

MENDOCINO COUNTY POLICY #47	MASTER FEE SCHEDULE POLICY
ADOPTED: February 26, 2008 AMENDED: April 19, 2022 AMENDED: September 23, 2025	ADOPTED BY: Minute Order AMENDED BY: Minute Order

Purpose and Intent

The Board of Supervisors has the authority to establish and change certain fees or service charges subject to legal requirements within California State law.

The purpose and intent of this policy is to establish a comprehensive consolidated Master Fee Schedule, with guidelines related to Mendocino County's fees for services. This policy will establish a tool to record and analyze fee information, and to monitor the costs of providing services, while providing policymakers with the ability to manage the fee process with more accurate and timely information in coordination with the County Budget process. The public will also be able to access information about fees more quickly and easily.

Policy

For the purposes of establishing to enact a consolidated Master Fee Schedule for County department fees, the Board of Supervisors shall adopt by original resolution a Master Fee Schedule.

- Board approval is required for the initiation of new or revision of fees and charges, except when fee amounts are fixed by federal or state law or statute, and except where authority has been previously delegated by the Board of Supervisors.
- Board approved fees or charges cannot be reduced or waived without specific approval or delegated authority from the Board of Supervisors. The Board may delegate authority to reduce or waive fees with specific criteria for County officials to follow.
- At the discretion of the Board of Supervisors, based on public interest and priorities, the Board of Supervisors may allow for fees to be set at a level less than the full cost of providing such services.
- The Master Fee Schedule is typically modified or changed with an amended resolution to the original resolution, twice annually, in April and December.
- A department will require approval by the Chief Executive Office, or designee, to establish a fee hearing, when requesting a fee change, outside of the typical April and December hearings.
- New or revised fees will be effective 60 days after the Board of Supervisors adoption of revised Master Fee Schedule, or as otherwise stated in policy or code.
- The Executive Office will evaluate all Fees. Any proposed increases will be sent to Department Heads. Department Heads will have 10 working days to review and return any comments to the Executive Office. The fee process is posted on the county intranet, under the Executive Office page.

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- The Auditor-Controller's Office will review the costs associated with the fee to determine compliance and that all associated costs have been provided, are accurate, in compliance with government accounting principles, and meet required methodologies used for direct, indirect, and cost recovery analysis for fees.
- The proposed changes will be made available to the public fourteen (14) days prior to the hearing (Government Code §66019). Following evaluation and review, the Executive Office will transmit and publish a Public Notice ten (10) days prior to the Board of Supervisors hearing (Government Code §66019).
- Upon adoption of the Master Fee Schedule or an amendment to the resolution of the Master Fee Schedule by the Board of Supervisors, the Executive Office shall make available the original Master Fee Schedule or amendments to the Master Fee Schedule 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 which have been modified or changed on an annual, or semi-annual basis.

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