

**El Dorado County Treasurer-Tax Collector
Schedule of Fees**

FEE NAME:			Business License - New and Renewal		Last Fee Adjustment
LEGAL AUTHORITY:			Board of Supervisors		July 8, 2003
DESCRIPTION OF SERVICE:			Process applications and payments for business licenses, new and renewal. Administer ordinance.		
ESTIMATED VOLUME:			Standard Licenses		
			New: 800	Renewals: 9,600	10,400
PROCESS STEPS:			Task		
			1	Review new applications, educate owner, issue license	
			2	Invoice and issue renewal licenses	
			3	Investigate reports of unlicensed businesses	
			4	Review Board of Equalization records, fictitious business name filings periodicals and websites for unlicensed businesses	
			5	Call expired business licenses to remind them to renew	
			6	Mail reminder notices to expired business license holders	
			7	Review and compare Buxton list to current business license listing	
			8	Conduct field visits on non-compliant businesses	
			9	Maintain website for online applications, renewals and payments	
			10	Reconcile financial activity and prepare reports	
COST TO PERFORM:					COST
			Salary & Benefits		\$ 419,179
			Services & Supplies		\$ 38,340
			TOTAL ANNUAL COST		\$ 457,519
FEES:			CURRENT		PROPOSED
			Standard License	32.00	42.00
			Special Licenses (see fee schedule for details)	130.00	140.00
			Christmas Trees or holly berries	15.00	20.00
TOTAL ANNUAL REVENUE:			CURRENT		PROPOSED
			Projected Revenue from Standard Fees	\$ 332,800	\$ 436,800