

RESOLUTION NO. 2025-67

A RESOLUTION OF CITY COUNCIL OF THE CITY OF MARINA
APPROVING A FUND TRANSFER AND APPROPRIATION OF \$17,400
FROM EACH OF THE IMPACT FEE ACCOUNTS TO THE PUBLIC
FACILITIES IMPACT FEE STUDY UPDATE AND AUTHORIZING THE
FINANCE DIRECTOR TO MAKE NECESSARY ACCOUNTING AND
BUDGETARY ENTRIES

WHEREAS, at the regular meeting of April 19, 2016, the City Council adopted Resolution 2016-50, making available the Development Impact Fee Study in accordance with Marina Municipal Code Chapter 3.26, and;

WHEREAS, at the regular meeting of July 19, 2016, the City Council passed and adopted Ordinance No. 2016-04, amending Chapter 3.26 of the Marina Municipal Code regarding mitigation fees for new development, and;

WHEREAS, at the regular meeting of May 16, 2023 the City Council passed and adopted Resolution No. 2023-47, approving a fund transfer and appropriation of \$40,000 from each of the Impact Fee accounts to the Public Facilities Impact Fee Study Update, and;

WHEREAS, the Public Facilities Impact Fee Study (Study) report updates all five (5) City public facilities impact fee programs for public building facilities, public safety facilities, roadways, intersections and parks. This Study is updated on approximately a 5-year cycle, and;

WHEREAS, the purpose of the updated Study is to re-evaluate the fees developed from the previous Study report and incorporate the adopted Capital Improvement Program (CIP) projects and additional recommended projects, and;

WHEREAS, on February 7, 2022, the City entered into a Service Order agreement with the on-call Traffic Engineering consultant firm Kimley Horn & Associates to provide engineering services in preparing the City's updated Study. Since the start of the update process, additional adopted regulations (e.g. State Assembly Bill 602, Senate Bill 743), additional Capital Improvement Program projects, and new projections for City growth over various land use types. These revisions and updates were not considered part of the original or amended scopes of work and will require additional funds to complete, and;

WHEREAS, due to the requirements added by Senate Bill 743 and Assembly Bill 602, an additional \$17,400 will be required from each of the impact fee accounts to complete the updated Study, and;

WHEREAS, should the Council approve this request, the City Finance Director will make all necessary accounting and budgetary entries to facilitate a fund transfer from each of the Impact Fee accounts to the Capital Improvement Program Project EDC2124 – Public Facilities Impact Fee Study Update.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina approves a fund transfer and appropriation of \$17,400 from each of the Impact Fee accounts to the Public Facilities Impact Fee Study Update and authorizing the Finance Director to make necessary accounting and budgetary entries.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 24th day of June 2025, by the following vote:

AYES: COUNCIL MEMBERS: McAdams, McCarthy, Biala, Visscher, Delgado

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

April 18, 2025

Mr. Edrie Delos Santos P.E.
Senior Engineer
City of Marina
211 Hillcrest Avenue
Marina, California 93933

Re: Proposal – City of Marina 2025 Development Impact Fee Update – Amendment of Scope and Fee

Dear Mr. Delos Santos:

Kimley-Horn and Associates, Inc. (Kimley-Horn) and EPS are pleased to submit this letter agreement to the City of Marina for providing additional service associated with the City of Marina 2021 Development Impact Fee Update Scope of Service dated July 20, 2021. This letter constitutes a proposal setting forth our additional Scope of Service, Schedule, and Fee. The scope of services included below will be conducted based on our existing on-call contract with the City. The proposal is a third amendment to the existing Contract to Prepare the 2025 City DIF update. The reason for the Amendment is the additional scope required for the DIF update due to changes in the future land use assumptions and proposed infrastructure improvement projects that are included as part of the DIF program.

Additional Scope of Services

As agreed in the original scope of services, the proposed EPS work program is envisioned as a collaborative effort with Kimley-Horn and City staff. Kimley-Horn will lead the overall effort. EPS will be responsible for preparing technical work and documentation for three fees. EPS will document the fee update analysis in a technical memorandum. Kimley-Horn will incorporate EPS technical work into that final deliverable.

Roadways and Transportation Facilities Impact Fees (Kimley-Horn)

Task 1: Data Collection

Kimley-Horn has identified the additional roadway improvement projects listed in the City's most recent Capital Improvement Program that will be evaluated as part of this task. Kimley-Horn in coordination with City Staff will collect 24-hour ADT counts at up to five (5) roadway segments.

Deliverables:

- Summary of collected counts

Task 2: Developing Level of Service (LOS) Analysis Methodologies and Thresholds

Kimley-Horn will include additional level of service categories and develop analysis methodologies and thresholds for determining level of service standards before and after implementation of each project. These categories may include safety and active transportation projects. Kimley-Horn will provide tables to City staff that summarize the project groupings, the level of service analysis methodology for each group, and the level of service threshold for each group.

Deliverables:

- LOS Methodologies and Thresholds by Project Type Summary Tables

Task 3: Refine Growth Forecast

Kimley-Horn will revise the population and employment forecasts to calculate the increase in traffic demand attributable to forecast new growth within the City of Marina. This revision will be made to reduce the anticipated growth that is currently assumed as part of the ongoing DIF update as directed by the City.

Kimley-Horn will aggregate the revised City's growth forecast by land use type. Projection of employment will be translated into ten non-residential land use types (i.e. Agricultural, Manufacturing and Mining, Construction and Transportation Waste, Finance and Real Estate, Services, Public Administration, Wholesale, Retail, Education, and Healthcare). The total growth forecast will be converted into land use types to ease the administration of the impact fee at the local level.

Kimley-Horn will summarize results of Task 3 in the form of tables and maps that would be submitted to the City for review. After one set of non-conflicting comments, Kimley-Horn will review and produce the final set of future forecasts within the City to be used in the AMBAG model.

Deliverables:

- Draft Refined Growth Forecast
- Final Refined Growth Forecast

Task 4: Level of Service Analysis and Project Evaluation

Kimley-Horn will reevaluate level of service for each of the applicable projects included in the City of Marina CIP based on the revised future growth and additional improvement projects. We will use the methodologies and thresholds that are currently developed as a part of the ongoing DIF update to determine the level of service before and after each project is constructed. This evaluation will establish the need for each project, consistent with the requirements set forth by AB 602.

Deliverables:

- LOS Summary Tables by Project Type

Task 5: Fee Evaluation

Kimley-Horn will reevaluate the fee calculations by land use type in light of the revised model forecasts and level of service analysis conducted as part of Task 4 and propose fee adjustments based on AB 602 analysis, in a summary table for City staff.

Deliverables:

- Table Summarizing Fees by Land Use Type

Task 6: – Evaluation of Residential Household Fees by Household Size

Consistent with the impending July 1, 2022 requirements set forth by AB 602, Kimley-Horn will determine residential fees by household size. AB 602 requires that different fees be set based on household size. Therefore, Kimley-Horn will determine the groupings of household sizes (e.g., less than 1,200 square-feet, 1,200 – 2,500 square-feet, and greater than 2,500 square-feet) and the potential future fees associated with each group based on the overall fee for residential units calculated as a part of Task 5.

Deliverables:

- Summary Table of Residential Fees by Household Size

Task 7: Documentation (Kimley-Horn and EPS)

Kimley-Horn will prepare a revised draft technical memorandum summarizing the procedures, findings, and conclusions from Tasks 1 – 6 with graphics deemed necessary by Kimley-Horn. This memorandum will be submitted to City staff for review and comments. Kimley-Horn will revise the draft technical memorandum based on one set of non-conflicting comments received from City staff and provide staff with the final technical memorandum.

Deliverable:

- Draft Technical Memorandum
- Final Technical Memorandum

Task 8: Meetings and Project Management (Kimley-Horn and EPS)

This task covers project administration and up to five meetings between Kimley-Horn and City staff. It is intended that these five meetings will comprise of initial meeting to finalize changes to the land use and improvement project and meetings to discuss the findings of the analysis. In addition, we will attend two public hearings and prepare Microsoft PowerPoint presentations for each hearing. The scope also includes the attendance of two City Council meetings to adopt the DIF. If Kimley-Horn's attendance at other meetings or public hearings is requested, such attendance will be subject to a contract amendment, as discussed below.

Deliverables:

- City Meetings
- Public Meetings

Task 9: Trip Generation and Impact Fee Spreadsheet Tool (Kimley-Horn)

This task includes the development of a user-friendly spreadsheet-based Development Impact Fee calculator tailored for City of Marina. The spreadsheet will allow agency staff and developers to estimate development impact fees based on project land use and size. It will incorporate localized trip generation rates, fee schedules, and applicable adjustments. The tool will be structured to ensure transparency, consistency, and ease of use, with clear inputs, automated calculations, and printable outputs for documentation and project review.

Deliverables:

- Spreadsheet Based Impact Fee Calculation tool

Public Building Facilities, Public Safety Facilities, Park Facilities (EPS)

Based on the new proposed Citywide growth, EPS will revise the existing analysis to establish the legal maximums for the City's development impact fees in accordance with the provisions of the Mitigation Fee Act and AB-602. The work program includes the necessary technical analysis to support establishing development fees for:

- Public Building Facilities;
- Public Safety Facilities; and
- Park Facilities.

EPS would prepare this fee study under subcontract with Kimley-Horn, which will prepare a fee study to update the City's Roadways and Intersections fees. The combined efforts of Kimley-Horn and EPS

will provide a comprehensive update of Marina's development impact fee program. The EPS proposal includes in-person attendance at one City hearing to support adoption of the new fees.

The following task descriptions detail EPS's proposed technical efforts, documentation, and meeting attendance for the additional services.

Task 2: Data Collection and Evaluation

EPS will work with Kimley-Horn to collect and evaluate the revised land use assumptions, growth/buildout projections and pipeline projects, that will inform impact fee updates. EPS also will coordinate with the study team to define key assumptions, such as population and employment densities for each land use category that will be used to allocate demand for new infrastructure.

Task 3: Calculation of Maximum Development Impact Fees

Task 3 covers the technical work required to update the Public Building Facilities Fee, Public Safety Facilities Fee, and Park Facilities Fee. This task includes revisions to fee calculation subtasks 'Facility Requirements and Costs' and 'Cost Allocation and Fee Calculation' as described in the original scope of services.

Task 4: AB-602 Compliance

As described in the original scope of services, this task is to develop options for converting the average fees developed in the prior tasks into fees that vary with unit size. Using the currently established approach for the different fee categories EPS will recalculate the fee by unit size based on the revised land use growth.

City of Marina
DIF - AB 602
Cost Proposal Amendment
04/18/2025



Task	HOURLY BILLING RATE	Venter KH	Schmidt KH	Sr. Professional I KH	Professional KH	Support Staff KH	Sigman EPS	Support Staff EPS	Total Hours	Total Cost
<i>Transportation Analysis (Kimley-Horn)</i>										
1 Data Collection				1	1				2	\$ 480
2 LOS Analysis Methodologies and Thresholds		1	1	2	2				6	\$ 1,650
3 Refine Growth (Model Update)		6	4	10	20				40	\$ 10,438
4 LOS Analysis and Project Evaluation		1	1	20	30				52	\$ 12,440
5 Fee Calculations		4	4	15	20				43	\$ 11,035
6 Evaluation and Calc of HH Fees by Size		1	2	5	10				18	\$ 4,491
7 Report (Draft and Final)		8	4	8	10		4	4	38	\$ 10,726
8 Meetings and PM (4 staff and 1 council)		5	5	5		2	4	4	25	\$ 7,275
9 Trip Generation and Impact Fee Tool		2	4	20	40				66	\$ 15,932
<i>Public Safety, Parks and Public Facilities (EPS)</i>										
1 Project Initiation										\$ -
2 Demographic and Land use Data							8	2	10	\$ 3,190
3 Development Impact Fee							8	4	12	\$ 3,620
4 AB602 Compliance							8	2	10	\$ 3,190
Total hrs		28	25	86	133	2	32	16	274	\$ 84,467
Total Labor Cost		\$ 10,192	\$ 8,150	\$ 22,790	\$ 28,595	\$ 260	\$ 11,040	\$ 3,440		\$ 84,467
<i>Other Direct Costs (Kimley-Horn and EPS)</i>										
Direct Expenses for Travel and Traffic Counts										\$ 2,500
TOTAL										\$ 86,967

Fee and Expenses

Kimley-Horn will perform the services in the Tasks above for a total Not to Exceed Time and Materials fee of **\$86,967**. All permitting, application, and similar project fees will be paid directly by the Client. Fees will be due within 30 days of your receipt of the invoice.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates.

Information Provided by Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information identified in this proposal and requested by Kimley-Horn during the project.

Schedule

Kimley-Horn is prepared to begin work immediately upon receipt of the notice to proceed (NTP), and we will deliver a draft report by April 25th for the April 31st City council meeting.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



By: Frederik Venter P.E.
Project Manager
P.E. No.: C64621

June 11, 2025

Item No. **10k(1)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of June 24, 2025

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2025-,
APPROVING A FUND TRANSFER AND APPROPRIATION OF \$17,400
FROM EACH OF THE IMPACT FEE ACCOUNTS TO THE PUBLIC
FACILITIES IMPACT FEE STUDY UPDATE AND AUTHORIZING THE
FINANCE DIRECTOR TO MAKE NECESSARY ACCOUNTING AND
BUDGETARY ENTRIES**

REQUEST:

It is requested that the City Council:

1. Consider adopting Resolution No. 2025-, approving a fund transfer and appropriation of \$17,400 from each of the Impact Fee accounts to the Public Facilities Impact Fee Study Update and authorizing the Finance Director to make necessary accounting and budgetary entries.

BACKGROUND:

At the regular meeting of April 19, 2016, the City Council adopted Resolution 2016-50, making available the Development Impact Fee Study in accordance with Marina Municipal Code Chapter 3.26.

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At the regular meeting of May 16, 2023 the City Council passed and adopted Resolution No. 2023-47, approving a fund transfer and appropriation of \$40,000 from each of the Impact Fee accounts to the Public Facilities Impact Fee Study Update.

ANALYSIS:

The Public Facilities Impact Fee Study (Study) report updates all five (5) City public facilities impact fee programs for public building facilities, public safety facilities, roadways, intersections and parks. This Study is updated on approximately a 5-year cycle.

The purpose of the updated Study is to re-evaluate the fees developed from the previous Study report and incorporate the adopted Capital Improvement Program (CIP) projects and additional recommended projects.

On February 7, 2022, the City entered into a Service Order agreement with the on-call Traffic Engineering consultant firm Kimley Horn & Associates to provide engineering services in preparing the City's updated Study along with their economic special subconsultant EPS. Since the start of the update process, additional adopted regulations (e.g. State Assembly Bill 602, Senate Bill 743), additional Capital Improvement Program projects, and new projections for City growth over various land use types. These revisions and updates were not considered part of the original or amended scopes of work and will require additional funds to complete ("EXHIBIT A").

FISCAL IMPACT:

Due to the requirements added by Senate Bill 743 and Assembly Bill 602, an additional \$17,400 will be required from each of the impact fee accounts to complete the updated Study.

Should the Council approve this request, the City Finance Director will make all necessary accounting and budgetary entries to facilitate a fund transfer from each of the Impact Fee accounts to the Capital Improvement Program Project EDC2124 – Public Facilities Impact Fee Study Update.

CONCLUSION:

This request is submitted for City Council's approval.

Respectfully submitted,

Edrie Delos Santos, P.E.
Engineering Division
Public Works Department

REVIEWED/CONCUR:

Ismael Hernandez
Public Works Director
City of Marina

Layne P. Long
City Manager
City of Marina