



## **Finance Committee Memorandum**

To: Committee Members  
From: Jim Culotta, City Administrator  
Date: 8/21/17  
Re: Water/Sewer Rate & Fee Study – Request for Proposals (RFP)

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### **EXECUTIVE SUMMARY**

Staff is seeking direction on the issuance of a RFP for a water/sewer rate & fee study.

### **BACKGROUND**

During the budget process, staff requested funding to hire a consultant to evaluate the city's existing water and sewer rate and fee structure. The approved budget allocates resources for the study from the water and sewer funds.

The intent of the study is to analyze both operational and long-term capital needs. Information derived from the study will enable the City Council to prudently plan for the needs of the utility and minimize the financial impact on residents and businesses.

In addition to recommendations, the RFP calls for the consultant to create a model in Excel that staff could use to evaluate future rate scenarios.

Prior to the creation of the draft RFP, staff was given direction to proceed with the study by the Finance & Personnel Committee (6/15/17) and Public Works Committee (5/1/17).

The attached draft RFP defines the proposed scope of work, expected deliverables, and anticipated timeline. Staff requests Committee input and direction.

### **ATTACHED**

1. RFP: Comprehensive Water and Sewer Rate and Fee Study (draft)