

COGE-L1R  
(02-14-2017)



UNITED STATES DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. Census Bureau  
Washington, DC 20233-0001



ID 06421759200000 904 1700 00 7 EL1R  
SEQ001-77421 0238/0430  
\*\*\*\*\*AUTO\*\*ALL FOR AADC 894



EASTERN PLUMAS PARK  
AND RECREATION DISTRICT  
ATTN: AUDITOR-CONTROLLER  
PO BOX 391  
GRAEAGLE CA 96103-0391

*emailed  
5/16/2017*

#### DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to go online to complete the **2017 Census of Governments, Survey of Public Employment & Payroll**. If you have submitted your survey in the past few weeks, **thank you**. If you have not yet reported, please do so before the due date noted below.

Website: <https://respond.census.gov/aspep>  
User ID: 064217592  
Password: N#s83668  
Due Date: April 27, 2017

Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

**Thank you** in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

Sincerely,

Dale C. Kelly  
Chief, International Trade Management Division  
U.S. Census Bureau





U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

Worksheet  
**E-3** (12-13-2016)

**2017 CENSUS OF GOVERNMENTS  
SURVEY OF PUBLIC EMPLOYMENT & PAYROLL  
March 2017 – Special Districts and Local Agencies**

OMB No. 0607-0452: Approval Expires 11/30/2018

**DUE DATE:**

**April 27, 2017**

**Need help or have questions?**

- **Visit**  
respond.census.gov/aspep
- **Call**  
1-800-832-2839 weekdays,  
8AM to 5PM ET
- **Email**  
ewd.employment.survey@census.gov

**WORKSHEET**

DO NOT use this worksheet to respond to the survey, it is intended to assist you with gathering and preparing your data prior to reporting online.

Return to [respond.census.gov/aspep](https://respond.census.gov/aspep) when you are ready to report online.

06421759200000

EASTERN PLUMAS PARK  
AND RECREATION DISTRICT  
ATTN: AUDITOR-CONTROLLER  
PO BOX 391

GRAEAGLE

CA 96103 - 0391

Title 13, United States Code, Sections 161 and 182 authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. These data are subject to provisions of Title 13, United States Code, Section 9(b) exempting data that are customarily provided in public records from rules of confidentiality. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0452 and appears at the upper right of this page. Without this approval we could not conduct this survey.

We estimate this survey will take an average of 10 minutes to 15 hours to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

- 1** Is the addressee title/department and mailing address the same as shown in the address label?  
Mark "X" only one box.



Yes – Go to **2**



No – Enter correct information below

Addressee Title or Department

ATTN:

Street 1

Street 2

City

State

Zip Code

Please continue on the next page

Report Online - Do Not Return

Report Online - Do Not Return

**2** Does this agency currently have paid employees and/or paid officials? Mark "X" only one box.

☐ Yes – go to **3**

☒ No – go to **5**

### PART 1 – FULL-TIME EMPLOYEES STANDARD WEEKLY HOURS

**3** Approximately how many hours per week do the majority of the full-time employees work?

**Include**

- Persons paid to work the number of hours that represents regular, full-time employment
- Temporary or seasonal employees who are working the number of hours that represents regular, full-time employment

**Exclude**

- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees

Mark "X" only one box.

A ☐ 40 hours

C ☐ 34 to 37.4 hours

E ☐ 30 to 31.9 hours

B ☐ 37.5 to 39.9 hours

D ☐ 32 to 33.9 hours

F ☐ No Full-Time Employees

### PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS

**4** For each applicable pay period that includes March 12, 2017, what were the TOTAL number of employees and TOTAL gross payroll amounts for both full-time and part-time employees? Please also report the number of part-time hours paid for each applicable pay period with part-time employees.

**Payroll Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**EXAMPLE**

If all full-time employees are paid bi-weekly, please provide the one bi-weekly payroll that includes March 12, 2017.

**A. Full-time employees and gross payroll for the pay period that includes March 12, 2017**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
B	1 5 6			2 9 5	9 3 2

If some part-time employees are paid bi-weekly and some part-time employees are paid monthly; please provide the data for the bi-weekly payroll that includes March 12, 2017 for the employees paid bi-weekly and the monthly data for the month of March for the employees paid monthly.

**B. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
B	1 0 3			6 3	0 7 7	2 2 5 2
M	4 1			5 5	5 9 0	1 9 8 5



**PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS – (Continued)****Include****Employees**

- Current employees in paid leave status whether paid from the general, special, or Federal grant funds
- All elected or appointed officials paid any amount of pay or stipend (even small amounts of \$25 per meeting or \$100 annually) or paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually
- Temporary or seasonal employees working the number of hours that represent full-time employment should be reported as full-time employees
- Temporary or seasonal employees working less than the regular, full-time workweek should be reported as part-time employees

**Payroll**

- Salaries, wages, fees or commissions, as well as overtime, premium, and night differential pay
- Bonuses and incentive payments that are paid at regular pay periods
- Amounts withheld for taxes, employee contributions to retirement systems, etc.

**Hours**

- An estimate of hours worked during the pay period for part-time employees, not compensation on an hourly basis

**Exclude****Employees**

- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees
- School system employees and payrolls

**Payroll**

- Lump sum payments and the value of living quarters and subsistence allowances furnished to employees

**Do not report**

- Cumulative salaries since the beginning of the calendar or fiscal year
- Payroll amounts from last fiscal year
- Employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

**Payroll Codes**

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

**A. Full-time employees and gross payroll for the pay period that includes March 12, 2017**

Full-time Payroll Code	Number of Full-time Employees	Gross Payroll for Full-time Employees			
		\$Bil.	Mil.	Thou.	Dol.
<input type="text"/>					
<input type="text"/>					

**B. Part-time employees, gross payroll, and hours for the pay period that includes March 12, 2017**

Part-time Payroll Code	Number of Part-time Employees	Gross Payroll for Part-time Employees				Part-time Hours Paid
		\$Bil.	Mil.	Thou.	Dol.	
<input type="text"/>						
<input type="text"/>						

Report Online - Do Not Return

Report Online - Do Not Return

**PART 3 - REMARKS**

**5 Use this space for any explanations that may be essential in understanding the reported data.**

**Include**

- Any significant changes to employment or payroll occurring within the last year
- Groups of employees for which you were unable to supply information
- A note if the majority of the full-time employees work more than 40 hours per week

We are solely a volunteer organization,  
We had no payroll over the last year

**PART 4 - CONTACT INFORMATION**

**6 Who should be contacted to answer questions about data reported on this worksheet?**

Name of contact person - Please print

Title of contact person - Please print

Margaret Garner

Chairman

Area code and phone number

Extension

Area code and fax number

775 229 3140

—

None

Email Address - Please print

Date worksheet was completed  
(MM) (DD) (YYYY)

mGarner.eprd@gmail.com

05 06 2017

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