



CITY OF PETALUMA, CALIFORNIA

ANNUAL DEVELOPMENT IMPACT FEE REPORT

FISCAL YEAR 2017-18

**City of Petaluma**  
**Annual Development Impact Fee Report**  
**Fiscal Year 2017-18**

**Background**

The Mitigation Fee Act, *Government Code §§66000 et seq.*, (the “Act”) governs the establishment and administration of development impact fees paid by new development projects for public facilities needed to serve new development. Fees must be separately accounted for and used for the specific purpose for which the fee was imposed. The City's adopted development impact fees are listed in the attached exhibits. Expenditures are authorized through the annual Capital and Operating Budgets and the City's Capital Improvement Program. The annual adopted City Budget is on file with the City Clerk.

**Annual Development Fee Reporting**

The Act requires that the City prepare an annual review of all development impact fees as defined in the Act and make a public report on the fees available to the public after the end of each fiscal year. Government Code §66006(b)(2) requires the report to be placed on an agenda for review at a public meeting not less than 15 days after the report is made available to the public. The Fiscal Year 2017-2018 report was made available to the public on the City of Petaluma website on February 6, 2019; a copy of the report also was mailed to all persons who had requested mailed notice relating to city fees on February 6, 2019.

Excluded from this report are developer fees which are not subject to the reporting requirements of the Act. For example, fees collected pursuant to the City's zoning powers, rather than pursuant to the Act, are in-lieu housing fees, the commercial linkage fee which is the non-residential equivalent of an in-lieu housing fee, public art in-lieu fees and one fee related to the Central Petaluma Specific Plan area. Water capacity fees and wastewater capacity fees are not development impact fees as defined in Sections 66006 and 66001 of the Act. The Quimby Act parkland acquisition fee for residential subdivisions is imposed pursuant to the Subdivision Map Act (Gov't. Code §66477), and is also not included in the Section 66001 reporting requirement.

The Storm Drainage Fee was last updated in 1986, prior to the January 1, 1989 effective date of AB1600, but is nevertheless included in this report and findings for informational purposes.

The city is also required to adopt by resolution certain findings for any fund accounts which contain unexpended funds as of the fifth fiscal year following the first deposit into those funds and every five years thereafter. (Gov't. Code §66001(d).) The effected accounts are shown on Exhibit E to this report and are the City Facilities Impact Fees, Open Space Acquisition Fee, Storm Drainage Fees and Traffic Impact Fees.

The report is organized as follows:

**Exhibit A:** A brief description of the purposes of each development impact fee and its authorizing legislation (Gov't. Code §66006(b)(1)(A).)

**Exhibit B:** Summary of the July 1, 2017 beginning balance, annual fee revenue collected, interest earned, returned unused funds from projects and loan repayments, identification of public improvements on which fees were expended and the ending balance as of June 30, 2018 for each fee (Gov't. Code

§66006(b)(1)(C)-(E).) Excess funds from capital project funds were returned to the originating revenue funds. The annual expenditures on each specific public improvement are listed, including the total percentage of the cost of the public improvement that was funded with development impact fees. In addition to public improvement project costs, the City incurs costs to administer each mitigation fee program and to prepare the annual reports and the five-year compliance analysis also required by the Act. As shown in the mitigation fee cost studies (or "nexus studies") which support the various impact fees, the City charges administrative and compliance costs at 2% of the program cost for each fee as a program expense. The actual dollar cost for these expenditures is listed for each fee. No individual development impact fee fund has collected sufficient funds to construct all improvements covered by that fund as described in the nexus studies (Gov't. Code §66006(b)(1)(F).)

**Exhibit C:** Identifies the amount of each development impact fee, including the modifications which were adopted May 16, 2016, when the City amended provisions of the Traffic Development Impact Fee and October 3, 2016 when the City amended provisions of the Parkland Development Fee.

**Exhibit D:** Identifies interfund loans, transfers, refunds or reallocation of funds in lieu of refunds in Fiscal Year 2017-2018 (Gov't. Code §66006(b)(1)(G)-(H)).

**Exhibit E:** Shows the funds which have unexpended fees more than five years after the first deposit of money into those funds (Gov't. Code §66006(b)(1)(b).)

**City of Petaluma  
Development Impact Fee Summary**

Fee #		Impact Fee Name	Fee Authority	Brief Description of the Type of Fee
1	(A)	Aquatic Center Facilities Impact Fee	Reso. 2008-086 N.C.S., May 19, 2008	The Aquatic Center Facilities Impact Fee is to finance the portion of construction of an aquatic complex with a 50 meter lap pool and a 4,500 square foot recreation pool that is related to the project's services to new development.
2	(A)	Community Center Facilities Impact Fee	Reso. 2008-088, N.C.S., May 19, 2008	The Community Center Facilities Impact Fee is to finance the expansion of community center facilities, including furniture and fixtures, to equip new community center facilities space required to reduce the impact of future development.
3	(A)	Fire Suppression Facilities Impact Fee	Reso. 2008-088 N.C.S., May 19, 2008	The Fire Suppression Facilities Impact Fee is to finance specific fire protection and emergency services facilities to reduce impacts caused by future development.
4	(A)	Library Facilities Impact Fee	Reso. 2008-090 N.C.S., May 19, 2008	The Library Facilities Impact fee is to provide funding for additional library facilities, furniture, fixtures and collection materials to reduce the impacts caused by future development.
5		Parkland Acquisition Fee	Reso. 2014-038 N.C.S., March 3, 2014; Reso. 2012-124 N.C.S., August 27, 2012; Reso. 2008-092 N.C.S., May 19, 2008	The Parkland Acquisition Fee is imposed on development projects that are <i>not</i> subject to the Quimby Act. It funds acquisition of and payment for parkland necessary to maintain the standard established in the city's General Plan, based on a ratio of parkland acreage to population, including employees of new commercial development, as new residents and employees are added by new development.
6		Parkland Development Impact Fee	Reso. 2016-160 N.C.S.; October 3, 2016; Reso. 2014-037 N.C.S., March 3, 2014; Reso. 2012-122 N.C.S., August 27, 2012; Reso. 2008-093 N.C.S., May 19, 2008	The Parkland Development Fee funds public facilities which improve neighborhood and community parklands as needed to serve new development.
7		Open Space Acquisition Impact Fee	Reso. 2014-039 N.C.S., March 3, 2014; Reso. 2012-123 N.C.S., August 27, 2012; Reso. 2008-091 N.C.S., May 19, 2008	The Open Space Acquisition Fee funds acquisition of and payment for open space necessary to maintain the city's standard established in its General Plan based on a ratio of open space acreage to population, including employees of new commercial development, as new residents and employees are added by new development.

8	(A)	Law Enforcement Facilities Impact Fee	Reso. 2008-089 N.C.S., May 19, 2008	The Law Enforcement Facility Fee funds the portion of construction of new law enforcement facilities, including a new police station and two communications towers, and acquisition of police vehicles and equipment, that is related to the need to serve new development.
9	(A)	Public Facilities Impact Fee	Reso. 2008-094 N.C.S., May 19, 2008	The Public Facilities Impact Fee funds a proportionate share of City Hall renovation or relocation, corporation yard construction and VOIP and Wi-Fi communications systems. It also funds additional computer technology and city vehicles to serve the added population and employees brought to the city by new development.
10	(A)	City Facilities Development Impact Fee	Reso. 2014-036 N.C.S., March 3, 2014; Reso. 2012-121 N.C.S., August 27, 2012	The City Facilities Development Impact Fee funds design, engineering, right-of-way and reasonable costs of outside consultant studies related thereto, reimburse the City for the Facilities constructed by the City with funds from other sources including funds from other public entities, reimburse developers who have designed and constructed any of the facilities with prior City approval and have entered into an agreement and pay for and/or reimburse costs of program development and ongoing administration and maintenance for the Fee program, including, but not limited to, the cost of studies, legal costs, and other costs of updating the Fee.
11		Storm Drainage Impact Fee	Ord. 1530 N.C.S., eff. Sept. 20, 1982; Ord. 1653 N.C.S., eff. June 2, 1986 (Petaluma Municipal Code Chapter 17.30); Reso. 9751 N.C.S., June 2, 1986	The Storm Drainage Impact Fee funds the construction of storm drainage improvements needed to control increases in run-off created by new development projects. The Storm Drainage Impact Fee was adopted and last updated before the enactment and effective date of AB1600, but is included in this report for informational purposes.

12		Traffic Development Impact Fee	Reso.2016-76 N.C.S. May 16, 2016 Reso 2015-191 N.C.S., Dec 7, 2015; Reso 2014-112 N.C.S., July 7, 2014 Reso. 2014-040 N.C.S., March 3, 2014; Reso. 2012- 125 N.C.S., August 27, 2012; Reso. 2008-095 N.C.S., May 19, 2008	The Traffic Development Impact Fee funds construction and implementation of improvements to key elements of the citywide transportation system sufficient to accommodate future traffic demand generated by new development.
----	--	--------------------------------	---	--

<sup>(A)</sup> The City Facilities Impact Fee consolidated the following six previous development impact fees into a single fee: Aquatic Center Facilities Impact Fee, Community Center Facilities Impact Fee, Fire Suppression Facilities Impact Fee, Law Enforcement Facilities Impact Fee, Library Facilities Impact Fee, and the Public Facilities Impact Fee.

Exhibit B

Development Impact Fee Report  
Fiscal Year 2017-18

Fund	Fund Title / Project Title	Fund Balance 7/1/2017	Fee Revenue	Interest Revenue	Return Unused Funds /loan repymt	Expenditures/ Transfers	Est % funded by Impact Fees	Ending Balance 6/30/2018
2110	(A) Aquatic Center Facilities Impact Fees City administrative costs	86,512.12	3,737.00	1,103.96		74.74		91,278.34
						74.74	100.0%	
2120	(A) Community Facilities Impact Fees City administrative costs	1,091,901.26	13,867.00	10,728.63		277.34		1,116,219.55
						277.34	100.0%	
2121	(A) Community Center Facilities - 08 City administrative costs	193,810.48	2,232.00	2,411.44		44.64		198,409.28
						44.64	100.0%	
2125	(A) Fire Suppression Facilities Impact Fees City administrative costs	287,268.92	9,772.00	3,642.13		195.44		300,487.61
						195.44	100.0%	
2135	(A) Library Facility Impact Fees City administrative costs	250,965.93	6,238.00	3,161.83		124.76		260,241.00
						124.76	100.0%	
2141	Parkland Acquisition Impact Fees -08 City administrative costs	1,035,543.15	241,107.53	10,522.26		4,822.15		1,282,350.79
						4,822.15	100.0%	
2142	Parkland Development Impact Fees -08 c14501607 Pet Comm Sports Field-Baseball City administrative costs	1,141,216.98	794,805.75	13,080.60		115,896.12		1,833,207.21
						100,000.00	100.0%	
						15,896.12	100.0%	
2143	Open Space Acquisition Impact Fees -08 City administrative costs c00400304 River Plan McNear project	189,946.90	64,074.53	2,579.45		69,176.73		187,424.15
						17,781.49	100.0%	
						51,395.24	7.0%	
2145	(A) Law Enforcement Facilities Impact Fees City administrative costs	467,288.96	8,288.00	5,857.11		165.76		481,268.31
						165.76	100.0%	
2150	(A) Public Facilities Impact Fees City administrative costs	201,566.46	15,204.00	2,629.23	-	304.08		219,095.61
						304.08	100.0%	
2151	(A) Public Facilities Impact Fees -08	174,894.64	2,228.12	(63.19)		-		177,059.57
2152	City Facilities Development Impact Fees City administrative costs	1,585,686.28	810,213.52	17,132.78		16,204.27		2,396,828.31
						16,204.27	100.0%	
2155	Storm Drainage Impact Fees c16301518 Old Corona Rd Water Quality e16501826 Storm Water Resources Plan c16301722 Petaluma River Flood Mgmt Denman 4 c16301415 Surface Water projects City administrative costs	2,784,891.59	-	25,506.22		81,706.17		2,728,691.64
						28,000.00	46.6%	
						10,000.00	63.1%	
						29,000.00	2.7%	
						14,706.17	100.0%	
						-		

**Exhibit B**

Fund	Fund Title / Project Title	Fund Balance 7/1/2017	Fee Revenue	Interest Revenue	Return Unused Funds /loan repymt	Expenditures/ Transfers	Est % funded by Impact Fees	Ending Balance 6/30/2018
<b>2156</b>	<b>Storm Drainage Impact Fees -08</b>	297,771.34	112,792.54	4,523.13		2,255.85		412,831.16
	City administrative costs					2,255.85	100.0%	
<b>2160</b>	<b>Traffic Impact Fees</b>	3,366,538.38	-	31,589.55		34,000.00		3,364,127.93
	c65101807 Transit Signal Priority Ph III					34,000.00	19.1%	
	City administrative costs					-		
<b>2161</b>	<b>Traffic Impact Fees -08</b>	20,491,747.71	2,596,672.68	225,115.29	4,736,218.99	7,051,933.45		20,997,821.22
	c00501204 Rainier Ave Cross town connector					7,000,000.00	0.0%	
	City administrative costs					51,933.45	100.0%	

(A) The City Facilities Impact Fee consolidated the following six previous development impact fees into a single fee: Aquatic Center Facilities Impact Fee, Community Center Facilities Impact Fee, Fire Suppression Facilities Impact Fee, Law Enforcement Facilities Impact Fee, Library Facilities Impact Fee, and the Public Facilities Impact Fee.



FY 17/18 Development Impact Fee Schedule

FEE TYPE	LAND USE TYPE	FEE	UNIT OF MEASUREMENT
<b>City Facilities Development Impact Fee )<sup>(A)</sup></b>	Single Family Residential	\$6,056	Unit
	Multifamily Residential	\$4,077	Unit
	Accessory Dwelling	\$2,077	Unit
	Commercial	\$1,147	1,000 sq ft of building space
	Office	\$1,096	1,000 sq ft of building space
	Industrial	\$698	1,000 sq ft of building space
<b>Commercial Development Housing Linkage Fee</b>	Commercial	\$2.34	Square Foot
	Retail	\$4.03	Square Foot
	Industrial	\$2.41	Square Foot
<b>Open Space Acquisition Fee</b>	Single Family Residential	\$425	Unit
	Multifamily Residential	\$286	Unit
	Accessory Dwelling	\$146	Unit
	Commercial	\$81	1,000 sq ft of building space
	Office	\$78	1,000 sq ft of building space
	Industrial	\$49	1,000 sq ft of building space
<b>Park Land Acquisition Fee (Quimby and Non-Quimby Act Projects)<sup>(B)</sup></b>	Single Family Residential	\$1,812	Unit
	Multifamily Residential	\$1,226	Unit
	Accessory Dwelling	\$621	Unit
	Commercial	\$344	1,000 sq ft of building space
	Office	\$328	1,000 sq ft of building space
	Industrial	\$209	1,000 sq ft of building space
<b>Park Land Development Impact Fee</b>	Single Family Residential	\$5,992	Unit
	Multifamily residential	\$4,035	Unit
	Accessory Dwelling	\$2,055	Unit
	Commercial	\$1,135	1,000 sq ft of building space
	Office	\$1,086	1,000 sq ft of building space
	Industrial	\$691	1,000

## FY 17/18 Development Impact Fee Schedule

FEE TYPE	LAND USE TYPE	FEE	UNIT OF MEASUREMENT
<b>Traffic Development Impact Fee</b>	Single Family Residential	\$ 15,229	Unit
	Multifamily Residential	\$ 9,348	Unit
	Accessory Dwelling	\$ 4,222	Unit
	Senior Housing	\$ 4,070	Unit
	Office	\$ 20,115	1,000 sq ft of building space
	Hotel/Motel	\$ 5,999	Room
	Commercial/Shopping	\$ 29,427	1,000 sq ft of building space
	Industrial/Warehouse	\$ 11,911	1,000 sq ft of building space
	Education	\$ 1,499	Student
	Institution	\$ 6,171	1,000 sq ft of building space
	Gas/Service Station	\$ 49,262	Fuel Position
<b>Wastewater Capacity Fee <sup>(C)</sup></b>			
<b>Wastewater Capacity Fee <sup>(C)</sup></b>	Single Family Residential	\$8,034	Unit
	Multifamily Residential	\$5,319	Unit
	Accessory Dwelling	\$2,956	Unit
	Non-Residential Customers	\$ 17.04 \$ 3,869 \$ 4,436	Per gallon daily flow Per daily pound of BOD Per daily pound of TSS
<b>Water Capacity Fee (per meter size)</b>			
<b>Water Capacity Fee (per meter size)</b>	<b>METER SIZE</b>	<b>FEE</b>	
	¾	\$3,911	
	1" (residential)	\$3,911	
	1" (non-residential)	\$6,530	
	1 ½	\$13,022	
	2"	\$20,843	
	3"	\$39,105	
	4"	\$65,188	
	6"	\$129,047	
>6	Case by Case basis		

- (a) The City Facilities Impact Fee consolidated the following six previous development impact fees into a single fee: Aquatic Center Facilities Impact Fee, Community Center Facilities Impact Fee, Fire Suppression Facilities Impact Fee, Law Enforcement Facilities Impact Fee, Library Facilities Impact Fee, and the Public Facilities Impact Fee.
- (b) The Quimby Act applies only to fees and/or dedications imposed on certain subdivisions subject to the Subdivision Map Act to fund land acquisition costs for park or recreational purposes.

## Exhibit C

- (c) The wastewater capacity fee for non-residential users is based on the daily flow, biological oxygen demand and the total suspended solids of the wastewater being discharged. Please contact the Department of Public Works & Utilities at 707-778-4546 for a quote.

### STORM DRAIN IMPACT FEE

#### Calculation of Fee

**Runoff computation:** The increase in runoff created by a given project is calculated for a 100-year storm, utilizing runoff coefficients based upon the portion of vegetated area to impervious surfaces, and expressed in acre-feet. Runoff coefficients are based upon the type of use, slope of the land, and percent of vegetation coverage.

**Commercial/Industrial:** Projects pay a fee of \$30,000 per acre foot of additional runoff. The amount of incremental runoff created is directly linked to the amount of landscaping provided. The maximum fee possible is \$9,000 per acre of land. This would apply to a project with 20% or less landscaping. A project with 25% landscaping can expect a fee of \$6,750 per acre, 30% would pay \$6,300 per acre, and so on.

**Residential:** Projects pay a fee of \$15,000 per acre foot of additional runoff. Incremental runoff is dependent upon the density of a project and the amount of landscaping and open space provided. A high density project with 20% or less area in landscaping could expect to pay \$4,500 per acre. A type detached single-family subdivision would pay approximately \$1,500 per acre.

**Status of Interfund Loans, Transfers, Refunds or Reallocation of Funds  
Fiscal Year 2017-18**

**Interfund Loans**

The Storm Drainage Impact Fee fund loaned the Storm Water Utility Operations fund \$690,230 to cover storm water maintenance costs from January 1, 2012 through June 30, 2013. Payment of principal and interest for FY 17-18 was \$44,348. The balance as of June 30, 2018 is \$520,729. This loan is scheduled to be repaid by June 30, 2026.

The Community Facilities Impact Fee fund loaned the Parks CIP fund \$40,563 through June 30, 2018 to renovate the Swim Center pool heating boilers. All payment of principal and interest are payable upon receipt of the PG&E General On-Bill Financing Loan described in Resolution No. 2011-170 N.C.S. and 2013-004 N.C.S. This balance was paid off as of July 2018.

There were no Transfers, Refunds or Reallocation of Funds during FY 17-18.

Funds Containing Unexpended Fees More than five years after First Deposit to Fund

Fund Name	Fund Balance 6/30/2013	5-Year Revenue	5 - Year Expenditures	Fund Balance 6/30/2018
City Facilities Development Fees	2,865,289.08	2,618,943.20	243,344.70	5,240,887.58
Open Space Acquisition	138,394.48	124,318.04	75,288.37	187,424.15
Storm Drainage Impact fees	3,240,884.28	1,057,820.35	1,157,181.83	3,141,522.80
Traffic Impact fees	2,514,711.10	2,058,315.57	1,208,898.74	3,364,127.93

(A) The City Facilities Impact Fee consolidated the following six previous development impact fees into a single fee: Aquatic Center Facilities Impact Fee, Community Center Facilities Impact Fee, Fire Suppression Facilities Impact Fee, Law Enforcement Facilities Impact Fee, Library Facilities Impact Fee, and the Public Facilities Impact Fee.

