

December 1, 2025

Kenneth Cassel  
Town Manager  
Town of Dundee  
202 E. Main Street  
Dundee, Florida 33838

**Subject: Task Order 5: Utility Rate Study**

Dear Mr. Cassel:

Raftelis Financial Consultants, Inc. (Raftelis) was retained by the Town of Dundee (Town) to complete a review of the water and wastewater rates, through a rate study, in September 2023 (Project Agreement). The intent of the study was to identify future rate levels for the water and wastewater enterprise funds to be financial sufficient in light of growing capital needs and the significant payments due to the Polk Regional Water Cooperative (PRWC) beginning in FY 2028. A typical rate study will last between three to twelve months, depending on the circumstances including data availability and political influences when it comes to adoption of rates. This study has extended beyond two years due to a variety of factors, which have lead to increased costs from having to update the analysis several times to accommodate new financial information such as budgets, historical actuals, capital plans, customer growth estimates, and others. Due to the need for additional analysis required for this engagement, we respectfully request an adjustment to the project budget as set forth herein.

The original project budget dating back to September 2023 was for \$40,000. Based on the time spent over the past two years, Raftelis has currently approximately \$52,000. The Town currently has a final draft copy of the rate study and has been given preliminary water and sewer connection fee amounts. To finish the project, including finalization of the rate study report, the connection fee report, and to attend one public presentation with the Town Commission, we are requesting a budget adjustment for the project from \$40,000 to \$55,000. We really appreciate the ongoing relationship with the Town to provide financial and rate study services and have tried to keep the additional efforts to a minimum over the course of the study.

With these additional services, the original budget is revised as summarized below:

Original Budget – Task Order 5	\$40,000
Additional Services	\$15,000
Revised Budget	\$55,000

The additional services amount is based on \$12,000 that has already been expended above the Original Budget, and the allowance for an additional \$3,000 to support preparation for and attendance at a Commission meeting for presentation of the findings and conclusions.

We appreciate your consideration of the approval of this budget adjustment. If this is acceptable to the Town, please indicate with the authorized signature at the bottom of this letter along with an updated

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purchase order. We very much appreciate being able to serve the Town on this important engagement.  
Please do not hesitate to contact me with any questions at 407-960-1806 or jwilliams@raftelis.com.

Sincerely,

**RAFTELIS FINANCIAL CONSULTANTS, INC.**



Joe Williams  
Senior Manager

Approved by,

**Town of Dundee, Florida**

  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date