



# COUNTY OF MENDOCINO

## Executive Office

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**CHIEF EXECUTIVE OFFICER**  
**CLERK OF THE BOARD**

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### MEMORANDUM

**Date:** April 20, 2021  
**To:** Honorable Board of Supervisors  
**From:** Carmel J. Angelo, Chief Executive Officer  
**Subject:** April, 2021, Fee Hearing

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#### 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 the department referenced in Attachments 3-5. 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 3-5, which have been modified or changed on an annual or no more than semi-annual basis.

A summary regarding the changes are presented below:

- Cultural Services Agency  
New to the County Museum are requests for digital copies of images and audio-visual. Standard fees for processes have been established;
  - Digital Reproduction Fees
  - Access and Use Fees
  - Research Fees
  - Shipping and Handling Fees
  - New Day Use Fees

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.