

RESOLUTION NO. 2026-

**RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS,
STATE OF CALIFORNIA, RELATED TO SAFEGUARDING OF
CUSTOMER PAYMENT CARD INFORMATION.**

WHEREAS, the County of Napa, in the course of its regular business, from time to time has cause to collect payments from residents and businesses of the county; and

WHEREAS, the County has adopted the use of electronic payment interfaces in order to facilitate convenient methods of payment by those with business before the county; and

WHEREAS, as a condition of accepting payment cards, Napa County is required to put into place substantial procedural safeguards to protect that information using payment card industry-approved standards, including the Data Security Standard published by the Payment Card Industry (“PCI”) Security Standards Council and the Security and Privacy Controls for Information Systems and Organizations published by National Institute of Standards and Technology; and

WHEREAS, Napa County has put into place substantial procedural safeguards to protect that information using payment card industry-approved standards, including the Data Security Standard (DSS) published by the Payment Card Industry (“PCI”) Security Standards Council and the Security and Privacy Controls for Information Systems and Organizations published by National Institute of Standards and Technology; and

WHEREAS, these PCI standards require formal adoption of written policies governing how personnel may use County technology and access payment card data and related systems; and

WHEREAS, these PCI standards further require appointment of a PCI Compliance Officer; and

WHEREAS, the Office of the Treasurer-Tax Collector in Napa County is directly involved in the day-to-day processing of payment; and

NOW, THEREFORE, BE IT RESOLVED by the Napa County Board of Supervisors, that a “Payment Card Industry (PCI) Governance Policy,” as shown in Exhibit “A,” is hereby added to Section 31 of Part I of the Napa County Policy Manual as “Section 31F”; and

BE IT FURTHER RESOLVED, that the Clerk of the Board of Supervisors is directed to incorporate the changes to Section 31 so that the Section includes a new “Section 31F” in the manner set forth in Exhibit “A”; and

BE IT FURTHER RESOLVED that the Treasurer-Tax Collector is hereby appointed by the Board of Supervisors to serve as the PCI Compliance Officer for Napa County.

THE FOREGOING RESOLUTION WAS DULY, AND REGULARLY ADOPTED
by the Napa County Board of Supervisors, State of California, at a regular meeting of the Board of Supervisors on the 5th of May, 2026, by the following vote:

AYES: SUPERVISORS _____

NOES: SUPERVISORS _____

ABSTAIN: SUPERVISORS _____

ABSENT: SUPERVISORS _____

NAPA COUNTY, a political subdivision of the
State of California

By: _____
AMBER MANFREE, Chair
Napa County Board of Supervisors

APPROVED AS TO FORM
Office of County Counsel

APPROVED BY THE NAPA
COUNTY
BOARD OF SUPERVISORS

ATTEST: NEHA HOSKINS
Clerk of the Board of Supervisors

By: Ryan FitzGerald (e-sign)
Deputy County Counsel

Date: _____
Processed By: _____

By: _____

Date: April 21, 2026

Deputy Clerk of the Board