

VACAVILLE FIRE PROTECTION DISTRICT

420 VINE STREET
VACAVILLE, CA 95688
(707) 447-2252
FAX (707) 447-2769



HOWARD F. WOOD
FIRE CHIEF

November 14, 2019

Board of Supervisors
675 Texas Street, Suite 6500
Fairfield, CA 94533-6352

Subject: Impact Fee Report

Honorable Board of Supervisors:

This letter is to inform you that at our Board of Directors Meeting on November 14, 2019, we accepted the Impact Fee Report as enclosed.

If you have any questions, please feel free to contact Fire Chief Wood or I at 707-447-2252, Monday through Friday from 9 a.m. to 5 p.m.

Sincerely,

A handwritten signature in black ink that reads "Chris Calvert".

Chris Calvert
Chair of the Board of Directors

Enclosure

**A RESOLUTION APPROVING THE VACAVILLE FIRE PROTECTION DISTRICT FIRE
IMPACT FEE PROGRAM ANNUAL REPORT AND FIVE-YEAR FINDING REPORT
FOR FISCAL YEAR 2018-19**

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Solano Cty CAO

WHEREAS, the County of Solano, on the behalf of the Vacaville Fire Protection District ("District"), have previously adopted and imposed development impact fees on residential and nonresidential ("fire impact fees") to mitigate the impact of new development on the District's fire system; and

WHEREAS, the District has reviewed the information provided in the District's Fire Impact Fee Program Annual Report and Five-Year Finding Report For Fiscal Year 2018-19 and has determined the information contained therein to be true and correct; and

WHEREAS, the Annual Report and the Five-Year Findings Report was prepared in accordance with Government Code Sections 66006(b)(1) and 66001(d).

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board hereby
Receives and approves the District's Annual Report and the Five-Year Findings Report for FY 2018-19.

THE FOREGOING RESOLUTION was introduced and passed at a regular meeting of the Board of Directors of the Vacaville Fire Protection District, held on the 14th day of November, 2019 by the following vote:

AYES: Directors Bruno, Gildert, Calvert,
and Riddle

NOES: None

ABSENT: Director Neal

APPROVED:


Chris Calvert, Chairman

ATTEST:


Howard F. Wood, Fire Chief



Vacaville Fire Protection District
420 Vine Street
Vacaville, CA 95688

In accordance with Government § Code 66006(b)(1) and 2, the Vacaville Fire Protection District (the "District") provides the following information for fiscal year 2015-2016 for the District's fire impact development fee ("Reportable Fee").

A. A BRIEF DESCRIPTION OF THE TYPE OF FEE

The Reportable Fee will help maintain adequate levels of service for fire protection in the District. New development in the District will increase the demand for fire protection services. The Reportable Fee will fund fire facilities, apparatus and equipment necessary to accommodate residential and nonresidential development in District.

B. THE AMOUNT OF THE FEE

The Reportable Fee in effect at the end of fiscal year 2015-16 was based on the table below:

Land Use	Impact Fee
Residential Development	
Single Family Housing	\$1.66
Multi-Family Housing	\$2.95
Mobile Home	\$2.38
Nonresidential Development (per thousand building square feet)	
Retail / Commercial	\$1.82
Office	\$2.48
Industrial	\$1.92
Agriculture	\$1.05
Warehouse / Distribution	\$1.15

The Reportable Fee was approved by the Board of Directors ("Board") on September 11, 2014 by Resolution No. 2014-05 and adopted by the County Board of Supervisors on December 9, 2014.

C. THE BEGINNING AND ENDING BALANCE OF THE ACCOUNT OR FUND

The balance of the capital facilities fund at the beginning of fiscal year 2018-19 was (\$487,118). At the end of fiscal year 2018-19, the balance of the capital facilities fund was (\$614,406)

D. THE AMOUNT OF THE FEES COLLECTED AND THE INTEREST EARNED

The net amount of Reportable Fee collected and interest earned during fiscal year 2018-19 was \$74,351. The County of Solano retains an administrative fee in the amount of 2% of total Reportable Fees collected.

E. IDENTIFICATION OF EACH PUBLIC IMPROVEMENT ON WHICH FEES WERE EXPENDED; THE AMOUNT OF THE EXPENITURES FOR EACH IMPROVEMENT AND THE TOTAL PERCENTAGE OF THE COST OF THE PUBLIC IMPROVEMENT THAT WAS FUNDED WITH THE REPORTABLE FEE

Refer to Letter dated November 14, 2019 with Attachment of Impact Fee Report

F. IDENTIFICATION OF INCOMPLETE PROJECTS

Incomplete Projects	
Type	Estimated Cost
Station 68 Loan	\$201,638

G. REFUNDS

There were no Reportable Fee refunds in fiscal year 2018-19. No other refunds are required under applicable law.

H. INTERFUND TRANSFERS

There were no interfund loans, refunds or reallocation of funds in lieu of refunds in fiscal year 2018-19.

VACAVILLE FIRE PROTECTION DISTRICT

IMPACT FEE

18/19 YEAR

Fiscal Year:	FY 18/19
Beginning Balance	(\$487,118)
Reportable Fees Collected*	\$74,350
Available Funds	(\$412,768)
Qualified Expenditures **	
Station 68 Loan ***	(\$201,638)
TOTAL EXPNDITURES	(\$201,638)
ENDING BALANCE	(\$614,406)

* After County's 2% administration fee deducted.

** Expenditures as reported by the VFPD.

*** VFPD entered into a 10-year agreement in May 2010 with the Solano County Water Agency to Finance design and construction of Station 68 (Putah Diversion Compound). Total loan amount is \$1,027,959 (includes principal of \$833,767 at 4% interest). The Loan was paid off one year early.



VACAVILLE FIRE PROTECTION DISTRICT

FIRE IMPACT FEE PROGRAM FIVE-YEAR FINDINGS REPORT

**FISCAL YEAR ENDING
JUNE 30, 2019**

PREPARED FOR:

**BOARD OF SUPERVISORS
COUNTY OF SOLANO**

PREPARED BY:

**SCI Consulting Group**

4745 MANGLES BOULEVARD
FAIRFIELD, CALIFORNIA 94534
PHONE 707.430.4300
FAX 707.430.4319
www.sci-cg.com

EXECUTIVE SUMMARY

INTRODUCTION

The Mitigation Fee Act (Government Code Section 66000 et. seq., hereafter the "Act") requires local agencies to report, every year and every fifth year, certain financial information regarding their development impact fee programs. These reporting requirements are applicable to the fire impact fee ("Reportable Fee") program of the Vacaville Fire Protection District ("District") that became effective on February 9, 2015, upon adoption by the County of Solano ("County") on behalf of the District.

This *Five-Year Findings Report* provides the findings required by Section 66001(d)(1) of the Act for the District's fire impact fee fund for fiscal year ending June 30, 2019.

BACKGROUND

Section 66006(b) the Act requires that the following information, entitled "*Annual Report*," be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

The District has prepared a timely Annual Report every fiscal year since fiscal year 2015-16 and the adoption of the new fire impact fee program.

In addition to the Annual Report, local agencies are required, for the fifth fiscal year following the first receipt of any development impact fee proceeds, and every five years thereafter, to comply with Section 66001(d)(1) of the Act by affirmatively demonstrating that the local agency still needs unexpended development impact fee revenue to achieve the purpose for which it was originally imposed and that the local agency has a plan on how to use the unexpended balance to achieve that purpose.

Specifically, local agencies must make the following findings, entitled “*Five-Year Findings Report*,” with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

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

In addition to the requirements set forth above, Section 66001(e) of the Act states that when sufficient funds have been collected to complete financing on incomplete public improvements, and the public improvements remain incomplete, the local agency shall identify, within 180 days of the determination that sufficient funds have been collected, an approximate date by which the construction of the public improvement will be commenced, or shall refund to the then-current record owner or owners of the lots or units, as identified on the last equalized assessment roll, of the development project or projects on a prorated basis, the unexpended portion of the fee, and any interest accrued thereon.

However, 66001(f) of the Act states that if the administrative costs of refunding unexpended revenues exceed the amount to be refunded, the local agency, after a public hearing, notice of which has been published and posted in three prominent places within the area of the development project, may determine that the revenues shall be allocated for some other purpose for which fees are collected and which serves the project on which the fee was originally imposed.

FIVE-YEAR FINDINGS REPORT (FISCAL YEAR ENDING JUNE 30, 2019)

In accordance with Government Code Section 66001(d)(1), the District affirmatively demonstrates that the District still needs the unexpended fire impact fee revenue to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unexpended balance to achieve that purpose.

UNEXPENDED REPORTABLE FEE FUND BALANCE

The District's fire impact fee ("Reportable Fee") fund balance, as of June 30, 2019, was a negative \$614,407. Therefore, there were no unexpended Reportable Fees as of June 30, 2019. The negative Reportable Fee Fund Balance represents the amount that needs to be repaid to the District's General Fund for the construction of Station 68.

PURPOSE OF THE REPORTABLE FEE FUND BALANCE

The purpose of the Reportable Fee imposed and collected on new development within the District is to fund the cost of new or expanded fire protection and emergency response facilities, apparatus, vehicles attributable to new development in order to maintain the District's existing level of service. Specifically, the District has used Reportable Fees collected since FY 11-12 to fund the debt service on a 10-year loan with Solano County Water Agency to construct a new (added) fire station (\$1,024,016) plus other related construction costs (\$349,310). These debt service payments and the related construction costs have been initially funded by the District General Fund. Reportable Fees since FY 11-12 have been used to repay the General Fund for their contribution to the new (added) fire station.

RELATIONSHIP BETWEEN UNEXPENDED REPORTABLE FEE BALANCE AND THE PURPOSE OF THE FEE

The District has no unexpended Reportable fees as of June 30, 2019. However, there is reasonable relationship between the Reportable Fees collected since FY 2011-12 and the purpose of the Reportable Fee, by reason of the fact that the additional persons and structural area created by the development projects that paid the Reportable Fee created the need for new or expanded facilities, apparatus, vehicles, and equipment in order for the District to maintain their level of service. The District intends to use future Reportable Fees to fully repay the District's General Fund for funding the construction cost of the new (added) fire station (Station 68) in order to serve the District's growing persons (residents and employees) and structural area (living area or nonresidential building area) in which they live or work.

SOURCES OF FUNDING FOR INCOMPLETE IMPROVEMENTS FUNDED BY UNEXPENDED REPORTABLE FEE

The estimated cost of the District's incomplete improvements funded by the unexpended Reportable Fee and the sources and amounts of funding anticipated to complete the financing of the incomplete improvements are shown in Figure 1 on Page 5.

APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING

The approximate dates on which the funding anticipated to complete the financing of the District's incomplete improvements is expected to be deposited into the Reportable Fee fund is shown in Figure 2 on page 6.

FIGURE 1 - ANTICIPATED FUNDING TO COMPLETE FINANCING OF INCOMPLETE IMPROVEMENTS

Incomplete Improvement	Anticipated Funding Amount						Estimated Cost
	Unexpended Reportable Fees ¹	Prior Reportable Fees ²	Future Reportable Fees ²	General Fund Contribution ³	Donations ⁴	Grants ⁵	
Construction of a New (Added) Fire Station - Station 68	\$0	\$758,919	\$614,407	\$0	\$0	\$0	\$1,373,325
TOTAL	\$0	\$758,919	\$614,407	\$0	\$0	\$0	\$1,373,325

Source: Vacaville Fire Protection District

Notes:

¹ Reportable fees collected and unexpended as of June 30, 2019.

² Reportable fees collected after June 30, 2019. The District has average approximately \$75,000 annually in Reportable Fees.

³ The District's General Fund has contributed \$614,407 to the project which has been repaid by Reportable Fees collected since FY 11-12. Future Reportable Fees for anticipated for the next 9 years will be used to repay the General Fund for the remaining contribution to the project.

⁴ Anticipated donations dedicated to the projects indicated.

⁵ Anticipated grant proceeds dedicated to the projects indicated.

FIGURE 2 - APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING

Incomplete Improvement	Anticipated Deposit Date of Funding						Construction / Purchase Completion Date
	Unexpended Reportable Fees	Prior Reportable Fees	Future Reportable Fees	General Fund Contribution ¹	Donations	Grants	
Construction of a New (Added) Fire Station - Station 68	NA	Collected Since FY 12-13	FY 2019 thru FY 2027	NA	NA	NA	Fall 2010

Source: Vacaville Fire Protection District

Notes:

¹ The District's General Fund has contributed \$614,407 to the project which has been repaid by Reportable Fees collected since FY 11-12. Future Reportable Fees for anticipated for the next 9 years will be used to repay the General Fund for the remaining contribution to the project.

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