

City of St. Petersburg
Committee of the Whole
Meeting of January 25, 2018 @ 3:30 p.m.
City Hall - Room 100

A. Call to Order – Council Chair Lisa Wheeler-Bowman

B. Discussion Item

a. FY19 Utility Rate Studies – Claude Tankersley

C. Next Meeting – TBD

D. Adjournment



MEMORANDUM

TO: The Honorable Lisa Wheeler-Bowman, Chair, and Members of City Council
FROM: Claude D. Tankersley, P.E., Public Works Administrator 
DATE: January 25, 2018
SUBJECT: FY19 Utility Rate Studies

Even though we have just completed the FY18 Utility Rate Studies, it is already time to begin work on next year's studies. City staff and the financial rate team of McKim & Creed, P.A. and Stantec are currently developing the scope of the task order for the FY19 Utility Rate Studies. A Committee of the Whole (COW) was scheduled for today based on discussions during last year's process where City Council requested to have earlier and more frequent discussions on the studies.

Water Resources Utility Rate Study

As a starting point, last year's Water Resources Utility Rate Study Task Order is included as an Attachment.

In addition to the regular components included in an annual Water Resources Rate Study, the following items are requested for either inclusion in the FY19 Water Resources Utility Rate Study or as items for further discussion.

- 1) Evaluation of the base rate structure on Combination Fire Service Meters
- 2) New Toilet Fee Increase
- 3) Reclaimed Water Rate Discussion

Stormwater Utility Rate Study

The FY19 Stormwater Utility Rate Study will be wrapped in to the Tiered Stormwater Utility Rate Development and Implementation Project that was discussed at BF&T on December 14, 2017 and January 11, 2018 and will go for Council approval on February 1, 2018.

Sanitation Utility Rate Study

Finally, Sanitation rates have been included as a topic for discussion as they have not been changed for nine years. Administration is recommending the Sanitation Rate Study be included in the annual Utility Rate Studies conducted by the city's rate consultants. In the past, the rate studies for Sanitation have been done in house.





CITY OF ST. PETERSBURG
PUBLIC WORKS ADMINISTRATION
CLAUDE D. TANKERSLEY P.E. | Public Works Administrator

Cc: Elizabeth Makofske, Public Works Business Services Manager
John Palenchar, Water Resources Director
Lindsay Denzer, Water Resources Business Services Manager
John Norris, Stormwater, Pavement & Traffic Operations Director
Mike Dove, Neighborhood Affairs Administrator
Brejesh Prayman, P.E., Engineering & Capital Improvements Director
Tammy Jerome, Billing & Collections Director

Attachments:

1: Task Order for the previous year's Water Resources Utility Rate Study (FY18)



City of St. Petersburg
Public Works Administration
P.O. Box 2842
St. Petersburg, FL 33731-2842
O: 727-893-7294



City of St. Petersburg

Post Office Box 2842
St. Petersburg, Florida 33731-2842
Channel 35 WSPF-TV
Telephone: 727 893-7171

March 3, 2017

Street Lee, P.E., Senior Vice President
McKim & Creed, Inc.
1365 Hamlet Avenue
Clearwater, FL 33756

RE: Task Order No. 16-01-MC/W
Agreement for Professional Services and Notice to Proceed
FY18 Water Resources Utility Rate Study

Dear Mr. Lee:

McKim & Creed, Inc. is authorized to proceed with services for Task Order No. 16-01-MC/W to our December 5, 2016 A/E Agreement for "Miscellaneous Professional Engineering Services for Potable Water, Wastewater and Reclaimed Water Projects". Task Order No. 16-01-MC/W was approved by City Council in its meeting on February 16, 2017, in the amount of \$89,320. This Notice to Proceed authorizes the not-to-exceed amount of \$89,320 for Task 1 - Project Initiation; Task 2 - Revenue Sufficiency Analysis; Task 3 - Cost Allocation and Rate Determination; Task 4 - Perform True-up Calculation for St. Pete Beach Wholesale Rates for FY16; Task 5 - Adjust Analysis for Mayor's Input; Task 6 - Participate in Presentation to City Council & Advisory Boards; and Task 7 - Prepare and Present a Final Report of the Rate Study, all in accordance with your Task Order executed on March 3, 2017.

Please reference correspondence to Lindsay Denzer, Water Resources Business Services Manager, with the City Project and Task Order Number. All invoices should be sent electronically to the attention of the Finance Department at ap@stpete.org. Invoices should include the following information:

City Project, Task Order and Purchase Order Number(s)	Cost-to-date, including this invoice
Description of work performed during the billing period	Less previous invoices
Breakdown of not-to-exceed fee, by task	Amount of this invoice
Percent complete for each task	Consultant approval (signature)
Total amount of this Task Order	

We look forward to working with you for the successful completion this Project.

Sincerely,

Brejesh Prayman, P. E., ENV SP
Director, Engineering and Capital Improvements

BP/kcv

Enclosure: Executed Task Order dated March 3, 2017.

cc: John Palenchar
Consultant File

Lindsay Denzer
Project File

Evelyn Rosetti

TASK ORDER NO. 16-01-MC/W
FY 18 WATER RESOURCES UTILITY RATE STUDY
PROFESSIONAL SERVICES FOR POTABLE WATER, WASTEWATER
AND RECLAIMED WATER PROJECTS

This Task Order No. 16-01-MC/W is made and entered into this 31st day of March, 2017, pursuant to the ARCHITECT/ENGINEERING AGREEMENT FOR MISCELLANEOUS PROFESSIONAL SERVICES FOR POTABLE WATER, WASTEWATER AND RECLAIMED WATER PROJECTS dated December 5, 2016 ("Agreement") between McKim & Creed, Inc. ("A/E"), and the City of St. Petersburg, Florida ("City"), and upon execution shall become a part of the Agreement.

I. DESCRIPTION OF PROJECT

This Task Order is for financial analyses necessary for a FY 18 Water Resources Utility Rate Study for the City.

II. SCOPE OF SERVICES

TASK 1 - PROJECT INITIATION

- 1.1 Meet with City staff (1 meeting) to finalize project objectives, establish project monitoring and control procedures and begin data gathering.
- 1.2 Review current and historical financial data, updates to water and wastewater systems configuration/customer base, customer billing statistics, capital improvement programs and other relevant information.

TASK 2 - REVENUE SUFFICIENCY ANALYSIS

- 2.1 Verify and input financial and billing data into Stantec's proprietary FAMS XL © model, run the model, and produce preliminary output, including a five year financial management program and schedule of proposed annual percentage rate adjustments (includes 1 meeting). The results will include the following:
 - a. Capital Improvements Program
 - Project listing by year
 - b. Borrowing Program
 - Borrowing required (by source) to fund CIP projects not funded by other sources to include but not necessarily be limited to revenue bonds and State or other programs
 - Timing of bond issue(s)/loan(s) to provide required borrowed funds
 - Annual debt service of bond issue(s)/loan(s)
 - c. Revenue Sufficiency Analysis
 - Allowance for elasticity of water demand relative to price increases

- Annual Tampa Bay Water expense projections
 - Annual rate plan to provide sufficient revenues
 - Sensitivity analysis of alternative debt service coverage, capital transfers, and/or reserve levels
 - Detailed review and reconciliation of debt service coverage calculations (per bonds and for cash flow requirements)
 - Customer consumption analysis
- d Sources and Uses of Funds Analysis
- e Funds Analysis
- Spend down limits (minimum reserve requirements) by fund
 - Beginning and ending funds balances by fund by year

TASK 3 - COST ALLOCATION AND RATE DETERMINATION

Perform a cost of service allocation and compute proposed rates.

3.1 Conduct a cost of service allocation analysis:

- a. Update cost allocation analysis to allocate costs to services, based on water, wastewater, and reclaimed water costs and retail and wholesale customer classes.
- b. Update facility original cost/fixed asset database (including depreciation) to update certain cost allocations based upon investment ratios.
- c. Review cost allocations with City staff and make adjustments in the cost allocations where appropriate.
- d. Update comparison of previous allocation percentages with detailed explanations of changes as appropriate.
- e. Update definition manual describing allocation percentage, basis, and methodology and tracking date of implementation.

3.2 Calculate retail and wholesale rates based upon the FY 2018 revenue requirements from Task 2, and cost allocations in Task 3.1:

- a. Review and validate FYE 2016 billing records for each account for water, wastewater, and wastewater service.
- b. Develop potential wastewater infrastructure charge (flat fee per bill, scaled by meter size, usage rate, % of total bill, etc.).
- c. Populate reclaimed water rate model and evaluate potential changes to rate structure (incl. tiered rates & rates as % of water rates).
- d. Populate water/sewer rate design model and evaluate updated rate schedules/adjustments for the followings charges:
 - Fixed monthly charges, to include customer and capacity charges,
 - Commodity Charge per unit of (such as per 1,000 gallons of metered water), including alternative tiered rates for water service,
 - Wholesale rates,
 - Treated Water Rate for sale of water to TBW,
 - Other as identified during the study.

- e. Prepare detailed bill impact schedules and updated rate schedules/adjustments as appropriate.
- f. Review results with consulting team and perform adjustments.
- g. Review the preliminary results with City staff in an interactive work session.
- h. Make adjustments based upon input from City staff.
- i. Review the adjusted results with City staff in an interactive work session.

3.3 Review results of cost of service study and resulting wholesale rates with wholesale customers:

- a. Prepare summary materials to review results with wholesale customers.
- b. Review results of analysis with wholesale customers.

TASK 4 – PERFORM TRUE-UP CALCULATION FOR ST. PETE BEACH WHOLESALE RATES FOR FY 2016

4.1 Perform true-up calculation for St. Pete Beach wholesale rates for FY 2016.

- a. Perform true-up calculation for St. Pete Beach Wholesale rates for FY 2016.
- b. Review with City staff.
- c. Make adjustments and finalize the true-up calculation.
- d. Prepare Draft Letter Report of true-up calculation.
- e. Review the Draft Report with City staff.
- f. Make adjustments and prepare a Final Draft Report.
- g. Prepare/provide supporting electronic files, tables, schedules, etc. formatted or distribution to St. Pete Beach.

TASK 5 – ADJUST ANALYSIS FOR MAYOR’S INPUT

5.1 Prepare summary materials for review with Mayor, including rate surveys and scenarios.

5.2 Present findings and results of analysis to Mayor.

5.3 Make adjustments to the analysis based upon input from the Mayor.

TASK 6 – PARTICIPATE IN PRESENTATIONS TO CITY COUNCIL & ADVISORY BOARDS

6.1 Prepare PowerPoint presentation/slides for use during presentation of study results and recommendations to Council and/or Advisory Boards.

6.2 Prepare adjustments to presentation/slides per City staff review and comment.

6.3 Prepare for and present initial results/options of study to Budget Finance & Taxation Committee (BF&TC).

- 6.4 Prepare adjustments to analysis per guidance/direction from BF&TC and prepare revised/requested materials.
- 6.5 Prepare for and present revised results of study to BF&TC.
- 6.6 Prepare final adjustments to analysis per guidance/direction from BF&TC and prepare revised materials for public hearing process.
- 6.7 Prepare for and present results of study to City Council in regular meetings (public hearings) - 2 meetings.

TASK 7 – PREPARE AND PRESENT A FINAL REPORT OF THE RATE STUDY

- 7.1 Prepare a Draft Report to document the results of the Rate Study, including detailed cost allocation tables and charts.
- 7.2 Make adjustments and prepare a Final Draft Report per comments from City staff.
- 7.3 Make adjustments and prepare the Final Report per comments from City staff.

III. SCHEDULE

1. Draft Rate Study Report Submittal: 200 calendar days after Project Kick-off Meeting.
2. Final Rate Study Report Submittal: 225 calendar days after Project Kick-off Meeting (assuming CITY's review of Draft Rate Study completed in 14 calendar days after receipt).

IV. A/E'S RESPONSIBILITIES

A/E will assign a Project Manager, along with other personnel as necessary, to assure faithful execution and timely delivery of services pursuant to the requirements of this study.

V. CITY'S RESPONSIBILITIES

The City will provide the A/E with all available prior rate study reports, current and historical financial data, system configuration, customer billing statistics, capital improvement program and other relevant information in the City's possession required by the A/E to execute the project. Moreover, the City will assign a Project Manager who will be the primary point of contact for the project. The City will make the appropriate staff available for meetings and reviews of interim and final deliverables

VI. DELIVERABLES

1. Kick Off Meeting Summary;
2. Screen capture summaries from the FAMS XL © model will be provided for as many scenarios as requested by City staff;
3. "Assumptions Workbook" for City staff to review and validate information;
4. Comparative cost allocation summary;
5. Cost allocation manual;
6. Comparative rate survey;
7. 1st Cost Allocation & Rate Calculation Workshop Summary;
8. 2nd Cost Allocation & Rate Calculation Workshop Summary;
9. Presentation and supporting schedules regarding Rate Study results for review with wholesale customers.
10. St. Pete Beach True-up Draft Letter Report;
11. St. Pete Beach Final True-up Letter Report;
12. St. Pete Beach True-up supporting schedules, electronic files, tables appropriate for distribution to St. Pete Beach;
13. Presentation materials for review with Mayor, Council, and Advisory Boards
14. Draft Rate Study Report;
15. Final Draft Rate Study Report;
16. Final Rate Study Report (six (6) copies and one (1) electronic copy to City);

VII. A/E'S COMPENSATION

For the above-described SCOPE OF SERVICES, the City will compensate the A/E on an hourly not-to-exceed basis as detailed in Attachment 1 in accordance with the ARCHITECT/ENGINEERING AGREEMENT FOR MISCELLANEOUS PROFESSIONAL SERVICES, Section 6. The total amount of the CITY Task Order No. 16-01-MC/W is **\$89,320.00** which will not to be exceeded without further written authorization.

Monthly payment for services performed will be billed based upon A/E's time utilized for each task and will be based upon the hourly rates shown plus overhead and profit as indicated. Subcontractor services will be billed at actual invoice costs plus a five (5) percent administrative charge. Invoices shall include a brief description of the work performed during the billing period.

VIII. PROJECT TEAM

Stantec Consulting Services, Inc. ("Stantec") will be utilized as a subconsultant to perform this work given their past similar experience with the City and efficiency from the use of their customized modeling system previously set up for the City. Subconsultant's task description and budget are attached as reference.

IX. MISCELLANEOUS

In the event of a conflict between this Task Order and the Agreement, the Agreement shall prevail.

IN WITNESS WHEREOF the Parties have caused this Task Order to be executed by their duly authorized representatives on the day and date first above written.

ATTEST

CITY OF ST. PETERSBURG, FLORIDA

By: [Signature]
Chandrasasa Srinivasa
City Clerk

By: [Signature]
Brejesh Prayman, P.E., Director
Engineering & Capital Improvements

(SEAL)

DATE: 02/23/17

APPROVED AS TO FORM FOR CONSISTENCY WITH THE STANDARD TASK ORDER. NO OPINION OR APPROVAL OF THE SCOPE OF SERVICES IS BEING RENDERED BY THE CITY ATTORNEY'S OFFICE



By: [Signature]
City Attorney (Designee)

McKim & Creed, Inc.
(Company Name)
By: [Signature]
(Signature)
Street Lee, PE, Senior Vice President
(Printed Name and Title)

WITNESSES:

By: [Signature]
(Signature)
Brooke Trautman
(Printed Name)
By: [Signature]
(Signature)
DIANE T ACHINELLI
(Printed Name)

Date: 1/20/17

TASK	COMMENTS	PRINCIPAL ASL	ADMIN. ASSIST. DA	TOTAL HOURS	SALARY COST
	DIRECT BILLING RATE	\$ 100.00	\$ 35.00		
1	PROJECT INITIATION	1	3	4	\$ 205.00
2	REVENUE SUFFICIENCY ANALYSIS	1	3	4	\$ 205.00
3	COST ALLOCATION AND RATE DETERMINATION	1	2	3	\$ 170.00
4	PERFORM TRUE-UP CALCULATION FOR ST. PETE BEACH WHOLESALE RATES			0	\$ -
5	ADJUST ANALYSIS FOR MAYOR'S INPUT			0	\$ -
6	PARTICIPATE IN PRESENTATIONS TO CITY COUNCIL & ADVISORY BOARDS	1		1	\$ 100.00
7	PREPARE AND PRESENT A FINAL REPORT OF RATE STUDY	1	4	5	\$ 240.00
	Subtotal Tasks 1-7	5	12	17	\$ 920.00
	SUB-CONSULTANT - STANTEC CONSULTING SERVICES, INC.				
	SUBTOTALS	5	12	17	\$ 920.00

ASL - A Street Lee, PE JT - John Thompson

WORK TASK BREAKDOWN -- TASK ORDER NO. 16-01-MC/W
FY18 WATER RESOURCES RATE STUDY

TASK	(A) SALARY COST	(B) SALARY COST W/2.85 MULTIPLIER	(C) PROFIT 10%	(B)+(C)=(D) TOTAL PAYROLL COST	(E) EXPENSES	(F) OUTSIDE SERVICE	(G) OUTSIDE SERVICE + 5%	(H) ALLOWANCE	(D)+(E)+(F)+(G)+(H)=(I) TOTAL COST W/EXPENSES
1	\$ 205.00	\$ 584.25	\$ 58.43	\$ 642.68	\$ 19.28	\$ -	\$ -	\$ -	\$ 661.96
2	\$ 205.00	\$ 584.25	\$ 58.43	\$ 642.68	\$ 19.28	\$ -	\$ -	\$ -	\$ 661.96
3	\$ 170.00	\$ 484.50	\$ 48.45	\$ 532.95	\$ 15.99	\$ -	\$ -	\$ -	\$ 548.94
4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	\$ 100.00	\$ 285.00	\$ 28.50	\$ 313.50	\$ 9.41	\$ -	\$ -	\$ -	\$ 322.91
7	\$ 240.00	\$ 684.00	\$ 68.40	\$ 752.40	\$ 19.85	\$ -	\$ -	\$ -	\$ 772.25
Subtotal 1-7	\$ 920.00	\$ 2,622.00	\$ 262.20	\$ 2,884.20	\$ 83.80	\$ -	\$ -	\$ -	\$ 2,968.00
Stantec*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,240.00	\$ 4,112.00	\$ -	\$ 86,352.00
TOTAL COST	\$ 920.00	\$ 2,622.00	\$ 262.20	\$ 2,884.20	\$ 83.80	\$ 82,240.00	\$ 4,112.00	\$ -	\$ 89,320.00

* See Work Task Breakdown attached for Stantec Consulting Services for details of sub-consultant costs



CITY OF ST. PETERSBURG
FY 2018 WATER RESOURCES RATE STUDY
FEE ESTIMATE

PROJECT TASKS	ESTIMATED LABOR-HOURS						Total Project
	Project Director Burnham \$350	Project Manager Drew \$200	Project Consultant (Months) \$180	Project Analyst (Months) \$120	Chemical \$M		
<p>TASK 1 Project Initiation Meet with City staff (1 meeting) to finalize project objectives, establish project monitoring and control procedures and begin data gathering. Review current and historical financial data, updates to water and wastewater systems configuration/customer base, customer billing statistics, capital improvement programs and other relevant information.</p>	2	4	3	6	2	17	
<p>TASK 2 Revenue Sufficiency Analysis Verify and input financial and billing data into Startec's proprietary FAMS XL ® model, run the model, and produce preliminary output, including a five year financial management program and schedule of proposed annual percentage rate adjustments (includes 1 meeting). Results will include the following: o Capital Improvements Program o Project listing by year o Borrowing Program o Borrowing required (by source) to fund CIP projects not funded by other sources to include but not necessarily be limited to revenue bonds and State or other programs. o Timing of bond issue(s)/year(s) to provide required borrowed funds o Annual debt service of bond issue(s)/year(s) o Revenue Sufficiency Analysis o Allowance for elasticity of water demand relative to price increases o Annual TBW expense projections o Annual rate plan to provide sufficient revenues o Sensitivity analysis of alternative debt service coverage, capital transfers, and/or reserve levels o Detailed review and reconciliation of debt service coverage calculations (per bonds and for cash flow requirements) o Customer consumption analysis o Sources and Uses of Funds Analysis o Spend down limits (minimum reserve requirements) by fund o Beginning and ending fund balances by fund by year</p>	6	16	8	24	0	54	
<p>TASK 3 Cost Allocation and Rate Determination Perform a cost of service allocation and compute proposed rates. 3.1 Conduct a cost of service allocation analysis: a. Update cost allocation analysis to allocate costs to services, based on water, wastewater, and reclaimed water costs and retail and wholesale customer classes. b. Update facility original cost/asset database (including depreciation) to update certain cost allocations based upon investment ratios. c. Review cost allocations with City staff and make adjustments to the cost allocations where appropriate. d. Update comparison of previous allocation percentages and new allocation percentages with detailed explanations of changes as appropriate. e. Update definition manual describing allocation percentage, basis, and methodology and tracking date of implementation 3.2 Calculate retail and wholesale rates based upon the FY 2018 revenue requirements from Task 2 and the cost allocations in Task 3 1: a. Review and validate FYE 2016 billing records for each account for water, wastewater, and wastewater service. b. Develop potential wastewater infrastructure charge (flat fee per bill, scaled by meter size, usage rate, % of total bill, etc.) c. Populate reclaimed water rate model and evaluate potential changes to rate structure (incl. tiered rates & rates as % of water rates) d. Populate wastewater rate design model and evaluate updated rate schedules/adjustments for the followings charges: o Fixed monthly charges, to include customer and capacity charges, o Commodity Charge per unit of (such as per 1,000 gallons of metered water), including alternative tiered rates for water service, o Wholesale rates, o Treated Water Rate for sale of water to TBW, o Other as identified during the study. e. Prepare detailed bill impact schedules and updated rate schedules/adjustments as appropriate. f. Review results with consulting team and perform adjustments. g. Review the preliminary results with City staff in an interactive work session. h. Make adjustments based upon input from City staff. i. Review the adjusted results with City staff in an interactive work session. Review results of cost of service study and resulting wholesale rates with wholesale customers:</p>	2	6	2	12	0	24	
	0	2	1	4	0	7	
	0	2	1	2	0	5	
	1	2	1	3	0	7	
	0	2	1	2	0	5	
	1	2	3	4	0	10	
	1	1	2	3	0	7	
	2	2	6	4	0	14	
	3	6	12	6	0	27	
	1	2	3	6	0	12	
	2	2	3	3	0	10	
	3	3	0	3	0	9	
	0	1	2	2	0	5	
	3	3	0	3	0	9	

CITY OF ST. PETERSBURG
 FY 2018 WATER RESOURCES RATE STUDY
 FEE ESTIMATE



PROJECT TASKS	ESTIMATED LABOR-HOURS					Total Project
	Project Director Burnham \$350	Project Manager Orzu \$200	Project Consultant (Various) \$190	Project Analyst (Various) \$120	Chetard \$60	
Hourly rate-->						
TASK 4 Perform True-up Calculation for St. Pete Beach						
a. Prepare summary materials to review results with wholesale customers.	2	2	1	2	0	7
b. Review results of analysis with wholesale customers.	3	3	0	0	0	6
Perform true-up calculation for St. Pete Beach wholesale rates for FY 2016.						
a. Perform true-up calculation for St. Pete Beach wholesale rates for FY 2016.	2	6	2	8	0	18
b. Review with City staff.	2	2	0	2	0	6
c. Make adjustments and finalize the true-up calculation.	1	3	1	6	0	11
d. Prepare Draft Letter Report of true-up calculation	2	4	1	8	0	13
e. Review the Draft Report with City staff.	0	1	0	0	0	1
f. Make adjustments and prepare a Final Draft Report.	1	2	1	3	0	7
g. Prepare/provide supporting electronic files, tables, schedules, etc. formatted for distribution to St. Pete Beach.	1	3	1	2	0	7
TASK 5 Adjust Analysis for Mayor's Input						
Adjust Analysis For Mayor's Input.						
a. Prepare summary materials for review with Mayor, including rate surveys and scenarios.	2	4	1	4	4	15
b. Present findings and results of analysis to Mayor	3	0	0	0	0	3
c. Make adjustments to the analysis based upon input from the Mayor.	1	2	1	2	1	7
TASK 6 Participate in Presentations to City Council & Advisory Boards						
Participate in Presentations to City Council & Advisory Boards						
a. Prepare PowerPoint presentation/slides for use during presentation of study results/recommendations to Council and/or Advisory Boards.	2	3	1	2	1	9
b. Prepare adjustments to presentation/slides per City staff review and comment.	1	2	1	1	0	5
c. Prepare for and present initial results/options of study to Budget Finance & Taxation Committee (BF&TC).	4	0	0	0	0	4
d. Prepare adjustments to analysis per guidance/direction from BF&TC and prepare revised/requested materials.	2	4	1	6	1	14
e. Prepare for and present revised results of study to BF&TC.	4	0	0	0	0	4
f. Prepare final adjustments to analysis per guidance/direction from BF&TC and prepare revised materials for public hearing process.	1	2	1	3	0	7
g. Prepare for and present results of study to City Council in regular meetings (public hearings) - 2 meetings	8	0	0	0	0	8
TASK 7 Final Report of Rate Study						
Prepare and present a final report of the Rate Study.						
a. Prepare a Draft Report to document the results of the Rate Study, including detailed cost allocation tables and charts.	3	8	2	12	3	28
b. Make adjustments and prepare a Final Draft Report per comments from City staff.	2	4	1	6	2	15
c. Make adjustments and prepare the Final Report per comments from City staff.	1	2	1	3	1	8
TOTAL ESTIMATED LABOR-HOURS - TOTAL PROJECT	75	115	65	155	15	425
TOTAL ESTIMATED CONSULTING FEE - TOTAL PROJECT	\$28,250	\$23,000	\$10,400	\$18,000	\$1,200	\$79,850
ESTIMATED EXPENSES - TOTAL PROJECT						\$2,790
TOTAL ESTIMATED COST - TOTAL PROJECT						\$82,640

3.50%

