



CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
Highland Haven, Texas 78654-8278
Telephone: 830-265-4366

AGENDA – BOARD OF ALDERMAN MEETING

DATE: Tuesday, June 4, 2024

TIME: 7:00 p.m.

PLACE: Highland Haven Community Center

1. Open Meeting and Establish Quorum/Roll Call– Mayor

Mayor Pro Tem Terry Nuss	☐ Present	☐ Absent
Alderpersion Don Hagans	☐ Present	☐ Absent
Alderpersion Bruce Robertson	☐ Present	☐ Absent
Alderpersion Lynn Smith	☐ Present	☐ Absent
Alderpersion Terry Smith	☐ Present	☐ Absent

2. Pledge of Allegiance

3. Recognize Visitors

4. Announcements, Proclamations or Presentations

5. Public Comment

(At this time, any person with business before the BOA not scheduled on the agenda may speak to the Board. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

ACTION ITEMS

6. Consider Consent items:

The items listed are considered to be routine and non-controversial by the Board of Aldermen and will be approved by one motion, there will be no separate discussion of these items unless a Board member so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence of the regular agenda.

a. Meeting Minutes for May 21, 2024

b. Meeting Minutes for May 30, 2024

7. Discussion and/or Possible Action – Resolution # 354, approve authority and responsibilities of elected officials.

8. Discussion and/or Possible Action – Resolution # 355, appointments to Planning and Zoning Commission.

9. Discussion and/or Possible Action – Resolution # 356, bank signers Commercial National Bank.

10. Discussion and/or Possible Action – Resolution # 357, bank signers First United Bank.

11. Discussion and/or Possible Action – Resolution # 358, bank signers Tex Pool.

12. Discussion and /or Possible Action – Traffic Control Signs

13. Discussion and/or Possible Action – Ordinance # 87 Replats

DISCUSSION / INFORMATION ITEMS

14. Discussion – FY 2025 Budget

a. Budget Calendar

b. Water Rates

c. Property Tax Rate Estimates

- d. U.S. Bureau of Labor and Statistics – Consumer Price Index April 3.4%.

<https://www.bls.gov/news.release/cpi.nr0.htm>

HOME

15. Discuss / Review - Drought Contingency Plan.

16. Review Planning and Zoning Commission Recommendations to BOA

17. Review assignments for the Planning and Zoning Commission

- a. Review of current Planning and Zoning assignments
- b. The next P&Z meeting is scheduled for June 13, 2024, at 6:00 pm.

18. Legislative Updates –

19. Drainage Issues –

20. Water Storage Tank Project Report

- a. Possible change orders
 - i. Water system controls
 - ii. Weed barrier and gravel ground cover
 - iii. Storage shed rainwater runoff gutter system

21. Review Water System –

- a. Lead and Copper Rule Revisions
 - i. Service Line Inventory
 - 1. TCEQ Lead and Copper Rule Revisions
 - a. <https://www.tceq.texas.gov/drinkingwater/chemicals/lcrr>
 - b. <https://www.tceq.texas.gov/downloads/drinking-water/lead-copper/form-20943.xlsx>
- b. Maintenance and Operations Issues
 - i. HHPOA barn rental
- c. Emergency generator system
- d. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 3
 - iii. 10% Mandatory Water Restrictions
 - iv. Monitoring Well

22. Review Solid Waste Services –

23. Mayor's Report

24. Aldermen Comments

Next regular meeting – Tuesday June 18, 2024, at 7:00 p.m., Highland Haven Community Center

Adjournment.

Posted: May 30, 2024

CERTIFICATION OF POSTING

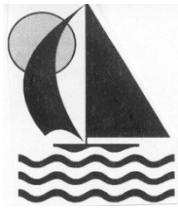
I, LEZLEY BAUM, CERTIFY THAT THE FOREGOING AGENDA HAS BEEN POSTED AT HIGHLAND HAVEN CITY HALL, 510 HIGHLAND DRIVE, SUITE A; HIGHLAND HAVEN, TX ON THE INDOOR AND OUTDOOR NOTICE BOARDS OF CITY HALL WHICH ARE ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THE CITY WEBSITE AT [WWW. HIGHLANDHAVENTX.COM](http://WWW.HIGHLANDHAVENTX.COM) ON May 30, 2024, BY 5:00 PM AND REMAINED SO POSTED FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.



Lezley Baum

Lezley Baum, City Secretary

THIS MEETING SHALL BE CONDUCTED PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.001 ET SEQ. AT ANY TIME DURING THE MEETING THE BOARD RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION ON ANY OF THE ABOVE POSTED AGENDA ITEMS IN ACCORDANCE WITH THE SECTIONS 551.071 (Advice of Counsel), 551.072 (Real Property), 551.073 (Gifts or Donations), 551.074 (Personnel), 551.076 (Security), 551.087 (Economic Development) and/or 418.183 (Homeland Security).



CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
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MINUTES – BOARD OF ALDERMAN MEETING

DATE: May 21, 2024

TIME: 7:00 p.m.

PLACE: Highland Haven Community Center

1. Open Meeting and Establish Quorum/Roll Call– Mayor

Mayor Pro Tem Terry Nuss	✓Present	☐ Absent
Aldersperson Don Hagans	✓Present	☐ Absent
Aldersperson Bruce Robertson	✓Present	☐ Absent
Aldersperson Lynn Smith	✓Present	☐ Absent
Aldersperson Terry Smith	✓Present	☐ Absent

Mayor Kelley opened the meeting at 7:00pm.

2. Pledge of Allegiance

Mayor Kelley led in the Pledge of Allegiance.

3. Recognize Visitors

Visitors Present – Judy Kelley, Teresa Smith, Peter Mackay, Sally Mackay, Rick Hieb, Tammie Hieb

4. Announcements, Proclamations or Presentations

5. Public Comment

(At this time, any person with business before the BOA not scheduled on the agenda may speak to the Board. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

Tammie Hieb addressed the board with concerns regarding speeding in the neighborhood, requesting permission to place signs in yards.

ACTION ITEMS

6. Consider Consent items:

The items listed are considered to be routine and non-controversial by the Board of Aldermen and will be approved by one motion, there will be no separate discussion of these items unless a Board member so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence of the regular agenda.

- a. Meeting Minutes for May 7, 2024
- b. Financials April 2024
- c. Sales Tax Report April 2024

Motion to approve consent agenda made by Lynn Smith, seconded by Terry Smith.

Vote 3-0 Terry Nuss and Don Hagans abstained.

7. Discussion and/or Possible Action – Ordinance # 128, certification of Mayor and two Aldermen.

- a. Statements of Elected Officials
- b. Oath of Officers
- c. Certificate of Election

Motion to approve Ordinance #128 was made by Lynn Smith, seconded by Bruce Robertson.

Vote 5-0

Lezley Baum administered the Statements of Elected Officials and Oath of Office to Mayor Kelley, Alderman Nuss and Alderman Hagans.

8. Discussion and/or Possible Action – Resolution # 353 Appointment of Mayor Pro Tempore.

Terry Smith made a motion to Nominate Terry Nuss as Mayor Pro Tempore seconded by Don Hagans.

Vote 5-0

9. Discussion – Budget FY 2025

- a. Water Rate Study
- b. U.S. Bureau of Labor and Statistics – Consumer Price Index
<https://www.bls.gov/news.release/cpi.nr0.htm>

10. Discussion – Invasive Aquatic Vegetation

- a. LCRA Rebate Program <https://www.lcra.org/water/quality/managing-nuisance-aquatic-plants/aquatic-vegetation-management-rebate/>
- b. Aquatic weed debris removal.

11. Discussion – City Hall Sign Replacement.

12. Review Planning and Zoning Commission Recommendations to BOA

13. Review assignments for the Planning and Zoning Commission

- a. Review of current Planning and Zoning assignments
- b. The next P&Z workshop is scheduled for May 23, 2024, at 3:00 pm.
- c. The next P&Z special meeting is scheduled for May 28, 2024, at 10:00 am.

14. Legislative Updates –

15. Drainage Issues –

16. Water Storage Tank Project Report

- a. Replacement of old tank and installation of bypass pipeline
- b. Possible change orders
 - i. Water treatment system improvements
 - ii. Weed barrier and gravel ground cover
 - iii. Storage shed rainwater runoff gutter system

17. Review Water System –

- a. Lead and Copper Rule Revisions
 - i. Service Line Inventory
 - 1. Data collection by meter reading staff
 - 2. Data collection by meter replacement and leak repair staff
 - 3. TCEQ Lead and Copper Rule Revisions
 - a. <https://www.tceq.texas.gov/drinkingwater/chemicals/lcrr>
 - b. <https://www.tceq.texas.gov/downloads/drinking-water/lead-copper/form-20943.xlsx>
- b. Maintenance and Operations Issues
 - i. HHPOA barn rental
- c. Emergency generator system
- d. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 4
 - iii. 15% Mandatory Water Restrictions
- e. Drought Contingency Plan

18. Review Solid Waste Services –

19. Mayor's Reports

20. Aldermen Comments

Adjournment.

**Motion to adjourn made by Terry Nuss, seconded by Terry Smith.
Vote 5-0**

The meeting adjourned at 8:47pm.

Olan Kelley, Mayor

Lezley Baum, City Secretary





CITY OF HIGHLAND HAVEN
510 Highland Drive, Suite A
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Telephone: 830-265-4366

MINUTES – BOARD OF ALDERMAN MEETING

DATE: May 30, 2024

TIME: 10:00 a.m.

PLACE: Highland Haven City Hall

1. Open Meeting and Establish Quorum/Roll Call– Mayor

Mayor Pro Tem Terry Nuss	✓ Present	☐ Absent
Aldersperson Don Hagans	✓ Present	☐ Absent
Aldersperson Bruce Robertson	✓ Present	☐ Absent
Aldersperson Lynn Smith	✓ Present	☐ Absent
Aldersperson Terry Smith	☐ Present	✓ Absent

Mayor Kelley opened the meeting at 10:00 am

2. Pledge of Allegiance

Mayor Kelley led in the Pledge of Allegiance

3. Recognize Visitors – No visitors present

4. Public Comment

(At this time, any person with business before the BOA not scheduled on the agenda may speak to the Board. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

ACTION ITEMS

5. Public Hearing Replat Lot 175 & West ½ of 174, 308 Bluebird Cir, combining two lots into a single lot 174A.

Public Hearing was opened at 10:01 am

With no public comments the Public Hearing was closed at 10:02 am

Discussion with Possible Action – Replat Lot 175 & West ½ of 174, 308 Bluebird Cir, combining two lots into a single lot 174A.

Motion to approve the Replat of Lot 175 & West ½ of 174, 308 Bluebird Cir was made by Terry Nuss seconded by Lynn Smith

Vote 4 -0

6. Public Hearing Replat Lot's 463, 464 & 465, 109 Eagle Rd., combining three lots into a single lot 463A.

Public Hearing was opened at 10:02 am

With no public comments the Public Hearing was closed at 10:03

Discussion with Possible Action – Replat Lot's 463, 464 & 465, 109 Eagle Rd., combining three lots into a single lot 463A.

Motion to approve the Replat of Lot's 463, 464 & 465, 109 Eagle Rd made by Don Hagans seconded by Lynn Smith

Vote 4 -0

7. Aldermen Comments

Next regular meeting – Tuesday June 4, 2024, at 7:00 pm, Highland Haven Community Center

Adjournment.

**Motion to adjourn was made by Don Hagans seconded by Terry Nuss
Vote 4-0**

[HOME](#)

Meeting was adjourned at 10:04 am

Olan Kelley, Mayor

Lezley Baum, City Secretary



**CITY OF HIGHLAND HAVEN
RESOLUTION #354
June 4, 2024**

**RESOLUTION TO APPROVE THE AUTHORITY AND RESPONSIBILITIES
WITHIN ASSIGNED DUTY POSITIONS OF ELECTED OFFICIALS OF THE
CITY OF HIGHLAND HAVEN, TEXAS**

WHEREAS the specified duties of elected officials within a Type A General Law Municipality in the Texas Government Code are limited in number and do not address the multitude of task accomplishments necessary for efficient operation of a municipality and

WHEREAS the Board of Aldermen of the City of Highland Haven have determined that the Board of Aldermen volunteer to assist the Mayor in the administration of certain city functions and

WHEREAS under Section 23.051, Texas Government Code, the governing body of a Type A General Law municipality may provide the duties of the officers it appoints and

BE IT THEREFORE RESOLVED by the Board of Aldermen of the City of Highland Haven, Texas that elected officials of the City shall be responsible for execution of the duties proscribed by the Texas Local Government Code and for the primary oversight and/or execution of duties relative to the tasks listed below and for the coordination with other elected officials necessary for task accomplishment. The Aldermen responsibility assignments listed below (except Treasurer) serve at the mutual pleasure of the individual Alderman and the Mayor.

OFFICIAL/APPOINTEE	AREA OF PRIMARY RESPONSIBILITY
Mayor Olan Kelley	Powers & Duties of Mayor, Tx LGC Sec 22.042 Bank Authorized Signature Public relations Financial planning Interlocal Agreements Records management Office administration Emergency planning, flood control and hazard mitigation Code & ordinance enforcement coordination Legal assistance Variances & Re-plats HHWS management Drain infrastructure program Roads & Streets Maintenance Buoy Maintenance

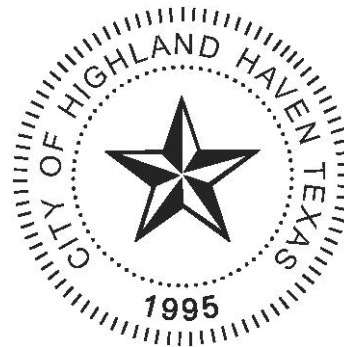
Terry Nuss	Mayor Pro Tempore Bank Authorized Signature Lot Mowing/Tree Trimming
Terry Smith	Construction and Building Permits
Don Hagans	Ordinance Enforcement (Except buildings) Household Hazardous Waste Program Solid Waste Services Oversight
Bruce Robertson	Codification Project Review Project Management Financial Planning
Lynn Smith	Treasurer Bank Authorized Signature

PASSED AND APPROVED on the *4th day of June 2024*, at a scheduled meeting of Board of Aldermen of the City of Highland Haven, Texas.

Olan Kelley, Mayor

ATTEST:

Lezley Baum, City Secretary



RESOLUTION #355

To appoint two qualified residents of the City of Highland Haven, Texas to the Planning & Zoning Commission. Appointees will serve a term equal to the term of the Aldermen making the appointment.

WHEREAS, Ordinance #053, Planning & Zoning Commission, established a five (5) member Planning & Zoning Commission and provides for each Alderperson to appoint a member to the Commission. The Commission member is to serve a term identical to the Alderperson who appoints the member, and

WHEREAS, the City has a member of the Board of Aldermen who will appoint one member to the Commission for a two-year period, and

WHEREAS, the Aldermen involved does hereby appoint the following citizens to the commission for the term specified:

ALDERPERSON	COMMISSION MEMBER	TERM
Don Hagans	Debbie Dahlstrom	2026

BE IT THEREFORE RESOLVED that the Board of Aldermen of the City of Highland Haven, Texas, approve the above appointments to the Planning and Zoning Commission for the term stated above.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS ON THIS THE 4TH DAY OF JUNE 2024.

Olan Kelley, Mayor

Attest:

Lezley Baum, City Secretary



RESOLUTION #356

To appoint account signers on the City of Highland Haven, Texas depository accounts with Commercial National Bank, Granite Shoals, Texas.

WHEREAS, for safeguard of public funds, the Board of Aldermen, has determined that four people should be able to sign checks on our bank accounts and;

WHEREAS, only two signatures will be required on each check;

NOW THEREFORE the four names to be placed on the bank signature card are:

Olan Kelley
Joseph Adams
Lynn Smith
Terry Nuss

/Mayor
/City Administrator
/Treasurer
/Mayor Pro Tem

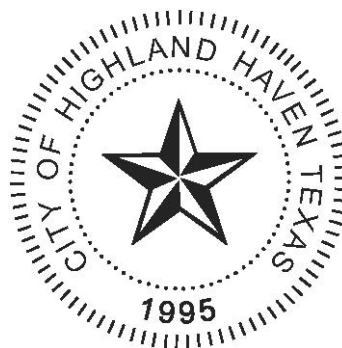
BE IT THEREFORE RESOLVED that the Board of Aldermen of the City of Highland Haven, Texas, designate the above-named four people to be account signers on the depository accounts with Commercial National Bank, Granite Shoals, Texas.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY
OF HIGHLAND HAVEN, TEXAS ON THIS THE 4TH DAY OF JUNE 2024.**

Olan Kelley, Mayor

Attest:

Lezley Baum, City Secretary



RESOLUTION #357

To appoint account signers on the City of Highland Haven, Texas depository accounts with First United Bank, Kingsland Texas.

WHEREAS, for safeguard of public funds, the Board of Aldermen, has determined that four people should be able to sign checks on our bank accounts and;

WHEREAS, only two signatures will be required on each check;

NOW THEREFORE the four names to be placed on the bank signature card are:

Olan Kelley	/Mayor
Joseph Adams	/City Administrator
Lynn Smith	/Treasurer
Terry Nuss	/Mayor Pro Tem

BE IT THEREFORE RESOLVED that the Board of Aldermen of the City of Highland Haven, Texas, designate the above-named four people to be account signers on the depository accounts with First United Bank, Kingsland, Texas.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY
OF HIGHLAND HAVEN, TEXAS ON THIS THE 4TH DAY OF JUNE 2024.**

Olan Kelley, Mayor

Attest:

Lezley Baum, City Secretary



RESOLUTION #358

To appoint account signers on the City of Highland Haven, Texas depository accounts with Tex Pool, Austin Texas.

WHEREAS, for safeguard of public funds, the Board of Aldermen, has determined that four people should be able to sign checks on our bank accounts and;

WHEREAS, two signatures will be required on each check;

NOW THEREFORE the four names to be placed on the bank signature card are:

Olan Kelley
Joseph Adams
Lynn Smith
Terry Nuss

/Mayor
/City Administrator
/Treasurer
/Mayor Pro Tem

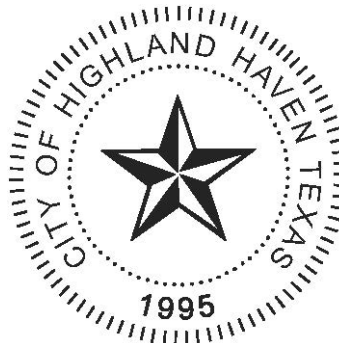
BE IT THEREFORE RESOLVED that the Board of Aldermen of the City of Highland Haven, Texas, designate the above-named four people to be account signers on the depository accounts with Tex Pool, Austin Texas.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY
OF HIGHLAND HAVEN, TEXAS ON THIS THE 4TH DAY OF JUNE 2024.**

Olan Kelley, Mayor

Attest:

Lezley Baum, City Secretary



RE: Documentation requested for June 4, 2024 BOA meeting seeking approval to post signs addressing the increasing speed of vehicles traveling down Highland Drive and continuing into the Nobles and/or down Flamingo Circle.

1. Posted on property of Peter and Sally MacKay
615 Highland Drive
Permission granted
Sign: 4' X 1'



2. Posted on property of Scott and Terri Harmon
1202 Highland Drive
Permission granted
Sign: 4' X 2'



3. Posted on property of Rick and Tammie Hieb
1204 Highland Drive
Permission granted
Sign: 4' X 1'



4. Posted on property of Scott and Terri Harmon
100 Flamingo Circle
Permission granted
Sign: 4' X 2'



5. Posted on property of John and Christine Dykstra
101 Flamingo Circle
Permission granted
Sign: 4' X 2'



6. Posted on property of William Gemmill
109 Flamingo Circle
Permission granted
Sign: 4' X 2'



CITY OF HIGHLAND HAVEN

ORDINANCE #056 Revision 16

October 3, 2023

SECTION III – ZONING DISTRICTS

Zoning Districts are hereby established as follows:

District A ---- Single Family Residential 1
(SFR1) District B ---- Planned Unit Development
(PUD)
-Sub category --- Institutional properties
-Sub category --- Mixed Use
properties District C ----
Agricultural
District D ---- Single Family Residential 2
(SFR2) District X ---- Commercial/Light
Industrial

Note (1): See Appendix 2, Zoning Map - Multi-Family Residences are not permitted within the corporate city limits.

Note (2): Refer to other Sections of this ordinance for applicable criteria and restrictions for each zoning district.

A. DISTRICT A: SINGLE FAMILY RESIDENTIAL 1 (SFR1)

1. AREA

All areas within the corporate limits of the City of Highland Haven, save and except those hereinafter designated as Districts B, C, and D, are zoned as Single Family Residential 1.

2. USE REGULATIONS

Buildings, structures, land or premises will not be used, and buildings or structures will not hereinafter be erected, constructed or altered, except for one or more of the following uses:

- (a) Single Family Residence or,
- (b) Temporary buildings for uses incidental to construction work on the premises. These buildings will be removed upon completion or abandonment of construction.
- (c) Approved auxiliary buildings limited to garages, out-buildings, greenhouses, waterfront facilities, pergolas and gazebos.
- (d) Signs
 - 1) Only the City of Highland Haven authorized signs for traffic control and notification of danger are permitted in the public right-of way. EXCEPTIONS - Signs for an Open House, Garage or Estate Sale, Social Event (birthday, anniversary, reunion, club meeting, etc.) may be posted in the right-of-way as follows: One informational sign, no larger than 24" X 36" advertising an Open House, Garage or Estate Sale, Social Event (birthday, anniversary, reunion,

club meeting, etc.) may be placed at the intersection of County Road 125 and FM 1431. Said signs may be placed in right-of-way. No sign will be affixed to private or public structures. Generic directional signs (no advertising) can be utilized by strategic placement in the rights-of-way at street intersections to guide patrons to the event(s). Signs to be of professional appearance and quality. Festive adornments in good taste befitting the occasion are allowed. These could include balloons, streamers, flags, etc. All signs to be in place only during the daily hours of each event, not left overnight.

- 2) Two signs, not larger than 24" X 36", one in front and one in back or side yard, may be placed on a lot provided the sign is advertising the specific lot on which it is located as "FOR SALE" and the sign is located inside the boundary lines of the specific property. On waterfront lots only, one informational "banner" type or "rigid" sign advertising "FOR SALE" or "FOR RENT" property may be placed facing the water. Sign to be no larger than 48" X 96" or total of 32 ft², advertising the specific lot on which it is located as "FOR SALE" or "FOR RENT". The sign must be located within the boundary lines of the advertised property. It will be of professional quality workmanship and material and affixed securely. No "ribbon" type banners, streamers, inflatables, flags, etc. are permitted. All signs to be removed upon closing of sale or rental agreement.
- 3) The primary contractor building a single-family residence may, from date of the building permit until final inspection, post a sign, not larger than 24" X 36", at the construction site provided the sign is located within the boundary lines of the specific property.
- 4) Political signs during City, County, State, and Federal elections, may be posted on lots and residential tracts developed with a single-family residence provided the sign is located inside the boundary lines of the specific property. Signs not to exceed 24" by 36" and are limited to one per candidate per lot or residential tract of land.
- 5) Signs other than those listed above must have approval of Board of Aldermen.

ORDINANCE NO. 106

AN ORDINANCE OF THE CITY OF HIGHLAND HAVEN, TEXAS, ADOPTING A TRAFFIC SIGNS ORDINANCE; AUTHORIZING AND DIRECTING THE INSTALLATION AND ERECTION OF STOP SIGNS FOR THE REGULATION OF TRAFFIC; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND ORDAINING OTHER PROVISIONS RELATED TO THE SUBJECT MATTER THEREOF.

Whereas, the regulation of traffic, motor vehicles and conveyances upon all public streets, roadways and right-of-ways is essential and necessary to protect and to preserve the public safety of the City of Highland Haven, Texas (the “City”);

Whereas, the City Council reviewed the public streets, roadways and rights-of-way within the City limits of the City; and

Whereas, after review, the City Council has found the stop signs and related other signage hereinafter set forth and listed in this Ordinance are reasonable and necessary for the public safety;

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Adoption of Traffic Control Devices and Signage. The City Council hereby approves and adopts the following provisions related to Traffic Signs within the corporate limits of the City, as follows:

ARTICLE I. - IN GENERAL

Sec. 1.001. - Traffic devices—Conformation to state manual.

All traffic control devices including signs, signals and markings (pavement and/or curb) installed or used for the purpose of directing and controlling traffic within the city shall conform with the state Manual on Uniform Traffic Control Devices for Streets and Highways, volumes I and II (hereafter called the manual), V.T.C.A., Transportation Code § 544.001. All signs, signals and markings erected or used by the city shall be uniform and be located so far as practicable according to the directions shown in the manual throughout the city. All existing traffic control devices and those erected in the future by the city being consistent with the manual, state law and this chapter shall be official traffic control devices.

provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

Section 6. Open Meetings. It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code.*

PASSED AND APPROVED ON the 16th day of JUNE, 2020.

ATTEST:

THE CITY OF HIGHLAND HAVEN, TEXAS


Jeannie Gruetzner, City Secretary


Olan Kelley, Mayor



CITY OF HIGHLAND HAVEN

ORDINANCE #087 (Revision ~~24~~)~~January 17, 2017~~ June 4, 2024**AN ORDINANCE OF THE CITY OF HIGHLAND HAVEN, TEXAS PROVIDING THE REQUIREMENTS FOR RE-PLATTING OF LOTS; PROVIDING AN EFFECTIVE DATE AND OTHER RELATED MATTERS.**

Whereas, the City of Highland Haven, Texas (herein “City”) was developed and subdivided in 1962 and incorporated in 199~~5~~6; and

Whereas, the Board of Aldermen of the City of Highland Haven have determined that the size requirements for re-plats for on-site sewage facilities (OSSF) installations changed.

Whereas, The BOA has determined that property owners sometimes subdivide lots between existing lots to expand those lots with no intention to construct a SFR or OSSF.

Whereas, The City of Highland Haven has determined that notice should be served to the Highland Haven Property Owners Assn. should any HHPOA property be located within 200 ft. of any lots proposed for re-platting.

Whereas, The City of Highland Haven Board of Alderman may a designee to approve “Simple Re-Plat”

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS THAT:**Section 1.**

Highland Haven requires all single-family residential (SFR) lots to be served by an on-site sewage facility (OSSF).

On-site sewage facilities (OSSF) are regulated by:

Texas Commission on Environmental Quality (TCEQ)

- Title 30, Part 1, Chapter 285, Subchapter A, Rule 285.4
- <http://www.tceq.state.tx.us/assets/public/legal/rules/rules/pdflib/285a.pdf>

AND the

Lower Colorado River Authority (LCRA)

- LCRA, On-Site Sewage Facilities Rules, Effective April 5, 2010
- http://www.lcra.org/water/quality/on-site-sewage/Documents/water_OSSFOtherandFee.pdf

TCEQ and LCRA OSSF regulations require re-platted lots to be:

- no less than ½ acre in size, if served by a public water supply,
- OR,**
- no less than 1 acre, if not served by a public water system.

SFR lots platted in the original Highland Haven subdivision are grandfathered and exempt from the ½ acre minimum lot size requirement for an OSSF.

Section 2. RE-PLAT REQUIREMENTS

1. Lots proposed for re-platting must be zoned for Single Family Residence (SFR).
2. A lot may be combined with all or part of an adjacent lot(s) or tract(s) of land as long as all lots are zoned SFR.
3. Any lot(s) subdivided with a resulting area of less than ½ acre with public water system service (or 1 acre without public water system service) must be re-platted AND combined with adjacent properties.
4. A Texas licensed surveyor must prepare the following re-plat survey documents to be included with the re-plat application.
 - a. Original survey for each lot being considered for re-platting
 - b. Survey documents indicating new proposed lot lines and setbacks
5. SFR zoned lots must be in compliance with the subdivision regulations in place at the time of re-platting:
 - a. Must meet all setback requirements
 - b. Can be no smaller than the minimum size to meet LCRA approval
 - c. Lots must retain all easements of record

Section 3. RE-PLAT PROCESS FOR “SFR” ZONED LOTS

1. If owner is planning to construct a SFR or OSSF on the re-platted property, owner must contact LCRA at ossf@lcra.org or call 512-578-3216, and request approval for an OSSF on the properties being proposed for re-platting.
2. The owner is responsible for all costs, including public notice, postage and filing fees.
3. After LCRA OSSF approval has been granted, Owner must process a City of Highland Haven Re-plat Request.
 - a. Complete and submit Highland Haven “Re-Plat Request Form”.
 - b. Submit a copy of the LCRA OSSF permit(s) for each lot (if required).
 - c. Submit certified surveys for the lots being considered for re-plat.
 - d. Submit a certified survey indicating requested results of re-plat:
 - i. property line boundaries
 - ii. required setbacks
 - iii. easements
 - iv. lot sizes
4. Certified survey of the re-platted property must include space for all necessary signature approvals including but not limited to:
 - a. Surveyor seal and signature
 - b. Property Owner(s), notarized signatures

- c. Planning and Zoning Commission
- d. Mayor
- e. City Secretary
- f. Burnet County Clerk

~~3.~~

~~4.5.~~ If owner has no intention to construct a SFR or OSSF on the re-platted property, Owner must indicate such and then process a City of Highland Haven Re-plat Request.

- a. Complete and submit Highland Haven “Re-Plat Request Form”.
- b. Submit a copy of the LCRA OSSF permit(s) for each lot (if required).
- c. Submit certified surveys for the lots being considered for re-plat.
- d. Submit a ~~proposed-certified~~ survey/~~site plan~~ indicating requested results of re-plat:
 - i. property line boundaries
 - ii. required setbacks
 - iii. easements
 - ~~iv. existing improvements on the lots~~
 - ~~v.~~iv. lot sizes
- e. Present a check to the City of Highland Haven for Re-plat Fee.

~~5.6.~~ City must notify all property owners, including Highland Haven Property Owners Assn., who own property within 200 ft. of the property being considered for re-platting. Specific requirements are set out in the Texas Local Government Code Chapter 212 for publication of Public Notices and for mail notification of owners of property located nearby.

7. City of Highland Haven will advertise required public notices for the Re-Plat Request.

8. If a Re-Plat Request does not require a variance or exception to the Zoning Ordinance and the Re-Plat does not result in a multi-family residential unit nor more than one residential unit on the resulting plat, the Re-Plat Request is considered a “Simple Re-Plat” and may be approved or denied by the designee of the Highland Haven Board of Alderman.

- a. The unit on the resulting plat, the Re-Plat Request is considered a “Simple Re-Plat” and may be approved or denied by the designee of the Highland Haven Board of Alderman.
- b. The designee may, for any reason, elect to present the Re-Plat for approval to the Board of Aldermen.
- ~~6.c.~~ The decision rendered by the designee may be appealed to the Board of Alderman.

~~7.9.~~ If the Re-Plat Request is not a simple Replat as described above, the City will submit Re-Plat Request to the Highland Haven Planning and Zoning Committee for review and recommendations.

~~8.10.~~ P&Z will submit recommendations to the Board of Aldermen.

~~9.11.~~ Board of Aldermen will schedule a Public Hearing.

~~10.12.~~ Board of Aldermen will consider approval of the re-plat request following Public Hearing.

~~11. After proposed re-plat is approved, owner must submit a final certified survey of the approved re-platted property to the City for signature approval. Survey document must include space for all necessary signature approvals including but not limited to:~~

- ~~a. Surveyor seal and signature~~
- ~~b. Property Owner(s), notarized signatures~~
- ~~c. Planning and Zoning Commission~~
- ~~d. Board of Alderman~~
- ~~e. Mayor~~
- ~~f. Burnet County Clerk~~

~~12.13.~~ After city officials have approved and signed the certified final re-plat survey, property owner must file the survey with Burnet County Clerk's Office and return one original final survey with official Burnet County recording notes to the city within 30 days. No construction or building permit will be issued until fully executed and filed original is returned to the City.

Section 4. REPLATTING IN PLANNED UNIT DEVELOPMENT DISTRICT B AND AGRICULTURAL DISTRICT C - Tracts of land located in these districts are required to be re-zoned before an application to re-plat can be processed.

Section 5. SEVERABILITY - Should any section or part of this ordinance be held unconstitutional, illegal or invalid or the application to any person or circumstance thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair, or invalidate the remaining portion or portions thereof, but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

Section 6. PENALTY FOR VIOLATION - SEE ORDINANCE #043

Section 7. EFFECTIVE DATE - This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Texas Local Government Code.

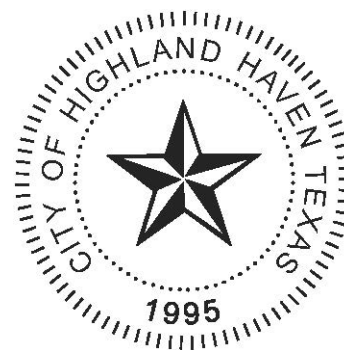
Section 8. OPEN MEETING - It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that the public notice of the time, place and purpose of said meeting was given as required by the Open Meeting Act, Chapter 551, Texas Local Government Code.

PASSED AND APPROVED on the ~~417th~~ day of ~~June~~~~January~~ 20~~24~~~~17~~ during a scheduled meeting by the Board of Aldermen of The City of Highland Haven, Texas.

Olan Kelley, Mayor

ATTEST:

~~Jeannie Grueztner~~Lezley Baum, City Secretary



June 2024

May '24							July '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30	31		28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4 BOA	5	6	7	8
9	10	11	12	13 P&Z	14	15
16	17	18 BOA	19	20	21	22
23	24	25	26	27	28	29
30	1	Notes				
Page 28 of 57						June 4, 2024

July 2024

June '24							August '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1					1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31
30													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2 BOA	3	4	5	6
7	8	9	10	11 P&Z	12 Last Day to File Budget W/City Secretary	13
14	15	16 BOA	17	18	19	20 Deadline to File Budget With City Secretary For Aug. 19 Adoption 30 days prior to tax rate adoption
21	22	23	24	25 Tax Roll Due	26 Publish Budget Hearing	27
28	29	30	31	1	2	3
4	5	Notes				
Page 29 of 57		June 4, 2024				

August 2024

July '24							September '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							
7	8	9	10	11	12	13	1	2	3	4	5	6	7
14	15	16	17	18	19	20	8	9	10	11	12	13	14
21	22	23	24	25	26	27	15	16	17	18	19	20	21
28	29	30	31				22	23	24	25	26	27	28
							29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2 Publish Small Taxing Notice	3
4	5	6 BOA Submit Tax Rates to BOA Public Hearing on Budget Record Vote on Tax Rate	7 Last Day to Submit Tax Rates to Board	8 P&Z Deadline to Publish Notice of Budget Hearing	9	10
11	12 Adopt Budget Ratify Tax Rate Proposed Tax Rate Approval	13 Adopt Tax Rate (Can be a 9:00 am meeting)	14	15	16	17
18 Last Day to Conduct Hearing on Proposed Budget	19 Should Adopt Budget No Later than today	20 BOA	21	22	23	24
25	26	27	28	29	30	31
1 Page 30 of 57	2	Notes				

September 2024

August '24							October '24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			1	2	3	4	5
4	5	6	7	8	9	10	6	7	8	9	10	11	12
11	12	13	14	15	16	17	13	14	15	16	17	18	19
18	19	20	21	22	23	24	20	21	22	23	24	25	26
25	26	27	28	29	30	31	27	28	29	30	31		

HOME

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	Notes				
Page 31 of 57		June 4, 2024				



**WATER RATE
OPTIONS**

**CITY OF
HIGHLAND
HAVEN
2025 WATER RATE OPTIONS**

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Options

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January Bills

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Comparable
July Bills

09

Annual
Revenue

10

Conclusion

Targeted Water Sales

- In this exercise, the targeted annual water sales is \$300,000.00
- This number is an increase over the prior year's expected revenue.
- This will be our first summer since some significant changes in water rates, and the addition of several tiers to the water rate structure. The actual revenues that come in will be closely watched to help better prepare for future revenue projections.
- We expect an increase in our expenses in the FY24/25 Budget. The majority of line items will increase around 3.5% with inflation, however we expect a more substantial increase in the Maintenance and Repair line item and the Professional Services line item.
- The Maintenance and Repair line item is expected to increase more than 3.5% due to the rising cost of labor, materials and repair costs.
- The Professional Services line item is expected to increase more than 3.5% with our current water utility manager leaving at the end of 2024. The expected cost of a new water utility manager will be greater than 3.5%

How the HHWS Works

412 Customers, \$300,000 Revenue, Using 20,896,960 Gallons

Customers using less than 10,000
Gallons per Month



Customers using more than
10,000 Gallons per Month



Camp Champions

Users

93.23%
or
384 Customers

Revenue

74%
or
\$222,000

Water Usage

56%
or
11,702,298 Gallons

Users

6.55%
or
27 Customers

Revenue

14%
or
\$42,000

Water Usage

27%
or
5,642,179
Gallons

Users

1 Customer

Revenue

12%
or
\$36,000

Water Usage

17%
or
3,552,483
Gallons

Explanation of Data

On the previous page we look at some numbers that show how our system has operated, and the relationship between user groups, their revenue responsible for, and their water usage. Below is a description of how we arrived at those numbers.

**412**

This is the current number of customers in our Water Management system. Usage numbers are based on this customer count on the next page.

**\$300,000**

This is the targeted annual water sales used for this exercise for FY24/25.

**20,896,960**

This is the annual amount of gallons billed used for information on the previous page. This number is the average of the number of gallons billed from 2019-2023.

**10,000**

10,000 gallons per month represents the approximate average monthly gallons used by a household that uses 1/3 acre feet of water per year. 1/3 acre feet of water is what the Environmental Protection Agency (EPA) states an average house should operate on annually.

**Camp Champ.**

Camp Champion is a unique customer for the Highland Haven Water system, and has been separated to measure its impact on our revenue and usage independently from residential customers.

Rate Options

Below are three rate option changes for the Board to review

Option 1

- All 2024 rates, including base rates and usage rates, will be raised 3.5 % across the board

Option 2

- All 2024 base rates will be raised \$1
- All 2024 usage rates over 5,000 gallons will be raised 7.5%

Option 3

- From January 1-April 30 and September 1-December 31, all rates will stay the same as 2024.
- From May 1-August 31, all base rates and usage rates will be raised \$1

AVERAGE JANUARY WATER BILL

Below are the average January Water Bills for each Rate Option compared to historical and current rates

 ***Bills with a star indicate the bills that will impact around 93% of our water system customers throughout the year***



3,000 Gallons
289 Customers used
0-3,000 gallons

<u>Historical</u>	<u>2025 Options</u>
2022: \$40.81	Option 1: \$45.66
2023: \$41.92	Option 2: \$45.12
2024: \$44.12	Option 3: \$44.12



5,000 Gallons
80 Customers used
3,001-5,000 gallons

<u>Historical</u>	<u>2025 Options</u>
2022: \$48.43	Option 1: \$54.18
2023: \$49.76	Option 2: \$53.36
2024: \$52.36	Option 3: \$52.36



10,000 Gallons
31 Customers used
5,001-10,000 gallons

<u>Historical</u>	<u>2025 Options</u>
2022: \$67.48	Option 1: \$78.08
2023: \$69.36	Option 2: \$78.21
2024: \$75.46	Option 3: \$75.46



15,000 Gallons
7 Customers used
10,001-15,000 gallons

<u>Historical</u>	<u>2025 Options</u>
2022: \$86.53	Option 1: \$105.88
2023: \$88.96	Option 2: \$107.06
2024: \$102.31	Option 3: \$102.31



20,000 Gallons
2 Customers used
15,001-20,000 gallons

<u>Historical</u>	<u>2025 Options</u>
2022: \$110.98	Option 1: \$136.93
2023: \$114.16	Option 2: \$139.31
2024: \$132.31	Option 3: \$132.31



25,000 Gallons
1 Customer used
20,001-25,000 gallons

<u>Historical</u>	<u>2025 Options</u>
2022: \$135.43	Option 1: \$178.33
2023: \$139.36	Option 2: \$182.31
2024: \$172.31	Option 3: \$172.31



30,000 Gallons
3 Customers used
over 25,000 gallons

<u>Historical</u>	<u>2025 Options</u>
2022: \$166.83	Option 1: \$224.93
2023: \$171.71	Option 2: \$230.71
2024: \$217.31	Option 3: \$217.31



135,500 Gallons
Camp Champion

<u>Historical</u>	<u>2025 Options</u>
2022: \$1,151.75	Option 1: \$1,402.43
2023: \$1,287.25	Option 2: \$1,456.63
2024: \$1,355.00	Option 3: \$1,355.00

AVERAGE JULY WATER BILL

Below are the average July Water Bills for each Rate Option compared to historical and current rates



Bills with a star indicate the bills that will impact around 93% of our water system customers throughout the year



3,000 Gallons

228 Customers used
0-3,000 gallons

Historical

2022: \$40.81

2023: \$41.92

2024: \$44.12

2025 Options

Option 1: \$45.66

Option 2: \$45.12

Option 3: \$46.12



5,000 Gallons

79 Customers used
3,001-5,000 gallons

Historical

2022: \$48.43

2023: \$49.76

2024: \$52.36

2025 Options

Option 1: \$54.18

Option 2: \$53.36

Option 3: \$56.36



10,000 Gallons

54 Customers used
5,001-10,000 gallons

Historical

2022: \$67.48

2023: \$69.36

2024: \$75.46

2025 Options

Option 1: \$78.08

Option 2: \$78.21

Option 3: \$84.46



15,000 Gallons

19 Customers used
10,001-15,000 gallons

Historical

2022: \$86.53

2023: \$88.96

2024: \$102.31

2025 Options

Option 1: \$105.88

Option 2: \$107.06

Option 3: \$116.31



20,000 Gallons

9 Customers used
15,001-20,000 gallons

Historical

2022: \$110.98

2023: \$114.16

2024: \$132.31

2025 Options

Option 1: \$136.93

Option 2: \$139.31

Option 3: \$151.31



25,000 Gallons

10 Customers used
20,001-25,000 gallons

Historical

2022: \$135.43

2023: \$139.36

2024: \$172.31

2025 Options

Option 1: \$178.33

Option 2: \$182.31

Option 3: \$196.31



30,000 Gallons

13 Customers used
over 25,000 gallons

Historical

2022: \$166.83

2023: \$171.71

2024: \$217.31

2025 Options

Option 1: \$224.93

Option 2: \$230.71

Option 3: \$246.31



552,100 Gallons

Camp Champion

Historical

2022: \$4,692.85

2023: \$5,244.95

2024: \$5,521.00

2025 Options

Option 1: \$5,714.24

Option 2: \$5,935.08

Option 3: \$6,073.10

ESTIMATED ANNUAL REVENUE

	Current Rates	Option 1	Option 2	Option 3
Revenue Based on 2022 Usage (Highest Usage in the last 10 Years)	\$331,761.88	\$343,365.69	\$344,450.55	\$342,475.98
Percentage Different from Current Rates	0.00%	3.50%	3.82%	3.23%
Revenue Based on 2023 Usage (Lowest Usage in the last 10 Years)	\$288,605.93	\$298,698.74	\$297,976.66	\$295,835.63
Percentage Different from Current Rates	0.00%	3.50%	3.25%	2.51%
Page 40 of 57				June 4, 2024



CONCLUSION

This presentation lays out 3 water rate options for the Board of Alderman to consider for 2025, along with information with how those options will affect both our individual consumers, as well as fund the Highland Haven Water System.

This presentation should be used along with the Water Rate Survey to help decided which direction the Board would like to go with Water Rates for 2025.

If their are other pricing options that the Board would like to consider, please reach out to the City Secretary.

A few items to consider with these water rates are as follows:

- The majority of users within the Highland Haven Water system (93%) use an average of less than 10,000 gallons of water per month
- Those 93% can be broken down further, showing that 66% of total users use an average of less than 3,000 gallons of water per month, 17% use an average of 3,001-5,000 gallons of water per month, and 10% use and average of 5,001-10,000 of water per month
- When looking at different water rate options and how they would affect monthly bills, you can focus on the bills of the three stared sample bills for those user groups to see how each rate option would affect the majority of water users

The years used for the water rate information in this presentation (2022 and 2023) represent our largest (2022) and smallest (2023) annual usage for the past 10 years. These two years, give us our best and worst case usage totals to help you make this decision.

If there is any other information or options you would like to see, please let the City Secretary know and that information can be shared with the Board.

THANK YOU

Highland Haven Property Tax

[HOME](#)

Fiscal Year	FY'22	FY'23	FY'24	FY'25	FY'25	FY'25	FY'25
Tax Year	2021	2022	2023	2024	2024	2024	2024
Tax Rate	0.1260	0.1260	0.1260	0.1170	0.1211	0.3200	0.1260
		No Rate Change	No Rate Change	No New Revenue	Voter Approval	De - Minimis	No Rate Change
% Increase	3.5%	16.02%	15.49%		3.5%	173.47%	7.69%
Total Value of Taxable Property	\$168,605,112	\$198,043,400	\$228,780,799	\$246,351,024	\$246,351,024	\$246,351,024	\$246,351,024
Maint and Ops (M&O) Taxes	212,442	249,535	288,264	288,231	298,319	788,231	310,402
Debt Services	0	0	0	0	0	0	0
Total Tax Revenue	\$212,442	\$249,535	\$288,264	\$288,231	\$298,319	\$788,231	\$310,402
Increase over previous year	\$10,153	\$37,092	\$38,664	-\$33	\$10,088	\$500,000	\$22,172
Tax Rate/\$100	0.1260	0.1260	0.1260	0.1170	0.1211	0.3200	0.1260
GSFD Fee	85,000	85,000	87,550	90,175	90,175	90,175	90,175
tax allocation	0.0504	0.0429	0.0383	0.0366	0.0366	0.0366	0.0366
MFEMS Fee	13,134	13,527	13,934	14,630	14,630	14,630	14,630
tax allocation	0.0078	0.0068	0.0061	0.0059	0.0059	0.0059	0.0059
Total Fire/EMS Annual Fees	98,134	98,527	101,484	104,805	104,805	104,805	104,805
Total Fire / EMS Tax Allocation	0.0582	0.0498	0.0444	0.0425	0.0425	0.0425	0.0425
Adopted M & O Tax Rate available for City Ops	0.0678	0.0762	0.0816	0.0745	0.0786	0.2774	0.0835
Funds left for City Ops	\$114,308	\$151,008	\$186,780	\$183,426	\$193,514	\$683,426	\$205,597



Economic News Release



Consumer Price Index Summary

Transmission of material in this release is embargoed until
8:30 a.m. (ET) Wednesday, May 15, 2024 USDL-24-0944

Technical information: (202) 691-7000 * cpi_info@bls.gov * www.bls.gov/cpi
Media contact: (202) 691-5902 * PressOffice@bls.gov

CONSUMER PRICE INDEX - APRIL 2024

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.3 percent in April on a seasonally adjusted basis, after rising 0.4 percent in March, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 3.4 percent before seasonal adjustment.

The index for shelter rose in April, as did the index for gasoline. Combined, these two indexes contributed over seventy percent of the monthly increase in the index for all items. The energy index rose 1.1 percent over the month. The food index was unchanged in April. The food at home index declined 0.2 percent, while the food away from home index rose 0.3 percent over the month.

The index for all items less food and energy rose 0.3 percent in April, after rising 0.4 percent in each of the 3 preceding months. Indexes which increased in April include shelter, motor vehicle insurance, medical care, apparel, and personal care. The indexes for used cars and trucks, household furnishings and operations, and new vehicles were among those that decreased over the month.

The all items index rose 3.4 percent for the 12 months ending April, a smaller increase than the 3.5-percent increase for the 12 months ending March. The all items less food and energy index rose 3.6 percent over the last 12 months. The energy index increased 2.6 percent for the 12 months ending April. The food index increased 2.2 percent over the last year.

Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Apr. 2024
	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	
All items	0.1	0.2	0.2	0.3	0.4	0.4	0.3	3.4
Food	0.3	0.2	0.2	0.4	0.0	0.1	0.0	2.2
Food at home	0.3	0.0	0.1	0.4	0.0	0.0	-0.2	1.1
Food away from home ⁽¹⁾	0.4	0.4	0.3	0.5	0.1	0.3	0.3	4.1
Energy	-2.1	-1.6	-0.2	-0.9	2.3	1.1	1.1	2.6
Energy commodities	-4.3	-3.8	-0.7	-3.2	3.6	1.5	2.7	1.1
Gasoline (all types)	-4.3	-4.0	-0.6	-3.3	3.8	1.7	2.8	1.2
Fuel oil	-6.4	-1.1	-3.3	-4.5	1.1	-1.3	0.9	-0.8
Energy services	0.4	1.0	0.3	1.4	0.8	0.7	-0.7	3.6
Electricity	0.4	1.0	0.6	1.2	0.3	0.9	-0.1	5.1
Utility (piped) gas service	0.3	1.2	-0.6	2.0	2.3	0.0	-2.9	-1.9
All items less food and energy	0.2	0.3	0.3	0.4	0.4	0.4	0.3	3.6
Commodities less food and energy commodities	0.0	-0.2	-0.1	-0.3	0.1	-0.2	-0.1	-1.3
New vehicles	-0.1	0.0	0.2	0.0	-0.1	-0.2	-0.4	-0.4
Used cars and trucks	-0.4	1.4	0.6	-3.4	0.5	-1.1	-1.4	-6.9
Apparel	0.0	-0.6	0.0	-0.7	0.6	0.7	1.2	1.3
Medical care commodities ⁽¹⁾	0.4	0.5	-0.1	-0.6	0.1	0.2	0.4	2.5
Services less energy services	0.3	0.5	0.4	0.7	0.5	0.5	0.4	5.3
Shelter	0.3	0.4	0.4	0.6	0.4	0.4	0.4	5.5
Transportation services	0.9	1.0	0.1	1.0	1.4	1.5	0.9	11.2
Medical care services	0.2	0.5	0.5	0.7	-0.1	0.6	0.4	2.7
Footnotes								
⁽¹⁾ Not seasonally adjusted.								



Texas Commission on Environmental Quality

Water Availability Division

MC-160, P.O. Box 13087 Austin, Texas 78711-3087

Telephone (512) 239-4600, FAX (512) 239-2214

Drought Contingency Plan for a Retail Public Water Supplier

This form is provided as a model of a drought contingency plan for a retail public water supplier. If you need assistance in completing this form or in developing your plan, please contact the Conservation Staff of the Resource Protection Team in the Water Availability Division at (512) 239-4600.

Drought Contingency Plans must be formally adopted by the governing body of the water provider and documentation of adoption must be submitted with the plan. For municipal water systems, adoption would be by the city council as an ordinance. For other types of publicly owned water systems (example: utility districts), plan adoption would be by resolution of the entity's board of directors adopting the plan as administrative rules. For private investor-owned utilities, the drought contingency plan is to be incorporated into the utility's rate tariff. Each water supplier shall provide documentation of the formal adoption of their drought contingency plan.

Name:	City of Highland Haven	
Address:	510 Highland Drive Suite A	
Telephone Number:	(830) 265-4366	Fax: ()
Water Right No.(s):		
Regional Water Planning Group:	K	
Form Completed by:	Olan Kelley	
Title:	Mayor	
Person responsible for implementation:	Mayor	Phone: (830) 265-4366
Signature:		Date: / /

Section I: Declaration of Policy, Purpose, and Intent

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the City of Highland Haven hereby adopts the following regulations and restrictions on the delivery and consumption of water.

Water uses regulated or prohibited under this Drought Contingency Plan (the Plan) are considered to be non-essential and continuation of such uses during times of water shortage or other emergency water supply condition are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in Section X of this Plan.

Section II: Public Involvement

Opportunity for the public to provide input into the preparation of the Plan was provided by the City of Highland Haven by providing opportunities for input at the regular scheduled Board of Alderman meeting on

Section III: Public Education

The City of Highland Haven will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of email, direct mail, and utility bill inserts.

Section IV: Coordination with Regional Water Planning Groups

The service area of the City of Highland Haven is located within the Lower Colorado Regional Water Planning Group Region K and the City of Highland Haven has provided a copy of this Plan to the Lower Colorado Regional Water Planning Group Region K. Retail public water suppliers with **less than 3,300 connections must prepare and adopt** an updated drought contingency plan and make the plan available for inspection by Texas Commission on Environmental Quality (TCEQ), but they are **not required to submit plans to TCEQ..**

Section V: Authorization

The Mayor, or his/her designee is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The Mayor, or his/her designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan.

Section VI: Application

The provisions of this Plan shall apply to all persons, customers, and property utilizing water provided by the City of Highland Haven. The terms “person” and “customer” as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities.

Section VII: Definitions

For the purposes of this Plan, the following definitions shall apply:

Aesthetic water use: water use for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.

Commercial and institutional water use: water use which is integral to the operations of commercial and non-profit establishments and governmental entities such as retail establishments, hotels and motels, restaurants, and office buildings.

Conservation: those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer: any person, company, or organization using water supplied by the City of Highland Haven.

Domestic water use: water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

Even number address: street addresses, box numbers, or rural postal route numbers ending in 0, 2, 4, 6, or 8 and locations without addresses.

Industrial water use: the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

Landscape irrigation use: water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, and rights-of-way and medians.

Non-essential water use: water uses that are not essential nor required for the protection of public, health, safety, and welfare, including:

- (a) irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this Plan;
- (b) use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle;
- (c) use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
- (d) use of water to wash down buildings or structures for purposes other than immediate fire protection;
- (e) flushing gutters or permitting water to run or accumulate in any gutter or street;
- (f) use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools;
- (g) use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life;
- (h) failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- (i) use of water from hydrants for construction purposes or any other purposes other than firefighting.

Odd numbered address: street addresses, box numbers, or rural postal route numbers ending in 1, 3, 5, 7, or 9.

Storage Tanks: tanks used to store well water from wells managed by the city. The city currently operates two storage tanks (Tank 1 and Tank 2), each rated for 100,000-gallon capacity.

Section VIII: Criteria for Initiation and Termination of Drought Response Stages

The Mayor or his/her designee shall monitor water supply and/or demand conditions on a weekly basis and shall determine when conditions warrant initiation or termination of each stage of the Plan, that is, when the specified “triggers” are reached.

The triggering criteria described below are based on known system capacity limits, as well as the drought stage mandates initiated by Central Texas Groundwater Conservation District. Including but not limited to well pumping capacity, static water level in the CTGCD Well #3286, aka Main Well or Well #1, water level in the Storage Tanks as applicable.

The City of Highland Haven has adopted and follows the LCRA Domestic Water Use, Outdoor Watering Schedule which will apply to all forms of water sources including city water, private water wells, lake water and water harvesting systems.

Utilization of alternative water sources and/or alternative delivery mechanisms:

Alternative water sources for City of Highland Haven (*name of utility*) are:

- CTGCD Well #3588 (aka Backup or Well #2)
- CTGCD Well #3589 (aka Johnson East or Well #5)
- CTGCD Well #3590 (aka Johnson West or Well #6).

Stage 1 Triggers -- MILD Water Shortage Conditions

Requirements for initiation

Customers shall be requested to voluntarily conserve water and adhere to the prescribed restrictions on certain water uses, defined in Section VII Definitions, when one or more of the following triggers occur.

- **When water production from the City of Highland Haven Main Well and alternative water sources is equal to 50 % of our maximum daily system production of 200,000 gallons. (Highland Haven highest daily production was 216,000 gallons on February 18, 2021, and 202,000 gallons on August 8, 2022.)**
-
- **When the static aquafer water level in the City of Highland Haven Main Well is equal to or greater than 34 feet below the surface of the ground for three (3) consecutive days. The annual average is 28'.**
-
- **When the filled capacity of the City of Highland Haven Storage Tanks is equal to or less than 95 percent of the total capacity. 95% is equal to approx. 19 feet on the tank altimeter gauge. Full is 20.4 feet.**
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- **When continually falling, the filled capacity of Storage Tanks does not refill above 95% overnight.**
-
- **When Central Texas Groundwater Conservation District (CTGCD) initiates Stage 1 Drought Status.**
-
- **When the cumulative YTD (beginning January 1 and ending December 31) ground water pumping report for the City of Highland Haven indicates the total gallons pumped is 60% of the allowable maximum annual water permitted by the CTGCD. (Current CTGCD permit is for 82-acre ft. or 26,719,782 gallons)**

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Requirements for termination

Stage 1 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven (7) consecutive days (unless otherwise rescinded by the Mayor or his/her designee and when CTGWD rescinds mandated restrictions.

Stage 2 Triggers – MODERATE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section IX of this Plan when one or more of the following triggers occur.

- **When water production is equal to 50 % of maximum daily system production of 200,000 gallons.**
-
- **When the static aquifer water level in the City of Highland Haven Main Well is equal to or greater than 35 feet below the surface of the ground for three (3) consecutive days.**
-
- **When the filled capacity of the City of Highland Haven Storage Tanks is equal to or less than 95 percent of the total tank capacity.**
- **When continually falling, the filled capacity of Storage Tanks does not refill above 95% overnight.**
- **When Central Texas Groundwater Conservation District (CTGCD) initiates Stage 2 Drought Status.**
- **When the cumulative YTD (beginning January 1 and ending December 31) ground water pumping report for the City of Highland Haven indicates the total gallons pumped is 70% of the allowable maximum annual water permitted by the CTGCD. (Current CTGCD permit is for 82-acre ft. or 26,719,782 gallons)**

Requirements for termination

Stage 2 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven (7) consecutive days (unless otherwise rescinded by the Mayor or his/her designee and when CTGWD rescinds mandated restrictions.

Stage 3 Triggers – SEVERE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 3 of this Plan when one or more of the following triggers occur.

- **When water production is equal to 55 % of maximum daily system production, 200,000 gallons.**
-
- **When the static aquifer water level in the City of Highland Haven Main Well is equal to or greater than 37 feet below the surface of the ground for three (3) consecutive days.**
-
- **When the capacity of the City of Highland Haven Storage Tanks is equal to or less than 90percent of the total tank capacity.**
- **When continually falling, the filled capacity of Storage Tanks does not refill above 90% overnight.**

- **When Central Texas Groundwater Conservation District (CTGCD) initiates Stage 3 Drought Status**
- **When the cumulative YTD (beginning January 1 and ending December 31) ground water pumping report for the City of Highland Haven indicates the total gallons pumped is 80% of the allowable maximum annual water permitted by the CTGCD. (Current CTGCD permit is for 82-acre ft. or 26,719,782 gallons)**

Requirements for termination

Stage 3 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven (7) consecutive days (unless otherwise rescinded by the Mayor or his/her designee and when CTGWD rescinds mandated restrictions.

Stage 4 Triggers – CRITICAL Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 4 of this Plan when one or more of the following triggers occur.

- **When water production is equal to 75 % of maximum daily system production, 200,000 gallons.**
-
- **When the static aquifer water level in the City of Highland Haven Main Well is equal to or greater than 38 feet below the surface of the ground for three (3) consecutive days.**
- **When the filled capacity of the City of Highland Haven Storage Tanks is equal to or less than 75 percent of the total tank capacity.**
- **When continually falling, the filled capacity of Storage Tanks does not refill above 70% overnight (example: based on an evaluation of minimum treated water storage required to avoid system outage).**
- **When Central Texas Groundwater Conservation District (CTGCD) initiates Stage 4 Drought Status**
- **When the cumulative YTD (beginning January 1 and ending December 31) ground water pumping report for the City of Highland Haven indicates the total gallons pumped is 90% of the allowable maximum annual water permitted by the CTGCD. (Current CTGCD permit is for 82-acre ft. or 26,719,782 gallons)**

Requirements for termination

Stage 4 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven (7) consecutive days (unless otherwise rescinded by the Mayor or his/her designee and when CTGWD rescinds mandated restrictions.

Stage 5 Triggers – EMERGENCY Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions for Stage 5 of this Plan when the Mayor, or his/her designee, determines that a water supply emergency exists based on:

1. Major water line breaks, or pump or system failures occur, which cause unprecedented loss of capability to provide water service; **or**
2. Natural or man-made contamination of the water supply source(s).

Requirements for termination

Stage 5 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist and required tests confirm water is safe to drink.

Stage 6 Triggers – WATER ALLOCATION

Requirements for initiation

Customers shall be required to comply with the water allocation plan prescribed in Section IX of this Plan and comply with the requirements and restrictions for Stage 5 of this Plan when one or more of the following triggers occur.

- **When water supply is at or below 180 days.**
- **When water production is equal to 100% of maximum daily system production of 200,000 gallons.**
- **When the static aquifer water level in the City of Highland Haven Main Well is equal to or greater than 50 feet below the surface of the ground for three (3) consecutive days.**
- **When the specific filled capacity of the City of Highland Haven Storage Tanks is equal to or less than 70 percent of the tank capacity.**
- **When continually falling Storage Tank do not refill above 70 percent overnight (example: based on an evaluation of minimum treated water storage required to avoid system outage).**
- **When the cumulative YTD (beginning January 1 and ending December 31) ground water pumping report for the City of Highland Haven indicates the total gallons pumped is 95% of the allowable maximum annual water permitted by the CTGCD. (Current CTGCD permit is for 82-acre ft. or 26,719,782 gallons)**

Requirements for termination - Water allocation may be rescinded when all the applicable conditions listed as triggering events have ceased to exist for a period of seven (7)

Section IX: Drought Response Stages

The Mayor, or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in Section VIII of this Plan, shall determine that a mild, moderate, severe, critical, emergency or water shortage condition exists and shall implement the following notification procedures:

Notification

Notification of the Public:

The Mayor or his/ her designee shall notify the public by means of:

- Email
- Direct mail
- Signs posted in public places

Additional Notification:

The Mayor or his/ her designee shall notify directly, or cause to be notified directly, the following individuals and entities:

- Water customers
- Board of Alderman
- Planning and Zoning Commission
- Highland Haven Property Owners Association
- Shady Acres Property Owners Association
- Camp Champions management
- Granite Shoals Fire Department
- Burnet County Pct.1 County Commissioner
- Central Texas Groundwater Conservation District
- Texas Commission on Environmental Quality (TCEQ), when required.

Examples:

Stage 1 Response – MILD Water Shortage Conditions

Target: Achieve a voluntary five (5) % reduction in the daily water usage.

Best Management Practices for Supply Management:

- The City of Highland Haven will search for leaks on system lines and discontinue flushing of water mains.

Voluntary Water Use Restrictions for Reducing Demand:

- (a) Water customers are requested to voluntarily limit the irrigation of landscaped areas to Thursdays and Sundays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Wednesdays and Saturdays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and to irrigate landscapes only between the hours of midnight and 10:00 a.m. and 8:00 p.m. to midnight on designated watering days.
- (b) All operations of the City of Highland Haven shall adhere to water use restrictions prescribed for Stage 1 of the Plan.
- (c) Water customers are requested to practice water conservation and to minimize or discontinue water use for non-essential purposes.

Stage 2 Response – MODERATE Water Shortage Conditions

Target: Achieve a ten (10) % reduction in the daily water usage.

Best Management Practices for Supply Management:

- The City of Highland Haven will search for leaks on system lines and discontinue flushing of water mains.

Water Use Restrictions for Demand Reduction:

Under threat of penalty for violation, the following water use restrictions shall apply to all persons:

- (a) Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be limited to Sundays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Saturdays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and irrigation of landscaped areas is further limited to the hours of 12:00 midnight until 10:00 a.m. and between 8:00 p.m. and 12:00 midnight on designated watering days. However, irrigation of landscaped areas is permitted at any time if it is by means of a hand-held hose, a faucet filled bucket or watering can of five (5) gallons or less, or drip irrigation system.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, or other vehicle is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight. Such washing, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle for quick rises. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety, and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
- (c) Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or Jacuzzi-type pools is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- (e) Use of water from hydrants shall be limited to firefighting, related activities, or other activities necessary to maintain public health, safety, and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the City of Highland Haven.
- (f) Use of water for the irrigation of public landscape areas is prohibited except on designated watering days between the hours 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight.
- (g) The following uses of water are defined as non-essential and are prohibited:
 - 1. wash down of any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
 - 2. use of water to wash down buildings or structures for purposes other than immediate fire protection;
 - 3. use of water for dust control;
 - 4. flushing gutters or permitting water to run or accumulate in any gutter or street; and

5. failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s).

Stage 3 Response – SEVERE Water Shortage Conditions

Target: Achieve a fifteen (15) % reduction in the daily water usage.

Best Management Practices for Supply Management:

- The City of Highland Haven will search for leaks on system lines and discontinue flushing of water mains.

Water Use Restrictions for Demand Reduction:

All requirements of Stage 2 shall remain in effect during Stage 3 except:

- (a) Irrigation of landscaped areas shall be limited to designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, drip irrigation, or permanently installed automatic sprinkler system only. The use of hose-end sprinklers is prohibited at all times.
- (b) The watering of public landscape areas and public recreational areas is prohibited unless a water source other than that provided by the City of Highland Haven is used.
- (c) The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued.

Stage 4 Response – CRITICAL Water Shortage Conditions

Target: Achieve a twenty (20) % reduction in the daily water usage.

Best Management Practices for Supply Management:

- The City of Highland Haven will search for leaks on system lines and discontinue flushing of water mains.

Water Use Restrictions for Reducing Demand:

All requirements of Stage 2 and 3 shall remain in effect during Stage 4 except:

- (a) Irrigation of landscaped areas shall be limited to designated watering days between the hours of 6:00 a.m. and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, or drip irrigation only. The use of hose-end sprinklers or permanently installed automatic sprinkler systems are prohibited at all times.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, or other vehicle not occurring on the premises of a commercial car wash and commercial service stations and not in the immediate interest of public health, safety, and welfare is prohibited. Further, such vehicle washing at commercial car washes and commercial service stations shall occur only between the hours of 6:00 a.m. and 10:00 a.m. and between 6:00 p.m. and 10 p.m.

- (c) The filling, refilling, or adding of water from city water system to swimming pools, wading pools, and Jacuzzi-type pools is prohibited.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system. Use of city water system water to refill such is prohibited.
- (e) No application for new, additional, expanded, or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or water service facilities of any kind shall be approved, and time limits for approval of such applications are hereby suspended for such time as this drought response stage or a higher-numbered stage shall be in effect.

Stage 5 Response – EMERGENCY Water Shortage Conditions

Target: Achieve a reduction in daily water demand sufficient to allow the City of Highland Haven to supply water with the capabilities of the system during the emergency event.

Best Management Practices for Supply Management:

- The City of Highland Haven will immediately identify the cause of the loss of the capability to provide water service and implement corrective actions.

Water Use Restrictions for Reducing Demand:

All requirements of Stage 2, 3, and 4 shall remain in effect during Stage 5 except:

- (a) Irrigation of landscaped areas is **absolutely prohibited**.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is **absolutely prohibited**.

Stage 6 Response – WATER ALLOCATION

In the event that water shortage conditions threaten public health, safety, and welfare, the Mayor or his/her designee is hereby authorized to allocate water according to the following water allocation plan:

Single-Family Residential Customers

The allocation to residential water customers residing in a single-family dwelling shall be as follows:

Persons per Household	Gallons per Month
1 or 2	3,000
3 or 4	4,000
5 or 6	5,000
7 or 8	6,000
9 or 10	7,000
11 or more	8,000

“Household” means the residential premises served by the customer’s meter. “Persons per household” includes only those persons currently physically residing at the premises and expected to reside there for the entire billing period. It shall be assumed that a particular customer’s household is comprised of two (2) persons unless the customer notifies the City of Highland Haven of a greater number of persons per household on a form prescribed by the Mayor or his/her designee. The Mayor or his/her designee shall give his/her best effort to see that such forms are mailed, otherwise provided, or made available to every residential customer. If, however, a customer does not receive such a form, it shall be the customer’s responsibility to go to the City of Highland Haven offices to complete and sign the form claiming more than two (2) persons per household. New customers may claim more persons per household at the time of applying for water service on the form prescribed by the Mayor or his/her designee. When the number of persons per household increases so as to place the customer in a different allocation category, the customer may notify the City of Highland Haven on such form and the change will be implemented in the next practicable billing period. If the number of persons in a household is reduced, the customer shall notify the City of Highland Haven in writing within two (2) days. In prescribing the method for claiming more than two (2) persons per household, the Mayor or his/her designee shall adopt methods to insure the accuracy of the claim. **Any person who knowingly, recklessly, or with criminal negligence falsely reports the number of persons in a household or fails to timely notify the City of Highland Haven of a reduction in the number of persons in a household shall be fined not less than \$50.00.**

Residential water customers shall pay the following surcharges:

\$2.50 for the first 1,000 gallons over allocation.
\$5.00 for the second 1,000 gallons over allocation.
\$7.50 for the third 1,000 gallons over allocation.
\$10.00 for each additional 1,000 gallons over allocation.

Surcharges shall be cumulative.

Section X: Enforcement

- (a) No person shall knowingly or intentionally allow the use of water from the City of Highland Haven for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by Mayor, or his/her designee, in accordance with provisions of this Plan.
- (b) **Any person who violates this Plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than fifty dollars (\$50.00) and not more than two hundred dollars (\$200.00). Each day that one or more of the provisions in this Plan is violated shall constitute a separate offense.** If a person is convicted of three or more distinct violations of this Plan, the Mayor, or his/her designee shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of established disconnect and re-connection charges, and any other costs incurred by the City of Highland Haven in discontinuing service. In addition, suitable assurance must be given to the Mayor, or his/her designee that the

same action shall not be repeated while the Plan is in effect. Compliance with this plan may also be sought through injunctive relief in the district court.

- (c) Any person, including a person classified as a water customer of the City of Highland Haven, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation. Parents shall be presumed to be responsible for violations of their minor children and proof that a violation, committed by a child, occurred on property within the parents' control shall constitute a rebuttable presumption that the parent committed the violation, but any such parent may be excused if he/she proves that he/she had previously directed the child not to use the water as it was used in violation of this Plan and that the parent could not have reasonably known of the violation.
- (d) **Any employee of the City of Highland Haven, police officer, or designated city official or employee designated by the Mayor, may issue a citation to a person he/she reasonably believes to be in violation of this Ordinance.** The citation shall be prepared in duplicate and shall contain the name and address of the alleged violator, if known, the offense charged, and shall direct him/her to appear in the City of Highland Haven Municipal Court on the date shown on the citation for which the date shall not be less than 3 days nor more than 5 days from the date the citation was issued. The alleged violator shall be served a copy of the citation. Service of the citation shall be complete upon delivery of the citation to the alleged violator, to an agent or employee of a violator, or to a person over 14 years of age who is a member of the violator's immediate family or is a resident of the violator's residence. The alleged violator shall appear in City of Highland Haven Municipal Court to enter a plea of guilty or not guilty for the violation of this Plan. If the alleged violator fails to appear in City of Highland Haven Municipal Court, a warrant for his/her arrest may be issued. A summons to appear may be issued in lieu of an arrest warrant. These cases shall be expedited and given preferential setting in City of Highland Haven Municipal Court before all other cases.

Section XI: Variances

The Mayor, or his/her designee, may, in writing, grant temporary variance for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:

- (a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Ordinance shall file a petition for variance with the City of Highland Haven within five (5) days after the Plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the Mayor, or his/her designee, and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.

- (c) Specific provision(s) of the Plan from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this Ordinance.
- (e) Description of the relief requested.
- (f) Period of time for which the variance is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date.
- (h) Other pertinent information.

Variances granted by the City of Highland Haven shall be subject to the following conditions, unless waived or modified by the Board of Alderman.

- Variances granted shall include a timetable for compliance.
- Variances granted shall expire when the plan is no longer in effect unless the petitioner has failed to meet specific requirements.
- No variance shall be retroactive or otherwise justify any violation of this plan occurring prior to issuance of the variance.