



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, November 5, 2024

TIME: 7:00 p.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

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 October 15, 2024

b. September 2024 Sales Tax Report

7. Discussion and/or Possible Action – Proposal - 3cGeo Interactive Web Mapping.

8. Discussion and/or Possible Action – Resolution # 362 Prohibited Technology Policy.

9. Discussion and/or Possible Action – Board of Aldermen meeting dates December 2024.

10. Discussion and/or Possible Action – City Hall Holiday Schedule.

DISCUSSION / INFORMATION ITEMS

11. Review Planning and Zoning Commission Recommendations to BOA

a. Commercial Zoning Ordinance

12. Review assignments for the Planning and Zoning Commission

a. Comprehensive Plan Review

b. Review of current Planning and Zoning assignments

c. The next P&Z meeting is scheduled for November 14, 2024, at 6:00 pm.

13. Legislative Updates –

14. Traffic Control –

15. Aquatic Vegetation -

16. Drainage Issues –

17. Water Storage Tank Project Report

HOME

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

18. Review Water System –

- a. Contract Water Operator
- b. 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>
- c. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 3
 - iii. 10% Mandatory Water Restrictions
 - iv. Monitoring Well
- d. Maintenance and Operations Issues
 - i. HHPOA barn rental

19. Review Solid Waste Services –

20. Mayor's Report

21. Aldermen Comments

Next regular meeting – Tuesday November 19, 2024, at 7:00 p.m., Highland Haven Community Center.

Adjournment.

Posted October 31, 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 ON OCTOBER 31, 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
Highland Haven, Texas 78654-8278
Telephone: 830-265-4366

MINUTES – BOARD OF ALDERMAN MEETING

DATE: Tuesday, October 15, 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

2. Pledge of Allegiance

3. Recognize Visitors

Visitors present – Rick Hieb, Tammie Hieb, Peter Mackey, Sally Mackey, Brian Shirley & Sarah Garcia

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 October 1, 2024
- b. September 2024 Financials
- c. September 2024 Utility Report

Motion to approve consent agenda made by Terry Nuss, seconded by Terry Smith

Vote 4-0

7. Discussion and/or Possible Action – Audit Engagement Letter with Neffendorf & Blocker, P.C.

Motion to approve Audit Engagement Letter with Neffendorf & Blocker, P.C. made by Terry Smith, seconded by Bruce Robertson.

Vote 4-0

DISCUSSION / INFORMATION ITEMS

- 8. 3cGeo Mapping presentation (Brian Shirley)
- 9. Election Day Tuesday November 5, 2024. Early Voting October 21 – November 1, 2024.
- 10. Review Planning and Zoning Commission Recommendations to BOA
 - a. Commercial Zoning Ordinance
- 11. Review assignments for the Planning and Zoning Commission

- a. Comprehensive Plan Review
- b. Review of current Planning and Zoning assignments
- c. The next P&Z meeting is scheduled for October 24, 2024, at 9:00 am.

[HOME](#)

12. Legislative Updates –

13. Traffic Control –

14. Aquatic Vegetation -

15. Drainage Issues –

16. Water Storage Tank Project Report

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

17. Review Water System –

- a. Contract Water Operator
- b. 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>
- c. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 3
 - iii. 10% Mandatory Water Restrictions
 - iv. Monitoring Well
- d. Maintenance and Operations Issues
 - i. HHPOA barn rental

18. Review Solid Waste Services –

- a. HHW Collection Event

19. Mayor's Report

20. Aldermen Comments

Next regular meeting – Tuesday November 5, 2024, at 7:00 p.m., Highland Haven City Hall

Adjournment.

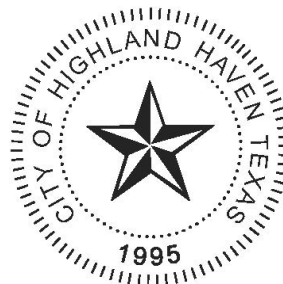
Motion to adjourn made by Terry Nuss, seconded by Lynn Smith.

Vote 4-0

Meeting was adjourned at 8:50 pm

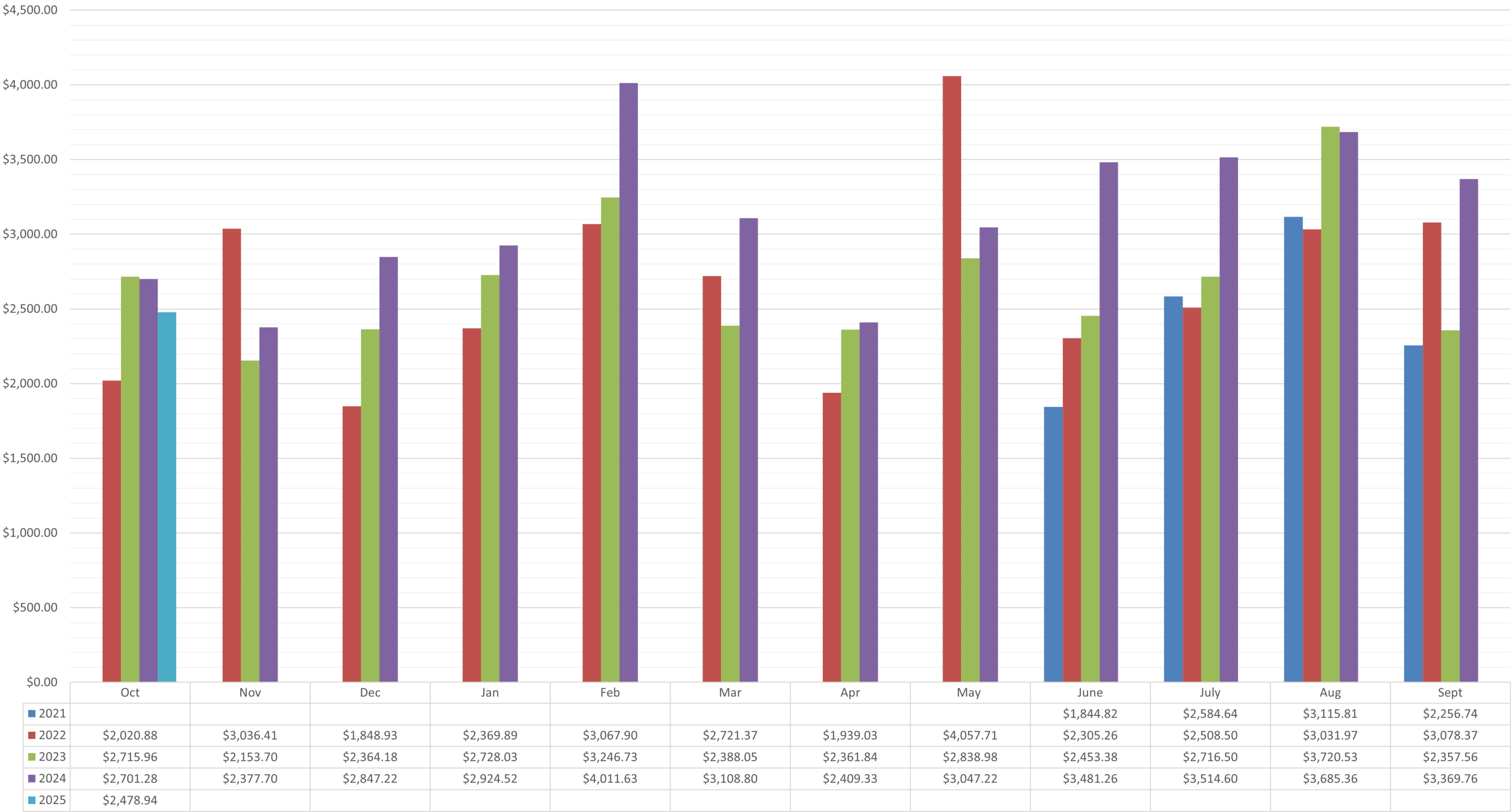
Olan Kelley, Mayor

Lezley Baum, City Secretary



City of Highland Haven Sales Tax

2021 2022 2023 2024 2025





October 22, 2024

Andy Adams
City of Highland Haven, Texas
510-A Highland Drive
Highland Haven, TX 78654

Re: Highland Haven, TX – Interactive Web Map (IWM) Proposal

Dear Mr. Adams:

Third Coast Geospatial Technologies (3cGeo) is pleased to offer our services to the City of Highland Haven by offering an affordable proposal to publish the city's GIS Data on the Internet. This product is one of the most cost-effective tools developed for small to mid-sized municipalities and utilities. Through this turn-key product and proposal, the IWM allows access to valuable GIS information for the entire city staff and board members. We recognize your data may be of a sensitive nature and that data will be protected or restricted to only those who should see such data if requested.

An IWM allows the city to focus on utilizing a geographic information system as it was intended, to solve problems, manage growth and maintenance effectively and to help the city run more efficiently. Highland Haven will benefit from this project in a short period of time, as employees will be more efficient, capable of obtaining information and providing answers quickly and more completely.

We have previously discussed the benefits of Highland Haven having an Interactive Web Map (IWM), which is 3cGeo's online GIS. Sarah Garcia and I spoke with the Board of Aldermen on Tuesday, October 15, 2024 and conducted a demonstration of our IWM. You contacted me by email asking me to provide you with an updated proposal for an IWM. This is the updated proposal.

A general services agreement (GSA) was in place between the City of Highland Haven and 3cGeo. We will simply need to sign an extension of that agreement. By utilizing the existing 3cGeo GSA, the city can simply approve this proposal and a modification of Section 2 of the existing GSA to increase the total value authorized in the GSA and Section 6 to extend the term of the GSA. The IWM will be the fourth task order under this agreement with the attached proposal serving as the task order. If the Board of Alderman approve this project during the November 5, 2024 board meeting, 3cGeo will submit the modification for the GSA. If you have questions, please contact me at bshirley@3cgeo.com or 512.525.0324. We look forward to working with the Highland Haven on this exciting project.

Sincerely,

Brian Shirley
President
Third Coast Geospatial Technologies, Inc.



Company Description

Third Coast Geospatial (3cGeo) is a Texas-based company offering Geographic Information System (GIS) services and consulting as well as web-based GIS solutions.

3cGeo's network of highly experienced GIS professionals spread throughout Texas, creates a unique GIS resource. In a relatively young, high-tech field, it is rare to have such a wide array of experienced professionals in one company! This diverse workforce allows 3cGeo to meet almost any GIS analysis or mapping need. Web-based solutions for GIS are also offered by our team. Third Coasts' GIS founders are recognized on the local, regional, state and federal levels as leaders in the geospatial field. 3cGeo's founders experience includes overseeing one of the largest GIS operations in Texas and leading one of the largest and most innovative mapping programs in recent history. 3cGeo can receive and provide data in any common format and most uncommon formats. High quality digital and hardcopy deliverables can be provided on a wide array of media to meet your specifications.



Proposal to Publish Highland Haven GIS Data over the Internet

Interactive Web Map (IWM) Description

The true value of developing a municipal Geographic Information System (GIS) is fully realized when the data is accurate, current and accessible to your entire organization over the internet 24-7-365. Internet map publishing sites are now a standard application for every large governmental agency; yet, until now, most utility districts, water supply corporations and municipalities could not afford to launch such a site. 3cGeo's Interactive Web Map (IWM) was developed to solve that problem.

Individual data layers may be viewed by anyone, or restricted through a security feature enabling access only to those with prior approval such as the City Manager, alderman, directors and selected staff.

With your own IWM you will be able to locate data with only an internet browser, and create maps from any location with internet access. You can print an "A" size map on your personal printer, or generate up to an "E" size map for your large format plotter. Save it as a PDF and you can take the map to any commercial printer anywhere in the country and have maps printed.

The IWM includes zoom and pan functions:

- **Zoom to initial extents**
- **Zoom in**
- **Zoom out**
- **Zoom to active layer**
- **Zoom to selected features of active layer**
- **Zoom to selected features of all layers**
- **Pan**

The IWM includes selection functions:

- **Select features in all layers**
- **Select features by click**
- **Select features by rectangle**
- **Select features by line**
- **Select features by polygon**
- **Select features by layer**
- **Select features by attributes**
- **Display selected records**
- **Clear selected features**

The IWM includes identify functions:

- **Identify features**
- **Identify features in all layers**
- **Draw a polygon to identify features in the a layer**

The IWM includes an acetate functions to add graphics and text on top of the displayed map:

- **Draw a point**
- **Draw a line**
- **Draw a rectangle**
- **Draw a circle**



- Draw a polygon
- Draw text
- Erase all acetate graphics and text

The IWM also includes printing (to .PDF) functions:

- Export a simple map to a file
- Export the map to a file using a wizard
- Export the map to a file

The IWM also includes measuring functions:

- Measure the distance between points
- Measure the area within a polygon

The IWM also includes saving map session functions which work like bookmarks:

- Save session
- Load session

Note: The IWM includes standard legend display and layer display controls to turn layers on and off and select them as active.

City of Highland Haven --- Project Plan

3cGeo utilizes a proven approach to develop your IWM. This project plan will allow for the fastest launch of the final IWM, but as always, we can modify this approach to meet your specific needs. The tasks in the 3cGeo approach are described below.

Task 1 – Project Initialization Meeting

Meet with the City's project manager, and any staff assigned to the project team, to review the IWM's capabilities so everyone has the same project understanding. A communications protocol will be discussed and agreed upon. The team will then discuss the following topics:

- Desired page background color and logo
- Specifications for data sets to be published
 - Raster and vector data
 - Symbolology
 - Transparency
 - Layer naming
 - Labels
 - Minimum display scale
 - Maximum display scale
 - Highlight color/pattern
 - Coordinate system
 - Measuring units
- Site security
 - User groups
 - Layers displayed to user groups

3cGeo staff will document the decisions made on the various topics and provide a draft specifications document to the City's project manager for approval. If changes to the document are required, they will be made and the final specifications document will be delivered to the City's project manager. The final specifications document will then be used in Task 2.



Task 2 – Develop Draft IWM

Using the final specifications developed in Task 1, 3cGeo will develop the draft IWM site. The site will be launched on the 3cGeo server and a link to the site will be provided to the City's project manager (and any other staff the manager designates) for review.

Task 3 – Client Review and Written Comments

The City's project manager, and any other designees, will review the draft IWM site and provide written comments. The comments will be compiled and returned to 3cGeo. The written comments will be discussed with the City's project manager to determine which are to be addressed in the current IWM site and which should be classified as future enhancements. This task may also be addressed through a draft review meeting between 3cGeo and the City's project team.

Task 4 – Address Comments and Publish Final IWM

3cGeo will address the written comments for the current IWM and publish the final IWM site(s). A link to the final IWM site will be provided to the City's project manager (and any other staff the manager designates) for review. After verifying that all written comments pertaining to the current IWM are addressed, the City's project manager will accept the site as complete in a memo or letter to 3cGeo.

Task 5 – Train Staff

The City's project manager will develop a list of staff to be trained in the use of the IWM. 3cGeo will coordinate with the City's project manager to schedule training for the designated staff (assume 1-4 classes training a total of 4-20 staff) based on staff availability, computer resources and training space availability.

Fee Schedule:

The fee for a typical small community IWM – Interactive Web Map is \$7,000. 3cGeo will work with city staff or contractors to gather the current inventory of georeferenced digital mapping data or paper maps for Highland Haven, as well as gather GIS data you have selected from the public domain.

IWM: \$7,000

Draft Delivery: \$3,000

To be invoiced following delivery of the draft Highland Haven IWM and due within 30 days.

Operational Delivery: \$3,000

To be invoiced following delivery of the operational Highland Haven IWM and due within 30 days.

Balance: \$1,000

To be invoiced upon completion of the training of selected city staff and board members.

Monthly Fees: \$400 per month. (Ongoing hosting)

The IWM comes with ongoing support. 3cGeo staff will work closely with the city to insure this meets the needs of the city staff. The \$400 a month includes these basic support items: IT support for the server and daily backup of the City's data (up to 20GB) and the addition of new or updated georeferenced data into the Highland Haven Interactive Web Map as updated or improved data become available. The city can pay on a monthly basis of \$400 a month or an annual charge of \$4,800. Monthly hosting fees will begin 30 days after delivery of the draft IWM.

Proposal Attachment A City of Highland Haven Interactive Web Map (IWM) Invoicing Schedule (assuming 11/15/2024 start date)		
Date	Description	Invoice Amount
12/1/2024	Draft Delivery Fee	\$3,000.00
1/15/2025	Operational Delivery Fee	\$3,000.00
1/30/2025	Final/training Fee	\$1,000.00
	Monthly Hosting Fee 1/1/2025 through 9/30/2025	\$3,600.00
FY24-25 Total		\$10,600.00
Date	Description	Invoice Amount
	Monthly Hosting Fee 10/1/2025 through 9/30/2026	\$4,800.00
FY25-26 Total		\$4,800.00



Addendum B Extension of Agreement

This Addendum B is per SERVICES AGREEMENT made and entered into on the 22nd day of October, 2019, by and between the **City of Highland Haven, Texas**, located at 510-A Highland Dr., Highland Haven, TX, 78654, and **Third Coast Geospatial Technologies, Inc.**, a Texas "S" corporation, with a corporate place of business at 102 Cedar Ridge Dr., Marble Falls TX 78654.

Change in Term of Agreement

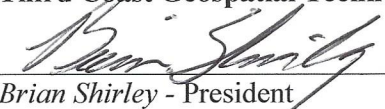
The contract is hereby modified in Section 6 (Term and Termination) of the SERVICES AGREEMENT, the SERVICES AGREEMENT will remain in effect through the 31st day of October, 2026.

Change in Compensation

The contract is hereby modified in Section 2 (Compensation) of the SERVICES AGREEMENT, the not-to-exceed total amount will be increased by \$15,400.00 to cover the development and hosting, through September 30, 2026, of the Interactive Web Map under Task Order #4.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date BELOW.

Third Coast Geospatial Technologies, Inc.

 Date: 10/22/2024
Brian Shirley - President

Olan Kelley

Olan Kelley – Mayor

RESOLUTION #362

A Resolution of the City of Highland Haven

Prohibited Technology Policy

WHEREAS, Pursuant to Texas SB. 1893 which went into effect September 1, 2023, the City of Highland Haven hereby adopts a Prohibited Technology Policy prohibiting the installation of TikTok or any application covered by Chapter 620 of the Texas Government Code on any device owned or leased by the City and requiring removal of the application if already installed/ and constitutes a valuable guide for employees of the City; and

WHEREAS, the City shall also adopt a policy prohibiting the employee use of those applications for City-related business; and

WHEREAS, TikTok may be installed and used to the extent necessary for providing law enforcement or developing or implementing information security measures, and used in compliance and documented measures to mitigate risks to the security of governmental entity information; and

WHEREAS, The Board of Aldermen authorizes the Mayor to execute all documents necessary to complete this transaction.

THEREFORE, BE IT RESOLVED by the Board of Aldermen for the City of Highland Haven, Texas that:

SECTION 1. That the Board of Aldermen adopts the Prohibited Technologies Policy as listed in Exhibit "A"

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS ON THIS THE 5th DAY OF NOVEMBER 2024.

Olan Kelley, Mayor

Attest:

Seal

Lezley Baum, City Secretary

"EXHIBIT A"

CITY OF HIGHLAND HAVEN

Covered Applications and Prohibited Technology Policy

Date: November 5, 2024

Version: 1.0

CONTENTS

1.0	Introduction.....	4
1.1	Purpose	4
1.2	Scope and Application	4
2.0	Covered Applications Policy for Governmental Entities.....	5
2.1	Scope and Definitions.....	5
2.2	Covered Applications on Government-Owned or Leased Devices	5
2.3	Ongoing and Emerging Technology Threats.....	6
2.4	Bring Your Own Device Policy	6
2.5	Covered Application Exceptions.....	7
3.0	Policy Compliance	7
4.0	Policy Review	7

1.0 INTRODUCTION

1.1 PURPOSE

On December 7, 2022, Governor Greg Abbott required all state agencies to ban the video-sharing application TikTok from all state-owned and state-issued devices and networks over the Chinese Communist Party's ability to use the application for surveilling Texans. Governor Abbott also directed the Texas Department of Public Safety (DPS) and the Texas Department of Information Resources (DIR) to develop a plan providing state agencies guidance on managing personal devices used to conduct state business. Following the issuance of the Governor's directive, the 88th Texas Legislature passed [Senate Bill 1893](#), which prohibits the use of covered applications on governmental entity devices.

As required by the Governor's directive and Senate Bill 1893, this model policy establishes a template that entities subject to the directive or bill may mimic to prohibit the installation or use of covered applications or prohibited technologies on applicable devices.

1.2 SCOPE AND APPLICATION

Due to distinctions in requirements between the Governor's directive and SB 1893, Sections 2 and 3 apply to distinct organizations. Where appropriate, each section will identify the unique entities to whom the section applies and the appropriate definitions.

Governmental entities, including local governments, must adopt a covered applications policy as described by [Section 2.0](#).

State agencies to whom the Governor issued his December 7, 2022, directive must adopt a prohibited technology policy as described by [Section 3.0](#). To the extent a state agency is also subject to the requirements of Senate Bill 1893, that agency must also adopt a covered applications policy as described by [Section 2.0](#).

2.0 COVERED APPLICATIONS POLICY FOR GOVERNMENTAL ENTITIES

2.1 SCOPE AND DEFINITIONS

Pursuant to Senate Bill 1893, governmental entities, as defined below, must establish a covered applications policy:

- A department, commission, board, office, or other agency that is in the executive or legislative branch of state government and that was created by the constitution or a statute, including an institution of higher education as defined by Education Code Section 61.003.
- The supreme court, the court of criminal appeals, a court of appeals, a district court, or the Texas Judicial Council or another agency in the judicial branch of state government.
- A political subdivision of this state, including a municipality, county, or special purpose district.

This policy applies to all City of Highland Haven full- and part-time employees, contractors, paid or unpaid interns, and other users of government networks. All City of Highland Haven employees are responsible for complying with this policy.

A covered application is:

- The social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited.
- A social media application or service specified by proclamation of the governor under Government Code Section 620.005.

2.2 COVERED APPLICATIONS ON GOVERNMENT-OWNED OR LEASED DEVICES

Except where approved exceptions apply, the use or installation of covered applications is prohibited on all government-owned or -leased devices, including cell phones, tablets, desktop and laptop computers, and other internet-capable devices.

City of Highland Haven will identify, track, and manage all government-owned or -leased devices including mobile phones, tablets, laptops, desktop computers, or any other internet-capable devices to:

- a. Prohibit the installation of a covered application.
- b. Prohibit the use of a covered application.
- c. Remove a covered application from a government-owned or -leased device that was on the device prior to the passage of S.B. 1893 (88th Leg, R.S.).
- d. Remove an application from a government-owned or -leased device if the Governor issues a proclamation identifying it as a covered application.

City of Highland Haven will manage all government-owned or leased mobile devices by implementing the security measures listed below:

- a. Maintain the ability to wipe non-compliant or compromised mobile devices.
- b. Maintain the ability to uninstall unauthorized software from mobile devices.

2.3 ONGOING AND EMERGING TECHNOLOGY THREATS

To provide protection against ongoing and emerging technological threats to the government's sensitive information and critical infrastructure, DPS and DIR will regularly monitor and evaluate additional social media applications or services that pose a risk to this state.

DIR will annually submit to the Governor a list of social media applications and services identified as posing a risk to Texas. The Governor may proclaim items on this list as covered applications that are subject to this policy.

If the Governor identifies an item on the DIR-posted list described by this section, then **City of Highland Haven** will remove and prohibit the covered application.

City of Highland Haven may also prohibit social media applications or services in addition to those specified by proclamation of the Governor.

2.4 BRING YOUR OWN DEVICE POLICY

If **City of Highland Haven** has a "Bring Your Own Device" (BYOD) program, then the

City of Highland Haven may consider prohibiting the installation or operation of covered applications on employee-owned devices that are used to conduct government business.

2.5 COVERED APPLICATION EXCEPTIONS

The mayor and/or City Administrator may permit exceptions authorizing the installation and use of a covered application on government-owned or -leased devices consistent with the authority provided by Government Code Chapter 620.

Government Code Section 620.004 only allows **City of Highland Haven** to install and use a covered application on an applicable device to the extent necessary for:

- (1) Providing law enforcement; or
- (2) Developing or implementing information security measures.

If the mayor and/or City Administrator authorizes an exception allowing for the installation and use of a covered application, **City of Highland Haven** must use measures to mitigate the risks posed to the state during the application's use.

3.0 POLICY COMPLIANCE

All **City of Highland Haven** employees shall sign an affidavit confirming their understanding of the city's covered applications and prohibited technology policies.

City of Highland Haven will verify compliance with this policy through various methods, including but not limited to, IT/security system reports and feedback to leadership.

An employee found to have violated this policy may be subject to disciplinary action, including termination of employment.

4.0 POLICY REVIEW

This policy will be reviewed annually and updated as necessary to reflect changes in state law, additions to applications identified under Government Code Section 620.006, updates to the prohibited technology list posted to DIR's website, or to suit the needs of **City of Highland Haven**

ADDENDUM A

The up-to-date list of prohibited technologies is published at <https://dir.texas.gov/information-security/prohibited-technologies>. The following list is current as of 01/23/23.

PROHIBITED SOFTWARE/APPLICATIONS/DEVELOPERS (AS OF 1/23/23)

- Alipay
- ByteDance Ltd.
- CamScanner
- Kaspersky
- QQ Wallet
- SHAREit
- Tencent Holdings Ltd.
- TikTok
- VMate
- WeChat
- WeChat Pay
- WPS Office
- Any subsidiary or affiliate of an entity listed above.

PROHIBITED HARDWARE/EQUIPMENT/MANUFACTURERS (AS OF 1/23/23)

- Dahua Technology Company
- Huawei Technologies Company
- Hangzhou Hikvision Digital Technology Company
- Hytera Communications Corporation
- SZ DJI Technology Company
- ZTE Corporation
- Any subsidiary or affiliate of an entity listed above.

Water Tank Storage Project

Construction

		% complete	Project Completion	10% Retainage
Original Contract	\$ 395,196.00	4%	\$ 16,000.00	\$ 1,600.00
Change Order #1	\$ 21,854.10	8%	\$ 33,000.00	\$ 3,300.00
Change Order #2	\$ 3,850.00	17%	\$ 71,000.00	\$ 7,100.00
		51%	\$ 214,298.00	\$ 21,429.80
Project Total	\$ 420,900.10	91%	\$ 382,196.00	\$ 38,219.60

	Invoice Amount	Payment Amount	Retainage
Pay Estimate #1	\$ 16,000.00	\$ 14,400.00	\$ 1,600.00
Pay Estimate #2	\$ 17,000.00	\$ 15,300.00	\$ 1,700.00
Pay Estimate #3	\$ 38,000.00	\$ 34,200.00	\$ 3,800.00
Pay Estimate #4	\$ 143,298.00	\$ 128,968.20	\$ 14,329.80
Pay Estimate #5	\$ 167,898.00	\$ 151,108.20	\$ 16,789.80
Total Amount			
Paid on	\$ 382,196.00	\$ 343,976.40	\$ 38,219.60

Balance on Contract **\$ 38,704.10**

Total Amount Payable
Contract + Retainage **\$ 76,923.70**

Other Expenses

Engineering	\$ 51,805.71
Misc expenses	\$ 4,229.74
	\$ 56,035.45

Current Paid
Project Expenses **\$ 400,011.85**

Estimated Total
Project Cost **\$ 476,935.55**

Payments	
FY 2023	\$ 49,047.95
FY 2024	\$ 349,733.90
FY 2025	\$ 1,230.00
Total Paid	\$ 400,011.85