

CITY OF HIGHLAND HAVEN, TEXAS

ORDINANCE # 068 Revision 3

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

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, rates and fees are established effective with the January 2012 billing cycle:

Billing Procedure

- 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 \$25 reconnect fee.
- G. All water system fees including late fees are set in this Ordinance

Meter Size Monthly Base Rate Minimum Charge 0 to 2,000 gallons

5/8" or 3/4" \$32.00

Gallonage Charge

\$3.32 per 1000 gallons for 2,001 to 15,000 gallons
\$4.27 per 1000 gallons for 15,001 to 25,000 gallons
\$5.33 per 1,000 gallons thereafter

Commercial accounts are governed by contracts.

Fees

Tap Fee (5/8" or 3/4" meter)	\$1,500
Larger meter tap fee	\$2,000
Road bore	Actual Cost
Reconnection Fee:	
a) Non-payment of bill	\$25.00
b) Customer request	\$25.00
Transfer Fee	\$45.00
Late Charge	the greater of \$5.00 or 10% of amt due
Returned Check Charge	\$25.00
Meter Test Fee	Actual Cost of Test
Seasonal Reconnection Fee	Base rate for meter size times number of months off system not to exceed six months when leave and return within a twelve month period or involuntary disconnect over 45 days
Meter Relocation Fee	Actual Cost
Meter Conversion Fee	Actual Cost

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.
2. If private well is present on property, operator will check backflow preventor valves installation. If the well is cross-connected to the city water supply, a backflow preventor valve is required. The customer shall provide a test certification of backflow preventor assembly upon installation and annually thereafter as required by TCEQ.
3. 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 a proportionate adjustment to the past six months water bills.

4. 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 15th day of November 2011.

Dana Turner
City Secretary

Peter E. Freehill
Mayor