

City of Gordon

P.O. BOX 227 – 105 S. Main St.
GORDON, TEXAS 76453
254-693-5676
e-mail: cityofgordon@yahoo.com

Dear Applicant for City Water and/or Wastewater Services:

Please be advised that this letter is a courtesy from the City of Gordon (the “City”) for anyone wishing to connect a property or development to City water and sewer services. Attached is the applicable City ordinance and the application form. Whether you are seeking standard or non-standard service, the initial application is the same but the requirements may differ.

Any service in the City’s extraterritorial jurisdiction (“ETJ”), which is a half-mile outside the regular city limits, or beyond the City’s ETJ, but within the CCN area, is subject to a non-standard service agreement as detailed in Section II.9 of Ordinance 2022-2 Amended 8-12-24.

In addition to the attached application, a non-standard service request must also include those items in Section II.7 of Ordinance 2022-2 Amended 8-12-24. Those include the following:

- Details about accessing the property during evaluation of the application
- Map and legal description of the area to be served
- Specific infrastructure needs for domestic use and anticipated level of fire protection requested, if applicable
- Copies of required approvals, reports, and studies to support the viability of the proposed development

Please refer to the Ordinance for all requirements.

Also note that if an application requires a non-standard service agreement, such an agreement must be executed prior to the start of construction and is subject to design approval by the City. As is made clear in the Ordinance, the applicant is responsible for feasibility, engineering, and legal fees tied to the application and the evaluation of the application, irrespective of whether the application results in ultimate service requested.

All applications for water and wastewater services may be subject to impact fees as determined by the City in consideration for service and the application’s impact on the City’s water and wastewater services.

If you have any questions about the application process, please reach out to Teresa Johnson at 254-693-5676 or cityofgordon@yahoo.com.

**ORDINANCE NO. 2022-2,
AMMENDED AUGUST 12, 2024
WATER AND WASTEWATER REQUEST FOR SERVICE POLICIES**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
GORDON, TEXAS, ADOPTING AND DEFINING WATER AND
WASTEWATER REQUEST FOR SERVICE POLICIES AND
PROVIDING AND EFFECTIVE DATE.**

WHEREAS, the City finds it in the best interest and benefit of the citizens of Gordon to enact service policies for requests for water and wastewater service;

WHEREAS, the City finds it is in best interest and benefit of the citizens of Gordon to require new growth to pay for itself, rather than the costs of such growth being borne by the City's existing customers; and

WHEREAS, the City Council of the City of Gordon desires to adopt this Ordinance as the official policy of the City for responding to requests for water and wastewater service for properties located within the corporate limits and extraterritorial jurisdiction of the City of Gordon.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GORDON THAT:

SECTION I.

- 1) **Definitions:** For the purpose of Sections I and II of this Ordinance, the following definitions shall apply, unless the context clearly indicates or requires a different meaning:
- a) "Applicant" means a person, partnership, cooperative corporation, corporation, agency, public or private organization of any time applying for Standard or Non-Standard Service from the City of Gordon.
 - b) "Application" means a written request for Standard or Non-Standard Service defining the specific type of service requirements requested from the City.
 - c) "CCN" means a certificate of convenience and necessity (No. 10279) issued by the Public Utility Commission of Texas and its predecessor and successor agencies.
 - d) "City" means the City of Gordon.

- e) "Connection" means the installation of all facilities needed to connect to the City's water or wastewater system up to the point of the meter for water and up to the right-of-way for sewer.
 - f) "Extraterritorial Jurisdiction" means unincorporated territory up to one half mile outside of and contiguous with the corporate boundaries of the City.
 - g) "Non-Standard Service" means any service request which requires larger meter service (greater than 5/8" X 3/4" or 3/4" sized water meter), service to a master metered account, or any service that would require an addition to the City's supply, storage, treatment, distribution, and/or collection system.
 - h) "Retail Public Utility" means any person, corporation, public utility, water supply or sewer service corporation, municipality, political subdivision or agency operating, maintaining, or controlling in this state facilities for providing potable water service or sewer service, or both, for compensation.
 - i) "Service" means retail water or wastewater service from the City.
 - j) "Service Investigation Fee" means a fee for costs associated with determining if Service is available and determining cost of service for Non-Standard Service requests.
 - k) "Standard Service" means service on an existing pipeline where pipeline or service facility extensions are not required, and special design and/or engineering considerations are not necessary. Typically, this would include 5/8" X 3/4" or 3/4" sized water meter services set on existing pipelines.
 - l) "Subdivision" means an area of land that has been subdivided into lots or tracts.
 - m) "Wastewater" or "Wastewater System" means the system of reservoirs, holding tanks, properties, facilities, mains, or pumping treatment equipment owned, operated, or maintained by the City, now or in the future, whereby wastewater is collected, treated, and discharged by the City.
- 2) **Location:** The provisions of this Ordinance shall apply to all land within the corporate limits, Extraterritorial Jurisdiction of the City, and area within the boundaries of the City's CCN.

SECTION II.

- 1) **Service Application Form:** All Applications for Service will be made on the City's standard application form, as provided in Appendix A, and will be signed by the Applicant.
- 2) **Filing of Application:** An Application is not considered filed with the City unless (i) it is complete, (ii) signed by the Applicant, and (iii) submitted in writing, either by mail or hand-delivery, to the City. A right-of-way easement, required by the City, must be completed by the Applicant for the purpose of

allowing future facility additions. The Applicant shall also provide proof of ownership to the property for which Service has been requested. Proof of ownership shall consist of a deed, or other recordable documentation of fee simple title to the real estate designated to receive Service.

3) Service Investigation Fee:

- a) A Service Investigation Fee of \$300 is required for an Application for Standard Service. The City shall refund any balance of the Service Investigation Fee that remains after it has completed its service investigation and has completed all legal and engineering services associated with processing a request.
- b) An initial Service Investigation Fee of \$1,500 shall be paid to the City for purposes of paying initial administrative, legal, and engineering fees incurred by the City in processing an Application for Non-Standard Service. The City shall refund any balance of the Service Investigation Fee that remains after it has completed its service investigation and has completed all legal and engineering services associated with processing a request. In the event the Service Investigation Fee is not sufficient to pay all expenses incurred by the City to conduct such investigation, the Applicant shall pay to the City, upon the City's request, all additional expenses that have been, or will be incurred by the City and the City shall have no obligation to complete processing of the Application, or any subsequent Application for the requested service area submitted by the Applicant, until all remaining expenses have been paid.

4) CCN Considerations: If after the Service Investigation has been completed, the City determines that the Applicant's Service request is for property located, in whole or in part, outside the area described in the City's CCN, Service may be extended, provided that:

- a) The Service location is not in an area receiving similar service from another Retail Public Utility;
- b) The Service location is not within the CCN of another Retail Public Utility; and
- c) The City's CCN shall be amended, at Applicant's sole cost, to include the entirety of the Applicant's property for which service is requested. Specifically, the Applicant shall pay all costs incurred by the City in amending its CCN, including, but not limited to, engineering, legal, and professional fees. If the service location is outside of the City's CCN, the City may extend service prior to completing the amendment to its CCN but will do so only upon the Applicant's legally enforceable agreement to fully support such amendment (including, but not limited to, payment of all professional fees, including administrative, legal, surveying, and engineering fees incurred by the City in securing the amendment).

5) Changes in Service Classification: If at any time the City determines that the

Service needs changed from those originally applied for to a different Service classification and the City determines that additional or different facilities are needed to provide adequate Service, the City may, at its discretion, require the customer to re-apply for Service under the terms and conditions of this Ordinance. Failure to comply with this provision shall be subject to disconnection, to the extent that a different level of service is utilized by the customer.

6) Minimum Line Requirements: The following apply to requests for water service:

a) For any Standard Service Request for water services where a service extension is required within City boundaries, an 8” minimum water pipeline is required for any Application to ensure proper flow for fire protection.

b) For a Service Request outside of the City’s corporate boundaries, a 6” minimum water pipeline is required subject to upsizing requirements as determined by the Service Investigation. If fire services are requested outside the City boundaries and the City determines that such services are feasible, an 8” minimum water pipeline will be required to ensure proper flow for fire protection.

c) The City will assess each Service Request and determine if existing lines require an upsize. If an upsize in the pipe is required for service extension, the City reserves the right to share costs of the upsize with the Applicant pursuant to 16 Texas Administrative Code § 24.153(a)(1).

7) Required Information for a Non-Standard Service Request: The following apply to an Applicant requesting Non-Standard Service:

a) An Applicant shall provide the City with sufficient information describing the level and manner of Service requested and the timeline for initiation of this Service. The following is the minimum information needed for an engineering evaluation of the requested service to the property described in the Application.

i. Completion of a Non-Standard Service Application (attached hereto as Appendix A), submission of a final plat, and payment of the Service Investigation Fee; and

ii. The Applicant shall provide the City with details concerning access to the property during the evaluation of the Application.

b) The Applicant must also provide the following information to allow the City to determine whether the level and manner of Service specified by the Applicant can be provided within the requested time frame and to generally determine what improvements are needed:

i. A map and legal description of the area to be served in a form that is understandable by the City.

- ii. Specific infrastructure needs for domestic use and anticipated level of fire protection requested, including line size and capacity, if applicable.
 - iii. Any additional information requested by the City necessary to determine the capacity and the costs for providing the requested Service.
 - iv. Copies of all required approvals, reports, and studies done by or for the Applicant to support the viability of the proposed development.
 - v. If the Applicant proposes development in phases, the Applicant should specify the level and manner of Service and the estimated time frame within which the Service must be provided for each phase, and the Applicant must depict the currently estimated location of each phase on the maps required in this Section.
- c) Upon payment of all of the required fees, the City shall review the Applicant's completed Service request. If no additional information is required from the Applicant, then the City shall prepare a written report on the Applicant's Service request, subject to any final approval by the City Council of the City (if applicable) which must be completed within ninety (90) days from the date of filing of a complete Application and payment of the required fees. The City's written report will state whether the requested level and manner of Service can be provided and/or the terms and conditions under which such Service can be provided.
- 8) City Response to Application:** The Applicant will be notified in writing by the City of the timeframe within which the requested Service can be provided and the costs for which the Applicant will be responsible, in accordance with the details on the Applicant's request for Service. The City's obligation to provide Service to any customer located within a subdivision governed by this Section is strictly limited to the level and manner of the Non-Standard Service specified by the Applicant. The Applicant is responsible for paying for all costs necessary for Non-Standard Service to a subdivision as determined by City ordinance. The City may pursue any remedies provided by the Non-Standard Service Agreement.
- 9) Non-Standard Service Agreement:**
- a) Upon delivery of the City's response to the Application, final approval by the City and acceptance of proposal for Service by the Applicant will be memorialized through a Non-Standard Service Agreement, and the City shall provide Service according to the terms and conditions contained in such Agreement. This Agreement shall define the terms of Service prior to construction of the required service facilities. The Applicant will be responsible for the City's legal fees to prepare such Agreement. The Agreement will require the Applicant to be responsible for all costs incurred by the City to design, construct, and install all facilities necessary for the City to provide the level of Service requested by the Applicant. The City shall have

the right to oversize any facility that is required to be built to provide the level of requested Service, but the Applicant will pay for any such costs of oversizing for sake of fire flow.

- b) In the event an Applicant desires Wastewater Service to property that does not currently have City mains in proximity to serve such property, the Applicant shall pay the applicable tap fee and deposit as part of the Non-Standard Service Application. Any facilities so provided shall be the property of the City and installed at the sole discretion of the City. Property owners or developers requiring a Non-Standard Wastewater System extension may be required to provide contributions in aid of construction in an amount necessary to provide for the entire development of Wastewater services to that property. The contribution shall be sufficient to meet the minimum design criteria for production, storage, treatment, or transmission infrastructure as required by the property or development. Before the owner of any land which is to be serviced by the City's Wastewater Services can receive such Service, the owner of such land must neither obtain annexation of such property by the City or must file a request for annexation within sixty (60) days after the date of the request for Wastewater services. The City shall not be obligated to provide Wastewater Services if annexation of such property is not completed.
- c) In the event that the City and Applicant agree that the Applicant will design, construct, and install the service extension, then:
 - i. The Non-Standard Service Agreement must be fully executed prior to Applicant's purchase of supplies and materials or initiation of construction of facilities;
 - ii. In the event that the Applicant commences construction of any such facilities prior to the execution of the Agreement with the City, then the City may refuse to provide Service to the Applicant or, in a subdivision, to any person purchasing a lot or home from the Applicant, the Applicant is moving forward at its own risk;
 - iii. The Agreement will also require that the design is subject to the approval of the City and construction may not commence until the City provides its approval; and
 - iv. All constructed facilities by the Applicant will be uncovered by the Applicant for inspection by the City, and any such facilities not approved by the City shall be replaced at Applicant's sole cost.

10) Service Connections: All connections are required to be performed in accordance with all applicable building and plumbing codes as the same may contain local amendments, and in accordance with any other applicable standards or promulgated requirements of the City, as may be amended from time to time.

- 11) Dedication of Facilities:** In the event that the City and Applicant agree that the Applicant will build the necessary service extensions, as determined by the report:
- a) An Applicant is responsible for extending existing City facilities to the service location and shall make the necessary arrangements with the City.
 - b) For a single tap, upon proper completion of construction of all facilities necessary for connection, approval, and acceptance of such facilities by the City, such facilities shall be conveyed to the City at no cost to the City and become the property of the City.
 - c) For Applicants of a subdivision:
 - i. Wastewater systems shall conform with City standards and applicable City master plans and regulations and the requirements of 30 Texas Administrative Code, Chapter 217, Design Criteria for Domestic Wastewater System.
 - ii. Water distribution systems shall conform with City standards, applicable City master plans and regulations, the most current standards of the American Water Works Association, and 30 Texas Administrative Code, Chapter 290, Public Drinking Water.
 - iii. Upon proper completion of construction of all on-site and off-site facilities necessary for connection, approval, and acceptance of such facilities by the City, such facilities shall become the property of the City.
- 12) Dedication of Easements:** The Applicant may be responsible for dedicating utility easements to the City. Easements shall be worked out with private utility companies prior to plat submittal to the City.
- 13) Other Fees:** Any Service Applicant will still be responsible for paying other applicable City fees and charges, as may be amended from time to time, including but not limited to legal and engineering fees associated with the Service Applicant's request.

**CITY OF GORDON
SERVICE APPLICATION**

| |
|--------------------------------|
| CITY USE ONLY |
| Date Approved: _____ |
| Service Classification: _____ |
| Cost: _____ |
| Work Order Number: _____ |
| Eng. Update: _____ |
| Account Number: _____ |
| Service Inspection Date: _____ |

Please print below:

DATE _____

APPLICANT'S NAME _____

SUBDIVISION NAME _____

CURRENT BILLING ADDRESS:

FUTURE BILLING ADDRESS:

PHONE NUMBER: Home (____) ____ - _____

Work (____) ____ - _____

EMAIL ADDRESS: _____

PROOF OF OWNERSHIP PROVIDED BY _____

DRIVER'S LICENSE NUMBER OF APPLICANT _____

LEGAL DESCRIPTION OF PROPERTY (Include name of road, subdivision with lot and block number)

PROPERTY SIZE/ACREAGE _____

SQUARE FOOTAGE OF RESIDENCE/STRUCTURE _____

NUMBER IN FAMILY _____

SPECIAL SERVICE NEEDS OF APPLICANT

NUMBER OF CONNECTIONS REQUESTED (STANDARD OR NON-STANDARD SERVICE: _____

MINIMUM METER SIZE REQUESTED: _____

MINIMUM LINE REQUESTED FOR EXTENSION: _____

APPLICANT SIGNATURE: _____

NOTE: FORM MUST BE COMPLETED BY APPLICANT ONLY. A MAP OF THE REQUESTED SERVICE LOCATION MUST BE ATTACHED.

EFFECTIVE DATE: This ordinance shall take effect and be in force immediately upon its passage.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

Passed, approved, and adopted by a majority vote of 3 to 1.

B. Roger Keck

Roger Keck, Mayor

ATTEST:

Teresa Johnson

Teresa Johnson, City Secretary

**CITY OF GORDON
SERVICE APPLICATION**

| |
|--------------------------------|
| CITY USE ONLY |
| Date Approved: _____ |
| Service Classification: _____ |
| Cost: _____ |
| Work Order Number: _____ |
| Eng. Update: _____ |
| Account Number: _____ |
| Service Inspection Date: _____ |

Please print below:

DATE _____

APPLICANT'S NAME _____

SUBDIVISION NAME _____

CURRENT BILLING ADDRESS:

FUTURE BILLING ADDRESS:

PHONE NUMBER: Home (____) ____ - _____

Work (____) ____ - _____

EMAIL ADDRESS: _____

PROOF OF OWNERSHIP PROVIDED BY _____

DRIVER'S LICENSE NUMBER OF APPLICANT _____

LEGAL DESCRIPTION OF PROPERTY (Include name of road, subdivision with lot and block number)

PROPERTY SIZE/ACREAGE _____

SQUARE FOOTAGE OF RESIDENCE/STRUCTURE _____

NUMBER IN FAMILY _____

SPECIAL SERVICE NEEDS OF APPLICANT

NUMBER OF CONNECTIONS REQUESTED (STANDARD OR NON-STANDARD SERVICE: _____

MINIMUM METER SIZE REQUESTED: _____

MINIMUM LINE REQUESTED FOR EXTENSION: _____

APPLICANT SIGNATURE: _____

NOTE: FORM MUST BE COMPLETED BY APPLICANT ONLY. A MAP OF THE REQUESTED SERVICE LOCATION MUST BE ATTACHED.

City of Gordon

PO Box 227 – 105 S Main St.
Gordon, Texas 76453
254-693-5676

Email: cityofgordon@yahoo.com
Website: www.discovergordon.com

Water & Wastewater Impact Fees Adopted 9/12/2022

All Taps are Fee + Cost to Feasible Water/Wastewater line

1/1/2024

Inside City Limits

| | | | | | | |
|-------------------|------------|----------|-----------|-------------|-----------|-----------|
| Water | 5/8 | ¾ | 1" | 1 ½" | 2" | 3" |
| | \$4000 | \$6500 | \$10,500 | \$22,500 | \$37,500 | \$60,000 |
| Wastewater | 5/8 | ¾ | 1" | 1 ½" | 2" | |
| | \$700 | \$1100 | \$1800 | \$3600 | \$5800 | |

Outside City Limits

| | | | | | | |
|--------------|------------|----------|-----------|-------------|-----------|-----------|
| Water | 5/8 | ¾ | 1" | 1 ½" | 2" | 3" |
| | \$4500 | \$7000 | \$11,000 | \$23,000 | \$38,000 | \$67,500 |

Water Rates 1/1/2024

Inside City Limits

| Meter Size | Base | Per/1000 |
|----------------|-----------|----------|
| 5/8 | \$ 63.48 | \$ 8.00 |
| 1 = 2.5 meters | \$ 150.70 | \$ 8.00 |
| 1.5 = 5 meters | \$ 317.40 | \$ 8.00 |
| 2 = 8 meters | \$ 507.84 | \$ 8.00 |
| 3 = 15 meters | \$ 952.20 | \$ 8.00 |

Outside City Limits

| Meter Size | Base | Per/1000 |
|----------------|-------------|----------|
| 5/8 | \$ 78.09 | \$ 10.00 |
| 1 = 2.5 meters | \$ 195.23 | \$ 10.00 |
| 1.5 = 5 meters | \$ 390.45 | \$ 10.00 |
| 2 = 8 meters | \$ 624.72 | \$ 10.00 |
| 3 = 15 meters | \$ 1,171.35 | \$ 10.00 |

Wastewater Rates based on Water usage

Base Rate \$40.99 then \$2.56 per 1000 gal up to 5000

Commercial Wastewater Rate

Base Rate \$43.24 then \$2.56 per 1000 gal

Wholesale \$8.15 per 1000

Pick up Water \$10.09 per 1000

Raw Water 3.25 per 1000 @ WTP

Trash Rates 1/1/2024

1 Poly Dumpster \$15.53

2 Poly Dumpsters \$24.32

1.5 yd Dumpster \$46.58

3 yd Dumpster \$77.63

3 yd 2* Week \$129.38

3yd 3* Week \$186.30