



December 15, 2022

Ms. Lydia Collins  
Finance Director  
City of Manor  
Via email: lcollins@manortx.gov

**Subject: On-Call Services**

Dear Lydia:

Raftelis is pleased to provide the City of Manor (City) with this engagement letter for On-Call Services. Any work under this scope would be completed at the discretion of the City. Below I have outlined some of the tasks that we have discussed recently. We propose a not-to-exceed amount of \$75,000 for these services.

**Initial Tasks**

The following tasks have been identified for completion under this engagement:

- 1) Completion of the FY 2023 Water/Wastewater Rate Study Update. Raftelis will complete the rate study update and incorporate the costs related to the EPCOR agreement. It is anticipated that the study results will be presented to City Council on January 18, 2023. We estimate this cost at \$7,500.
- 2) Continued support in negotiations of the EPCOR agreement (estimate unknown). Raftelis will continue to work with City staff and the City's other consultants.
- 3) Impact Fee Rate Credit Calculation. Raftelis will work with GBA Associates to calculate and impact fee rate credit calculation. Raftelis will provide the rate credit calculation that will be applied to the cost per connection or Living Unit Equivalent that GBA will calculate. Raftelis will prepare a memo in support of the analysis. The estimate for this work is \$10,000.
- 4) Impact Fee Audit. The complete scope of this work will need to be developed. The cost estimate can be provided once the full scope is final.

Raftelis will work with the City to develop a scope and the level of effort for any tasks that the City initiates.

**Current Projects**

Raftelis is currently working on three projects for the City. Two projects, the W/WW Rate Study Update and the Financial Planning and Benchmarking Study, are over budget by \$7,570 through November 2022. We request that we fund those overages under this new On-Call Services budget.

Once approval is received for these services, we intend to bill all future costs under this agreement.

It is our practice to bill monthly based on actual time and expenses. Total fees and expenses will be limited to the not-to-exceed amount unless specific approval for an adjustment is received. Raftelis will be based on the hourly rates provided in Attachment A.

We look forward to our continued work with the City. If you have any questions, please get in touch with me at 512.790.2108 or [aflores@raftelis.com](mailto:aflores@raftelis.com).

Sincerely,



**Angie Flores**  
*Senior Manager*

City of Manor, Texas, accepts the terms of this engagement letter:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_ Title: \_\_\_\_\_

ATTACHMENT A  
FY 2023 STANDARD HOURLY BILLING RATES

<b><u>Position</u></b>	<b><u>Hourly Billing Rate*</u></b>
Chair/Chair Emeritus	\$475
Chief Executive Officer/President	\$425
Executive Vice President	\$375
Vice President	\$340
Senior Manager	\$295
Principal Consultant	\$280
Manager	\$260
Senior Consultant	\$230
Consultant	\$200
Creative Director	\$200
Associate	\$175
Graphic Designer	\$150
Analyst	\$125
Administration	\$95
Technology/Communications Charge**	\$10

\*These rates will be in effect for the calendar year 2023 and will then increase annually by 3% unless specified otherwise by contract.

\*\*Technology/Communications Charge – This is an hourly fee charged monthly for each hour worked on the project to recover telephone, facsimile, computer, postage/overnight delivery, conference calls, electronic/computer webinars, photocopies, etc.