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EXHIBIT IV
FEE CHECKLIST FOR ASR SUBMISSION

Attachment K

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: CLERK-RECORDER DATE: 10/19/2026

DEPT./AGENCY CONTACT: DAT THOMAS PHONE NO.: 714-834-4068

Description of proposed fee contained in ASR:
Clerk Fees, including FBN Index Daily and FBN Index Monthly.

Amount of annual revenue related to this proposal:
$1,372

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? Year 2004 *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: 01/01/2027			
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 Professionals Code 17928			
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. Section 1(e)(2): Government Service or Product Exception	☑	☐	☐
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. Public — Have they been notified?	☑	☐	☐
Has the fee been coordinated with them?	☐	☐	☑
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.	☐	☑	☐

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The Clerk-Recorder performed a comprehensive fee study of the Clerk fees to calculate the cost of providing those services to the public. The Clerk-Recorder is requesting approval for two (2) fee decreases.

The Clerk-Recorder is requesting approval to adopt FBN Index Daily $1 and FBN Index Monthly $7.

While the total fee does not reflect the Clerk-Recorder's full actual cost to perform those Clerk fees, the difference is currently being offset by utilizing reserves from the Clerk-Recorder's Operating Reserve Fund 12E.

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)	$	738.00
Services and Supplies	$	437.00
Equipment	$	0.00
Department/Agency Indirect Costs	$	516.00
County General support service costs (CWCAP)	$	103.00
Other	$	0.00
Total	$	1,794.00

16. *Initial Fiscal Year / *Projected Fiscal Year

Costs:	$	1,794.00	Costs:	$	1,794.00
Revenue:	$	16,072.00	Revenue:	$	1,372.00
NCC:	$	-14,278.00	NCC:	$	422.00

* 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	059	059	1100	7470	1122

Dept./Agency Authorized Signature: DocuSigned by: Dat Thomas ACEBC4F98D3F480... Print Name: **DAT THOMAS** Date: **10/19/2026**

Auditor-Controller Signature: Faran Eskandari Print Name: Faran Eskandari Date: 10/20/2026

CEO Signature: DocuSigned by: Ivan Alvarado 8DC4D1ACE86340D... Print Name: Ivan Alvarado Date: 10/20/2026

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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.