



# COUNTY OF MENDOCINO

## Executive Office

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### MEMORANDUM

**Date:** October 8, 2019

**To:** Honorable Board of Supervisors

**From:** Carmel J. Angelo, Chief Executive Officer

**Subject:** October 22, 2019, Annual Fee Hearing

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#### 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 4-8. 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 4-8, which have been modified or changed on an annual or no more than semi-annual basis.

A summary regarding the changes are presented below:

- Health and Human Services Agency, Environmental Health  
These fees have not been adjusted in over 10 years. In that time, there have been several labor contracts that have increased staff salaries and the Board of Supervisors has also identified need for full cost recovery. These proposed fee increases reflect the current cost to the department for the review of a modified or renewed use permit application, preparation and meeting time of a Pre-Application conference, Administrative Permit, and Farmer's Market application.
- Health and Human Services Agency, Public Health Nursing  
The current fees charged for the immunization/medication does not cover the cost of purchasing, shipping, handling or the taxes. The purposed fee will avoid using taxpayer dollars to cover the cost of these medications for people who have a third party payor.

- Planning & Building Services, Cannabis Management Unit  
Planning and Building Services, Cannabis Management Unit has been working directly with the Board of Supervisors and County Counsel 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.

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.