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CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: October 8, 2025

SUBMITTED BY: Kim Clayback, Purchasing

ITEM TYPE: Agreement

AGENDA SECTION: CONSENT AGENDA

SUBJECT: Amendment No. 3 to RFP 23-009EJ with Matrix Consulting Group, LTD.

SUGGESTED ACTION: Approval of Amendment No. 3 for Mayor's signature.

Is this item Quasi-Judicial?

No

Does this item require a public hearing?

No

EXPLANATION:

The City and Contractor entered into a contract in response to RFP 23-009EJ (the "Contract") on July 26, 2023, whereby Contractor was to provide the City with consulting services to conduct an organizational and operational assessment of the City's Public Works & Utilities Department and Planning & Development Department.

The parties now wish to further amend the Contract to expand Contractor's scope of services and include updated pricing as described in the Scope of Services.

Amendment No. 3 is a comprehensive analysis of its Utility rates and fees, including Water, Wastewater, and Stormwater utilities. This analysis aims to identify the costs of providing these services, determine whether fees and rates align with these costs, and project the necessary revenues for the future to assess the sufficiency of fees, rates, and revenues.

FINANCIAL IMPACT:

Amendment No. 3 will increase the not to exceed amount by \$129,780.00,

bringing the total amount of the contract to \$230,620.00.

The study will be encumbered in FY2025 40254110-534000 Engineering Contractual Services, for \$129,780.00.

ATTORNEY REVIEW/RECOMMENDATION:

Reviewed and approved by Attorney Rudacille

SUGGESTED MOTION:

Motion to approve Amendment No. 3 of RFP 23-009EJ with Matrix Consulting Group, LTD.

ATTACHMENTS:

[Amendment No. 3 to RFP 23-009EJ with Matrix Consulting](#)