



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, March 4, 2025

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

4. Announcements, Proclamations or Presentations

a. Oath of Office for Sarah Collard, City Secretary - Judge Don Adams

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 February 18, 2025

b. Sales Tax Report – February 2025

7. Presentation of Report of Examination for Year Ended September 30, 2024 – Neffendorf & Blocker, P.C

8. Discussion and/or Possible Action – Audit Report of Examination for Year Ended September 30, 2024

9. Discussion and/or Possible Action - Resolution #365 – Appoint P&Z Member effective May 8, 2025

10. Discussion and/or Possible Action – Order of Cancellation for May 3, 2025, General Election.

DISCUSSION / INFORMATION ITEMS

11. Discussion – Budget FY 2026

a. Budget Calendar

12. Review Planning and Zoning Commission Recommendations to BOA

a. Commercial Zoning Ordinance

13. Review assignments for the Planning and Zoning Commission

- a. Comprehensive Plan Update
- b. Review of current Planning and Zoning assignments
- c. The next P&Z meeting is scheduled for March 13, 2025, at 6:00 pm.

14. Legislative Updates

- a. City Administrator's Update
- b. Legislative Bill Update

15. Traffic Control –

16. Drainage Issues –

17. Review Water System –

- a. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 4
 - iii. 15 % Mandatory Water Restrictions
- b. Maintenance and Operations Issues
 - i. Customer Shut-off Valves Information Document

18. Review Solid Waste Services –

19. Mayor's Report

20. Aldermen Comments

Next regular meeting – Tuesday, March 18, 2025, at 7:00 p.m., Highland Haven Community Center.

Adjournment.

Posted February 28, 2025

CERTIFICATION OF POSTING

I, SARAH COLLARD, 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 FEBRUARY 28, 2025, BY 5:00 PM AND REMAINED SO POSTED FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.



Sarah Collard

Sarah Collard, 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, February 18, 2025

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

Mayor Kelley led the Pledge of Allegiance.

3. Recognize Visitors

Visitors present were Rick Hieb, Tammy Hieb, Peter MacKay, and Sally MacKay.

4. Announcements, Proclamations or Presentations

No 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.)

No public comments

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 February 4, 2025
- b. January 2025 Financials
- c. January 2025 Utility Report

Motion to approve Items 6a and 6c on Consent Agenda made by Lynn Smith, seconded by Terry Smith.

Vote 4-0

Motion to approve Item 6b on Consent Agenda made by Lynn Smith, seconded by Bruce Robertson.

Vote 4-0.

DISCUSSION / INFORMATION ITEMS

7. Discussion of the upcoming May Election:

- a. Election Date: May 3, 2025
- b. Report on Candidate Applications

8. Review Planning and Zoning Commission Recommendations to BOA
 - a. Commercial Zoning Ordinance
9. 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 March 13, 2025, at 6:00 pm.
10. Legislative Updates –
 - a. Updated Legislative Issues Page on Website
 - b. City Administrator's Newsletter/Updated
11. Traffic Control –
 - a. Received Radar Sign on February 12
12. Drainage Issues –
13. Review Water System –
 - a. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 4
 - iii. 15 % Mandatory Water Restrictions
 - b. Maintenance and Operations Issues
 - i. Distribution Pump Motor #1 Replacement
 - ii. City Meter Valves and Customer Education
14. Review Solid Waste Services –
 - a. Issues with Missed Streets
15. Budget
 - a. Update on Budget Calendar and Schedule
 - b. CPI Summary

16. Mayor's Report

17. Aldermen Comments

Next regular meeting – Tuesday, March 4, 2025, at 7:00 p.m., Highland Haven Community Center.

Motion to adjourn made by Don Hagans, seconded by Lynn Smith.

Vote 4-0

Adjournment.

The meeting adjourned at 7:57 PM.

Olan Kelley, Mayor

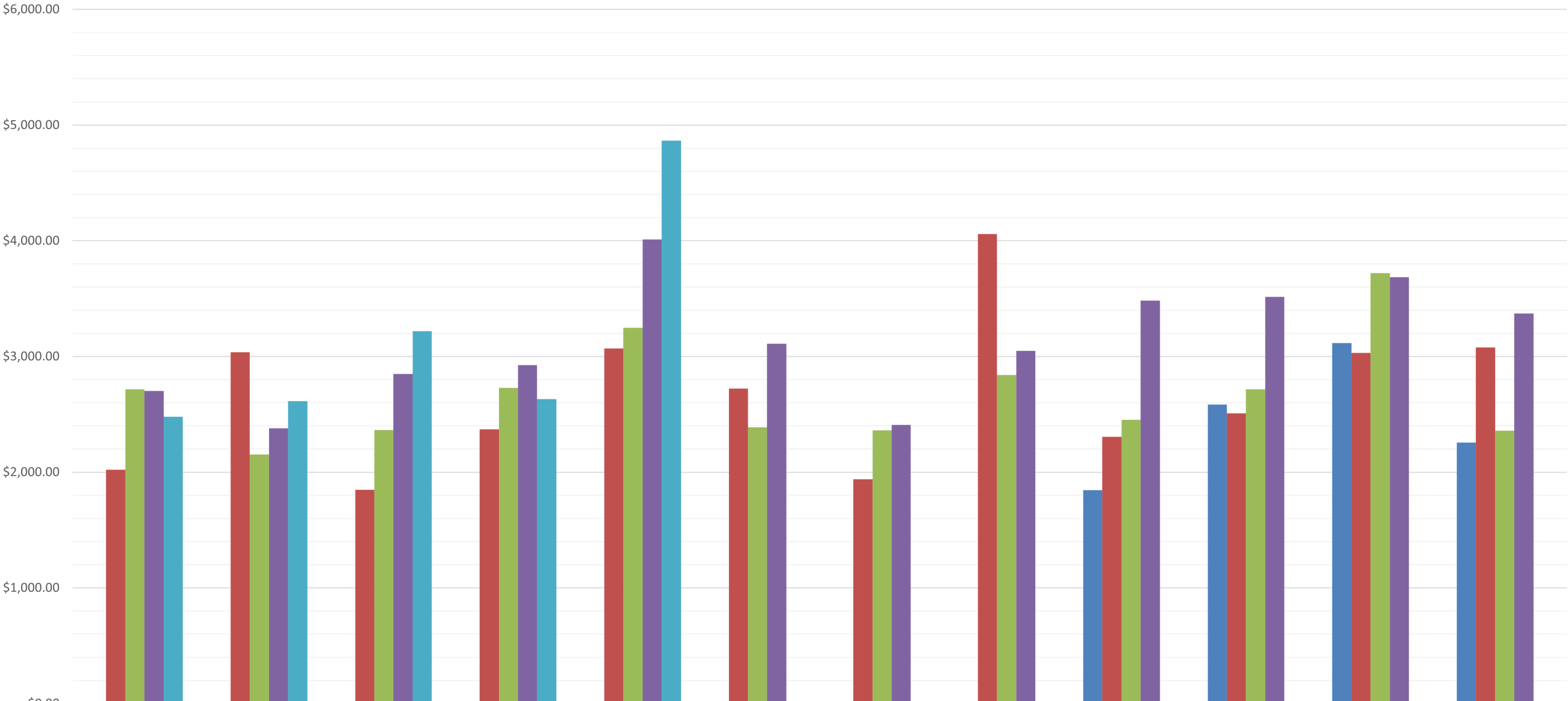
Sarah Collard

Sarah Collard, City Secretary



City of Highland Haven Sales Tax

2021 2022 2023 2024 2025



2021	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
2022	\$2,020.88	\$3,036.41	\$1,848.93	\$2,369.89	\$3,067.90	\$2,721.37	\$1,939.03	\$4,057.71	\$2,305.26	\$2,508.50	\$3,031.97	\$3,078.37
2023	\$2,715.96	\$2,153.70	\$2,364.18	\$2,728.03	\$3,246.73	\$2,388.05	\$2,361.84	\$2,838.98	\$2,453.38	\$2,716.50	\$3,720.53	\$2,357.56
2024	\$2,701.28	\$2,377.70	\$2,847.22	\$2,924.52	\$4,011.63	\$3,108.80	\$2,409.33	\$3,047.22	\$3,481.26	\$3,514.60	\$3,685.36	\$3,369.76
2025	\$2,478.94	\$2,614.17	\$3,219.00	\$2,631.93	\$4,864.60							

RESOLUTION #365

To appoint one qualified resident 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 citizen to the commission for the term specified:

ALDERPERSON	COMMISSION MEMBER	TERM
Don Hagans	John Novak	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 __ DAY OF __ 2025.

Olan Kelley, Mayor

Attest:

Sarah Collard, City Secretary



**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER
POLITICAL SUBDIVISIONS (NOT COUNTY) CERTIFICACIÓN DE
CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 3, 2025.

Como autoridad responsable de la preparación de la boleta oficial, certifico que los siguientes candidatos no tienen oposición para la elección a un cargo para las elecciones programadas para celebrarse el 3 de mayo de 2025.

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) <i>Cargo(s)</i>	Candidate(s) <i>Candidato(s)</i>
ALDERPERSON <i>Concejal</i>	Incumbent, Bruce Robertson <i>Titular, Bruce Robertson</i>
ALDERPERSON <i>Concejal</i>	Incumbent, Lynn Smith <i>Titular, Lynn Smith</i>
ALDERPERSON <i>Concejal</i>	Incumbent, Terry Smith <i>Titular, Terry Smith</i>

Sarah Collard
Signature (*Firma*)

Sarah Collard
Printed name (*Nombre en letra de molde*)

City Secretary
Title (*Puesto*)

February 19, 2025
Date of signing (*Fecha de firma*)



See reverse side for instructions
(Instrucciones en el reverso)

13-2

Prescribed by Secretary of State
Section 2.051 – 2.053, Texas Election Code
9/0023

ORDER OF CANCELLATION
DE ORDEN DE CANCELACIÓN

The City of Highland Haven hereby cancels the election scheduled to be held on May 3, 2025 in accordance with Section 2.053(a) of the Texas Election Code.

The following candidates have been certified as unopposed and are hereby elected as follows:

El City of Highland Haven por la presente cancela la elección que, de lo contrario, se hubiera celebrado el 3 de mayo de 2025 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:

Candidate (<i>Candidato</i>)	Office Sought (<i>Cargo al que presenta candidatura</i>)
Incumbent, Bruce Robertson	ALDERPERSON
Incumbent, Lynn Smith	ALDERPERSON
Incumbent, Terry Smith	ALDERPERSON

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.

Mayor (*Alcalde*)

City Secretary (*Secretaria de la Ciudad*)

Date of signing (*Fecha de firma*)



June 2025

May '25							July '25						
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		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 BOA Budget Workshop #1 - BOA (5:30 PM)	4	5	6	7
8	9	10	11	12 P&Z	13	14
15	16	17 BOA Budget Workshop #2 - BOA (5:30 PM)	18	19 Closed - Juneteenth	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	Notes				

July 2025

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1 BOA Budget Workshop #3 - BOA (5:30 PM)	2	3	4 Closed - Independence Day	5
6	7	8	9	10 P&Z	11 *** Deadline to File Budget with City Secretary for Aug. 10 Adoption (30 days prior to tax rate adoption)	12
13	14	15 BOA Receive Feedback for Final Budget	16	17	18	19 *** <u>State Deadline to File Budget with City Secretary for Aug. 18 Adoption (30 days prior to tax rate adoption)</u>
20	21	22	23	24	25 Receive Certified Tax Values from County Appraiser	26
27	28	29	30	31	1	2
3	4	Notes *** There must be 30 days between filing budget with City Secretary and the actual adoption of the budget. Hard deadline from State of TX is July 19 for August 18 adoption, so must adjust dates accordingly.				

August 2025

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5 BOA	6	7 Deadline to Submit Tax Rates to BOA Publish Notice of Budget Hearing in Newspaper	8	9
10	11	12	13	14 P&Z	15	16
	Deadline for Proposed Tax Rate Approval	Proposed Final Votes and Adoption This Week. (***)				
	Deadline to Post Internet and Newspaper for Tax Rate Hearing					
17	18	19 BOA	20	21	22	23
Deadline: Budget Hearing	Deadline: Adopt Budget Deadline: Adopt Tax Rate					
	Deadline: Order Tax Rate Approval Election					
24	25	26	27	28	29	30
	Deadline: Tax Rate Adoption (in certain circumstances)					
31	1	Notes				
		These meeting actions require a BOA Super Majority vote.				
		*** There must be 30 days between filing budget with City Secretary and the actual adoption of the budget. Hard deadline from State of TX is July 19 for August 18 adoption, so must adjust dates accordingly.				

City Administrator's Update

HIGHLAND HAVEN

February 28, 2025



The Importance of Local Control in Highland Haven

Dear Highland Haven Residents,

Texas has long championed the idea of limited government and local control, but recent actions by the State Legislature tell a different story. Laws that preempt local decision-making—such as those regulating short-term rentals, accessory dwelling units, and minimum lot sizes—threaten our ability to manage Highland Haven in a way that reflects the character and needs of our community. These changes could have lasting impacts on our residents, property values, and overall quality of life.

Local governments exist to serve their residents directly, with firsthand knowledge of their communities. When decisions about zoning, land use, and development are made at the state level, they often fail to account for the unique needs of cities like ours. A one-size-fits-all approach may work in larger metropolitan areas, but it can be damaging to small, rural cities that rely on carefully crafted local policies to maintain their identity and function effectively.

If these issues matter to you, the best way to make a difference is to contact your state representatives. While locally elected city leaders and city staff advocate for Highland Haven, lawmakers ultimately listen most to their constituents. Your voice is powerful, and reaching out to your legislators about the importance of local control can help protect our ability to shape our own community's future.

City Administrator
Highland Haven, TX
cityadministrator@highlandhaventx.com

Contact Information for our Local Representatives

**Senator
Pete Flores
District 24**

Capitol Address

The Honorable Pete Flores
P.O. Box 12068
Capitol Station
Austin, TX 78711

Phone

(512) 463-0124

Email

pete.flores@senate.texas.gov

**Representative
Ellen Troxclair
District 19**

Capitol Address

The Honorable Ellen Troxclair
Room E1.322
P.O. Box 2910
Austin, TX 78711

Phone

(512) 463-0490

Email

ellen.troxclair@house.texas.gov

Legislative Issues

www.highlandhaventx.com/legislative-issues/

To find out more about current legislative issues that may affect our city, please visit the website listed above. On the city's legislative issues webpage you can find a copy of Resolution #364 which outlines the city's legislative priorities for the 89th Texas Legislative Session.

You can also find a Bill Review document which summarizes bills that have been filed so far this session, as well as contact information for our local representatives and sample form letters which can help you write an effective advocacy letter or email.

Next BOA Meeting

The next Board of Alderman meeting will take place at 7 p.m. on Tuesday March 4 at the Community Center.

A copy of the agenda will be available online, as well as the packet.

Next P&Z Meeting

The next Planning and Zoning Commission meeting will take place at 6 p.m. on Thursday March 13 at the Community Center.

A copy of the agenda will be available online, as well as the packet.

What's Up With Water

Customer Shut Off Valves and Curb Stops



In each City Administrator's Update, we'll share important information about Highland Haven's water system, including maintenance tips, best practices, and any ongoing projects or repairs. This edition focuses on an important distinction between customer shut-off valves and city-owned curb stops.

Each home in Highland Haven has a city-owned shut-off valve (curb stop) and a customer-side shut-off valve—but it's important to know the difference. The curb stop, marked in red in the image, is for city use only and should never be turned on or off by residents. Instead, homeowners should use their customer shut-off valve, typically located inside or just past the meter box (marked in green). The meter itself, which tracks usage, is highlighted in yellow. Please note that not all meter boxes and shut offs look like this.

The city's shut-off valves are designed for infrequent use, primarily by city technicians for meter repairs. Improper use can cause serious damage, leading to costly repairs and service interruptions. Recently, a resident mistakenly turned off a city valve, breaking it and causing a two-hour water outage for nearby homes.

To help maintain our water system, please use your customer shut-off valve when needed. If you're unsure where it's located or need assistance, contact City Hall. Any damage to city infrastructure caused by improper use will be billed to the responsible party.

Thank you for doing your part to keep Highland Haven's water system running smoothly!

Stay in the Loop & Reach Out!

We appreciate you taking the time to stay informed about what's happening in Highland Haven. If you have any questions, concerns, or just want to chat about city matters, we're always happy to hear from you! Feel free to reach out, and we'll do our best to provide answers and keep you in the know.

☎ Phone: (830) 265-4366

✉ Email: cityadministrator@highlandhaventx.com

📍 City Hall Address: 510-A Highland Dr., Highland Haven, TX 78654

Stay engaged, stay involved, and thank you for being a part of what makes Highland Haven a great place to live!

Identified Bills with Potential Municipal Impact

Municipal Authority & Local Governance

- **H.B. 327 (Bernal) / H.B. 1779 (Bucy)** – Modifies zoning protest requirements by exempting Low-Income Housing Tax Credit (LIHTC) properties, potentially impacting municipal zoning processes.
- **H.B. 407 (C. Morales) / H.B. 747 (C. Bell)** – Establishes statewide solar-energy building code mandates, which may not account for local conditions or regulations.
- **H.B. 411 (Rosenthal)** – Limits municipal authority to regulate rental properties based on source-of-income protections for tenants.
- **H.B. 878 (Vasut) / H.B. 2480 (Talarico)** – Introduces state-level restrictions on minimum lot size requirements and mandates the allowance of accessory dwelling units (ADUs), affecting local zoning authority.
- **H.B. 1964 (Spiller)** – Adjusts municipal enforcement capabilities regarding nuisance actions related to agricultural operations.
- **H.B. 2683 (Harrison)** – Standardizes regulations for mobile food vendors, limiting the ability of municipalities to enforce local zoning and permitting rules.
- **H.B. 1835 (Guillen) / S.B. 785 (Flores)** – Establishes statewide regulations affecting local control over manufactured housing policies.
- **H.B. 2149 (Tepper) / H.B. 517 (Harris Davila)** – Alters municipal authority over nonconforming property use decisions.

Municipal Revenue & Service Areas

- **H.B. 2024 (Turner) / H.B. 2512 (Geren)** – Provides conditions for certain areas within extraterritorial jurisdictions (ETJ) to be exempt from municipal control, potentially impacting municipal revenue and planning authority.
- **H.B. 2494 (Craddick)** – Establishes disannexation provisions where municipalities do not provide specified services, affecting municipal budgets and jurisdictional boundaries.
- **H.B. 2512 (Geren) / H.B. 1901 (Cook)** – Expands limitations on ETJ authority, impacting municipal planning, service delivery, and taxation.

Regulatory Preemption & Planning Limitations

- **H.B. 2559 (Patterson) / H.B. 2149 (Tepper)** – Limits municipal authority to implement development moratoria, affecting local growth management strategies.

- **H.B. 2232 (Vasut)** – Adjusts municipal authority over "build-to-rent" communities, potentially overriding local zoning and development regulations.
- **H.B. 2480 (Talarico) / H.B. 878 (Vasut)** – Establishes state-level ADU regulations that may impact local zoning and land-use planning.
- **H.B. 2521 (Cook)** – Restricts municipal regulatory authority over vertiports, impacting local land-use planning and aviation-related infrastructure.

Municipal Communications & Engagement

- **H.B. 2789 (Schofield) / H.B. 2890 (Oliverson)** – Imposes restrictions on municipal participation in legislative discussions, including through organizations such as the Texas Municipal League.
- **H.B. 2851 (Harrison) / S.B. 1032 (Middleton) / H.B. 3021 (Troxclair)** – Prohibits the use of public funds for municipal engagement in legislative advocacy, impacting how cities can communicate positions on proposed legislation.
- **H.B. 2904 (Toth)** – Establishes additional limitations on municipal lobbying and advocacy efforts related to state policies.

Summary

This analysis provides an overview of proposed legislation with potential impacts on municipal governance, revenue, land-use authority, and engagement in state policymaking. City officials may use this information to assess how these measures align with existing municipal priorities and operations.

Water Meter and Shut Off Valves



WHERE YOUR METER IS LOCATED



The water meter for 202 Crane is located in the front yard, close to the street, in between 200 Crane and 202 Crane. The meters for both houses are in the same box. The lid comes off and you should be able to see your meter, as well as your neighbors.



WHAT IT LOOKS LIKE IN THE BOX



When you take the top off of the meter box, this is what it should look like. The meter for 200 Crane is on the side of the box closest to that house, and the meter for 202 Crane is on the side of the box closest to your house. The black top of the meter with the serial number opens up.



Customer Shut Off Valve

Meter

Curb Stop City Shut Off Valve

WHERE IS YOUR SHUT OFF AND OTHER ITEMS



The customer water shut off is the red handle at the top of the picture. Turn it in line with the pipe underneath to open it, and turn it perpendicular to the line below to close it. The meter is in the center of the box with the serial number on it. The city shut off valve (curb stop) is at the bottom of the picture. The city shut off valve should only be used by city staff or those with permission from city staff.