

The City of Providence

11

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1977-7

OFFICE OF THE CLERK

No. 96

AN ORDINANCE IN AMENDMENT OF THE APPROPRIATION ORDINANCE CHAPTER 1976-38, APPROVED NOVEMBER 27, 1976, BY TRANSFERRING THE SUM OF SEVENTY-ONE THOUSAND DOLLARS, (\$71,000.00) FROM 5-350, WATER DEPRECIATION AND EXTENSION FUND, TO 1-16-01-109, FEES NOT OTHERWISE CLASSIFIED, WITHIN THE WATER SUPPLY BOARD.

Approved February 25, 1977

Be it ordained by the City of Providence:

SECTION 1. Chapter 1976-38 of the Ordinances of the City of Providence, Approved November 27, 1976, and entitled, "An Ordinance Making Appropriation of One Hundred Four Million, Three Hundred Thirty-Five Thousand, Two Hundred Forty Dollars, Sixty Cents, (\$104,335,240.60) for the Support of the City Government for the Fiscal Year Ending June 30, 1977, as amended", is hereby further amended by transferring a certain sum of money within the Water Supply Board as follows:

<u>FROM</u>	5-350	Water Depreciation & Extension Fund	\$71,000.00
<u>TO:</u>	1-16-01-109	Fees Not Otherwise Classified	\$71,000.00

SECTION 2. This Ordinance shall take effect upon its passage by the City Council and its approval by the Mayor.

IN CITY COUNCIL

FEB 3 1977  
FIRST READING  
READ AND PASSED

*Wm. G. ...*  
CLERK

IN CITY COUNCIL

FEB 27 1977  
FINAL READING  
READ AND PASSED

*Wm. G. ...*  
CLERK

APPROVED

MAYOR

*Wm. G. ...*  
FEB 25 1977

No.

CHAPTER

AN ORDINANCE

CITY COUNCIL

JAN 20 1977

FIRST READING

REFERRED TO COMMITTEE ON

*Vernon Casper*  
CLERK

FINANCE

THE COMMITTEE ON

FINANCE

Approves Passage of  
The Within Resolution

*Vernon Casper*  
Chairman

*1/24/77*

*Councilman Bradshaw  
and  
Councilman Bradshaw,  
My Request*

JAN 20 1977  
CITY CLERK

JAN 20 1977  
CITY CLERK

APPROVED  
[initials]

2 2 1977

JOHN A. DOHERTY, *Chairman*  
EARL H. ASHLEY  
ALFRED T. CICCONE  
ROBERT F. HOWARD  
RAYMOND COLA  
VINCENT J. CIRELLI  
VINCENT T. IZZO, *Ex-Officio*

## WATER SUPPLY BOARD

CITY OF PROVIDENCE, R. I. 02908  
552 ACADEMY AVENUE

JOHN E. ROGERS P.E.  
*Chief Engineer*  
JOHN H. SEITES P.E.  
*Deputy Chief Engineer*  
WILLIAM I. MATZNER  
*Legal Advisor*  
JAMES A. LOMBARDI  
*Secretary*

December 28, 1976

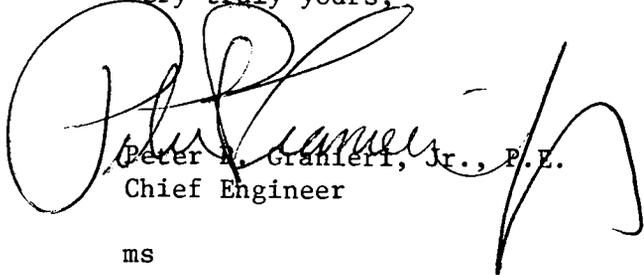
Mr. Vincent T. Izzo  
Finance Director  
City Hall  
Providence, Rhode Island

Dear Mr. Izzo:

At the meeting of the Water Supply Board held today, it was voted to have you request the City Council to transfer \$71,000.00 from 5-350, Water Depreciation and Extension Fund, to 1-16-01-109, Fees Not Otherwise Classified.

This transfer is necessary to cover the cost of the enclosed proposal for Water Rates and Management Systems Study submitted by Camp Dresser and McKee, Inc.

Very truly yours,



Peter A. Granieri, Jr., P.E.  
Chief Engineer

ms

Enclosure

# CAMP DRESSER & McKEE Inc.

## ENVIRONMENTAL ENGINEERS

ONE CENTER PLAZA

BOSTON, MA 02108

TEL. 617 742-5151

CABLE:CAMDRES

DR. GEORGE J. KELLEY, JR.  
Vice President

December 23, 1976

Mr. John A. Doherty, Chairman  
Water Supply Board, City of Providence  
552 Academy Avenue  
Providence, RI 02908

Proposal for  
Water Rates and Management Systems  
Study

Dear Mr. Doherty:

In accordance with your request of December 21, 1976, we are submitting this priced proposal to perform a water rate and management systems study for the Providence Water Supply Board. This letter supplements that of November 26, 1976 (copy attached) in which we submitted our qualifications and experience for this engagement.

This proposal is made under the headings of Proposed Scope of Work; Project Organization, Staffing and Scheduling; and Project Cost.

Proposed Scope  
of Work

The proposed scope of work is divided into two main sections - the first dealing directly with the establishment of water rates and the second covering areas which, while ancillary to the rate-setting process, are of major importance to the sound functioning of the Water Supply Board.

Water Rate Study

The scope of work for this phase has been formulated so as to permit the study to be accomplished in accordance with:

- Accepted economic theory and engineering practice

Mr. John A. Doherty - p.2  
December 23, 1976

- The sequence of familiarization, diagnosis, design, and implementation; wherein we would become thoroughly acquainted with current operations and problems before we begin to diagnose the causes requiring change; proceeding thereon to the design of recommended rates and assistance in securing their implementation.
- Our practice, as stated before, of continuing dialogue with the client throughout the study process.

Each proposed work element is described below, followed by a brief discussion of the factors to be considered.

I. Compile and analyze relevant historical background data.

A. Conduct an inventory of background data elements

1. Size, location, dates of installation, and costs of the present system
2. Costs, by function and organizational element, of present Water Supply Board operations; staffing (authorized and actual); salary levels and fringe benefit costs; historical costs of equipment
3. Operation and maintenance costs and the immediate and long-range capital facilities program (the availability of major elements of the capital program may be dependent on the results of a concurrent engineering study being accomplished for the Water Supply Board)
4. Services, costs and arrangements therefor provided to the Board by other City agencies and by the Board for other City agencies
5. Service levels and types provided to retail and wholesale customers
6. Current debt
7. Revenues by class of service
8. Water consumption by customer class and community served

B. Perform an analysis of:

1. Methods of system valuation and determination of rates of return
2. Existing contractual arrangements

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December 23, 1976

3. The Board's capital facilities development program
4. Maintenance, repair, and operating costs
5. Methods of levying rates and charges
6. Base charge allowances for customer categories
7. Taxes levied on the Board

II. Conduct a cost of services study

- A. Review design criteria and recent operating data for the functional components of the utility plant.
- B. Establish relevant functional demand parameters and estimate demands by community and customer category (including fire protection) in terms of these parameters.
- C. Allocate costs to appropriate functional design parameters.
- D. Allocate costs to communities and customer classes in proportion to the cost responsibility of each.

III. Provide recommendations concerning:

- A. The most valid and defensible method of estimating system value for rate determination purposes.
- B. Contractual arrangements in terms of recovery of Board costs, contract amendment dates, and proper rates of return to the City from outside the City wholesale customers.
- C. Methods of obtaining funds to meet the costs of the approved capital facilities development program.
- D. Methods of levying rates and charges which meet the Board's projected five-year revenue needs, to include the scheduling of any needed changes.
- E. Base charge allowance (minimum charge)
- F. Rates based on Board decisions relative to methodology and the results of the cost of services study.

IV. Maintain liason with and assist the Water Supply Board through:

- A. Meeting with the Board and its staff periodically to discuss study progress and obtain guidance as to approaches to the various elements of the study.
- B. Providing monthly written progress reports and drafts of completed report elements.

- C. Providing a draft of the final report for review, comment and approval.
- D. Attending Board public hearings and meetings concerning the study.
- E. Assisting the Board in any regulatory body proceedings.

#### Management Systems Study

The proposed scope of work for this phase has been developed with the intent of integrating the results into the rates analysis thereby ensuring that the financial implications of any recommendations approved by the Board are fully recognized in the rates structure. The concentration of this work would be on establishing systems which would benefit the Board's financial posture and its response to citizen needs. These, as we see them, fall into the following general areas:

- Accounting and financial management
- Techniques and procedures for billing and collecting customer accounts
- Services rendered or received by the Board from the City, and services (other than water) sold by the Board.

Each proposed work element is listed below:

- I. Review current accounting and financial management systems in terms of the:
  - A. Funds structure
  - B. Method of accounting (cash, accrual, or modified accrual)
  - C. Capturing of costs
  - D. Means of reserving funds for future needs and for debt service
  - E. Desired levels of return on investment
  - F. Allocation of funds to meet needs
  - G. Definition of standard costs
  - H. Level of definition of costs
  - I. Budgeting and other financial planning mechanisms
- II. Provide recommendations (including procedures manuals and on-site implementation assistance to cover, if requested, computerization) for the development of a financial management system which will permit accurate budgeting of revenues and expenditures, timely capturing of costs, and the expeditious provision of information needed by the Board and its staff for decision-making. The system would include:
  - A. Procedures for allocation of capital outlays
  - B. Precise definitions of maintenance and repair activities

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- C. Procedures and techniques for cost breakdowns in terms of fund, function, progress, activity, organizational unit, and items of expenditure - separated into operating and capital costs
  - D. A budgeting procedures and policy manual
  - E. A technique for identifying and reserving funds for system renewal and replacement and debt service
- III. Review and analyze current billing and collection systems, hardware and techniques.
- A. Hardware availability and needs
  - B. Impact on cash flow, accounts receivable and costs
  - C. Compatibility with other (e.g., sewer) charges (timing, relationships, amounts)
  - D. Relationship with City accounting and financial planning programs
- IV. Provide recommendations (including procedures manual and on-site implementation assistance) for making desired and needed changes in the billing and collection system. Major objectives would be to:
- A. Ensure compatibility with the accounting and financial management system
  - B. Maximize cost-effectiveness, weighing billing costs against potential improved collections and the resultant higher cash flows (and the possible investment income) and income availability
  - C. Establish precise needs for computer hardware taking into account all of the Board's data management needs.

Project Organization,  
Staffing and Scheduling

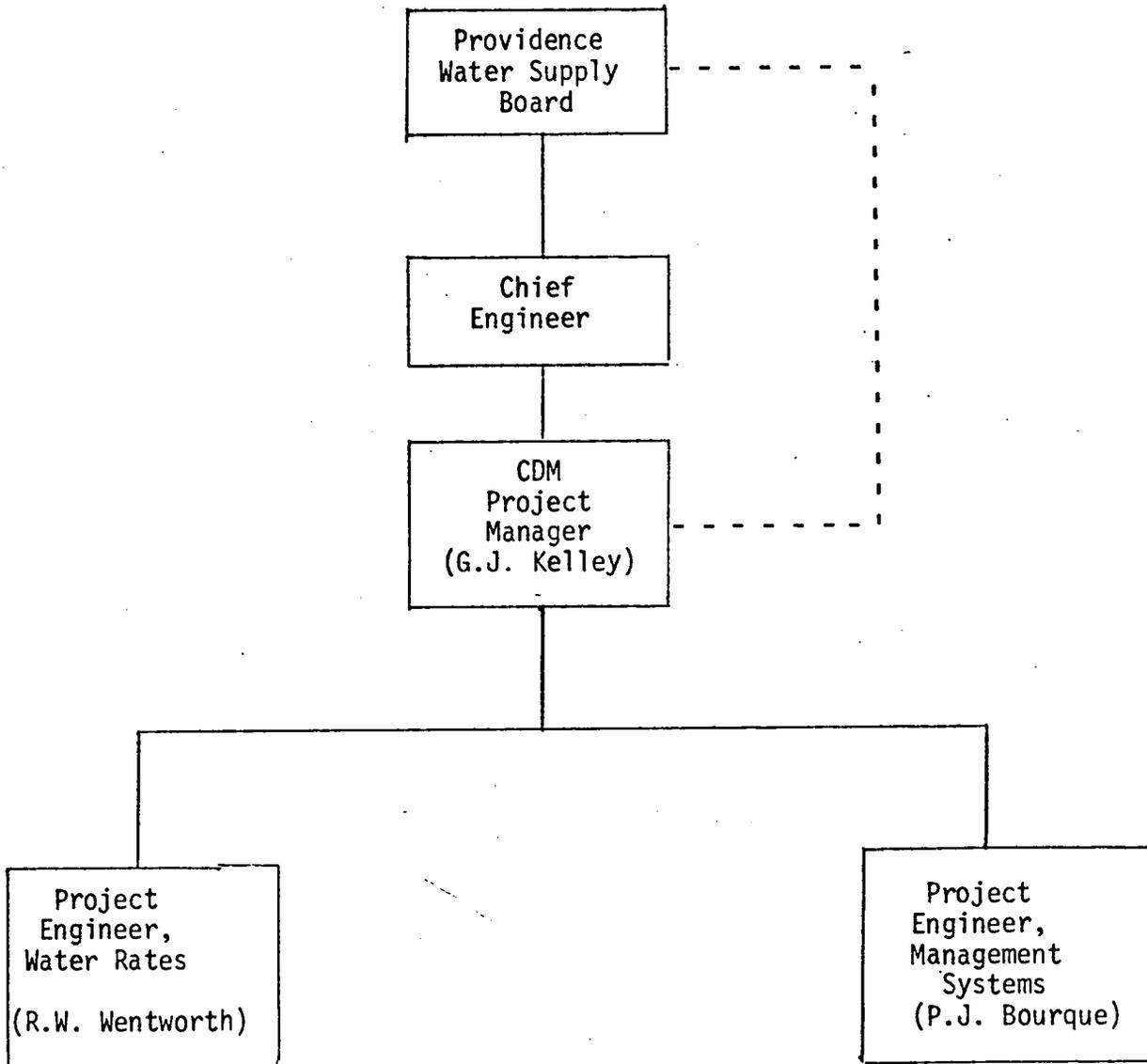
The CDM project organization would be as shown in Exhibit A on the following page. Dr. Kelley, as project manager, would interlace directly with the Chief Engineer. Messrs. Wentworth and Bourque would be responsible, respectively, for the water rates and management services study areas. Other CDM staff members, as needed, would be assigned to provide study resources.

Listed below are the estimated staff time requirements for each of the work elements.

Water Rate Study

<u>Activity Number</u>	<u>Activity Description</u>	<u>Project Manager</u>	<u>Project Engineer</u>	<u>Other Professional</u>	<u>Clerical</u>
IA	Compile & Analyze:				
1	- Data on Current Physical System		16	16	

EXHIBIT A



Legend:

- \_\_\_\_\_ Supervision and direction
- - - - Reporting and policy guidance

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Activity Number	Activity Description	MAN-HOURS			
		Project Manager	Project Engineer	Other Professional	Clerical
2	- Staffing, salary, benefit & historic equipment costs		16	16	
3	- O&M, and long & short range capital improvements plan cost		12	12	
4	- Services, costs & arrangements w/ other City agencies		12	12	
5	- Service levels & types provided for retail and wholesale customers		4	4	
6	- Current debt		4	4	
7	- Revenues by user class		8	8	
8	- Water consumption by user class and community		12	12	
IB	Perform Analysis of:				
1	- Methods of system valuation and determination of rates of return	8	12	8	
2	- Existing contractual arrangements	8	12	8	
3	- Current capital expansion program	4	8		
4	- O&M and repair costs	2	8	4	
5	- Methods of levying rates and charges	4	12	4	
6	- Minimum charge for user classes	2	4		
7	- Review tax levies	8	12		

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Activity Number	Activity Description	MAN-HOURS			
		Project Manager	Project Engineer	Other Professional	Clerical
IIA	Review design criteria & recent O&M data for functional components of utility plant	2	20	8	
IIB	Establish & estimate demand by users & communities in terms of functional parameters	2	20	8	
IIC	Allocate costs to functional design parameters		8	8	
IID	Allocate cost to users and communities based on proportion of responsibility	2	12	8	
III	Provide Recommendations For:				
A	- Methods for determining system value	4	8	4	
B	- Contractual arrangements and rates of return	4	8	4	
C	- Maintenance of capital improvement program	4	8		
D	- Rate and charge methods to meet 5 yr. revenue needs	4	8		
E	- Minimum allowances	2	4		
F	- Rates based on Board decisions relative to methodology of costs of services study	4	8	4	

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Activity Number	Activity Description	MAN-HOURS			
		Project Manager	Project Engineer	Other Professional	Clerical
IV	Maintain Liason With Board:				
A	- Periodic meetings w/ Board	40	20		
B	- Monthly written progress reports	80	60	20	40
C	- Final draft for review	40	40	20	40
D	- Attend public hearings & meetings	24	16		
V	General Administration	24	16		8

Management Systems Study

Activity Number	Activity Description	MAN-HOURS		
		Project Manager	Project Engineer	Clerical
I	Review Current Accctng/ Financial System Re:			
A	Fund structure	8	4	
B	Method of accounting	8	4	
C	Capturing of costs	8	4	
D	Reserving funds for debt service and C&I	8	4	
E	Desired rates of return on investment	8	4	
F	Allocation of funds to meet needs	8	4	
G	Definition of standard costs	8	4	

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 December 23, 1976

Activity Number	Activity Description	MAN-HOURS		
		Project Manager	Project Engineer	Clerical
H	Level of definition of costs	8	4	
I	Budgeting/financial planning mechanisms	8	4	
II.	Provide Recommendations And Assistance Re:			
A	Procedures for capital outlay allocations	16	8	
B	Definitions of maint. & repair activities	16	8	
C	Breakdown of costs - separated into operation & capital costs	80	40	
D	Budget procedures & policy manual	80	40	40
E	Techniques for R/R fund reserving	20	20	
III.	Review And Analyze:			
A	Hardware availability and needs	16	8	
B	Impact on cash flow, air costs	16	8	
C	Compatibility with other charges	16	8	
D	Relations with other City accounting/financial planning	16	8	

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 December 23, 1976

<u>Activity Number</u>	<u>Activity Description</u>	<u>MAN-HOURS</u>		
		<u>Project Manager</u>	<u>Project Engineer</u>	<u>Clerical</u>
IV.	Provide Recommendations Re:			
A	Ensure compatibility w/ accounting/financial management system	32	16	
B	Maximizing cost effectiveness	32	16	
C	Establish computer hardware needs	32	16	
V	General Administration	40	16	40

We propose to accomplish the above tasks within a 6½ month period (commence on/about mid-February 1976 and complete by September 1, 1976). We anticipate, however, that a majority of the products will be delivered prior to completion of the study. Exhibit B, on the following page, presents a tentative schedule for task accomplishment.

Project  
Cost

We propose to accomplish the work outlined above, exclusive of appearances before regulatory bodies, for the fixed price of \$71,000. This includes attendance at a maximum of four public hearings or meetings held by the Water Supply Board and the submission of 25 bound copies of the final report. Should appearances and testimony before regulatory bodies be necessary, these would be performed at our regular per diem rates (plus necessary expenses).

We look forward to being of service to the Water Supply Board. Please let us know if you have any further questions.

Very truly yours,

CAMP DRESSER & McKEE Inc.

  
 George J. Kelley

GJK/amg  
 Enclosure

PROPOSED PROJECT SCHEDULE

STUDY AREA AND TASK	WEEK																											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
<u>WATER RATE</u>																												
IA	_____																											
IB	_____																											
IIA	_____																											
IIB	_____																											
IIC	_____																											
IID	_____																											
IIIA	_____																											
IIIB	_____																											
IIIC	_____																											
IIID	_____																											
IIIE	_____																											
IIIF	_____																											
IVA	_____																											
IVB	_____																											
IVC	_____																											
IVD	_____																											
<u>MANAGEMENT SYSTEMS</u>																												
IA	_____																											
IB	_____																											
IC	_____																											
ID	_____																											
IE	_____																											
IF	_____																											
IG	_____																											
IH	_____																											
II	_____																											
IIA	_____																											
IIB	_____																											
IIC	_____																											
IID	_____																											
IIIE	_____																											
IIIA	_____																											
IIIB	_____																											
IIIC	_____																											
IIID	_____																											
IVA	_____																											
IVB	_____																											
IVC	_____																											

# CAMP DRESSER & McKEE

Inc.

## ENVIRONMENTAL ENGINEERS

ONE CENTER PLAZA

BOSTON, MA 02108

TEL. 617 742-5151

CABLE: CAMDRES

ROBERT C. MARINI  
Senior Vice President

November 26, 1976

Mr. J. H. Seites, P.E.  
Chief Engineer (Acting)  
Water Supply Board  
552 Academy Avenue  
Providence, RI 02908

### Statement of Qualifications Water Rates and Management Systems Study

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Dear Mr. Seites:

In accordance with your request, we are submitting our qualifications and experience and an outline of the scope of the work we would propose to accomplish for the Water Supply Board's contemplated rate study and associate management systems analysis. Our submission is made under the headings of Background, CDM Qualifications and Experience, and Proposed Scope of Work.

#### Background

As a result of our conversations with you and your staff and our review of the documents you provided we understand the current situation to be one wherein:

- The Board suffered operating losses in three of the last four years - and in the one year where a surplus was achieved, this was brought about by increased emphasis on uncollected accounts.
- There are significant backlogs of essential maintenance and needed replacement which the Board has not been able to address because of funds shortages. Of major importance is delayed meter repair and replacement, and installation of remote reading equipment (only 1/3 of the metered system has such equipment installed).
- While the Board has minimized system water losses, and therefore has historically sold over 90 percent of its plant effluent, it has encountered severe problems in collections as evidenced by the fact that year-end accounts receivable have been in the \$600,000 - \$800,000 range.



- The City of Providence, and the Water Supply Board, are properly concerned over the provision of a rate of return to the City citizens on their investment in the Board's properties and facilities. Inasmuch as over fifty percent of the water is delivered outside of the City, this becomes an important consideration.
- The Board's systems for billing and collection, cost accounting, and funds management are also a matter of concern for they tend to inhibit timely collections, make difficult costing by other than location or item of expenditure, and do not provide for identification and sequestration of funds needed for such areas as renewal and replacement, extensions, et cetera.
- The Board is concurrently progressing with an engineering study to identify the improvements required to originate or continue adequate service, and to prepare a master plan for the implementation of these improvements. This study, which will provide inputs in terms of anticipated costs to the proposed rate study is scheduled to be completed within nine months.
- The Board has a number of contracts for the provision of treated water outside of the City of Providence. In some cases, total service is provided. There are also wholesale customers served; with contracts having specified terms: and containing provisions for changes in the rates, charged by the Board, only at specified times (normally, five year intervals). While there has been in the past, with limited exceptions, a willingness to forego this five year requirement, no such assurances exist for the future.
- The Board has a contract with the Narragansett Electric Company for the sale of excess power generated at its Gainer Dam Hydroelectric Plant. This contract is soon to be renegotiated and there is interest, on the part of the Board, in obtaining more advantageous terms in the future.
- There are a number of actual or potential outside pressures on the Board, including possible regulatory agency involvement, and the continuing impact of inflation.
- The Board does not now have, in its water rates considerations an up-to-date costs of service analysis which will define precisely the costs and allowances for each category of customer. With the probable significant increase in rates, this type of information will be necessary to ensure public support.

Qualifications and Experience of  
Camp Dresser & McKee

For several years, Camp Dresser & McKee has been the largest consulting firm in the United States specializing exclusively in environmentally-oriented matters. We began providing financing advice to our clients in 1944 and have greatly increased the scope and sophistication of our financial, rate and management services to the point where we now maintain a separate corporate division solely for the provision of these services. Since its founding, CDM has completed some fifty water or wastewater rate studies for its clients (see attached list of CDM representative client list).

Our approach to rate studies is to ensure the implementability to our recommendations through:

- Assignment of highly-qualified individuals to the project team.
- Conducting a thorough study of all of the factors involved, including obtaining a detailed understanding of the non-technical (social, economic) matters which must be considered.
- Frequent progress reports and meetings with the client to ensure that there is agreement on matters of concept and fact as we progress through the study.

CDM has accomplished a number of studies for clients which relate directly to the matters under consideration by the Providence Water Supply Board. A partial list of these and the areas in which they relate to the Board's interest is given below:

<u>Client</u>	<u>Areas of Study Which Relate to Water Supply Board Interests</u>
City and County of Denver, Colorado	Municipal utility funds, balance sheet, and cost accounting systems; contracts and other relationships with outside jurisdictions (It might be noted that Denver had 40 outside customer jurisdictions with contractual problems similar to Providence); costs of service analysis; rate of return determination
Portland Water District, Portland, Maine	Organization of a combined water-wastewater utility; billing and collection procedures; facility and staffing needs; cost accounting system; five year financial plan
Humboldt Bay Wastewater Authority, Eureka, California	Revenue program and rates projections for the five member jurisdictions; development of a revenue bond sale program; organization and staffing of the Authority; costs of service analysis; contractual relationships with member jurisdictions

In addition, the staff of our Management Services Division has recently accomplished water rate studies for:

Boston, MA  
Andover, MA  
Brockton, MA  
Hartford, VT  
Concord, NH

Ankara, Turkey  
New Bedford, MA  
Springfield, MA

In our view, the successful accomplishment of studies of this nature requires expertise in a number of disciplines (accounting, sanitary engineering, financial management and utility management). In recognition of this, CDM has brought together, in the Management Services Division, a group with all of these disparate skills, thereby ensuring, for the client, that all areas receive the needed attention and coverage. For example, in addition to the appropriate use of other CDM support services, we would propose to assign the following individuals to the Providence Water Supply Board project.

Dr. George J. Kelley, Vice President, who would be project manager, has been responsible for the Denver and Portland engagements. Dr. Kelley has a strong background in accounting systems (including responsibility for the development of a computerized accounting and financial management system in Fairfax County, Virginia), management consulting, and rates analysis. He also served for a number of years as a director of public works, and as deputy in charge of finance, budgeting, data processing, and planning in an urban county.

Mr. Roland Wentworth would be project engineer. He has been a member of our rates staff for over three years and has been project engineer for our Humboldt Bay work as well as water and wastewater rate studies in Maine, Massachusetts, Vermont, and Connecticut. Mr. Wentworth holds B.S. and master's degrees in sanitary engineering.

Mr. Paul Bourque would be responsible for the planning elements of the study. Mr. Bourque holds an M.B.A. from Harvard University in addition to his B.S. and master's degrees in sanitary engineering. Prior to joining the Management Services Division, his duties involved project control, accounting, and management supervisions within CDM.

Other members of the Management Services group would be called on, as needed.

Bio-data of the above staff members and those whose services would be expected to be used are given in the following pages. In addition, as a follow-up to the bio-data, a copy of our Management Services Division brochure is attached.

#### Proposed Scope of Work

The proposed scope of work is divided into two main sections - the first dealing directly with the establishment of water rates and the second covering areas which, while ancillary to the rate-setting process, are of major importance to the sound functioning of the Water Supply Board.

### Water Rate Study

The scope of work for this phase has been formulated so as to permit the study to be accomplished in accordance with:

- Accepted economic theory and engineering practice
- The sequence of familiarization, diagnosis, design, and implementation; wherein we would become thoroughly acquainted with current operations and problems before we begin to diagnose the causes requiring change; proceeding thereon to the design of recommended rates and assistance in securing their implementation
- Our practice, as stated before, of continuing dialogue with the client throughout the study process.

Each proposed work element is described below, followed by a brief discussion of the factors to be considered.

#### I. Compile and analyze relevant historical background data.

##### A. Conduct an inventory of background data elements

1. Size, location, dates of installation, and costs of the present system
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3. Operation and maintenance costs and the immediate and long-range capital facilities program (the availability of major elements of the capital program may be dependent on the results of a concurrent engineering study being accomplished for the Water Supply Board)
4. Services, costs and arrangements therefor provided to the Board by other City agencies and by the Board for other City agencies
5. Service levels and types provided to retail and wholesale customers
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##### B. Perform an analysis of:

1. Methods of system valuation and determination of rates of return
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3. The Board's capital facilities development program
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- F. Rates based on Board decisions relative to methodology and the results of the cost of services study.

IV. Maintain liason with and assist the Water Supply Board through:

- A. Meeting with the Board and its staff periodically to discuss study progress and obtain guidance as to approaches to the various elements of the study
- B. Providing monthly written progress reports and drafts of completed report elements
- C. Provide a draft of the final report for review, comment and approval
- D. Attend Board public hearings and meetings concerning the study.

Management Systems Study

The proposed scope of work for this phase has been developed with the intent of integrating the results into the rates analysis thereby ensuring that the financial implications of any recommendations approved by the Board are full recognized in the rates structure. The concentration of this work would be on establishing systems which would benefit the Board's financial posture and its response to citizen needs. These, as we see them, fall into the following general areas:

- Accounting and financial management
- Techniques and procedures for billing and collecting customer accounts
- Services rendered or received by the Board from the City, and services (other than water) sold by the Board.

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  - A. Funds structure
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  - E. Desired levels of return on investment
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  - G. Definition of standard costs
  - H. Level of definition of costs
  - I. Budgeting and other financial planning mechanisms
- II. Provide recommendations (including procedures manuals and on-site implementation assistance to cover, if requested, computerization) for the development of a financial management system which will permit accurate budgeting of revenues and expenditures, timely capturing of costs, and the expeditious provision of information needed by the Board and its staff for decision-making. The system would include:
  - A. Procedures for allocation of capital outlays
  - B. Precise definitions of maintenance and repair activities
  - C. Procedures and techniques for cost breakdowns in terms of fund, function, progress, activity, organizational unit, and items of expenditure - separated into operating and capital costs
  - D. A budgeting procedures and policy manual
  - E. A technique for identifying and reserving funds for system renewal and replacement and debt service
- III. Review and analyze current billing and collection systems, hardware and techniques.
  - A. Hardware availability and needs
  - B. Impact on cash flow, accounts receivable and costs

Mr. J. H. Seites, P.E. - p.8  
November 26, 1976

CAMP DRESSER & McKEE INC.

- C. Compatability with other (e.g. sewer) charges (timing, relationships, amounts)
  - D. Relationship with City accounting and financial planning programs
- IV. Provide recommendations (including procedures manual and on-site implementation assistance) for making desired and needed changes in the billing and collection system. Major objectives would be to:
- A. Ensure compatibility with the accounting and financial management system
  - B. Maximize cost-effectiveness, weighing billing costs against potential improved collections and the resultant higher cash flows (and the possible investment income) and income availability
  - C. Establish precise needs for computer hardware taking into account all of the Board's data management needs.

We would be happy to discuss our qualifications and experience, and the above proposed scope of work with you and the Water Supply Board at your convenience. We look forward to being of assistance to the Board in fulfilling its needs for a study of its rates and associated management systems.

Very truly yours,

CAMP DRESSER & McKEE Inc.

Robert C. Marini

RCM/amg  
File: 112

CAMP DRESSER & McKEE Inc.

Consulting Engineers

REPRESENTATIVE CLIENT LIST

WATER AND WASTEWATER USER RATE STUDIES

	<u>1970 Population</u>
Andover, Massachusetts (Water)	23,695
Ankara, Turkey (Water)	1,208,791
*Arlington County, Virginia (Wastewater)	160,000
Bangkok, Thailand (Water)	1,608,305
Boston, Massachusetts (Water and Wastewater)	641,071
*Brewer, Maine (Wastewater)	9,300
Brockton, Massachusetts (Water)	89,040
Charles River Pollution Control District, Mass. (Wastewater)	25,768
*Concord, New Hampshire (Water and Wastewater)	30,022
Cromwell, Connecticut (Water)	7,400
*Denver, Colorado (Wastewater and Drainage)	1,239,477
District of Columbia (Wastewater)	756,510
*Fairfax County, Virginia (Wastewater)	575,000
*Fitchburg, Massachusetts (Wastewater)	43,343
*Franklin, Massachusetts (Wastewater)	17,825
Gardner, Massachusetts (Water)	19,748
Grafton, Massachusetts (Water)	11,659
*Hartford, Vermont (Water and Wastewater)	6,477
*Haverhill, Massachusetts (Wastewater)	46,120
*Holbrook, Massachusetts (Wastewater)	11,849
*Humboldt Bay Wastewater Authority (Wastewater)	65,700
Istanbul, Turkey (Wastewater)	2,600,000
Izmir, Turkey (Water)	520,686
Keene, New Hampshire (Water and Wastewater)	20,467
Lebanon, New Hampshire (Water)	9,725
*Leominster, Massachusetts (Wastewater)	35,429
*Lewiston, Maine (Water and Wastewater)	72,474
Manchester, New Hampshire (Water)	87,154
*Medway, Massachusetts (Wastewater)	7,927
Millinocket, Maine (Wastewater)	8,800
*Nashua, New Hampshire (Wastewater)	55,820
Newport, New Hampshire (Water)	5,899
New Bedford, Massachusetts (Water and Wastewater)	101,777
Niagara Falls, New York (Wastewater)	85,615
Northfield, Vermont (Water)	4,870
*Orange, Massachusetts (Wastewater)	6,104
Republic of the Philippines LWUA (Water)	2,060,000
Portland, Maine, Portland Water District (Wastewater)	170,081
*Portland, Maine, Public Works Department (Wastewater)	170,081
Quito, Ecuador (Water and Wastewater)	597,100
Sanford, Maine (Water)	15,812
Republic of Singapore (Wastewater)	130,000
Springfield, Massachusetts (Water and Wastewater)	163,905
Taipei, Taiwan (Water)	1,712,108
Troy, New York (Water)	62,918
Williamstown, Massachusetts (Water)	8,454
*Willimantic, Connecticut (Wastewater)	14,402
York, Maine (Water and Wastewater)	5,690

\*Indicates clients for whom the studies have included "Industrial Cost Recovery" as well as user charges.

December 23, 1976

Mayor Vincent A. Cianci, Jr.  
City Hall  
Providence, Rhode Island

Dear Mayor Cianci:

At the regular meeting of the Water Supply Board held today, it was voted to request that you obtain authorization of the Board of Contract and Supply for permission to engage Camp Dresser & McKee, Inc. according to the enclosed proposal. This covers a study of Water Rates and Management Systems needed for this department.

The enclosed proposal from Camp Dresser & McKee, Inc. is in the amount of \$71,000.00.

The necessary funding to cover this proposal will come from the Water Depreciation and Extension Fund after your approval and the approval of the City Council are received.

Very truly yours,

Peter P. Granieri, Jr., P.E.  
Chief Engineer

ms

Enclosure

cc: Mr. Michael Farina  
Department of Public Property

✓ Mr. Vincent T. Izzo  
Finance Director

City of Providence



Rhode Island

Department of City Clerk

MEMORANDUM

DATE: February 14, 1977  
TO: Members of the City Council  
SUBJECT: VARIOUS ORDINANCES\*  
CONSIDERED BY: City Clerk, Vincent Vespia

DISPOSITION: In accordance with Provisions of Rule 17 of the Rules of the City Council, 1975-1979, I submit copies of the following which were in City Council January 20, 1977, Read and Passed the First Time and were Returned for Passage the Second Time:

- An Ordinance in Amendment of the Appropriation Ordinance Chapter 1976-38, approved November 27, 1976, by Transferring the Sum of Seventy-One Thousand (\$71,000.00) Dollars from 5-350, Water Depreciation and Extension Fund, to 1-16-01-109, Fees Not Otherwise Classified, within the Water Supply Board.

The following are transmitted with Recommendation, the same be Adopted as Emergency Ordinances:

- An Emergency Ordinance Amending Chapter 1976-37, approved October 29, 1976, Establishing the Classes of Positions, the Maximum Number of Employees and the Number of Employees in Certain Classes in the City Departments.
- An Emergency Ordinance Amending Chapter 1976-36, approved October 29, 1976, Establishing a Compensation Plan for the City of Providence.

The following are returned with Recommendation, the same be Severally Adopted:

- An Ordinance Amending Section 45 of Chapter 1976-37, approved November 10, 1976, Entitled, "An Ordinance Establishing the Classes of Positions, the Maximum Number of Employees and the Number of Employees in Certain Classes in the City Departments", relative to Department of Recreation for Handicapped Children and Adults.

City Clerk



Rhode Island

Department of City Clerk

MEMORANDUM

DATE:

TO:

SUBJECT:

CONSIDERED BY:

(PAGE 2)

DISPOSITION:

- An Ordinance in Amendment of Section 49 of Chapter 1976-37 approved November 10, 1976, Entitled, "An Ordinance Establishing the Classes of Positions, the Maximum Number of Employees and the Number of Employees in Certain Classes in the City Departments and Repealing Ordinance Chapter 1976-10, approved April 13, 1976", relative to Department of Public Lands and Parks, Forestry Section.
- An Ordinance Amending the Compensation Plan for the City of Providence Chapter 1976-36, approved October 29, 1976, for the Water Administration Department (16-01) Deputy Chief Engineer (Water).

*Ernest Ursula*

City Clerk