

September 30, 2022

Ms. Lydia Collins  
 Finance Director  
 City of Manor  
 Via email: lcollins@cityofmanor.org

Subject: FY 2023 Water/Wastewater Rate Study Update Budget Amendment

Dear Ms. Collins:

Please accept this letter as our request for a budget amendment for the FY 2023 Water/Wastewater Rate Study Update. We have completed a substantial amount of the study to date but still need to complete the Benchmarking, Reports, and Presentation tasks. As you know, the original budget was exceeded due to unforeseen work related to the capital improvement plan and impact fees. In addition, we have been assisting the City in the review of the new EPCOR agreement. Table 1 outlines the existing budget along with the amount spent to date. Our amendment request is for \$12,000.

Table 1

| Tasks                                | Budget          | Spent to Date   | Amendment       | Total to Complete |
|--------------------------------------|-----------------|-----------------|-----------------|-------------------|
| <b>Project Management</b>            | \$6,192         | \$6,192         |                 | \$6,192           |
| <b>Financial Planning</b>            | 5,710           | 12,307          | \$6,714         | 12,424            |
| <b>Cost of Service</b>               | 8,560           | 8,560           |                 | 8,560             |
| <b>Benchmarking</b>                  | 1,200           |                 | 1,200           | 1,200             |
| <b>Deliverables and Presentation</b> | 5,683           |                 | 4,086           | 4,086             |
| <b>Total</b>                         | <b>\$27,345</b> | <b>\$34,059</b> | <b>\$12,000</b> | <b>\$39,000</b>   |

It is our practice to bill monthly based on actual time and expenses. Total fees and costs will be limited to the not-to-exceed amount unless specific approval for a scope adjustment is received. Suppose additional modifications are required beyond those identified or related to those listed in the Scope of Work. In that case, we can develop an additional budget and scope or provide the services based on the hourly rates provided in Attachment A.

We look forward to continuing our work on this study with the City of Manor. If you have any questions or need additional information, please contact me at 512-790-2108. Please provide a signature below if the scope and budget for this engagement are acceptable.

Sincerely,



Angie Flores

*Senior Manager*

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

|                          |              |
|--------------------------|--------------|
| Approved: _____          | Date: _____  |
| Name of Signatory: _____ | Title: _____ |

**ATTACHMENT A**  
**2022 Standard Hourly Billing Rates**

| <u>Position</u>                     | <u>Hourly Billing Rate **</u> |
|-------------------------------------|-------------------------------|
| Chair/Chair Emeritus                | \$475                         |
| Chief Executive Officer/President   | \$400                         |
| Executive Vice President            | \$350                         |
| Vice President/Principal Consultant | \$325                         |
| Senior Manager                      | \$285                         |
| Manager                             | \$250                         |
| Senior Consultant                   | \$220                         |
| Consultant                          | \$190                         |
| Creative Director                   | \$190                         |
| Associate                           | \$160                         |
| Graphic Designer                    | \$135                         |
| Analyst                             | \$115                         |
| Administration                      | \$85                          |
| Technology/Communications Charge*   | \$10                          |

\* 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.

\*\* For services related to the preparation for and participation in deposition and trial/hearing, the standard billing rates listed above will be increased by an amount up to 50%.