



COUNTY OF MENDOCINO

Executive Office

DARCIE ANTLE
CHIEF EXECUTIVE OFFICER
CLERK OF THE BOARD

501 Low Gap Road, Room 1010
Ukiah, CA 95482-3734

Email: ceo@mendocinocounty.gov
Website: www.mendocinocounty.gov

Office: (707) 463-4441
Facsimile: (707) 463-5649

MEMORANDUM

Date: December 16, 2025

To: Honorable Board of Supervisors

From: Darcie Antle, Chief Executive Officer

Subject: December 16, 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 an increase of \$87 thousand in projected revenue for Animal Care, a decrease of \$1 thousand in projected revenues for Clerk of the Board, a decrease of \$1 thousand in projected revenues for County Counsel, and an increase of \$6 thousand in projected revenues for Library. 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 December 2025 Proposed Fee Change Memo.