



Class "C" Water Utility Rate Adjustment Instructions

The staggered due dates begin January 1, 2016.

Class C Utility: A public utility that provides retail water or sewer utility service through fewer than 500 taps or connections **is considered a Class C Utility**. Applications are submitted based on the last two digits of the applicant's **CCN number**. The staggered due dates begin January 1, 2016. Refer to the table at the right to determine the submission deadline for your utility. A utility may adjust its rates not more than once per year and not more than four times between comprehensive rate proceedings. **Please note: If this is your fifth request for a rate adjustment based on the price index, or if you need a rate increase different from that allowed by the use of the price index, then you will need to file the more detailed application package used by Class B utilities.**

Last two (2) digits of CCN Number:	Month application is due:
00-09	January
10-18	February
19-27	March
28-36	April
37-45	May
46-54	June
55-63	July
64-72	August
73-81	September
82-90	October
91-99	November

Required Attachments:

1. Completed Application
2. Proposed Notice
3. Completed, signed affidavit

www.puc.texas.gov

Instructions:

1. Use the tabs at the bottom of the worksheet to navigate the application.



2. Complete the Application by entering information into the highlighted boxes. Incomplete applications will be deemed insufficient for filing.

Date filed: April 1, 2015
CCN No. []

3. Complete the calculations. The latest price index will be posted on the PUC's website at www.puc.texas.gov.

4. File your application, proposed notice, and proposed tariff with the PUC.

! Do Not send notice to your customers or raise rates until you receive approval from the PUC.

5. The PUC will approve the notice, rate, and tariff. Once the rate adjustment is approved, notice must be provided 30 days prior to your effective date.

Your effective date will be the date that water or wastewater service increases in price, so your first increased billing should be approximately **60 days** after your notice. **The effective date must also be the first date of a billing period, which should correspond to the day of the month when meters are typically read, and the new rates may not apply to service received before the effective date of the new rates.**

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PO Box 13326
Austin, TX 78711-3326



Class "C" Water or Sewer Utility Request for a Price Index Rate Adjustment

Pursuant to Texas Water Code §13.1872 and PUC Substantive Rules Chapter 24

Date filed:	
CCN Water No.(s)	
CCN Sewer No.(s)	
Utility Name:	
Applicant:	
	(If applicable an Individual, Corporation, or Other Legal Entity other than Utility)
Address:	
City:	
State/Zip:	
Telephone:	
Fax:	
E-Mail:	
Web Site:	
Person to whom correspondence concerning this request should be addressed:	
Name:	
	(First/Last Name)
Address:	
City:	
State/Zip:	
Phone:	
E-Mail:	
Affiliates	
(list by name and CCN No.	

**Class C Water or Sewer Utility Request for a Price Index Rate Adjustment
Rate Calculation**

Utility:

Date of application:

Enter applicable data on lines with "→" symbol. Worksheet will calculate new tariff values.

	Water	Sewer	
→ Approved Tariff base rate			A
→ Current Change in PUC Price Index*			B
New Rate			(A * B) + A
→ Approved 1st tier gallonage rate			C
→ Current Change in PUC Price Index*			D
New Rate			(C * D) + C
	(1st tier includes from <input type="text"/> to <input type="text"/> gallons)		
→ Approved 2nd tier gallonage rate**			E
→ Current Change in PUC Price Index*			F
New Rate			(E * F) + E
	(2nd tier includes from <input type="text"/> to <input type="text"/> gallons)		
→ Approved 3rd tier gallonage rate*			G
→ Current Change in PUC Price Index*			H
New Rate			(G * H) + G
	(3rd tier includes over <input type="text"/> gallons)		

*If the applicant has additional tiers, supplemental workpapers with calculations are required.

**The Tex. Water Code limits the increase to the lesser of 5% or the change in annual price index.

The correct annual price index change is published at www.puc.texas.gov.

New Tariff Base Rate (A * B) + A	
Water:	<input type="text"/>
Sewer:	<input type="text"/>

New Tariff 1st tier gallonage rate (C * D) + C	
Water:	<input type="text"/>
Sewer:	<input type="text"/>

New Tariff 2nd tier gallonage rate (E * F) + E	
Water:	<input type="text"/>
Sewer:	<input type="text"/>

New Tariff 3rd tier gallonage rate (G * H) + G	
Water:	<input type="text"/>
Sewer:	<input type="text"/>

Please note that rates for separate surcharges and pass-through clauses in your tariff may not be included in the calculation. Only your base rate and gallonage charge may be included. No fees such as tap fee, late fees, or any other tariffed rate may be indexed.

NOTICE OF APPROVED UTILITY PRICE INDEX CHANGE

Utility: _____
 CCN Number(s): Water _____ Sewer _____

The rates listed on the next page will apply to service received after the effective date listed on the notice below. This rate was requested by the utility and approved by the Public Utility Commission based on a change in the price index. The price index is set by the Commission annually. State law allows the utility to receive an annual rate adjustment, without a hearing, based on the changes in the price index.

The following public water systems, sewer systems, and/or subdivisions will be affected by this rate adjustment:

Effective Date of Proposed Increase: _____
 (must be at least 30 days from the date the application is filed)

The rate adjustment will apply to all service rendered after the effective date and will be reflected on the bill you receive approximately 30 to 45 days after the effective date.

Address: _____
 City: _____ State/Zip: _____

Telephone: _____

Percent of Rate Adjustment: _____
 Date Notice delivered: _____
 Date of last rate change: _____
 Date meters are read: _____

Billing Comparison

Charges based on Gallons (G) per Month (mo)

Water:

Existing	Proposed
5,000 G _____ /mo	5,000 G _____ /mo
10,000 G _____ /mo	10,000 G _____ /mo
30,000 G _____ /mo	30,000 G _____ /mo

Sewer:

5,000 G _____ /mo	5,000 G _____ /mo
10,000 G _____ /mo	10,000 G _____ /mo

NOTICE OF APPROVED PRICE INDEX CHANGE -WATER

CURRENT RATES			PROPOSED RATES		
Monthly base rate including			Monthly base rate including		
Meter Size			Meter Size		
5/8" or 3/4"			5/8" or 3/4"		
1"			1"		
1 1/2"			1 1/2"		
Other:			Other:		
GALLONAGE CHARGE:			GALLONAGE CHARGE:		
for each additional 1000 gallons over the minimum (no tiers)			for each additional 1000 gallons over the minimum (no tiers)		
GALLONAGE CHARGE (tiers, if applicable):			GALLONAGE CHARGE (tiers, if applicable):		
	From _____ to _____ gallons			From _____ to _____ gallons	
	From _____ to _____ gallons			From _____ to _____ gallons	
	From _____ to _____ gallons			From _____ to _____ gallons	
	for each addt'l 1,000 gallons			for each addt'l 1,000 gallons	

NOTICE OF APPROVED PRICE INDEX CHANGE – SEWER

CURRENT RATES			PROPOSED RATES		
Monthly base rate including			Monthly base rate including		
Meter Size			Meter Size		
5/8" or 3/4"			5/8" or 3/4"		
1"			1"		
1 1/2"			1 1/2"		
Other:			Other:		
GALLONAGE CHARGE:			GALLONAGE CHARGE:		
for each additional 1,000 gallons over the minimum			for each additional 1,000 gallons over the minimum		
Gallorage charges are determined based on average consumption for winter period which includes the			Gallorage charges are determined based on average consumption for winter period which includes the		
Following months:			Following months:		