

City of Calistoga

Update of Utility Rate Studies - Water and Wastewater

Water and Wastewater Revenue Program Advisory Committee

All Meetings will be subject to the Brown Act Open meeting laws and held at the noticed dates, times and locations. Each meeting is estimated at 2 hours.

Mtg #	Task	Week Of/Owner
1	Water and Wastewater Rate Studies Overview	10/05/09
	A Introductions and selection of Committee Chairperson	All
	B Roles and Brown Act Process Overview	Jim
	C Ground Rules Discussion	Jim
	D Overview of Committee Meetings, Binder Contents, Goals & Objectives Discussion	Bill
	E Review of Rate Study process - Scope, terms, Issues, etc.	Bill
	F Review of California Prop 218 Law, Court Decisions and other Regulatory issues affecting Rate Studies	David
	G Review of Water Resources From source of supply to effluent disposal	Dan
	H Committee Comments and Suggestions	All
	Optional Tour of Water and Wastewater Facilities	TBD
2	Water System Revenue Study	10/15/09
	A Current Staffing, Operations and Debt Budgets, Infrastructure and Capital Improvement Budget	Dan/Bill
	B Water Rate Process and context	Bill
	C Water related issues affecting rates	Dan/Bill
	D Discussion of assumptions to be used in determining rates	Bill
	E Committee Comments and Suggestions	All
3	Water System Revenue Study	10/22/09
	A Review of Draft Rate Study	Bill/David
	B Review of issues, options and assumptions	Bill
	C Review Proposed Ordinance Changes	Bill/David
	D Committee Comments and Suggestions	All
4	Wastewater System Revenue Study	11/19/09
	A Current Staffing, Operations and Debt Budgets, Infrastructure and Capital Improvement Budget	Dan/Bill

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Mtg #	Task	Week Of/Owner
	B Wastewater Rate Process and context	Bill
	C Wastewater related issues affecting rates	Dan/Bill
	D Discussion of assumptions to be used in determining rates	Bill
	E Committee Comments and Suggestions	All
5	Wastewater System Revenue Study	11/30/09
	A Review of Draft Rate Study	Bill/David
	B Review of issues, options and assumptions	Bill
	C Review Proposed Ordinance Changes	Bill/David
	D Committee Comments and Suggestions	All
6	Overview and wrap up of Draft Rate Studies	12/8or12/9/09
	A Review combined impact of Rate Studies over period	Bill/David
	B Rate comparison to surrounding communities	Bill
	C Review of Committee Comments and Suggestions and changes in Draft Studies	All
	D Committee Recommendation to City Council	All

City Council Rate Study Review and Adoption Process	
City Council Reviews Preliminary Draft Report in Noticed Public Hearing	01/05/10
Public Notices (Prop 218) - Information on Formal Public Hearing - Minimum 45 days before Hearing	01/15/10
City Council Hold Formal Public Hearing	03/02/10
City Council Hold Public Hearing to adopt final reports and introduce Ordinances	03/02/10
City Council Adopts Ordinances and resolutions	03/16/10
Ordinance effective date - 30 days after adoption	04/15/10
Effective Date of rate adjustments - Applied to bills issued after date for water use from last billing prior to date.	05/01/10

City of Calistoga

Update of Utility Rate Studies for Water and Wastewater Rates

(Attachment to Exhibit A of Professional Services Agreement

Between City of Calistoga and David W. Spilman)

Task Element	Task and Actions	Est Hours	Est Meetings	Labor Charge
1	Utility Rate Study Task Force Meeting - Assumed 8 meetings at two hours with preparation	16	8	\$ 1,328
2	Collected Data - Work with Staff on data collection and compile into analytical schedules	20		1,660
3	Develop analytical data schedules and summaries	40		3,320
4	Committee Public Reviews - Assumed 6 meetings at 2 hours each with 3 hours preparation/research questions per meeting - All meetings open to public, agendas posted, information notices to Papers	30	6	2,490
5	Develop preliminary draft document sections	40		3,320
6	Review and revise Ordinances/resolutions and respond to City Attorney review	12		996
7	City Council Reviews Preliminary Draft Report in Noticed Public Hearing - assist with preparation of draft staff report and presentation and attend meeting	6	1	498
8	Public Notices (Prop 218) - Information on Formal Protest Hearing - Minimum 45 days before Hearing - research and consult on processing of draft notices and publishing and mailing by City	2		166
9	City Council Hold Formal Protest Hearing - draft staff report and presentation and attend meeting	6	1	498
10	Integrate possible changes to recommendations from Protest Hearing	10	1	830
11	City Council Holds Public Hearing to adopt final reports and introduce Ordinances - incorporate council changes, draft staff report and presentation and attend meeting	6	1	498
12	City Council Adopts Ordinances and resolutions	2	1	166
13	Follow up actions to implement rate changes	2	1	166
Total Labor hours		192		\$ 15,936
Est Trips and Mileage charge at 60 miles per trip at \$.55 per mile			20	660
Incidental charges at .5%				80
Total Proposed Contract for Services				\$ 16,676

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Rate Increases first effective

February 1, 2009

March 1, 2010

April 1, 2009

Revised Extend

Revised

Revised Extend

Summary Tasks and Actions

	Start Date	End Date	Duration	Start Date	End Date	Duration	Start Date	End Date	Duration
City Council review of study process and preliminary issues for appointment of Review Committee		08/04/09			08/18/09			08/18/09	
Review Committee Public Reviews - All meetings open to public, agendas posted, information notices to Papers	08/10/09	09/30/09	51	09/01/09	10/31/09	60	09/01/09	11/06/09	66
Develop preliminary draft document sections and Review and revise Ordinances/resolutions	06/17/09	09/30/09		06/17/09	10/31/09		06/17/09	11/06/09	
City Council Reviews Preliminary Draft Report in Noticed Public Hearing		10/06/09			11/03/09			01/05/10	
Public Notices (Prop 218) - Information on Formal Public Hearing - Minimum 45 days before Hearing	10/07/09	10/16/09	10	10/07/09	11/13/09	10	10/07/09	01/15/10	10
City Council Hold Formal Public Hearing		12/01/09	46		01/05/10	53		03/02/10	46
City Council Hold Public Hearing to adopt final reports and introduce Ordinances		12/01/09	0		01/05/10	0		03/02/10	0
City Council Adopts Ordinances and resolutions		12/15/09	14		01/19/10	14		03/16/10	14
Ordinance effective date - 30 days after adoption		01/14/10	30		02/18/10	30		04/15/10	30
Effective Date of rate adjustments - Applied to bills issued after date for water use from last billing prior to date.		02/01/10			03/01/10			05/01/10	

SFR, Public & MF, MH Com, Ind

MF, MH, Com, Ind