



## Controller - Treasurer

### Fees and Charges Review Checklist

<b>Department</b>	Clerk of the Board	<b>Budget Unit #</b>	0106
<b>Contact Person</b>	Daryl Ricasa	<b>Cost Center #</b>	1106
<b>Email Address</b>	<a href="mailto:Daryl.ricasa@cob.sccgov.org">Daryl.ricasa@cob.sccgov.org</a>	<b>SAP GL Acct #</b>	4727100
<b>Telephone</b>	408-299-5095	<b>Fund #</b>	0001
		<b>Board Transmittal #</b>	

**For every fee/charge in your request please provide the following information:**

<b>1. Type of Fee/Charge submitted for Review:</b>	Plumbers examination and certification fee
<b>2. Current Rate:</b>	\$253.00
<b>3. Proposed Rate:</b>	\$260.00
<b>4. Fee(s) Last Revised (If &gt; 3 years, explain below):</b>	7/1/2023
Currently the vendor charges the County is \$175 per exam and the County charges examinees \$253 per exam. This recommendation proposes a new exam and certification fee to examinees of two hundred and sixty dollars (\$260) per exam. This fee increase is based on the December 2023 San Francisco-Oakland-San Jose Consumer Price Index of 2.6% increase. The proposed fee of \$260 is less than the fee charged by the State of California for the same exam. The Contractors State License Board (CSLB) charge is \$450.	

Documentation for Controller-Treasurer's review for fee rate calculation should include:

- Related laws or regulations as applicable to fee.
- County Counsel review of department's proposed fees (If applicable), mandatory for all new fees/charges.
- Supporting Documentation and Computation worksheets for the proposed fee or charge.

*\* Please forward any revised/new fees proposal to Controller-Treasurer at least 45 days before submission to the Board.*

Please refer to the County's Fees and Charges Policies and Procedures for detailed instructions and guidance; or contact one of the Cost Management team (see below) in Controller-Treasurer Department if you have questions.

Primary Contact: Jeanette Bazar at (408) 299-5225 or [jeanette.bazar@fin.sccgov.org](mailto:jeanette.bazar@fin.sccgov.org)

Alternatives: Kai Duong at (408) 299-5233 or [kai.duong@fin.sccgov.org](mailto:kai.duong@fin.sccgov.org)

Catherina Tsang at (408) 299-5216 or [catherina.tsang@fin.sccgov.org](mailto:catherina.tsang@fin.sccgov.org)

<b>Request Submitted By: Daryl Ricasa</b>	<b>Date: 2/5/2024</b>	<b>Signature:</b>
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<b>Controller-Treasurer's Review:</b>		
<b>Reviewed By: Jeanette Bazar</b>	<b>Date: 2/5/2024</b>	<b>Signature:</b>
<b>Reviewed By: Catherina Tsang</b>	<b>Date: 2/6/2024</b>	<b>Signature:</b>
<b>Controller-Treasurer Comments/Considerations:</b>		