

RESOLUTION NO. 001-18

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS ("TOWN") AMENDING ITS MASTER FEE SCHEDULE.

WHEREAS, the Town makes certain services, documents, publications and facilities available to the public; and

WHEREAS, the Town wishes to make changes to the fees and services provided by the Town that are related to solid waste collection and collection of recyclables;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Highland Park, Texas, that the Master Fee Schedule, as attached, is hereby amended effective January 31, 2018.

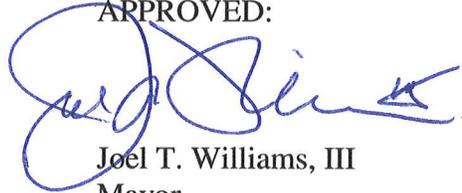
PASSED AND APPROVED the 22nd day of January, 2018.

APPROVED AS TO FORM:



Matthew C.G. Boyle
Town Attorney

APPROVED:



Joel T. Williams, III
Mayor

ATTEST:



Gayle Kirby
Town Secretary



TOWN OF HIGHLAND PARK, TX

MASTER FEE SCHEDULE

APPROVED January 22, 2018
EFFECTIVE January 31, 2018

I. ADMINISTRATIVE SERVICES

1. Health Permit (Ch. 6, Sec. 6.03.005)

An annual fee listed below will be collected from each food service establishment for a health permit issued by the Town and thereafter for the renewal of such permit.

Annual Health Permit Fee	\$200.00
Additional inspections, if required	\$75.00 each
Partial year	\$75.00/inspection plus
	\$50.00 Administrative fee

2. Facility Rental (subject to conditions included with required application)

Highland Park Room/Court Room	\$750.00/day
Utilities & Maintenance	\$30.00/hour

3. Returned Check Charge

The maximum charge permitted under Texas law will be imposed by the Town for the collection of checks returned by the banks for the lack of funds when such checks are used in payment to the Town for deposits or obligations legally owned by the issuer of the said returned checks. The Director of Fiscal and Human Resources will add the returned check charge to the other obligations owned to the Town by the issuer of the returned checks. The same charge shall be applied to electronic funds transactions in which lack of funds prevents payment from being made.

The Director of Fiscal and Human Resources, with the approval of the Town Administrator, may waive such charge if the Town was negligent in the cashing of the check or if special circumstances deem the waives as appropriate; however, in all cases of a waiver complete records must be made of the reason for the waiver.

4. Photocopy Charges

Article 6252-17a of the Texas Statutes allows the Town to charge a reasonable fee to cover the costs of reproducing public documents for private use. The charge for reproducing such documents will be based on the following guidelines:

(3) Other Fees

Processing fee for lost materials	\$10.00/item
Fee for certified letter	\$5.00/letter
Standard Size Copy	\$0.10 per page
Standard Size Copy – Color	\$0.25 per page
11" X "17" Size Copy	\$0.20 per page
11" X "17" Size Copy – Color	\$0.50 per page

6. Miscellaneous Charges

Certification of any document	\$2.00 per document
Contract preparation for 9-1-1 service providers	\$125.00
Payroll deduction for Child Support	\$5.00/month/deduction

II. Building Inspection (Ch. 3)

1. Contractor Registration Fees:

Plumbing	No charge
Irrigation	\$125.00
Electrical	No Charge
Mechanical	\$125.00
General Contractor	\$125.00
Concrete	\$125.00
Bonded Concrete	\$125.00
Demolition	\$125.00
Drainage	\$125.00
Bonded Excavation	\$125.00
Landscape (Art. Turf)	\$125.00
Fence	\$125.00
Pool	\$125.00
Roofing	\$125.00
Sign	\$125.00
Certified Backflow Tester	\$125.00
Fire Sprinkler	No charge
Alarm	No charge

6. Plan Review Fee (non-refundable)

Plan Review fee	\$250.00
Plan Review for remodel/addition \$100,000 or greater	\$250.00

7. Mechanical Permit Fees

Permit fees covering the installation, alteration, repair, or replacement of mechanical systems, equipment, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air conditioning and refrigeration systems or other energy-related systems, shall be as follows:

\$500.00-\$4,999.99	\$50.00
\$5,000.00 or more	1% or value to nearest \$1,000.00

8. Fire Sprinkler Permit Fees

Permit fees covering the installation, alteration, repair, movement, conversion, or equipping of a fire sprinkler system shall be as follows:

\$500.00-\$4,999.99	\$50.00
\$5,000.00 or more	1% or value to nearest \$1,000.00

9. Right-of-Way Fees

Network Node application fee	\$500.00 (1-5 network nodes); \$250.00 (each additional network node); \$1,000.00 per pole
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III. Utilities (Ch. 13, Sec. 13.02)

1. Service Fees

After hour fee	\$100.00
Service Fee	\$50.00

Monthly charge for commercial property and unimproved property: Per each 100 square feet of land calculated to be the CDA of the commercial or unimproved real property	\$0.130
Maximum for unimproved property	\$34.86

IV. Solid Waste Collection (Ch. 13, Section 13.05.043)

1. Collection Fees

For all bills rendered by the Town on or after January 31, 2018, for the removal of garbage and trash, the Town shall charge for its services in removing garbage and trash as follows:

- (1) The collection of service for a single-family or duplex residence:

Alley service	\$24.96/dwelling unit per month
Pack-out collection service	\$49.72/dwelling unit per month

- (2) The collection service charge for an apartment which receives collection services from the Sanitation Collection Department per dwelling unit:
\$22.02 ~~\$22.69~~ / per month.

- (3) For business and commercial establishments, schools and churches:

No. of Poly Carts	Monthly Charge
1	\$124.41
2	\$234.20
3	\$341.33
5	\$523.34
10	\$889.15
11	\$962.29

- (4) Commercial service charges for annual mechanical collection with a maximum of one (1) truck load per week average shall be two thousand eight hundred twenty dollars and eighty-three cents (\$2,820.83).

- 2. Solid Waste, Portable Toilet Service, and/or Grit and Grease Trap Franchise.**
The filing fee for the required application for a non-exclusive franchise is \$300.00.

3. Solicitor's License (Ch. 4, Sec. 4.04.034)
 At the time the application is filed with the Department, the applicant shall pay, per each solicitor or peddler, a nonrefundable permit fee to the Town to cover the cost of processing the application and investigating the facts stated therein.

Solicitors' License	\$50.00
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4. Impoundment Fees for Animals (Ch. 2, Sec. 2.01.010)
 Redemption of animal; fees.

Animal pound fee	\$90.00/animal
Animal redeemed after 72 hours	\$10.00/day

5. Alarm Permit/Direct Alarm Monitoring Fees (Ch. 4, Sec. 4.02.007)
 A person who desires to install and/or operate an alarm system or a local alarm system in the Town after the effective date hereof shall register said security system with the Department of Public Safety.

- (1) Annual fee

Alarm Permit annual fee	\$48.00
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- (2) Monthly monitoring fees

Cellular service fee	\$35.00
Traditional phone line fee	\$28.00

- (3) Restoration fee

Restoration fee	\$100.00
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- (4) Alarm Inspection fees

Initial Inspection	No charge
First Re-inspection	\$50.00
Subsequent Re-inspection	\$100.00

- (5) Charge for Invalid Alarms

First five (5) invalid alarms per year	No charge
Charge per invalid alarm in excess of five	\$50.00 each

2. Swimming Pool Fees

(1) All residents of Highland Park, upon making application, may secure an Annual Swimming Pool Permit. The charge for Annual Swimming Pool Permits shall be:

Season Pass	\$60.00/resident
Family Season Pass	\$60.00/resident family member to a maximum of four (4), then \$30.00 for each additional family member when purchased same day.
Daily Pass	\$7.00