

# Memo

**To:** Jonathan Mckinney, Finance Director  
**From:** Mary E. Perez, Executive Office Manager  
**Date:** July 10, 2025  
**Re:** RFP#25017 - Comprehensive Impact Fee Study for Transportation, Parks, Law Enforcement, and Fire-Rescue

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Staff solicited proposals for a Comprehensive Impact Fee Study. Proposals were distributed to the following Selection Committee members for review and scoring of the firms based on the criteria in the RFP.

- Robin Hayes, Deputy City Manager
- Jonathan McKinney, Finance Director
- Stephen Cousins, Assistant Chief of Administration
- Phyllis Wallace, Deputy Public Works Director
- Mark Manning, Parks & Recreation Director
- Jordan Smith, Planning & Development Director

After a complete review of the submittals, a Selection Committee meeting took place. Score sheets were collected and combined. A discussion was held to determine if interviews/presentations should take place. The Committee agreed that they did not want to have interviews/presentations and the consensus was to rank Raftelis Financial Consultants, Inc. number one and request approval from the Commission to make award to them.

Recommendation is being made to make award for a Comprehensive Impact Fee Study to Raftelis Financial Consultants, Inc. at a cost of \$100,000.00 and enter into an agreement with them to provide the required services upon Commission approval. Please sign below indicating your approval. Thank you.

Mary

APPROVAL OF AWARD TO: **RAFTELIS FINANCIAL CONSULTANTS, INC.**

  
Finance Director

7/10/25  
Date

  
Deputy City Manager

7/10/2025  
Date