

CITY OF HIGHLAND HAVEN, TEXAS

ORDINANCE #068, Revision 6

September 25, 2018

AN ORDINANCE OF THE CITY OF HIGHLAND HAVEN, TEXAS, ESTABLISHING BILLING PROCEDURES, RATES AND FEES FOR THE HIGHLAND HAVEN WATER SYSTEM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Highland Haven has purchased certain property from Highland Utilities and Burriss Water Management; and

WHEREAS, the purchase of the water utility was executed in June 2009; and

WHEREAS, establishing of rates and fees is necessary to conduct Highland Haven Water System business; and

WHEREAS, the existing rates of Highland Utilities were adopted for the remainder of budget FY 2009; and

WHEREAS, a rate change of 3.8% was approved in the fiscal year 2010 Budget

WHEREAS, a rate change of 2.76% was approved in the fiscal year 2011 Budget

WHEREAS, a rate change of 3% was approved in the fiscal year 2017 Budget

WHEREAS, a rate change for Camp Champions was approved for FY 2018 Budget

WHEREAS, a rate change was approved for FY 2019 Budget

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS THAT:

The following Highland Haven Water System billing procedures and attached rates and fees are established effective with the January 2019 billing cycle:

Billing Procedures

- A. Meters are read on or about the 20th of each month
- B. Bills are mailed no later than the last day of the month
- C. Payment is due no later than the 15th of the month, as stated on the bill
- D. Late notices are mailed on or about the 16th of the month, the disconnect date is stated on the late notice
- E. Unpaid account meters are shutoff and locked 10 days after the late notices are mailed
- F. Meter is unlocked once full payment of outstanding water bill is paid, this includes any late fees plus any disconnect and reconnect fees.

G. All water system fees including late fees are set in this Ordinance

Water Well Cross-Connection

If private well is present on property, operator will check for cross-connection to the city water supply. If cross-connection to the city water supply is present, city water supply must be immediately disconnected. City water supply will not be reconnected until system has been inspected to confirm no cross-connection is present.

Commercial accounts are governed by contracts approved by the Board of Alderman.

Seasonal Reconnection Fee

Base rate for meter size multiplied by number of months the meter was disconnected, not to exceed six months within a twelve month period, or involuntary disconnect over 45 days.

Meter Read Discrepancy

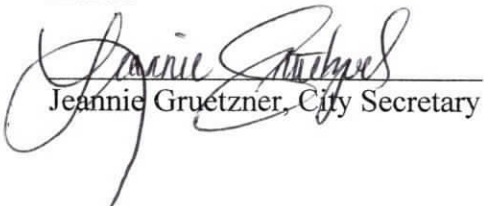
1. Operator will perform a bucket test within 7 days of customer's request. Appropriate action will be taken if the test results show a significant discrepancy. Applicable fees, included in the attached fee schedule, will be assessed if problem is found to be on the owner's side of the meter.
2. At the customer's request, the City will send the meter to an authorized meter test service center. If the meter test is within tolerance, customer will pay the water charge in question plus late and turn-off fees, if applicable, the actual cost of the meter test and any shipping costs and/or mileage expenses. If meter is found out of tolerance, the city will make an appropriate adjustment.
3. A customer may protest a water bill to an Appeals Board for resolution. Water service will not be discontinued while the protest is being dispositioned.

PASSED AND APPROVED this the *25th* day of *September 2018* during a scheduled meeting by the Board of Aldermen of the City of Highland Haven, Texas.



Olan Kelley, Mayor

Attest:



Jeannie Gruetzner, City Secretary

(seal)

Ordinance #068
Highland Haven Water System Fees
Effective January 2019

FEES	Rates	Notes
Tap Fees		
5/8"	\$1,500	
Meters larger than 5/8"	\$2,000	
Tap Install Street Cut Fee	500.00	
New/Transfer Service Fee	50.00	non-refundable
Deposit	250.00	
Highland Haven Base Water Rate/Month Usage		
0-2000 Gals	34.00	
Out of Town Base Water Rate/Month Usage		
0-2000 Gals	36.00	
Water Use Rate per 1000 gallons plus Base Water Rate		
2001-15000 Gals	\$3.50	
15001-25000 Gals	\$4.55	
25001 and above	\$5.70	
Camp Champion Water Use Rate	\$5.50	
Late Fee	\$10 or 10%	Late Fee is applied to any bill not paid by the 15th of the month
Disconnect Fee	\$50.00	Service Disconnect is ordered on the 26th of the month for any unpaid account and Disconnect Fee is applied to account.
Reconnect Fee	\$50.00	
Return Check Fee	\$35.00	
Meter Re-Read Fee	\$50.00	Meter Re-Read Fee is applied if property owner requests this service and problem is found on the owners side of meter
Meter Flow Test Fee	\$50.00	Meter Flow Test Fee is applied if property owner requests this service and problem is found on the owners side of meter
Meter Calibration Test Fee	Cost plus \$100	Meter Calibration Test Fee is applied if property owner requests this service and problem is found on the owners side of meter
Meter Relocation Fee	Cost plus \$100	Meter Relocation Fee is applied if property owner requests this service
Leak Check Fee	\$50.00	Leak Check Fee is applied if property owner requests this service and leak is found on owners side of meter
Pressure Test Fee	\$50.00	Pressure Test Fee is applied if property owner requests this service and problem is found on owners side of meter.
Highland Haven Water System Policies		
* Property Owner is responsible for any outstanding water bills for a rental home		
* Water service will be immediately disconnected if cross-connection to another water source is found. Property owner will be charged the Disconnect Fee.		