

July 23, 2020

Harold Simmons, City Manager
City of Senoia
80 Main Street
Senoia, GA 30276

RE: 2020 Impact Fee Program Amendment

Mr. Simmons,

Thank you for the opportunity to propose consulting services to you and the City of Senoia regarding the preparation of a thorough update of, and amendment to, the City's Impact Fee Program.

I have attached a Statement of Qualifications reflecting the enormous experience we have with creating, updating and maintaining impact fee programs for cities and counties (including Senoia) in Georgia. Overall, we have prepared the vast majority of such programs adopted in the state. Importantly, we are the only consultant in the country whose impact fee programs have been tested in court under Georgia's unique law, and we have won every case on every count, hands down. We are also the only consultant that "sticks with" our clients after the program is adopted, available to answer questions and solve problems pro bono.

Most recently, we have seen through to adoption impact fee assignments in Alpharetta and Sandy Springs—Alpharetta updated their entire program in September, 2015, and Sandy Springs adopted its completely revised impact fee program in October 2016. In addition, we are underway with a complete update for McDonough, Milton, Cherokee County and Walton County, and have been selected to update Henry County's program. We encourage you to contact Michele McIntosh-Ross, Milton's Senior Planner at 678-242-2538, and Mike Clark, McDonough's Finance director at 678-782-6208. In Cherokee County, Margaret Stallings, at 678-493-6106, for Walton County, Charna Parker, Planning Director at 770-267-1485. Many more client contacts are included in the Statement of Qualifications.

Scope of Services—Impact Fee Program Update

We have attached a thoroughly detailed Scope of Services to this letter. In summary ...

Our services will include:

- Advice and assistance to the City on impact fees in general,
- The preparation of population, housing, and employment forecasts for the City to the target year 2040,
- The preparation of an Impact Fee Methodology Report which will include all impact fee calculations,
- A completely amended Capital Improvements Element (CIE),
- The preparation of a revised schedule of impact fees, and

- Preparation of an Impact Fee Ordinance (or an amendment to the current Ordinance) to assure conformance to current state law requirements and City interests, and including discussion with the City Council regarding the final impact fees to be charged.

The results of our proposed services will be the completion of an updated impact fee program and fee schedule for the City meeting all legal and administrative requirements.

Compensation

We propose the following fee, to be billed on a not-to-exceed lump sum basis (including all expenses and other associated costs) for the update and amendment of the Impact Fee Program, a total cost not to exceed \$24,450.¹

In addition, we will be available on a pro bono basis for a year for advice, assistance and consultation to staff as questions or issues arise. This assistance will be advisory in nature by telephone or email.

We are excited about the prospect of working once again with the City on its impact fee program. Please let us know if we can provide additional information. We stand ready to meet with you, the City Council or any staff members to discuss and finalize our proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'W.F. Ross', written in a cursive style.

William F. Ross

Attachment: Proposed Scope of Services

¹ Bear in mind that all of the impact fee update work described here can be funded as a part of the City's impact fee collections or impact fee funds on hand as a 'system improvements cost' under the Georgia Impact Fee law.