



COUNTY OF MENDOCINO

Clerk of the Board

DARCIE ANTLE
CLERK OF THE BOARD

501 Low Gap Rd. Room 1010
Ukiah, CA 95482

Email: cob@mendocinocounty.org
Website: www.mendocinocounty.org

Office: (707) 463-4441
Fax: (707) 463-5649

MEMORANDUM

DATE: APRIL 25, 2023

TO: HONORABLE BOARD OF SUPERVISORS

FROM: CLERK OF THE BOARD

RE: FEE UPDATES

In prior years, the Clerk of the Board's Office did not charge a fee for outside use of the Board of Supervisors Chambers as there was little to no impact on the department aside from ensuring the doors were unlocked prior to the reserving party arriving. When the Board Chambers were renovated in 2020, multiple upgrades were made to ensure that the Mendocino County Board of Supervisors could adequately meet all requirements of a hybrid meeting model. The technological upgrades introduced during this renovation have been key to running seamless hybrid meetings while ensuring that all provisions of the Brown Act are complied with, but they also require extra COB staff time to ensure all technology is powered on and useable upon entry by the reserving party.

The Board Chambers are currently the only County facility specifically equipped to host Live-Streamed, ADA Accessible, Hybrid, Brown Act Compliant, public meetings. As a result, we have received numerous requests from other agencies/meeting bodies to return to using the Board Chambers post pandemic.

We respectfully request that the proposed fees for Board Chambers Reservations be adopted, allowing us an opportunity at obtaining cost recovery for the staff time spent ensuring the Board Chambers are properly set up before, and broken down after, each use by an outside agency. Doing so will ensure that we are able to maintain a suitable location for hosting open and accessible meetings to all residents of Mendocino County.