



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** September 6, 2023  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administration

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on amending the on-call service contract for consulting services with Raftelis.

**BACKGROUND/SUMMARY:**

In 2017, the City of Manor entered into an agreement with Raftelis to perform water/wastewater rate studies. Due to the city’s rapid growth over the past 5 years, Raftelis has been requested to perform additional studies to help Development Services and the Public Works Department develop the different fee schedules to fund and develop our capital improvement plans. Communities that maintain a multi-year capital improvement need to keep the fee schedules as current as possible to help manage short- and long-term capital expenditures effectively. The proposed agreement will continue to assist the Administration and the Public Works Department in identifying additional cost savings and growth and development opportunities in managing and operating a public utility.

This amendment to the service amount is an increase of

- \$30,000 for Capital Improvement Plan
- \$18,000 for the Water and Wastewater Rate Study Update

**LEGAL REVIEW:** No  
**FISCAL IMPACT:** Yes  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Scope of work On-Call Services Amendment

**STAFF RECOMMENDATION:**

It is the City staff’s recommendation that the City Council approve the amendment to the On-call Service contract for consulting services with Raftelis.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**