

Agenda Item: 2.b

Meeting Date: May 7, 2026

MEMORANDUM

To: City Commission

Through: Jennifer K. Bramley, City Manager

From: Sue Bartlett

Date: 2026-04-21

Subject: Increase Purchase Order (PO) amount for contracted services with Raftelis Financial Consultants, Inc. (Raftelis) for the completed Solid Waste Rate Sufficiency Study and Financial Consulting Services.

Presenter(s): Suzanne "Sue" Bartlett, Public Works Department Director

Staff Recommendation: Authorization to increase the Raftelis Purchase Order (PO #250500) for the Solid Waste Utility Fund Sufficiency Study, in the amount of \$3,165.95 to process final invoicing for services rendered.

Strategic Themes: Environmental Resiliency and Sustainability

Boards & Committees: Board of Finance (October 15 & November 19, 2025)

Budget Impact: Funding for this Rate Study is included in the FY26 Budget, in Acct. #440-5401-534-053110-SW - Professional Services. Refer to the corresponding BA-BT Form, dated 04-21-26, in Exhibit C.

Past Action: Initial PO (#250500), Exhibit A, was issued by Finance following approval by the City Manager via Delegated Authority Memo, dated 01-23-25 (Refer to Exhibit D).

Next Action: N / A

Attachments: [Exhibit A. Raftelis PO \(#250500, dated 02-07-25\).pdf](#)
[Exhibit B. Raftelis Invoices \(dated 01-12-26, 03-16-26, 04-13-26\).pdf](#)
[Exhibit C. BA BT Request Form - Raftelis Solid Waste Rate Study Increase.pdf](#)
[Exhibit D. Delegated Authority Memo \(SW Rate Study, Raftelis, 01-23-25\).pdf](#)

Background: Finance issued a Purchase Order (PO) to Rafetils based on the Delegated Authority Memo, dated January 23, 2025 (Exhibit D), in

the amount of \$49,970. The study results were presented to the Board of Finance (BOF) twice, and before the Commission in a Workshop, followed by two (2) public hearings. Due to required additional services rendered, the PO must be increased by \$3,589.15 to cover those expenses.

Staff is therefore requesting "after-the-fact" ratification and authorization to increase the amount of the existing Raftelis PO (Exhibit A) for services to provide requested data and analysis made during the Board of Finance (BOF) meetings, and the two (2) public hearings before the Commission.

The referenced services included additional analysis and presentations, resulting in expenses slightly above the City Manager's delegated authorization limits. Details of these services are included in three (3) invoices provided in Exhibit B (#43627 for \$1,885.50; #45017 for \$703.00; and #45470 for \$1000.65).

As such, staff hereby request Commission approval to increase the existing Raftelis Purchase Order (PO #250500) in the amount of \$3,165.95, for a total final expenditure of \$53,135.95, as detailed herein.