



Date: June 9, 2025

To: Mayor and Town Council

From: Sean O’Keefe

Re: Consideration and Approval: **Willdan Impact Fee Study Proposals**

Objective:

To consider and approve a Professional Services Agreement with Willdan Financial Services, including individual supplemental agreements to conduct a series of impact fee and utility rate studies.

Summary:

The Town has tried to obtain impact fee study proposals from various groups, including Tindale Oliver, Benesch, TischlerBise, and Duncan Associates, with no resulting proposals. Willdan Financial Services, which is now the parent company to Alpha Inspections, the Town’s Building Official, has submitted a proposal to the Town of Howey-in-the-Hills to conduct comprehensive updates and new assessments of various municipal impact fees and utility rates. The scope of the proposal includes:

- Water Impact Fee Study
- Parks and Recreation Impact Fee Study
- Police Protection Impact Fee Study
- Sewer Impact Fee Study
- Mobility Impact Fee Study
- Stormwater Rate Study (Phase 1 with optional Phase 2)

Each study has been priced as a not-to-exceed budget and can be adopted individually. However, Willdan has advised that conducting multiple studies concurrently will yield cost savings through consolidated meetings, reports, and presentations. This comprehensive effort will help ensure that future development equitably contributes to the infrastructure it necessitates, while also aligning the Town’s funding mechanisms with current growth patterns and service demands.

Fiscal Impact:

The total fiscal impact will vary depending on the number of studies authorized. Each supplemental agreement includes a defined not-to-exceed cost of \$7,500, with the exception of the Stormwater study, which is fixed at \$10,000 for Phase 1, and a not-to-exceed cost of \$13,500 for the optional Phase 2. Concurrent execution of multiple studies is anticipated to lower overall costs by minimizing duplicative efforts. The total for five impact fee studies and Phase 1 of the Stormwater Rate study is a total of \$47,500.

Staff Recommendation:

Staff recommends approval of the Professional Services Agreement with Willdan Financial Services and the execution of the supplements for the various proposed studies.