

# CITY OF GRAND SALINE PROPERTY CHECKLIST

## STRUCTURES:

Repair rotted wood, broken or missing boards, siding or shingles and makes all exterior parts weather tight, water tight, and rodent proof. Exteriors must be resistant to weather and be covered with a protective coating such as paint, siding, or brick that is in good repair.

## INSPECT:

- Exterior walls
- Roof coverings
- Railings on stairs, elevated landings and porches
- Fences (should be in good repair and of legal height)

## KEEP HOUSING SAFE, SANITARY, IN GOOD REPAIR AND SOUND CONDITION. INSPECT BOTH INTERIOR AND EXTERIOR:

- Walls, ceilings, floors
- Plumbing pipes and fixtures
- Windows and screens

## MAKE SURE THAT:

- Address numbers are permanently attached to the house, clearly visible from the Street and at least 4 inches high
- Garbage is properly disposed of
- Insects and rodents are exterminated
- There are no areas where stagnant water can collect and breed mosquitoes

## YARD MAINTENANCE:

- Mow the lawn so that the grass is 12 inches or less in height
- Edge or remove growth from sidewalks, curb lines and gutters
- Properly trim hedges
- Trim vegetation at traffic and sidewalk intersections to a maximum height of 3 feet to allow motorists and pedestrians safe visibility

## STORAGE:

- Store furniture, building materials and appliances inside an enclosed structure (structure that keeps elements away from items being stored)
- Make sure that area of storage is well kept and not an eyesore or nuisance to neighboring properties or from any public right of way

## ANIMAL CONTROL:

- Limit of four (4) animals per property
- Yard or enclosure is in good repair to avoid escape of pets (chains, rope or any other type of tie out is not allowed for restraint of animals within the city limits)
- Adequate food, water and shelter is provided for pets at all times
- Pets have rabies vaccinations (proof is readily available for inspection by animal control or police officer)
- Pets have been registered with the city

**CITY OF GRAND SALINE**  
**ORDINANCE NO. 2015-111**  
**AMENDMENT**

**AN AMENDMENT TO THE UTILITY DEPARTMENT POLICIES AND PROCEDURES TO RESCIND THE \$15 LATE PAYEMENT PENALTY AND REINSTATE THE PENALTY AT 10% OF AMOUNT DUE AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of Grand Saline feels there is a need to rescind the \$15 Late Payment Penalty and to reinstate the 10% Penalty;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF GRAND SALINE, TEXAS THAT:**

Section 1C be changed to read:

C. From the 11<sup>th</sup> through the 20<sup>th</sup> of the month a 10% penalty will be assessed.

If any provision, clause, sentence, or paragraph of this Ordinance is declared invalid or unconstitutional for any reason, it shall not be held to invalidate or impair the validity, force or effect of any other section or sections or part of a section or paragraph of this Ordinance.

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

This ordinance shall become effective upon its passage and publication as required by law.

PASSED APPROVED AND ADOPTED this 8th day of December, 2015.

APPROVED:

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Don Yarbrough, Mayor

ATTEST:

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Aleisia Mayne, City Secretary

**CITY OF GRAND SALINE  
ORDINANCE NO. 2015-111**

**AN ORDINANCE AMENDING THE UTILITY DEPARTMENT POLICIES AND PROCEDURES BY PROVIDING FOR INCREASE IN ADMINISTRATION FEES, LATE FEES, INSUFFICIENT FUND PAYMENTS PROCESSING AND FEES AND DOING AWAY WITH CLEAN UP SERVICE FEES AND AFTER HOUR RECONNECT FEES AND SERVICES AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Council of Grand Saline feels there is a need to set out policies and procedures for the utility department.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF GRAND SALINE, TEXAS THAT:**

Section 1: Utility Payments, Penalty and Fee

- A. Utility bills are mailed the 28th day of each month.
- B. From the 1<sup>st</sup> through the 10<sup>th</sup> of the month – no penalty.
- C. From the 11<sup>th</sup> through the 20<sup>th</sup> of the month a \$15.00 penalty will be assessed.
- D. After 4:30 p.m. on the 20<sup>th</sup> of each month, a \$50.00 administrative fee will be assessed and utilities will be disconnected for non- payment.
- E. If the customer does not receive a utility bill by at least the 3<sup>rd</sup> day of the month, it is the customer's responsibility to come by or call City Hall at (903) 962-3122 to get the balance on their account. The account holder is responsible for notifying the city of any address change.

Section 3: Checks

- A. Two party checks are not accepted for payment of utility bills.
- B. Checks are presented for payment only one time.
- C. If an insufficient check is presented for payment, a \$25.00 administrative fee plus current processing fee will be applied. Notice of presentation of insufficient funds will be mailed by certified/return receipt to the current address on file with the water department.
- D. Once a customer presents an insufficient check for payment of utility services the City will no longer accept checks from that customer.

Section 5: Disconnect for Non-Payment

- A. All utility bills are to be paid in full by 4:30 p.m. on the 20<sup>th</sup> of the month. If the 20<sup>th</sup> is on a Saturday, Sunday or a holiday, an additional day will be given. Utilities will be disconnected for accounts not paid in full by 4:30 p.m. on the 20<sup>th</sup> of the month.
- B. After 4:30 p.m. on the 20<sup>th</sup> of the month, the customer will be disconnected for nonpayment and a \$50.00 Administrative Fee will be applied to the account. The account must be paid in full before the reconnect will be made.
- C. When City servicemen have disconnected utility services, reconnection will not be made after hours. After hours is considered to be Monday through Friday after 4:00 p.m. or on Saturday or Sunday. Servicemen may not accept utility payments.
- D. Due to unavoidable circumstances a seven (7) day extension may be requested prior to the 20<sup>th</sup> of each month by coming to City Hall and signing a written request for extension. If an extension is granted, the \$50.00 administrative fee is not waived and will still be applied to the customer's utility bill. An extension does nothing more than

assure the customer that the City will not disconnect utility services until the 28<sup>th</sup> of the month. NO MORE THAN TWO EXTENSIONS WILL BE GIVEN PER CALENDAR YEAR.

- E. All utility payments are to be made at City Hall. Servicemen are not allowed to accept utility payments.

If any provision, clause, sentence, or paragraph of this Ordinance is declared invalid or unconstitutional for any reason, it shall not be held to invalidate or impair the validity, force or effect of any other section or sections or part of a section or paragraph of this Ordinance.

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

This ordinance shall become effective upon its passage and publication as required by law.

PASSED APPROVED AND ADOPTED this 13 day of October, 2015.

APPROVED:

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Don Yarbrough, Mayor

ATTEST:

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Aleisia Mayne, City Secretary