



COUNTY OF MENDOCINO

Executive Office

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MEMORANDUM

Date: April 22, 2025

To: Honorable Board of Supervisors

From: Darcie Antle, Chief Executive Officer

Subject: April 22, 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 all departments and offices to recover costs as authorized by law, and ensure fees are based on time studies, per Board direction. The proposed changes using the model with a supervision rate, are projected to bring a reduction of \$135 thousand in revenues for Planning and Building Services, a reduction of \$633 thousand in Environmental Health, and a reduction of \$190 thousand in Land Improvement. While there is an overall reduction in revenue to the County, there are fees that are significantly increasing. Staff is looking for direction to step up fees over two years for those fees with increases greater than 50%, with percentage increase split evenly over two years, and with year two being added to the outcome from that year's analysis. For example, a fee increasing 60% would increase 30% in year one, and 30% in year two would be added to the outcome for that year.

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