COUNTY OF MENDOCINO FEE SCHEDULE **FEE JUSTIFICATION CHART**

Department/Fee Description	Budget Unit	Anticipated Annual Units of Service	Current Fee	Proposed Fee	Percent Change	Total Annual Increase / Decrease	Government Code Justification (if applicable)	Approved by Auditor (Yes) (No)						
Department Name:		Museum												
Division:		Budget Office												
Fee Section (Yellow highlighted in Master Fee Scho	edule):	le): County Wide Internal Fees												
Additional Description:		Other Depart	ment(s) may ch	provided										
Fee 1	7110	100	\$0.00	\$15.00	100%	\$1,500.00	New service							
Fee 2	7110	30	\$0.00	\$25.00	100%	\$750.00	New service							
Fee 3	7110	50	\$0.00	\$10.00	100%	\$500.00	New service							
Fee 4	7110	60	\$0.00	\$5.00	100%	\$300.00	New service							
Fee 5	7110	50	\$0.00	\$20.00	100%	\$1,000.00	New service							
Fee 6	7110	20	\$0.00	\$50.00	100%	\$1,000.00	New service							
Fee 7	7110	40	\$0.00	\$25.00	100%	\$1,000.00	New service							
Fee 8	7110	30	\$0.00	\$15.00	100%	\$450.00	New service							
Fee 9	7110	30	\$0.00	\$10.00	100%	\$300.00	New service							
Fee 10	7110	0	\$0.00	\$0.00	100%	\$0.00								
Total						\$6,800.00								

Additional Explanation of Fee request modification (If needed):

Museums normally charge fees for research beyond the usual request of up to one hour of research. New to the County Museum are requests for digital copies of images and audio-visual.

Standard fees for these processes will help to set up an easy way for the public to place their requests and for staff to fulfill them. Use fees charged to commercial organizations help to support the Museum's collections. Varying use fees are also charged for the Veteran's Hall.

Contact the Audtior's Office for Current Salary Figure	es if Neede	ed

Salary & Benefit Calculation for Employees	Budget Unit	Hourly Rate	Annual Salary	Fringe Benefits	Services & Supplies*	A-87 Indirect Costs	Total Weighted Rate	Weighted Hourly Rate @ 1,800/yr
Staff Assistant II	7110	\$16.92	\$35,193.60	\$23,006.77	\$23,561.50	\$26,817.80	\$108,579.67	\$60.32
Librarian II	7110	\$27.65	\$57,512.00	\$37,596.75	\$38,503.28	\$43,824.59	\$177,436.63	\$98.58
Museum Curator	7110	\$25.81	\$53,684.80	\$35,094.84	\$35,941.04	\$40,908.23	\$165,628.91	\$92.02
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0	7110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<u> </u>	0 . 0			
Employee Name	Service Description	HRS	COST	
Staff Assistant II	Orders supplies, receives supplies, processes incoming materials, answers phones, provides forms, takes messages, ships materials	0.00	\$0.00	
Librarian II	Takes requests for information, assists with forms, searches Museum archives which may include digital materials and microfilm, or microfiche or other archival items, makes copies	0.00	\$0.00	
Museum Curator	Takes requests for information, assists with forms, searches Museum archives which may include digital materials and microfilm, or microfiche, or other archival items, makes copies	0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	

COUNTY OF MENDOCINO FEE SCHEDULE FEE JUSTIFICATION CHART

0		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
#REF!				
AUDITOR'S COMMENTS:				
RECOMMENDED FOR APPROVAL:				
Auditor	Date			
EXECUTIVE OFFICE COMMENTS:				
RECOMMENDED FOR APPROVAL:				
Chief Executive Officer, or Designee	Date			

Fee Name	Proposed Fee Rate	Position of People Working on the Fee	Number of Hours Spent	Weighted Rate	Total Cost	Number of Units per Year	Staff Assistant II	Librarian II	Museum Curator	0	0	0	0	0	0	0	0	0
1 Fee 1	\$15.00	Staff Assistant II	-	60.32	\$0.00	100	0.00											
		Librarian II	0.10	98.58	\$9.86	100		10.00										
		Museum Curator	0.10	92.02	\$9.20	100			10.00									
Describe Fee		0			\$0.00	100				0.00								
Digital Image		0			\$0.00	100					0.00							
Reproduction Fee		0		-	\$0.00	100						0.00						
600 dpi maximum		0	-	-	\$0.00	100							0.00					
		0	-	-	\$0.00	100								0.00				
		0	-	-	\$0.00	100									0.00			
		0		-	\$0.00	100										0.00		
		0		-	\$0.00	100											0.00	
		0	-	-	\$0.00	100												0.00
		0	-	-	\$0.00	100												
		0	-	-	\$0.00	100												
		0	-	-	\$0.00	100												
		0	-	-	\$0.00	100												
		0	-	-	\$0.00	100												
				Total Cost>	\$19.06							•	•		•			
2 Fee 2	\$25.00	Staff Assistant II	-	60.32	\$0.00	30	0.00											
	·	Librarian II	0.13	98.58	\$12.81	30		3.90										
		Museum Curator	0.13	92.02	\$11.96	30			3.90									
Describe Fee		0		-	\$0.00	30				0.00								
Copy of Digitized		0		-	\$0.00	30					0.00							
Video/Audio File		0		-	\$0.00	30						0.00						
(up to 60 minutes each)		0		-	\$0.00	30							0.00					
		0		-	\$0.00	30								0.00				
		0		-	\$0.00	30									0.00			
		0		-	\$0.00	30										0.00		
		0		-	\$0.00	30											0.00	
		0		-	\$0.00	30												0.00
		0		-	\$0.00	30												
		0		-	\$0.00	30												
		0		-	\$0.00	30												
		0		-	\$0.00	30												
		0		-	\$0.00	30												
			•	Total Cost>	\$24.78								•		•			
3 Fee 3	\$10.00	Staff Assistant II	0.02	60.32	\$1.21	50	1.00											
		Librarian II	0.05	98.58	\$4.93	50		2.50										
		Museum Curator	0.05	92.02	\$4.60	50			2.50									
Describe Fee		0		-	\$0.00	50				0.00								
Flash Drive		0		-	\$0.00	50					0.00							
For sharing data		0		-	\$0.00	50						0.00						
		0		-	\$0.00	50							0.00					
		0		-	\$0.00	50								0.00				
(high quality flash		0		-	\$0.00	50									0.00			
drive)		0		-	\$0.00	50										0.00		
,		0		-	\$0.00	50											0.00	
		0		-	\$0.00	50											2.00	0.00
		0		-	\$0.00	50												
					7 2 3 3	- 30	1_											

\$0.00 \$0.00

0	-	\$0.00
0	-	\$0.00
	Total Cost>	\$10.74

50						
50						

4 Fee 4	\$5.00 Staff Assistant II	0.00	60.32	\$0.00	60												
	Librarian II	0.04	98.58	\$3.94	60		2.40										
	Museum Curator	0.04	92.02	\$3.68	60			2.40									
Describe Fee	0		-	\$0.00	60				0.00								
	0		1	\$0.00	60					0.00							
Microfilm/Microfiche	0		-	\$0.00	60						0.00						
Access for each search	0		-	\$0.00	60							0.00					
	0		-	\$0.00	60								0.00				
	0		-	\$0.00	60								0.00	0.00			
	0		-	\$0.00	60									0.00	0.00		
	0		-		60										0.00	0.00	
	0			\$0.00												0.00	0.00
	0		-	\$0.00	60												0.00
	0		-	\$0.00	60												
	0		-	\$0.00	60												
	0		-	\$0.00	60												
	0		-	\$0.00	60												
	0		-	\$0.00	60												
			Total Cost>	\$7.62													
				•													
5 Fee 5	\$20.00 Staff Assistant II	-	60.32	\$0.00	50	0.00											
	Librarian II	-	98.58	\$0.00	50		0.00										
	Museum Curator	-	92.02	\$0.00	50		0.00	0.00									
Describe Fee	n Curator		-	\$0.00	50			0.00	0.00								
	0								0.00	0.00							
Image Use Fee	U		-	\$0.00	50					0.00							
Use of each Museum	0		-	\$0.00	50						0.00						
Image	0		-	\$0.00	50							0.00					
Charged to For-Profit	0		-	\$0.00	50								0.00				
	0		-	\$0.00	50									0.00			
(No charge to	0		-	\$0.00	50										0.00		
private, non-profit,	0		-	\$0.00	50											0.00	
or educational use	0		-	\$0.00	50												0.00
following Veteran's	0		-	\$0.00	50												
Hall providing free use	0		-	\$0.00	50												
to some groups)	0		-	\$0.00	50												
to some groups)	0																
	0		-	\$0.00	50												
	0		-	\$0.00	50												
			Total Cost>	\$0.00													
6 Fee 6	\$50.00 Staff Assistant II	-	60.32	\$0.00	20												
	Librarian II	-	98.58	\$0.00	20		0.00										
	Museum Curator	-	92.02	\$0.00	20			0.00									
Describe Fee	0		-	\$0.00	20				0.00								
Audio/Visual Use Fee	0		-	\$0.00	20					0.00							
up to 60 Minutes/each	0		-	\$0.00	20						0.00						
Charged to For-Profit	0		-	\$0.00	20							0.00					
	0		-	\$0.00	20							1.50	0.00				
(No charge to	0		-	\$0.00	20								0.00	0.00			
private, non-profit,	0			\$0.00										0.00	0.00		
	0		-		20										0.00	0.00	
or educational use	0		-	\$0.00	20											0.00	
following Veteran's	0		-	\$0.00	20												0.00
Hall providing free use	0		-	\$0.00	20												
to some groups)	0		-	\$0.00	20												
	0		-	\$0.00	20												
	0		-	\$0.00	20												
	0		-	\$0.00	20												
			Total Cost>	\$0.00													
			. Otal Cost	Ç0.30													

7 Fee 7	\$25.00	Staff Assistant II		60.32	\$0.00	40	0.00											
		Librarian II	0.25	98.58	\$24.64	40		10.00										
		Museum Curator	0.25	92.02	\$23.00	40			10.00									
Describe Fee		0		-	\$0.00	40				0.00								
Research Fee		0		-	\$0.00	40				0.00	0.00							
30 minutes research in		0		-	\$0.00	40					0.00	0.00						
excess of 1 hour.		0		-	\$0.00	40						0.00	0.00					
		0			\$0.00								0.00	0.00				
8 hour maximum per		0		-		40								0.00				
project.		0		-	\$0.00	40									0.00			
		0		-	\$0.00	40										0.00		
		0		-	\$0.00	40											0.00	
		0		-	\$0.00	40												0.00
		0		-	\$0.00	40												
		0		-	\$0.00	40												
		0		-	\$0.00	40												
		0		-	\$0.00	40												
		0		-	\$0.00	40												
				Total Cost>	\$47.65													
8 Fee 8	\$15.00	Staff Assistant II		60.32	\$0.00	30	0.00											
		Librarian II	0.10	98.58	\$9.86	30		3.00										
		Museum Curator	0.10	92.02	\$9.20	30			3.00									
Describe Fee		0		-	\$0.00	30				0.00								
Microfilm/Microfiche		0		-	\$0.00	30					0.00							
Staff Research Fee		0		-	\$0.00	30						0.00						
each article		0		-	\$0.00	30							0.00					
		0		-	\$0.00	30								0.00				
		0		-	\$0.00	30									0.00			
		0		-	\$0.00	30										0.00		
		0		-	\$0.00	30											0.00	
		0		-	\$0.00	30												0.00
		0		-	\$0.00	30												
		0		-	\$0.00	30												
		0		-	\$0.00	30												
		0		-	\$0.00	30												
		0		-	\$0.00	30												
			•	Total Cost>	\$19.06													
9 Fee 9	\$10.00	Staff Assistant II	0.20	60.32	\$12.06	30	6.00											
		Librarian II	-	98.58	\$0.00	30		0.00										
		Museum Curator	-	92.02	\$0.00	30			0.00									
Describe Fee		0		-	\$0.00	30				0.00								
Shipping		0		-	\$0.00	30					0.00							
Cost of shipping +				-	\$0.00													
\$10.00		0				30						0.00						
		0		-	\$0.00	30							0.00					
		0		-	\$0.00	30								0.00				
		0		-	\$0.00	30									0.00			
		0		-	\$0.00	30										0.00		
		0		-	\$0.00	30											0.00	
		0		-	\$0.00	30												0.00
		0		-	\$0.00	30												
		0		-	\$0.00	30												
		0		-	\$0.00	30												
		0		-	\$0.00	30												
		0		-	\$0.00	30	4											
				Total Cost>	\$12.06													
_																		

		Total Cost>	\$0.00
	0	-	\$0.00
	0	-	\$0.00
	0	-	\$0.00
	0	-	\$0.00
	0	-	\$0.00
	0	-	\$0.00
	0	-	\$0.00
	0	-	\$0.00
	0	-	\$0.00
	0	-	\$0.00
	0	_	\$0.00
	0	_	\$0.00
2000.1201.00	0	_	\$0.00
Describe Fee	0	-	\$0.00
	Museum Curator	92.02	\$0.00
	Librarian II	98.58	\$0.00
0 Fee 10	Staff Assistant II	60.32	\$0.00

0	0.00											
		0.00										
			0.00									
				0.00								
					0.00							
						0.00						
							0.00					
								0.00				
									0.00			
										0.00		
											0.00	
												0.00
Total Hours>	7.00	31.80	31.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

DEPARTMENT: Department/Office Enter Information in green colored cells.

Budget Unit Number: Pink cells are formula driven.

FIGURE A - EMPLOYEE INVOLVEMENT WITH FEE

Position Title	Hourly Benefit	Annual Salary	Benefits	Services & Supplies	A-87	Weighted Hourly
Staff Assistant II	16.92	35,194	23,007	23,562	26,818	60.32
Librarian II	27.65	57,512	37,597	38,503	43,825	98.58
Museum Curator	25.81	53,685	35,095	35,941	40,908	92.02
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-

FIGURE B - DEPARTMENTAL PERCENTAGE OF TOTAL SALARIES (per original budget)

86,378

2,500 16,000

2,500

600

862189

862230

862239 862250

862253

Budget Unit Number 7110	Approved Budget Totals from Budget Book	Percentage of Totaled Salaries	Cost Allocation Amount for Budget Unit from Auditor	
			216,302	Obtain this amount from Auditor's Office Cost Allocation Plan
Salaries per line item				(A-87) for this budget unit.
861011-Regular Employees	270,858			
861012-Extra Help	12,000			
861013-Overtime Reg Emp	1,000			
Total Budgeted Salaries	283,858	76.20%	A-87	
			Divides Cost Allocation	by Total Salaries
Benefits per line item				
861021	87,774			
861022	15,475			
861023	3,626			
861024	14,820			
861030	63,066			
861031	212			
861035	591			
Total Budgeted Benefits	185,564	65.37%	Benefits as a percentag	ge of salaries
Total Sal & Ben to verify	469,422		Divides Total Benefits b	
Services and Supplies				
862060	3,000]	
862090	3,299			
862101	·		1	
862150	·		1	
862170	4,500			
862187	·		1	

862260 36,000
es & Supplies 190,038 66.95% S&S as a percentage of salaries
n+S&S 659,460 Divides Total Services and Suppli