for Fiscal Year 2016-17	4-19-2015
Ordinances		
269-99	Establishing Affordable Housing Fee Requirements for Non-Residential Development Projects.	10-22-96
296-99	Revenue and Finance, and Title 5, Business, Taxes, Licenses and Regulations of the Yountville Municipal Code.	12-7-99
299-00	Adopting a Revised Title 6, Animals and a Revised Title 8, Health and Safety of the Yountville Municipal Code.	4-18-00
362-05	Adopting Development Impact Fees for Water, Sewer, Parks and Recreation, Public Safety, Civic Facilities, Traffic, and Drainage and Flood Control.	6-7-05
373-07	Providing the Schedule of Water Connection Fees for Fire Service Connections.	11-20-07
387-10	Adding a new Chapter 9.24 entitled the Social Host Accountability ordinance including imposition of civil fines and abatement costs.	6-15-10

389-10	Countywide Permit System for Care Givers Adding a New Chapter 5.32 to Title 5 of the Yountville Municipal Code relating to Permits for Elder and/or Dependent Adult Caregivers.	8-3-10
394-10	2010 California Building Code Chapter 15.02 Permits and Fees.	12-7-10
395-11	Adding Chapter 8.05 to the Town of Yountville Municipal Code entitled enforcement, nuisance abatement and cost recovery.	1-18-11
396-11	Amending Title 12 (Streets, Sidewalks, Public Places and Parks), Chapter 12: Park Regulations and Title 8 (Health & Safety), Adding New Chapter 8.36: Filming- Commercial, Motion Picture, Television and Non-Theatrical.	3-1-11
16-449	Adding Chapter 17.177 "Public Art Program" To The Yountville Municipal Code	6-6-16