



**KATRINA BARTOLOMIE**

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COUNTY CLERK-RECORDER  
REGISTRAR OF VOTERS

COMMISSIONER OF  
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**MEMORANDUM**

TO: Honorable Board of Supervisors

FROM: Katrina Bartolomie  
Assessor-Clerk-Recorder

DATE: April 25, 2023

RE: April 25, 2023, Annual Fee Hearing

The Assessor's Office fees have not been adjusted in over 10 years. In that time, there have been several labor contracts that have increased staff salaries. Following the Board of Supervisors' direction of identifying full cost recovery for services, the Assessor's Office conducted a time study on current fees listed in the Mendocino County Master Fee Schedule. Upon completion of the time study, the Assessor-Clerk-Recorder Office has identified fees that fall below the cost of staff time to provide these products and services.

These proposed fee increases reflect the current cost of staff supplying the public with copies of Assessor Plat Maps, Subscription increase for access to Plat Map Updates, Copy of Parcel Records, and color Aerial Photocopies. Increase to services ranging from Research Time; for ownership, mailing address, parcel numbers necessary for Coastal Development Permits, property characteristics to research and verify structures including bed, bath count, year built, out buildings, and infrastructure, Boundary Line Adjustments to incorporated parcels and Estimate of Liens for Parcel Sub-Divisions