

COUNTY OF MENDOCINO  
FEE SCHEDULE  
FEE JUSTIFICATION CHART

PART A

| 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) |
|---|-------------|-------------------------------------|-------------|--------------|----------------|----------------------------------|---|--------------------------------|
| <b>Department Name:</b>   |             | Cultural Services Agency            |             |              |                |                                  |   |                                |
| <b>Division:</b>  |             | Museum, Parks                       |             |              |                |                                  |   |                                |
| <b>Fee Section (Yellow highlighted in Master Fee Schedule):</b>           |             | MULTIPLE                            |             |              |                |                                  |   |                                |
| <b>Additional Description:</b>  |             |                                     |             |              |                |                                  |   |                                |
| Museum Classroom Reservations All Day (10 a.m.-4:30 p.m.)                 | 7110        | 30                                  | \$0.00      | \$120.00     | 100%           | \$3,600.00                       |   | YES                            |
| Museum Classroom Room Hourly Reservation                                  | 7110        | 10                                  | \$0.00      | \$30.00      | 100%           | \$300.00                         |   | YES                            |
| Group Picnic Area Day Use Fee (Low Gap, Mill Creek, Lion's Club, & Bower) | 7110        | 60                                  | \$30.00     | \$130.00     | 333.3%         | \$6,000.00                       | Reso. No. 14-047                              | YES                            |
| Mill Creek/Low Gap Vehicle Access Key Rental                              | 7110        | 30                                  | \$0.00      | \$20.00      | 100%           | \$600.00                         |   | YES                            |
| Mill Creek/Low Gap Vehicle Access Key Late Return Fee                     | 7110        | 20                                  | \$0.00      | \$10.00      | 100%           | \$200.00                         |   | YES                            |
| Group Picnic Area Day Use Rescheduling Fee                                | 7110        | 5                                   | \$0.00      | \$20.00      | 100%           | \$100.00                         |   | YES                            |
| Group Picnic Area Day Use Cancellation Fee                                | 7110        | 2                                   | \$0.00      | \$20.00      | 100%           | \$40.00                          |   | YES                            |
| Bower Park Outdoor Theater Use Fee  | 7110        | 1                                   | \$30.00     | \$130.00     | 333.3%         | \$100.00                         | Reso. No. 14-047                              | YES                            |
| <b>Total Change in Estimated Revenue:</b>                                 |             |                                     |             |              |                | <b>\$10,940.00</b>               |   |                                |

**Additional Explanation of Fee request modification (If needed):**

**Museum Classroom Reservations All Day:**

Currently, the Museum only allows reservations of its Museum Classroom to Mendocino County departments. We would like to open this up to non-profit and other government agencies who are looking for a meeting space. We recommend making the room available during our regular staff hours so we have staffing available to set up open and provide access to the reserving party as well as to ensure they abide by our rules and use guidelines.

**Museum Classroom Reservations Hourly:**

For groups looking to use the space for only a few hours, we felt an hourly rate is justified to make it more affordable.

**Group Picnic Area Day Use Fee:**

The Use Fee is Currently as follows for Park Day Use County Park Picnic Areas \$20 for 50< or \$30 for 50>. In addition, a Cleaning Deposit is required for all Park Day Use Picnic Areas of \$50 for 50< or \$100 for 50> and returned if the reservation holder cleans the area sufficiently. In the majority of reservations, the cleaning deposit is not returned to the reservation applicant and the fee amount currently does not take in consideration the amount of time and work it requires facilities to clean/collect trash for the picnic areas. Also, many applicants have not been honest in their party numbers, and the picnic areas capacity is 100 people. Therefore, we are asking to standardize and consolidate the use fee to \$30, and make the cleaning deposit \$100 a standard use cleaning fee. The City of Ukiah charges \$200 for groups of 50-100 people for Picnic Areas and \$100 for groups of 50 or less. Sonoma County Parks charge \$100 for group picnic areas for 100 or more plus \$7 per vehicle fee. The City of Willits charges \$175 to rent their picnic area with access to water and electricity. Mendocino County Parks Picnic Area Day use proposed reservation fee of \$130 is comparable with nearby government parks/recreation fees.

**Mill Creek/Low Gap Vehicle Access Key Rental:**

Currently a Key Deposit of \$20 is required to have access to the vehicle entry gate, to make it easier to drop off picnic supplies at Low Gap and Mill Creek Parks. The deposit is processed as a check, and if the key is returned the deposit is refunded. If returned there is no charge to pay for the processing of payment and staff time. We suggest making the deposit a processing/rental fee and make the rental for 48 hours or (2 days). This Fee is not required by the reservation holder. It is simply an optional added item for the reservation holder to use the vehicle access gate. This will pay for staff time to process the paperwork and inventory key and tracking. The 48 hour rental period allows the individual enough time to drop the key off at the CSA offices. There is also a drop slot to make this convenient to the public on non-open hours.

**Mill Creek/Low Gap Vehicle Access Key Late Return Fee:**

To ensure the key is returned, a late fee is recommended \$10 per day but limited to \$50 to ensure the return of the key. If the key is not returned, the late fee will pay for Facilities to purchase a replacement lock/keys.

**Group Picnic Area Rescheduling Fee:**

Currently a reservation change has no fee, however, this does take time for staff to process and fulfill and reschedule.

**Group Picnic Area Cancellation Fee:**

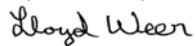
Currently we do not charge a cancellation fee, however cancellations require staff time to process, and potentially causes a loss in revenue. By charging a cancellation fee we will be able to pay for the cost of staff time to process and refund a partial amount. We recommend allowing cancellations 30 days prior, or the fee is non refundable.

**Bower Park Outdoor Theater:**

Bower Park Outdoor Theater currently charges a \$30 Use Fee with a Cleaning Deposit of \$50 for 50< or \$100 for 50>, our recommendation is to standardize and change the "deposit" to a fee to pay for the cleaning services provided paying for the minimum of the collection and disposal of trash in the recipticals.

**AUDITOR'S COMMENTS:**


**RECOMMENDED FOR APPROVAL:**

  
\_\_\_\_\_  
Auditor

4/9/2019  
\_\_\_\_\_  
Date

**EXECUTIVE OFFICE COMMENTS:**

**RECOMMENDED FOR APPROVAL:**

  
\_\_\_\_\_  
Chief Executive Officer, or Designee

4/9/2019  
\_\_\_\_\_  
Date

| FEE# | Fee Name  | Proposed Fee Rate | Position of People Working on the Fee | Number of Hours Spent | Weighted Rate | Total Cost |
|------|---|-------------------|---------------------------------------|-----------------------|---------------|------------|
| 1    | <b>Museum Classroom Reservations All Day (10 a.m.-4:30 p.m.)</b>  | \$120.00          | CSA Director                          |                       | 225.96        | \$0.00     |
|      |   |                   | Program Administrator                 | 0.02                  | 120.89        | \$2.42     |
|      |   |                   | Staff Assistant II                    |                       | 65.29         | \$0.00     |
|      | <b>Non-Profit or Governmental Entity Events/Meetings with fewer that 50 people</b><br><br><b>Kitchenette Available Minimal Food and Beverage.</b><br><b>Includes Fridge, Coffee</b> |                   | Administrative Assistant              | 1.00                  | 87.51         | \$87.51    |
|      |   |                   | Administrative Assistant              |                       | 87.51         | \$0.00     |
|      |   |                   | Administrative Svcs. Mgr              |                       | 136.41        | \$0.00     |
|      |   |                   | Facilities and Fleet Div. Mgr         |                       | 158.08        | \$0.00     |
|      |   |                   | Grounds Maint. Tech II                |                       | 67.32         | \$0.00     |
|      |   |                   | Treasury Specialist                   |                       | 91.92         | \$0.00     |
|      |   |                   | Custodian                             | 0.50                  | 61.03         | \$30.51    |
|      |   |                   | 0                                     |                       | -             | \$0.00     |
|      |   |                   | 0                                     |                       | -             | \$0.00     |
|      |   |                   | 0                                     |                       | -             | \$0.00     |
|      |   |                   | 0                                     |                       | -             | \$0.00     |
|      |   |                   | 0                                     |                       | -             | \$0.00     |
|      |   |                   | 0                                     |                       | -             | \$0.00     |
|      |   |                   | 0                                     |                       | -             | \$0.00     |
|      |   |                   |                                       |                       |               |            |

|   |   |         |                               |      |        |         |
|---|---|---------|-------------------------------|------|--------|---------|
| 2 | <b>Museum Classroom Room Hourly Reservation</b>   | \$30.00 | CSA Director                  |      | 225.96 | \$0.00  |
|   |   |         | Program Administrator         | 0.02 | 120.89 | \$2.42  |
|   |   |         | Staff Assistant II            |      | 65.29  | \$0.00  |
|   | <b>Non-Profit or Governmental Entity Events/Meetings with fewer that 50 people</b><br><br><b>Kitchenette Available Minimal Food and Beverage.</b><br><b>Includes Fridge, Coffee</b> |         | Administrative Assistant      | 0.50 | 87.51  | \$43.76 |
|   |   |         | Administrative Assistant      |      | 87.51  | \$0.00  |
|   |   |         | Administrative Svcs. Mgr      |      | 136.41 | \$0.00  |
|   |   |         | Facilities and Fleet Div. Mgr |      | 158.08 | \$0.00  |
|   |   |         | Grounds Maint. Tech II        |      | 67.32  | \$0.00  |
|   |   |         | Treasury Specialist           |      | 91.92  | \$0.00  |
|   |   |         | Custodian                     | 0.25 | 61.03  | \$15.26 |
|   |   |         | 0                             |      | -      | \$0.00  |
|   |   |         | 0                             |      | -      | \$0.00  |
|   |   |         | 0                             |      | -      | \$0.00  |
|   |   |         | 0                             |      | -      | \$0.00  |
|   |   |         | 0                             |      | -      | \$0.00  |
|   |   |         | 0                             |      | -      | \$0.00  |
|   |   |         | 0                             |      | -      | \$0.00  |
|   |   |         |                               |      |        |         |

|                            |  |  |
|----------------------------|--|--|
| <b>DEPARTMENT:</b>         | <b>Cultural Services Agency - Museum</b> | <b>Enter Information in green colored cells.</b> |
| <b>Budget Unit Number:</b> | <b>7110</b>                              | <b>Pink cells are formula driven.</b>            |

**FIGURE A - EMPLOYEE INVOLVEMENT WITH FEE**

| Position Title                | Hourly Benefit | Annual Salary | Benefits | Services & Supplies | A-87    | Weighted Hourly |
|-------------------------------|----------------|---------------|----------|---------------------|---------|-----------------|
| CSA Director                  | 59.98          | 124,758       | 100,906  | 72,316              | 108,750 | 225.96          |
| Program Administrator         | 32.09          | 66,747        | 53,986   | 38,690              | 58,182  | 120.89          |
| Staff Assistant II            | 17.33          | 36,046        | 29,155   | 20,894              | 31,421  | 65.29           |
| Administrative Assistant      | 23.23          | 48,318        | 39,081   | 28,008              | 42,118  | 87.51           |
| Administrative Assistant      | 23.23          | 48,318        | 39,081   | 28,008              | 42,118  | 87.51           |
| Administrative Svcs. Mgr      | 36.21          | 75,317        | 60,917   | 43,658              | 65,652  | 136.41          |
| Facilities and Fleet Div. Mgr | 41.96          | 87,277        | 70,591   | 50,590              | 76,078  | 158.08          |
| Grounds Maint. Tech II        | 17.87          | 37,170        | 30,063   | 21,545              | 32,400  | 67.32           |
| Treasury Specialist           | 24.40          | 50,752        | 41,049   | 29,419              | 44,240  | 91.92           |
| Custodian                     | 16.20          | 33,696        | 27,254   | 19,532              | 29,372  | 61.03           |

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

| Budget Unit Number | Approved Budget Totals from Budget Book | Percentage of Totalled Salaries | Cost Allocation Amount for Budget Unit from Auditor |
|--------------------|---|---------------------------------|---|
| 7110               |   |                                 | <b>192,613</b>                                      |

Obtain this amount from Auditor's Office Cost Allocation Plan (A-87) for this budget unit.

**Salaries per line item**

|                                |                |               |
|--------------------------------|----------------|---------------|
| 861011-Regular Employees       | 195,967        |               |
| 861012-Extra Help              | 25,000         |               |
| 861013-Overtime Reg Emp        | -              |               |
| <b>Total Budgeted Salaries</b> | <b>220,967</b> | <b>87.17%</b> |

A-87  
Divides Cost Allocation by Total Salaries

**Benefits per line item**

|                                      |                |               |
|--------------------------------------|----------------|---------------|
| 861021                               | 87,038         |               |
| 861022                               | 17,302         |               |
| 861023                               | 4,046          |               |
| 861024                               | 21,448         |               |
| 861030                               | 47,237         |               |
| 861031                               | 1,270          |               |
| 861035                               | 380            |               |
| <b>Total Budgeted Benefits</b>       | <b>178,721</b> | <b>80.88%</b> |
| <b>Total Sal &amp; Ben to verify</b> | <b>399,688</b> |               |

Benefits as a percentage of salaries  
Divides Total Benefits by Total Salaries

**Services and Supplies**

|                                      |                |               |
|--------------------------------------|----------------|---------------|
| 862060                               | 2,200          |               |
| 862101                               | 21,799         |               |
| 862120                               |                |               |
| 862150                               |                |               |
| 862170                               | 7,000          |               |
| 862187                               |                |               |
| 862189                               | 5,000          |               |
| 862190                               |                |               |
| 862210                               |                |               |
| 862230                               |                |               |
| 862239                               | 88,085         |               |
| 862250                               | 2,000          |               |
| 862253                               | 2,000          |               |
| <b>Total Services &amp; Supplies</b> | <b>128,084</b> | <b>57.97%</b> |
| <b>Total Sal+Ben+S&amp;S</b>         | <b>527,772</b> |               |

S&S as a percentage of salaries  
Divides Total Services and Supplies by Total Salaries

Parks Fee Worksheet 4-9-19 FINAL

Part B

| FEE # | Fee Name  | Proposed Fee Rate | Position of People Working on the Fee | Number of Hours Spent | Weighted Rate         | Total Cost      |
|-------|---|-------------------|---------------------------------------|-----------------------|-----------------------|-----------------|
| 1     | <b>Group Picnic Area Day Use Fee (Low Gap, Mill Creek, Lion's Club, &amp; Bower Park)</b>   | \$130.00          | CSA Director                          |                       | 225.96                | \$0.00          |
|       |   |                   | Program Administrator                 | 0.02                  | 120.89                | \$2.42          |
|       |   |                   | Staff Assistant II                    | 0.50                  | 65.29                 | \$32.64         |
|       | <b>Describe Fee:</b><br><b>Low Gap</b><br><b>Mill Creek</b><br><b>Lion's Club Park</b><br><b>Picnic Area Day Use</b><br><br><b>100 people maximum</b><br><b>Non-Refundable</b><br><b>unless 30 days out</b><br><b>*Group reservation holder will be cited or billed for excessive clean up or damages</b> |                   | Administrative Assistant              | -                     | 87.51                 | \$0.00          |
|       |   |                   | Administrative Assistant              | 0.02                  | 87.51                 | \$1.75          |
|       |   |                   | Administrative Svcs. Mgr              |                       | 136.41                | \$0.00          |
|       |   |                   | Facilities and Fleet Div. Mgr         | 0.05                  | 158.08                | \$7.90          |
|       |   |                   | Grounds Maint. Tech II                | 2.00                  | 67.32                 | \$134.64        |
|       |   |                   |                                       |                       | -                     | \$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          |
|       |   |                   |                                       |                       | <b>Total Cost&gt;</b> | <b>\$179.36</b> |

|   |  |         |                               |      |                       |                |
|---|--|---------|-------------------------------|------|-----------------------|----------------|
| 2 | <b>Mill Creek/Low Gap Vehicle Access Key Rental</b>  | \$20.00 | CSA Director                  |      | 225.96                | \$0.00         |
|   |  |         | Program Administrator         | 0.02 | 120.89                | \$2.42         |
|   |  |         | Staff Assistant II            | 0.17 | 65.29                 | \$11.10        |
|   | <b>Gate Access Key Rental Fee (48 hours)</b><br><b>*Mill Creek</b><br><b>*Low Gap optional</b> |         | Administrative Assistant      |      | 87.51                 | \$0.00         |
|   |  |         | Administrative Assistant      |      | 87.51                 | \$0.00         |
|   |  |         | Administrative Svcs. Mgr      |      | 136.41                | \$0.00         |
|   |  |         | Facilities and Fleet Div. Mgr |      | 158.08                | \$0.00         |
|   |  |         | Grounds Maint. Tech II        |      | 67.32                 | \$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         |
|   |  |         |                               |      | <b>Total Cost&gt;</b> | <b>\$13.52</b> |

Parks Fee Worksheet 4-9-19 FINAL

Part B

| FEE # | Fee Name  | Proposed Fee Rate | Position of People Working on the Fee | Number of Hours Spent | Weighted Rate         | Total Cost     |
|-------|---|-------------------|---------------------------------------|-----------------------|-----------------------|----------------|
| 3     | <b>Mill Creek/Low Gap Vehicle Access Key Late Return Fee</b>  | \$10.00           | CSA Director                          |                       | 225.96                | \$0.00         |
|       |   |                   | Program Administrator                 | 0.02                  | 120.89                | \$2.42         |
|       |   |                   | Staff Assistant II                    | 0.17                  | 65.29                 | \$11.10        |
|       | <b>Gate Access Key Late Fee Per Day Maximum 5 Day \$50 50 maximum pays for the time it takes to replace the lock by</b> |                   | Administrative Assistant              |                       | 87.51                 | \$0.00         |
|       |   |                   | Administrative Assistant              |                       | 87.51                 | \$0.00         |
|       |   |                   | Administrative Svcs. Mgr              |                       | 136.41                | \$0.00         |
|       |   |                   | Facilities and Fleet Div. Mgr         | 0.02                  | 158.08                | \$3.16         |
|       |   |                   | Grounds Maint. Tech II                | 0.50                  | 67.32                 | \$33.66        |
|       |   |                   | 0                                     |                       | -                     | \$0.00         |
|       |   |                   | 0                                     |                       | -                     | \$0.00         |
|       |   |                   | 0                                     |                       | -                     | \$0.00         |
|       |   |                   | 0                                     |                       | -                     | \$0.00         |
|       |   |                   | 0                                     |                       | -                     | \$0.00         |
|       |   |                   | 0                                     |                       | -                     | \$0.00         |
|       |   |                   | 0                                     |                       | -                     | \$0.00         |
|       |   |                   | 0                                     |                       | -                     | \$0.00         |
|       |   |                   |                                       |                       | <b>Total Cost&gt;</b> | <b>\$50.34</b> |

|   |   |         |                               |      |                       |                |
|---|---|---------|-------------------------------|------|-----------------------|----------------|
| 4 | <b>Group Picnic Area Day Use Recheduling Fee</b>                  | \$20.00 | CSA Director                  |      | 225.96                | \$0.00         |
|   |   |         | Program Administrator         | 0.02 | 120.89                | \$2.42         |
|   |   |         | Staff Assistant II            | 0.25 | 65.29                 | \$16.32        |
|   | <b>Reservation Reschedule Fee for Day Use Picnic Area Reserv.</b> |         | Administrative Assistant      |      | 87.51                 | \$0.00         |
|   |   |         | Administrative Assistant      |      | 87.51                 | \$0.00         |
|   |   |         | Administrative Svcs. Mgr      |      | 136.41                | \$0.00         |
|   |   |         | Facilities and Fleet Div. Mgr |      | 158.08                | \$0.00         |
|   |   |         | Grounds Maint. Tech II        |      | 67.32                 | \$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         |
|   |   |         |                               |      | <b>Total Cost&gt;</b> | <b>\$18.74</b> |

Parks Fee Worksheet 4-9-19 FINAL

Part B

| FEE # | Fee Name   | Proposed Fee Rate | Position of People Working on the Fee | Number of Hours Spent | Weighted Rate         | Total Cost     |
|-------|--|-------------------|---------------------------------------|-----------------------|-----------------------|----------------|
| 5     | <b>Group Picnic Area Day Use Cancellation Fee</b>  | \$20.00           | CSA Director                          |                       | 225.96                | \$0.00         |
|       |  |                   | Program Administrator                 | 0.02                  | 120.89                | \$2.42         |
|       |  |                   | Staff Assistant II                    | 0.17                  | 65.29                 | \$11.10        |
|       | <b>Cancellation Fee for Day Use Picnic (30 days prior)</b><br><br><b>Refund will be issued for \$110 instead of full \$130</b> |                   | Administrative Assistant              | 0.08                  | 87.51                 | \$7.00         |
|       |  |                   | Administrative Assistant              |                       | 87.51                 | \$0.00         |
|       |  |                   | Administrative Svcs. Mgr              |                       | 136.41                | \$0.00         |
|       |  |                   | Facilities and Fleet Div. Mgr         |                       | 158.08                | \$0.00         |
|       |  |                   | Grounds Maint. Tech II                |                       | 67.32                 | \$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         |
|       |  |                   |                                       |                       | <b>Total Cost&gt;</b> | <b>\$20.52</b> |

|   |   |          |                               |      |                       |                 |
|---|---|----------|-------------------------------|------|-----------------------|-----------------|
| 6 | <b>Bower Park Outdoor Theater Use Fee</b> | \$130.00 | CSA Director                  |      | 225.96                | \$0.00          |
|   |   |          | Program Administrator         | 0.02 | 120.89                | \$2.42          |
|   |   |          | Staff Assistant II            | 0.50 | 65.29                 | \$32.64         |
|   | <b>Bower Park Outdoor Theater</b>         |          | Administrative Assistant      |      | 87.51                 | \$0.00          |
|   |   |          | Administrative Assistant      |      | 87.51                 | \$0.00          |
|   |   |          | Administrative Svcs. Mgr      |      | 136.41                | \$0.00          |
|   |   |          | Facilities and Fleet Div. Mgr | 0.02 | 158.08                | \$3.16          |
|   |   |          | Grounds Maint. Tech II        | 2.00 | 67.32                 | \$134.64        |
|   |   |          | 0                             |      | -                     | \$0.00          |
|   |   |          | 0                             |      | -                     | \$0.00          |
|   |   |          | 0                             |      | -                     | \$0.00          |
|   |   |          | 0                             |      | -                     | \$0.00          |
|   |   |          | 0                             |      | -                     | \$0.00          |
|   |   |          | 0                             |      | -                     | \$0.00          |
|   |   |          | 0                             |      | -                     | \$0.00          |
|   |   |          | 0                             |      | -                     | \$0.00          |
|   |   |          |                               |      | <b>Total Cost&gt;</b> | <b>\$172.87</b> |

Parks Fee Worksheet 4-9-19 FINAL

Part B

| FEE # | Fee Name | Proposed Fee Rate | Position of People Working on the Fee | Number of Hours Spent | Weighted Rate | Total Cost |
|-------|----------|-------------------|---------------------------------------|-----------------------|---------------|------------|
| 7     | Fee 7    |                   | CSA Director                          |                       | 225.96        | \$0.00     |
|       |          |                   | Program Administrator                 |                       | 120.89        | \$0.00     |
|       |          |                   | Staff Assistant II                    |                       | 65.29         | \$0.00     |
|       |          |                   | Administrative Assistant              |                       | 87.51         | \$0.00     |
|       |          |                   | Administrative Assistant              |                       | 87.51         | \$0.00     |
|       |          |                   | Administrative Svcs. Mgr              |                       | 136.41        | \$0.00     |
|       |          |                   | Facilities and Fleet Div. Mgr         |                       | 158.08        | \$0.00     |
|       |          |                   | Grounds Maint. Tech II                |                       | 67.32         | \$0.00     |
|       |          |                   | 0                                     |                       | -             | \$0.00     |
|       |          |                   | 0                                     |                       | -             | \$0.00     |
|       |          |                   | 0                                     |                       | -             | \$0.00     |
|       |          |                   | 0                                     |                       | -             | \$0.00     |
|       |          |                   | 0                                     |                       | -             | \$0.00     |
|       |          |                   | 0                                     |                       | -             | \$0.00     |
|       |          |                   |                                       |                       |               |            |

|   |       |              |                       |                               |                       |               |        |
|---|-------|--------------|-----------------------|-------------------------------|-----------------------|---------------|--------|
| 8 | Fee 8 |              | CSA Director          |                               | 225.96                | \$0.00        |        |
|   |       |              | Program Administrator |                               | 120.89                | \$0.00        |        |
|   |       |              | Staff Assistant II    |                               | 65.29                 | \$0.00        |        |
|   |       | Describe Fee |                       | Administrative Assistant      |                       | 87.51         | \$0.00 |
|   |       |              |                       | Administrative Assistant      |                       | 87.51         | \$0.00 |
|   |       |              |                       | Administrative Svcs. Mgr      |                       | 136.41        | \$0.00 |
|   |       |              |                       | Facilities and Fleet Div. Mgr |                       | 158.08        | \$0.00 |
|   |       |              |                       | Grounds Maint. Tech II        |                       | 67.32         | \$0.00 |
|   |       |              |                       | 0                             |                       | -             | \$0.00 |
|   |       |              |                       | 0                             |                       | -             | \$0.00 |
|   |       |              |                       | 0                             |                       | -             | \$0.00 |
|   |       |              |                       | 0                             |                       | -             | \$0.00 |
|   |       |              |                       | 0                             |                       | -             | \$0.00 |
|   |       |              |                       | 0                             |                       | -             | \$0.00 |
|   |       |              |                       | 0                             |                       | -             | \$0.00 |
|   |       |              |                       |                               | <b>Total Cost&gt;</b> | <b>\$0.00</b> |        |

Parks Fee Worksheet 4-9-19 FINAL

| FEE # | Fee Name     | Proposed Fee Rate | Position of People Working on the Fee | Number of Hours Spent | Weighted Rate | Total Cost |
|-------|--------------|-------------------|---------------------------------------|-----------------------|---------------|------------|
| 9     | Fee 9        |                   | CSA Director                          |                       | 225.96        | \$0.00     |
|       |              |                   | Program Administrator                 |                       | 120.89        | \$0.00     |
|       | Describe Fee |                   | Staff Assistant II                    |                       | 65.29         | \$0.00     |
|       |              |                   | Administrative Assistant              |                       | 87.51         | \$0.00     |
|       |              |                   | Administrative Assistant              |                       | 87.51         | \$0.00     |
|       |              |                   | Administrative Svcs. Mgr              |                       | 136.41        | \$0.00     |
|       |              |                   | Facilities and Fleet Div. Mgr         |                       | 158.08        | \$0.00     |
|       |              |                   | Grounds Maint. Tech II                |                       | 67.32         | \$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     |
|       |              |                   |                                       |                       |               |            |

|    |              |  |                               |  |        |        |
|----|--------------|--|-------------------------------|--|--------|--------|
| 10 | Fee 10       |  | CSA Director                  |  | 225.96 | \$0.00 |
|    |              |  | Program Administrator         |  | 120.89 | \$0.00 |
|    | Describe Fee |  | Staff Assistant II            |  | 65.29  | \$0.00 |
|    |              |  | Administrative Assistant      |  | 87.51  | \$0.00 |
|    |              |  | Administrative Assistant      |  | 87.51  | \$0.00 |
|    |              |  | Administrative Svcs. Mgr      |  | 136.41 | \$0.00 |
|    |              |  | Facilities and Fleet Div. Mgr |  | 158.08 | \$0.00 |
|    |              |  | Grounds Maint. Tech II        |  | 67.32  | \$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 |
|    |              |  |                               |  |        |        |



Parks Fee Worksheet 4-9-19 FINAL

Part C

|                            |   |  |
|----------------------------|---|--|
| <b>DEPARTMENT:</b>         | <b>Cultural Services Agency: Parks Division</b> | <b>Enter Information in green colored cells.</b> |
| <b>Budget Unit Number:</b> | <b>7110</b>                                     | <b>Pink cells are formula driven.</b>            |

**FIGURE A - EMPLOYEE INVOLVEMENT WITH FEE**

| Position Title                | Hourly Benefit | Annual Salary | Benefits | Services & Supplies | A-87    | Weighted Hourly |
|-------------------------------|----------------|---------------|----------|---------------------|---------|-----------------|
| CSA Director                  | 59.98          | 124,758       | 100,906  | 72,316              | 108,750 | 225.96          |
| Program Administrator         | 32.09          | 66,747        | 53,986   | 38,690              | 58,182  | 120.89          |
| Staff Assistant II            | 17.33          | 36,046        | 29,155   | 20,894              | 31,421  | 65.29           |
| Administrative Assistant      | 23.23          | 48,318        | 39,081   | 28,008              | 42,118  | 87.51           |
| Administrative Assistant      | 23.23          | 48,318        | 39,081   | 28,008              | 42,118  | 87.51           |
| Administrative Svcs. Mgr      | 36.21          | 75,317        | 60,917   | 43,658              | 65,652  | 136.41          |
| Facilities and Fleet Div. Mgr | 41.96          | 87,277        | 70,591   | 50,590              | 76,078  | 158.08          |
| Grounds Maint. Tech II        | 17.87          | 37,170        | 30,063   | 21,545              | 32,400  | 67.32           |

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

| Budget Unit Number | Approved Budget Totals from Budget Book | Percentage of Totalled Salaries | Cost Allocation Amount for Budget Unit from Auditor |
|--------------------|---|---------------------------------|---|
| 7110               |   |                                 | <b>192,613</b>                                      |

Obtain this amount from Auditor's Office Cost Allocation Plan (A-87) for this budget unit.

**Salaries per line item**

| Line Item                      | Amount         | Percentage    |
|--------------------------------|----------------|---------------|
| 861011-Regular Employees       | 195,967        |               |
| 861012-Extra Help              | 25,000         |               |
| 861013-Overtime Reg Emp        | -              |               |
| <b>Total Budgeted Salaries</b> | <b>220,967</b> | <b>87.17%</b> |

A-87  
Divides Cost Allocation by Total Salaries

**Benefits per line item**

| Line Item                      | Amount         | Percentage    |
|--------------------------------|----------------|---------------|
| 861021                         | 87,038         |               |
| 861022                         | 17,302         |               |
| 861023                         | 4,046          |               |
| 861024                         | 21,448         |               |
| 861030                         | 47,237         |               |
| 861031                         | 1,270          |               |
| 861035                         | 380            |               |
| <b>Total Budgeted Benefits</b> | <b>178,721</b> | <b>80.88%</b> |

Benefits as a percentage of salaries  
Divides Total Benefits by Total Salaries

**Services and Supplies**

| Line Item                            | Amount         | Percentage    |
|--------------------------------------|----------------|---------------|
| 862060                               | 2,200          |               |
| 862101                               | 21,799         |               |
| 862120                               |                |               |
| 862150                               |                |               |
| 862170                               | 7,000          |               |
| 862187                               |                |               |
| 862189                               | 5,000          |               |
| 862190                               |                |               |
| 862210                               |                |               |
| 862230                               |                |               |
| 862239                               | 88,085         |               |
| 862250                               | 2,000          |               |
| 862253                               | 2,000          |               |
| <b>Total Services &amp; Supplies</b> | <b>128,084</b> | <b>57.97%</b> |

S&S as a percentage of salaries  
Divides Total Services and Supplies by Total Salaries

**Total Sal+Ben+S&S**

|                   |         |
|-------------------|---------|
| Total Sal+Ben+S&S | 527,772 |
|-------------------|---------|