

**CITY OF PETALUMA**  
**MITIGATION FEE ACT NEXUS REPORT &**  
**QUIMBY ACT IN-LIEU FEE REPORT**

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**I. INTRODUCTION**

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The Petaluma City Council adopted the City of Petaluma General Plan 2025 (“General Plan”) in May, 2008. The General Plan includes policies to “ensure that the pace of growth does not create spikes that unduly strain City services”<sup>1</sup>; “ensure all new development provides the necessary public facilities to support development”<sup>2</sup>, and “collect the proportionate fair share of long-term infrastructure costs as entitlements are granted”<sup>3</sup>.

The City of Petaluma adopted a development impact fee program in May 2008 to implement the General Plan policies. The purpose of the development impact fee program is to identify the public facilities that will be required to provide services to future residents and businesses and to proportionately allocate the cost of those facilities to future development projects. Because public facility requirements, construction costs and land costs have changed since the adoption of the fee program in 2008, the City is considering revisions to the existing development impact fee program. Municipal Resource Group, LLC (“MRG”) has prepared this Mitigation Fee Act Nexus Report and Quimby Act In-Lieu Fee Report (“Report”) at the request of the City of Petaluma.

The Report recommends modifications to the existing Public Facilities Impact Fee, Fire Suppression Facilities Impact Fee, Law Enforcement Facilities Impact Fee, Aquatic Center Facilities Impact Fee, Library Facilities Impact Fee and Community Center Facilities Impact Fee programs. The City has indicated a preference to consolidate these six existing fee programs into a single fee program. The Report provides the basis to implement this goal.

The Report also recommends modifications to the Quimby Act Parkland Acquisition In-Lieu Fee, the Parkland Acquisition Fee for development projects that are not subject to the Quimby Act, the Parkland Development Impact Fee and the Open Space Land Acquisition Fee programs. These fee programs will be retained as separate fee programs.

The City has also adopted traffic impact fees, water and sewer system capacity fees and fees for other public facilities which are not the subject of this Report.

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<sup>1</sup> City of Petaluma: General Plan 2025, adopted May 2008; p. 1-22; Policy and Program 1-P-47

<sup>2</sup> Ibid. Policy and Program 1-P-48

<sup>3</sup> Ibid. Policy and Program 1-P-48A

The Report identifies the cost of future public facilities and land acquisition required to implement the policies and to achieve or maintain goals and standards promulgated in the General Plan, to maintain existing service levels, and to provide services to future development projects.

All costs in the Report are in 2012 dollars. The Report recommends methods to update the costs and fees on an annual basis to reflect future changes in costs.

The Report calculates the development impact fees that will be required to finance the portion of future public facilities and land acquisitions required by and attributable to new development projects.

### THE MITIGATION FEE ACT

This Report has been prepared pursuant to the State of California's enabling legislation for development impact fees. The authority for establishing development impact fees for residential and non-residential development projects is found in the Mitigation Fee Act, also known as AB 1600, as codified in the California Government Code beginning with Section 66000.

The Mitigation Fee Act permits local agencies to establish and collect a fee as a condition of approval of a development project for the purpose of defraying the cost of public facilities. Public facilities are defined in the statute as public improvements, public services and community amenities. The fee may include costs attributable to increased demand for public facilities by future development. The fee may also include the cost of refurbishing existing facilities to maintain an existing level of service or to achieve an adopted level of service that is consistent with the General Plan. The public facilities must be identified in a capital improvement plan, the General Plan, an applicable specific plan or other public documents. The fee may not be used to pay for existing deficiencies in public facilities.

Under the Mitigation Fee Act, a local agency considering an action establishing, increasing or imposing a fee as a condition of approval of a development project must do all of the following:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put.
3. Determine that there is a reasonable relationship between the fee's use and the type of development project upon which the fee is imposed.
4. Determine that there is a reasonable relationship between the need for the public facility and the type of development project upon which the fee is imposed.
5. Determine that there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development project upon which the fee is imposed.

This Report provides the analysis required by the Mitigation Fee Act. Each chapter includes a section addressing the requirements of the Mitigation Fee Act and provides the basis for the findings required to adopt and implement the development impact fees.

### THE QUIMBY ACT

Park land dedication requirements for residential subdivisions are authorized by the Quimby Act, as codified in the California Government Code, beginning with Section 66477. The Quimby Act authorizes an agency to require the dedication of a minimum of 3 acres of land per thousand residents in proposed residential subdivisions, or the payment of an in-lieu fee. If the amount of existing park land in the jurisdiction exceeds 3 acres per thousand residents, the agency may require the dedication of the ratio of existing park land per thousand residents, up to a maximum of five 5 acres per thousand future residents. The General Plan indicates that the City provides 5.1 acres of park land per thousand residents, and establishes a standard of 5 acres of park land per thousand residents.<sup>4</sup> This Report provides the analysis required to establish a dedication requirement and in-lieu fee to maintain a minimum standard of five acres per thousand population at General Plan build-out.

If a proposed residential subdivision is less than fifty parcels, the agency can only require the payment of an in-lieu fee (and not the dedication of land).

The land and fees may only be used for acquiring land, developing new parks or rehabilitating existing neighborhood parks, community parks or recreational facilities. The agency must develop a schedule specifying how, when and where it will use the land or fees to develop park or recreational facilities.

### ORGANIZATION OF THE REPORT

Chapter II provides an analysis of the existing population and employment in Petaluma, as compared to the future population and employment under build-out of the General Plan. The purpose of this analysis is to proportionately allocate the cost of future public facilities between the existing population and future development. Chapter II provides the analysis to support (1) the finding that there is a reasonable relationship between the amount of the fees and the cost of the public facilities or portion of the public facilities attributable to the development projects upon which the fees are imposed, (2) the finding that there is a reasonable relationship between the need and the type of development projects upon which the fees are imposed, and (3) the finding that there is a reasonable relationship between the use of the fees and the types of development projects upon which the fees are imposed.

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<sup>4</sup> Ibid. at p. 6-13

Chapter III provides a description of the proposed City facilities and equipment required to serve future development, and the proposed consolidation of six existing fee programs under a single City Facilities Fee program. This chapter also provides an analysis supporting the purpose of the City Facilities Fee and the uses to which the fee will be put.

Chapter IV provides a description of park development projects required to serve future development. This chapter also provides an analysis supporting the purpose of the Park Development Fee and the uses to which the fee will be put.

Chapter V describes the proposed Quimby Act In-Lieu Fee for development projects that are subject to the park land dedication requirement or the in-lieu fee requirements of the Quimby Act.

Chapter VI proposes a separate fee for park land acquisition for future development projects that are not subject to the Quimby Act. This chapter also provides an analysis supporting the purpose of the fee and the uses to which the fee will be put.

Chapter VII describes the proposed Open Space Land Acquisition Fee. This chapter also provides an analysis supporting the purpose of the fee and the uses to which the fee will be put.

Chapter VIII presents the administrative and compliance requirements for the Mitigation Fee Act and the Quimby Act.

Chapter IX proposes a methodology for an annual adjustment to the fees, based on changes in land and construction costs.

Chapter X presents a comparison of the existing 2011 fees and the 2012 fees that would be enacted if adopted as proposed in this Report.

The Appendices to the Report provide additional detailed cost estimates and other data used to calculate the proposed fees.

## **II. POPULATION, EMPLOYMENT AND LAND USE PROPORTIONALITY ANALYSIS**

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The Mitigation Fee Act requires the City to determine that there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development projects upon which the fee is imposed. This Chapter addresses this requirement by presenting a rational allocation of costs according to the impact of different types of development projects.

To determine the proportionate amount of future public facility costs that are attributable to the increased demand by future development, mitigation fee studies compare the demand for services and facilities by the existing residential and non-residential (commercial, office and industrial) development to the demand for services by future residential and non-residential (commercial, office and industrial) development, through build-out of the General Plan.

Demand for services by residential development is typically measured by population estimates.

Demand for services by non-residential (commercial, office and industrial) development is typically measured by the number of employees per 1,000 square feet of building space. In measuring the demand for services by non-residential (commercial, office and industrial) developments, employees tend to have less impact on public facilities than residents. This analysis and Report utilize the number of hours a fulltime employee is present in the City of Petaluma (40 hours) divided by the number of hours in a week (168 hours) as the ratio of the impact one employee may have on public facilities, as compared to one resident. Thus, for purposes of this analysis, one employee is considered to have the impact of .24 residents (40/168). This is known as an "employee resident equivalent."

The analysis uses the existing population of 58,165<sup>5</sup> persons, and the build-out population of 72,707<sup>6</sup> persons as the basis for allocating the cost of public facilities that serve existing and future residential development.

The analysis uses the existing number of employees of 33,288<sup>7</sup>, and the build-out number of employees of 46,540<sup>8</sup> as the basis for allocating the cost of public facilities that serve existing and future non-residential (commercial, office and industrial) development.

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<sup>5</sup> State of California Department of Finance Demographic Unit, Table 2: E-5, 1/1/2012

<sup>6</sup> City of Petaluma: General Plan 2025, adopted May 2008; p. 1-10

Table II-1 presents the combined existing and future population, employees and “resident equivalents”. It is used for the allocation of the proportionate share of the cost of future public facilities that will serve both the existing population and future development. For public facilities that are attributable to both the existing population and future development, 78.9% of the cost is assigned to existing population and 21.1% is assigned to future development.

Table II-1: Population, employees and resident equivalents

	Existing population	Future development	Build-out (2025)
Residents	58,165	14,542	72,707
“Employee resident equivalents” (employees multiplied by .24)	(33,288 x .24) 7,989	(13,252 x .24) 3,181	(46,540 x .24) 11,170
Total "resident equivalents"	66,154	17,723	83,877
Percent "resident equivalents"	78.9%	21.1%	100%

Source: City of Petaluma General Plan 2025; California Department of Finance; City of Petaluma building permits 2006-2011; MRG

Some public facilities included in this Report have been determined to be wholly attributable to future residential and non-residential (commercial, office and industrial) development. For those public facilities, 100% of the cost is assigned to future development. These facilities are identified in subsequent chapters and in the appendices to this Report.

LAND USE AND FEE CATEGORIES

The Mitigation Fee Act requires the City to determine that there is a reasonable relationship between the need for the public facility and the type of development project upon which the fee is imposed, and to determine that there is a reasonable relationship between the fee's use and the type of development project upon which the fee is imposed. This chapter addresses these requirements by presenting a rational analysis of the demand for services among different types of development projects.

The need for public facilities is based on the proportionate demand for facilities by new residents and new employees (or “employee resident equivalents”) resulting from each type of future development project. Similarly, the use of the fees is based on the proportionate resident

<sup>7</sup> City of Petaluma: General Plan 2025, adopted May 2008; p. 1-10. Also includes 128 additional employees in 63,100 commercial square feet occupied since 2005.

<sup>8</sup> Ibid. 1, at p. 1-10

equivalents generated by each type of development project. The proposed fees are based on the number of residents per household for residential developments, and the number of employees per 1,000 square feet of building space for non-residential (commercial, office and industrial) developments.

The General Plan provides build-out data for the future development of single family residential, multifamily residential, commercial, office and industrial land uses in Petaluma. The City also imposes fees on accessory dwelling units. Therefore, fees are proposed for each of these land use categories.

Table II-2 presents the number of residents and employees for the land use categories. The persons per household are based on United States Bureau of Census data for single family residential projects and multi-family residential projects, and by the City of Petaluma for accessory dwelling units. The employees per 1,000 square feet are based on General Plan data. The employee resident equivalents are based on the number of employees in each non-residential (commercial, office and industrial) land use multiplied by the .24 factor discussed earlier in this Report. This information is used in calculating fees in subsequent chapters in this Report.

Table II-2: Persons per household and resident equivalents per 1,000 square feet

	Persons per household <sup>9</sup>	Employees per 1,000 square feet	Employee resident equivalents per 1,000 sq. ft. (employees x .24)
Single family residential	2.915		
Multifamily residential	1.963		
Accessory dwelling unit	1.0		
Commercial		2.3	.552
Office		2.2	.528
Industrial		1.4	.336

Source: City of Petaluma; MRG

The projects, estimated project costs, amount attributable to the development impact fee programs and the fees for all land use categories are presented in the following chapters in this Report.

<sup>9</sup> Source: United States Bureau of the Census for single family residential and multi-family residential units; City of Petaluma for accessory dwelling units.

### **III. CITY FACILITIES FEE**

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The Mitigation Fee Act requires the City to identify the purpose of the fee and to identify the use to which the fee is to be put. This chapter addresses these requirements by identifying the facilities and equipment proposed to be financed in whole or in part by the City Facilities Fee program.

The City's existing fee program includes separate fees for Public Facilities, Fire Suppression Facilities, Law Enforcement Facilities, Aquatic Center Facilities, Library Facilities and Community Center Facilities. The City has indicated a preference to consolidate these existing six fee programs into a single City Facilities Fee program. This chapter describes the facilities to be included in the combined City Facilities Fee program.

Public facilities are defined in the Mitigation Fee Act as public improvements, public services and community amenities attributable to increased demand for public facilities by future development. Facilities may include the cost of refurbishing existing facilities to maintain an existing level of service, or to achieve an adopted level of service that is consistent with the General Plan. The facilities, projects and equipment described in this chapter are required to maintain existing service levels or to achieve an adopted level of service. Existing "standards" are presented to identify the existing service levels, which are then equitably applied to future development projects to maintain those standards for future populations.

#### **PUBLIC FACILITY PROJECTS**

The City has identified five public facility projects required to maintain existing service levels or to achieve an adopted level of service, and to provide services to future development projects. The projects include:

##### *Construct City Hall*

General City government services are currently provided at City Hall and at two additional nearby locations. Capacity has been reached in these facilities, and a new City Hall will be required to serve both existing population and future development. A portion of the cost of a new City Hall is included in the proposed City Facilities Fee.

Table III-1 provides information on the proposed facility and allocation of a proportionate amount of the cost to the City Facilities Fee program.

The existing “standard” is .39 square feet per resident. Maintaining this standard for future development will require an additional 5,636 square feet, for a total facility size of 28,180 square feet.

Group 4 Architecture Research + Planning, Inc. (“Group 4 Architecture”) has used the existing standard, 2012 estimated construction costs and the City’s practice of using 25% for soft cost and 15% for contingencies to estimate the current cost of building a 28,180 square foot City Hall. The cost estimate is \$15,043,280. Details for the City Hall cost estimate can be found in Appendix A.

Table III-1: General government space standard and City Hall project cost

CITY HALL	
City Hall	16,985 square feet
22 Basset Street	4,100 square feet
27 Howard Street	1,459 square feet
(A) Total existing square feet	22,544 square feet
(B) Current population	58,165 residents
(C) Existing square feet per resident (A / B)	.39 square feet (rounded)
(D) Future population	14,542 residents
(E) Square feet required for future population (C x D)	5,636 square feet
(F) Total future building size (A + E)	28,180 square feet
(G) Project cost	\$15,043,280
Amount attributable to future development (21.1% x G)	\$ 3,174,132

Source: City of Petaluma; State Department of Finance; Group 4 Architecture; MRG

This project would benefit existing and future populations; accordingly, based on the data in Table II-1, 21.1% of the project cost (\$3,174,132) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a 50,000 square foot City Hall at a total cost of \$22,922,490, including land acquisition costs, with \$5,157,560 allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

*Construct Corporation Yard Facilities*

Public Works maintenance services are provided at the City’s corporation yard. As future development occurs, additional capacity and facilities will be required at the corporation yard.

Table III-2 provides information on the proposed facility and allocation of costs to the City Facilities Fee program. The existing standard is .22 square feet per resident. Maintaining this standard for future development will require an additional 3,237 square feet, for a total facility size of 16,185 square feet. Group 4 Architecture has used the existing standard, 2012 estimated construction costs and the City’s practice of using 25% for soft cost and 15% for contingencies to estimate the current cost of building a 16,185 square foot corporation yard facility. The cost estimate is \$7,664,300. Details for the corporation yard cost estimate can be found in Appendix B.

Table III-2: Corporation yard space standard and project cost

CORPORATION YARD FACILITY	
(A) Existing corporation yard	12,948 square feet
(B) Current population	58,165 residents
(C) Existing square feet per resident (A / B)	.22 square feet (rounded)
(D) Future population	14,542 residents
(E) Square feet required for future population (C x D)	3,237 square feet
(F) Total future building size (A + E)	16,185 square feet
(G) Project cost	\$7,664,300
Amount attributable to future development (21.1% x G)	\$1,617,167

Source: City of Petaluma; State Department of Finance; Group 4 Architecture; MRG

This project would benefit existing and future populations; accordingly, based on the data in Table II-1, 21.1% of the project cost (\$1,617,167) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a 31,000 square foot corporation yard facility at a total cost of \$8,700,000, with \$1,957,500 allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

*Install VOIP System*

The City has identified one City Hall facility improvement required to serve existing residents and future development - a voice over internet protocol (VOIP) system. The VOIP system is estimated to cost \$200,000.

Table III-3 provides information on the VOIP system and allocation of costs to the City Facilities Fee program.

Table III-3: VOIP project cost

VOIP SYSTEM	
(A) Project cost estimate	\$200,000
Amount attributable to future development (21.1% x A)	\$ 42,000

Source: City of Petaluma; MRG

This project benefits existing and future populations; accordingly, based on the data in Table II-1, 21.1% of the project cost (\$42,200) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a \$580,000 cost for a VOIP system, as well as a Wi-Fi system at a cost of \$800,000, for a total cost of \$1,380,000, with \$310,500 allocated to future development. (The Wi-Fi system has been deleted from the proposed 2012 development impact fee program.) In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

*Purchase City Vehicles*

As new development occurs, the City will require additional vehicles and rolling stock for park maintenance, public works services and administrative services (pool vehicles), to maintain existing levels of service. Table III-4 provides information on the existing standard number of vehicles per 1,000 residents, and the cost of maintaining that standard to serve future development.

Table III-4: Vehicle standards and vehicle cost

VEHICLES	POOL	PUBLIC WORKS	PARKS
(A) Existing vehicles	14	35	19
(B) Current population	58,165	58,165	58,165
(C) Existing vehicles per 1,000 residents (A / B) x 1,000	.24	.60	.33
(D) Future population	14,542	14,542	14,542
(E) Vehicles required to serve future population (C x D)	3.5	8.75	4.75
(F) Cost per vehicle	\$25,000	\$ 40,000	\$ 25,000
(G) Total future vehicle cost (E x F)	\$87,500	\$350,000	\$118,750
Amount attributable to future development (100% x G)	\$87,500	\$350,000	\$118,750

Source: City of Petaluma; State Department of Finance; MRG

The total vehicle costs identified in line G of Table III-4 are solely for the purpose of serving future development; accordingly, 100% of the vehicle cost (\$556,250) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a \$722,467 cost for vehicles, with the full amount allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

*Purchase Technology Equipment*

As new development occurs, the City will require technology equipment to continue to provide existing service levels. Table III-5 provides information on the existing standard number of general government employees per resident, and the cost of maintaining the technology standard to serve future development. General government employees include employees requiring technology equipment who work in administrative positions, but do not include police, fire, enterprise fund, and maintenance and recreation employees. Technology equipment for these other employees is either not required or is funded by other sources of funds.

Table III-5: Technology standard and cost

TECHNOLOGY	
(A) Average number of employees, FY 2007/08 – FY 2011/12	73.1 employees
(B) Current population	58,165 residents
(C) Existing employees per resident (A / B)	.0013 employees
(D) Future population	14,542 residents
(E) Future employees (C x D)	18 employees
(F) Technology cost per employee	\$ 2,000
(G) Total technology cost (E x F)	\$36,000
Amount attributable to future development (100% x G)	\$36,000

Source: City of Petaluma; State Department of Finance; MRG

The total technology costs identified in line G of Table III-5 are solely for the purpose of serving future development; accordingly, 100% of the technology cost (\$36,000) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a \$53,200 cost for technology, with the full amount allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

### FIRE DEPARTMENT PROJECTS

Future development will place demands on the Petaluma Fire Department that cannot be met by the configuration and capacity of the existing three Fire Stations. The City is planning to address the additional demands by constructing the following projects: (1) relocate and construct a new Fire Station #1; (2) add space and capacity at Fire Station #2; and (3) add space and capacity at Fire Station #3. These projects are discussed in this section. Additional equipment will also be required, as discussed in this section.

#### *Relocate and Construct Fire Station #1*

The purpose of relocating Fire Station #1 is to provide services to the existing population and to provide adequate capacity to serve future development.

The new Fire Station #1 is planned at 30,100 square feet; however, the Fire Department has identified building space (approximately 6.7% of the proposed Fire Station) that is necessary

for the existing population only, and should not be proportionately allocated to future development (Appendix C). The cost of this building space is deducted from the City Facilities Fee program.

The Fire Department developed a building program for the new Fire Station #1 and cost estimates for the relocation of Fire Station #1 in 2008. Noel J. Fearon Associates, Inc. provided a 2008 construction cost estimate of \$10,522,000 (Appendix D).

Table III-6 provides a current cost estimate by adjusting the 2008 cost estimate by the 13.04% percent change in the Engineering News Record – Building Cost Index from March 2008 to May 2012, adding soft costs and contingency, and subtracting the approximately 6.7% of the project cost that is solely attributable to the existing population. Table III-6 also provides the total cost and the amount attributable to future development.

Table III-6: Fire Station #1 project cost

STATION #1	
(A) 2008 construction cost estimate	\$10,522,000
(B) Change in ENR-BCI (March 2008-May 2012)	13.04% (rounded)
(C) 2012 construction cost estimate (113.04% x A)	\$11,893,934
(D) Soft costs (25% x C)	\$ 2,973,484
(E) Contingency (15% x C)	\$ 1,784,090
(F) 2012 total cost estimate (C+D+E)	\$16,651,508
(G) Reduction for existing space need (6.7% rounded x F)	(\$ 1,123,459)
(H) Net cost allocable to existing and future development (F - G)	\$15,528,049
Amount attributable to future development (21.1% x H)	\$ 3,276,418

Source: Noel J. Fearon Associates, Inc.; State Department of Finance; Petaluma Fire Department; MRG

This project would benefit existing and future populations; accordingly, based on the data in Table II-1, 21.1% of the net project cost (\$3,276,418) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a total cost of \$15,225,000, with \$3,425,625 allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

*Refurbish Fire Stations #2 and #3*

The purpose of refurbishing Fire Station #2 and Fire Station #3 is to provide services to the existing population and to provide adequate capacity to serve future development. The existing 4,900 square foot Fire Station #2 building would be renovated and expanded by 1,500 square feet. The existing 4,083 square foot Fire Station #3 would be renovated and expanded by 1,850 square feet. MA Architects has estimated the future construction cost, soft costs and contingency for both stations at \$6,304,400 (Appendix E and Appendix F). In addition, the City has expended \$40,000 to date, for a total cost of \$6,344,400. Table III-7 provides the total cost estimates and the amount attributable to future development.

Table III-7: Fire Station #2 and Fire Station #3 project cost

STATION #2 and STATION #3	
(A) Fire Station #2 cost estimate	\$3,320,500
(B) Fire Station #3 cost estimate	\$2,983,900
(C) Expended to date	\$ 40,000
(D) Total cost (A+B+C)	\$6,344,000
Amount attributable to future development (21.1% x D)	\$1,338,584

Source: MA Architects; State Department of Finance; Petaluma Fire Department; MRG

This project would benefit existing and future populations; accordingly, based on the data in Table II-1, 21.1% of the project cost (\$1,338,584) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a total cost of \$4,350,000, with \$978,750 allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

*Purchase Advanced Life Support Ambulance*

The Fire Department provides advanced life support (ALS) ambulance service in the community. The Fire Department currently operates two ALS ambulances. The existing standard is one ALS ambulance per 29,083 residents.

As new development occurs, the Fire Department will require an additional ALS ambulance to maintain this standard and to continue to provide existing service levels. The Fire Department estimates that an ALS Ambulance will cost \$298,104 (Appendix G). Table III-8

provides information on the existing standard and the cost attributable to future development to maintain this standard of service.

Table III-8: ALS Ambulance standard and cost

ALS AMBULANCE	
(A) Current population	58,165 residents
(B) Existing number of ALS ambulances	2
(C) Existing residents per ALS ambulance (A/B)	29,083
(D) Future population	14,542
(E) Future ALS Ambulances required to serve future development (C / D)	.50
(F) Cost per ALS Ambulance	\$298,104
Amount attributable to future development (E x F)	\$149,052

Source: City of Petaluma Fire Department; State Department of Finance; MRG

This project would benefit existing and future populations; accordingly, based on the data in Table III-8, 50% of the project cost (\$149,052) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a total cost of \$150,000, with \$33,750 allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

*Purchase Firefighter Protective Gear*

As new development occurs, the Fire Department will require additional staff to respond to emergencies. The additional staff will require firefighter protective equipment. The General Plan identifies a standard of one fire suppression personnel per one-thousand population.<sup>10</sup> There are currently 1.03 suppression personnel per one-thousand population (including funded and unfunded vacant positions) authorized in the City’s Fiscal Year 2012/13 budget. To maintain the standard, an additional 15 firefighters would be required at build-out of the General Plan. The Fire Department estimates that protective equipment will cost \$6,545 per new firefighter (Appendix H). Table III-9 provides information on the standard number of suppression personnel per 1,000 population, the cost of purchasing protective equipment for additional firefighters, and the cost attributable to future development to maintain this standard of service.

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<sup>10</sup> Ibid. 1, at p. 7-15

Table III-9: Firefighter Protective Equipment Standard and Purchase

FIREFIGHTER PROTECTIVE EQUIPMENT	
(A) Suppression personnel per 1,000 population	1
(B) Future population	14,542
(C) Future suppression personnel (A x B)/1,000, rounded	15
(D) Protective equipment cost per employee	\$ 6,545
(E) Total protective equipment cost (C x D)	\$98,175
Amount attributable to future development (100% x E)	\$98,175

Source: City of Petaluma Fire Department; State Department of Finance; MRG

The protective equipment and costs identified in Table III-9 are solely for the purpose of serving future development; accordingly, 100% of the cost (\$98,175) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a \$104,720 cost for protective equipment, with the full amount allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

*Ladder Truck*

The 2008 fee program assumed the purchase of a new Fire Department ladder truck for \$1,000,000, with \$225,000 allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

While a new ladder truck may be required in the future, it will replace an existing ladder truck; therefore, the City has decided to delete the ladder truck from the development impact fee program.

LAW ENFORCEMENT PROJECTS

Future development will place demands on the Police Department that cannot be met by the current Police Station facility. The Police Department has proposed that a new Police Station be constructed to serve the existing population and future development. This project and additional equipment required to serve future development are discussed in this section.

*Construct Police Station*

The Petaluma Police Department currently occupies an 11,051 square foot building, which is inadequate for the Police Department to serve the existing residents, as well as future development.

The General Plan establishes a minimum standard of 1.3 police officers per 1,000 population.<sup>11</sup> The current sworn staffing level in the City’s Fiscal Year 2012/13 budget is 1.36 positions per one-thousand residents (including funded and unfunded vacant positions). In addition, the Police Department has maintained an average non-sworn staffing of .5 employees per 1,000 population over the past five fiscal years. At build-out of the General Plan, maintaining these standards would lead to approximately 131 Police Department employees. Group 4 Architects recommends a standard of 230 square feet per employee (30,130 square feet), plus 3,000 additional square feet for a temporary detention facility and sally-port. In total, a future Police Station would be approximately 33,130 square feet.

Group 4 Architecture has used these factors and the City’s practice of using 25% for soft cost and 15% for contingencies to estimate the current cost of building a 33,130 square foot Police Station. The cost estimate is \$25,491,130. Details for this cost estimate can be found in Appendix I. Table III-10 provides information on the number of employees, square feet, project costs and the cost attributable to future development to maintain this standard of service.

Table III-10: Police Station space standard and project cost

POLICE STATION	
(A) Existing sworn and non-sworn employees	105 employees
(B) Future sworn and non-sworn employees	26 employees
(C) Employees at build-out	131 employees
(D) Recommended square feet per employee	230 square feet
(E) Required square feet based on number of employees (C x D)	30,130
(F) Detention and sally-port square feet	3,000
(G) Total future building size (E + F)	33,130 square feet
(H) Project cost	\$25,491,130
Amount attributable to future development (21.1% x H)	\$ 5,378,628

Source: City of Petaluma; State Department of Finance; MRG; Group 4 Architecture

<sup>11</sup> Ibid. 1, at p. 7-17

This project would benefit existing and future populations; accordingly, based on the data in Table II-1, 21.1% of the project cost (\$5,378,628) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a total cost of \$29,145,000, with \$6,557,625 allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

*Install Communication Tower*

As future development occurs, public safety communications systems will need to be upgraded to accommodate additional communication demands. The Police Department and Fire Department have identified the need for an additional communications tower to maintain adequate communications for existing and future residents. The purchase and installation has been estimated by the Police Department to cost approximately \$165,000 (Appendix J).

Table III-11 provides information on the communication tower and allocation of costs to the City Facilities Fee program.

Table III-11: Communication tower project cost

COMMUNICATION TOWER	
(A) Project cost estimate	\$165,000
Amount attributable to future development (21.1% x A)	\$ 34,815

Source: City of Petaluma; MRG

This project benefits existing and future populations; accordingly, based on the data in Table II-1, 21.1% of the project cost (\$34,815) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a \$100,000 cost for communication towers, with \$22,500 allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

*Purchase Police Officer Equipment*

As new development occurs, the Police Department will require additional staff to respond to emergencies. The additional staff will require officer equipment. To maintain the General Plan standard of 1.3 police officers per 1,000 population, an additional 18 sworn officers would be required at build-out of the General Plan. The Police Department estimates that sworn officer equipment will cost \$5,037 per new officer (Appendix K). Table III-12 provides information on the standard number of officers per 1,000 population, the cost of purchasing officer equipment, and the cost attributable to future development to maintain this standard of service.

Table III-12: Police Officer equipment standard and cost

POLICE OFFICER EQUIPMENT	
(A) Sworn officers per 1,000 population	1.3
(B) Future population	14,542
(C) Future sworn personnel (A x B) / 1,000, rounded	18
(D) Protective equipment cost per employee	\$ 5,037
(E) Total protective equipment cost (C x D)	\$90,666
Amount attributable to future development (100% x E)	\$90,666

Source: City of Petaluma; State Department of Finance; MRG

The protective equipment and total costs identified in line E of Table III-12 are solely for the purpose of serving future development; accordingly, 100% of the cost (\$90,666) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a \$92,500 cost for protective equipment, with the full amount allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

*Purchase Police Patrol Vehicles*

As new development occurs, the Police Department will require additional patrol vehicles to maintain existing levels of service. The Police Department maintains a standard of one vehicle per two officers. The Police Department estimates that patrol vehicles will cost \$54,086 per new

vehicle (Appendix L). Table III-13 provides information on the existing standard number of vehicles per officer, and the cost of maintaining that standard to serve future development.

Table III-13: Patrol Vehicle standard and cost

PATROL VEHICLES	
(A) Future sworn officers	18
(B) Vehicles per sworn officer	.5
(C) Vehicles required for future population (A x B)	9
(D) Cost per vehicle	\$ 54,086
(E) Total future vehicle cost (C x D)	\$486,774
Amount attributable to future development (100% x E)	\$486,774

Source: City of Petaluma; State Department of Finance; MRG

The total future vehicle costs identified in line E of Table III-13 are solely for the purpose of serving future development; accordingly, 100% of the vehicle cost (\$486,774) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a \$537,550 cost for vehicles, with the full amount allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

AQUATIC FACILITY

*Construct Aquatics Facility*

The City’s aquatic facilities are near capacity. Demand for instructional classes and other swim activities meets or exceeds the capacity of the existing aquatic facilities, and the demand by future development for additional aquatics use will exceed the current capacity to provide services.

The City intends to address the demand for future development by constructing an additional aquatic facility at Luchessi Park. The facility would be a 25 meter, 3,500 square foot family recreational pool. In 2008, the City estimated the cost of this facility at \$8,661,400 (Appendix M).

Table III-14 provides a current cost estimate by adjusting the 2008 cost estimate by the thirteen percent change in the Engineering News Record – Building Cost Index from April 2008 to May 2012.

Table III-14: Aquatics facility project cost

AQUATICS FACILITY	
(A) 2008 project cost estimate	\$8,661,400
(B) Change in ENR-BCI (April 2008-May 2012)	13%
(C) 2012 construction cost estimate (113% x A)	\$9,787,382
Amount attributable to future development (21.1% x C)	\$2,065,138

Source: City of Petaluma; MRG

This project benefits existing and future populations; accordingly, based on the data in Table II-1, 21.1% of the project cost (\$2,065,138) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a \$9,135,936 cost for aquatic facilities, with \$2,055,586 allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

LIBRARY FACILITY

*Expand Library Facility*

Library services are provided at a single location in the City. As future development occurs, additional capacity and expansion of the existing facility will be required.

Table III-15 provides information on the existing standard square feet per resident for library services. The existing standard is .44 square feet per resident. Maintaining this standard for future development will require an additional 6,452 square feet. Group 4 Architecture has used the existing standard, 2012 estimated construction costs and the City’s practice of using 25% for soft cost and 15% for contingencies to estimate the current cost of building a 6,452 square foot expansion of the existing library facility. The cost estimate is \$4,600,340. Details for this cost estimate can be found in Appendix N.

Table III-15: Library facility standard and project cost

LIBRARY FACILITY	
(A) Existing library facility	25,808 square feet
(B) Current population	58,165 residents
(C) Existing square feet per resident (A / B)	.44 square feet
(D) Future population	14,542
(E) Square feet required for future population (C x D)	6,452 square feet
(F) Project cost	\$4,600,340
Amount attributable to future development (100% x F)	\$4,600,340

Source: City of Petaluma; State Department of Finance; MRG, Group 4 Architecture

This project would benefit future populations only; accordingly, based on the data in Table III-15, 100% of the project cost (\$4,600,340) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a total cost of \$3,678,395, all of which was allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

**COMMUNITY CENTER FACILITIES**

*Expand Community Center Facility*

The City of Petaluma provides public services at several existing facilities in the City. The existing facilities are provided in Table III-16.

Table III-16: Existing Community Center facilities

FACILITY	Square Feet
Jack Cavanaugh Recreation Center	13,276
Kenilworth Teen Center	4,669
Petaluma Museum	6,632
Petaluma Community Center	31,316
Petaluma Senior Center	7,124
Total square feet	63,017

Source: City of Petaluma

Table III-17 provides information on the existing standard square feet per resident for community center services. The existing standard is 1.08 square feet per resident. Maintaining this standard for future development will require an additional 15,705 square feet. Group 4 Architecture has used the existing standard, 2012 estimated construction costs and the City's practice of using 25% for soft cost and 15% for contingencies to estimate the current cost of building a 15,705 square foot expansion of the community center facilities. The cost estimate is \$9,229,605. Details for this cost estimate can be found in Appendix O.

Table III-17: Community Center standard and project cost

COMMUNITY CENTER FACILITIES	
(A) Total existing square feet	63,017 square feet
(B) Current population	58,165 residents
(C) Existing square feet per resident (A / B)	1.08 square feet
(D) Future population	14,542
(E) Square feet required for future population (C x D)	15,705 square feet
(F) Project cost	\$9,229,605
Amount attributable to future development (100% x F)	\$9,229,605

Source: City of Petaluma; State Department of Finance; MRG; Group 4 Architecture

This project would benefit future populations only; accordingly, based on the data in Table III-17, 100% of the project cost (\$9,229,605) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a total cost of \$8,630,374, all of which was allocated to future development. In addition, the 2008 costs and fees have been adjusted by the 8.9% increase in the Engineering News Record Construction Cost Index through 2011.

**CITY FACILITIES PROJECT SUMMARY**

Table III-18 summarizes the City Facilities, the percent allocated to the fee program and the dollar amount allocated to the fee program.

Table III-18: City Facilities project summary

CITY FACILITIES	COST ESTIMATE	PERCENT ALLOCATED TO FEE PROGRAM	AMOUNT ALLOCATED TO FEE PROGRAM
Construct City Hall	\$15,043,280	21.1%	\$ 3,174,132
Construct corporation yard	\$ 7,664,300	21.1%	\$ 1,617,167
Purchase VOIP system	\$ 200,000	21.1%	\$ 42,200
Purchase vehicles	\$ 556,250	100%	\$ 556,250
Purchase technology equipment	\$ 36,000	100%	\$ 36,000
Relocate and construct Fire Station #1	\$15,528,049	21.1%	\$ 3,276,418
Refurbish Fire Stations #2 and #3	\$ 6,344,000	21.1%	\$ 1,338,584
Purchase ALS ambulance	\$ 298,104	50%	\$ 149,052
Purchase firefighter protective equipment	\$ 98,175	100%	\$ 98,175
Construct Police Station	\$25,491,130	21.1%	\$ 5,378,628
Install communication tower	\$ 165,000	21.1%	\$ 34,815
Purchase Police officer equipment	\$ 90,666	100%	\$ 90,666
Purchase patrol vehicles	\$ 486,774	100%	\$ 486,774
Construct aquatic facility	\$ 9,787,382	21.1%	\$ 2,065,138
Expand library facility	\$ 4,600,340	100%	\$ 4,600,340
Expand community center	\$9,229,605	100%	\$9,229,605
Total City Facilities	\$95,619,055		\$32,173,945

Source: As noted in Chapter III of this Report

**ADMINISTRATIVE COSTS**

The Mitigation Fee Act imposes certain administrative requirements on local agencies. Pursuant to Government Code Section 66005(a) of the Act, a City is authorized to recover the full cost of providing services that are funded by the mitigation fees. This includes recovery of administrative costs incurred in compliance with the Act.

Chapter VIII in this Report identifies the administrative and compliance requirements imposed by the Mitigation Fee Act. The annual cost of complying with the requirements of the

Mitigation Fee Act is \$91,304. The total cost of compliance over the remaining General Plan build-out period of 2012 through 2025 is \$1,278,262. Cost details are provided in Appendix P. The costs are estimated for one-time requirements, annual requirements and five-year requirements, summed over the period covered by the General Plan. The administrative cost of compliance represents approximately 2.02% of the project costs included in the development impact fee program (City Facilities Fee and Park Development Fee programs), as shown in Table III-19.

Table III-19: Administrative Costs

(A) Average annual administrative cost	\$ 91,304
(B) Total administrative cost, 2012-2025	\$ 1,278,262
(C) City Facilities projects (Chapter III)	\$32,173,945
(D) Park development projects (Chapter IV)	\$31,058,101
(E) Total project costs (C + D)	\$63,232,046
(F) Administrative percentage (B divided by E)	2.02%
(G) Amount attributable to City Facilities Fee (C x F)	\$ 649,914
(H) Amount attributable to Park Development Fee (D x F)	\$ 627,374

1945140.1 Source: City of Petaluma; MRG

In comparison, the 2008 fee program and the 2011 fees assume a 3% cost of administering the Mitigation Fee Act compliance program, for a total administrative cost of \$2,070,868 related to the existing fee programs proposed to be consolidated into the City Facilities Fee program and the Park Development Fee program.

#### CALCULATION OF THE FEE PER RESIDENT EQUIVALENT

The total cost of City Facilities improvements apportioned to future development projects is the sum of the City Facilities projects (\$32,173,945) and the administrative cost (\$649,914). The total cost is \$32,823,859.

The total number of future "resident equivalents" (residents plus employee resident equivalents) was determined to be 17,723 (Table II-1). Dividing the total cost by the total resident equivalents results in a cost per resident equivalent of \$1,852, as presented in Table III-20.

Table III-20: City Facilities cost per resident equivalent

	Future development
(A) Amount apportioned to future development	\$32,823,859
(B) Resident equivalents from future development	17,723
Amount per resident equivalent (A divided by B)	\$ 1,852

Source: City of Petaluma; MRG

**CALCULATION OF THE FEE PER RESIDENTIAL UNIT**

The mitigation fee will be imposed on each residential unit. To calculate the fee per unit, the cost per resident equivalent (\$1,852) is multiplied by the average number of residents per unit. The City’s existing impact fee program established an average of 2.915 residents per single family unit in Petaluma, an average of 1.963 residents per multifamily unit and an average of 1.0 residents per accessory dwelling unit (see Table II-2, footnote 9). Table III-21 calculates the fee per residential unit by multiplying the residents per unit (from Table II-2) by the cost per resident equivalent (\$1,852).

Table III-21: City Facilities Fee per residential unit

	Residents per unit	Cost per resident equivalent	Fee per unit
Single family unit	2.915	\$1,852	\$5,399
Multi-family unit	1.963	\$1,852	\$3,635
Accessory dwelling unit	1.0	\$1,852	\$1,852

Source: City of Petaluma; MRG

**CALCULATION OF THE FEE PER 1,000 SQUARE FEET OF BUILDING SPACE**

Table III-22 calculates the fee per 1,000 square feet for future commercial, office and industrial development projects by multiplying the number of resident equivalents per 1,000 square feet of building space (from Table II-2) by the cost per resident equivalent (\$1,852).

Table III-22: City Facilities Fee per 1,000 square feet

	Resident equivalents per 1,000 square feet	Cost per resident equivalent	Fee per 1,000 square feet
Commercial	.552	\$1,852	\$1,022
Office	.528	\$1,852	\$ 978
Industrial	.336	\$1,852	\$ 622

Source: City of Petaluma; MRG

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The Mitigation Fee Act requires a local agency considering an action establishing, increasing or imposing a fee to address the following procedural requirements.

1. *Identify the purpose of the fee.*

The purpose of the City Facilities Fee is to provide funding to achieve the City's goal of maintaining existing service levels and provide public facilities to meet the broad range of needs of Petaluma residents and employees, as established in the City of Petaluma General Plan. Existing standards of service have been established for each component of the City Facilities Fee program, which have been used as the basis to maintain these standards for future development. The Mitigation Fee Act Nexus Report has identified the purpose of the facilities and equipment required to maintain these standards.

2. *Identify the use to which the fee is to be put.*

The proceeds from the fee will be used to construct City Facilities as described in the Mitigation Fee Act Nexus Report, the City of Petaluma General Plan and the City of Petaluma Budget for Capital Improvement Projects. These include the following:

- Construct City Hall
- Construct corporation yard facilities
- Install VOIP system
- Purchase Public Works, Parks and pool vehicles
- Purchase technology equipment
- Relocate and construct Fire Station #1
- Refurbish Fire Station # 2 and Fire Station #3
- Purchase Advanced Life Support Ambulance
- Purchase firefighter protective gear
- Construct Police Station
- Install communications tower
- Purchase police officer equipment
- Purchase patrol vehicles
- Construct aquatic facility
- Expand library facility
- Expand community center facility

3. *The relationship between the fee's use and the type of development project upon which the fee is imposed.*

The fee will be applied to residential, commercial, office and industrial development projects. Residential, commercial, office and industrial development projects will generate new demands for public facilities and services. The public facility improvements constructed and the vehicles and equipment purchased with the proceeds of the fee will address and mitigate the additional impacts and demands created by these residential and non-residential (commercial, office and industrial) development projects.

4. *The relationship between the need for the community facility and the type of development project on which the fee is imposed.*

The fee will be applied to single family residential, multifamily residential, commercial, office and industrial development projects. These types of development projects generate new residents and new employees in the community that generate demand for public facilities:

- The City Hall will be occupied by City staff members who provide direct City services to residents and employees. Equipment has been identified that will be used by staff serving future populations.
- The corporation yard will be occupied by Public Works Department staff members who maintain City streets, drainage systems, and other public facilities that serve development projects.
- The Parks, Public Works and pool vehicles are necessary for the transportation and services provided by City staff to future residents and employees.
- The fire station construction and refurbishing projects will provide additional capacity for fire and emergency service personnel who provide direct City services to residents and employees. The ALS ambulance and equipment are necessary for the emergency transportation and services provided by emergency responders, and to maintain the General Plan standard of 1 firefighter/1,000 population.
- The police station construction will provide a facility for law enforcement personnel who provide direct public safety services to residents and employees. The vehicles and equipment are necessary for the transportation and services provided by emergency responders, and as required to meet the General Plan standard of 1.3 officers/1,000 population.

- The aquatic facility will serve the needs of new residents, as well as employees in new non-residential (commercial, office and industrial) development projects.
- The expansion of the library facility will provide additional capacity to serve future populations and employees.
- The expansion of the community center facility will provide additional capacity to serve future populations and employees.

5. *The relationship between the amount of the fee and the cost of the community facility or portion of the community facility attributable to the development on which the fee is imposed.*

The fee has been calculated by apportioning the cost of City Facilities to the number of residents generated by each type of new residential unit, and to the "resident equivalent" of each employee generated by commercial, office and industrial development projects. For those facilities that are necessary solely because of future development, the full cost of the facilities has been allocated to the development fee program. For facilities that will serve existing and future residents and employees, the costs have been allocated proportionately based on the number of existing versus future residents and employees.

#### **IV. PARK DEVELOPMENT FEE**

The Mitigation Fee Act requires the City to identify the purpose of the fee and to identify the use to which the fee is to be put. This chapter addresses these requirements by identifying the facilities to be financed by the Park Development Fee program.

Public facilities are defined in the Mitigation Fee Act as public improvements, public services and community amenities attributable to increased demand for public facilities by future development. Facilities may include the cost of refurbishing existing facilities to maintain an existing level of service, or to achieve an adopted level of service that is consistent with the General Plan. The facilities and projects described in this chapter are required to maintain existing park service levels. Existing “standards” are presented to identify the existing service levels, which are then equitably applied to future development projects to maintain those standards for future populations.

##### *Construct Community Parks*

The General Plan includes a goal of three acres of community parks for each one thousand residents<sup>12</sup>. While the Quimby Act Park Land Acquisition/In-Lieu Fee and the Park Land Acquisition Fee (for development projects not subject to the Quimby Act) discussed later in this Report provide for the acquisition of park land, the Park Development Fee provides for the construction of park improvements on the community and neighborhood park lands.

At three acres per thousand residents, future development would be responsible for the construction cost of 43.63 acres of community parks (3 acres multiplied by 14.542 thousand future residents).

The cost estimate for community park construction is \$568,429 per acre, based on City estimates for similar community park construction projects, such as Gatti (Leghorns) Park in 2005 and the estimated cost of building typical park improvements at East Washington Park. Soft costs for design, construction management and other costs are included. Detailed cost estimate information is provided in Appendix Q. Table IV-1 summarizes the cost of constructing community parks and the amount attributable to future development.

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<sup>12</sup> City of Petaluma: General Plan 2025, adopted May 2008; at p. 6-16

Table IV-1: Community park construction standard and project cost

COMMUNITY PARK CONSTRUCTION	
(A) General Plan standard	3 acres/1,000 residents
(B) Future population	14,542 residents
(C) Required community park acreage (A x B)/1,000	43.63 acres
(D) Construction cost per acre	\$ 568,429
(E) Project cost (C x D)	\$24,800,557
Amount attributable to future development (100% x E)	\$24,800,557

Source: City of Petaluma, MRG

These projects would benefit future populations only; accordingly, 100% of the project cost (\$24,800,557) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a total cost of \$27,689,773, all of which was allocated to future development. In addition, the 2008 costs and fees have been adjusted upward by .64% through 2011.

*Construct Neighborhood Parks*

The General Plan includes a goal of two acres of neighborhood parks for each one thousand residents.<sup>13</sup> At two acres per thousand residents, future development would be responsible for the construction cost of 29.01 acres of neighborhood parks (2 acres multiplied by 14,542 thousand future residents).

The cost estimate for neighborhood park construction is \$215,703 per acre, based on construction price for Fox Hollow Park and other similar neighborhood parks. Soft costs for design, construction management and other costs are included. Cost estimate information is provided in Appendix Q. Table IV-2 summarizes the cost of constructing neighborhood parks and the amount attributable to future development.

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<sup>13</sup> Ibid. 12, at p. 6-16

Table IV-2: Neighborhood park construction standard and project cost

NEIGHBORHOOD PARK CONSTRUCTION	
(A) General Plan standard	2 acres/1,000 residents
(B) Future population	14,542 residents
(C) Required community park acreage (A x B)/1,000	29.01 acres
(D) Construction cost per acre	\$215,703
(E) Project cost (C x D)	\$6,257,544
Amount attributable to future development (100% x E)	\$6,257,544

Source: City of Petaluma, MRG

These projects would benefit future populations only; accordingly, 100% of the project cost (\$6,257,544) is assigned to the development impact fee program.

In comparison, the 2008 fee program assumed a total cost of \$6,795,570, all of which was allocated to future development. In addition, the 2008 costs and fees have been adjusted upward by .64% through 2011.

CALCULATION OF THE FEE PER RESIDENT EQUIVALENT

The total cost of Park Development improvements apportioned to future development projects is the sum of the community park costs (\$24,800,557), the neighborhood park costs (\$6,257,544) and administrative costs (as described in Chapter III, Table III-19 - \$627,374). The total cost is \$31,685,475.

The total Park Development cost apportioned to future development projects is \$31,685,475. Table IV-3 summarizes the parkland development costs and the amounts allocated to the Parkland Development Fee program.

Table IV-3: Park Development cost

PARK FACILITY	COST ESTIMATE	PERCENT ALLOCATED TO FEE PROGRAM	AMOUNT ALLOCATED TO FEE PROGRAM
Construct community parks	\$24,800,557	100%	\$24,800,557
Construct neighborhood parks	\$ 6,257,544	100%	\$ 6,257,544
Administrative cost	\$ 627,374	100%	\$ 627,374
Total cost	\$31,058,101	100%	\$31,685,475
Amount attributable to future development		100%	\$31,685,475

Source: As noted in Chapter III and Chapter IV of this Report

The park development projects would benefit future populations only; accordingly, 100% of the project cost is assigned to the development impact fee program. The total number of future "resident equivalents" (residents plus employee resident equivalents) was determined to be 17,723 (Table II-1). Dividing the total cost by the total resident equivalents results in a cost per resident equivalent of \$1,788, as presented in Table IV-4.

Table IV-4: Park Development cost per resident equivalent

	Future development
(A) Amount apportioned to future development	\$31,685,475
(B) Resident equivalents from future development	17,723
Amount per resident equivalent (A divided by B)	\$ 1,788

Source: City of Petaluma; MRG

**CALCULATION OF THE FEE PER RESIDENTIAL UNIT**

The mitigation fee will be imposed on each residential unit. To calculate the fee per unit, the cost per resident equivalent (\$1,788) is multiplied by the average number of residents per unit. The City's existing impact fee program established an average of 2.915 residents per single family unit in Petaluma, an average of 1.963 residents per multifamily unit and an average of 1.0 residents per accessory dwelling unit (see Table II-2, footnote 9). Table IV-5 calculates the fee per residential unit by multiplying the residents per unit (from Table II-2) by the cost per resident equivalent (\$1,788).

Table IV-5: Park Development Fee per residential unit

	Residents per unit	Cost per resident equivalent	Fee per unit
Single family unit	2.915	\$1,788	\$5,212
Multi-family unit	1.963	\$1,788	\$3,510
Accessory dwelling unit	1.0	\$1,788	\$1,788

Source: City of Petaluma; MRG

CALCULATION OF THE FEE PER 1,000 SQUARE FEET OF BUILDING SPACE

Table IV-6 calculates the fee per 1,000 square feet for future commercial, office and industrial development projects by multiplying the number of resident equivalents per 1,000 square feet of building space (from Table II-2) by the cost per resident equivalent (\$1,788).

Table IV-6: Park Development Fee per 1,000 square feet

	Resident equivalents per 1,000 square feet	Cost per resident equivalent	Fee per 1,000 square feet
Commercial	.552	\$1,788	\$987
Office	.528	\$1,788	\$944
Industrial	.336	\$1,788	\$601

Source: City of Petaluma; MRG

AB 1600 NEXUS

The Mitigation Fee Act requires a local agency considering an action establishing, increasing or imposing a fee to address the following procedural requirements.

1. *Identify the purpose of the fee.*

The purpose of the Park Development Fee is to provide funding to achieve the City’s goal of maintaining existing service levels and to provide adequate community and neighborhood park facilities to meet the broad range of needs of Petaluma residents and employees, as established in the City of Petaluma General Plan. Existing standards for community and neighborhood parks fee program have been identified, which have been used as the basis to maintain these standards for future development. The Mitigation Fee Act Nexus Report has identified the purpose of the facilities required to maintain these standards.

2. *Identify the use to which the fee is to be put.*

The proceeds from the fee will be used to construct community park improvements and neighborhood park improvements as described in the Mitigation Fee Act Nexus Report, the City of Petaluma General Plan and the City of Petaluma Budget for Capital Improvement Projects.

3. *The relationship between the fee's use and the type of development project upon which the fee is imposed.*

The fee will be applied to residential, commercial, office and industrial development projects. Residential, commercial, office and industrial development projects will generate new demands for park facilities. The community parks and neighborhood parks constructed with the proceeds of the fee will address and mitigate the additional impacts and demands created by these residential and non-residential (commercial, office and industrial) development projects.

4. *The relationship between the need for the community facility and the type of development project on which the fee is imposed.*

The fee will be applied to single family residential, multifamily residential, commercial, office and industrial development projects. These types of development projects generate new residents and new employees in the community that generate demand for park facilities. The community and neighborhood parks developed with the proceeds of the fee will address and mitigate the additional impacts and demands created by residential and non-residential (commercial, office and industrial) development projects.

5. *The relationship between the amount of the fee and the cost of the community facility or portion of the community facility attributable to the development on which the fee is imposed.*

The fee has been calculated by apportioning the cost of constructing community and neighborhood parks to the number of residents generated by each type of new residential unit, and to the "resident equivalent" of each employee generated by commercial, office and industrial development projects. The full cost of the park improvements has been allocated to the development fee program, as the cost will be incurred to provide the same

standard of park improvements to future residents and employees as is provided to existing residents and employees.

## **V. QUIMBY ACT PARK LAND ACQUISITION IN-LIEU FEE**

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The Quimby Act authorizes the dedication of land or a payment of an in-lieu fee for five acres of park land per one thousand residents, if the public agency has an existing inventory of at least five acres of park land. The City of Petaluma has an existing inventory of 5.1 acres of park land per thousand residents.<sup>14</sup> This chapter calculates the park dedication in-lieu fee required to achieve the City's park land goal at General Plan build-out (while not exceeding the Quimby Act limits for new development). The dedication requirement and in-lieu fees for future residential development projects are described below.

### CALCULATION OF THE ACREAGE REQUIRED PER RESIDENTIAL UNIT

The General Plan identifies one-hundred three (103) acres of additional neighborhood park land and community park land required to create the new neighborhood and community parks identified under the Land Use Plan of the General Plan, Table 6.1-8. The City currently owns fifty-three of these one-hundred three acres, leaving an additional fifty acres to be acquired. While the Quimby Act would permit the City to require a fee based on five acres per one-thousand future residents, which is 72.71 acres of park land, only 3.4 acres per one thousand future residents will be required to acquire the additional 50 acres of park land (50 acres divided by 14.542 thousand residents). The requirement of 3.4 acres per thousand residents is equal to .0034 acres per resident (3.4 acres divided by 1,000 residents).

The acreage required per residential unit is calculated by multiplying .0034 acres per resident by the number of residents per unit. The City's existing impact fee program established an average of 2.915 residents per single family unit in Petaluma, an average of 1.963 residents per multifamily unit and an average of 1.0 residents per accessory unit (see Table II-2, footnote 9). Table V-1 calculates the amount of acreage required for single family units, multifamily units and accessory dwelling units based on the 3.4 acre dedication/in lieu fee standard by multiplying the acres per resident by the residents per unit for each type of residential unit.

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<sup>14</sup> City of Petaluma: General Plan 2025, adopted May 2008; at p. 6-14

Table V-1: Acreage required for each type of residential unit

	Acres per resident	Residents per unit	Acres required per unit
Single family unit	.0034	2.915	.0099
Multi-family unit	.0034	1.963	.0067
Accessory dwelling unit	.0034	1.0	.0034

Source: City of Petaluma; MRG

CALCULATION OF THE IN-LIEU FEE PER RESIDENTIAL UNIT

The fee is based on the amount of land required to meet the applicable park land standard and the cost of acquiring suitable park land. The average cost of land suitable for park purposes in the City of Petaluma is estimated at \$159,996 per acre. This estimate is based on the average price per acre of nine vacant property land sales within the Urban Growth Boundary during the past five calendar years. (Appendix R).

In addition to the land cost, the City will incur costs to administer the fee program and to prepare the compliance analyses and reports required by the Quimby Act. The compliance requirements are identified in Chapter VIII of this Report. The City has estimated that the administration and compliance costs will be approximately two percent of the program cost (Appendix S). The total cost per acre, including the administrative cost, is \$163,196.

Table V-2 calculates the fee per residential unit by multiplying the required acres per unit (from Table V-1) by \$163,196 per acre.

Table V-2: Park land acquisition in-lieu fee per residential unit

	Required acres per unit	Cost per acre	Fee per residential unit
Single family unit	.0099	\$163,196	\$1,616
Multi-family unit	.0067	\$163,196	\$1,093
Accessory dwelling unit	.0034	\$163,196	\$ 554

Source: City of Petaluma; MRG

In comparison, the 2008 fee program assumed a cost per acre of \$345,047 (including administrative costs). The 2008 cost per acre and fees have been adjusted downward by 38.7% through 2011.

### QUIMBY ACT REQUIREMENTS

The Quimby Act requires a local agency to address the following procedural requirements.

1. *Adopt a general plan or specific plan containing policies and standards for parks and recreation facilities.*

The City of Petaluma General Plan 2025 establishes a standard of five acres of park land for each one thousand residents.

2. *Adopt an ordinance requiring the dedication of land or the imposition of a requirement for the payment of a fee in lieu of the dedication of land, or a combination of both. The ordinance must include definite standards for determining the proportion of a subdivision to be dedicated and the amount of the in-lieu fee. The amount of land to be dedicated and the fee must be based upon the density of each residential type.*

It will be necessary for the City to revise its enabling Quimby Act ordinance to establish the 3.4 acre dedication/in lieu fee standard (currently at 3.2 acres/1,000 population) for land dedications and in-lieu fees.

3. *The amount and location of land to be dedicated or the fees to be paid must bear a reasonable relationship to the use of the park and recreational facilities by the future inhabitants of the subdivision.*

The City of Petaluma has established a standard level of service of five acres of park land for each one thousand residents. This standard is based upon the existing park land available to and accessed by Petaluma residents. The in-lieu fee is also calculated to maintain this standard for future residents.

## **VI. PARK LAND ACQUISITION FEE (DEVELOPMENT PROJECTS NOT SUBJECT TO THE QUIMBY ACT)**

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Quimby Act land dedication and in-lieu fee requirements apply to parcels created by a major residential subdivision (five or more parcels). They also apply to parcels created by a minor residential subdivision (four parcels or less), but only if a building permit is requested within four years of the approval of the parcel map. The Quimby Act requirements do not apply to existing residential lots, minor subdivisions that do not seek building permits within four years of receiving parcel map approval, or commercial, office and industrial projects.

Residents who will occupy future residential units that are not subject to the Quimby Act will nonetheless create demand for park facilities. Similarly, but to a lesser extent, employees who work in future commercial, office and industrial projects will also impact park facilities (lunch time activity and picnic areas, before and after work activities, sports leagues and other recreational activities). To address this demand, public agencies typically adopt a park land acquisition fee under the authority of the Mitigation Fee Act to collect a proportionate fee from development projects that are not subject to the Quimby Act.

The park land acquisition fee for residential development projects that are not subject to the Quimby Act is proposed to be based on the same dedication/in lieu fee standard for residential units that are covered by the Quimby Act (see Table V-1: .0034 acres per resident). For commercial, office and industrial development projects, the fee is proposed to be based on the “employee-resident equivalent”, where one employee has the same impact as .24 residents.

### **CALCULATION OF THE ACREAGE REQUIRED PER RESIDENTIAL UNIT**

The City's park standard of five acres per thousand residents will require payment of fees sufficient to acquire .0034 acres per resident, given the City's goal of 103 additional park acres, reduced by the 53 acres of existing City-owned property described in Chapter V.

The acreage required per residential unit is calculated by multiplying .0034 acres per resident by the number of residents per unit. The City's existing impact fee program established an average of 2.915 residents per single family unit in Petaluma, an average of 1.963 residents per multifamily unit and an average of 1.0 residents per accessory dwelling unit (see Table II-2, footnote 9). Table VI-1 calculates the amount of acreage required for single family units,

multifamily units and accessory dwelling units under the 3.4 acre dedication/in lieu fee standard by multiplying the acres per resident by the residents per type of residential unit.

Table VI-1: Acreage required for each type of residential unit

	Acres per resident	Residents per unit	Acres required per unit
Single family unit	.0034	2.915	.0099
Multi-family unit	.0034	1.963	.0067
Accessory dwelling units	.0034	1.0	.0034

Source: City of Petaluma; MRG

CALCULATION OF THE FEE PER RESIDENTIAL UNIT

The fee is based on the amount of land required to meet the applicable park land standard and the cost of acquiring suitable park land. The average cost of land suitable for park purposes in the City of Petaluma is estimated at \$159,996 per acre (Appendix R). This estimate is based on the average price per acre of nine vacant property land sales within the Urban Growth Boundary during the past five calendar years.

In addition to the land cost, the City will incur costs to administer the mitigation fee program and to prepare the annual report and the five-year compliance analyses and other reports required by the Mitigation Fee Act. The compliance requirements are identified in Chapter VIII of this Report. The City has estimated that the administrative and compliance costs will be approximately two percent of the program costs. The total cost per acre, including the administrative cost, is \$163,196.

Table VI-2 calculates the fee per residential unit by multiplying the required acres per unit (from Table VI-1) by \$163,196 per acre.

Table VI-2: Park Land Acquisition Fee per residential unit

	Required acres per unit	Cost per acre	Fee per residential unit
Single family unit	.0099	\$163,196	\$1,616
Multi-family unit	.0067	\$163,196	\$1,093
Accessory dwelling unit	.0034	\$163,196	\$ 554

Source: City of Petaluma; MRG

In comparison, the 2008 fee program assumed a cost per acre of \$345,047 (including administrative costs). The 2008 cost per acre and fees have been adjusted downward by 38.7% through 2011.

CALCULATION OF THE FEE PER 1,000 SQUARE FEET OF BUILDING SPACE

Table VI-2 calculated the single family residential unit fee of \$1,616. This is based on 2,915 persons per single family unit. Per person, or per resident equivalent, the fee is \$554 (\$1,616 divided by 2,915 persons per unit). Table VI-3 calculates the fee per 1,000 square feet for future commercial, office and industrial developments by multiplying the number of resident equivalents per 1,000 square feet of building space (from Table II-2) by the cost per resident equivalent (\$554).

Table VI-3: Park Land Acquisition Fee per 1,000 square feet

	Resident equivalents/1,000 square feet	Cost per resident equivalent	Fee per 1,000 square feet
Commercial	.552	\$554	\$306
Office	.528	\$554	\$293
Industrial	.336	\$554	\$186

Source: City of Petaluma; MRG

AB 1600 NEXUS

The Mitigation Fee Act (AB 1600) requires a local agency considering an action establishing, increasing or imposing a fee to address the following procedural requirements.

1. *Identify the purpose of the fee.*

The purpose of the Park Land Acquisition Fee is to provide funding to achieve the City’s goal of maintaining service levels and to provide adequate recreational services for Petaluma residents and employees, as established in the City of Petaluma General Plan.

2. *Identify the use to which the fee is to be put.*

The proceeds from the fees will be used to acquire land suitable for park purposes, to maintain the General Plan standard of five acres of park land per one thousand residents.

3. *The relationship between the fee's use and the type of development project on which the fee is imposed.*

The fee will be applied to residential, commercial, office and industrial development projects. New residents in residential developments will place additional demand on park

and recreational facilities. Employees in new commercial, office and industrial developments will also generate new demands for park and recreational facilities at lunchtime and before and after work. The park land acquired with the proceeds of the fee will address and mitigate the additional impacts and demands created by these residential and non-residential (commercial, office and industrial) development projects.

4. *The relationship between the need for the community facility and the type of development project on which the fee is imposed.*

The fee will be applied to single family residential, multifamily residential, accessory dwelling units, commercial, office and industrial development projects. These types of development projects generate new residents and new employees in the community. The park land will serve the needs of new residents, and employees in new non-residential (commercial, office and industrial) development projects.

5. *The relationship between the amount of the fee and the cost of the community facility or portion of the community facility attributable to the development on which the fee is imposed.*

The fee has been calculated by apportioning the cost of park land acquisition to the number of residents generated by each type of new residential unit, and to the "resident equivalent" of each employee generated by commercial, office and industrial development projects.

## **VII. OPEN SPACE LAND ACQUISITION FEE**

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The General Plan establishes a standard of acquiring and maintaining ten acres of open space land for each one-thousand residents.<sup>15</sup> At build-out of the General Plan, this would constitute 727.07 acres (10 acres multiplied by 72.707 thousand residents). The City has identified 713 acres of existing lands that qualify as open space, leaving 14.07 acres to be acquired (Appendix T). Because only 14.07 additional acres are required to reach the build-out goal, the Open Space Land Acquisition Fee can be based on this remaining amount, leaving a requirement of .97 acres per thousand future residents (14.07 acres divided by 14.542 thousand future residents).

This is a significant change to the existing fee program, which did not ‘credit’ existing lands to future development and instead based the fee on acquisition of ten acres of floodway land and other open space land per thousand future residents.

The fee is based on the amount of land required to meet the applicable open space land standard and the cost of acquiring suitable land. The average cost of land suitable for open space purposes in the City of Petaluma is estimated at \$159,996 per acre (Appendix R). This estimate is based on the average price per acre of nine vacant property land sales within the Urban Growth Boundary during the past five calendar years.

In addition to the land cost, the City will incur costs to administer the mitigation fee program and to prepare the annual report and the five-year compliance analyses and other reports required by the Mitigation Fee Act. The compliance requirements are identified in Chapter VIII of this Report. The City has estimated that the administrative and compliance costs will be approximately two percent of the program costs. The total cost per acre, including the administrative cost, is \$163,196. Table VII-1 provides the data on acreage required, cost per acre and total project cost.

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<sup>15</sup> City of Petaluma: General Plan 2025, adopted May 2008; at p. 6-16

Table VII-1: Open space land acquisition standard and project cost

OPEN SPACE LAND ACQUISITION	Future development
(A) Acreage required to meet General Plan goal	14.07 acres
(B) Cost per acre	\$ 163,196
(C) Total cost (A x B)	\$2,296,168
(D) Amount attributable to future development (100% x C)	\$2,296,168

Source: City of Petaluma, MRG

In comparison, the 2008 fee program assumed a total of \$38,433,761.

CALCULATION OF THE FEE PER RESIDENT EQUIVALENT

The total cost of the open space acquisition is \$2,296,168, all of which is attributed to future development projects. The total number of future "resident equivalents" (residents plus employee resident equivalents) was determined to be 17,723 (Table II-1). Dividing the cost by the resident equivalents results in a cost per resident equivalent of \$130, as shown in Table VII-2.

Table VII-2: Open space land acquisition cost per resident equivalent

OPEN SPACE LAND	Future development
Amount apportioned to future development (A)	\$2,296,168
Resident equivalents from future development (B)	17,723
Amount per resident equivalent (A divided by B)	\$ 130

Source: City of Petaluma; MRG

CALCULATION OF THE FEE PER RESIDENTIAL UNIT

The mitigation fee will be imposed on each residential unit. To calculate the fee per unit, the cost per resident equivalent (\$130) is multiplied by the average number of residents per unit. The City's existing impact fee program established an average of 2.915 residents per single family unit in Petaluma, an average of 1.963 residents per multifamily unit, and an average of 1.0 residents per accessory dwelling unit (see Table II-2, footnote 9). Table VII-3 calculates the fee per residential unit by multiplying the residents per unit (from Table II-1) by the cost per resident equivalent (\$130).

Table VII-3: Open Space Land Acquisition Fee per residential unit

	Residents per unit	Cost per resident equivalent	Fee per unit
Single family unit	2.915	\$130	\$379
Multi-family unit	1.963	\$130	\$255
Accessory dwelling unit	1.0	\$130	\$130

Source: City of Petaluma; MRG

CALCULATION OF THE FEE PER 1,000 SQUARE FEET OF BUILDING SPACE

Table VII-4 calculates the fee per 1,000 square feet for future commercial, office and industrial developments by multiplying the number of resident equivalents per 1,000 square feet of building space (from Table II-1) by the cost per resident equivalent (\$130).

Table VII-4: Open Space Land Acquisition Fee per 1,000 square feet

	Resident equivalents / 1,000 square feet	Cost per resident equivalent	Fee per 1,000 square feet
Commercial	.552	\$130	\$72
Office	.528	\$130	\$69
Industrial	.336	\$130	\$44

Source: City of Petaluma; MRG

AB 1600 NEXUS

The Mitigation Fee Act requires a local agency considering an action establishing, increasing or imposing a fee to address the following procedural requirements.

1. *Identify the purpose of the fee.*  
 The purpose of the Open Space Land Acquisition Fee is to provide funding to achieve the City’s goal of maintaining service levels and providing adequate open space amenities for Petaluma residents and employees, as established in the City of Petaluma General Plan.
  
2. *Identify the use to which the fee is to be put.*  
 The proceeds from the fees will be used to purchase open space land.

3. *The relationship between the fee's use and the type of development project on which the fee is imposed.*

The fee will be applied to residential, commercial, office and industrial development projects. New residents in residential developments will require the City to acquire open space land to preserve the character of the community. Employees in new commercial, office and industrial developments will also generate additional requirements to preserve open space. The open space land acquired with the proceeds of the fee will address and mitigate the additional impacts and demands created by these residential and non-residential (commercial, office and industrial) development projects.

4. *The relationship between the need for the community facility and the type of development project on which the fee is imposed.*

The fee will be applied to single family residential, multifamily residential, commercial, office and industrial development projects. These types of development projects generate new residents and new employees in the community. The acquisition of open space land will benefit new residents and employees in future development projects.

5. *The relationship between the amount of the fee and the cost of the community facility or portion of the community facility attributable to the development on which the fee is imposed.*

The fee has been calculated by apportioning the cost of acquiring open space land to the number of residents generated by each type of new residential unit, and to the "resident equivalent" of each employee generated by commercial, office and industrial development projects land uses.

## **VIII. ADMINISTRATIVE AND REGULATORY REQUIREMENTS**

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This Report recommends that the City of Petaluma incorporate approximately two percent administrative cost on all Mitigation Act fees and Quimby Act in-lieu fees to recover the cost of compliance with applicable law. The administrative requirements are described in this Chapter.

### THE MITIGATION FEE ACT

The Mitigation Fee Act imposes certain administrative requirements on local agencies. Pursuant to Government Code Section 66005(a) of the Act, a City is authorized to recover the full cost of providing services that are funded by the mitigation fees. This includes recovery of administrative fees incurred in compliance with the Act. The procedural and administrative requirements include the following:

#### 1. Analysis required to enact or modify a fee:

In any action establishing, increasing, or imposing a fee as a condition of approval of a development project, the City shall cause a report to be prepared and make findings as follows:

- Identify the purpose of the fee.
- Identify the use to which the fee is to be put.
- Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed.
- Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed.
- Determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed.

#### 2. Notice and conduct a public hearing:

Prior to adopting an ordinance, resolution, or other legislative enactment adopting a new fee or approving an increase in an existing fee, the City shall hold a public hearing, at which time oral or written presentations can be made, as part of a regularly scheduled meeting. Notice of the

time and place of the meeting, including a general explanation of the matter to be considered, shall be published.

### 3. Accounting requirements

The City shall deposit the fees in a separate capital facilities account or fund in a manner to avoid any commingling of the fees with other revenues and funds of the City and expend those fees solely for the purpose for which the fee is collected. Any interest income earned by money in the capital facilities account or fund shall also be deposited in that account or fund and shall be expended only for the purpose for which the fee was originally collected.

### 4. Annual reporting requirements; public hearing

For each separate account or fund established, the City shall, within 180 days after the last day of each fiscal year, make available to the public the following information for the fiscal year:

- A brief description of the type of fee in the account or fund.
- The amount of the fee.
- The beginning and ending balance of the account or fund, the amount of the fees collected and the interest earned.
- An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.
- An identification of an approximate date by which the construction of the public improvement will commence if it is determined that sufficient funds have been collected to complete financing on an incomplete public improvement.
- A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.
- The amount of refunds made.

The City shall review this information at the next regularly scheduled public meeting not less than 15 days after this information 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 local agency for mailed notice of the meeting.

5. Five year reporting requirements; public hearing

For the fifth fiscal year following the first receipt of fees, and every five years thereafter, the City shall make all of the following findings 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 for incomplete improvements.
- Designate the approximate dates on which the funding referred to above is expected to be deposited into the appropriate account or fund.
- For purposes of these findings, the City shall hold a public hearing, at which oral or written presentations can be made, as part of a regularly scheduled meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, shall be published.

THE QUIMBY ACT

In addition to the analysis, notice, hearing, accounting and reporting requirements of the Mitigation Fee Act, the Quimby Act (as codified in the California Government Code, beginning with Section 66477) adds additional requirements that must be addressed by the City. The City must adopt an ordinance meeting the following requirements:

- The ordinance must be in effect for 30 days prior to the filing of a tentative map for a subdivision subject to the dedication or in-lieu fee requirement.
- The ordinance must include definite standards for determining the proportion of a subdivision to be dedicated and the amount of the in-lieu fee. The amount of land to be dedicated and the fee must be based upon the density of each residential type.
- The park area per one thousand population must be derived from the ratio that the existing amount of park area bears to the existing population.

The City must also assure that the following conditions are met:

- The dedicated land, and the fees, may only be used for developing new parks or rehabilitating existing parks.
- The City must have an adopted general plan or specific plan containing policies and standards, and the park and recreational facilities must be in accordance with definite principles and standards.
- The amount and location of land to be dedicated and the fees to be paid must bear a reasonable relationship to the use of the park and recreational facilities for the future inhabitants of the subdivision.
- A schedule must be developed specifying how, when, and where the City will use the land or fees to develop park and recreational facilities
- Fees collected must be committed within five years of payment, or the issuance of one-half of the lots created by the subdivision, whichever occurs later.
- If the fees are not committed within the applicable time frames, they must be distributed to the then owners of record.

#### CAPITAL IMPROVEMENT PLANNING

The City may adopt a capital improvement plan, which shall indicate the approximate location, size, time of availability, and estimates of cost for all facilities or improvements to be financed with the fees. The capital improvement plan shall be adopted by, and shall be annually updated by a resolution of the City Council adopted at a noticed public hearing. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, shall be published. In addition, mailed notice shall be given to any city or county which may be significantly affected by the capital improvement plan.

#### ADMINISTRATIVE COSTS

The annual cost of complying with the requirements of the Mitigation Fee Act is \$91,304. The total cost of compliance over the remaining General Plan build-out period of 2012 through 2025 is \$1,278,262. Cost details are provided in Appendix P. The costs are estimated for one-time requirements, annual requirements and five-year requirements, summed over the period covered by the General Plan. The administrative cost of compliance represents approximately

two percent of the project costs included in the development impact fee program (City Facilities and Park Development Fee programs), as shown in Table III-19.

The annual cost of complying with the requirements of the Quimby Act is approximately \$11,428 per year, which is equal to approximately two percent of the program cost (Appendix S).

## **IX. ANNUAL FEE ADJUSTMENT**

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One of the challenges in administering a mitigation fee program is that the cost of land and the cost of construction will either increase or decrease over time, while the fees remain static, unless reviewed annually by the public agency. Many public agencies address this issue by including an annual adjustment in the resolution adopting the fees. The annual adjustment typically occurs during each of the four years immediately following the adoption of the fee. In the fifth year, a comprehensive analysis is typically conducted to adjust the fee for construction costs, land costs or other factors.

### LAND VALUE ADJUSTMENT

Several different methods can be used to adjust park land and open space land values. Some agencies conduct an annual land appraisal. Others conduct an Assessor's Office records search for recent land sales. Still others use publicized indices, such as a consumer price index. The City may choose any one of these measures, or an alternate measure.

Because this Report has used a five-year average of vacant land purchases to calculate the proposed fees for land acquisition, a similar index is proposed for future adjustments. It is proposed that the fee resolutions for land acquisition fees include the following fee adjustment clause:

"The fee adopted in 2012 is based on the average purchase price per acre of vacant residential and commercial land within the Urban Growth Boundary during the five preceding calendar years (2007 through 2011). The fee shall be adjusted annually by the percentage change in the most recent five-year average purchase price per acre, as compared to the prior five-year average purchase price per acre. By way of example only, the fee shall be adjusted in 2013 by the percentage change in the average purchase price per acre from 2008 through 2012, as compared to the average purchase price per acre from 2007 through 2011."

### CONSTRUCTION COST ADJUSTMENT

Several different methods can be used to adjust construction costs. Petaluma currently uses the Engineering News Record - Construction Cost Index (ENR-CCI) to adjust fees on an

annual basis. The ENR-CCI is a twenty-city average of labor and materials costs for construction projects. Another option is the Engineering News Record – Building Cost Index (ENR-BCI), an index that is similar to the ENR-CCI, but as the name implies, focused on building costs. Both ENR indices are similar to a consumer price index, but are designed to reflect changing construction costs. It is recommended that the resolution adopting the City Facilities Fee program and the Park Development Fee program include the following fee adjustment clause:

"The Fee shall be adjusted annually by the percentage change in the Engineering News Record - Building Cost Index - 20 City Average, comparing the most recent index to the index in the month of the adoption of the fees, or the index used for the prior adjustment of the fees."

**X. COMPARISON OF EXISTING 2011 FEES AND PROPOSED 2012 FEES**

The proposed fees are based on the currently identified public facilities required to serve future development projects, updated cost estimates, updated General Plan build-out statistics and the methodology described in this Report. These factors will differ from the 2008 fee study, resulting in differences in the fees.

Table X-1 compares the existing 2011 fees and the proposed 2012 fees. The comparison is based on the fees for a new single family residential unit.

Table X-1: Comparison of current 2011 fee and the proposed 2012 fee for a single family residential unit<sup>16</sup>

FEE PROGRAM	CURRENT 2011 FEE	PROPOSED 2012 FEE
City Facilities Fee	\$6,000 <sup>17</sup>	\$5,399
Parkland Development Fee	\$5,533	\$5,212
Quimby Act In-Lieu Fee or Park Land Acquisition Fee <sup>18</sup>	\$ 2,089	\$ 1,616
Open Space Land Acquisition Fee	\$ 3,875	\$ 379
Total Single Family Residential Unit Fees	\$ 17,497	\$12,606
Percent reduction		28%

Source: City of Petaluma; MRG

The proposed 2012 fees represent a 28% reduction from the existing 2011 fees. While the comparison is based on the fees for a new single family residential unit, a similar 28% reduction would apply to multi-family residential and accessory dwelling unit development projects, as well as non-residential (commercial, office and industrial) development projects.

<sup>16</sup> Includes only the fees proposed in this Report. Does not include water, wastewater, storm drainage, traffic, public art, commercial linkage, affordable housing or other connection or development-related fees.

<sup>17</sup> Current 2011 City Facilities Fee includes the existing Public Facilities, Fire Suppression, Law Enforcement, Aquatic, Library and Community Center fee programs.

<sup>18</sup> Either the Quimby Act In-Lieu Fee or the Park Land Acquisition Fee would be paid, but not both fees.



GROUP 4

ARCHITECTURE  
RESEARCH +  
PLANNING, INC

211 LINDEN AVENUE

SO. SAN FRANCISCO

CA 94080 USA

T: 650.871.0709

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# Petaluma Mitigation Fee Study

8/14/2012

City Hall		Current**	2008 Study Buildout	2012 Study Buildout
Building Area		22,544 SF	50,000 SF	28,180 SF
Site Area				
	Building demolition allowance		0 SF	23,000 SF
	Parking - 1 space per 300 GSF		0 SF	37,600 SF
	Landscape allowance	20% of site area	0 SF	17,000 SF
Building Development				
	Building Hard Cost	\$ 325/SF	\$15,000,000 *	\$9,158,500
	FF&E	\$ 15/SF	\$0	\$422,700
Site Development				
	Building demolition	\$ 15/SF	\$0	\$345,000
	Parking	\$ 15/SF	\$0	\$564,000
	Landscape	\$ 15/SF	\$0	\$255,000
Hard Cost			\$15,000,000	\$10,745,200
Contingency		15%	\$2,250,000	\$1,611,780
Soft Costs		25%	\$4,500,000	\$2,686,300
<b>TOTAL PROJECT BUDGET</b>			<b>\$21,750,000</b>	<b>\$15,043,280</b>

\* Building cost budgeted at \$300/SF in 2008

\*\* Current area = City Hall East and West wings + 22 Bassett + 27 Howard

NOTES: 1) Conceptual budgets are estimated in 2012 dollars.

2) Conceptual budgets are for strategic planning purposes only. They have been developed on a general cost per square foot basis without detailed site or building information. Depending on project specifics, actual project costs can vary.

3) Conceptual budgets are not necessarily comprehensive and may not include all costs (such as land, development, infrastructure, and utilities costs. It is the City's practice to use 25% for environmental studies, hazmat remediation, design fees and other soft costs; and 15% for contingencies.



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# Petaluma Mitigation Fee Study

8/14/2012

		Current	2008 Study Buildout	2012 Study Buildout
<b>Corp Yard</b>				
Building Area		12,948 SF	31,000 SF	16,185 SF
<b>Site Area</b>				
Building demolition			0 SF	13,000 SF
Parking - allowance			0 SF	21,600 SF
Landscape allowance		20% of site area	0 SF	10,000 SF
<b>Building Development</b>				
Building Hard Cost		\$ 275/SF	\$6,214,300 *	\$4,450,875
FF&E		\$ 25/SF	\$0	\$404,625
<b>Site Development</b>				
Building demolition		\$ 15/SF	\$0	\$195,000
Parking		\$ 15/SF	\$0	\$324,000
Landscape		\$ 10/SF	\$0	\$100,000
Hard Cost			\$6,214,300	\$5,474,500
Contingency		15%	\$900,000	\$821,175
Soft Cost		25%	\$1,800,000	\$1,368,625
<b>TOTAL PROJECT BUDGET</b>			<b>\$8,700,000</b>	<b>\$7,664,300</b>

\* Unknown cost/SF used in 2008

NOTES: 1) Conceptual budgets are estimated in 2012 dollars.

2) Conceptual budgets are for strategic planning purposes only. They have been developed on a general cost per square foot basis without detailed site or building information. Depending on project specifics, actual project costs can vary.

3) Conceptual budgets are not necessarily comprehensive and may not include all costs (such as land, development, infrastructure, and utilities costs. It is the City's practice to use 25% for environmental studies, hazmat remediation, design fees and other soft costs; and 15% for contingencies.



# City of Petaluma Fire Department

---

*Fire Department Headquarters, 198 D Street, Petaluma, CA 94952  
(707) 778-4390 Fax (707) 762-4547, E-mail: [firedept@ci.petaluma.ca.us](mailto:firedept@ci.petaluma.ca.us)*

August 15, 2012

**Municipal Resource Group, LLC  
Tom Sinclair  
675 Hartz Avenue, Suite 300  
Danville, CA 94526**

Mr. Sinclair:

The following information is related the Petaluma Mitigation Fee Act Study, and it refers to the Fire Station 1 Relocation project.

The following rooms and related square foot should be removed from the Mitigation Fee applicability because these do not relate to projected growth and build-out:

Room	Square Feet
1. 105 - Shop Tool Room	256
2. 109 – Communications Alcove	112
3. 233 – Exercise Room	611
4. 301 – EMS Office	150
5. 303 – Training/EOC Room	100
6. 303a- EOC Storage	165
7. 310 – Chief’s Office	238
8. 312 – BC Work Stations	225
9. 313 – Fire Marshal	157
10. 329 – Server Room	75

Respectfully Submitted,

Larry B. Anderson, Fire Chief  
City of Petaluma Fire Department  
707-778-4365  
[landerso@ci.petaluma.ca.us](mailto:landerso@ci.petaluma.ca.us)

Relocate and Construct Fire Station #1

Cost Estimate

NJF Associates

*Noel J. Fearon Associates Inc.*  
*Construction Cost Consultants*  
*28 Gate 6 1/2 Rd, Sausalito, CA 94965*

*Telephone : (310) 378-0595*  
*(415) 310-6210*  
*Fax : (310) 378-2035*

*DESIGN DEVELOPMENT*  
*CONSTRUCTION COST ESTIMATE*

*for*

*FIRE STATION # 1 , HEADQUARTERS BUILDING*

*at*

*CITY of PETALUMA , CALIFORNIA*

*25-Mar-08*

**BASIS OF THE COST ESTIMATE**

		Dated	Received
Drawings:	See sheet index on T-1.0	28-Feb-08	29-Feb-08
Documents:	Metal wall panel descriptions Product descriptions for outline specs Outline Specs		12-Mar-08 12-Mar-08 12-Mar-08
Meetings and discussions:	E-mail & telephone discussions with Architect		

**PRICING ASSUMPTIONS**

- Bidding:* Assumed that the project will be competitively bid by at least **three** competent General Contractors
- Labor costs:* Assumed that prevailing wage conditions **WILL** apply to this project
- Line item pricing:* Estimate line items are priced as "Subcontractor net price to General Contractor", including Subcontractor's overhead, profit and sales tax as appropriate. Allowances for General Contractor's overhead, profit and/or management fee are added on the estimate summary page.
- Cost escalation:* Estimate line items are priced at current market rates, including allowance for cost escalation during construction. Allowance for cost escalation from current date to anticipated bid date or construction start date is added on the estimate summary page.
- Construction schedule:* Overall construction period of approximately 15 months assumed

**SCOPE OF WORK INCLUDED**

- Building:** Reinforced concrete strip and pad foundations; Reinforced concrete exterior stem walls, steel framed exterior wall system, granite and brick veneer exterior wall finishes
- Steel stud framed drywall finished interior walls; Good office quality interiors and finishes to Administration areas; Custom quality casework and fixtures
- Heating, ventilation and cooling installations; Vehicle exhaust ventilation system; Plumbing fixtures and drainage in toilet rooms; Fire sprinkler system; Interior lighting, power and communications systems; Fire alarm and PA systems.
- Siteworks :** Site clearing, cut and fill excavation and grading; Paving, hardscape, landscaping and provision of accessible parking space; Trash, generator and fuel storage compounds; Site utility laterals from adjoining mains; Off-site paving to public roadway; extension of mains water and electrical power from nearest connection point

**BASIS OF THE COST ESTIMATE**  
**EXCLUSIONS**

**General :** Site acquisition, Legal and financing costs  
Design and construction management fees and expenses  
Fire and all-risk insurance  
Furniture, fittings and equipment other than specifically included herein  
Telephone and computer equipment, data transmission equipment, A/V equipment  
Work outside the areas impacted by construction, other than for utility connections and as noted above.  
Access control, surveillance and alarm systems  
Utility connection charges

**Project specific :** Items indicated as "Owner Provided"  
Site demolitions  
Allowance for removal of contaminated soil if encountered  
Allowance for excavation in rock, if encountered  
Premium for LEED certification  
Cost escalation beyond July 2008, other than escalation during construction

**NJF** *Associates Inc.*

## DESIGN DEVELOPMENT CONSTRUCTION COST ESTIMATE

### FUNCTIONAL COST SUMMARY

Gross built floor area:

	<b>Fire Station</b>		<b>Siteworks</b>	
	30,100	GSF	7,775	SF net site
	\$,000	\$/GSF	\$,000	\$/SF
<b>01 Foundations</b>				
1.10 Standard Foundations	354	11.76		
1.20 Special Foundations	0	0.00		
<b>02 Substructure</b>				
2.10 Floors at grade	173	5.75		
2.20 Basement construction	0	0.00		
<b>03 Superstructure</b>				
3.10 Structural frame	1,105	36.71		
3.20 Upper floor structures	225	7.48		
3.30 Roof structures	126	4.19		
3.40 Stair construction	152	5.05		
<b>04 Exterior Closure</b>				
4.10 Exterior walls and doors	1,327	44.09		
4.20 Exterior glazed elements	121	4.02		
<b>05 Roofing</b>				
5.10 Roof Finish	258	8.57		
5.20 Skylights	4	0.13		
<b>06 Interior construction</b>				
6.10 Interior Partitions	1,029	34.19		
6.20 Interior Finishes	368	12.23		
6.30 Specialties	276	9.17		
<b>07 Conveying systems</b>	95	3.16		

Continued...

## DESIGN DEVELOPMENT CONSTRUCTION COST ESTIMATE

### FUNCTIONAL COST SUMMARY

Gross built floor area:

	Fire Station 30,100 GSF		Siteworks 7,775 SF net site	
	\$,000	\$/GSF	\$,000	\$/SF
<b>08 Mechanical Installations</b>				
8.10 Plumbing	515	17.11		
8.20 Heating, ventilation & air conditioning	744	24.72		
8.30 Fire Protection	128	4.25		
<b>09 Electrical Installations</b>				
9.10 Distribution and branch wiring	242	8.04		
9.20 Lighting	247	8.21		
9.30 Special electrical systems	143	4.75		
9.40 Communication systems	180	5.98		
<b>10 Equipment</b>	36	1.20		
<b>11 Sitework</b>				
11.10 Site preparation and demolitions			34	4.37
11.20 Site improvements			223	28.68
11.30 Site utilities			142	18.26
11.40 Work outside the site boundary			18	2.32
<b>SUBTOTAL</b>	<b>\$7,848</b>	<b>\$260.73</b>	<b>\$417</b>	<b>\$53.63</b>
General Conditions, Bonds, Insurances 10.0%	785	26.08	42	5.40
General Contractor's Fee 5.0%	432	14.35	23	2.96
Design Contingency 7.0%	635	21.10	34	4.37
Escalation allowance 3.0%	291	9.67	15	1.93
<b>TOTAL</b>	<b>\$9,991</b>	<b>\$331.93</b>	<b>\$531</b>	<b>\$68.30</b>

**BUDGET FOR CONSTRUCTION BIDS - June/July 2008**

**\$10,522,000**

**NJF** Associates Inc.

Petaluma Fire Station No. 1 and Headquarters  
Description of Interior Space Use

Room # and Function	SF Area Allocated	Notes/Comparison to other stations
101 App. Bay/Mezzanines Stor.	7,500	27% of total useable area
103 Clean Shop	153	matches: Patterson
104 SCBA Storage	174	matches: Patterson, Milpitas
105 Shop Tool Room	256	matches: Patterson, Merced, Milpitas
106 Turnouts	452	matches: Patterson, Merced, Milpitas
108 EMS Supplies	140	matches: Throckmorton, Calistoga
109 Communication Alcove	112	matches: Calistoga
201 Bedroom	176	matches: Patterson, Ceres, Throckmorton, Salida
207 Kitchen	500	sized for 12
208 Dining Room	418	sized for 12/matches: SLO, Milpitas
209 Shift Meeting Room	544	sized for 18/matches: Pajaro Valley, Saratoga
213 Library	279	training and study materials/matches: Patterson
215 Firefighter Workstation	227	fits 3 workstations
216 Captain's Office	236	fits 3/matches: Huntington Beach, Santa Clara
220 Captain's Bedroom	204	added space for night desk/matches: Huntington Beach
229 Day Room	460	sized for 12/matches: SLO, Milpitas
233 Exercise Room	611	sized for a single company/matches: Hunt. Beach, SLO
301 EMS Office	150	standard
302 TO Office	150	standard
303 Training/EOC Room	100	sized for 30/matches: Patterson, SLO, Merced, Milpitas
303A EOC Storage	165	matches: SLO, Santa Clara, Patterson
303B AV Storage	82	matches: Santa Clara
304 Break Room	255	standard
308 Work Station	248	3 standard workstations
309 Large Conference Room	517	matches: Milpitas, Santa Clara
310 Chief's Office	238	matches: SLO, Merced, Milpitas
311 Small Conference Room	162	standard
312 BC Workstations	225	standard
313 Fire Marshal	157	standard
314 Inspection Office	97	matches: Santa Cruz
319 ADA Shower/ Locker Room	91	matches: Santa Clara
323 Copy Supplies	123	shared alcove/matches: Patterson, Saratoga
326 Administration/File Storage	567	now at City Hall/Fire Prevention
329 Server Room	75	serves Police and Fire

**Space Use Statistics:**

Total Useable Area (NIC decks): 30,616 SF  
Hallways/Stairways/Shafts: 5,838 SF  
**Space Use Efficiency: 81%**

**BRW Fire Station Projects**  
**Fire Station Construction Cost Data Base**



	Date Bid	Area (SF)	Base Bid	\$/SF
<b>Prior to 2006</b>				
College Station No. 2	Dec-00	9,940	\$987,000	\$99
<b>Scotts Valley Fire Station No. 3</b>	<b>May-00</b>	<b>5,200</b>	<b>\$1,162,500</b>	<b>\$224</b>
Belton Fire Station No. 2	Mar-02	7,615	\$990,000	\$130
Sachse Fire Station No. 2	Aug-03	8,835	\$1,190,238	\$135
Leander Fire Station No. 2	Jan-04	6,400	\$945,000	\$148
College Station Fire Station No. 5	Apr-04	10,000	\$1,284,000	\$128
<b>Salida Fire Station 3</b>	<b>Aug-04</b>	<b>8,130</b>	<b>\$1,814,260</b>	<b>\$223</b>
<b>Pajaro Valley Station 1</b>	<b>Oct-04</b>	<b>6,000</b>	<b>\$1,538,807</b>	<b>\$256</b>
Huntsville Fire Station No. 2	Apr-05	5,900	\$1,156,050	\$196
<b>2006-2007</b>				
<b>Ceres Fire Station 4</b>	<b>Jan-06</b>	<b>6,900</b>	<b>\$2,277,000</b>	<b>\$330</b>
<b>Throckmorton Ridge Fire Station</b>	<b>Feb-06</b>	<b>5,400</b>	<b>\$2,743,000</b>	<b>\$508</b>
Rockwall Fire Station No. 4 (not built)	Sep-06	10,900	\$2,398,000	\$220
<b>Patterson Fire Station 2</b>	<b>Oct-06</b>	<b>12,900</b>	<b>\$3,885,000</b>	<b>\$301</b>
Cedar Park No. 4 Fire Station	Feb-07	10,625	\$2,186,470	\$206
College Station Fire Station No. 3	Mar-07	10,762	\$2,161,984	\$201
Dallas Fire Station No. 33	Apr-07	12,337	\$3,051,273	\$247
Roanoke Fire Station No. 1	Sep-07	16,247	\$3,934,532	\$242
Victoria No. 4 Fire Station No. 4	Sep-07	10,888	\$2,334,000	\$214
Bryan No. 5 Fire Station	Nov-07	13,557	\$3,200,000	\$236
Brenham EMS Station 2	Dec-07	8,500	\$1,600,000	\$188
<b>2008</b>				
<b>Petaluma HQ/Fire Station 1 (estimated)</b>	<b>Jan-10</b>	<b>30,600</b>	<b>\$10,522,000</b>	<b>\$344</b>
Cedar Hill Fire Station No. 4	Feb-08	10,360	\$2,811,474	\$271
Lewisville Fire Station No. 7	Feb-08	14,237	\$3,071,317	\$216
Canyon Lake Fire Station No. 2	Feb-08	13,800	\$3,300,000	\$239
Dallas Fire Station No. 10	Nov-08	12,000	\$2,594,700	\$216
Fulshear-Simonton No. 3, Ft Bend	Dec-08	10,279	\$2,682,316	\$261
Kyle Fire Department No. 1	Dec-08	20,032	\$3,265,000	\$163
<b>2009</b>				
SE Harris Fire Station No. 2	Mar-09	9,044	\$1,903,000	\$210
Waco Fire Station No. 3	May-09	8,517	\$1,957,583	\$230
Waco Fire Station No. 1	May-09	17,717	\$2,909,112	\$164
Victoria Fire Station No. 2	May-09	9,477	\$2,100,000	\$222
<b>Calistoga Station 1 (remodel and expansion)</b>	<b>Oct-09</b>	<b>8,000</b>	<b>\$1,889,400</b>	<b>\$236</b>
Canyon Lake Fire Station No. 5	Oct-09	7,800	\$1,468,000	\$188
Parker County Hospital EMS Station and Administration Building	Oct-10	16,175	\$3,158,722	\$195
Baytown Fire Station No. 6	Dec-09	10,242	\$2,018,000	\$197
Victoria Fire Station No. 2 (re-bid)	Dec-09	9,477	\$1,869,000	\$197
<b>2010</b>				
Conroe Fire Station No. 4	Jan-10	9,499	\$2,349,156	\$247
Trophy Club Fire Station No. 1	Apr-10	12,158	\$2,486,500	\$205
Ponderosa Fire Station No. 2	Jun-10	11,600	\$2,343,200	\$202
Sugarland Fire Station No. 7	May-10	14,810	\$3,198,600	\$216
<b>2011</b>				
Port Arthur Fire Station No. 4	May-11	6,810	\$1,400,000	\$206
Orange Fire Station No. 1	May-11	22,210	\$4,220,000	\$190
South Padre Island Fire Station No. 1	May-11	18,000	\$3,780,000	\$210
Richardson Fire Station No. 4	Jun-11	14,000	\$3,860,000	\$276
College Station Fire Station No. 6	Jul-11	25,000	\$6,000,000	\$240
Dallas Fire Station No. 32	Dec-11	12,000	\$3,600,000	\$300
<b>AVERAGE 2006 - 2011 COSTS PER SF (ALL PROJECTS)</b>				<b>\$236</b>
<b>AVERAGE 2006 - 2011 COSTS PER SF (CA PROJECTS)</b>				<b>\$344</b>

Refurbish Fire Station #2

Cost Estimate

MA Architects

**CITY OF PETALUMA  
Renovation and Expansion of Fire Station 2**

**General Project Costs for development of CIP Budgets**

**March 14, 2012**

**Fire Station 2 Summary:**

Existing Site Area	45,000 square feet (1.03 acre)
Existing Building Footprint	4,900 square feet

**Fire Station 2 CIP:**

Site Improvements - 40,000 gsf @ 5.00 per sf	\$ 200,000.00
2000 Gallon Above-Ground Fuel Tank - Complete	\$ 185,000.00
Secondary Bridge Access from Corona Road	\$ 400,000.00
Apparatus Bay Renovation - 2,735 gsf @ 150.00 per sf	\$ 410,250.00
Living Quarters Renovation - 2,165 gsf @ 350.00 per sf	\$ 757,750.00
Living Quarters Addition - 1,500 gsf @ 425.00 per sf	\$ 637,500.00
<hr/>	
Sub-Total	\$ 2,590,500.00
Architectural/Engineering Allowance	\$ 225,000.00
Soils and Civil Engineering Allowance	\$ 80,000.00
Permits, Fees, and Inspections	\$ 125,000.00
Contingency	\$ 300,000.00
<hr/>	
Total	\$ 3,320,500.00

Refurbish Fire Station #3

Cost Estimate

MA Architects

**CITY OF PETALUMA  
Renovation and Expansion of Fire Station 3**

**General Project Costs for development of CIP Budgets**

**March 13, 2012**

**Fire Station 3 Summary:**

Existing Site Area	23,049 square feet (.53 acre)
Existing Building Footprint	4,083 square feet

**Fire Station 3 CIP:**

Site Improvements - 18,000 gsf @ 3.50 per sf	\$ 63,000.00
Apparatus Bay Renovation - 1,147 gsf @ 150.00 per sf	\$ 172,050.00
Apparatus Bay Addition - 1,000 gsf @ 300 per sf	\$ 300,000.00
Living Quarters Renovation - 2,936 gsf @ 350.00 per sf	\$ 1,027,600.00
Living Quarters Addition - 1,850 gsf @ 425.00 per sf	\$ 786,250.00
<hr/>	
Sub-Total	\$ 2,348,900.00
Architectural/Engineering Allowance	\$ 235,000.00
Soils and Civil Engineering Allowance	\$ 30,000.00
Permits, Fees, and Inspections	\$ 100,000.00
Contingency	\$ 270,000.00
<hr/>	
Total	\$ 2,983,900.00

# City of Petaluma Fire Department

Petaluma Fire Department, 198 D Street, Petaluma, CA 94952  
(707) 778-4390 Fax (707) 762-4547 E-mail: [firedept@ci.petaluma.ca.us](mailto:firedept@ci.petaluma.ca.us)

August 14, 2012

**Municipal Resource Group, LLC**  
**Tom Sinclair**  
**675 Hartz Avenue, Suite 300**  
**Danville, CA 94526**

Mr. Sinclair:

The following information is related the Petaluma Mitigation Fee Act Study, and it refers to Adding a 3<sup>rd</sup> ALS Ambulance to the Response Matrix.

The following conditions, parameters, and miscellaneous information are submitted.

## **ALS Ambulance - Add 3<sup>rd</sup> Unit to Response Matrix:**

A. Total Budget required **\$298,104**

B. Total Spent To Date \$0

### C. Miscellaneous Information:

- Costs verified March 2012 during vendor contacts for Department ambulance purchase currently in process. Items 2 through 8 verified through current vendor pricing research (March 2012).

- Basis for Budget:

• Ambulance	\$200,000
• MDC	\$4,000
• Communications Systems	\$15,000
• Taxes	\$15,000
• Gurney	\$13,000
• Cardiac Monitor	\$25,000
• Misc Tools & Equipment	\$10,000
• <u>SCBA (2)</u>	<u>\$16,104</u>
Total	\$298,104

Respectfully Submitted,

Larry B. Anderson, Fire Chief  
City of Petaluma Fire Department  
707-778-4365  
[landerso@ci.petaluma.ca.us](mailto:landerso@ci.petaluma.ca.us)

# City of Petaluma Fire Department

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*Petaluma Fire Department, 198 D Street, Petaluma, CA 94952*  
(707) 778-4390 Fax (707) 762-4547 E-mail: [firedept@ci.petaluma.ca.us](mailto:firedept@ci.petaluma.ca.us)

April 2, 2012

**Municipal Resource Group, LLC**  
**Tom Sinclair**  
**675 Hartz Avenue, Suite 300**  
**Danville, CA 94526**

Mr. Sinclair:

The following information is related the Petaluma Mitigation Fee Act Study, and it refers to Additional FireFighter Protective Equipment.

The following conditions, parameters, and miscellaneous information are submitted.

## **Additional FireFighter Protective Equipment (15 sets):**

A. Total Budget required is based on addition of 15 FireFighters

B. Total Spent To Date \$0

C. Miscellaneous Information:

- Costs verified March 2012 by in-house Department Personal Protective Equipment (PPE) project manager and equipment supplier Fire Innovations .
- Basis for Budget
  1. \$6,545/FireFighter, includes:
    - a. Structural PPE coat & pant.
    - b. Wildland PPE coat & pant
    - c. Boots – Structural & Wildland
    - d. Helmets, gloves, suspenders.
    - e. Harnesses, Hoods, miscellaneous tools.

Respectfully Submitted,

Larry B. Anderson, Fire Chief  
City of Petaluma Fire Department  
707-778-4365  
[landerso@ci.petaluma.ca.us](mailto:landerso@ci.petaluma.ca.us)



GROUP 4

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# Petaluma Mitigation Fee Study

8/14/2012

		Current	2008 Study Buildout	2012 Study Buildout
<b>Police Station</b>				
Building Area		11,051 SF	40,000 SF	33,130 SF
<b>Site Area</b>				
Building demolition			0 SF	12,000 SF
Parking - allowance			0 SF	44,400 SF
Landscape allowance		20% of site area	0 SF	20,000 SF
<b>Building Development</b>				
Building Hard Cost		\$ 500/SF	\$20,817,900 *	\$16,565,000
FF&E		\$ 15/SF	\$0	\$496,950
<b>Site Development</b>				
Building demolition		\$ 15/SF	\$0	\$180,000
Parking		\$ 15/SF	\$0	\$666,000
Landscape		\$ 15/SF	\$0	\$300,000
Hard Cost			\$20,817,900	\$18,207,950
Contingency		15%	\$3,015,000	\$2,731,193
Soft Costs		25%	\$6,030,000	\$4,551,988
<b>TOTAL PROJECT BUDGET</b>			<b>\$29,145,000</b>	<b>\$25,491,130</b>

\* Unknown cost/SF used in 2008

NOTES: 1) Conceptual budgets are estimated in 2012 dollars.

2) Conceptual budgets are for strategic planning purposes only. They have been developed on a general cost per square foot basis without detailed site or building information. Depending on project specifics, actual project costs can vary.

3) Conceptual budgets are not necessarily comprehensive and may not include all costs (such as land, development, infrastructure, and utilities costs. It is the City's practice to use 25% for environmental studies, hazmat remediation, design fees and other soft costs; and 15% for contingencies.

# CITY OF PETALUMA, CALIFORNIA

## MEMORANDUM

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*Police Administration, 969 Petaluma Boulevard North, Petaluma, CA 94952  
(707) 778-4377 Fax (707) 778-4376 E-mail:police@ci.petaluma.ca.us*

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DATE: May 21, 2012  
TO: Scott Duiven, Senior Planner  
FROM: Dan Fish, Chief of Police  
SUBJECT: Communications Tower

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It is anticipated that the future communications needs of the Police Department will include an additional communications tower. The cost of a standard pole tower with the electronics and integration is estimated to cost approximately \$165,000. This estimate was provided by our current radio communications provider/contractor, Day Wireless Systems. The estimate was provided by their tower installation expert, Ryan Hall. While it is difficult to determine the future needs without a snap shot of the future geography, buildings, and communications technology available, it is safe to say that our communications equipment and coverage is currently substandard, outdated and problematic. Based on our current situation, it is probable that a stand-alone communications tower will be needed in the future.

Currently, the Police Department's radio communications system operates with one transmitter antenna located on the roof of the police building. We have primary channel receivers located at the top of La Cresta Ave, the Santa Rosa Junior College Petaluma Campus and Fire Station 2. Fire Station 1 has a roof top secondary channel repeater. We are currently in the process of evaluating that system for efficiency and coverage. It is likely that we will need to move some of the receiver antennas to areas in the north and south in order to maintain safe coverage of our vehicle and portable radios. In order to improve our coverage as the city grows and buildings continue to block signal, it is likely that a tower or similar solution will ultimately need to be constructed.

#### Contacts:

Cindy Biama, Service Manager  
Day Wireless Systems  
4728 East Second Street Suite 10  
Benicia CA 94510  
510-773-7047

Ryan Hall, Installations  
Day Wireless Systems  
4728 East Second Street Suite 10  
Benicia, CA 94510  
707-980-0424

Police Officer Equipment

Cost Estimate

City of Petaluma

# City of Petaluma, California

## Memorandum

Police Department, 969 Petaluma Boulevard North, Petaluma, CA 94952  
(707) 778-4372 Fax (707) 778-4502 E-mail: police@ci.petaluma.ca.us

DATE: March 26, 2012  
TO: Dan Fish, Chief of Police  
FROM: Marlin Christensen, Administrative Sergeant   
SUBJECT: COST SUMMARY FOR OFFICER EQUIPMENT

The following summarizes the cost of equipping a patrol officer:

### Duty Bag

Cite Book	\$ 24
Condensed PC	20
Condensed VC	20
Digital Camera	100
Digital Recorder	44
File Box	13
Gas Mask	380
Posse Box	39
Pursuit Bag	43
	<u>\$ 639</u>

### Duty Belt

Pants Belt	\$ 20
Sam Browne Belt	45
Baton Ring	27
Belt keepers	13
Double Cuff Case	40
Flashlight pouch	29
Flashlight Ring	9
Glove pouch	9
Handgun Holster	166
Taser Holster	33
OC Holster	28
Key keeper	22
Radio Holder	40
	<u>\$ 481</u>

### Safety Gear

Body Armor	\$ 916
Baton	86
Riot Baton	23
Compact Flashlight	82
Streamlight	73
Gloves	19
Handcuffs x 2	48
Handgun	425
Handgun Light	85
Knife	60
OC Spray	15
Radio	1,500
Riot Helmet	111
Traffic Vest	24
	<u>\$ 3,467</u>

### Uniform

Boots	\$ 120
Pants x 2	194
Shirt - Short Sleeve	58
Shirt - Long Sleeve	78
	<u>\$ 450</u>

Total Cost: \$ 5,037

Patrol Vehicle

Cost Estimate

Petaluma Police Department

# City of Petaluma, California

## Memorandum

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Police Department, 969 Petaluma Boulevard North, Petaluma, CA 94952  
(707) 778-4372 Fax (707) 778-4502 E-mail: [police@ci.petaluma.ca.us](mailto:police@ci.petaluma.ca.us)

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DATE: March 26, 2012  
TO: Dan Fish, Chief of Police  
FROM: Marlin Christensen, Administrative Sergeant   
SUBJECT: COST SUMMARY FOR POLICE VEHICLES

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The following summarizes the cost of placing a patrol vehicle into service:

Dodge Charger including Tax	29,815
MDC w/ Accessory Equipment	9,500
Equipment Installation	2,200
Center Console	260
Console Conversion Kit	70
Paint	500
Opticom	1,500
4-Corner Strobes w/ Power Kits	210
Whelen Light Bar	1,800
Laguna Transport Seat vp108urv	325
Streamlight Holder	20
Federal Signal Siren Speaker	100
Headlight Flashers	50
FA3 Flasher	20
Setina 10SRP screen w/ slider	350
Lower panel 10-rp for Screen	55
Setina Push Bumper	350
Troy aupbrn95 Club Holder	60
Inchs gun mount	450
Shotgun Locks	100
AR Locks	110
Uniden BL350A Scanner	230
Motorola Police Radio	3,415
Lettering	400
18" Map Light	40
Note Pad	40
Mirror Light	120
Mirror Beams	400
Triple Cigarette Outlet	25
Unitrol	500
Sales Tax on Accessories	<u>1,061</u>
<b>Total per Vehicle:</b>	<b><u>54,086</u></b>

Aquatic Facility  
Cost Estimate  
City of Petaluma

PETALUMA AQUATICS FACILITY @ LUCHESSI PARK OPTION 4

<b>Outdoor 25 Meter x 25 Yard Pool and 3,500 SF Family Recreation Pool</b>			
	Net Assign.	Cost Per	Construction
	Sq. Ft.	Sq. Ft.	Cost
<b>Support Facilities</b>			
Reception / Access Control / Registration	180		
Aquatic Director's Office	160		
Aquatic Workroom & Tele/Data	150		
First Aid Room	100		
General Building Storage	200		
Lifeguard Breakroom	180		
Locker Room - Men's	1,050		
Locker Room - Women's	1,150		
Locker Room - Family ADA Accessible	110		
Mechanical Room	120		
Grossing Factor	1.1		
<b>Subtotal Support Facilities</b>	<b>3,740</b>	<b>\$480</b>	<b>\$1,795,200</b>
<b>Pool Support Space</b>			
Pool Mechanical Room/Pool Storage	1,400		
<b>Subtotal Pool Support Space</b>	<b>1,400</b>	<b>\$380</b>	<b>\$532,000</b>
<b>Pools</b>			
Outdoor 25 Meter x 25 Yard	6,600	180	\$1,188,000
Outdoor Family Recreation Pool	3,500	165	\$577,500
Features (Slide)	allowance		\$125,000
<b>Total Pools</b>			<b>\$1,765,500</b>
<b>Site</b>			
Demolition	allowance		\$10,000
Grading, Drainage (pond overflow & walks)	allowance	\$350,000	\$350,000
Pool Enclosure (LF decorative steel fence)	900	\$135	\$121,500
Pool Area (deck, turf, drainage, lighting)	55,000	\$24	\$1,320,000
Bleachers and Shade Structures	allowance		\$105,000
Site & Utilities	allowance		\$250,000
Parking	Existing		\$0
<b>Subtotal Site Development Costs</b>			<b>\$2,146,500</b>
<b>Total Construction Cost (today's cost)</b>			<b>\$6,239,200</b>
Design Contingency	0.05		\$311,960
<b>Total</b>			<b>\$6,551,160</b>
<b>Soft Costs</b>			
Fees and Permits	0.25		\$1,559,800
FF&E	allowance		\$75,000
<b>Subtotal Soft Costs</b>			<b>\$1,634,800</b>
<b>Subtotal Probable Project Costs (today's cost)</b>			<b>\$7,874,000</b>
Contingency	0.10		\$787,400
<b>Estimate of Probable Total Project Costs</b>			<b>\$8,661,400</b>
Total with Escalation to mid 2009	1.06		\$9,181,084



G R O U P 4

ARCHITECTURE  
RESEARCH +  
PLANNING, INC

211 LINDEN AVENUE

SO. SAN FRANCISCO

CA 94080 USA

T: 650.871.0709

F: 650.871.7911

# Petaluma Mitigation Fee Study

8/14/2012

Library		2008 Study		2012 Study
		Current	Buildout	Buildout
Building Area		25,900 SF	25,900 SF	25,808 SF
Addition			7,030 SF	6,452 SF
Total			32,930 SF	32,260 SF
Site Area				
Landscape allowance	30% of bldg SF		0 SF	2,000 SF
Building Development				
Building Hard Cost	\$ 400/SF		\$2,942,716 *	\$2,580,800
FF&E and Shelving	\$ 25/SF		\$0	\$161,300
Site Development				
Landscape	\$ 15/SF		\$0	\$30,000
Hard Cost			\$2,942,716	\$2,772,100
Contingency	15%		Incl.	\$415,815
Soft Costs	25%		\$735,679	\$693,025
Collection Development**	28,776 vol	\$25/item	Incl.	\$ 719,400
<b>TOTAL PROJECT BUDGET</b>			<b>\$3,678,395</b>	<b>\$4,600,340</b>

\* Unknown cost/SF used in 2008

\*\* Source: Sonoma County Library

NOTES: 1) Conceptual budgets are estimated in 2012 dollars.

2) Conceptual budgets are for strategic planning purposes only. They have been developed on a general cost per square foot basis without detailed site or building information. Depending on project specifics, actual project costs can vary.

3) Conceptual budgets are not necessarily comprehensive and may not include all costs (such as land, development, infrastructure, and utilities costs. It is the City's practice to use 25% for environmental studies, hazmat remediation, design fees and other soft costs; and 15% for contingencies.



GROUP 4

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# Petaluma Mitigation Fee Study

8/14/2012

Community Center		Current**	2008 Study Buildout	2012 Study Buildout
		Building Area	63,017 SF	72,328 SF
Addition			19,840 SF	15,705 SF
Total			92,168 SF	78,722 SF
Site Area				
<i>Landscape allowance</i>		<i>30% of bldg SF</i>	<i>0 SF</i>	<i>5,000 SF</i>
Building Development				
<i>Building Hard Cost</i>		<i>\$ 400/SF</i>	<i>\$5,952,000 *</i>	<i>\$6,282,000</i>
<i>FF&amp;E</i>		<i>\$ 15/SF</i>	<i>\$0</i>	<i>\$235,575</i>
Site Development				
<i>Landscape</i>		<i>\$ 15/SF</i>	<i>\$0</i>	<i>\$75,000</i>
Hard Cost			\$6,164,600	\$6,592,575
Contingency		15%	\$892,800	\$988,886
Soft Costs		25%	\$1,785,600	\$1,648,144
<b>TOTAL PROJECT BUDGET</b>			<b>\$8,630,374</b>	<b>\$9,229,605</b>

\* Building cost budgeted at \$300/SF in 2008

\*\* Current area = community center + senior center + Cavanaugh Center + teen center + museum + performing arts center

NOTES: 1) Conceptual budgets are estimated in 2012 dollars.

2) Conceptual budgets are for strategic planning purposes only. They have been developed on a general cost per square foot basis without detailed site or building information. Depending on project specifics, actual project costs can vary.

3) Conceptual budgets are not necessarily comprehensive and may not include all costs (such as land, development, infrastructure, and utilities costs. It is the City's practice to use 25% for environmental studies, hazmat remediation, design fees and other soft costs; and 15% for contingencies.

MITIGATION FEE ACT REQUIREMENTS	One Time Cost	Annual Cost	5-Year Cost	Average Annual Cost	Total Cost
<u>General Plan</u>					
Establish standards	\$ 87,500			\$ 6,250	\$ 87,500
<u>Mitigation Fee Studies</u>					
Consultant cost to prepare nexus studies			\$ 75,000	\$ 15,000	\$ 210,000
Staff cost to coordinate nexus studies			\$ 19,680	\$ 3,936	\$ 55,104
Publish notice of hearing to consider nexus Studies			\$ 164	\$ 33	\$ 459
Staff - prepare reports, draft resolutions/ordinances			\$ 2,624	\$ 525	\$ 7,347
Departmental staff analyses, input, review of documents			\$ 16,400	\$ 3,280	\$ 45,920
City Attorney - review reports, ordinances/resolutions to adopt fees			\$ 30,000	\$ 6,000	\$ 84,000
Conduct public hearing			\$ 1,968	\$ 394	\$ 5,510
<u>Accounting Requirements</u>					
Maintain separate accounts or funds	\$ 9,840			\$ 9,840	\$ -
Deposit fees into separate accounts or funds	\$ 6,560			\$ 6,560	\$ 91,840
Allocate interest to separate accounts or funds	\$ 3,280			\$ 3,280	\$ 45,920
Expend monies out of separate accounts or funds	\$ 3,280			\$ 3,280	\$ 45,920
Audit expense, financial system costs	\$ 10,000			\$ 10,000	\$ 140,000
<u>Annual Reporting Requirements</u>					
Prepare an annual report for each separate account or fund:				\$ -	\$ -
- Brief description of the fee	\$ 328			\$ 328	\$ 4,592
- Amount of the fee	\$ 328			\$ 328	\$ 4,592
- Beginning & ending balance	\$ 656			\$ 656	\$ 9,184
- Identify expenditures on each improvement	\$ 1,312			\$ 1,312	\$ 18,368
- Identify % of expenditure funded with fees	\$ 1,312			\$ 1,312	\$ 18,368
- Identify date of construction for each improvement	\$ 984			\$ 984	\$ 13,776
- Describe interfund transfers/loans	\$ 492			\$ 492	\$ 6,888
- Describe refunds	\$ 492			\$ 492	\$ 6,888
Mail notice of meeting to interested parties	\$ 164			\$ 164	\$ 2,296
Present annual report at public meeting	\$ 328			\$ 328	\$ 4,592
Annual fee adjustment	\$ 984			\$ 984	\$ 13,776
<u>Five-year Reporting Requirements</u>					
Prepare report and make findings:					
- Identify purpose for the fee		\$ 1,640		\$ 328	\$ 4,592
- Demonstrate relationship between the fee and the purpose		\$ 1,640		\$ 328	\$ 4,592
- Identify sources and amounts needed to complete the improvements		\$ 1,640		\$ 328	\$ 4,592
- Designate date funding will be available		\$ 984		\$ 197	\$ 2,755
Publish notice of hearing		\$ 164		\$ 33	\$ 459
Conduct public hearing		\$ 328		\$ 66	\$ 918
<u>Annual Capital Improvement Planning</u>					
Prepare CIP	\$ 13,120			\$ 13,120	\$ 183,680
Prepare resolution adopting the CIP	\$ 328			\$ 328	\$ 4,592
Publish notice of hearing	\$ 164			\$ 164	\$ 2,296
Conduct public hearing	\$ 656			\$ 656	\$ 9,184
				<u>\$ 91,304</u>	<u>\$ 1,278,262</u>

Notes:  
 Source: City of Petaluma

# City of Petaluma, California

## Memorandum

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*Public Works, 11 English Street, Petaluma, CA 94952*  
*(707) 778-4474 Fax (707) 776-3602 E-mail: publicworks@ci.petaluma.ca.us*

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DATE: June 18, 2012

TO: Scott Duiven, Senior Planner

FROM: Dan St. John, Public Works and Utilities Director

SUBJECT: Park Development Cost Estimates

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Public Works has reviewed the specific elements proposed in the East Washington Regional Park plans and recommends the following guidelines to be considered in developing a community park “cost factor” for use in the current impact fee studies:

- No offsite utility and street improvement costs will be included in the “typical” park cost factor because they can vary so widely from almost nothing, to extraordinary costs
- Average of one playing field per 6 acres (East Washington has about one per 4 acres)
- One synthetic field per 4 playing fields (East Washington. has one for every two fields)
- Small cold storage shed for maintenance
- One restroom per 25 acre park (East Washington has 3 per 25 acres)
- 8 parking spaces per acre (East Washington has about 13 per acre)
- Light 3/4<sup>th</sup> of the fields (East Washington has all fields lit).
- Value engineer fencing at 80% as shown in East Washington
- Value engineer landscaping to 80% of what is shown in East Washington
- Value engineer play and picnic areas at 80% of what is shown in East Washington

Result: Cost per acre with standard 15% and 25% contingency and design/soft costs, respectively, is \$564,000 per acre. The previous cost was \$879,000 per acre, both based on 25 acres. In addition to East Washington Park, staff evaluated the Gatti/Leghorns Park to provide an average community park cost. The Gatti/Leghorns Park cost \$409,191 per acre to construct in 2005. In order to estimate a total project cost, staff assumed a cost of 25% for environmental and design and 15% for construction management for a total cost per acre of \$573,000. Utilizing the two parks brings the average cost to build a community park to \$568,000 per acre.

In addition to community parks, the cost for neighborhood parks was analyzed by evaluating three similar projects: Petaluma’s Fox Hollow Park (2009), Suisun City’s Geopp Park (2008), and a consultant provided an estimate for a similar sized Fox Hollow Park in 2012. Utilizing the three parks brings the average cost to build a neighborhood park to \$215,000 per acre.

Attached to this memorandum is a spreadsheet with the itemized estimate for East Washington Park as well as the total project estimates for both community and neighborhood parks.

**East Washington Park Estimate**

Item	Description	Revised Estimate for		
		Original Estimate	Impact Fee Use	Notes:
1	East Washington Street Improvements	\$258,605.00	\$0.00	Should not be paying for street widening
2	Site Preparation and Demolition	\$1,122,564.00	\$898,051.20	80% of cost due to less fields (4 fields)
3	Site Grading and Drainage			
	Site Rough Grading	\$1,083,394.00	\$866,715.20	80% of cost due to less fields (4 fields)
	Remaining items in this category	\$1,559,085.00	\$1,559,085.00	No change
4	Water and Sewer	\$808,345.00	\$228,860.00	Removed sewer pump station and recycled water lines
5	Electrical and Lighting	\$1,600,000.00	\$800,000.00	Only lighting 3 of 4 fields (the original number incl. 6 fields)
6	Site Paving	\$1,621,930.00	\$1,086,693.10	Est. 2/3 of the original with less fields
7	Synthetic Turf	\$2,500,000.00	\$800,000.00	Estimate only 1 field to be artificial
8	Buildings	\$850,000.00	\$400,000.00	Elimate all but one main restroom at approx \$400/sf
9	Site Furnishing and Fence	\$1,000,000.00	\$800,000.00	Reduced fields, less fencing, used 80%
10	Landscaping and Irrigation	\$1,300,000.00	\$1,040,000.00	Reduced fields, used 80%
11	Play Areas and Concessions	\$2,000,000.00	\$1,600,000.00	Reduced fields, used 80%
	<b>Total</b>	<b>\$15,703,923.00</b>	<b>\$10,079,404.50</b>	
	Contingency 15%	\$2,355,588.45	\$1,511,910.68	
	Design and CM 25%	\$3,925,980.75	\$2,519,851.13	
		<b>\$21,985,492.20</b>	<b>\$14,111,166.30</b>	
	Acres	25		
	Cost per Acre	\$879,420	\$564,447	For Impact fees we have rounded the costs to the nearest thousand

Community Parks:	Date	Total Cost	Acres	Cost per Acre
Gatti/Leghorns (1)	11/19/2005	\$4,010,000.00	7	\$572,857.14
East Washington (2)	5/7/2012	\$14,100,000.00	25	\$564,000.00
<b>Community Park Average:</b>				<b>\$568,428.57</b>

Neighborhood Parks:	Date	Total Cost	Acres (3)	Cost per Acre
Fox Hollow (4)	9/14/2009	\$301,000.00	1.75	\$172,000.00
Geopp Park (Suisun City) (5)(6)	8/1/2008	\$1,250,546.00	5	\$250,109.20
Fox Hollow Type Park (5)(7)	8/1/2010	\$450,000.00	2	\$225,000.00
<b>Average Neighborhood Park:</b>				<b>\$215,703.07</b>

Notes:

- (1) Community Parks soft costs estimated at 25% for design/environmental and 15% for construction management.
- (2) East Washington Park soft costs estimated at 25% for design/construction management and 15% for construction cost contingency.
- (3) 1.75 acres developed out of a total of 4 acres.
- (4) No playground equipment or bathroom amenities included, shoehorn budget - Total project cost was \$301,000.
- (5) Non-Petaluma Parks supplied by consultants
- (6) Green Valley Consulting submitted a total construction estimate for Geopp Park at \$1,000,437.08 and an additional 25% design/construction management was added for soft costs.
- (7) GSM Landscaping gave staff a cost of a traditional park similar to Fox Hollow Park, that included bathroom amenities and playground features

Parcel Number	Situs Address	Purchase Date	Acres	Purchase		Category	Source
				Price	Price/acre		
019-193-035	614 Sunnyslope Ave	3/12/2007	2.06	\$ 500,000	\$ 242,718	Res/acreage	City 2011 annual fee adjustment analysis
048-105-041	2991 Brayton Ln	6/6/2007	2.70	\$ 475,000	\$ 175,926	Res/acreage	City 2011 annual fee adjustment analysis
007-431-003	4902 Old Redwood Hwy N	7/26/2008	2.78	\$ 125,000	\$ 44,964	Res/acreage	City 2011 annual fee adjustment analysis
007-431-003	4902 Old Redwood Hwy N	2/7/2010	2.78	\$ 90,678	\$ 32,618	Res/acreage	City 2011 annual fee adjustment analysis
048-141-029	240 Jessie Lane	7/20/2010	3.99	\$ 301,723	\$ 75,620	Res/acreage	City 2011 annual fee adjustment analysis
006-470-034	1090 Bantam Way	4/9/2010	1.02	\$ 350,000	\$ 343,137	Low density residential	431 Paula Lane Appraisal
019-080-009	431 Paula Lane	5/3/10 (1)	10.10	\$ 750,000	\$ 74,257	Rural residential	Appraisal of vacant portion of land
008-321-001	48 La Cresta Drive	3/3/10 (1)	13.61	\$ 1,800,000	\$ 132,256	Very low residential	48 La Cresta Drive Appraisal
	1230 N. McDowell Boulevard	12/19/2011	3.14	\$ 1,000,000	\$ 318,471	Industrial acreage	Lloyd Appraisal Services
Average Price per Acre	Average cost per acre				\$ 159,996		

(1) Appraisal date

QUIMBY ACT REQUIREMENTS	One-time Cost	Annual Cost	5-year Cost	Average Annual Cost	Total Cost
<u>General Plan</u>					
Adopt General Plan standards for parks and recreation	\$ 35,000			\$ 2,500	\$ 35,000
<u>Quimby Act Study</u>					
Prepare Quimby Act Study			\$ 10,000	\$ 2,000	\$ 28,000
Staff cost to coordinate study			\$ 5,248	\$ 1,050	\$ 14,694
Publish notice of hearing to consider Quimby Act Study			\$ 164	\$ 33	\$ 459
Staff - prepare reports, draft resolutions/ordinances			\$ 820	\$ 164	\$ 2,296
City Attorney - review reports, ordinances/resolutions to adopt fees			\$ 6,440	\$ 1,288	\$ 18,031
Departmental staff analyses, input, review of documents			\$ 2,656	\$ 531	\$ 7,437
Conduct public hearing (staff time)			\$ 410	\$ 82	\$ 1,148
<u>Annual fee adjustment</u>					
Land cost analysis		\$ 1,640		\$ 1,640	\$ 22,960
Adjust fee schedule		\$ 328		\$ 328	\$ 4,592
<u>Prepare schedule specifying uses of the fees</u>					
How the land will be used			\$ 656	\$ 131	\$ 1,837
When the fees will be used			\$ 656	\$ 131	\$ 1,837
Where the fees will be used			\$ 656	\$ 131	\$ 1,837
<u>Accounting Requirements</u>					
Maintain separate accounts or funds		\$ 828		\$ 828	\$ 11,592
Commit fees within five years (annual analysis)		\$ 656		\$ 656	\$ 9,184
Total administrative cost				<u>\$ 11,493</u>	<u>\$ 160,903</u>
Total land cost (50 acres @ \$159,996 per acre)					\$ 7,999,800
Administrative cost as a percentage of total land cost					2.01%

Notes:

Source: City of Petaluma

Open Space Program

City of Petaluma

# City of Petaluma, California

## Memorandum

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*City Manager's Office, 11 English Street, Petaluma, CA 94952*  
*(707) 778-4345 Fax (707) 778-4419 E-mail: [citymgr@ci.petaluma.ca.us](mailto:citymgr@ci.petaluma.ca.us)*

---

DATE: June 18, 2012

TO: Tom Sinclair, Municipal Resource Group

FROM: Scott Duiven, Senior Planner

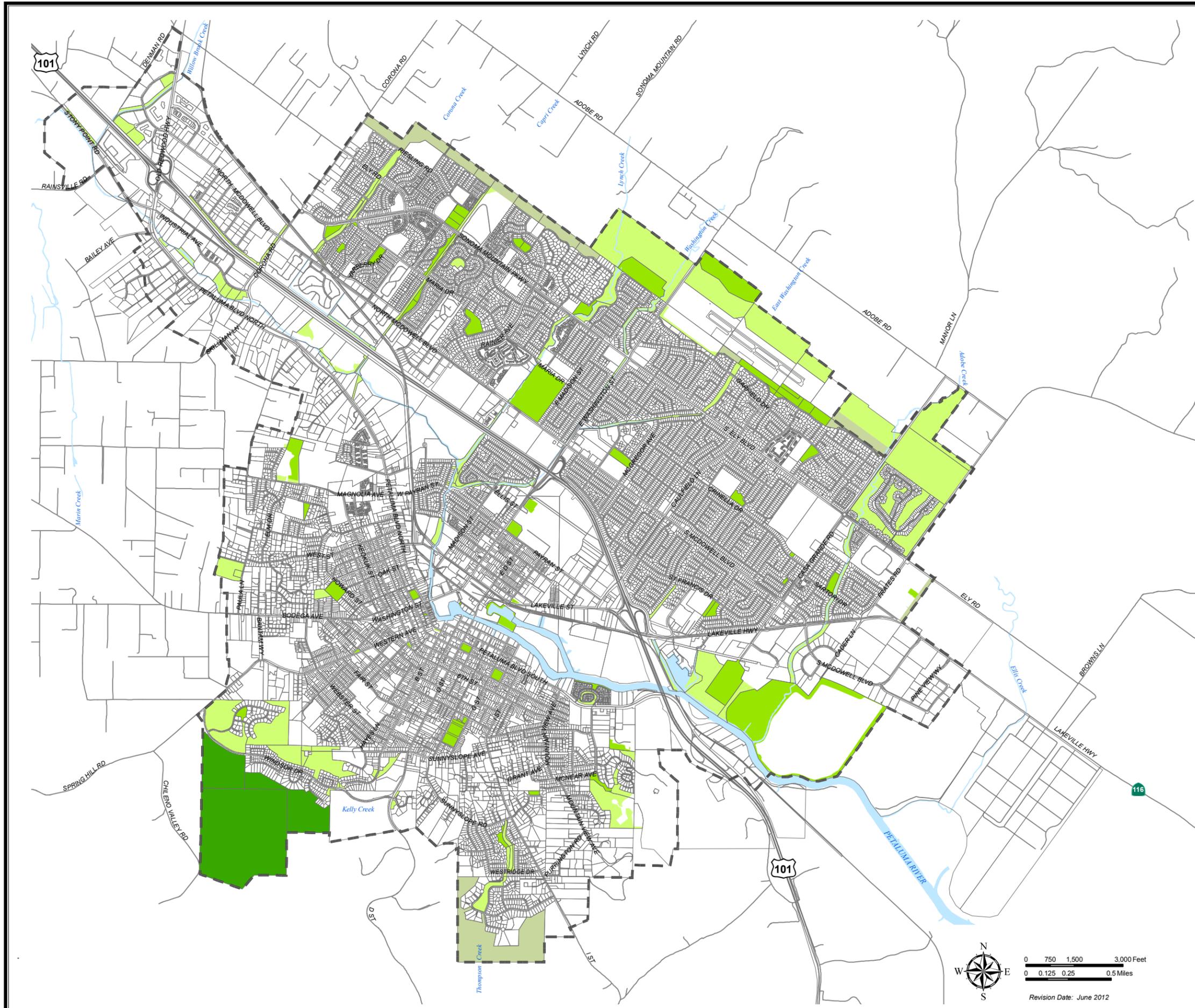
SUBJECT: Open Space Program

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For the proposed fee update, the open space fee requirements have been reexamined and adjusted to take into account the open space acreage the City has already acquired of the total amount identified as required in the General Plan 2025 at buildout. Based on the General Plan standard of 10 acres of open space per 1,000 residents, 727 acres of open space are required at buildout. Of that amount, including the recent 10-acre Paula Lane acquisition, the City currently has an open space inventory of 713 acres. Based on the General Plan standard, only 14 additional acres of open space need to be acquired. Please see the attached Parks and Open Space exhibit depicting existing parks and open space land.

Attachment:  
Parks and Open Space Exhibit

# PARKS AND OPEN SPACE



## LEGEND

- Park
- Open Space
- Urban Separator
- Regional Park

## BOUNDARIES

- City Limits
- Urban Growth Boundary (UGB)
- Rivers and Creeks

0 750 1,500 3,000 Feet

0 0.125 0.25 0.5 Miles

Revision Date: June 2012

City of Petaluma  
 11 English Street  
 Petaluma, CA 94952