

**PART A**  
**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)
<b>Department Name:</b>		HHSA-Environmental Health						
<b>Division:</b>		Environmental Health						
<b>Fee Section (Yellow highlighted in Master Fee Schedule):</b>		Consumer Protection Program						
<b>Additional Description:</b>		Water Program Fees, Food Establishment Fees, Pool & Spa Fees						
1 Farmers Market	4011	12	\$65.00	\$145.36	123.6%	\$964.33	H&S 101325, 113713	
2								
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12								
13								
<b>Total</b>						\$964.33		

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

**Contact the Auditor's Office for Current Salary Figures if Needed**

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.
DIRECTOR ENVIRONMENTAL HEALTH	4011	\$41.96	\$87,276.80	\$53,938.66	\$49,665.63	\$15,742.92	\$206,624.01	\$114.79
ENVIRONMENTAL HEALTH MANAGER	4011	\$36.21	\$75,316.80	\$46,547.16	\$42,859.69	\$13,585.58	\$178,309.23	\$99.06
SR ENVIRONMENTAL HEALTH SPECIALIST	4011	\$32.83	\$68,286.40	\$42,202.25	\$38,858.98	\$12,317.45	\$161,665.07	\$89.81
ENVIRONMENTAL HEALTH SPECIALIST II	4011	\$31.28	\$65,062.40	\$40,209.76	\$37,024.33	\$11,735.90	\$154,032.39	\$85.57
ENVIRONMENTAL HEALTH SPECIALIST I	4011	\$28.37	\$59,009.60	\$36,469.01	\$33,579.93	\$10,644.10	\$139,702.65	\$77.61
OPERATIONS SPECIALIST	4011	\$31.85	\$66,248.00	\$40,942.48	\$37,699.01	\$11,949.76	\$156,839.24	\$87.13
STAFF ASSISTANT III	4011	\$19.79	\$41,163.20	\$25,439.61	\$23,424.28	\$7,424.98	\$97,452.08	\$54.14
ENVIRONMENTAL HEALTH TECHNICIAN	4011	\$23.37	\$48,609.60	\$30,041.62	\$27,661.72	\$8,768.16	\$115,081.10	\$63.93
SECRETARY	4011	\$23.93	\$49,774.40	\$30,761.49	\$28,324.56	\$8,978.27	\$117,838.72	\$65.47
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Employee Name	Service Description	HRS	COST
DIRECTOR ENVIRONMENTAL HEALTH	Provide program oversight, policy interpretation, and collaborate with EH manager and/or staff to discuss and resolve outstanding issues.	0.60	\$68.87
ENVIRONMENTAL HEALTH MANAGER	Provide oversight of Consumer Protection staff to achieve overall program goals. Provide staff guidance to resolving difficult situations &/or implementing code &/or law to gain compliance. Provide resources to staff.	1.50	\$148.59
SR ENVIRONMENTAL HEALTH SPECIALIST	Conduct routine inspections of food facilities, investigate complaints, collect evidence, samples of food, soil and water for laboratory analysis. Prepare various routine and non-routine reports. Provides assistance to an EHS I & II.	3.00	\$269.44
ENVIRONMENTAL HEALTH SPECIALIST II	Conduct routine inspections of food facilities, investigate complaints, collect evidence, samples of food, soil and water for laboratory analysis. Prepare various routine and non-routine reports.	9.00	\$770.16
ENVIRONMENTAL HEALTH SPECIALIST I	Conduct routine inspections of food facilities, investigate complaints, collect evidence, samples of food, soil and water for laboratory analysis. Prepare various routine and non-routine reports.	0.00	\$0.00
OPERATIONS SPECIALIST		0.00	\$0.00
STAFF ASSISTANT III	Intake applications. Invoice annual permits to operate, collect and process payments, generate paper & send permits to facilities. Create & maintain files. Direct inquiries to inspectors.	9.00	\$487.26
ENVIRONMENTAL HEALTH TECHNICIAN		0.00	\$0.00

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SECRETARY		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
0		0.00	\$0.00	
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0		0.00	\$0.00	

#REF!

AUDITOR'S COMMENTS: I have reviewed the proposed fees and find they do not ~~more~~ exceed the cost of service provided

RECOMMENDED FOR APPROVAL:  
Edward Cillb  
Auditor

10/8/19  
Date

EXECUTIVE OFFICE COMMENTS:

RECOMMENDED FOR APPROVAL:  
Darcie Gentle  
Chief Executive Officer, or Designee

10.8.19  
Date





## HNSA-Environmental Health - Consumer Protection

DEPARTMENT: **HNSA-Environmental Health**Budget Unit Number: **4011**

Enter Information in green colored cells.

Pink cells are formula driven.

FIGURE A - EMPLOYEE INVOLVEMENT WITH FEE

Position Title	Hourly Benefit	Annual Salary	Benefits	Services & Supplies	A-87	Weighted Hourly
DIRECTOR ENVIRONMENTAL HEALTH	41.96	87,277	53,939	49,666	15,743	114.79
ENVIRONMENTAL HEALTH MANAGER	36.21	75,317	46,547	42,860	13,586	99.06
SR ENVIRONMENTAL HEALTH SPECIALIST	32.83	68,286	42,202	38,859	12,317	89.81
ENVIRONMENTAL HEALTH SPECIALIST	31.28	65,062	40,210	37,024	11,736	85.57
ENVIRONMENTAL HEALTH SPECIALIST	28.37	59,010	36,469	33,580	10,644	77.61
OPERATIONS SPECIALIST	31.85	66,248	40,942	37,699	11,950	87.13
STAFF ASSISTANT III	19.79	41,163	25,440	23,424	7,425	54.14
ENVIRONMENTAL HEALTH TECHNICIAN	23.37	48,610	30,042	27,662	8,768	63.93
SECRETARY	23.93	49,774	30,761	28,325	8,978	65.47
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	-	-	-	-	-	-

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
4011			<b>229,153</b>

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

## Salaries per line item

861011-Regular Employees	1,205,414	
861012-Extra Help	41,519	
861013-Overtime Reg Emp	23,463	
<b>Total Budgeted Salaries</b>	<b>1,270,396</b>	18.04%

A-87

Divides Cost Allocation by Total Salaries

## Benefits per line item

861021	371,845	
861022	71,944	
861023	17,970	
861024	93,602	
861030	164,802	
861031	2,204	
861035	62,761	

<b>Total Budgeted Benefits</b>	<b>785,128</b>	61.80%
<b>Total Sal &amp; Ben to verify</b>	<b>2,055,524</b>	

Benefits as a percentage of salaries

Divides Total Benefits by Total Salaries

## Services and Supplies

862060	6,100	
862101	17,329	
862120	3,000	
862150	2,950	
862170	30,750	
862185	950	
862187	30,000	
862189	137,169	
862190	1,500	
862210	-	
862220	4,000	

PART C

HHSA-Environmental Health - Consumer Protection

862230	95,204	
862239	320,728	
862250	36,750	
862253	36,500	
<b>Total Services &amp; Supplies</b>	<b>722,930</b>	<b>56.91%</b>

Total Sal+Ben+S&S

2,778,454

S&S as a percentage of salaries

Divides Total Services and Supplies by Total Salaries