

## FRIENDSWOOD CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Manager's Office as soon as possible prior to the first date that the item is expected to be placed on the Friendswood City Council agenda.

Date requested for City Council consideration: April 3, 2023

Date submitted: 03/21/2023

Prepared by: Glenda Faulkner, Executive Secretary

Subject: Consider authorizing a Professional Services Agreement with Freese & Nichols, Inc., for the 2023 Water and Wastewater Utility Impact Fee Project (RFQ 2023-04).

Originating Department: Engineering

Degree of importance:

### SUMMARY / ORIGINATING CAUSE

Impact fees are governed by Chapter 395 of the Texas Local Government Code, which authorizes impact fees to fund required capital costs for locally provided infrastructure such as water and wastewater facilities. The chapter contains definitions, requirements, processes, procedures, and required computations, to which the City is required to adhere when updating a local impact fee ordinance. Consistent with such chapter, an impact fee ordinance establishes:

1. the administrative procedures and financial details by which the impact fee program will be implemented;
2. the actual fees to be assessed for each land-use type; and
3. other details about the fees, including when fees are assessed and paid, for what the fees are imposed, and how the fees will be spent.

Impact fees in Friendswood are paid at the time of building permit issuance and are based on water meter size. The City first began charging impact fees in 1990. An updated study is required every five years. The City's last update was in 2018.

The City recently issued a Request for Qualifications for the *2023 Water and Wastewater Utility Impact Fee Project*. Freese and Nichols ("FNI") responded to that RFQ with a Statement of Qualifications listing their extensive experience throughout Texas. Its impact fee team is based out of its Pearland office.

FNI has submitted a proposed scope of work at a cost not-to-exceed \$75,000 (funded by past impact fees). FNI's services will include an "Impact Fee 101" presentation to be given to the Planning and Zoning Commission and to City Council later this year. FNI will work with the City's Engineering, Community Development, and Public Works Departments in calculating an update to the City's impact fee. Public hearings, at which FNI will present its findings, will be held in the latter half of 2023.

### IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

Impact fees will fund required capital costs for water and wastewater facilities required for the continued growth of the City.

## **RECOMMENDATIONS**

Staff recommends awarding the 2023 Water and Wastewater Utility Impact Fee Project to Freese & Nichols, Inc.

## **ATTACHMENTS**

1. 2018 Land Use Assumptions CIP and Impact Fee Study
2. 00205 - Standard Agreement for Professional Services - F&N
3. Certificate of Insurance 10-23-2023
4. Form 1295 Certificate 101024375 F&N
5. Government Code Verification - Signed
6. Freese and Nichols Statement of Qualifications