

Approved as to form only:  
*[Signature]*  
 Date: 4/11/19

BOPU RESOLUTION NO. 2019- 07

ENTITLED: "A RESOLUTION APPROVING REVISED ADMINISTRATIVE FEES, SERVICE CHARGES AND PENALTIES SET BY THE BOARD OF PUBLIC UTILITIES."

WHEREAS, the Board of Public Utilities ("Board") is authorized by State Statute and City Code to fix rates, fees and penalties for water and sanitary sewer services furnished to customers;

WHEREAS, the Board has determined that an increase in the administrative fees, service charges and penalties is necessary to ensure adequate revenue is generated in order to pay for costs associated with those water and sewer services rendered;

WHEREAS, pursuant to City Code Section 13.04.140, rates and charges for the consumption of city utility services, charges and fees for connection thereto, inspections, penalties, shutoff penalties and meter installations are established by the Board, approved by the Governing Body and filed with the City Clerk and business office of the Board;

WHEREAS, the Governing Body of the City of Cheyenne, pursuant to Ordinance 4230, adopted June 11, 2018, requires that prior to the beginning of each fiscal year, the Board will calculate new rates for Water and Sewer services based on the Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers, Water and Sewer Maintenance, and the Wyoming Cost of Living Index – Southeast Region and prepare new rate schedules for Water and Sewer services that shall be presented in the form of an ordinance to the Governing Body; and

WHEREAS, the Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers, Water and Sewer Maintenance for the calendar year 2018 was 3.62% and the Wyoming Cost of Living Index – Southeast Region for the fourth quarter of 2018 was 1.9%; and the Engineering News Record Construction Cost Index (ENR CCI) for calendar year 2018, was 1.01%;

NOW, THEREFORE, BE IT RESOLVED that the administrative fees, service charges and penalties fee schedule will be adjusted by approximately 3.0%.

BE IT FURTHER RESOLVED that the following fee schedule for administrative fees, service charges and penalties is adopted by the Board and that it shall be submitted to the Governing Body of the City of Cheyenne for approval to become effective January 1, 2020.

**Administrative Fees, Service Charges and Penalties**

	<b>Effective January 1, 2020</b>	<b>Effective January 1, 2019</b>
<b>Administration:</b>	\$3.00	\$3.00
Late Payment Penalty (Charged accounts receiving a delinquency notice)		
Field Collection Charge/Trip Charge	\$16.80	\$16.40
Water Service Disconnect and/or Reconnect Fees*:		
During Office Hours	\$34.10	\$33.20
After Office Hours	\$51.30	\$49.90
*(Fee to disconnect or reconnect water service for nonpayment or inability to obtain a meter reading)		
ISF Checks or Returned Checks	\$30.00	\$30.00
Violations of Wise Water Use Plan and/or Conservation Program		
<b>Under Normal Water Restrictions</b>		
1st Violation (Warning)	\$0	---
2 <sup>nd</sup> (Violation during normal water restrictions) 2 <sup>nd</sup> Violation	\$75.00	---
3 <sup>rd</sup> Violation	\$150.00	---
Subsequent Violations (each)	\$445.00	---
<b>Under Abnormal Water Years</b>		
1st Violation (Warning)	\$0	\$0
2 <sup>nd</sup> (Violation during normal water restrictions) 2 <sup>nd</sup> Violation	\$445.00	\$435.00
3 <sup>rd</sup> Violation	\$750.00	\$730.00
Subsequent Violations (each)	\$750.00	\$730.00
Penalty for violation of City Codes (13.040.110 Unlawful Use or 13.08.040 Unlawful Activities)	\$610.00	\$595.00
Photocopies (B & W)	\$.38	\$.37

Photocopies (Color)	\$ .45	\$ .44
Fax Transmissions		
Inbound	\$1.64	\$1.59
Outbound	\$1.64	\$1.59
	\$13.10/ hour	\$12.80/ hour
Production and/or Duplication of Electronic Records or Recordings		
Customer Deposit (new)	\$380.00	\$370.00
Special Project Research	\$20.00 / hour	\$19.60 / hour
Special Computer Runs/Listings	\$73.00	\$71.00
<b>Engineering:</b>		
Inspection Fee (per hour)	\$63.00	\$62.00
Inspection Fee (per hour) – Overtime	\$96.00	\$94.00
Construction Water	\$41.00	\$40.40
Penalty for connection to System Without Permit	\$612.00	\$595.00
Penalty for Irrigating without a meter	\$612.00	\$595.00
Penalty for removing a meter w/o permission	\$612.00	\$595.00
Common User Service Application Fee	\$134.00	\$131.00
Outside User Agreement Application Fee	\$334.00	\$325.00
Temporary Outside User Agreement Application Fee	\$165.00	\$160.00
Utility Plan Review Fee ( per plan & profile)	\$74.00	\$72.00
Bid Documents/Specifications	\$42.00	\$41.00
Bid-Plans/Drawings	\$42.00	\$41.00
Oil & Mineral Exploration and other related activities Deposit	\$12,250.00	\$11,900.00
<b>Operations and Maintenance:</b>		
Meter Installation/Removal Fee	\$58.50	\$56.80
Meter Installation/Removal Fee – Overtime	\$87.60	\$85.10
Meter Inspection Testing Fee	\$33.60	\$32.70
Jet Truck Assistance to Contractors/Plumbers	\$272/hour	\$265/hour
Camera Van Assistance to Contractors/Plumbers	\$272/hour	\$265/hour
Dump Truck (10 cubic yard) Assistance to Contractors/Plumbers	\$51.00/hour	\$50.00/hour
Utility Truck ( 1 ton 4 X 4) Assistance to Contractors/Plumbers	\$23.00/hour	\$22.00/hour
Wheel Backhoe Assistance to Contractors Plumbers	\$48.00/ hour	\$47.00/ hour
Sewer Blockage/Backup Fee	Actual Cost	Actual Cost
Water Distribution Damage Repair Fee	Actual Cost	Actual Cost
Damaged Meter - Frozen/Vandalized- 3/4"	Actual Cost	Actual Cost
Damaged Meter - Frozen/Vandalized- 1"	Actual Cost	Actual Cost
Repeat Frozen Meter Calls	\$57.00	\$56.00
Jumper Installation/Removal Fee	\$57.00	\$56.00
Construction Fire Hydrant Meter Deposit *	\$2,285.00	\$2,200.00
Construction Meter Damage Deposit *	\$1,285.00	\$1,250.00
Backflow Device and Equip Damage Deposit *	\$1,000.00	\$970.00
* (Damage to a Fire hydrant, water main or meter or backflow device and equipment and / or failure to report water consumption will result in forfeiture of all or part of the above deposits)		
Spanner Wrench	\$65.00	\$40.00
Hydrant Meter Unitized Measuring Element Repair (UME)	\$600.00	
Fire Hose ( 2 1/2 X 6)	\$75.00	\$85.00
2" Auxiliary Valves & Adapters	\$285.00	\$225.00
2" Back Flow Device & Adapters	\$575.00	\$620.00
2" Back Flow Device Check Valve Repair Kit	\$50.00	
Permit and Handling Fee	\$40.80	\$39.70
Meter Rental Per Day	\$10.10	\$9.90
Water Consumption (per thousand gallons)	\$5.60	\$5.53
Penalty for improper use of hydrant and/or meter assembly	\$600.00	
Penalty for taking water from Hydrant w/o Hydrant Meter/Backflow or proper Hydrant Permit	\$600.00	\$584.00
Purchase of old Hydrants - (unserviceable)	\$10.00	\$28.60
<b>Water Reclamation:</b>		
Inspection Fee - Per Hour	\$65.50	\$63.60
Inspection Fee - Per Hour- Overtime	\$98.70	\$95.90
Testing/Laboratory Fee	Actual Cost	Actual Cost
Industrial Pretreatment Program (IPP) Application	\$272.00	\$265.00
Industrial Pretreatment Program (IPP) Renewal Fee	\$105.00	\$102.40

BE IT FURTHER RESOLVED that the fee schedule for administrative fees, service charges and penalties will be 1.5 times the above amounts for outside-City users.

BE IT FURTHER RESOLVED that the Board is authorized to negotiate contracts with water and sewer system users based upon the above rates and any revision of the above rates shall be subject to Governing Body review, modification and approval.


BE IT FURTHER RESOLVED that the foregoing fee schedule for administrative fees, service charges and penalties established by the Board of Public Utilities shall be submitted to the Governing Body for approval and filing as provided by Code of the City of Cheyenne.

ADOPTED this 29th day of April, 2019.

BOARD OF PUBLIC UTILITIES

By: Mary B. Guthrie  
Mary Guthrie, President

Attest:

By:   
Matthew Pope, Secretary