



Memorandum

Meeting Details: November 12, 2025 – Board of Commissioners Regular Meeting
Prepared For: Honorable Mayor Brooks and the Board of Commissioners
Staff Contact: Community Development Department (Marci Forbes)
Subject: Kimley-Horn Letter of Agreement Impact Fee Ordinance Memo

Background & Discussion:

As requested by the BOC during the September 24, 2025, meeting, Kimley-Horn revised their letter for Professional Services related to re-evaluating our Impact Fee Ordinances to focus on reviewing our fees for any potential conflicts with Pinellas County's Multimodal Impact Fee.

Fiscal Impact:

Located below is a "snip it" of the estimated cost and attached is the letter of agreement.

Terms of compensation:

Kimley-Horn will perform the services in Task 1 on a labor fee plus expense basis with the maximum labor fee not to exceed \$5,000.

Kimley-Horn will not exceed the total maximum labor fee shown above without authorization from the Client.

Recommendation(s):

City Staff recommends executing the contract agreement.

Attachments/Corresponding Documents:

- Letter Agreement for Professional Services for City of Madeira Beach's Impact Fee Ordinances