



COUNTY OF HUMBOLDT

For the meeting of: 11/18/2025

File #: 25-1284

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Set a Public Hearing to Consider Adoption of Certain Updates to the Humboldt County Schedule of Fees and Charges

RECOMMENDATION(S):

That the Board of Supervisors:

1. Direct the Clerk of the Board to:
 - a. Schedule a public hearing on Tuesday, Dec. 16, 2025, at 9:00 a.m., or as soon thereafter as the matter may be heard, for consideration of adoption of an ordinance updating the Humboldt County Schedule of Fees and Charges; and
 - b. Post and publish the required pre-adoption summary of the ordinance and public hearing notice for updating the Humboldt County Schedule of Fees and Charges at least five (5) days intervening between the dates of the first and last publication, not counting such publication dates; and
 - c. Make the data and documentation supporting the new fees available for public review at least ten (10) days prior to the public hearing; and
 - d. Post a certified copy of the full text of the proposed ordinance in the office of the Clerk of the Board of Supervisors at least five (5) days prior to the Board meeting at which the ordinance will be adopted [California Government Code Section 25124(b)(1)].

STRATEGIC PLAN:

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

Annually, Humboldt County departments review their fees and charges to determine whether they are sufficient to recoup costs associated with providing services to the public. The full fee schedule was updated on Dec. 17, 2024, which amended and updated the Humboldt County Schedule of Fees and Charges, effective Jan. 20, 2025, except for Planning and Building fees, which were

effective Feb. 17, 2025. On Feb. 17, 2025, the Department of Aviation brought before the Humboldt County Board of Supervisors ("Board") revised hanger fees, which amended and updated the Humboldt County Schedule of Fees and Charges for a second time, effective March 25, 2025.

California Government Code Sections 54986, 6062a and 66018 require that prior to adopting a resolution or ordinance approving a new fee or changing an existing fee, the Board provide notice of a public hearing, and then hold a public hearing at which time oral or written presentations can be made. Staff recommends scheduling this year's public hearing for the Board meeting being held on December 16, 2025. The recommended actions complete the public notice process for that hearing.

SOURCE OF FUNDING:

All Humboldt County funds receiving fee revenue

FINANCIAL IMPACT:

There is no financial impact to scheduling the public hearing for consideration of adoption of an ordinance updating the Humboldt County Schedule of Fees and Charges. If approved by the Board, updated fees will be incorporated into departmental budgets as appropriated.

STAFFING IMPACT:

The revision of fees and charges allows departments to evaluate their fee revenues and ensure they are charging adequately for their costs including personnel costs. This is a vital process in maintaining staff to provide fee-driven services.

OTHER AGENCY INVOLVEMENT:

All entities, agencies or businesses impacted by specific fees.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may decline to direct that the notice of public hearing and proposed ordinance be posted and published. However, this alternative is not recommended, as adoption of new fees requires a properly noticed public hearing to be conducted.

ATTACHMENTS:

1. Summary of Ordinance Public Hearing Notice
2. Draft Fee Ordinance

PREVIOUS ACTION/REFERRAL:

Meeting of: 2/25/25; 12/17/24

File No.: 25-269; 25-37