

MENDOCINO COUNTY POLICY #47	MASTER FEE SCHEDULE POLICY
ADOPTED: February 26, 2008	ADOPTED BY: Minute Order

Purpose and Intent

The Board of Supervisors has the authority to establish and change certain fees or service charges subject to legal requirements within California State law.

The purpose and intent of this policy is to establish a comprehensive consolidated Master Fee Schedule, with guidelines related to Mendocino County's fees for services. This policy will establish a tool to record and analyze extensive fee information, and to monitor the costs of providing services, while providing policymakers the ability to manage the fee process with more accurate and timely information in coordination with the County Budget process. The public will also be able to access information about fees more quickly and easily.

Program

For the purposes of establishing to enact a consolidated Master Fee Schedule for County department fees, the Board of Supervisors shall adopt by original resolution a Master Fee Schedule.

The Master Fee Schedule, can be modified or changed with an amended resolution to the original resolution, twice annually. New or revised fees will be effective 60 days after Board of Supervisors adoption of revised Master Fee Schedule or as otherwise stated in policy or code. A department will require approval by the Chief Executive Office, or designee, to establish a fee hearing when requesting a fee change at any other time.

1. The Executive Office Fiscal Unit will evaluate all Fees in January and October of each year. Any proposed increases will be sent to Department Heads by February and November of each year depending on the Fee Hearing date. Department Heads will have 10 working days to review and return any comments to the Fiscal Unit. The fee process is posted on the county intranet, under the Executive Office page. The Auditor-Controller's Office will review the costs associated with the fee to determine compliance and that all associated costs have been provided, are accurate, in compliance with government accounting principles, and meet required methodologies used for direct, indirect, and cost recovery analysis for fees. The proposed changes will be made available to the public fourteen (14) days prior to the hearing (Government Code §66019). Following evaluation and review, the Executive Office will transmit and publish a Public Notice ten (10) days prior to the Board of Supervisors hearing (Government Code §66019).

2. 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 of supervisors conducts a Public Hearing and acts upon all fee requests submitted by departments. The Department Head, or a representative, must be present for the Public Hearing.

3. Upon adoption of the Master Fee Schedule or an amendment to the resolution of the Master Fee Schedule by the Board of Supervisors, the Executive Office shall make available the original Master Fee Schedule or amendments to the Master Fee Schedule on the County's website. The

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Executive Office shall update the Master Fee Schedule with the last revised or adopted date and Resolution number for fees adopted which have been modified or changed on an annual, or semi-annual basis.

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