

CITY OF CAMAS

PARKS IMPACT FEE STUDY

The following work tasks have been developed to complete a Parks Impact Fee Study. The City's study needs were discussed with Steve Wall, Public Works Director on January 26, 2017. Parks impact fees are generally calculated using a standards or an improvements-based approach. Under an improvements-based approach, the fee is calculated after an allocation of planned projects between existing needs and growth needs. A standards-based approach begins instead with an adopted standard or existing service level. If the city is not meeting the adopted standard, then there is by definition a deficiency that must be met using non-impact fee funds. However, if the City determines to target a service level which is equivalent to its existing service level, instead of a higher adopted standard, then there is no deficiency – and impact fees may be used on all of the projects in the project list.

This task will develop a park impact fee, as authorized in RCW 82.02.050 – 82.02.110, for the City's Parks & Recreation department. Alternative methodology options will be discussed in a separate memo. The tasks to be performed for this study are as follows:

Task 1 | Kick-Off Study

Provide a data needs list to the City in advance of the kickoff meeting. Review data, to be provided electronically by the City. Meet with City staff to discuss initial data questions, identify and agree on any key policy issues to be addressed, discuss policy objectives, and kickoff the study.

Task 2 | Methodology Development

Task Two is the development of an agreed-upon policy framework that will guide calculation of impact fee options and resulting rates. Alternatives to address each key policy issue will be defined and analyzed against key evaluation criteria. The pros and cons of each alternative will be carefully described and evaluated. Key policy issues to be addressed will likely (but are not limited to) include the following:

- Impact fee methodology options (to include improvements-based, standards-based, and hybrid approaches)
- Area-specific impact fees

Task 3 | Develop and Complete Technical Analyses

This task will include the following technical components:

- Set up a spreadsheet model to calculate park impact fee alternatives using up to three (if desired) approaches to the charge calculation.
- Incorporate staff information and input into analysis.
- Meet with City staff to review initial results.
- Calculate the impact fee(s), as allowed and applicable, from information and input received.

Task 4 | Presentations

This proposal includes three (3) presentations with stakeholders and City Council:

- Prepare for and participate in two (2) meetings with stakeholders to present and discuss findings. It is assumed that this meetings will include representatives of the development community.
- Prepare for and participate in a meeting with the City Council, to present and discuss findings.

Task 5 | Documentation

A written report documenting the impact fee study process, methodology, key assumptions, results and recommendations, including technical appendices, will be provided. This task will include:

- Prepare a draft report for review by the City.
- Complete and provide a final report integrating City review comments.

BUDGET

The total proposed level of effort to complete the Parks Impact Fee is summarized below. Our normal billing practice is to bill based on time and materials actually expended, not to exceed the total budget.

TASK	Managing Principal	Technical Manager	Staff Consultant	Admin. Support	Total Estimated Hours	Total Budget
<i>Hourly Billing Rates:</i>	\$255	\$170	\$125	\$80		
Task 1 kickoff Study	8		8		16	\$ 3,040
Task 2 Methodology Development						
Methodology memo	4	2	12	4	22	\$ 3,180
Incorporate review comments	2		4	2	8	1,170
Task 3 Tehnical Analysis						
Set up spreadsheet model	2	4	16		22	\$ 3,190
Refine calculation inputs	2	2	12		16	2,350
Staff review meeting (1 on-site)	8		8		16	3,040
Calculate impact fees(s)	2	2	8		12	1,850
Task 4 Presentations						
Stakeholder meeting (2 on-site)	16		8	4	28	\$ 5,400
Council / public meeting (1 on-site)	8		4	2	14	2,700
Task 5 Documentation						
Prepare draft report	2	4	24		30	\$ 4,190
Complete final report	2	2	4	2	10	1,510
TOTAL TASKS	56	16	108	14	194	\$ 31,620
Expenses (mileage 3 round trips)						\$ 600
TOTAL LABOR BUDGET	56	16	108	14	194	\$ 32,220