



**EXHIBIT IV  
FEE CHECKLIST FOR ASR SUBMISSION**

**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: OCPW/OC SURVEY DATE: 12/24/2020  
 DEPT./AGENCY CONTACT: TAM VU PHONE NO.: 714-667-9773  
 Description of proposed fee contained in ASR:  
Record of Survey Research Fees

Amount of annual revenue related to this proposal:  
\$37,600

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?  
*Attach a fee schedule that includes a comparison between current and proposed fees.*
2. Are there any new fee(s)?
3. When will the fee(s) be effective?  
 Date: 7/12/2021

**LEGAL CONSIDERATIONS:**

4. Has legal authority for the fee been reviewed?
5. Is the fee request consistent with the legal authority to levy?
6. Cite the legal authority of the fee and attach a copy of the reference code(s).  
Business and Professions Code 8766.5
7. Does the fee(s) meet one of Proposition 26's exceptions (Note 1)?     
 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)(2) Government Service or Product Exception: A charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
8. Is the drafted Board Resolution or ordinance language (if required) attached?

**COMMUNICATIONS**

9. List county and non-county departments, agencies, organization and/or communities impacted by the fee(s), if applicable
  - a. Builders Industry Association of OC Have they been notified?
  - b. Cities Contracts Have they been notified?
  - c. California Land Survey Association Have they been notified?
  - d. Development Process Review Committee Have they been notified?
  - e. Utilities and Transportation Company 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 concurrencies been finalized?

**FEE CALCULATIONS**

- 11. Is full cost recovery planned in the fee calculation? If not, Please provide an explanation.
- 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)	\$	28,316.76
Services and Supplies	\$	4,532.34
Equipment	\$	
Department/Agency Indirect Costs	\$	5,073.95
County General support service costs (CWCAP)	\$	1,678.31
Other	\$	
<b>Total</b>	\$	<b>39,601.36</b>

<b>16. *Initial Fiscal Year</b>			<b>*Projected Fiscal Year</b>		
Costs:	\$	39,601.36	Costs:	\$	39,601.36
Revenue:	\$	37,600.00	Revenue:	\$	37,600.00
NCC:	\$		NCC:	\$	

\* 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
400	080	400	5910	7380	F206
400	080	400	5910	7380	F207
400	080	400	5910	7380	F224



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Dept./Agency Authorized Signature *Tam Vu* Print Name: TAM VU Date: 2/18/21

Auditor-Controller Signature *Nina Phan* Print Name: NINA PHAN Date: 3/10/2021

CEO Signature *Steven Pilon* Print Name: Steven Pilon Date: 03/10/21

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.