

January 4, 2022

Charna Parker, Director
Walton County Planning & Development
303 S Hammond Drive Ste 98
Monroe GA 30655

Ms. Parker,

Thank you for the opportunity to propose consulting services to Walton County regarding the annual update report for the County's impact fee program. This proposal will accomplish the DCA-required task—the preparation of a 2022 Capital Improvements Element (CIE) annual update.

The results of our services will be the preparation of the CIE annual update report for the County meeting all legal and administrative requirements.

Our assistance will include the following items:

1. Preparation of a CIE annual update report acceptable to the Georgia Dept. of Community Affairs (DCA) under their *Development Impact Fee Compliance Requirements*, including a public hearing as required by DCA. The annual update will contain the following:
 - a. A financial report, detailing impact fee collections, expenditures, funds on hand, and interest accrued, for the last completed fiscal year, reflecting data supplied by the County from the last completed annual audit.
 - b. An updated five-year Short Term Work Program based on staff input on the current status of impact fee projects.
2. A wrap-up conference call with staff to review and fine tune the draft annual update.
3. Assistance in preparation of a transmittal resolution and suggested public notice language.
4. Participation in the Board of Commissioners' public hearing, to transmit the annual update to the Northeast Georgia Regional Commission and DCA.
5. Delivery of the CIE draft annual update report in electronic format for the County to transmit to the Regional Commission.
6. Response to any and all comments received during the review of the annual update by the Regional Commission and DCA.
7. Preparation of an adoption resolution following review by the Regional Commission and DCA.
8. Attendance at the Board of Commissioners' meeting at which the CIE annual update is to be adopted.
9. Delivery of the final CIE annual update following its adoption in electronic format, for transmittal to the Regional Commission by the County.

We anticipate that County staff will handle scheduling and notice of the transmittal public hearing, forwarding the Draft CIE Annual Update to the Regional Commission, scheduling the adoption by the Board of Commissioners, and transmitting the final adopted report and adoption resolution to the Regional Commission.

Our compensation will be billed on a lump sum basis for all items above, at a total not to exceed \$5,548. Additional services requested by the County, if any, will be invoiced on an hourly basis for professional and travel time plus reimbursement for the direct cost of normal and related expenditures at our standard hourly rates, as mutually agreeable between us. As an alternative, additional services may be negotiated on a lump sum basis at the County's option when appropriate to the work to be performed.

Invoices will be submitted no more often than once each month, and will be payable within thirty days of receipt. Each invoice will be based on the percent of the work completed during the preceding month and, if additional services were performed at the County's request, will be accompanied by an itemized report on time expended and reimbursable expenses (or percent complete for lump sum services).

You may terminate this agreement in writing at any time, or we may mutually agree to amend it depending on the requirements of the project. In any event, the terms of our agreement will lapse one year from the date of this letter unless extended by our mutual consent.

I look forward to continuing to work with you and the County Staff on the impact fee program, and adoption of the annual update in a timely manner.

Sincerely,



William F. Ross

If this proposal is acceptable to the County, please sign one copy and return it to us at the address below.

By:

Date: _____, 2022

ATTEST:

By: