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EXHIBIT IV
FEE CHECKLIST FOR ASR SUBMISSION

Attachment C

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 COMMUNITY RESROUCES/OC PARKS DATE: 10/19/2026

DEPT./AGENCY CONTACT: JAIMIE WU, OC PARKS BUSINESS MANAGER PHONE NO.: 949-923-2291

Description of proposed fee contained in ASR:
Entitlement permits authorize third parties to perform activities (e.g., encroach) within OC Parks property, and permit fees support the review and processing of these requests. Requests are evaluated for consistency with existing easements, operational requirements, and resource protection objectives prior to approval. Staff overtime rates are charged when an event requires OC Parks staff to work overtime or requires additional staff resources beyond what is normally assigned to the facility.

Amount of annual revenue related to this proposal:
Fee adjustments are anticipated to generate an additional $45,555 annually for entitlement permit fee revenue.

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? 12/06/2022 *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). California Government Code § 50402; County of Orange Codified Ordinance section 2-5-16			
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. California Constitution Article XIII C, Section 1, Subdivisions (e)(1) and (e)(3)	☑	☐	☐
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. General 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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Cost recovery is limited to direct staff time. Services and supplies, administrative overhead, and County general support services were not included in the cost recovery analysis. Park fees are not intended to achieve full cost recovery because the amenities and public benefits provided by OC Parks, including open space preservation, recreation opportunities, and improvements to community health and quality of life, are supported in part through property tax revenue and other funding sources. Fee revenue is intended to offset a small portion of operating costs while maintaining affordable and equitable public access. Accordingly, full cost recovery was not planned in the fee calculation.

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)	$	60,855.00
Services and Supplies	$	0.00
Equipment	$	0.00
Department/Agency Indirect Costs	$	0.00
County General support service costs (CWCAP)	$	0.00
Other	$	0.00
Total	$	60,855.00

16. *Initial Fiscal Year / *Projected Fiscal Year

Costs:	$	60,855.00	Costs:	$	60,855.00
Revenue:	$	38,078.00	Revenue:	$	60,855.00
NCC:	$	22,777.00	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
405	012	405	9123	6460	P006

Dept./Agency Authorized Signature — Signed by: Pam Passow E850EA3C8A41432... — Print Name: **PAM PASSOW** — Date: 10/28/2026

Auditor-Controller Signature — Signed by: Faran Eskandari 2A055F23B4B94BB... — Print Name: **FARAN ESKANDARI** — Date: 10/28/2026

CEO Signature — DocuSigned by: Christine Gardea E74B4BADA3BE4C0... — Print Name: **CHRISTINE GARDEA** — Date: 10/28/2026

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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.

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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 COMMUNITY RESROUCES/OC PARKS DATE: 10/19/2026

DEPT./AGENCY CONTACT: JAIMIE WU, OC PARKS BUSINESS MANAGER PHONE NO.: 949-923-2291

Description of proposed fee contained in ASR:

Fees listed in OC Parks fee schedule are for use of OC Parks facilities.

Amount of annual revenue related to this proposal:

Due to limitations of its current processing systems, OCCR/OC Parks is unable to calculate the overall estimated revenue impacts associated with the Proposed Fee Schedule. However, fee adjustments are anticipated to generate an additional $1,223,760 from parking, facility use and facility-specific reservation fees during Fiscal Year 2026–27, and a projected additional $2,447,519 during subsequent fiscal years.

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? 12/06/2022 *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). California Government Code § 50402; County of Orange Codified Ordinance section 2-5-16			
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. California Constitution Article XIII C, Section 1, Subdivisions (e)(1), (e)(2), (e)(3) and (e)(4)	☑	☐	☐
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. General 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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Park fees are not intended to achieve full cost recovery because the amenities and public benefits provided by OC Parks, including open space preservation, recreation opportunities, and improvements to community health and quality of life, are supported in part through property tax revenue and other funding sources. Fee revenue is intended to offset a small portion of operating and maintenance costs while maintaining affordable and equitable public access. Accordingly, fee levels are established based on market comparison rather than a full cost recovery methodology.

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. ☐ ☑ ☐

    Describe the alternate basis (e.g., market comparison) and provide the rationale for the approach:

    Market comparison

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)	$
Services and Supplies	$
Equipment	$
Department/Agency Indirect Costs	$
County General support service costs (CWCAP)	$
Other	$
Total	$

16. *Initial Fiscal Year

Costs:	$
Revenue:	$
NCC:	$

*Projected Fiscal Year

Costs:	$
Revenue:	$
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
405	012	405	9123	mult	mult
106	012	106	9123	mult	mult
108	012	108	9123	mult	mult

Dept./Agency Authorized Signature — Signed by: Pam Passow E850EA3C8A41432... — Print Name: **PAM PASSOW** — Date: 10/28/2026

Auditor-Controller Signature — Signed by: Faran Eskandari 2A055F23B4B94BB... — Print Name: **FARAN ESKANDARI** — Date: 10/28/2026

CEO Signature — DocuSigned by: Christine Gardea E74B4BADA3BE4C0... — Print Name: **CHRISTINE GARDEA** — Date: 10/28/2026

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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.