



## STAFF REPORT

**DATE:** January 22, 2019

**TO:** Ronald L. Olson, City Manager

**FROM:** David A. Olson, Executive Director of Public Works

**SUBJECT:** Authorize a professional services agreement with Kimley-Horn & Associates, Inc. to develop land use assumptions and water, wastewater, and roadway impact fees

### **BACKGROUND AND FINDINGS:**

On October 16, 2018, City Council authorized the creation of the Capital Improvements Advisory Committee (CIAC) to move forward with the process of implementing impact fees. In order to continue moving forward with impact fees, it is necessary to retain a consultant to develop land use assumptions and finalize the impact fee study for water, wastewater, and roadway impact fees. Kimley-Horn & Associates, Inc. submitted a proposal with a fee of \$70,000 to perform the following services:

- Project Management and Meetings;
- Land Use Assumptions;
- Water Impact Fee Study;
- Wastewater Impact Fee Study;
- Roadway Impact Fee Study;
- Public Hearings, Approvals, and Implementation Process.

### **THE ALTERNATIVES CONSIDERED:**

1. Secure services from a different engineering consultant.
2. Do not move forward with impact fees.
3. Enter into a professional services agreement with Kimley-Horn.

### **Which alternative is recommended? Why?**

City staff recommends Alternative 3, because it provides a highly qualified consultant, and allows the impact fee approval process to continue moving forward.

### **CONFORMITY TO CITY POLICY:**

This item complies with all federal, state, and local policies.

**FINANCIAL IMPACT:**

**What is the amount of the expenditure in the current fiscal year? For future years?**

The amount of the expenditure is \$70,000 in FY 2019.

**Is this a one-time or recurring expenditure?**

This is a one-time expenditure.

**Is this expenditure budgeted?**

Funding is available in account 349-3435-432-6901 (\$27,500) and in account 387-3435-432-6901 (\$42,500).

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

Yes.

**RECOMMENDATION:**

City staff recommends that City Council authorize the City Manager, or designee, to enter into a professional services agreement with Kimley-Horn & Associates, Inc. to develop land use assumptions and water, wastewater, and roadway impact fees in accordance with Texas Local Government Code Chapter 395 in the amount of \$70,000, and that the City Manager, or designee, is expressly authorized to execute any and all changes within the amounts set by state and local law.

**DEPARTMENTAL CLEARANCES:**

Public Works  
Finance  
City Attorney

**ATTACHED SUPPORTING DOCUMENTS:**

Agreement  
Certificate of Interested Parties