



COUNTY OF MENDOCINO

Executive Office

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MEMORANDUM

Date: August 6, 2019

To: Honorable Board of Supervisors

From: Carmel J. Angelo, Chief Executive Officer

Subject: August 20, 2019, Annual Fee Hearing

BACKGROUND

Pursuant to County Policy No. 47, Master Fee Schedule Policy, on or before April 1, or 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 departments referenced in Attachments 4 & 5. 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 adopted as referenced in Attachments 4 & 5, which have been modified or changed on an annual, or no more than semi-annual basis.

A summary regarding the changes are presented below:

- Planning & Building Services, Cannabis Unit
Planning and Building Services, Cannabis Unit has been working directly with the Board of Supervisors and County Council on the revision of Ordinance No. 6.32.150 and 6.32. On June 11, 2019, The Board of Supervisors introduced and waived reading of an ordinance amending Mendocino County Code Section 6.32.150 Appeal procedure and directed staff to prepare an Appeals Process and Procedure related to the Cannabis Business Tax. The proposed fee represents full cost recovery for work related to the Cannabis Business Tax Appeals process.
- Mendocino County Veterans' Memorial Buildings
On February 25, 2014, the Board of Supervisors approved revisions to the rules and regulations, building administration and Memorandum of Understanding that affect the terms of use of the buildings. This approval included the rental rates. The Executive Office is requesting approval to add the prior approved rental rates to the Master Fee Schedule (Exhibit X).

In addition to the internal reviews performed by the individual Departments for the proposed fee adjustments, both the Executive Office and Auditor-Controller's Office conducted a review of the department submitted fee changes and find them to be in accordance with Board directives in regard to full cost recovery.