

Date: March 24, 2026

To: Finance Committee

From: Rachelle Blitch, Director of Financial and Administrative Services

Re: Update on Park Impact Fees

### **Overview**

As part of our 2025 year-end review, staff conducted a look-back analysis on park impact fee revenues. During this process, we identified that certain park fee revenues previously budgeted for had not been received.

### **Findings**

Upon further research, we determined that the parkland development fee is not currently integrated into the building permit process. This gap explains why the anticipated revenue was not collected. The fee *will* be incorporated into the permit workflow moving forward.

### **Corrective Actions**

- A formal letter has been sent to the contractor notifying them that parkland development fees must be paid prior to the issuance of occupancy.
- Staff are reviewing the existing ordinance to identify necessary updates to ensure proper collection and administration of these fees.
- We are also evaluating and confirming which projects are eligible to be funded with future park impact fee revenues.

### **Next Steps**

Once the ordinance revisions and project eligibility review are complete, staff will bring the full set of recommendations back to the Finance Committee for review and approval at a later date.