

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Dylan Gunning, Administrative Analyst

DATE: September 7, 2022

SUBJECT: PARK IMPACT FEE ANNUAL REPORT

SUMMARY

This is the Annual report for Park Impact Fees collected and expended. This fund accounts for charges to developers for the cost of park improvements needed to serve a new development. Park impact fees provide upfront financing for the expansion of public facilities needed to serve a new development. The fee(s) are paid with the application for a building permit.

BACKGROUND

In 2021, the District established Park Impact Fees through a Park Impact Fee Nexus Study (“Nexus Study”) that was prepared pursuant to the “Mitigation Fee Act,” as found in Government Code § 66000 et seq. The purpose of the Nexus Study was to establish the legal and policy basis for the imposition of a new park impact fee program on new development not subject to the City of Camarillo (“City”) Quimby ordinance. The park impact fee would fund the one-time cost of expanding the District’s parks and recreational facilities in order to meet the impact of new development.

The City of Camarillo adopted Ordinance No. 1180, an ordinance of the city council of the city of Camarillo, California, adding chapter 16.52 to the Camarillo municipal code to establish park impact fees. Ordinance No. 1180 was adopted on June 23, 2021 and took effect 30 days from the date of adoption.

The following information, entitled “Annual Report,” must be made available to the public within 180 days after the last day of each fiscal year:

- A brief description of the type of fee in the account;
- the amount of the fee;
- The beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and
- The amount of the expenditures for each improvement;
- An identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- A description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be

expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and the amount of money refunded under section Govt. Code § 66001.

The District shall review the Annual Report at the next regularly scheduled public meeting, not less than 15 days after the Annual Report is made available to the public. Notice of the time and place of the meeting, including the address where this information may be reviewed, shall be mailed, at least 15 days prior to the meeting, to any interested party who files a written request with the District for mailed notice of the meeting. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The District Board may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service.

For the fifth fiscal year following the first receipt of any park impact fee proceeds, and every five years thereafter, the District must comply with Government Code Section 66001(d)(1) by affirmatively demonstrating that the District still needs unexpended park impact fees to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unexpended balance to achieve that purpose. Specifically, the District shall make the following findings, entitled “Five-Year Findings Report,” with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

The District shall provide for the refund of all or any part of such unexpended or unappropriated fee revenue, together with any actual interest accrued thereon, in the manner described in Government Code § 66001 (e) of the, to the current record owner of any property for which a fee was paid; provided that if the administrative costs of refunding such fee revenue exceed the amount to be refunded.

PARK IMPACT FEE ANNUAL REPORT

This report only addresses the required annual reporting for the Fiscal year 2021-2022 (July 1, 2021, to June 30, 2022) (FY21-22)

District Park Impact fees are collected based on land use categories and kept in Fund 40. The current Park Impact Fee Schedule is as follows for projects between April 2022 through March 2023:

Park Impact Fee Schedule		
Land Use Category	Unit ¹	Park Impact Fee
Single-Family Housing	DU	\$7,712.79
Multi-Family Housing	DU	\$5,427.56
Mobile Homes	DU	\$4,778.11
Accessory Dwelling Unit	See Note 2	
Retail / Commercial	BSQFT	\$0.39
Office	BSQFT	\$0.61
Industrial	BSQFT	\$0.27
Notes:		
¹ DU means dwelling unit BSQFT means building square feet.		
² Pursuant to Govt. Code § 65852.2(f)(3)(A), the park impact fee for an accessory dwelling unit shall be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.		

The FY 2021-2022 beginning balance for Park Impact Fees Fund 40 was zero dollars, and at the end of the FY, had received \$172,347.20 in park impact fees. Fund 40 has received \$11.90 in interest.

Park Impact Fee Received FY 21-22					
Date Received	Amount	Parcel Number	Project Name	Project Address	Tract Number
10/28/2021	\$158.40	160-0-030-015	Meissner Filtration	1001 Flynn Road	3442
12/20/2021	\$6983.00	152-0-140-645	PR-1014 Stern Residence	516 Pearson Road	52PM28
12/21/2021	\$158,222.80	229-0-320-105; 229-0-320-085; 229-0-320-095	Village at the Park APT's	3065 Village at the Park Drive	5655 RPD-189M(3)
3/22/2022	\$6983.00	152-0-420-075	Spanish Hills Estates Lot 7	279 Crestview Ave	5920
TOTAL	\$172,347.20				

- As of the time of this annual report, the District has not expended any of the funds for improvements.
- As of the time of this annual report, the District has not made any inter-fund transfer or loan made from the account or fund.
- At the time of this reporting, there has not been any amount of money refunded under section Govt. Code § 66001.

FISCAL IMPACT

There is no anticipated fiscal impact to the District from this recommendation.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal and Strategy 1.3: Identify additional sources of revenue to reduce the reliance of property tax.

RECOMMENDATION

Receive and file the report

ATTACHMENTS

None