



COUNTY OF MENDOCINO

Executive Office

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MEMORANDUM

Date: April 20, 2020
To: Honorable Board of Supervisors
From: Carmel J. Angelo, Chief Executive Officer
Subject: April, 2020, 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 4-8. 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
Place holder language for EH to submit narrative for reductions to multiples fees, including;
 - Food Establishment Fees
 - Hazardous Materials Fees
 - Land Use Fees
- Animal Care and Control
Staff have identified that due to ACS finding a cheaper and effective alternative option with industry competing companies the Department is able to reduce fees to certain services.

- Planning & Building Services

Staff has found that there are a few special circumstances where fees have been lowered or added as follows:

- Home Occupation Business License- REDUCED FEE
- MHRB Sign Copy Change or Single Business Sign- REDUCED FEE

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.