

August 24, 2021

Johnnie Coker  
City of Savannah Purchasing Department  
2 East Bay Street  
Savannah, Georgia 31401

RE: City of Savannah Impact Fee Program

Mr. Coker,

Thank you for the opportunity to propose consulting services to you and the City of Savannah regarding the creation of an Impact Fee Program for the City.

We have an enormous range of experience creating, updating and maintaining impact fee programs for cities and counties 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 Walton County, Fayetteville and Flemington—Walton County updated their entire program in July, 2020, Fayetteville has been a continuous client since 1998, and Flemington adopted its completely new impact fee program in January, 2019. In addition, we are in the midst of completely updating impact fee programs in Milton and Henry County, and are beginning the process of preparing a complete update for Sandy Springs. These impact fee program assignments are very similar to Savannah's needs. We encourage you to contact Charna Parker, Planning Director for Walton County at 770-267-1320; David Rast, Fayetteville Community and Economic Development Director at 770-719-4156; Paul Hawkins, Mayor of Flemington at 912-877-3223; Bernadette Harvill, Milton Assistant City Manager for Finance at 678-242-2510; and Michelle McIntosh-Ross, Sandy Springs Planning & Zoning Manager at 770-206-1539. Many more client contacts are included in the attached Statement of Qualifications.

### **Scope of Services—Impact Fee Program**

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,
- Assistance with the appointment of an Impact Fee Advisory Committee within the guidelines of the State Law,
- The preparation of population, housing and employment forecasts to the target year 2045 for the city, as well as property tax base and/or SPLOST collection projections,

- The preparation of an Impact Fee Methodology Report which will include all impact fee calculations and a Maximum Impact Fee Schedule for each public facility category,
- The preparation of a Capital Improvements Element for Regional and State review,
- The preparation of an Impact Fee Ordinance in conformance to current state law requirements and City interests, and including discussion with the City Council regarding the final impact fees to be charged, and
- Preparation of an Administrator's Procedures Manual, and development of a Microsoft Access-based Impact Fee Assessment computer program for installation by the City staff, along with documentation in an Operations Manual for the operation and upkeep of the program. (As an alternate, we would consult with the City for inclusion of impact fee collection and reporting functions in existing permitting software used by the City.)

The results of our proposed services will be the design and creation of an impact fee program, the adoption of the City's Impact Fee Ordinance incorporating the approved fee schedule, and initiation of impact fee collections and administrative activities.

### **Compensation**

We propose a total not-to-exceed lump sum fee of \$92,800 (including all expenses and other associated costs) to be billed no more often than on a monthly basis.<sup>1</sup>

We anticipate the completion of all services to take approximately 9 months, including the 2-month Regional and DCA review process for the CIE and timely scheduling of meetings with the Advisory Committee and the City Council.

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

Sincerely,



William F. Ross

Attachment: Proposed Scope of Services

Attachment: Statement of Qualifications

cc: Bridget Lidy, Planning and Urban Design Director

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<sup>1</sup> Bear in mind that the cost of all of the impact fee work described here can be reimbursed from the City's impact fee collections as a 'system improvements cost' under the Georgia Development Impact Fee law.