AGENDA ITEM HISTORY SHEET

ITEM TITLE	**AGENDA NO.**
RFP Review for Comprehensive Rate Study	**AGENDA DATE:** 4/19/24

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

Ordinance 2021-7, Ordinance 2021-6, Act 605: all require rate studys to be completed by a third party (Act 605 by 2026 but accepted within 18 months of 2026)
Rate study is budgeted in 2024 budget.
Ashley has reviewed proposed RFP.

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

Per Act 605, Ordinance 2021-7, & Ordinance 2021-6, both water and sewer are due for a third party rate study. We have prepared an Request For Proposals to be open from May 10th- May 24th to ensure all proposals are received and reviewed. Staff will choose 3 proposals for WSAC to be presented with during the June 2024 meeting. We ask Council to attend this meeting as well. WSAC will be asked to make their recommendation to Council during the June meeting, and we will request approval to proceed with a contract from Council during June's council meeting. We have included impact fees to be evaluated as well. We want Council to be as involved as possible in this process, and we plan to communicate consistently throughout. The RFP will run in the newspaper May 12th and May 19th, and all firms that are on ANRC's approved Rate Study Provider list are encouraged to submit.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

No action necessary.

REQUEST FOR LEGAL SERVICES

REQUEST FOR:

- ○ Agreement/Contract
- ◉ Bid/Advertisement/Legal Notice
- ○ Grant Application/Proposal
- ○ Lease/Deed
- ○ Legal Opinion/Action
- ○ Ordinance
- ○ Public Hearing
- ○ Resolution

REQUESTED BY:

Name Moriah Winkel

Title Water & Wastewater Analyst

Date Requested 4/15/24

Completion Date By 4/26/24

Agenda ☑ Yes ☐ No Date 6/25/24

INSTRUCTIONS:

Prepare and submit original only. Explain reason for request below. The question, or supporting data, should be stated as fully and in as precise terms as possible. All pertinent facts and any Code reference should be set out and **SUCH DOCUMENTS AS ARE NECESSARY SHOULD BE ATTACHED.**

Please be specific about what you wish the City Attorney to do.

Please approve the Request for Proposals advertisement I drafted. We are needing to complete a comprehensive water, wastewater, and impact fee study this year to comply with Act 605 as well as our current rate ordinance. We would like to start the process early enough that rates can be implemented by January 2025. If approved, this request for proposals will be advertised May 10th- May 24th with two consecutive postings in the newspaper. Proposals will be taken to WSAC in June and Council in June. Thank you!

ROUTE TO:	INITIALS:	DATE:	COMMENTS:
1) Department Director	TF	4/15/2024	
2) Finance Director	N/A		Fund Acct # BUDGETED RATE STUDY Funding Available (Yes) No
3) City Attorney	AZL	4/16/24	Reviewed & Approved
4) Department Director	KF	4/16/2024	
5) Mayor	CT	4/16/24	