



## EXHIBIT IV FEE CHECKLIST FOR ASR SUBMISSION

Attachment H

**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: 3/13/2024  
 DEPT./AGENCY CONTACT: ANISHA JOHN PHONE NO.: 714-667-1664  
 Description of proposed fee contained in ASR:  
Certified Producers Certificate and Certified Farmers' Market Fees  
 Amount of annual revenue related to this proposal:  
\$40,874

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).

Food and Agricultural Code Section 47020 - 47021

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 l(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. Orange County Farm Bureau Have they been notified?

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b. Operators of Certified Farmers' Markets Have they been notified?

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c. Holders of Certified Producers Certificates 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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Proposed Fees aim to recover the Board approved salary increases for OCEA and OCMA contracts and retirement reserve. The subsidized proposed fees are comparable to the Neighboring Countries. California Department of Food and Agriculture require the County to sustain funding support for Agriculture Programs to maintain grant funding. Therefore, full cost recovery is not an optimal option for the industry.

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.

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13. Is agency/department indirect cost included in the fee calculation?

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14. Is the County General support service costs as determined by the County Wide Cost Allocation Plan (CWCAP) included in the fee calculation?

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

Personnel (Salaries & Employee Benefits)	\$	<u>135,942.69</u>
Services and Supplies	\$	<u>2,981.66</u>
Equipment	\$	<u>85.65</u>
Department/Agency Indirect Costs	\$	<u>23,487.90</u>
County General support service costs (CWCAP)	\$	<u>1,181.67</u>
Other	\$	<u>                    </u>
Total	\$	<u>163,679.57</u>

16. \*Initial Fiscal Year

\*Projected Fiscal Year

Costs: \$ 163,679.57

Revenue: \$ 92,483.16

NCC: \$ 71,196.41

Costs: \$ 163,679.57

Revenue: \$ 92,483.16

NCC: \$ 71,196.41

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

17. Revenue Coding:

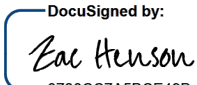


# EXHIBIT IV

## FEE CHECKLIST FOR ASR SUBMISSION

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FUND	DEPT	BUDGET CONTROL	UNIT	REVENUE SOURCE	DEPT REVENUE SOURCE
100	080	080	4930	7410	G057
100	080	080	4932	7410	G200
100	080	080	4932	7410	G201
100	080	080	4932	7410	G203
100	080	080	4932	7410	G204
100	080	080	4932	7410	G205
100	080	080	4932	7410	G206
100	080	080	4932	7410	G207
100	080	080	4932	7410	G300
100	080	080	4932	7410	G301
100	080	080	4932	7410	G302
100	080	080	4932	7410	G304
100	080	080	4932	7410	G305
100	080	080	4932	7410	G306

Dept./Agency Authorized Signature  DocuSigned by: Zac Henson Print Name: Zac Henson Date: 3/14/2024  
0730CC7A5BCE49B...

Auditor-Controller Signature  DocuSigned by: Jessie Zhu Print Name: Jessie Zhu Date: 3/14/2024  
7855E7C8B98746B...

CEO Signature  DocuSigned by: Robin Hinds Print Name: Robin Hinds Date: 3/21/2024  
83BE214CBA954A9...

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.