

May 5, 2023

MEMO TO: J. Carter Napier, City Manager *JCN*

FROM: Andrew Beamer, P.E., Public Services Director *AB*
Jill Johnson, Financial Services Director

SUBJECT: Amending Various Utility Billing and Water Metering Fees

Meeting Type & Date

Council Work Session

May 24, 2023

Action Type

Direction Requested

Recommendation

That Council consider amending the fee schedule associated with administering utility billing and water metering activities.

Summary

Casper Municipal Code authorizes various fees and charges relating to the provision of water service within the City of Casper. On June 3, 1991, City Council adopted rules, regulations and fee schedules set by the dissolved Board of Public Utilities, which have not been updated since then. Staff is recommending amendments to various fees and the establishment of a fee schedule associated with administration of utility billing and water metering activities. The table below summarizes the services, associated municipal code reference, current fees, and proposed fees.

Service	Municipal Code Reference	Current Fee	Proposed Fee	Impact
Utility Refundable Deposit	13.03.050 (C)	\$75	\$100 (if account is set up on auto pay through the use of ACH) \$200 (if account is not setup on auto pay through the use of ACH)	Increase of \$125
Insufficient Funds Check Fee	13.03.070 (B)	\$30	\$30	No Change
Delinquent Late Fee – at 31 st day	13.03.070 (A) 13.03.100 (A)	No Charge	\$20	Increase of \$20
Delinquent Late Fee – at 45 th day	13.03.070 (A) 13.03.100 (A)	\$20	\$35	Increase of \$15
Water Turn On Fee (excluding new accounts, transfers, and emergency turn ons after being off for less than 24 hours)	13.03.070 (E)	\$10	\$35	Increase of \$25
Unsubstantiated Re-Read of a Water Meter	13.05.070(C) 13.03.080 (I)	\$20	\$102	Increase of \$82

Frozen Meter	13.05.070 (B)	\$145	\$66 plus meter cost (\$246 for a ¾-Inch Meter)	\$101 Increase (for ¾ meter)
Hydrant Meter Deposit	13.03.110 (B)	\$85	\$155 ¾-Inch Meter \$288 1-Inch Meter \$1,350 3-Inch Meter	Increase of \$70 (for ¾ meter)
Hydrant Meter Rent	13.03.110 (D)	\$25	\$25	No Change
Hydrant Meter Misuse – No Read	13.03.110 (D)	No Charge	\$300	Increase of \$300

Financial Considerations

Fee increases will enable recovery of costs associated with utility billing and water metering activities and will help to minimize future utility rate increases. A revenue increase of \$230,000 annually is anticipated from implementation of the updated fee schedule. The direct cost recovery received from these activities minimizes needed rate increases by roughly 1.5%.

Oversight/Project Responsibility

Oversight and responsibility are with the Public Services and Financial Services Staff.

Attachments

Resolution

RESOLUTION NO. _____

A RESOLUTION ADOPTING A FEE SCHEDULE ASSOCIATED WITH ADMINISTERING UTILITY BILLING SERVICES AND WATER METERING ACTIVITIES FOR THE CITY OF CASPER PUBLIC SERVICES DEPARTMENT, PUBLIC UTILITIES DIVISION.

WHEREAS, the City of Casper Board of Public Utilities developed a fee schedule and accompanying rules and regulations, which were kept in force after the dissolution of the Casper Board of Public Utilities in 1991, through Resolution No. 91-81; and,

WHEREAS, the City Council has the authority to, by resolution, set or amend fees intended to recover the actual costs associated with administering utility billing services and water metering activities for the Public Services Department, Public Utilities Division; and,

WHEREAS, the customer service fee schedule covers various fees associated with administering utility billing accounts and water metering activities; and

WHEREAS, the City Council has determined that an increase in customer service fees is necessary to recover actual costs associated with administering utility billing and water metering activities; and,

WHEREAS, it is the desire of the governing body of the City of Casper to rescind previous utility billing and water metering activity fee schedules, and to establish a new fee schedule for the Public Services Department, Public Utilities Division.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That any previous utility billing and water metering activity fee schedules are hereby rescinded, and that a utility billing and water metering activity fee schedule for the Public Services Department, Public Utilities Division is hereby adopted, effective July 1, 2023 as follows:

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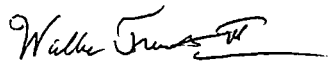
Fee Schedule

Service	Fee
Utility Refundable Deposit	\$100 (if account is set up on auto pay through the use of ACH) \$200 (if account is not setup on auto pay through the use of ACH)
Insufficient Funds Check Fee	\$30
Delinquent Late Fee – at 31 st day	\$20
Delinquent Late Fee – at 45 th day	\$35
Water Turn On Fee (excluding new accounts, transfers, and emergency turn ons after being off for less than 24 hours)	\$35
Unsubstantiated Re-Read of a Water Meter	\$102
Frozen Meter	\$66 plus current meter costs
Hydrant Meter Deposit	\$155 – ¾-Inch Meter \$288 – 1-Inch Meter \$1,350 – 3-Inch Meter
Hydrant Meter Rent	\$25 monthly
Hydrant Meter Misuse – No Read	\$300

BE IT FURTHER RESOLVED, That all other rules and regulations that were developed by the Casper Board of Public Utilities and kept in force after the dissolution of the Casper Board of Public Utilities through Resolution No. 91-81 (as they may have been amended from time to time), shall remain in full force and effect.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2023.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING
A Municipal Corporation

Fleur Tremel
City Clerk

Bruce Knell
Mayor