



EXHIBIT IV FEE CHECKLIST FOR ASR SUBMISSION

Attachment E

DESCRIPTION

County Agencies & Departments are generally responsible for all aspects of their fees. **Three weeks** prior to filing the ASR for proposed fee updates with the Clerk of the Board, the department/agency must submit the ASR, Fee Checklist, and appropriate documentation to allow adequate time for the CEO and Auditor-Controller to perform a limited review. The Fee Checklist signed by both the CEO and Auditor-Controller must be attached to the ASR.

DEPT./AGENCY: OC PUBLIC WORKS DATE: 03/13/2024
 DEPT./AGENCY CONTACT: ANISHA JOHN PHONE NO.: 714-667-1664
 Description of proposed fee contained in ASR:
Point of Sale System Fees
 Amount of annual revenue related to this proposal:
\$945,439

Answer the following questions and check appropriate boxes.

Check One
YES NO N/A

BACKGROUND:

1. Is this a revision of existing fee(s)? If YES, when were the fee(s) last revised?

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07/14/2020

Attach a fee schedule that includes a comparison between current and proposed fees.

2. Are there any new fee(s)?

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3. When will the fee(s) be effective?

Date: 07/01/2024

LEGAL CONSIDERATIONS:

4. Has legal authority for the fee been reviewed?

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5. Is the fee request consistent with the legal authority to levy?

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6. Cite the legal authority of the fee and attach a copy of the reference code(s).

Business Professions Code 13350-13356

Government Code Title 5 Division 2 Part 1 Chp. 12.5 Section 54985 - 54988

7. Does the fee(s) meet one of Proposition 26's exceptions (Note 1)?

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If "NO" is checked, please contact your CEO Budget Analyst.

If "YES" is checked, please list the exception(s). If necessary, please provide attachments.

Exception No. 3, Section 1(e)(3) Exception for Permitting and Inspection Fees: A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof

8. Is the drafted Board Resolution or ordinance language (if required) attached?

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COMMUNICATIONS

9. List county and non-county departments, agencies, organization and/or communities impacted by the fee(s), if applicable

- a. Any business which uses a point of sale system Have they been notified?

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Has the fee been coordinated with them?

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10. Have all advisory board and public hearing concurrences been finalized?

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FEE CALCULATIONS

11. Is full cost recovery planned in the fee calculation? If not, Please provide an explanation.

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12. Are the proposed fee(s) derived from a cost basis analysis? If YES, Please complete questions 13 through 16. If NO, please provide explanation. ☒ ☐ ☐
13. Is agency/department indirect cost included in the fee calculation? ☒ ☐ ☐
14. Is the County General support service costs as determined by the County Wide Cost Allocation Plan (CWCAP) included in the fee calculation? ☒ ☐ ☐

15. Identification of the costs related to this fee proposal:

Personnel (Salaries & Employee Benefits)	\$	771,296.60
Services and Supplies	\$	13,719.26
Equipment	\$	13,052.36
Department/Agency Indirect Costs	\$	140,216.22
County General support service costs (CWCAP)	\$	7,054.26
Other	\$	
Total	\$	945,338.70

16. *Initial Fiscal Year

Costs:	\$	945,338.70
Revenue:	\$	945,439.00
NCC:	\$	-100.30

*Projected Fiscal Year

Costs:	\$	945,338.70
Revenue:	\$	945,439.00
NCC:	\$	-100.30

* Costs, revenue, and NCC including cost and revenue related to this fee update.

17. Revenue Coding:

FUND	DEPT	BUDGET CONTROL	UNIT	REVENUE SOURCE	DEPT REVENUE SOURCE
100	080	080	4910	6420	G081
100	080	080	4910	6420	G090
100	080	080	4910	6420	G091
100	080	080	4910	6420	G092

Dept./Agency
Authorized Signature

DocuSigned by:

Zac Henson

0730CC7A5BCE49B

Print Name: Zac Henson

Date: 3/14/2024

Auditor-Controller
Signature

DocuSigned by:

Jessie Zhu

7855E7C8B98746B

Print Name: Jessie Zhu

Date: 3/14/2024

CEO Signature

DocuSigned by:

Robin Hinds

83BE214CBA954A9

Print Name: Robin Hinds

Date: 3/21/2024



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Note 1: California State Constitution, Article XIII C, § 1 (e), 2(d), (Proposition 26, November 3, 2010)
Requires a fee or charge that does not fall within the seven exceptions listed in Proposition 26 is deemed a tax which must be approved by the voter.