



## Staff Report

**TO:** City Council  
**FROM:** Jeff Hart, Director of Public Works  
**DATE:** February 7, 2023  
**SUBJECT:** First Amendment to the Professional Services Agreement with Raftelis Financial Consultants, Inc. for the Sewer Rate Study Project (WW-03)

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**Description** First Amendment to the Professional Services Agreement with Raftelis Financial Consultants, Inc. for the Sewer Rate Study Project (WW-03) to provide updated Sewer Connection Fees.

### **Background and Analysis:**

On December 6, 2022, City Council approved a Professional Services Agreement (PSA) with Raftelis Financial Consultants, Inc. (consultant) to provide an update to the City's current Sewer Rate Study (Attachment A). In discussions between staff and the consultant it is recommended that an update to the existing Sewer Capacity Fee Study would be prudent to be performed concurrently with the Sewer Rate Study.

The existing Sewer Capacity Fee Study is in need of updating since its adoption in 2017. Metrics for quantifying new developments impacts to the existing sewer system need to be analyzed to ensure that sewer capacity increases are adequately mitigated.

Raftelis has provided a requested scope and fee (Attachment B) to ensure sewer capacity fees are assessed based on current needs, and in accordance with the recently adopted Wastewater Master Plan. Staff has reviewed the scope and determined that the consultant has the adequate capacity and technical expertise to perform the services requested. The consultant has extensive experience in providing similar analysis for multiple jurisdictions and the capacity to deliver an updated capacity fee study commensurate with the Sewer Rate Study schedule.

### **Fiscal Impact:**

WW-03 is in the approved Capital Improvement Program budget in an amount of \$200,000 with a remaining budget of \$145,790. Authorization of the first contract amendment in the amount of \$16,685 will leave \$129,105 budget remaining. The following table is a summary of the project budget:

<b>WW-03 Wastewater rate Study Project Accounting Summary</b>				
<b>Funding Summary</b>				
<b>Funding Year</b>	<b>Funding Source</b>		<b>Amount</b>	
2021-2022	Wastewater		\$200,000.00	
<b>Total Project Funding =</b>			<b>\$200,000.00</b>	
<b>Budget Summary</b>				
<b>Project Component</b>	<b>Budget</b>	<b>Encumbered</b>	<b>Paid to Date</b>	<b>Remaining Budget</b>
Project Management	\$185,000.00	(\$41,313.00)	\$0.00	\$143,687.00
Preliminary Services	\$15,000.00	(\$12,897.00)	(\$8,654.06)	\$2,103.00
Environmental	\$0.00	\$0.00	\$0.00	\$0.00
Design	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Construction Management	\$0.00	\$0.00	\$0.00	\$0.00
Permits	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
<b>Project Summary Totals</b>	<b>\$200,000.00</b>	<b>(\$54,210.00)</b>	<b>(\$8,654.06)</b>	<b>\$145,790.00</b>

**Recommended Action:**

Approve the first amendment to the professional services agreement with Raftelis Financial Consultants, Inc. to provide a Sewer Capacity Fee Study in an amount not to exceed \$16,685 for a total revised contract amount of \$57,998.

**Attachments:**

- A. Original Agreement
- B. Contract Amendment #1 with Raftelis Financial Consultants, Inc.