



COUNTY OF MENDOCINO

Executive Office

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MEMORANDUM

Date: September 23, 2025

To: Honorable Board of Supervisors

From: Darcie Antle, Chief Executive Officer

Subject: September 23, 2025 Fee Hearing

BACKGROUND

Pursuant to County Policy No. 47, Master Fee Schedule Policy, on a date approved by the Chief Executive Officer, or designee, for a request for fee modification outside the normal fee hearing process, the Board conducts a Public Hearing and acts upon all fee requests submitted by the department. The Department Head, or a Representative must be present for the Public Hearing.

Upon adoption by the Board of Supervisors of the resolution of the Master Fee Schedule, (Exhibit X), or amendment to the resolution of the Master Fee Schedule, the Executive Office shall post the original Master Fee Schedule, (Exhibit X), or amendments to the Master Fee Schedule, (Exhibit X), on the County's website. The Executive Office shall update the Master Fee Schedule with the last revised or adopted date and Resolution number for fees that have been adopted, modified, or changed on an annual, or no more than semi-annual basis.

The proposed fee changes reflect the ongoing efforts of departments and offices to recover costs as authorized by law, and ensure fees are based on time studies, per Board direction. Proposed fee changes as presented in the proposed fee change memo, without reductions or waivers, represent \$14 thousand in projected revenues for Museum, \$140 thousand in projected revenues for Fleet and Facilities, and \$275 thousand in projected revenues for Cannabis Management. Should the Board of Supervisors choose to modify or waive fees as presented, projected revenues shall vary.

Fees that are being reviewed for adoption and/or revision can be found on the September 2025 Proposed Fee Change Memo.