

Fee Change Update Workbook Guide

Department Info	Exhibit C		*** <i>This section should be completed by departments first</i> ***
		Figure A	Information regarding employee positions/titles, weighted rates, and departmental budget is entered on this sheet
			Departments will enter the Position Title for all employees involved in the fees to be calculated. This may be all employees in your department. Add lines as needed to capture all positions involved with fees
		Figure B	Using either the top-end or an average of top and bottom pay for the positions involved this section will calculated employee weighted rates for the services required Departments will enter their Budget Information with regards to their 1000 and 2000 series expenses. These figures should reflect the department's FY20-21 Adopted budget. The County Adopted Budget book can be found here: https://www.mendocinocounty.org/home/showpublisheddocument?id=39202

Fee Calculation	Exhibit B		
	Fee Data		Input Fee Title and a short descption of the service being provided
	Employees Involved		If needed, Link cells in column D and F to the employees involved with that fee from Exhibit C. This should only be required for departments with a large number of employees. <i>Please contact the EO Budget office for assistance with this field if you're unsure how to proceed.</i>
	Time Studies		Input the amount of time each employee spends performing their portion of the service provided under the fee. This may require a time study if the department does not have a historical average for their services
	# of Unit per Year		Input either the historical average or projected # of times this fee is collected within a fiscal year

Fee Change Detail	Exhibit A		
	Fee Change Detail		Input the current fee value and this section will compare the prior fee with the new fee value. Departments may also enter additional justification or explanation for the fee adjustment.
	Employee Service Detail Review & Approval		A short narrative on the services each employee provides for each fee under consideration for change.

DEPARTMENT:

Budget Unit Number:

FIGURE A - EMPLOYEE INVOLVEMENT WITH FEE

Cannabis Department

2810

Enter Information in green colored cells.

Pink cells are formula driven.

Position Title	Hourly Benefit	Annual Salary	Benefits	Services & Supplies	A-87	Weighted Hourly
ADMINISTRATIVE ASSISTANT	23.61	49,098	31,231	7,773	15,186	57.38
PLANNING TECHNICIAN I	28.41	59,093	37,589	9,356	18,277	69.06
PLANNER I/II/III	40.15	83,512	53,122	13,222	25,829	97.60
PROGRAM ADMINISTRATOR	39.05	81,226	51,668	12,860	25,122	94.93
SR PROGRAM MANAGER	49.38	102,700	65,327	16,259	31,764	120.03
DIRECTOR	59.25	123,240	78,393	19,511	38,117	144.03
SENIOR PLANNER	43.97	91,458	58,176	14,480	28,287	106.89
Hearing Officer	200.00	-	-	-	-	200.00
CoCo Office	172.97	-	-	-	-	172.97
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-

FIGURE B - DEPARTMENTAL PERCENTAGE OF TOTAL SALARIES (per original budget)

Budget Unit Number	Approved Budget Totals from Budget Book	Percentage of Totalated Salaries	Cost Allocation Amount for Budget Unit from Auditor
2810			264,347
Obtain this amount from Auditor's Office Cost Allocation Plan (A-87) for this budget unit.			
Salaries per line item			
861011-Regular Employees	854,693		
861012-Extra Help	-		
861013-Overtime Reg Emp	-		
Total Budgeted Salaries	854,693	30.93%	A-87
Divides Cost Allocation by Total Salaries			
Benefits per line item			
861021-Retirement	272,276		
861022-OASDI	56,667		
861023-Medicare	13,253		
861024-Retirement COLA	59,293		
861030-Health Insurance	141,067		
861031-Unemployment Insurance	-		
861035-Workers Comp	1,111		
Total Budgeted Benefits	543,667	63.61%	Benefits as a percentage of salaries
Total Sal & Ben to verify	1,398,360		Divides Total Benefits by Total Salaries
Services and Supplies			
862050 - Clothing & Personal Items	-		Please add any objects that are present in your budget that may not be included here.
862060 - Communications	7,440		
862101 - Insurance General	60,217		
862120 - Maintenance Equipment	-		
862150 - Memberships	-		
862170 - Office Expense	10,000		
862187 - Education & Training	5,000		
862189 - Prof & Spec Svcs - Other	-		
862190 - Public & Legal Notices	140		
862200 - Rents & leases - Equipment (misc)	-		
862210 - Rnts & Leases Bld Grd (PBS)	-		
862230 - Info Tech Equip	45,018		
862239 - Spec Dept Exp	5,000		
862250 - Transportation & Travel	2,000		
862253 - Travel & Trsp Out of County	500		
Total Services & Supplies	135,315	15.83%	S&S as a percentage of salaries
Total Sal+Ben+S&S	1,533,675		Divides Total Services and Supplies by Total Salaries

F E E #	Fee Name	Proposed Fee Rate	Position of People Working on the Fee	Number of Hours Spent	Weighted Rate	Total Cost	Number of Units per Year	ADMINIST RATIVE ASSISTANT	PLANNIN G TECHNICI AN I	PLANNER I/II/III	#REF!	PROGRAM ADMINISTRATOR	SR PROGRAM MANAGER	DIRECTOR	SENIOR PLANNER	Hearing Officer	CoCo Office	0
1	10A.17 Application Fee - Initial Application Review, Inspection, & Issuance Fee. Plus, actual time as	\$2,593.74	ADMINISTRATIVE ASSISTANT	1.24	57.38	\$71.15	20	24.80										
			PLANNING TECHNICIAN I	3.00	69.06	\$207.18	20		60.00									
			PLANNER I/II/III	21.00	97.60	\$2,049.60	20			420.00								
			PROGRAM ADMINISTRATOR	1.00	94.93	\$94.93	20				20.00							
			SR PROGRAM MANAGER	0.63	120.03	\$75.62	20					12.60						
			DIRECTOR	0.13	144.03	\$18.72	20						2.60					
			SENIOR PLANNER	-	106.89	\$0.00	20							0.00				
			Hearing Officer	-	200.00	\$0.00	20								0.00			
			CoCo Office	-	172.97	\$0.00	20									0.00		
				-	-	\$0.00	20										0.00	
			Miles	116.85	0.66	\$76.54												
							27.00	Total Cost>		\$2,593.74								
2	10A.17 Annual Permit Renewal Fee - Application Review, Inspection, & Issuance Fee. Plus, actual time as	\$1,448.56	ADMINISTRATIVE ASSISTANT	1.13	57.38	\$64.84	200	226.00										
			PLANNING TECHNICIAN I	2.00	69.06	\$138.12	200		400.00									
			PLANNER I/II/III	11.50	97.60	\$1,122.40	200			2300.00								
			PROGRAM ADMINISTRATOR	0.13	94.93	\$12.34	200				26.00							
			SR PROGRAM MANAGER	0.13	120.03	\$15.60	200					26.00						
			DIRECTOR	0.13	144.03	\$18.72	200						26.00					
			SENIOR PLANNER	-	106.89	\$0.00	200							0.00				
			Hearing Officer	-	200.00	\$0.00	200								0.00			
			CoCo Office	-	172.97	\$0.00	200									0.00		
				-	-	\$0.00	200										0.00	
			Miles	116.85	0.66	\$76.54												
							15.02	Total Cost>		\$1,448.56								

3	10A.17 Modification Application Fee - Application Review & Issuance Fee. Plus, actual time and inspection	\$695.64	ADMINISTRATIVE ASSISTANT	0.40	57.38	\$22.95
			PLANNING TECHNICIAN I	1.00	69.06	\$69.06
			PLANNER I/II/III	5.00	97.60	\$488.00
			PROGRAM ADMINISTRATOR	0.73	94.93	\$69.30
			SR PROGRAM MANAGER	0.23	120.03	\$27.61
			DIRECTOR	0.13	144.03	\$18.72
			SENIOR PLANNER	-	106.89	\$0.00
			Hearing Officer	-	200.00	\$0.00
			CoCo Office	-	172.97	\$0.00
				-	-	\$0.00
				7.49	Total Cost> \$695.64	
4	10A.17 Appendix G Checklist Fee - Review & Certification Fee. Plus actual time as applicable.	\$0.00	ADMINISTRATIVE ASSISTANT	-	57.38	\$0.00
			PLANNING TECHNICIAN I	-	69.06	\$0.00
			PLANNER I/II/III	-	97.60	\$0.00
			PROGRAM ADMINISTRATOR	-	94.93	\$0.00
			SR PROGRAM MANAGER	-	120.03	\$0.00
			DIRECTOR	-	144.03	\$0.00
			SENIOR PLANNER	-	106.89	\$0.00
			Hearing Officer	-	200.00	\$0.00
			CoCo Office	-	172.97	\$0.00
				-	-	\$0.00
				-	Total Cost> \$0.00	
5	10A.17 Nursery Add-On Application Fee - Application Review, Inspection & Issuance Fee. Plus actual time and	\$0.00	ADMINISTRATIVE ASSISTANT	-	57.38	\$0.00
			PLANNING TECHNICIAN I	-	69.06	\$0.00
			PLANNER I/II/III	-	97.60	\$0.00
			PROGRAM ADMINISTRATOR	-	94.93	\$0.00
			SR PROGRAM MANAGER	-	120.03	\$0.00
			DIRECTOR	-	144.03	\$0.00
			SENIOR PLANNER	-	106.89	\$0.00
			Hearing Officer	-	200.00	\$0.00
			CoCo Office	-	172.97	\$0.00
				-	-	\$0.00
			Miles	-	0.66	\$0.00
				-	Total Cost> \$0.00	
6	10A17 Cannabis Permit Transfer Fee - Application Review and Issuance Fee. Plus actual time as applicable.	\$274.89	ADMINISTRATIVE ASSISTANT	0.30	57.38	\$17.21
			PLANNING TECHNICIAN I	0.50	69.06	\$34.53
			PLANNER I/II/III	2.00	97.60	\$195.20
			PROGRAM ADMINISTRATOR	0.13	94.93	\$12.34
			SR PROGRAM MANAGER	0.13	120.03	\$15.60
			DIRECTOR		144.03	\$0.00
			SENIOR PLANNER		106.89	\$0.00
			Hearing Officer	-	200.00	\$0.00
			CoCo Office	-	172.97	\$0.00
				-	-	\$0.00
				3.06	Total Cost> \$274.89	

75	30.00											
75		75.00										
75			375.00									
75				54.75								
75					17.25							
75						9.75						
75							0.00					
75								0.00				
75									0.00			
75										0.00		
75											0.00	
												Yearly Hours

0	0.00											
0		0.00										
0			0.00									
0				0.00								
0					0.00							
0						0.00						
0							0.00					
0								0.00				
0									0.00			
0										0.00		
0											0.00	
												Yearly Hours

0	0.00											
0		0.00										
0			0.00									
0				0.00								
0					0.00							
0						0.00						
0							0.00					
0								0.00				
0									0.00			
0										0.00		
0											0.00	
												Yearly Hours

100	30.00											
100		50.00										
100			200.00									
100				13.00								
100					13.00							
100						0.00						
100							0.00					
100								0.00				
100									0.00			
100										0.00		
100											0.00	
												Yearly Hours

7	Cannabis Business Tax Appeal - Administrative Fee	\$153.64	ADMINISTRATIVE ASSISTANT	0.50	57.38	\$28.69
			PLANNING TECHNICIAN I	-	69.06	\$0.00
			PLANNER I/II/III	-	97.60	\$0.00
	PROGRAM ADMINISTRATOR		0.25	94.93	\$23.73	
	SR PROGRAM MANAGER		0.25	120.03	\$30.01	
	DIRECTOR		-	144.03	\$0.00	
	SENIOR PLANNER		-	106.89	\$0.00	
	Hearing Officer		-	200.00	\$0.00	
	CoCo Office		-	172.97	\$0.00	
			-	-	\$0.00	
	Tax Collector	0.50	142.42	\$71.21		
				1.50	Total Cost>	\$153.64

70	35.00											
70		0.00										
70			0.00									
70				17.50								
70					17.50							
70						0.00						
70							0.00					
70								0.00				
70									0.00			
70										0.00		
70											0.00	
70												
												Yearly Hours

8	Cannabis Business Tax Appeal - Hearing Fee	\$5,775.70	ADMINISTRATIVE ASSISTANT	0.25	57.38	\$14.35
			PLANNING TECHNICIAN I	-	69.06	\$0.00
			PLANNER I/II/III	-	97.60	\$0.00
	PROGRAM ADMINISTRATOR		1.25	94.93	\$118.66	
	SR PROGRAM MANAGER		1.50	120.03	\$180.05	
	DIRECTOR		4.50	144.03	\$648.14	
	SENIOR PLANNER		-	106.89	\$0.00	
	Hearing Officer		4.00	200.00	\$800.00	
	CoCo Office		22.00	172.97	\$3,805.34	
			-	-	\$0.00	
			-	-	\$0.00	
	Legal Services Supervisor		1.00	66.61	\$66.61	
	Legal Secretary		3.00	47.52	\$142.56	
		37.50	Total Cost>		\$5,775.70	

1	0.25											
1		0.00										
1			0.00									
1				1.25								
1					1.50							
1						4.50						
1							0.00					
1								4.00				
1									22.00			
1										0.00		
1												
1												
1												
1												
												Yearly Hours

9	10A17 Appeal of Application Denial - Administrative Fee	\$1,489.51	ADMINISTRATIVE ASSISTANT	0.63	57.38	\$36.15
			PLANNING TECHNICIAN I	0.13	69.06	\$8.98
			PLANNER I/II/III	8.13	97.60	\$793.49
			PROGRAM ADMINISTRATOR	1.88	94.93	\$178.47
			SR PROGRAM MANAGER	1.38	120.03	\$165.64
			DIRECTOR	2.13	144.03	\$306.78
			SENIOR PLANNER	-	106.89	\$0.00
			Hearing Officer	-	200.00	\$0.00
			CoCo Office	-	172.97	\$0.00
				-	-	\$0.00
			14.28	Total Cost>		\$1,489.51

12	7.56											
12		1.56										
12			97.56									
12				22.56								
12					16.56							
12						25.56						
12							0.00					
12								0.00				
12									0.00			
5										0.00		
												Yearly Hours

10	10A17 Appeal of Application Denial - Hearing Fee	\$5,777.64	ADMINISTRATIVE ASSISTANT	0.30	57.38	\$17.21	
			PLANNING TECHNICIAN I	-	69.06	\$0.00	
			PLANNER I/II/III	-	97.60	\$0.00	
				PROGRAM ADMINISTRATOR	1.00	94.93	\$94.93
				SR PROGRAM MANAGER	1.09	120.03	\$130.83
				DIRECTOR	5.00	144.03	\$720.15
				SENIOR PLANNER	-	106.89	\$0.00
				Hearing Officer	4.00	200.00	\$800.00
				CoCo Office	22.00	172.97	\$3,805.34
				Legal Services Supervisor	1.00	66.61	\$66.61
				Legal Secretary	3.00	47.52	\$142.56
				37.39	Total Cost>	\$5,777.64	

1	0.30											
1		0.00										
1			0.00									
1				1.00								
1					1.09							
1						5.00						
1							0.00					
1								4.00				
1									22.00			
1										1.00		
												Yearly Hours

11	Special Inspection Fee	\$647.94	ADMINISTRATIVE ASSISTANT	0.25	57.38	\$14.35
			PLANNING TECHNICIAN I	1.00	69.06	\$69.06
	PLANNER I/II/III		5.00	97.60	\$488.00	
	PROGRAM ADMINISTRATOR		-	94.93	\$0.00	
	SR PROGRAM MANAGER		-	120.03	\$0.00	
	DIRECTOR		-	144.03	\$0.00	
	SENIOR PLANNER		-	106.89	\$0.00	
	Hearing Officer		-	200.00	\$0.00	
	CoCo Office		-	172.97	\$0.00	
			-	-	\$0.00	
	Miles		116.85	0.66	\$76.54	
				6.25	Total Cost> \$647.94	

50	12.50												
50		50.00											
50			250.00										
50				0.00									
50					0.00								
50						0.00							
50							0.00						
50								0.00					
50									0.00				
50										0.00			
50											0.00		
													Yearly Hours

12	Cannabis Business Facility License	\$0.00	ADMINISTRATIVE ASSISTANT	-	57.38	\$0.00
	Application Fee - Application	REMOVE	PLANNING TECHNICIAN I	-	69.06	\$0.00
	Review, Inspection & Issuance Fee.		PLANNER I/II/III	-	97.60	\$0.00
			PROGRAM ADMINISTRATOR	-	94.93	\$0.00
			SR PROGRAM MANAGER	-	120.03	\$0.00
			DIRECTOR	-	144.03	\$0.00
			SENIOR PLANNER	-	106.89	\$0.00
			Hearing Officer	-	200.00	\$0.00
			CoCo Office	-	172.97	\$0.00
				-	-	\$0.00
			Miles	-	0.66	\$0.00
			-	Total Cost>		\$0.00

	0.00												
0		0.00											
0			0.00										
0				0.00									
0					0.00								
0						0.00							
0							0.00						
0								0.00					
0									0.00				
0										0.00			
0											0.00		
													Yearly Hours

13	Cannabis Department Pre-Application Conference	\$324.41	ADMINISTRATIVE ASSISTANT	0.25	57.38	\$14.35
			PLANNING TECHNICIAN I	0.25	69.06	\$17.27
			PLANNER I/II/III	3.00	97.60	\$292.80
			PROGRAM ADMINISTRATOR	-	94.93	\$0.00
			SR PROGRAM MANAGER	-	120.03	\$0.00
			DIRECTOR	-	144.03	\$0.00
			SENIOR PLANNER	-	106.89	\$0.00
			Hearing Officer	-	200.00	\$0.00
			CoCo Office	-	172.97	\$0.00
				-	-	\$0.00
				3.50	Total Cost> \$324.41	
						Yearly Hours

5	1.25												
5		1.25											
5			15.00										
5				0.00									
5					0.00								
5						0.00							
5							0.00						
5								0.00					
5									0.00				
5										0.00			
5											0.00		
5												0.00	
													Yearly Hours

14	Fallowing Fee	\$186.99	ADMINISTRATIVE ASSISTANT	0.25	57.38	\$14.35
			PLANNING TECHNICIAN I	-	69.06	\$0.00
			PLANNER I/II/III	1.50	97.60	\$146.40
			PROGRAM ADMINISTRATOR	0.15	94.93	\$14.24
			SR PROGRAM MANAGER	0.10	120.03	\$12.00
			DIRECTOR	-	144.03	\$0.00
			SENIOR PLANNER	-	106.89	\$0.00
			Hearing Officer	-	200.00	\$0.00
			CoCo Office	-	172.97	\$0.00
				-	-	\$0.00
				2.00	Total Cost> \$186.99	
						Yearly Hours

90	22.50												
90		0.00											
90			135.00										
90				13.50									
90					9.00								
90						0.00							
90							0.00						
90								0.00					
90									0.00				
90										0.00			
90											0.00		
													Yearly Hours

15	Withdrawal Fee	\$48.80	ADMINISTRATIVE ASSISTANT	-	57.38	\$0.00
			PLANNING TECHNICIAN I	-	69.06	\$0.00
			PLANNER I/II/III	0.50	97.60	\$48.80
			PROGRAM ADMINISTRATOR	-	94.93	\$0.00

25	0.00												
25		0.00											
25			12.50										
25				0.00									

		SR PROGRAM MANAGER	-	120.03	\$0.00
		DIRECTOR	-	144.03	\$0.00
		SENIOR PLANNER	-	106.89	\$0.00
		Hearing Officer	-	200.00	\$0.00
		CoCo Office	-	172.97	\$0.00
			-	-	\$0.00
		Miles	-	0.66	\$0.00
			0.50	Total Cost>	\$48.80

25					0.00							
25						0.00						
25							0.00					
25								0.00				
25									0.00			
25										0.00		
												Yearly Hours

16	NAS Fee	\$48.80	ADMINISTRATIVE ASSISTANT	-	57.38	\$0.00
			PLANNING TECHNICIAN I	-	69.06	\$0.00
			PLANNER I/II/III	0.50	97.60	\$48.80
	PROGRAM ADMINISTRATOR		-	94.93	\$0.00	
	SR PROGRAM MANAGER		-	120.03	\$0.00	
	DIRECTOR		-	144.03	\$0.00	
	SENIOR PLANNER		-	106.89	\$0.00	
	Hearing Officer		-	200.00	\$0.00	
	CoCo Office		-	172.97	\$0.00	
			-	-	\$0.00	
	Miles		-	0.66	\$0.00	
			0.50	Total Cost>		\$48.80

5	0.00											
5		0.00										
5			2.50									
5				0.00								
5					0.00							
5						0.00						
5							0.00					
5								0.00				
5									0.00			
5										0.00		
												Yearly Hours

17	Non-Cult Fee	\$48.80	ADMINISTRATIVE ASSISTANT	-	57.38	\$0.00
			PLANNING TECHNICIAN I	-	69.06	\$0.00
			PLANNER I/II/III	0.50	97.60	\$48.80
	PROGRAM ADMINISTRATOR		-	94.93	\$0.00	
	SR PROGRAM MANAGER		-	120.03	\$0.00	
	DIRECTOR		-	144.03	\$0.00	
	SENIOR PLANNER		-	106.89	\$0.00	
	Hearing Officer		-	200.00	\$0.00	
	CoCo Office		-	172.97	\$0.00	
			-	-	\$0.00	
		0.50	Total Cost>		\$48.80	

50	0.00											
50		0.00										
50			25.00									
50				0.00								
50					0.00							
50						0.00						
50							0.00					
50								0.00				
50									0.00			
50										0.00		
50											0.00	
												Yearly Hours

0
540.00
3004.00

561.75
0.00
0.00
306.00

312.50
0.00
17.50
180.00

12.50

2.50

25.00

FEE JUSTIFICATION CHART

Department/Fee Description	Budget Unit	Anticipated Annual Units of Service	Current Fee	Proposed Fee	Percent Change	Total Annual Increase / Decrease	Government Code Justification (if applicable)	Approved by Auditor (Yes) (No)
Department Name: Cannabis Department		Cannabis Department						
Division:		Your Division						
Fee Section In Master Fee Schedule (Exhibit X): Cannabis Management								
Additional Description:								
10A.17 Application Fee - Initial Application Review, Inspection, & Issuance Fee. Plus actual time as	2810	20	\$1,648.59	\$2,593.74	57.3%	\$18,903.02		
10A.17 Annual Permit Renewal Fee - Application Review, Inspection, & Issuance Fee. Plus actual time as	2810	200	\$733.33	\$1,448.56	97.5%	\$143,046.97		
10A.17 Modification Application Fee - Application Review & Issuance Fee. Plus, actual time as	2810	75	\$733.33	\$695.64	-5.1%	(\$2,826.62)		
10A.17 Appendix G Checklist Fee - Review & Certification Fee. Plus actual time as	2810	0	\$693.33	\$0.00	-100.0%	\$0.00	REMOVE	
10A.17 Nursery Add-On Application Fee - Application Review, Inspection & Issuance Fee. Plus actual time as	2810	0	\$369.49	\$0.00	-100.0%	\$0.00	REMOVE	
10A17 Cannabis Permit Transfer Fee - Application Review and Issuance Fee. Plus actual time as	2810	100	\$255.63	\$274.89	7.5%	\$1,925.88		
Cannabis Business Tax Appeal - Administrative Fee	2810	70	\$282.87	\$153.64	-45.7%	(\$9,046.10)		
Cannabis Business Tax Appeal - Hearing Fee	2810	1	\$1,131.95	\$5,775.70	410.2%	\$4,643.75		
10A17 Appeal of Application Denial - Administrative Fee	2810	12	\$1,152.94	\$1,489.51	29.2%	\$4,038.83		
10A17 Appeal of Application Denial - Hearing Fee	2810	1	\$1,140.00	\$5,777.64	406.8%	\$4,637.64		
Special Inspection Fee	2810	50	\$448.49	\$647.94	44.5%	\$9,972.59		
Cannabis Business Facility License Application Fee - Application Review, Inspection & Issuance Fee. Plus actual time as	2810	0	\$176.04	\$0.00	-100.0%	\$0.00	REMOVE	
Cannabis Department Pre-Application Conference	2810	5	\$493.20	\$324.41	-34.2%	(\$843.95)		
Fallowing Fee	2810	90	\$0.00	\$186.99	100%	\$16,828.88		
Withdrawal Fee	2810	25	\$0.00	\$48.80	100%	\$1,220.00		
NAS Fee	2810	5	\$0.00	\$48.80	100%	\$244.00		
Non-Cult Fee	2810	50	\$0.00	\$48.80	100%	\$2,440.00		
Total						\$195,184.87		
AUDITOR'S COMMENTS:								
Weighted rates are calculated correctly. Time estimates appear reasonable and are reported to be based on Planning & Building experience. It is recommended that all fees be rounded down to nearest dollar to avoid dealing with coins.								
RECOMMENDED FOR APPROVAL:								
<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Auditor</div> <div>Date</div> </div>								
EXECUTIVE OFFICE COMMENTS:								
RECOMMENDED FOR APPROVAL:								
<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Chief Executive Officer, or Designee</div> <div>Date</div> </div>								

COUNTY OF MENDOCINO
FEE SCHEDULE
FEE JUSTIFICATION CHART

Department/Fee Description	Budget Unit	Anticipated Annual Units of Service	Current Fee	Proposed Fee Rounded to the nearest whole dollar	Percent Change	Total Annual Increase / Decrease	Government Code Justification (if applicable)	Approved by Auditor (Yes) (No)
Department Name: Cannabis Department		Cannabis Department						
Division:		Your Division						
Fee Section In Master Fee Schedule (Exhibit X):		Cannabis Management Unit						
Additional Description:								
10A.17 Application Fee - Initial Application Review, Inspection, & Issuance Fee. Plus actual time as	2810	20	\$1,648.59	\$5,329.00	223.2%	\$73,608.20		
10A.17 Annual Permit Renewal Fee - Application Review, Inspection, & Issuance Fee. Plus actual time as	2810	200	\$733.33	\$1,092.00	48.9%	\$71,734.00		
10A.17 Modification Application Fee - Application Review & Issuance Fee. Plus, actual time as	2810	75	\$733.33	\$794.00	8.3%	\$4,550.25		
10A.17 Appendix G Checklist Fee - Review & Certification Fee. Plus actual time as	2810	0	\$693.33	\$871.00	25.6%	\$0.00	REMOVE	
10A.17 Nursery Add-On Application Fee - Application Review, Inspection & Issuance Fee. Plus actual time as	2810	0	\$369.49	\$1,092.00	195.5%	\$0.00	REMOVE	
10A17 Cannabis Permit Transfer Fee - Application Review and Issuance Fee. Plus actual time as	2810	100	\$255.63	\$334.00	30.7%	\$7,837.00		
Cannabis Business Tax Appeal - Administrative Fee	2810	70	\$282.87	\$329.17	16.4%	\$3,241.00		
Cannabis Business Tax Appeal - Hearing Fee	2810	1	\$1,131.95	\$1,632.44	44.2%	\$500.49		
10A17 Appeal of Application Denial - Administrative Fee	2810	12	\$1,152.94	\$1,260.00	9.3%	\$1,284.72	Reso No. 22-243	
10A17 Appeal of Application Denial - Hearing Fee	2810	1	\$1,140.00	\$1,872.00	64.2%	\$732.00	Reso No. 22-243	
Special Inspection Fee	2810	50	\$448.49	\$556.00	24.0%	\$5,375.50		
Cannabis Business Facility License Application Fee - Application Review, Inspection & Issuance Fee. Plus actual time as	2810	0	\$176.04	\$1,427.00	710.6%	\$0.00	REMOVE	
Cannabis Department Pre-Application Conference	2810	5	\$493.20	\$327.00	-33.7%	(\$831.00)		
Following Fee	2810	90	\$0.00	\$186.99	100%	\$16,828.88		
Withdrawal Fee	2810	25	\$0.00	\$48.80	100%	\$1,220.00		
NAS Fee	2810	5	\$0.00	\$48.80	100%	\$244.00		
Non-Cult Fee	2810	50	\$0.00	\$48.80	100%	\$2,440.00		
Total						\$188,765.04		
AUDITOR'S COMMENTS: Weighted rates are calculated correctly. Time estimates appear reasonable and are reported to be based on Planning & Building experience. It is recommended that all fees be rounded down to nearest dollar to avoid dealing with coins. RECOMMENDED FOR APPROVAL: <div>AuditorDate</div>								
EXECUTIVE OFFICE COMMENTS: RECOMMENDED FOR APPROVAL: <div>Chief Executive Officer, or DesigneeDate</div>								