

DC WATER

Miscellaneous Fees and Charges

2018 Miscellaneous Rates Study

Study Results | October 23, 2018

Agenda

- Objectives
- New Fees: Fats, Oils and Grease (FOG) and Backflow Preventer Fees
- Updated Fees:
 - Retail Customer Fees and Charges
 - Permitting Review Fees and Charges
 - Additional Fees and Charges

OBJECTIVES

Study Objectives

Conduct a comprehensive review of the
Miscellaneous Fees and Charges

Study Tasks

1. FOG/Backflow Preventer Analysis – Develop FOG and Backflow Preventer Inspection fees based on budgeted FY 2019 cost of service
2. Update Existing Fees – Review existing fee structure to align with the services being provided as well as the cost of providing those services

NEW FEES

New Fees and Methodology

- New Fees:
 - Fats, Oil and Grease (FOG) Inspection:
 - » program enforces installation and maintenance of FOG abatement systems as required by the plumbing code
 - » Fee assessed to Food Service Establishments; such as restaurants, bars, cafeterias, private clubs, etc.
 - Cross Connection (CC) / Backflow Prevention (BFP) Inspection:
 - » program enforces installation and maintenance of backflow prevention assemblies as required by plumbing code
 - » Fee assessed to sites with known backflow prevention assemblies
- “Bottom Up” approach to COS fee development

FOG Inspection

FOG Inspection - Costs include:

- Personnel
 - 3 specialists completing FOG inspections
 - 1 analyst supporting specialists
 - 1 indirect personnel supporting program
- Materials (Equipment and Vehicles)
 - Annual expenses
 - Amortized expenses over 5 years (vehicles)
- Training
- Billing system update
- Certification tracking software

FOG Cost of Service Analysis

Cost Drivers	Annual Cost
Personnel	\$ 536,429
Materials	65,700
Training	10,000
Billing System	10,000
Certification Program	80,000
Total Annual Costs	\$ 702,129
Number of FOG Participants	4,700
Annual Cost per FOG Participant	\$ 151

Backflow Prevention Inspection

Backflow Prevention Inspection - Costs Include:

- Personnel
 - 3 specialists conducting site inspections for backflow preventers
 - 1 analyst supporting specialists
 - 1 indirect personnel supporting program
- Materials (equipment and vehicles)
 - Annual expenses
 - Amortized expenses over 5 years (vehicles)
- Training
- Billing system
- Tracking software

CC/BFP Cost of Service Analysis

Cost Drivers	Annual Cost
Personnel	\$ 536,429
Materials	58,200
Training	10,000
Billing System with Tracking Portal	130,000
Total Annual Costs	\$ 734,629
Number of CC/BFP Assemblies	11,088
Annual Cost per CC/BFP Assembly	\$ 66

New Monthly Fees Summary

Proposed Monthly Fees:

FOG Inspection Fee	Monthly Fee
Monthly Cost (Annual Cost \$151)	\$ 12.50
Monthly Billing Cost	\$ 1.20
Total FOG Monthly Fee per Customer	\$ 13.70

CC / BFP Inspection Fee	Monthly Fee
Monthly Cost (Annual Cost \$66)	\$ 5.50
Monthly Billing Cost	\$ 1.20
Total CC/BFP Monthly Fee per Assembly	\$ 6.70

Revenue Impact

Monthly Fees designed to recover cost of service, includes billing services, for FOG and CC/BFP inspection services provided.

FOG Inspection:

- Number of Participants: 4,700
- Anticipated Annual Revenue: \$775,000

Cross Connection / Backflow Prevention Inspection:

- Number of Assemblies: 11,088
- Anticipated Annual Revenue: \$900,000

UPDATE EXISTING CUSTOMER FEES

Methodology Behind Retail Fees

- Last updated in 2011
- Retail Customer Fees were mostly not changed
- Cross-connection violation charges added
 - Policy, not cost of service, driven
- Other fee increases reflect 30% inflationary increase for personnel costs from 2011-19
- Some fees are being realigned to better reflect how services are provided
- Utilities strive to keep retail fees in line with the cost of providing service
- Utilizing best industry practices and peer benchmarks

Customer Fees Revenue Impact

- Miscellaneous Service Fees are being increased to account for an overall increase in cost of service
- The overall revenue impact is de minimus but it is important to reflect as fees have not been updated since 2011, whereas personnel and other costs have increased
- Overall revenue contribution of Customer Fees is about \$1.2 million annually

Engineering Review Fees

Engineering Review Fees

Proposed:

- Total target revenue recovery of \$4.0 million
 - Up from approximately \$1.8 million for FY 2018
- Increase in revenue requirement is for additional resources required to:
 - Address increasing number of demands from customers and sister agencies (i.e. ProjectDox and TOPS)
 - Account for inflation
- “Top down” methodology for fee development

Engineering Review Fees Methodology

- Each Review Category is allocated a percentage of the \$4.0 million in revenue requirements
 - Each fee is allocated a weighting factor based on time required to provide service
 - Weighting is used to determine equivalent units and calculate final fee based on unit cost
- Scaling factor for expedited service
 - Expedited reviews increase about 175% for every class
 - Provides a consistent standard-to-expedited relationship across all review fees
- There is no cross subsidization among fees

ADDITIONAL FEES

Event Fee Approach

- DC Water provides specialized services for events
- To determine an appropriate Event Fee, the fee will be the summation of personnel time and cost of rental equipment

Additional Fees

- Potable water fee-phased out and new event fees proposed
- Pre-Treatment Fees – Treatment of discharged high strength waste (approved 10/17)
- High Strength Waste Fees – Treatment of hauled high strength waste (approved 10/17)
- Industrial Permitting Fees – Permitting for categorical dischargers (updated, approved 2012)
- Groundwater Sewer Charge – Discharge of groundwater from construction (updated as part of 2018 COS Study)
- Some of the existing Miscellaneous Fees realigned to cover costs

THANK YOU

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RAFTELIS

Appendix 1

UPDATE EXISTING CUSTOMER FEES

Retail Customer Fees

Fee Name	Existing	Proposed	
Customer Bad Check Fee ⁽¹⁾	\$25	\$25	
Declined Credit Card Fee ⁽¹⁾	\$35	\$35	
Customer Penalty Late Fee ⁽²⁾	10% + 1% per month of Balance due	10% + 1% per month of Balance due	
Initiation Fee (previously named Turn on fee) ⁽¹⁾	\$50	\$50	
Turn Off Charges for Non-Payment ⁽¹⁾	\$50	\$50	
Reconnection Fee (previously named Turn on Fee) ⁽¹⁾	\$50	\$50	
Broken By-Pass Seal ⁽¹⁾	\$700	\$700	
Unauthorized Turn On ⁽¹⁾	\$245	\$245	
Second Water Audit within 24 months	\$125	\$125	
Manual Read (convenience charge for meter read)	\$0	\$20/month	New

1. No change to existing fees
2. Recommended based on peer comparison (WSSC, Philadelphia, Atlanta)

Turn-Off Charges for Cross Connection Violation

Fee Name	Existing	Proposed	
Cross-Connection Turn-off 5/8" to 2"	\$0	\$200	New
Cross-Connection Turn-off 3" to 5"	\$0	\$400	New
Cross-Connection Turn-off 6" and larger	\$0	\$900	New

- The cross connection violation charge occurs when the cross-connection relationship is violated
- The charge serves as a deterrent to help prevent violations

Water Taps and Connections Installation

Fee Name	Existing	Proposed ⁽¹⁾
1 Inch Tap Insertion	\$325	\$425
1.5 Inch Tap Insertion	\$380	\$500
2 Inch Tap Insertion	\$415	\$540
Water Tap Abandonment (2" or less diameter)	\$310	\$400
Water Service Connection Abandonment (greater than 2" diameter)	\$610	\$800
Inspect Pointing up Sewer Taps ^(3, 4)	\$660	\$860
Inspect Insertion of Y-Branch ^(3, 4)	\$235	\$306
Inspect Installation of Standard Cleanout ^(2,3,4)	\$235	\$306
Inspect Sewer Tap Removal ^(3, 4)	\$235	\$306

1. Reflects 30% increase for personnel costs
2. Only charged when clean out is the only work to be inspected
3. Includes labor hours and vehicle
4. Inspect fees recovers labor hours, O & M and fringes

Fire Hydrant Flow Tests and Flush

Fee Name	Existing	Proposed ⁽¹⁾	
Fire Hydrant Flow Test (Field Test) ⁽¹⁾	\$225	\$300	
Fire Hydrant Flow Test (Computer Model) ⁽²⁾	\$0	\$200	New
Fire Hydrant Flow Test (Recent Test Record Available) ^(3, 4)	\$25	\$125	
Letter in Lieu of Hydrant Flow Test ^(3, 4)	\$125	\$125	
Private Fire Hydrant Flush ⁽⁵⁾	\$0	\$81	New

1. Reflects 30% increase for personnel costs
2. Provided as more cost effective alternative to Field Test
3. Consolidated into single fee
4. Documentation recovers labor hours, O & M and fringes
5. Recovers labor and material costs

- Fire flow tests are done at customer request

Fire Hydrant Use Charges

Fee Name	Existing	Proposed	Frequency	
Fire Hydrant Permit	\$0	\$75		New
Water and Sewer Rate	Prevailing	Prevailing	Usage Based	
3" Hydrant Meter Deposit	\$700	\$1,600		
3" Hydrant Meter Rental < 15 days	\$0	\$75	Flat rate	New
3" Hydrant Meter Rental > 15 days	\$0	\$5	Per day	New
3" Hydrant M w Back Flow Preventer Deposit	\$0	\$2,200	Flat rate	New
3" Hydrant M w Back Flow Preventer Rental < 15 days	\$0	\$150	Flat rate	New
3" Hydrant M w Back Flow Preventer Rental > 15 days	\$0	\$10	Per day	New
5/8" Hydrant M w Back Flow Preventer Deposit	\$0	\$700	Flat rate	New
5/8" Hydrant M w Back Flow Preventer Rental < 15 days	\$0	\$75	Flat rate	New
5/8" Hydrant M w Back Flow Preventer Rental > 15 days	\$0	\$5	Per day	New
Fire Hydrant Use Per Day	Usage Based	Usage Based		

- Existing practice is to assess a \$700 deposit held on account against usage charges

Appendix 2

Engineering Review Fees

Proposed Plan Submittal

Fee Name	Existing	Proposed Standard ⁽¹⁾	Proposed Expedited	
Base Plan Submission administrative Fee- for all review types	\$0	\$140	Not Applicable	New
Rejected Plan Resubmission Administrative fee for all review types	\$0	\$75	Not applicable	New

1. New fees are due to new online submission process – increasing service level

Existing/Proposed Large Plan Reviews

Fee Name	Existing	Proposed	Proposed Expedited
Large Permits Expedited (15 working days review per submission)	\$10,000	\$17,400	
Large Permit Basic	\$7,500	\$10,000	
Foundation to Grade- Large Commercial	\$1,000	N/A Phased out	
Approved Project Plan Revision (Project Scope/Design Change)	\$1,000	\$1,000	\$1,750
Approved Plan Revision (Field Conditions)	\$250	\$1,000	\$1,750
Large Project Sheeting and Shoring (Large Commercial)	\$1,000	\$6,500	\$11,300
Abandonment Waiver Request	\$500	\$500	\$880
Water and sewer availability letter (large)	\$500	\$500	\$880
Temporary Water connections (previously Small Commercial-multi-family, apartments, store etc.)	\$2,500	\$3,300	\$5,800

- Both approvals require the same level of effort so the fee change reflects that

Existing / Proposed Permitting Fees

Fee Name	Existing	Proposed
Design Manuals-Initial	\$60	\$0
Design Manuals-Revisions/Updates	\$25	\$0
Construction Standards Details-Initial	\$35	\$0
Construction Standards Details-Revisions/Updates	\$10	\$0
Construction General Conditions & Standard Specifications-Initial	\$25	\$0
Construction General Conditions & Standard Specifications-Revisions/Updates	\$5	\$0
DC Water Pipeline Design Manual-Initial	\$75	\$0
DC Water Pipeline Design Manual-Revisions/Updates	\$30	\$0
Electronic Version of Water/Sewer Counter and As-Built Maps Per Project	\$100	\$0
Updates of the Electronic Version-Per Project	\$ 25	\$0

- Proposed to be discontinued (Publications now available on website)

Proposed Large Plan Reviews

Fee Name	Existing	Proposed Standard	Proposed Expedited
Large Basic Plan Review Fee- 1 metered connection	\$7,500	\$10,000	\$17,400
Large Basic Plan Review Fee- 2 metered connections	\$7,500	\$20,000	\$34,800
Large Basic Plan Review Fee- 3 metered connections	\$7,500	\$30,000	\$52,200
Large Basic Plan Review Fee- 4 or more metered connections	\$7,500	\$40,000 + Determined on a per project basis	\$69,600+ Determined on a per project basis

- Large Permit Basic – will be charged on a per meter basis to reflect that effort increases by the number of connections

Existing/Proposed Large Plan Reviews

Fee Name	Existing	Proposed Standard ⁽¹⁾	Proposed Expedited
Fire Service only > 2" (no interior renovations)	\$7,500	\$4,500	\$7,800
Sanitary or Combined Connection Only 8" or larger	\$7,500	\$4,500	\$7,800
Sanitary or Combined Connection Only 6" or less	\$2,500	\$700	\$1,200
Storm Connection Only 15" or larger	\$7,500	\$4,500	\$7,800
Storm Connection Only less than 15"	\$2,500	\$700	\$1,200

1. Reduced based on the time required to review plans where all connections (water, wastewater, and storm) are not included

Existing/Proposed Large Plan Reviews

Fee Name	Existing	Proposed Standard	Proposed Expedited	
Large Renovation no new water/sewer work- Project Doc signoff only (inside a campus)	\$0	\$400	\$700	New
Large Project Approved Plan Revision (Project Scope/Design Change, or field change) ⁽¹⁾	\$1,000	\$1,000	\$1,750	
Large Project Sheeting and Shoring ⁽²⁾	\$1,000	\$6,500	\$11,300	
Large water meter size reduction plan (no other work)	\$1,000	\$3,300	\$5,800	

1. Previously named Approved Project Plan Revision (project scope/design change)
2. Previously named Large Project Sheeting and Shoring (large commercial)

Existing/Proposed Large Plan Reviews

Fee Name	Existing	Proposed Standard	Proposed Expedited
Large Project Raze utility release letter- no abandonments	\$150	\$300	\$500
Large Project Raze utility release letter- with abandonments	\$150	\$700	\$1,200

Previously named Raze Permits; Now split into two categories to reflect differences in the service and the appropriate cost for each.

Existing/Proposed Small Plan Review Fees (service tap 2 inches or less)

Fee Name	Existing	Proposed/ Phased Out	Proposed Expedited
Availability Letter (small)	\$125	\$125	\$215
Small Commercial (multi-family, apartments, store, etc.) ⁽¹⁾	\$2,500	Phased Out	
Small Residential	\$300	Phased Out	
New Home from a Large Project Subdivision (10 or more units)	\$150	Phased Out	
Small Sheet and Shore	\$500	\$1,000	\$1,750

(1) The Phased Out fees reflect name changes and will be charged on a per meter basis to reflect that effort increases by the number of connections

Proposed Small Plan Review Fees (service tap 2 inches or less)

Fee Name	Existing	Proposed Standard	Proposed Expedited
Small basic non-residential project- 1 metered connection	\$2,500	\$3,300	\$5,800
Small basic non-residential project- 2 metered connections	\$2,500	\$6,600	\$11,600
Small basic non-residential project- 3 metered connections	\$2,500	\$9,900	\$17,400
Small basic non-residential project- 4 or more metered connections	\$2,500	\$13,200 + Determined on a per project basis	\$23,200+ Determined on a per project basis

- Small Commercial (Multi-family, Apartments, Store, etc.) will be charged on a per meter basis to reflect that effort increases by the number of connections

Proposed Small Plan Review Fees (service tap 2 inches or less) cont.

Fee Name	Existing	Proposed Standard	Proposed Expedited
Small Hybrid Non-Residential- 1 metered connection	\$7,500	\$5,000	\$8,700
Small Hybrid Non-Residential- 2 metered connections	\$7,500	\$10,000	\$17,400
Small Hybrid Non-Residential- 3 metered connections	\$7,500	\$15,000	\$26,100
Small Hybrid Non-Residential project- 4 or more metered connections	\$7,500	\$20,000 + Determined on a per project basis	\$34,800 + Determined on a per project basis

- Large Permit Basic will be charged on a per meter basis to reflect that effort increases by the number of connections
- Hybrid will be domestic service 2" or less, fire service 3" or greater will be charged on a per meter basis to reflect that effort increases by the number of connections

Proposed Small non-residential Modified

Fee Name	Existing	Proposed Standard ⁽¹⁾	Proposed Expedited
Sanitary or combined Sewer ⁽²⁾ connection only 6" and less	\$300	\$700	\$1,200
Storm sewer connection only less than 15" ⁽²⁾	\$300	\$700	\$1,200
Fire service only greater than 2" ⁽³⁾	\$7,500	\$4,600	\$8,100

Modified means only what is above – no water service change

1. Adjusted based on the time required to provide the service
2. Previously named Small Residential
3. Previously named Large Permit Basic

Proposed Small Basic Residential Project (domestic service 2” or less in diameter)

Fee Name	Existing	Proposed Standard ⁽¹⁾	Proposed Expedited
Single Family Residential/ metered connection up to 50 ^(2,3)	\$300/\$7,500	\$700 each Up to \$25,000	\$1,200 each
Town Houses/ metered connection up to 50 ^(2,3)	\$300/\$7,500	\$700 each Up to \$25,000	\$1,200 each
More than 50 SFU or Town Houses ⁽³⁾	\$7,500	\$700 + each up to 50 and \$350 for each above 50	\$1,200 + each up to 50 and \$600 for each above 50

From 1-9 units \$300 and for 10 units and greater \$7,500

1. Adjusted based on the time required to provide the service
2. Previously named Small Residential
3. Previously named Large Permit Basic

Proposed Small Raze Non-Residential or Residential

Fee Name	Existing	Proposed Standard (1)	Proposed Expedited	
Small Non-Residential or Residential Raze utility release letter- no abandonment	\$0	\$330	\$580	New
Small Non-Residential or Residential Raze permit review and utility release letter- with abandonments (2)	\$150	\$700	\$1,200	
As part of a project review	\$0	\$300	\$600	New

1. Adjusted based on the time required to provide the service
2. Previously named Raze Permits

Proposed Excessive Submission (additional fee for 4th or more submissions)

Fee Name	Existing	Proposed Standard ⁽¹⁾	Proposed Expedited	
Large Plan Excessive Submission Review ⁽²⁾	\$1,000	\$2,400	\$4,200	
Small Non Residential Plan Excessive Submission Review	\$0	\$600	\$1,050	New
Residential Plan Excessive Submission Review ⁽³⁾	\$0	\$360	\$630	New

1. Adjusted based on the time required to provide the service
2. Previously named Large Permit Submissions (Excessive Submission: 4 or more)
3. A fee will be charged for each submission starting with the fourth

Proposed Miscellaneous Engineering Fees

Fee Name	Existing	Proposed Standard ⁽¹⁾	Proposed Expedited	
Request for Information (RFI)	\$0	\$30	\$60	New
Letter in Lieu	\$0	\$50	\$90	New
Request for As-built Drawings	\$0	\$90/man hour	\$150/man hour	New
Water meter sizing Computation	\$0	\$90	\$150	New
Water and Sewer Availability Letter ⁽²⁾	\$500	\$500	\$880	
Delayed abandonment or waiver from Standards Letter ⁽³⁾	\$500	\$500	\$880	
Processing of standard easement covenant document	\$0	\$1,000	\$1,750	New
Processing of non-standard easement covenant document	\$0	\$5,000	\$8,750	New

1. Developed based on the time required to provide the service
2. Previously named Availability Letter (Large Commercial)
3. Previously named Abandonment Waiver Request

Proposed Miscellaneous Engineering Fees cont.

Fee Name	Existing	Proposed
One Day Plan Design and Review and approval (Velocity type program)	New Service, Not Currently Provided	Determined on per project basis; minimum fee-\$20,000

Existing / Proposed As-Built

Fee Name	Existing	Proposed Standard ⁽¹⁾	
SFU Residential service connection -Small Residential ^(2,4)	\$215	\$250	
Townhouses or SFU from multi unit project ^(2,4)	\$215	\$250	
Small non-residential, Large service connection (per connection) ^(2,4)	\$215	\$500	
Small Non-Residential Fire Service ^(2,4)	\$0	\$750	New
Large non-residential water service 3" or more, sewer service 8" or more, fire service 3" or more ^(2,4)	\$215	\$750	
New water or sewer main (20 to 100 feet) (each) ^(3,4)	\$215	\$2,500	
Each additional 200 ft. of water line ⁽³⁾	\$0	\$2,000	New
Each additional 400 ft. sewer main/line ⁽³⁾	\$0	\$2,000	New
If installing more than 200 linear feet or any Water line larger than 24" in diameter ⁽⁴⁾	\$215	Determined on a per project basis	
If installing more than 200 LF of sewer or any Sewer larger than 60" in diameter ⁽⁴⁾	\$215	Determined on a per project basis	

(1) Developed based on the time required to provide the service

(2) Per metered connection

(3) Required electronic submittal of development plans in MD State Plane Geometry

(4) Previously named Preparing As-Built Drawings for all the existing fees

Appendix 3

ADDITIONAL FEES

Existing Temporary Potable Water Equipment Fee

Fee Name	Existing	Proposed
Temporary Potable Water Equipment Fee	\$262	Phased out
Each additional Temporary Potable Water Equipment Fee (Quench Buggy, Misters, Water Fountains, etc.)	\$54	Phased out

- Event Fee will be replacing this fee

Event Fee: Personnel Component Cont'd

Fully Loaded Personnel Rate for Events: \$81.00 per hr.

Size of Event (Attendees)	Number of DC Water Personnel Per Event*
100 – 2,000	2
2,000 – 5,000	4
5,000 or more	6

*This refers to the minimum number of personnel required for the event. Upon review of the event specifications, staff reserves the right to increase level of staffing based on assessed need.

Event Fee: Equipment Component

Equipment	Per Unit Per Event*
Misting Tent*	\$550
Mobile Brita Hydration Station*	\$600
Cooling Station	\$420
Quench Buggy*	\$2,500
DC Water Mascot	\$50

*This refers to a per unit per event, assuming a single day event. For multi-day event, the per unit cost would be multiplied by the number of days.

Existing Pre-Treatment Fees

Pre-Treatment	(Unit)
Waste Hauling – Annual Fee Per Vehicle	\$30.00
High strength grease trap waste	\$0.07 per gallon
High strength septage waste	\$0.07 per gallon
Domestic strength waste	\$0.003 per gallon
Low strength waste	\$0.003 per gallon

- Approved vide Board Resolution #17-69 dated October 5, 2017

Existing High Strength Waste Fees

Pre-Treatment	(Unit)
Biochemical Oxygen demand (BOD)	\$0.135 per pound
Total Suspended Solids (TSS)	\$0.263 per pound
Total Kjeldahl Nitrogen (TKN) or Total Nitrogen (TN)	\$1.471 per pound
Total Phosphorus (TP)	\$4.524 per pound

- Approved vide Board Resolution #17-69 dated October 5, 2017

Proposed Industrial Permitting Fees

Fee Name	Existing	Proposed
Industrial Permit Initial Fee	\$2,000	\$2,500
Industrial Permit Renew Fee	\$600	\$700
Significant or Non-Significant Categorical Industrial User Annual Compliance Fee- 1 Outfall	\$2,500	\$3,100
Significant or Non-Significant Categorical Industrial User Annual Compliance Fee- 2 or more Outfalls	\$3,500	\$4,300
Significant Non-Categorical Industrial User Annual Compliance Fee- 1 Outfall	\$2,500	\$3,100
Significant Non-Categorical Industrial User Annual Compliance Fee- 2 or more Outfalls	\$3,500	\$4,300
Non-Significant Non-Categorical Industrial User Annual Compliance Fee- 1 Outfall	\$550	\$700
Non-Significant Non-Categorical Industrial User Annual Compliance Fee- 2 Outfalls	\$700	\$900

*Reflects 3% increase per year from FY 2012

Groundwater Sewer Charge

Groundwater Sewer Charge: Captures costs associated with conveying groundwater pumped into the sewer system from construction activities. Costs for treatment are removed from the standard sewer volumetric charge.

	Existing		Proposed	
Per Unit	CCF	KGAL	CCF	KGAL
Groundwater Sewer Charge	\$2.33	\$3.11	\$2.83	\$3.78

Existing Miscellaneous Fees

Legal Charges	(Unit)
Witness Fee	Salary + Fringe

Copying Charges	(Unit)
Xerographic	\$2.50
Vellum	\$4.00
Mylar	\$5.50

Standard Photocopying (per sheet)	Existing (Unit)	Proposed (Unit)
Standard Letter and Legal Pages	\$0.25	\$0.75

- Xerographic, Vellum and Mylar charges are proposed to be discontinued