



## CITY OF TOPEKA UTILITIES FEES AND CHARGES SCHEDULE

In accordance with Topeka Municipal Code Title 13, fees and charges for services provided shall be maintained in a schedule and shall be based on the financial cost to recover the cost of said service or to secure the City from financial loss. This schedule serves as a listing of all fees and charges assessed by the combined utilities. All fees and charges relevant to the Office of Utilities and Transportation will be approved by the City Manager and maintained by the Director of the Office of Utilities and Transportation. All combined utility deposit amounts shall be established by the Director of the Office of Utilities and Transportation. This Schedule excludes those utilities rates, surcharges, fees, and taxes set by the City Council, Shawnee County, or the State of Kansas.

<b>UTILITY ACCOUNT DEPOSIT AMOUNTS</b>		
For a new account number established in billing system. Customers who have had their security deposits returned are not required to submit a second deposit in the event of a new utility account for the same customer class.		
<b>Type of Fee</b>	<b>Amount</b>	
<b>Residential Deposit</b>		
Single or Multi-Family Residence	\$ 25.00	
<b>Commercial Deposit</b>		
Each unit – Apartment Building/ Condo	\$ 15.00	
Business with no extra water equipment usage	\$ 35.00	
Duplex or 2 residences on 1 service Master Deposit (Contractor)	\$ 50.00	
Business with regular 5/8" or 1" service	\$ 100.00	
Business/Commercial 1½" service	\$ 150.00	
Business/Commercial 2" service	\$ 200.00	
Business/Commercial 3" service	\$ 300.00	
Wholesale Deposit	N/A	
<b>Transfer Service (existing Customer ID moving from one Location ID to another):</b>		
<b>Type of Fee</b>	<b>Amount</b>	<b>Conditions</b>
Residential, Commercial or Industrial Deposit	\$ 50.00	Customer's security deposit was returned but payment history is unfavorable.
Wholesale Deposit	N/A	

<b>METER SERVICES FEES</b>	
<b>Type of Fee</b>	<b>Amount</b>
Same Day Trip Charge	\$24.00 (assessed when new/transfer customer requests water service turn-on occur on that same business day and/or for a return trip on a delinquent held w/non-payment)
<b>Meter Testing</b>	
5/8" – 1" Meter	\$ 50.00
1 1/2" – 2" Meter	\$220.00
3" and up	\$170.00
Flow search	\$ 64.00
Service Abandonment (Permanent)	\$ 0.00
Service Abandonment (Temporary)	One (1) hour labor rate <sup>1</sup>
Emergency Fire Line Turn-off Fee	\$0.00
Non-Emergency Fire Line Turn-on/Turn-off Fee (during normal business hrs)	\$0.00
Non-Emergency Fire Line Turn-on/Turn-off Fee (after normal business hours)	Three (3) hours overtime at labor rate <sup>1</sup>
Meter Installation Re-inspection	One (1) hour labor rate <sup>1</sup>
Meter Repair Costs	
Meter base	Cost of meter + 25% markup
Register	Cost of Register + 25% markup
Touchpad	Cost of Touchpad + 25% markup
Wire	Cost of Wire + 25% markup
Labor	One (1) hour labor rate <sup>1</sup>

<b>DELINQUENCY FEES</b>	
<b>Type of Fee</b>	<b>Amount (per occurrence)</b>
Delinquent Fee	\$ 32.00 (assessed at the time water service is scheduled for shut-off for non-payment. If water service is terminated, reconnection will be efficiently routed for next business day turn-on. If same day service is requested, an additional Same Day Water Service Turn-on Fee will apply.)
Illegal Water Usage Fee	\$ 50.00 (assessed when water restored by unauthorized personnel)
Tampering Fee	\$100.00 (assessed when water meter has been damaged)
Unauthorized water service fee <sup>2</sup>	TBD (assessed when connection made to City's water system without authorization)

<b>UTILITY BILLING PAYMENT FEES</b>	
<b>Type of Fee</b>	<b>Amount (per occurrence)</b>
Pay Online Charge <sup>2</sup>	\$ TBD (assessed when payment received by credit card, debit card or check via on-line service)
Direct Payment Plan Charge <sup>2</sup>	\$ TBD (assessed when payment received by preauthorized bank draft)
Credit and Debit Card Charge <sup>2</sup>	\$ TBD (assessed when payment received by MasterCard, Visa, and debit cards via phone or in person)
Phone Check Charge <sup>2</sup>	\$ TBD (assessed when payment received by check via phone)
Returned Check Fee	\$ 30.00 (assessed when check returned due to insufficient funds) per Topeka Municipal Code 3.05.040
Late Payment Fee <sup>2</sup>	\$ TBD (assessed when payment is not received 35 days after bill date)

<b>HYDRANT METER FEES</b>	
<b>Type of Fee</b>	<b>Amount</b>
<b>Monthly Rental Fee</b>	
One-inch (1") disc meters	\$ 40.00
Three-inch (3") turbine meters	\$ 50.00
<b>Meter Deposit (held without interest)</b>	
One-inch (1") disc meters	\$306.73 (includes backflow prevention device)
Three-inch (3") turbine meters	\$865.43 (includes backflow prevention device)
<b>Administrative Fees</b>	
Annual Testing Fee	\$40.00/month until meter is returned for testing. (Fee will be waived if hydrant meter is returned within five (5) business days of notification.)
Manual Reading and Consumption Estimation Fee <i>Estimated Consumption Amount = 30,000 gallons</i>	\$20.00/month until reading is received by the Office of Utilities and Transportation. (Fee will be waived if reading is received within five (5) business days of receiving bill.)
Delinquent Account Fee	\$40.00 and loss of eligibility for hydrant meter rental until the amount delinquent is paid in full.

<b>UTILITY BILLING INSERT AND MESSAGE FEES</b>	
<b>Type of Fee</b>	<b>Amount</b>
Utility Billing Insert or Message Fee (including response handling, i.e., surveys)	Fees per Insert/Message as quoted by the City's utility bill print vendor. <ul style="list-style-type: none"> <li>Contact Utility Billing Manager to obtain a quote.</li> </ul>

<b>DEVELOPER MAIN FEES AND CHARGES</b>	
<b>Type of Charge</b>	<b>Amount</b>
Parts and Materials	Cost plus 15% of the Office of Utilities and Transportation's last bid price for the parts and materials (compensates for inventory and stocking of the parts and materials)
Engineering and Administrative Fee	15% of final parts and materials costs (compensates for engineering design services at 10% of total parts and materials, and 5% of total parts and materials to compensate for all administrative overhead costs.)
Construction Inspection Fee	\$2.50 per actual linear foot of water main laid (compensates for all costs associated with on-site inspection of work performed by developer's contractor during the hours the contractor is working.)
Water Main Taps Fee	Flat fee of \$180.00 per occurrence
Water Service Tap Fee	\$35.00 per tap
Purification/Pressure Testing Fee	\$30.00 per occurrence
Off-site Boring	Actual contracted price
Estimated Cost	TBD

<b>CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION FEES</b>	
<b>Type of Fee</b>	<b>Amount</b>
Lawn Irrigation System Installation Fee*	<i>Includes Backflow Prevention Connection Fee</i>
Residential (Single or Multi-family)	\$ 92.75
Commercial/Industrial	\$ 180.25
Backflow Prevention Connection Fee*	<i>(Installation or Replacement)</i>
Residential (Single or Multi-family)	\$ 92.75
Commercial/Industrial	\$ 180.25
Backflow Certification Training Fee	\$ 350.00
Backflow Recertification Training Fee	\$ 175.00
<i>*Outside City only. Inside City charges are assessed by Development Services Division.</i>	

<b>MISCELLANEOUS CHARGES</b>	
<b>Type of Charge</b>	<b>Amount</b>
Lime Residual Hauling	\$250.00 per 16-20 ton truckload (no partial loads) charged to the Utilities Department by haulers.

<b>WATER SYSTEM FEES</b>		
<b>Water Meter Size</b>	<b>Water</b>	
	<b>Inside City</b>	<b>Outside City</b>
1" and less	\$ 350.00	\$ 613.00
1 1/2"	\$ 700.00	\$ 1,225.00
2"	\$1,120.00	\$ 1,960.00
3"	\$2,100.00	\$ 3,675.00
4"	\$3,500.00	\$ 6,125.00
6"	\$7,000.00	\$12,250.00
8"	\$11,200.00	\$19,600.00
Larger than 8" to be determined by the Director of the Office of Utilities and Transportation.		
For Sherwood Improvement District Customers Only: A \$25.00 connection surcharge is assessed in addition to the Outside City fee per City of Topeka Contract No. 20569.		

<b>WATER SERVICE INSTALLATION/TAP FEES - PLUMBER INSTALLED</b>	
<b>Type of Service</b>	<b>Fees and Charges</b>
3/4" Tap/Service & 5/8" Displacement Meter	\$ 853.00
1" Tap/Service & 1" Displacement Meter	\$ 853.00
1 1/2" Tap/Service & 1 1/2" Displacement Meter	\$2,524.00
2" Tap/Service & Displacement Meter	\$2,713.00
Engineering Division Construction Inspection Fee (collected by the Office of Utilities and Transportation on behalf of Engineering Division)	\$ 49.55
<i>All service installations over 2" will be installed by Office of Utilities and Transportation personnel only, with the exception of 2" compound and 2" turbine meters.</i>	
<i>For plumber installations, the City provides the following for the fee listed: Meter Setter, Meter Box, Meter Ring and Cover, Tapping Saddle, Corporation, Corporation Adapter, Meter, Meter Reading Device, One Service Trip for Tap, and Office of Utilities and Transportation Inspection Fees. Additional trip charges billed at a minimum of two (2) hours labor rate<sup>1</sup>.</i>	
<i>A water main charge plus interest may apply to customers in specific locations. Contact City Engineers at 368-3842 for more information.</i>	

<b>WATER SERVICE INSTALLATION/TAP FEES – CITY INSTALLED</b>	
<b>Type of Service</b>	<b>Fees and Charges</b>
2" Tap/Service & 2" Turbine Meter	Actual hours of labor at current labor rate <sup>1</sup>
2" Tap/Service & 2" Compound Meter	Actual hours of labor at current labor rate <sup>1</sup>
3" – 6" Tap/Service & Meter	Actual hours of labor at current labor rate <sup>1</sup>
Parts and Materials	Cost plus 15% of Water Services Division's last bid price for the parts and materials (compensates for inventory and stocking of the parts and materials)
Equipment	Current equipment rate per maintenance management system (based upon the means table.)
Excavation Permit Fee (Water Services Division Inside City Installations Only; collected by the Office of Utilities and Transportation on behalf of Development Services Division)	\$13.00
<i>Fees and charges include the additional material and labor necessary to install service and meter, and includes street boring for City installed long service. Restoration costs will be billed in addition as necessary.</i>	
<i>A water main charge plus interest may apply to customers in specific locations. Contact City Engineers at 368-3842 for more information.</i>	

<b>FIRE LINE INSTALLATION FEES</b>	
<b>Type of Charge</b>	<b>Amount</b>
Installation	Actual hours of labor at current labor rate <sup>1</sup>
Parts and Materials	Cost plus 15% of Water Services Division's last bid price for the parts and materials (compensates for inventory and stocking of the parts and materials)
Equipment	Current equipment rate per maintenance management system (based upon the means table)
Engineering, Administrative, and Miscellaneous Costs	5% of total cost of labor, material and equipment (compensates for minimal engineering, administrative overhead and miscellaneous parts and supplies)

<b>FIRE HYDRANT RELOCATION FEES</b>	
<b>Type of Charge</b>	<b>Amount</b>
Relocation Fee	Actual material and labor costs, at the current labor rate, required by Water Services Division (Topeka Municipal Code 13.10.440)

<sup>1</sup>Current labor rate = \$51.00

<sup>2</sup> Currently not assessed by the Office of Utilities and Transportation; may be assessed at a future date.

**PUBLIC INFRASTRUCTURE RECORDS REQUEST FEES**

Office of Utilities and Transportation System Records

<b>Type of Fee</b>	<b>Amount</b>
<b>Printing/Plotting Charges</b>	
8 ½ X 11"	\$ 0.00
11" X 17"	\$ 2.00 (Aerials <u>or</u> contours)/\$4.00 (Aerials <u>and</u> contours)
18" X 24"	\$ 4.00 (Aerials <u>or</u> contours)/\$8.00 (Aerials <u>and</u> contours)
24" X 24" 24" X 36"	\$ 6.00 (Aerials <u>or</u> contours)/\$12.00 (Aerials <u>and</u> contours)
36" X 36"	\$ 9.00 (Aerials <u>or</u> contours)/\$16.00 (Aerials <u>and</u> contours)
36" X 48"	\$12.00 (Aerials <u>or</u> contours)/\$20.00 (Aerials <u>and</u> contours)
<b>Copying Charges</b>	
8 ½ X 11"	\$ 0.00
11" X 17"	\$ .50
18" X 24"	\$ 1.00
24" X 24"	\$ 2.00 (older aerials)
24" X 36"	\$ 2.00 (¼-section plats, subdivision plats, project plans)
36" X 36"	\$ 3.00
36" X 48"	\$ 4.00
<b>Electronic Data</b>	
CD	\$10.00
DVD	\$15.00
<i>Note: An additional charge at the current labor rate may apply for research time accrued in fulfilling the record request.</i>	

**SEWER SERVICE TAP FEES**

Inside/Outside City Sewer Tap Fee	\$200.00
Engineering Division Construction Inspection Fee	\$49.55

**SEWER SYSTEM FEES**

<b>Water Meter Size</b>	<b>Sewer</b>	
	<b>Inside City</b>	<b>Outside City</b>
1" and less	\$ 680.00	\$ 1,190.00
1 ½"	\$ 1,360.00	\$ 2,380.00
2"	\$ 2,176.00	\$ 3,808.00
3"	\$ 4,080.00	\$ 7,140.00
4"	\$ 6,800.00	\$11,900.00
6"	\$13,600.00	\$23,800.00
8"	\$21,760.00	\$38,080.00
Larger than 8" to be determined by the Public Works Director.		