



275 W. Campbell Rd.  
Suite 440  
Richardson, TX 75080  
Phone: (972) 680-2000

January 12, 2023

Mr. Bryan Grimes  
City Manager  
City of Willow Park, Texas  
516 Ranch House Road  
Willow Park, TX 76087

**Re: Open Services Agreement – Water and Sewer Rate Projection for FY 2024 and Beyond**

Dear Mr. Grimes:

Based on our conversations, it is our understanding that the City of Willow Park, Texas (City) is interested in engaging NewGen Strategies and Solutions, LLC (NewGen) to assist the City with updating the Water and Sewer Water Rate Analysis Study (Study) previously conducted by our Project Team. As part of this engagement, NewGen will assist the City as requested and directed by the City Manager or other designated City staff.

This open services agreement is meant to simplify the administration of our consulting services and allow NewGen to work on an “on-call” basis with the City and provide services as may be requested.

This assistance may include, but is not limited to, the following:

- Updating the previously prepared Water and Sewer Water model reflective of budgeted expenses in Fiscal Year (FY) 2024;
- Prepare a projection of expenses for a five-year period inclusive of FY 2024 and beyond;
- Determine the adequacy of current Water and Sewer Water Fees as compared to projected expenses and develop recommendations for Fee adjustment;
- Preparing a regional comparison of Water and Sewer charges to determine the City’s overall competitive position;
- Prepare presentation materials for the City Council detailing the analysis conducted and results of the Project Team’s work;
- Participation and/or presentation in meetings with customers, decision-makers, and/or key stakeholders as may be requested; and
- Other services as may be requested.

As services are requested and performed, NewGen will invoice the City on a monthly basis for actual hours worked at our then applicable hourly billing rates, plus out of pocket expenses incurred at cost.

Costs incurred by NewGen under this agreement, inclusive of out-of-pocket expenses, will not exceed \$18,000 without prior written authorization of the City. NewGen shall not be required to furnish services or incur expenses above \$18,000 without prior written authorization and additional funding committed by the City. This agreement is subject to cancellation by the City with thirty (30) days prior written notice

Mr. Bryan Grimes

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provided to NewGen. In the event of cancellation, all labor and expense charges incurred by NewGen through the date of cancellation will be considered due at the time notice of cancellation is delivered, regardless of work product and/or engagement status.

NewGen’s hourly billing rates, effective through December 31, 2023, are as follows:

**NewGen Strategies and Solutions  
2023 Billing Rates**

<b>Position</b>	<b>Hourly Billing Rate</b>
Partner	\$235 – \$370
Principal	\$235 – \$360
Senior Manager	\$225 – \$270
Manager	\$180 – \$225
Senior Consultant	\$150 – \$180
Consultant	\$125 – \$150
Administrative Services	\$110 – \$125

Note: Billing rates are subject to change based on annual reviews and salary increases.

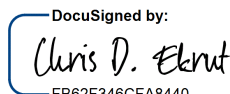
All payments made under this engagement should be remitted to:

NewGen Strategies and Solutions, LLC  
 275 W. Campbell Rd. Suite 440  
 Richardson, Texas 75080

By executing this letter, you agree that the services rendered by NewGen will be performed in accordance with instructions or specifications received by the City and will be provided with the degree of skill and judgment exercised by recognized professionals performing services of similar nature and consistent with the applicable industry best practices.

If this letter and its terms and conditions are acceptable, please execute via DocuSign or physically and return via email or mail to our Richardson, Texas office. If you should have any questions regarding this letter and/or require additional information, please contact Chris Ekrut at (972) 232-2234.

Very truly yours,

DocuSigned by:  
  
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Chris D. Ekrut  
Chief Financial Officer  
NewGen Strategies and Solutions

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**City of Willow Park, Texas (\$18,000 Open Services)**

Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Signature)

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_