

MENDOCINO COUNTY POLICY #47	MASTER FEE SCHEDULE POLICY
ADOPTED: February 26, 2008	ADOPTED 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 extensive fee information, and to monitor the costs of providing services, while providing policymakers 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.

Program

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, (Exhibit X).

The Master Fee Schedule, (Exhibit X), can be modified or changed with an amended resolution to the original resolution, on an annual basis, or on or before April 1 of each year to correspond with the annual budget process. New or revised fees will be effective July 1 of each year with the exception of Planning and Building fees which are required to be effective 60 days after adoption of the new fee modifications. No more than semi-annually shall the fees be modified, and a request for fee modification by departments will require approval by the Chief Executive Officer, or designee, to establish a fee hearing outside the normal fee process on April 1 of each year. The fee process shall be as follows:

1. Time lines with instructions for submission of modification of fees by each department will be e-mailed to all Department Heads by the Executive Office prior to notification deadline. Departments will be required to submit fee change notification via e-mail to the Executive Office for purposes of posting the public notice.
2. Upon the notification deadline date, (the exact date will be determined in the instructions) Department Heads will be required to submit via e-mail or hard copy;
 - a) 1 set of the required fee request documents as stated in the instructions to the Auditor-Controller's Office for review.
 - b) 1 set of the required fee request documents via e-mail or hard copy to the Executive Office at the same time.

3. 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 Executive Office will prepare a placeholder agenda summary to submit to the Clerk of the Board within timeframes established for compliance with the agenda process.
4. Upon review of the required documents by the Auditor-Controller's Office, the Auditor-Controller's Office will forward the original packet with all required documents signed by the Auditor-Controller, to the Executive Office (the exact date will be determined in the instructions).
5. The Executive Office will review and approve final packets submitted by the Auditor-Controller's Office and sign the required documents. The Executive Office will then make required amount of copies of all original packets documents and forward to the Clerk of the Board for placement on the Board's agenda on or before April 1, or on approval by the Chief Executive Officer, or designee, or on a date specified for a request for fee modification outside the normal fee hearing process. The Executive Office will send out a Public Notice ten (10) days prior to the Board hearing. An agenda with attached documents from departments requested modifications of fees as an Exhibit A is to be presented to the Board of Supervisors with a new Master Fee Schedule resolution that will supersede all prior fees and charges previously adopted and/or amended on the Master Fee Schedule, (Exhibit X).
6. 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 Exhibit A. The Department Head, or a representative, must be present for the Public Hearing.
7. Upon adoption by the Board of Supervisors of the resolution of the Master Fee Schedule, (Exhibit X), or a 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 Exhibit A, which have been modified or changed on an annual, or no more than semi-annual basis.

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