



## 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 Utilities will be approved by the City Manager and maintained by the Utilities Director. All combined utility deposit amounts shall be established by the Utilities Director. 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.		
Type of Fee	Amount	
<b>Residential Deposit</b>		
Single or Multi-Family Residence	\$25.00	
Duplex or 2 residences on 1 service master	\$50.00	
Apartment Building/ Condo Each Unit	\$15.00	
<b>Commercial Deposit</b>		
Business/Commercial (Domestic Use Only)	\$35.00	
Business/Commercial 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	Not Applicable	
<b>Transfer Service (existing Customer ID moving from one Location ID to another):</b>		
Type of Fee	Amount	Conditions
Residential, Commercial or Industrial Deposit	Double standard amount	Customer's security deposit was returned but payment history is unfavorable.
Wholesale Deposit	Not Applicable	

<b>METER SERVICE FEES</b>	
<b>Type of Fee</b>	<b>Amount</b>
Same Day Trip Charge	\$24.00(assessed when customer requests water service turn-on occur on that same business day and/or for a return trip)
<b>Meter Testing</b>	
5/8" – 1" Meter	\$110.00
1½" – 2" Meter	\$330.00
3" and up	\$195.00
Flow search	\$83.00
<b>Miscellaneous Costs</b>	
Non-Emergency After Hours Response	Actual hours at current labor rate <sup>1</sup> (1-hour minimum)
Service Abandonment (Permanent)	To be determined at a later date
Return trips for inspections	One (1) hour at current labor rate <sup>1</sup>
<b>Fire Lines</b>	
Emergency Fire Line Turn-off Fee	To be determined at a later date
Non-Emergency Fire Line Turn-on/off Fee (normal business hours)	To be determined at a later date
Non-Emergency Fire Line Turn-on/ off Fee (after business hours)	Three (3) hours overtime at current labor rate <sup>1</sup>
<b>Meter Repair Costs</b>	
All materials used for Repairs	Cost plus 15% of the Utilities' last bid price for parts and materials (compensates for inventory and stocking)
Equipment	Current equipment rate per maintenance management system (based upon current FEMA rates)
Engineering & Administrative Fee	5% of total cost of labor, material & equipment (compensates for minimal engineering and administrative overhead)
Labor	Actual hours at current labor rate, <sup>1</sup> minimum one (1) hour
Mobile Home Park failure to complete Meter Maintenance per contract	\$30.00 per occurrence

<b>MISCELLANEOUS 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 due to non-payment. If terminated, reconnection will be routed for next business day turn-on. If same day service is requested, an additional Same Day Trip Charge will apply.)
Illegal Water Usage Fee	\$50.00 (assessed when water service is restored by an unauthorized party)
Tampering Fee	\$100.00 (assessed when water meter has been damaged by an unauthorized party)
Unauthorized Water Service Fee	To be determined (assessed when connection is made to City water system without authorization)

<b>UTILITY BILLING FEES</b>	
<b>UTILITY PAYMENT FEES</b>	
<b>Type of Fee</b>	<b>Amount (per occurrence)</b>
Returned Payment Fee	\$30.00 (assessed when payment returned due to insufficient funds per Topeka Municipal Code 3.05.040)
Pay On-line Charge <sup>2</sup>	To be determined (assessed when payment received by credit card, debit card or check via on-line service)
Direct Payment Plan Charge <sup>2</sup>	To be determined (assessed when payment received by preauthorized bank draft)
Credit / Debit Card Charge <sup>2</sup>	To be determined (assessed when payment received by MasterCard, Visa, and debit cards via phone or in person)
Phone Check Charge <sup>2</sup>	To be determined (assessed when payment received by check via phone)
Late Payment Fee <sup>2</sup>	To be determined (assessed when payment is not received 35 days after bill date)
<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> <li>• Includes 15% Administrative Fee</li> </ul>

<b>HYDRANT METER RENTAL 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	\$1,100.00 (includes backflow prevention device)
Three-inch (3") turbine meters	\$2,225.00 (includes backflow prevention device)
<b>Administrative Fees</b>	
Annual Testing Fee Penalty	\$100.00 / month until meter is returned for testing. (Fee assessed if meter is not returned within ten (10) business days of notification.)
No Monthly Reading Provided	\$75.00 / month until reading is received by Utilities.
Delinquent Account Fee	\$40.00 and loss of eligibility for hydrant meter rental until the amount delinquent is paid in full.

<b>CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION FEES</b>	
<b>Type of Fee</b>	<b>Amount</b>
Lawn Irrigation System Installation Fee*	Includes Backflow Prevention Connection Fee
Residential (Single or Multi-family)	\$92.75
Commercial/Industrial	\$180.25
Backflow Prevention Connection Fee*	(Installation or Replacement)
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>DEVELOPER MAIN FEES &amp; CHARGES</b>	
<b>Type of Charge</b>	<b>Amount</b>
Parts & Materials	Cost plus 15% of the Utilities' last bid price for the parts & materials (compensates for inventory and stocking)
Equipment	Current equipment rate per maintenance management system (based upon current FEMA rates)
Construction Inspection Fee	Actual hours at current labor rate, <sup>1</sup> minimum one (1) hour
Engineering & Administrative Fee	5% of total cost of labor, material and equipment (compensates for Minimal engineering and/or administrative overhead costs.)
Water Main Tap Fee	\$180.00 per tap (3" and larger) \$35.00 per tap (2" and below)
Purification/Pressure Testing Fee	\$30.00 per occurrence
Weekend Bac-T Testing	\$165.00
Off-site Boring	Actual contracted price

<b>WATER SYSTEM FEES</b>		
<b>Water Meter Size</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
<i>System fee for 8" and larger water meters to be determined by the Director of Utilities.</i>		
<i>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.</i>		

<b>WATER SERVICE INSTALLATION + TAP SET FEES</b>	
<b>Type of Service</b>	<b>Fees and Charges</b>
5/8" Meter and 1" Tap/Service	\$1,222.73
1" Meter and 1" Tap/Service	\$1,280.23
1 1/2" Ultrasonic Meter and 1 1/2" Tap/Service	\$4,391.39
2" Ultrasonic Meter and 2" Tap/Service	\$4,793.47
Engineering Division Construction Inspection Fee (collected by the Utilities on behalf of Engineering Division)	\$49.55
<i>For plumber installations, the City provides the following for the fee listed: Meter Setter, Meter Box, Meter Ring and Cover, Tapping Saddle (up to a 12" main), Corporation, Corporation Adapter, Meter, Meter Reading Device, One Service Trip for Tap, and Utilities Inspection Fees. Additional trip charges billed at a minimum of two (2) hours at current labor rate. Additional equipment or tapping saddles for greater than 12" mains will be billed at actual cost.</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>	

**CITY INSTALLED WATER SERVICE INSTALLATION FEES**

<b>Type of Service</b>	<b>Fees and Charges</b>
Parts and Materials	Cost plus 15% of Water Services Division’s last bid price for the parts & materials (compensates for inventory and stocking)
Equipment	Current equipment rate per maintenance management system (based upon the means table.)
Labor	Actual hours at current labor rate <sup>1</sup> (1 hour minimum)
Engineering, Administrative & Miscellaneous Costs	5% of total cost of labor, material and equipment (compensates for minimal engineering and administrative overhead)
Excavation Permit Fee (Inside City Installations Only; collected by the Utilities 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>	

**FIRE LINE INSTALLATION FEES**

<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 Utilities’ last bid price for the parts and materials (compensates for inventory and stocking)
Equipment	Current equipment rate per maintenance management system (based upon current FEMA rates)
Engineering and Administrative Fee	5% of total cost of labor, material and equipment (compensates for minimal engineering and administrative overhead)

**FIRE HYDRANT RELOCATION FEES**

<b>Type of Charge</b>	<b>Amount</b>
Relocation Fee	Actual material and labor costs, at the current labor rate <sup>1</sup> , required by Utilities (Topeka Municipal Code 13.10.440)
Engineering and Administrative Fee	5% of total cost of labor, material and equipment (compensates for minimal engineering and administrative overhead)
Excavation Permit Fee (Inside City Installations Only; collected by the Utilities on behalf of Development Services Division)	\$13.00

<b>SEWER SERVICE TAP FEES</b>	
<b>Type of Charge</b>	<b>Amount</b>
Inside/Outside City Sewer Tap Fee	\$200.00
Engineering Division Construction Inspection Fee	\$49.55

<b>SEWER SYSTEM FEES</b>		
<b>Water Meter Size</b>	<b>Inside City</b>	<b>Outside City</b>
1" and less	\$680.00	\$1,190.00
1 1/2"	\$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
<i>Sewer System fee for larger than 8" water meters to be determined by the Director of Utilities.</i>		

<b>EXCESS STRENGTH SURCHARGES</b>	
<b>Type of Charge</b>	<b>Amount</b>
<b>Inside City</b>	
Biochemical Oxygen Demand per mg/l per 1,000 gallons	\$0.002161
Suspended Solids per mg/l per 1,000 gallons	\$0.001371
<b>Outside City</b>	
Biochemical Oxygen Demand per mg/l per 1,000 gallons	\$0.003782
Suspended Solids per mg/l per 1,000 gallons	\$0.002399
<b>Septic Disposal</b>	
Septic Disposal per 1,000 gallons (effective 6/1/2022)	\$40.25

<b>MISCELLANEOUS CHARGES</b>	
<b>Type of Charge</b>	<b>Amount</b>
Lime Residual Hauling per 16-20 ton truckload (no partial Loads) Charged to the Utilities by haulers.	\$300.00
Bulk Water (Bulk Water station located at Distribution Facility)	\$0.25 per 50 gallons

**PUBLIC INFRASTRUCTURE RECORDS REQUEST FEES**

Utilities System Records

Type of Fee	Amount
<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”	\$0.50
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>	

<sup>1</sup> Current labor rate = \$55.00

<sup>2</sup> Currently not assessed by the Utilities; may be assessed at a future date