

## AGENDA

### SPECIAL WORKSESSION PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, September 18, 2006  
4:00 P.M.  
Placentia Library History Room

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

- 📖 Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
- 📖 Provides qualified staff to assist the public with the use of the collection and the information contained therein.
- 📖 Provides and operates a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
- 📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

**AGENDA DESCRIPTIONS:** *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

1. Roll Call

Administrative Services Manager

*4:00 PM*

2. Adoption of Agenda

M/BE  
M/JT

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

4. Proposal Presentations for Library Facility Impact Fee (Developer fee)

- 4:00 P.M. Jim Seagraves representing NBS of Temecula, CA
- 4:30 P.M. David Taussig representing David Taussig & Associates of Newport Beach, CA
- 5:00 P.M. Marshall Eyerman representing MuniFinancial of Temecula, CA

Buy Gironzi #3500

Topasha Black

ADJOURNMENT

5. Agenda Preparation for the October Regular Meeting, which will be held on Monday, September 18, 2006 at 6:30 P.M.

6. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

7. Adjourn

\*\*\*\*\*CERTIFICATION OF POSTING\*\*\*\*\*

Sves Mgr.

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the September 18, 2006 Special Worksession of the Library Board of Trustees of the Placentia Library District was posted on Thursday, September 14, 2006 @ at 3P.M.

INT S  
TWT B

BS

September 14, 2006, 3:00 P.M.

assessment - approval (law) axes - voters vote  
2 Assess what are my goals

Prop Owners Protest (majority) super majority 43  
\*special benefit accrues to property  
\*no special benefit requirement

Step One: conduct the required study and write the report (key section is chapter IV).

Step Two: hold the required public hearing

Step Three: adopt resolution and ordinance at following meeting

Step Four: establish separate accounts fund for facility fee monies

Step Five: adopt resolution allowing charge-off of costs (consultants, planning, trips to see new library buildings, etc., etc.) against facility fee funds

Step Six: establish a process for publicizing and collecting fees

TO: LIBRARY COMMISSION

FROM: GREGG ATKINS, DISTRICT LIBRARIAN

DATE: JULY 17, 2003

RE: LIBRARY FACILITY IMPACT FEE – REVIEW OF PROGRESS

Deputy County Counsel Bernadette Curry has reviewed the needs assessment information submitted by DPL to substantiate our need and qualification to impose a library facility impact fee. It is her opinion that DPL does qualify to impose this fee.

She has advised that we next need to prepare a report (5-6 pages) which provides the documentation which shows the impact of planned development on the library facility, as separate from the existing deficiency(ies) noted in the needs assessment study. That is, the fee can only be assessed to cover impact from growth of the community (“... the cost of facilities to service growth.”). We have a copy of the report done for Solano County, which includes Solano County Library.

The preparation of this report requires a familiarity with, and expertise about, facility fee formulas and schedules which we do not have. I have contacted the firm which prepared the section covering Solano County Library, and will attempt to use them as a contractor for a DPL report.

TO: LIBRARY COMMISSION

FROM: GREGG ATKINS, DISTRICT LIBRARIAN

DATE: SEPTEMBER 10, 2003

RE: RECOMMENDATION TO HIRE MuniFinancial FOR PREPARATION  
OF LIBRARY FACILITY IMPACT FEE JUSTIFICATION REPORT

Deputy County Counsel Bernadette Curry has reviewed the needs assessment information submitted by DPL to substantiate our need and qualification to impose a library facility impact fee. It is her opinion that DPL does qualify to impose this fee.

If the Governing Board of Library Trustees is willing to authorize the library facility impact fee, such action must be substantiated by the information contained in a justification report (5-6 pages) which provides the documentation which shows the impact of planned development on the library facility, as separate from the existing deficiency(ies) noted in the needs assessment study. That is, the fee can only be assessed to cover impact from growth of the community ("... the cost of facilities to service growth."). We have a copy of the report done for Solano County, which includes Solano County Library. The preparation of this report requires a familiarity with, and expertise about, facility fee formulas and schedules which we do not have. Such expertise and familiarity is necessary to ensure that the imposition of such a fee can withstand any legal challenge at a later date.

I have contacted the firm (MuniFinancial, Oakland, CA) which prepared the section covering Solano County Library. They have reviewed the material provided, and indicate that they can prepare the justification report for DPL. The estimated cost is a minimum of \$5,000 (and a maximum of \$10,000). Given their current client load, it would be at least 90 days before they can start the work.

I recommend that the Commission authorize me to negotiate and sign a contract with MuniFinancial to conduct all work necessary to prepare and deliver a library facility impact fee for the Dixon Unified School District Library District, at a cost not to exceed \$10,000.00.

**DIXON UNIFIED SCHOOL DISTRICT  
LIBRARY DISTRICT  
2004 LIBRARY FACILITIES IMPACT  
FEE REPORT**

**MARCH 12, 2004**



**MuniFinancial**

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## EXECUTIVE SUMMARY

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This report summarizes an analysis of the need for library facilities and capital improvements to support future development within the Dixon Unified School District Library District (District). It is the District's intent that the costs representing future development's share of these facilities and improvements be imposed on future development in the form of a library facilities fee.

### Study Objectives

The District presently operates one library with 6,000 square feet. The District has recently completed a facilities master plan, the *Dixon District Library Proposed Renovation and Expansion* (October 2002). The master plan calls for 32,000 square feet of library space and an increase in the volumes of library materials per capita by the year 2020. This study documents the relationship between new development in the District and the amount of library facilities the District needs to accommodate growth through the year 2020. It also identifies the cost of facilities that existing development will need to contribute in order to bring the libraries facilities up to the facilities standards envisioned in the new master plan.

The District will rely on its authority to impose library facilities fees under the *Mitigation Fee Act*, contained in *Government Code* Section 66000 *et. seq.* This report provides the necessary documentation for the adoption of library facilities fees. To implement the fees, the County of Solano and the City of Dixon will be asked to help implement the fees.

The study includes calculation of library facilities fees by land use type. The estimates of library facilities required to serve growth and the corresponding library facilities fees calculated assume that new development will provide it's fair share of facilities adequate to meet the District's Master Plan for facilities.

### Development Projections and Service Population

This study uses figures from the California Department of Finance and estimates from the Association of Bay Area Governments (ABAG) regarding existing development and projections within District. For the purposes of this report, the District's service population was approximated using projections made for the sphere of influence and the boundaries of the City of Dixon. The development projections used for this analysis and service population derived from those projections are summarized in **Table E.1**.



**Table E.1: Dixon Unified School District Library District Service Population**

	2004 <sup>1</sup>	2020	Net Growth
City of Dixon Resident Population	17,790	26,700	8,910
Resident Population Outside City Boundaries <sup>2</sup>	6,700	6,700	-
Subtotal	24,490	33,400	8,910
Employment	5,160	7,550	2,390
Employment Weighting <sup>3</sup>	0.10	0.10	0.10
Weighted Employment	520	760	240
Total District Service Population	25,010	34,160	9,150

<sup>1</sup> Based on a prorata basis of California Department of Finance figures and 2002 ABAG Projections.

<sup>2</sup> Assumes population outside of the City of Dixon will remain static due to Solano County's policies limiting development in rural areas.

<sup>3</sup> Employment weighting of 0.10 based on estimated use.

Sources: California Department of Finance; Association of Bay Area Governments (ABAG) *Projections 2002*; Dixon Unified School District Library District; MuniFinancial.

## Fee Schedules

Table E.2 presents the maximum justified fee for library facilities by land use type. The fee schedule includes an additional fee of two percent (2%) of total facility fee to fund on-going administration and compliance costs associated with the fee program.

**Table E.2: Library Facilities Fee Schedule**

Land Use	Costs per Capita <sup>1</sup>	Density <sup>2</sup>	Fee Subtotal	Administration Cost <sup>3</sup>	Total Fee <sup>4</sup>
<i>Residential</i>					
Single Family Unit	\$ 502	3.16	\$ 1,586.00	\$ 31.72	\$ 1,617.72
Multi-family Unit	502	3.14	1,575.00	31.50	1,606.50
<i>Nonresidential</i>					
Retail	\$ 50	2.00	100.00	\$ 2.00	\$ 102.00
Office	50	3.33	167.00	3.34	170.34
Industrial	50	1.40	70.00	1.40	71.40
Warehouse	50	0.42	21.00	0.42	21.42

<sup>1</sup> Employees weighted at 0.10 of residents.

<sup>2</sup> Persons per dwelling unit or employees per 1,000 square feet.

<sup>3</sup> Two percent of the impact fee. Administrative costs include costs for fee studies, collection, accounting, and annual reporting required by the California Government Code.

<sup>4</sup> Per dwelling unit for residential or per 1,000 square feet for nonresidential.

Sources: Tables 2.3 and 4.1; MuniFinancial.

## Existing Future Deficiencies

Library facilities fee revenues can only fund new development's share of planned facilities and not future deficiencies. **Table E.3** shows the share of planned facility costs that must come from revenue sources other than library facilities fees. The District would need to raise approximately \$9.6 million (not including financing costs) to correct these deficiencies and complement fee revenues over the planning horizon (through 2020). This approximately \$9.6 million existing deficiency includes existing development's fair share of planned new facilities, including the costs of a seismic upgrade of the existing Carnegie Library building, and additional volumes of library materials. The District anticipates going to the voters with a parcel tax funded bond measure to remedy the deficiency. Given the magnitude of the deficiency and the paucity of revenues available from other funding sources, the imposition of library facilities fees at the level calculated in this study is essentially contingent upon the approval of the bond measure.

**Table E.3: Existing Future Deficiencies**

	Future Deficiency
<i>Libraries</i>	
Future Deficiency (building square feet)	17,410
Cost per Square Foot	\$ 415
Subtotal	7,225,000
Carnegie Library Rehabilitation	1,500,000
Future Deficiency Cost	\$ 8,725,000
Future Deficiency (books/volumes)	16,400
Cost per Volume	\$ 53
Future Deficiency Cost	\$ 869,000
Libraries Subtotal	\$ 9,594,000
Total Future Deficiencies Cost	\$ 9,594,000

Sources: Tables 2.1, 3.1, 3.3; MuniFinancial.

## CHAPTER I: INTRODUCTION

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The Dixon Unified School District Library District (District) has faced increasing challenges funding library facilities to accommodate growth. Since the passage of Proposition 13, property tax revenues have been insufficient for capital funding, federal and state assistance has not replaced the decline in local revenue sources. These funding shortfalls have resulted in declining facility standards (i.e., the ratio of facility capacity to service population) as no new library facilities have been built in the District for many years. The funding shortfall has been exacerbated by increased operating costs and has curtailed the District's ability to fund deferred maintenance and address other structural issues. Given these funding difficulties and in the face of continued growth, the District will require new development to pay fees to fund the facilities necessary to accommodate the growth in service population associated with it. Additionally the District will need to look at other sources of revenues to offset the cost for existing development's share of the cost to correct deficiencies and increase the District's facility standards.

This report presents an analysis of the need for library facilities to accommodate development in the District. Facility standards are calculated based on 2004 facilities inventories and future facilities as envisioned in the recently completed library facilities master plan (*Dixon District Library Proposed Renovation and Expansion, October 2002*) and current and projected population and employment data. Facility costs to serve new development are updated to 2004 dollars.

### Public Facilities Financing in California

The changing fiscal landscape in California during the past 20 years has steadily undercut the financial capacity of local governments to fund infrastructure. Three dominant trends stand out:

- ◆ The passage of a series of tax limitation measures, starting with Proposition 13 in 1978 and continuing through the passage of Proposition 218 in 1996;
- ◆ Declining popular support for bond measures to finance infrastructure for the next generation of residents and businesses; and
- ◆ Steep reductions in federal and state assistance.

Faced with these trends, many cities, counties and districts have had to adopt a policy of "growth pays its own way". This policy shifts the burden of funding infrastructure expansion from existing rate and taxpayers onto new development. This funding shift has been accomplished through the imposition of benefit assessments and special taxes that require landowner and/or voter approval, and also through imposition of development impact fees, also known as public facility fees. Many local agencies can adopt public facilities fees with a majority vote of the legislative body. In the case of the District, Solano County and the City of Dixon will be requested to help implement the library facilities fees.

## **Mitigation Fee Act**

The imposition of public facilities fees was made possible when the State Legislature passed the *Mitigation Fee Act*, starting with Assembly Bill 1600 in 1987. The *Act*, contained in *California Government Code* Section 66000 *et seq.*, established ground rules for the imposition and ongoing administration of public facilities fee programs. The *Act* became law in January 1989 and requires local governments to document the following when adopting a public facilities fee:

1. Identify the purpose of the fee;
2. Identify the use of fee revenues;
3. Determine a reasonable relationship between the fee's use and the type of development paying the fee;
4. Determine a reasonable relationship between the need for the fee and the type of development paying the fee; and
5. Determine a reasonable relationship between the amount of the fee and the cost of the facility attributable to development paying the fee.

In general, the fee cannot be more than the cost of the public facility needed to accommodate the development paying the fee, and fee revenues can only be used for their intended purposes. The *Act* also has specific accounting and reporting requirements annually and every five years for the use of fee revenues.

The five required findings are specifically addressed in the last section of this report.

## **Organization of the Report**

Chapter II presents the demographic assumptions and growth projections underlying the library facilities fee analysis.

Chapter III identifies existing library facilities and library facilities needed to adequately serve the library district's service population by 2020.

Chapter IV documents the maximum justified library facilities fee. Chapter IV also discusses library fee implementation guidelines.

Chapter V details the five findings for fee adoption required by the *Mitigation Fee Act*.

## CHAPTER II: GROWTH PROJECTIONS

This chapter explains how development projections are used to calculate library facilities fees, and summarizes estimates of existing development and projections of growth used throughout this study. Existing development is estimated for 2004 and projections are used for the planning horizon of 2020.

### Population and Employment Estimates

Estimates of existing development and projections of growth are critical assumptions used throughout the library facility fee chapters that follow in this report. Districtwide population and employment estimates are based on California Department of Finance figures and the most recently available forecasts from the Association of Bay Area Governments (ABAG), *Projections 2002*, which extend to the year 2020. **Table 2.1** presents the demographic estimates and projections used in this report.

**Table 2.1: Dixon Unified School District Library District Population and Employment**

	2004 <sup>1</sup>	2020	Net Growth
City of Dixon Resident Population	17,790	26,700	8,910
Resident Population Outside City Boundaries <sup>2</sup>	6,700	6,700	-
Subtotal	24,490	33,400	8,910
Employment	5,160	7,550	2,390

<sup>1</sup> Based on a prorata basis of California Department of Finance figures and 2002 ABAG Projections.

<sup>2</sup> Assumes population outside of the City of Dixon will remain static due to Solano County's policies limiting development in rural areas.

Sources: California Department of Finance; Association of Bay Area Governments (ABAG) *Projections 2002*; Dixon Unified School District Library District; MuniFinancial.

### Service Population

One of the statutory findings required to impose a public facilities fee (see Chapter I) is establishing a reasonable relationship between the need for additional facilities and new development. "Service population," the population served by a public facility, helps establish this relationship. Service population is the measure of existing development and future growth used in this report.

Service population is defined as resident population plus employment (workers employed at jobs within the library district boundaries). We use these measures because the number of residents and workers is a reasonable indicator of the level of demand for public facilities. The District builds library facilities primarily to serve these populations. The greater the population the more facilities required to provide a given level of service.

The District estimates that although its library users are primarily residents its facilities are also utilized by employees associated with local businesses. Neither Dixon nor any of the other libraries in the County of Solano have conducted specific user surveys. The City of Phoenix, Arizona, is one of the few cities known to have conducted extensive surveys of use of public facilities, including library use. The City of Phoenix data suggests an employee weighting of 0.19. Because a specific library use survey has not been administered for the District, a more conservative employee weighting estimate of 0.10 has been applied to estimate total service population. Estimates of the existing service population and projected growth in service population are shown in **Table 2.2**.

**Table 2.2: Dixon Unified School District Library District Service Population**

	2004	2020	Change
Residents	24,490	33,400	8,910
Employment	5,160	7,550	2,390
Employment Weighting <sup>1</sup>	0.10	0.10	0.10
Weighted Employment	520	760	240
Total District Service Population	25,010	34,160	9,150

<sup>1</sup> Employment weighting of 0.10 based on estimated use.

Sources: Table 2.1; Dixon Unified School District Library District; MuniFinancial.

## Occupant Densities

Occupant densities are used to support another statutory finding, establishing a reasonable relationship between the amount of the fee and the cost of the facility attributable to the type of development paying the fee (see Chapter I). To do this, the fee must vary by the estimated service population generated by a particular development type. Developers pay the fee based on the number of additional housing units or building square feet of nonresidential development, so the fee schedule converts service population estimates to these measures of project size by development category. This conversion is done with average occupant density factors by land use category, shown in **Table 2.3**.

**Table 2.3: Occupancy Density Assumptions**

Residential:		
Single Family Unit	3.16	Persons per dwelling unit
Multi-family Unit	3.14	Persons per dwelling unit
Non-Residential:		
Retail	2.00	Employees per 1,000 sq. ft.
Office	3.33	Employees per 1,000 sq. ft.
Industrial	1.40	Employees per 1,000 sq. ft.
Warehouse	0.42	Employees per 1,000 sq. ft.

Sources: U.S. Census Bureau, Tables H-32, H-33, 2000; Solano County Public Facilities Fee Report; MuniFinancial.

The residential occupancy density factors of 3.16 persons per single family unit and 3.14 per multi-family unit shown in **Table 2.3** are derived from the 2000 Census for average size of single-family and multi-family, respectively. The non-residential factors are based on a range of sources and represent typical densities for the type of development occurring within the County of Solano. Indeed, they are consistent with the employment densities assumed in the recent update of the County's public facilities fee documentation. These occupant densities incorporate average vacancy rates so they can apply to the entire development projects.

## CHAPTER III: LIBRARY FACILITIES

This chapter provides the documentation to impose a public facilities fee to fund library facilities to accommodate new development.

### Existing Library Facilities

The District presently owns and operates one library, a historic Carnegie Library (with later additions) located in downtown Dixon, with 6,000 square feet of space. Library facilities include both constructed space and library volumes. Library volumes include books as well as online databases, audio-visual materials, periodical subscriptions, government documents and other resource materials and comprise an important component of a library system's facilities. As of the latest count, the District owned 37,122 volumes.

Table 3.1 summarizes the District's current library facilities.

**Table 3.1: Existing Library Facilities**

	Library Space (sq. ft.)	Volumes (per capita)
<i>Location</i>		
230 North First St. - Dixon (Carnegie Library and additions)	6,000	37,122

Sources: Dixon Unified School District Library District; MuniFinancial.

### Facilities Needed to Serve New Development and Standards

The District's projected growth in new service population will create a need for additional library space and materials (volumes). The District's library facilities standards are, in turn, based primarily on its master plan. These facility standards, expressed in building square feet and volumes per capita, are equal to existing and planned facilities divided by the total service population projected in 2020. These standards are used to calculate a public facilities fee that equitably distributes the cost of planned facilities between existing and new development.

Table 3.2 shows District's library facilities needs and standards derived from its current master plan.



**Table 3.2: Library Facilities Needs and Standards (2020)**

	Library Space	Volumes
Existing Library Facilities	6,000	37,122
New Library Facilities needed (square feet/volumes)	25,970	36,108
Total Facilities (2020)	31,970	73,230
Service population in 2020	34,160	34,160
Facility Standard (sq. ft./volumes per capita)	0.936	2.14

Sources: Dixon District Library Proposed Renovation and Expansion, October 2002 (Facilities Master Plan); MuniFinancial.

As shown in **Table 3.2**, the District currently owns 6,000 square feet of constructed library space at the historic Carnegie Library site. The master plan calls for the provision of approximately 32,000, or an increase of almost 26,000 square feet by 2020. The equivalent facility standard is 936 square feet of space per capita. The District's architects estimate the total cost of new library space at \$415 per square foot.

Retaining the existing Carnegie Library will help preserve the small town feel and historic heritage, which the District feels is desired by residents of Dixon. To continue using the existing Carnegie library building with any efficiency, however, significant seismic retrofit work must be done. The total seismic retrofit costs for the existing Carnegie Library are estimated at \$1.5 million.

The District currently has approximately 37,000 volumes of library materials, or 1.63 volumes per capita. Although the District's master plan suggests a ratio of 3.00 library volumes per capita, the District feels that it is more reasonable to assume the provision of approximately 36,000 more volumes by 2020. This in turn yields a standard of approximately 2.14 volumes per capita. The value of library volumes is estimated at \$53 per volume, based on cost estimates from the Solano County Library.

The cost of library facilities needed by 2020 according to the master plan and the facility standards shown in **Table 3.2** and including the seismic retrofit work on the existing Carnegie library building is shown in **Table 3.3**.

**Table 3.4** shows the cost of new library facilities needed to accommodate the increase in projected service population associated with new development. **Table 3.5**, in turn, shows the cost of additional new library facilities needed to accommodate existing development at the facility standards described above and shown in **Table 3.1**. Because the desired facility standards are significantly higher than the District currently provides the share of new facilities costs attributable to existing development are substantial. This gap between existing facilities and desired future facilities can also be referred to as the "existing future deficiency". The existing future deficiency is estimated at almost \$9.6 million not including any financing costs that may be incurred. (The total library facilities costs shown in **Table 3.3** differ slightly from the sum of the total costs shown in **Table 3.4** and **Table 3.5** due to rounding error.)

**Table 3.3: Cost of Library Facilities Needed by 2020**

<u>Library Space</u>		
New Library Space		25,970
Cost per Square Foot	\$	415
Subtotal	\$	10,777,600
Seismic Retrofit Costs Of Carnegie Building	\$	1,500,000
Total Library Space Costs	\$	12,277,600
<u>Volumes</u>		
New Library Volumes		36,110
Cost Per Volume	\$	53
Total Volumes Costs	\$	1,913,800
Total Library Facilities Costs	\$	14,191,400

Sources: Table 3.2; Dixon District Library Proposed Renovation and Expansion, October 2002 (Facilities Master Plan); MuniFinancial.

**Table 3.4: Library Facilities Needed to Accommodate Growth**

	Library Space	Volumes
Facility Standard (sq. ft./volumes per capita)	0.936	2.14
Service Population Growth (2004-2020)	9,150	9,150
Facility Needs for Growth (sq. ft./volumes)	8,560	19,580
Cost Per Square Foot/Volume	415	53
Subtotal	\$ 3,552,400	\$ 1,037,700
Total Cost of Facilities Needed to Accommodate Growth		\$ 4,590,100

Sources: Table 3.2; Dixon District Library Proposed Renovation and Expansion, October 2002 (Facilities Master Plan); MuniFinancial.

**Table 3.5: Library Facilities Needed to Accommodate Existing Development**

	Library Space	Volumes
Facility Standard (sq. ft./volumes per capita)	0.936	2.14
Existing Service Population	25,010	25,010
Facility Needs for Existing (sq. ft./volumes)	23,410	53,520
Existing Facilities (sq.ft./volumes)	6,000	37,120
Net Facilities Needed (sq.ft./volumes)	17,410	16,400
Cost Per Square Foot/Volume	415	53
Subtotal	\$ 7,225,200	\$ 869,200
Total Seismic Retrofit Costs Of Carnegie Building	1,500,000	n/a
Total All Facilities	\$ 8,725,200	\$ 869,200
Total Cost of Facilities Needed to Existing Development		\$ 9,594,400

Sources: Dixon District Library Proposed Renovation and Expansion, October 2002 (Facilities Master Plan); MuniFinancial.

Importantly, the District must identify funding sources sufficient to remedy the identified existing future deficiency within the planning horizon (through 2020). If this funding does not materialize, then new development will have paid too high a fee. The District anticipates going to the voters with a parcel tax funded bond measure to remedy the deficiency. Given the magnitude of the future deficiency and the probable paucity of other funding sources, imposition of the calculated library facilities fee shown in the following section here is essentially contingent upon the approval of the bond measure.

## CHAPTER IV: LIBRARY FACILITIES FEE CALCULATIONS

Table 4.1 summarizes the total costs of the share library facilities attributed to the projected increase in the District's service population. The total costs are divided by the increase in service population to derive a facilities cost per capita (resident). The cost per employee working within District boundaries also calculated using the weighting assumptions described in Chapter II.

**Table 4.1: Library Facilities Cost Per Capita**

Library Space	\$ 3,552,400
Volumes	<u>1,037,700</u>
Total Library Facilities	\$ 4,590,100
Service Population Growth (2004-2020)	<u>9,150</u>
Facility Costs per Capita	\$ 502
Cost Per Employee <sup>1</sup>	\$ 50

<sup>1</sup> Employees weighted at 0.10 of residents.  
Sources: Tables 2.2 and 3.4; MuniFinancial.

### Fee Schedule

Table 4.2 presents the fee schedule. Fee amounts are calculated by multiplying the total cost per capita or per worker by the average density for residential units and non-residential square footage, respectively. An administrative charge of an additional two percent (2%) is also applied. Funds from the administrative component can be used to offset the cost of fee documentation, implementation and accounting procedures as required under the *Mitigation Fee Act*.

**Table 4.2: Library Facilities Fee Schedule**

Land Use	Costs per		Fee Subtotal	Administration	
	Capita <sup>1</sup>	Density <sup>2</sup>		Cost <sup>3</sup>	Total Fee <sup>4</sup>
<i>Residential</i>					
Single Family Unit	\$ 502	\$ 3.16	1,586.00	\$ 31.72	\$ 1,617.72
Multi-family Unit	502	\$ 3.14	1,575.00	31.50	1,606.50
<i>Nonresidential</i>					
Retail	\$ 50	\$ 2.00	100.00	\$ 2.00	\$ 102.00
Office	50	\$ 3.33	167.00	3.34	170.34
Industrial	50	\$ 1.40	70.00	1.40	71.40
Warehouse	50	\$ 0.42	21.00	0.42	21.42

<sup>1</sup> Employees weighted at 0.10 of residents.

<sup>2</sup> Persons per dwelling unit or employees per 1,000 square feet.

<sup>3</sup> Two percent of the impact fee. Administrative costs include such as costs for fee studies, collection, accounting, and annual reporting required by the California Government Code.

<sup>4</sup> Per dwelling unit for residential or per 1,000 square feet for nonresidential.

Sources: Tables 2.3 and 3.4; MuniFinancial.

## Alternative Funding Sources

Neither the District, the City of Dixon, nor the school district it serves have sufficient funds available to finance new capital improvements. Even with the passage of the 1/8-cent sales tax for libraries in June 1998, all available funds are being allocated to operating and maintenance costs. (The sales tax revenue is being used to restore operations that had been cut in prior years.) Thus, new development will continue to be required to fund the full costs of its share of library facilities costs over the planning horizon of this analysis.

The District does not anticipate any alternative funding sources that could be used to fund facilities required to accommodate growth. As noted in the previous section, to compensate for the future deficiency for library facilities allocated to the existing service population, the District anticipates seeking a bond measure funded by a parcel tax.

## Implementation

This section identifies tasks that the District should complete when implementing the fee programs.

### Programming Revenues and Projects

The District should create either a Capital Improvement Plan (CIP) or other accounting procedures to program fee revenues to specific projects and/or aspects of the facility plans outlined in the District's master plan. The use of a CIP (or other accounting

procedures) in this manner documents a reasonable relationship between new development and the use of fee revenues. Fee revenues must be used to expand facilities to serve new development and may not fund the renovation or relocation of existing facilities.

The District should allocate all existing fund balances and projected fee revenue to facilities projects within five years of receiving fee revenue. The District can hold funds in a designated project account for longer than five years if necessary to collect sufficient funds to complete a project.

### **Identify Non-fee Revenue Sources**

The District must identify non-fee revenue sources to fully fund the planned facilities and justify the maximum library facilities fee. The District should take any actions necessary to secure those funds. As previously noted, the District currently anticipates pursuing a bond measure to be secured by a voter-approved parcel tax.

### **Inflation Adjustment**

The District should identify appropriate inflation indexes in the fee ordinance and adopt an automatic inflation adjustment to the fee annually. The District should use separate indexes for land and construction costs. Calculating the land cost index may require use of a property appraiser every several years. The construction cost index can be based on any reputable source, such as the *Engineering News Record*. To calculate the fee increases, each index should be weighted by the share of total planned facility costs represented by land or construction, as appropriate.

### **Reporting Requirements**

The District should comply with the annual and five-year reporting requirements of *Government Code 66000* et seq. For facilities to be funded with a combination of library facilities fees and other revenues, the District must identify the source and amount of the other revenues. The District must also identify when the other revenues are anticipated to be available to fund the project.

## **CHAPTER IV: MITIGATION FEE ACT FINDINGS**

To guide the widespread imposition of development impact fees, the State Legislature adopted the *Mitigation Fee Act* (the *Act*) with Assembly Bill 1600 in 1988 and subsequent amendments. The *Act* is contained in *California Government Code* Section 66000 *et seq.* and establishes requirements for the imposition and administration of impact fee programs. The *Act* became law in January 1989 and requires local governments to document the five findings explained in the sections below when adopting an impact fee. The findings explained here and supported in detail by the report that follows. All statutory references are to the *Act*.

### **Purpose of Fee**

For the first finding the District must:

Identify the purpose of the fee. (§66001(a)(1))

The purpose of the library facilities fee is to provide a funding source from new development for capital improvements of library facilities to serve that development. The fee advances a legitimate interest of the District by enabling the District to provide library facilities to new development.

### **Use of Fee Revenues**

For the second finding the District must:

Identify the use to which the fee is to be put. If the use is financing public facilities, the facilities shall be identified. That identification may, but need not, be made by reference to a capital improvement plan as specified in Section 65403 or 66002, may be made in applicable general or specific plan requirements, or may be made in other public documents that identify the public facilities for which the fee is charged. (§66001(a)(2))

The library facilities fee will fund expanded facilities to serve new development. All planned facilities will be located within Dixon Unified School District Library District. These facilities may include:

- ◆ Land for library facilities;
- ◆ Library buildings also including administrative space and storage or other associated structures;
- ◆ Capital equipment, furnishings, and library materials (volumes); and

- ◆ Financing costs associated with the above (if applicable).

A potential list of planned public facilities is identified in this report. Specific facilities to be funded by fee revenues will be identified through the District's Capital Improvement Plan (CIP) during the annual budget process. The CIP will identify the size, location, cost, and funding sources for each facility, including the share of costs to be funded by the public facilities fee. If the potential list of planned facilities shown in this report change, these changes will be identified through the CIP process.

The potential list of planned facilities to be funded by the fee is included in Chapter 4, *Existing and Planned Facilities*.

## **Benefit Relationship**

For the third finding the District must:

- Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed. (§66001(a)(3))

The District will restrict fee revenues to the acquisition of land, construction of public buildings, and purchase of related equipment, furnishings, vehicles, and services that provide library facilities for new development.

Library facilities funded by the fee will expand the existing districtwide network of services accessible to the additional residents and workers associated with new development. Thus there is a reasonable relationship between all new development districtwide and the use of fee revenues to fund library facilities located throughout the District.

The benefit received by new development from new or expanded library facilities varies between residential and nonresidential development. The future service population to be served by these facilities takes into account the lower level of demand associated with nonresidential development for these facilities (see further explanation under the "Burden Relationship", below). Thus, there is a reasonable relationship between the type of development and the use of fee revenues.

See Chapter 2, *Growth Projections*, for a description of how service population and growth projections are calculated. Planned library facilities to be funded by the fee are described in more detail in Chapter 3, *Library Facilities*.



## Burden Relationship

For the fourth finding the District must:

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.  
(§66001(a)(4))

Service population provides an indicator of the demand for the library facilities needed to accommodate growth. Service population is based on residents associated with residential development and employment associated with nonresidential development. To calculate a single per capita facility standard, one worker (employee) is weighted less than one resident based on an analysis of the relative demand for library facilities in 2020 by land use type.

The need for the fee is based on the facility standards identified in this report and the growth in districtwide service population projected through 2020. The facility standards, 0.936 square feet of library space per capita and 2.14 library volumes per capita are derived from the District's master plan. The facility standards represent the level of service that the District plans to provide its residents and businesses in 2020. Standards are based on the District's total inventory of public facilities in 2020 (existing plus planned) allocated across the District's total service population in 2020.

By calculating standards based on all facilities planned for 2020 and the associated service population, new development will only be responsible for its fair share of those facilities. The library facilities fee will not unfairly burden new development with the cost of facilities associated with serving existing development, including any deficiencies that require funding to achieve the master plan facility standard for the entire District.

See Chapter 2, *Growth Projections*, for a description of how service population and growth projections are calculated. Facility standards are described in Chapter 3, *Library Facilities*.

## Proportionality

For the fifth finding the District must:

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. (§66001(b))

This reasonable relationship between the library facilities fee for a specific development project and the cost of the facilities attributable to that project is based on the estimated size of the service population that the project will accommodate. The total fee for a specific project is based on its size as measured by dwelling units or building square feet. The fee schedule converts the estimated service population that a development project will accommodate into a fee based on the size of the project. Larger projects of a certain land use type will have a higher service population and pay a higher fee than smaller

projects of the same land use type. Thus, the fee schedule ensures a reasonable relationship between the library facilities fee for a specific development project and the cost of the facilities attributable to that project.

See Chapter 2, *Growth Projections*, for a description of how service population is determined for different types of land uses using occupancy density factors. See Chapter 4, *Library Facilities Fee Calculations*, for a presentation of the library facilities fee schedule.

**DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT**  
230 NORTH FIRST STREET, DIXON, CALIFORNIA 95620

**Resolution No. 2004-01**

**RESOLUTION OF THE DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT  
ESTABLISHING A LIBRARY FACILITIES FEE SCHEDULE FOR NEW CONSTRUCTION  
AND DEVELOPMENT WITHIN THE DISTRICT**

**WHEREAS**, the Dixon Unified School District Library District (District) was formed to establish, equip and maintain a public library for the dissemination of knowledge of the arts, sciences and general literature for the residents of the District; and

**WHEREAS**, new residential, commercial and industrial development in the District is placing increasing demands on District facilities and its ability to equip and maintain a public library for its residents; and

**WHEREAS**, the District commissioned a study by MuniFinancial Corp., incorporated herein by reference as Exhibit "A", to identify the needs for new public facilities caused by additional residential, commercial and industrial development in the county, and to advise the District on appropriate means of recovering those costs; and

**WHEREAS**, the District, pursuant to California Government Code Section 66000 et. seq. (AB-1600, Chapter 927, Statutes of 1987), is authorized to adopt a Library Facilities Fee development impact mitigation fee schedule to defray the costs associated with property acquisition, site preparation, design, construction and equipping of libraries within the District; and

**WHEREAS**, the District has held a public hearing to consider the Library Facilities Fees, as required by the provisions of Government Code sections 66000 et seq.; and

**WHEREAS**, the amounts of the Library Facilities Fees are established by the findings contained in Exhibit A and shall be subject to annual review and adjustment, after a noticed public hearing, by a resolution adopted by the Governing Board.

**NOW, THEREFORE, IT IS RESOLVED BY THE GOVERNING BOARD OF LIBRARY TRUSTEES OF THE DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT as follows:**

The Governing Board of Library Trustees of the Dixon Unified School District Library District establishes the Library Facilities Fee schedule set forth in the attached Exhibit "B" and directs that the fees shall be uniformly applied and collected by the District prior to the issuance of the certificate of occupancy, or at the time of final inspection, whichever comes first, or, unless the provisions of Government Code section 66007 are met, at the time of issuance of a building permit.

**IT IS FURTHER RESOLVED** by the Governing Board of Library Trustees that any person may protest the imposition of any fee imposed by meeting the following requirements:

- (1) Tendering any required payment in full or providing satisfactory evidence of arrangements to ensure performance of the conditions necessary to meet the requirements imposed.
- (2) Serving written notice on the clerk to the Governing Board of Library Trustees, which notice shall contain all of the following information:
  - (A) A statement that the required payment is tendered, or that any conditions which have been imposed are provided for or satisfied, under protest.
  - (B) A statement informing the board of supervisors of the factual elements of the dispute and the legal theory forming the basis of the protest.
- (3) The protest must be filed no later than 90 days after the date of the imposition of the fee.

Where a protest has been filed in compliance with these provisions, the protest resolution procedure shall be as set forth under the provisions of Government Code section 66020 et seq.

**IT IS FURTHER RESOLVED** by the Governing Board of Library Trustees that when a building permit is issued within two years after demolition on the same lot, or where new construction replaces a structure on the same lot which was damaged or destroyed by fire, earthquake or other causes similarly beyond the owner's control, the amount of new construction taken into account under this ordinance shall be reduced by the number of square feet which were demolished or destroyed.

**IT IS FURTHER RESOLVED** by the Governing Board of Library Trustees that the above fees will be reviewed on an annual basis, and adjusted, pursuant to Government Code Section 66000 et. seq by Resolution.

**IT IS FURTHER RESOLVED** by the Governing Board of the Library Trustees that this Resolution and the fee rates established hereunder shall become effective June 28, 2004.

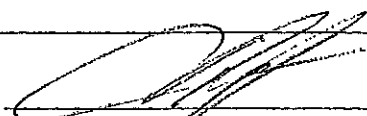
**IT IS FURTHER RESOLVED AND ORDERED** by the Governing Board of Library Trustees that certified copies of this Resolution shall be forwarded to the City of Dixon and Solano County.

Passed and adopted by the Dixon Unified School District Library District Governing Board of Library Trustees at its meeting on April 27, 2004 by the following vote:

AYES: TRUSTEES HODGE, LARSON, LEVINE, POOLE

NOES: TRUSTEES MCCLUSKEY

EXCUSED: TRUSTEES (NONE)

  
\_\_\_\_\_  
Alan Hodge, President  
Dixon Unified School District Library District

ATTEST:

By: Gregg Atkins  
Gregg Atkins, District Librarian

### LIBRARY FACILITIES FEE

<b>Land Use Categories</b>	<b>Density per unit</b>	<b>Administration Cost</b>	<b>Total Cost</b>
Single Family Dwelling	3.16	\$ 31.72	\$1,617.72
Multi-Family Dwelling	3.14	\$ 31.50	\$1,606.50
Retail (per 1,000 sq ft)	2.00	\$ 2.00	\$ 102.00
Office (per 1,000 sq ft)	3.33	\$ 3.34	\$ 170.34
Industrial (per 1,000 sq ft)	1.40	\$ 1.40	\$ 71.40
Warehouse (per 1,000 sq ft)	0.42	\$ 0.42	\$ 21.42

**DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT**  
230 N. FIRST STREET, DIXON, CALIFORNIA 95620

**Ordinance No. 2004-01**

**AN ORDINANCE OF THE DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT  
ESTABLISHING A LIBRARY FACILITIES FEE SCHEDULE FOR NEW CONSTRUCTION  
AND DEVELOPMENT WITHIN THE DISTRICT**

**WHEREAS**, the Dixon Unified School District Library District (District) was formed to establish, equip and maintain a public library for the dissemination of knowledge of the arts, sciences and general literature for the residents of the District; and

**WHEREAS**, new residential, commercial and industrial development in the District are placing increasing demands on District facilities and its ability to equip and maintain a public library for its residents; and

**WHEREAS**, the District commissioned a study by MuniFinancial, incorporated herein by reference as Exhibit "A", to identify the needs for new public facilities caused by additional residential, commercial and industrial development in the District, and to advise the District on appropriate means of recovering those costs; and

**WHEREAS**, the District, pursuant to California Government Code Section 66000 et. seq. (AB-1600, Chapter 927, Statutes of 1987), is authorized to adopt a Library Facilities Fee development impact mitigation fee schedule to defray the costs associated with property acquisition, site preparation, design, construction and equipping of libraries within the District

**NOW, THEREFORE, THE GOVERNING BOARD OF LIBRARY TRUSTEES OF THE DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT hereby ordain as follows:**

**SECTION 1. Establishment of a Fee Schedule**

The Governing Board of Library Trustees of the Dixon Unified School District Library District establishes the Library Facilities Fee schedule set forth in the attached Exhibit "B" and directs that the fees shall be uniformly applied and collected.

## **SECTION 2. Payment of the Fee**

(a) **Time for Payment of Fee.** Fees for applicable development shall be paid prior to the issuance of the certificate of occupancy, or at the time of final inspection, whichever comes first, or, unless the provisions of Government Code section 66007 are met, at the time of issuance of a building permit. Government Code section 66007 requires that to collect fees at the building permit stage, an account has to be established for the fees to be collected and funds appropriated, and the Trustees have to adopt a proposed construction schedule or plan prior to final inspection of issuance of the certificate of occupancy.

(b) **Appeal.**

Any person may protest the imposition of any fee imposed under the provisions of this ordinance by meeting the following requirements:

(1) Tendering any required payment in full or providing satisfactory evidence of arrangements to ensure performance of the conditions necessary to meet the requirements imposed.

(2) Serving written notice on the clerk to the Governing Board of Library Trustees, which notice shall contain all of the following information:

(A) A statement that the required payment is tendered, or that any conditions which have been imposed are provided for or satisfied, under protest.

(B) A statement informing the board of supervisors of the factual elements of the dispute and the legal theory forming the basis of the protest.

(3) The protest must be filed no later than 90 days after the date of the imposition of the fee hereunder.

Where a protest has been filed in compliance with these provisions, the protest resolution procedure shall be as set forth under the provisions of Government Code section 66020 et seq.

(c) **Demolition or destruction offset.** Where a building permit is issued within two years after demolition on the same lot, or where new construction replaces a structure on the same lot which was damaged or destroyed by fire, earthquake or other causes similarly beyond the owner's control, the amount of new construction taken into account under this ordinance shall be reduced by the number of square feet which were demolished or destroyed.

## **SECTION 3. Collection of fees**

(a) **Collection of fee.** The District shall collect the fee required under the provisions of this ordinance, and in the amount as may be amended by subsequent District resolution. The District will collect a fee for all non-exempt property pursuant to provisions of this ordinance and the attached AB1600 study, or as that fee may be modified from time to time.



**SECTION 4. Effective Date**

The fees provided for herein shall become effective on June 28, 2004 or soon thereafter as possible, and shall remain in effect through June 27, 2009.

**SECTION 5. Revision of Fee Schedule**

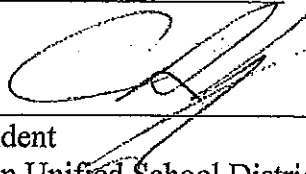
The Governing Board of Library Trustees of the Dixon Unified School District Library District may, from time to time, revise the attached fee schedule as a result of changes in required capital expenses of the District. Such revisions shall be adopted in the form of amendments to this ordinance, after public comment at a regularly scheduled meeting of the Board in accordance with the provisions of Government Code, Section 66000 et. seq.

Passed and adopted by the Dixon Unified School District Library District Governing Board of Library Trustees at its special meeting on April 27, 2004 (continued from April 19, 2004) by the following vote:

AYES: TRUSTEES HODGE, LARSON, LEVINE, POOLE

NOES: TRUSTEES MCCCLUSKEY

EXCUSED: TRUSTEES (NONE)

  
\_\_\_\_\_  
President  
Dixon Unified School District Library  
District


ATTEST:

By: Gregory Atkins  
District Librarian

### LIBRARY FACILITIES FEE

<b>Land Use Categories</b>	<b>Density per unit</b>	<b>Administration Cost</b>	<b>Total Cost</b>
<b>Single Family Dwelling</b>	3.16	\$ 31.72	\$1,617.72
<b>Multi-Family Dwelling</b>	3.14	\$ 31.50	\$1,606.50
<b>Retail (per 1,000 sq ft)</b>	2.00	\$ 2.00	\$ 102.00
<b>Office (per 1,000 sq ft)</b>	3.33	\$ 3.34	\$ 170.34
<b>Industrial (per 1,000 sq ft)</b>	1.40	\$ 1.40	\$ 71.40
<b>Warehouse (per 1,000 sq ft)</b>	0.42	\$ 0.42	\$ 21.42

# DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

Dixon Public Library ❖ 230 N. First St., Dixon, CA 95620  

## Information about the Library District's Development Impact Fees

### **ABOUT THE LIBRARY DISTRICT:**

The Dixon Unified School District Library District – which operates the Dixon Public Library and provides library services and resources to residents of a geographic service area of 204 square miles – is an **independent special library district** established under California state law in 1911. The Library District is not a part of the Dixon Unified School District, and is not a part of the City of Dixon or the County of Solano.

### **ABOUT THE DEVELOPMENT IMPACT FEES:**

Under the authority of Government Code § 66000 *et seq.*, the Governing Board of Library Trustees (by Ordinance 2004-01 and Resolution 2004-01) has established a library facility fee schedule (also known as development impact fees, public facility fees, or mitigation fees) to be levied **on all new development** within the Library District. The fees will defray the costs of new library facilities and collection needs caused by additional residential, commercial and industrial development in the District. These fees will be applied to the costs associated with property acquisition, site preparation, design, construction and equipping of libraries within the Library District. These fees can not be used for operating expenses, special programs and services, or to alleviate any existing facility or collection deficiencies; these fees must be returned if not spent for the purposes specified.

***The fees are in effect beginning June 28, 2004.*** The fees schedule is attached.

### **ABOUT THE FEE PAYMENT PROCESS:**

An individual or a corporation, partnership, etc. with a building project or development (single residential, multiple residential, retail, office, industrial and warehouse) within the Library District's boundaries (a boundary map is attached) must pay this fee.

***Fees are due when building permits are issued.*** A copy of the building permit issued by the City of Dixon or by the County of Solano should be brought to the Library District's offices at 230 N. First St., Dixon, CA. The Library District will verify the amount due to the District.

Upon payment (checks are payable to Dixon Unified School District Library District) a receipt will be issued immediately.

### **FOR MORE INFORMATION:**

Contact the District Librarian at the Library District offices, or by phone (707-678-1805) or by email ([Librarian@dixonlibrary.com](mailto:Librarian@dixonlibrary.com)).

# DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

Dixon Public Library ❖ 230 N. First St., Dixon, CA 95620  

## LIBRARY FACILITIES FEE

ESTABLISHED IN ORDINANCE NO. 2004-01

LAND USE CATEGORIES	DENSITY PER UNIT	ADMINISTRATION COST	TOTAL COST
Single Family Dwelling	3.16	\$ 31.72	\$1,617.72
Multi-Family Dwelling	3.14	\$ 31.50	\$1,606.50
Retail (per 1,000 sq ft)	2.00	\$ 2.00	\$ 102.00
Office (per 1,000 sq ft)	3.33	\$ 3.34	\$ 170.34
Industrial (per 1,000 sq ft)	1.40	\$ 1.40	\$ 71.40
Warehouse (per 1,000 sq ft)	.42	\$ 0.42	\$ 21.42

# DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

Dixon Public Library ❖ 230 N. First St., Dixon, CA 95620  

## PROCEDURES FOR COLLECTING PAYMENT OF FEES

1. Individual or corporate representative must bring in a copy of document(s) (permit application) filed with City of Dixon or with County of Solano. This will show

- number and type of units (residential) or
- type and square footage (commercial).

*\*Make a copy of the document (at least of pertinent portions).*

2. Fill out the INVOICE form (by typewriter or by hand) and review it with the individual or corporate representative.

*\*After doing so, date and sign the form using.*

*\*Make two copies of the form; give the original and one copy to the individual or corporate representative, and keep one for our file.*

*\*Invoice is due upon presentation, and is overdue in 30 days.*

*\*Payment can be made by mail or other delivery service, or in person.*

*\*Tell the individual or corporate representative that the copy must accompany payment; it will be marked "paid" and serve as a receipt, and will be returned to them via U.S. Mail at the address shown in the documents (# 1) if payment is made by U.S. Mail or other delivery service.*

3. When payment is received via U.S. Mail or other delivery service

*\*Photocopy the check (payable to Dixon Unified School District Library District).*

*\*Stamp the copy of the invoice with the PAID stamp; put date, your initials, and amount received under.*

*\*Photocopy completed receipt, and mail "original" to payee.*

4. When payment is made in person

*\*Photocopy the check (payable to Dixon Unified School District Library District).*

*\*Stamp the copy of the invoice with the PAID stamp; put date, your initials, and amount received under.*

*\*Photocopy completed receipt, and give "original" to payee.*

# DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT

Dixon Public Library ❖ 230 N. First St., Dixon, CA 95620 

## INVOICE

### Library District Development Impact Fees

LAND USE CATEGORY	NUMBER OF UNITS	FEE PER UNIT	FEES DUE
Single Family Dwelling		\$1,617.72	
Multi-Family Dwelling		\$1,606.50	
		<b>TOTAL FEES DUE</b>	

LAND USE CATEGORY	NUMBER OF SQ/FT UNITS	FEE PER SQ/FT UNITS	TOTAL FEES DUE
Retail (per 1,000 sq ft)		\$ 102.00	
Office (per 1,000 sq ft)		\$ 170.34	
Industrial (per 1,000 sq ft)		\$ 71.40	
Warehouse (per 1,000 sq ft)		\$ 21.42	
		<b>TOTAL FEES DUE</b>	

DATE: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

**Make checks payable to:  
DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT**

**DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT  
230 NORTH FIRST STREET, DIXON, CALIFORNIA 95620**

**Resolution No. 2005-01**

**RESOLUTION OF THE DIXON UNIFIED SCHOOL DISTRICT LIBRARY  
DISTRICT OF OFFICIAL INTENT TO REIMBURSE CERTAIN  
EXPENDITURES FROM PROCEEDS OF INDEBTEDNESS**

**WHEREAS**, the Dixon Unified School District Library District (the "District") intends to acquire real property, construct a new library facility, and construct various improvements to the existing Carnegie library facility (the "Project");

**WHEREAS**, the District expects to pay certain expenditures (the "Reimbursement Expenditures") in connection with the Project prior to the issuance of indebtedness for the purpose of financing costs associated with the Project on a long-term basis;

**WHEREAS**, the District reasonably expects that debt obligations in an amount not expected to exceed \$10,000,000 will be issued and that certain of the proceeds of such debt obligations will be used to reimburse the Reimbursement Expenditures; and

**WHEREAS**, Section 1.150-2 of the Treasury Regulations requires the District to declare its reasonable official intent to reimburse prior expenditures for the Project with proceeds of a subsequent borrowing;

**NOW THEREFORE BE IT RESOLVED** that the Governing Board of Library Trustees of the Dixon Unified School District Library district does hereby:

**Section 1.** find and determine that the foregoing recitals are true and correct.

**Section 2.** state that this resolution is made for purposes of establishing compliance with the requirements of Section 1.150-2 of the Treasury Regulations. This resolution does not bind the District to make any expenditure, incur any indebtedness, or proceed with the Project.

**Section 3.** declare its official intent to use proceeds of indebtedness to reimburse itself for Reimbursement Expenditures.

**Section 4.** declare that this resolution shall take effect from and after its adoption.

**DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT**  
**230 NORTH FIRST STREET, DIXON, CALIFORNIA 95620**

**Resolution No. 2005-01**

**RESOLUTION OF THE DIXON UNIFIED SCHOOL DISTRICT LIBRARY DISTRICT OF OFFICIAL INTENT TO  
REIMBURSE CERTAIN EXPENDITURES FROM PROCEEDS OF INDEBTEDNESS**

Passed and adopted by the Dixon Unified School District Library District  
Governing Board of Library Trustees at its meeting on March 17, 2005 by the  
following vote:

AYES: TRUSTEES HODGE, LARSON, LEVINE, McCLUSKEY, POOLE

NOES: TRUSTEES (NONE)

EXCUSED: TRUSTEES (NONE)

Shana Levine  
Shana Levine, President  
Dixon Unified School District Library District

ATTEST:

By: Gregg Atkins 3/18/05  
Gregg Atkins, District Librarian