



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

AGENDA – BOARD OF ALDERMEN MEETING

DATE: Tuesday, June 24, 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
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 on the regular agenda.

- a. Meeting Minutes for Budget Workshop - June 3, 2025
- b. Meeting Minutes for Regular BOA – June 3, 2025
- c. Financials May 2025
- d. Sales Tax Report May 2025
- e. Water Usage Report

7. Discussion and/or Possible Action – Election documents for Burnet County.

8. Discussion and/or Possible Action – Commercial Zoning Ordinance

9. Discussion and/or Possible Action – TownWeb Website Renewal Contract

10. Convene into Executive Session as per Texas Govt. Code §551.072 to discuss Real Property and §551.074 of the Texas Government Code for discussion of personnel.

- a. Closed Session:
 - i. Discuss real property matters
 - ii. Discuss personnel matters
- b. Open Session: Reconvene into Open Session.

11. **Discussion and/or Possible Action** on Executive Session matters.

- a. Real Property matters
- b. Personnel matters

DISCUSSION / INFORMATION ITEMS

12. Discussion – FY 2026 Budget

- a. **Budget Discussion**

13. TML Annual Conference and Exhibition

- a. October 29-31, 2025 in Ft. Worth, TX at Fort Worth Convention Center
- b. <https://tmlconference.org/>
- c. Registration and room block opens July 29, 2025 at 10:00 AM

14. Review Planning and Zoning Commission Recommendations to BOA

- a. **Officer appointments**

15. Review assignments for the Planning and Zoning Commission

- a. Review of current Planning and Zoning assignments
- b. The next regular P&Z meeting is scheduled for July 10, 2025, at 6:00 pm.
- c. Legislative impacts

16. Legislative Updates

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

17. Drainage Issues

18. Review Water System

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

19. Review Solid Waste Services

20. Mayor's Report

21. Aldermen Comments

Next Special meeting – Budget Workshop – Tuesday, July 1, 2025 at 5:30 PM, HH Community Center

Next Regular meeting – Tuesday, July 1, 2025, at 7:00 p.m., Highland Haven Community Center

Adjournment.

Posted: June 20, 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 ON JUNE 20, 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
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MINUTES – BOARD OF ALDERMAN BUDGET WORKSHOP

DATE: Tuesday, June 3, 2025

TIME: 5:30 p.m.

PLACE: Highland Haven Community Center

1. Open Meeting and Establish Quorum/Roll Call– **Mayor Kelley called the meeting to order at 5:30 PM.**

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 – **There were no visitors present.**

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.)

DISCUSSION / INFORMATION ITEMS

6. Discussion – FY 2026 Budget

7. Aldermen Comments

Next regular meeting – Tuesday, June 24, 2025, at 7:00 p.m., Highland Haven Community Center

Adjournment.

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

Vote: 4-0

The meeting adjourned at 6:57 PM.

 Olan Kelley, Mayor

 Joseph Adams, City Administrator





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

MINUTES – BOARD OF ALDERMEN MEETING

DATE: Tuesday, June 3, 2025

TIME: 7:00 p.m.

PLACE: Highland Haven Community Center

1. Open Meeting and Establish Quorum/Roll Call– Mayor Kelley called the meeting to order at 7:01 PM.

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 Lorinda Peters, Mary Chase, Terry Chase, Bill Kohl, and Jackie Garrow.

4. Announcements, Proclamations or Presentations

a. Planning & Zoning Commissioners – Recognition of service of outgoing appointees -

POSTPONED

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.)

There were 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.

- Meeting Minutes for May 6, 2025
- Meeting Minutes for May 29, 2025
- Financials April 2025
- Sales Tax Report April 2025
- Water Well Report

Motion to approve Consent Agenda Items made by Terry Smith, seconded by Terry Nuss.

Vote 4-0

7. Discussion and/or Possible Action – Resolution # 369, approve authority and responsibilities of elected officials.

Motion to approve Resolution #369 for the Authority and Responsibilities of Elected Officials made by Terry Nuss, seconded by Lynn Smith.

Vote 4-0

8. **Discussion and/or Possible Action** – Resolution # 370 appointments to Planning and Zoning Commission.
Motion to approve Resolution #370 appointing Jackie Garrow, Linda Ray and Lorinda Peters to the Planning and Zoning Commission made by Terry Smith, seconded by Lynn Smith.
Vote 4-0
9. **Discussion and/or Possible Action** – Resolution # 371, bank signers Commercial National Bank.
Motion to approve Resolution #371 for Authorized Signers on Accounts at Commercial National Bank made by Terry Nuss, seconded by Lynn Smith.
Vote 4-0
10. **Discussion and/or Possible Action** – Resolution # 372, bank signers First United Bank.
Motion to approve Resolution #372 for Authorized Signers on Accounts at First United Bank made by Lynn Smith, seconded by Bruce Robertson.
Vote 4-0
11. **Discussion and/or Possible Action** – Resolution # 373, bank signers Tex Pool.
Motion to approve Resolution #371 for Authorized Signers on Accounts at TexPool made by Terry Nuss, seconded by Bruce Roberston.
Vote 4-0
12. **Discussion and/or Possible Action** – City Logo
Motion to accept City Logo made by Lynn Smith, seconded by Terry Smith.
Vote 4-0
13. **Discussion and/or Possible Action** – PEC Election Ballot
Motion to approve vote for Alice Price made by Lynn Smith, seconded by Terry Nuss.
Vote 4-0
14. **Discussion and/or Possible Action** – Release from City of Highland Haven Extraterritorial Jurisdiction (ETJ) of the J.A. Nobles Subdivision as requested by petition from residents and property owners.
Motion to approve the release of the J.A. Nobles Subdivision from the Extraterritorial Jurisdiction (ETJ) of the City of Highland Haven made by Terry Smith, seconded by Bruce Robertson.
Vote 4-0
15. **Discussion and/or Possible Action** – Flood Plain Administrator Ordinance
Motion to approve designation of the City Administrator for the City of Highland Haven as Flood Plain Administrator made by Lynn Smith, seconded by Terry Nuss.
Vote 4-0
16. **Discussion and/or Possible Action** – Commercial Zoning Ordinance
17. **Convene into Executive Session** as per Texas Govt. Code §551.072 to discuss Real Property and §551.074 of the Texas Government Code for discussion of personnel.

The Board convened to Executive Session at 7:33 PM

- a. Closed Session:
 - i. Discuss real property matters

- ii. Discuss personnel matters
- b. Open Session: Reconvene into Open Session.

The Board reconvened to Open Session at 7:59 PM.

18. Discussion and/or Possible Action on Executive Session matters.

- a. Real Property matters
- b. Personnel matters

There were no actions on Executive Session matters.

DISCUSSION / INFORMATION ITEMS

19. Discussion – FY 2026 Budget

- a. Budget Discussion

20. Review Planning and Zoning Commission Recommendations to BOA

21. 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 12, 2025, at 6:00 pm.
- c. Legislative impacts

22. Legislative Updates

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

23. Drainage Issues

- a. Recent rain events and associated flooding

24. Review Water System

- a. Maintenance and Operations Issues
 - i. Handheld Meter reader Deployed
 - ii. GIS Data
 - iii. Generator
- b. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 4
 - iii. 15% Mandatory Water Restrictions

25. Review Solid Waste Services

26. Mayor's Report

27. Aldermen Comments

Next Special meeting – Budget Workshop – Tuesday, June 24, 2025 at 5:30 PM, HH Community Center

Next Regular meeting – Tuesday, June 24, 2025, at 7:00 p.m., Highland Haven Community Center

Adjournment.

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

Vote: 4-0

The meeting adjourned at 8:36 PM.

Olan Kelley, Mayor

Joseph Adams, City Administrator



General Fund
Budget vs. Actuals: FY_2024_2025 - FY25 P&L
 October 2024 - May 2025

	Total			
	Actual		Budget	FY Total Budget
Income				
8000 General Fund Revenue				
8100 Taxes				
8110 Property Taxes Collected	314,426.45		309,136.00	322,136.00
8120 Sales and Use Tax	23,433.28		20,000.00	29,500.00
Total 8100 Taxes	\$ 337,859.73	\$	329,136.00	\$ 351,636.00
8200 Franchise Fees				
8210 Cable TV	6,104.95		3,750.00	5,000.00
8220 Electrical	19,785.96		18,000.00	24,000.00
8230 Telephone	148.14		150.00	200.00
8240 Solid Waste (deleted)			0.00	0.00
Total 8200 Franchise Fees	\$ 26,039.05	\$	21,900.00	\$ 29,200.00
8300 Building Permits / Inspections				
8310 Building Permits	9,150.00		16,672.00	25,000.00
8330 Inspections	6,645.00		10,000.00	15,000.00
8340 Forfeited Compliance Deposit	1,200.00			
Total 8300 Building Permits / Inspections	\$ 16,995.00	\$	26,672.00	\$ 40,000.00
8400 Other Income				
8410 ROW - License Agreement	500.00		500.00	500.00
8420 Miscellaneous Income	0.00		0.00	0.00
8430 NSF Check Charge			0.00	0.00
Total 8400 Other Income	\$ 500.00	\$	500.00	\$ 500.00
8500 Charges for Services				
8510 Lot Mowing Program Fees	360.00		1,500.00	2,000.00
8520 Copies, FAX & Phone Usage			25.00	25.00
8530 Newsletter Copy Fee	150.98		250.00	250.00
8540 Newsletter Postage Fee	313.32		350.00	350.00
8550 Re-Plat & Variances			800.00	1,200.00
Total 8500 Charges for Services	\$ 824.30	\$	2,925.00	\$ 3,825.00
8600 Public Safety				
8610 Child Safety Fund	642.95		525.00	700.00
8620 OPIOID Abatement Fund	95.19		50.00	50.00
Total 8600 Public Safety	\$ 738.14	\$	575.00	\$ 750.00
8800 Donations & Contributions				
8801 Donations	1,873.00			
8805 Sale of Assets (deleted)			0.00	0.00
Total 8800 Donations & Contributions	\$ 1,873.00	\$	0.00	\$ 0.00
8900 Investment Income				
8910 Interest Income	17,292.69		13,336.00	20,000.00
Total 8900 Investment Income	\$ 17,292.69	\$	13,336.00	\$ 20,000.00
Total 8000 General Fund Revenue	\$ 402,121.91	\$	395,044.00	\$ 445,911.00

General Fund
Budget vs. Actuals: FY_2024_2025 - FY25 P&L
October 2024 - May 2025

	Total			
	Actual		Budget	FY Total Budget
Total Income	\$ 402,121.91	\$	395,044.00	\$ 445,911.00
Gross Profit	\$ 402,121.91	\$	395,044.00	\$ 445,911.00
Expenses				
60000 EXPENSES - GENERAL FUND				
61100 Personnel Services				
61101 Aministrative Services	57,270.00		57,273.00	85,905.00
61102 Secretary Salary	48,338.60		39,312.00	58,970.00
61103 Accounting / Utility Coord.	32,775.36		32,776.00	49,163.00
61104 Building Permit Officer	10,432.64		10,432.00	15,649.00
61105 Temporary Employee			2,000.00	3,000.00
61106 City Administrator (deleted)			0.00	0.00
61108 Stipend	15,400.00		14,400.00	21,600.00
61110 Payroll Taxes / FICA	14,335.77		11,952.00	17,923.00
61111 Texas Workforce Commission	1.08		472.00	700.00
61112 Direct Deposit Fees	51.18		168.00	250.00
61113 Employee Health Insurance (deleted)			0.00	0.00
61114 Texas Municipal Retirement Cont.	17,680.42		16,472.00	24,712.00
Total 61100 Personnel Services	\$ 196,285.05	\$	185,257.00	\$ 277,872.00
61200 Administrative & Office				
61201 Miscellaneous Office Supplies	2,013.77		1,834.00	2,750.00
61202 Equipment replacement			5,000.00	7,500.00
61203 Newsletter Copy Charge	79.00		200.00	300.00
61204 Newsletter Postage	219.00		451.00	675.00
61205 Printing, Binding, Reproduction			702.00	1,050.00
61206 Software	2,095.08		4,234.00	6,350.00
61207 Postage	221.10		570.00	850.00
61208 Public Notice Publication	319.00		1,400.00	2,100.00
61209 Variances & Re-plats	34.00		736.00	1,100.00
61210 Travel Reimbursement			370.00	550.00
61211 Schools & Training	3,317.42		4,668.00	7,000.00
61212 Recognition & Awards			170.00	250.00
61213 Food & Beverage			170.00	250.00
61214 - Bank Fees	292.08		102.00	150.00
Total 61200 Administrative & Office	\$ 8,590.45	\$	20,607.00	\$ 30,875.00
61300 Street Maintenance & Repair				
61301 Contract Repair			3,668.00	5,500.00
61302 Material & Supplies	636.30		4,336.00	6,500.00
Total 61300 Street Maintenance & Repair	\$ 636.30	\$	8,004.00	\$ 12,000.00
61400 Maintenance & Repair				
61401 Equipment Repair & Maintenance	632.00		370.00	550.00
61402 Buildings / Infastructure	2,141.00		4,736.00	7,100.00

General Fund
Budget vs. Actuals: FY_2024_2025 - FY25 P&L
October 2024 - May 2025

	Total			
	Actual	Budget	FY Total Budget	
Total 61400 Maintenance & Repair	\$ 2,773.00	\$ 5,106.00	\$	7,650.00
61500 Professional Services				
61501 Judge Expenses	800.00	800.00		1,200.00
61502 Accountants Fees-Audit	10,746.55	5,332.00		8,000.00
61503 Attorneys Fees	1,495.00	3,668.00		5,500.00
61504 Ordinance Codification	2,490.00	2,800.00		4,200.00
61505 Burnet County Tax Appraisal Fee	2,557.68	3,336.00		5,000.00
61506 I / T Support	600.00	3,000.00		4,500.00
61507 Lobbying Expense		0.00		0.00
61508 Burnet Co Election Fee		3,170.00		4,750.00
61509 Consultant Fees	457.99	1,400.00		2,100.00
61510 Website Hosting		1,668.00		2,500.00
61511 Recruitment	43.75	702.00		1,050.00
61512 Interactive Web Map Hosting		3,200.00		4,800.00
61520 Fund Accounting Software (deleted)		0.00		0.00
Total 61500 Professional Services	\$ 19,190.97	\$ 29,076.00	\$	43,600.00
61600 Utilities				
61601 Electric	726.69	736.00		1,100.00
61602 Fax (deleted)		0.00		0.00
61603 Internet Service (deleted)		0.00		0.00
61604 Telephone (deleted)		0.00		0.00
61605 Communications	4,302.05	4,370.00		6,550.00
Total 61600 Utilities	\$ 5,028.74	\$ 5,106.00	\$	7,650.00
61700 Services & Charges				
61701 Janitorial Service		434.00		650.00
61702 Inspection Fees	4,395.00	4,668.00		7,000.00
61703 Clean Up Deposit Fees	250.00			
61705 Contract Mowing	25.00	702.00		1,050.00
61706 Landscaping	205.00	1,400.00		2,100.00
61708 Buoy Maintenance	396.00	5,332.00		8,000.00
61709 Lot Mowing Program Expense	270.00	1,336.00		2,000.00
61710 Insurance	6,166.16	6,100.00		6,100.00
61711 Notary Public Cert.	137.53	375.00		375.00
61712 Treasurers Bond		200.00		300.00
Total 61700 Services & Charges	\$ 11,844.69	\$ 20,547.00	\$	27,575.00
61800 Membership Fees / Dues				
61801 Capcog	50.00	50.00		50.00
61802 Flood Plain Coalition (deleted)		0.00		0.00
61803 Texas Municipal League	651.00	675.00		675.00
61804 CAMPO	350.00	350.00		350.00
61805 Texas Municipal Clerks Assoc	175.00	175.00		175.00

General Fund
Budget vs. Actuals: FY_2024_2025 - FY25 P&L
October 2024 - May 2025

	Total			
	Actual		Budget	FY Total Budget
Total 61800 Membership Fees / Dues	\$ 1,226.00	\$	1,250.00	\$ 1,250.00
61900 Public Safety				
61901 Security Camera	885.00		2,336.00	3,500.00
61902 Granite Shoals VFD	65,662.50		67,632.00	90,175.00
61903 Marble Falls EMS	9,753.20		9,754.00	14,630.00
61904 Emergency Response Supplies			336.00	500.00
61905 Emergency Management Program			3,336.00	5,000.00
Total 61900 Public Safety	\$ 76,300.70	\$	83,394.00	\$ 113,805.00
62900 Capital Improvement				
62902 3cGeo Mapping	3,400.00		4,668.00	7,000.00
62903 Flock Safety Camera			2,668.00	4,000.00
62904 Radar Sign	3,210.00		8,000.00	12,000.00
Total 62900 Capital Improvement	\$ 6,610.00	\$	15,336.00	\$ 23,000.00
Total 60000 EXPENSES - GENERAL FUND	\$ 328,485.90	\$	373,683.00	\$ 545,277.00
66000 Payroll Expenses	0.00			
Total Expenses	\$ 328,485.90	\$	373,683.00	\$ 545,277.00
Net Operating Income	\$ 73,636.01	\$	21,361.00	-\$ 99,366.00
Other Income				
76000 Interfund Transfers				
76010 Transfers In				
76010.2 Transfer In - HHWS Fund			0.00	66,979.00
76010.3 Transfer In - HHSW Fund			0.00	35,000.00
Total 76010 Transfers In	\$ 0.00	\$	0.00	\$ 101,979.00
Total 76000 Interfund Transfers	\$ 0.00	\$	0.00	\$ 101,979.00
Total Other Income	\$ 0.00	\$	0.00	\$ 101,979.00
Other Expenses				
76001 Interfund Transfers.				
76020.4 Transfer Out - General Fund CIP (deleted)			0.00	0.00
Total 76001 Interfund Transfers.	\$ 0.00	\$	0.00	\$ 0.00
Total Other Expenses	\$ 0.00	\$	0.00	\$ 0.00
Net Other Income	\$ 0.00	\$	0.00	\$ 101,979.00
Net Income	\$ 73,636.01	\$	21,361.00	\$ 2,613.00

Tuesday, Jun 10, 2025 08:52:39 AM GMT-7 - Accrual Basis

Water Fund
Budget vs. Actuals: FY_2024_2025 - FY25 P&L
 October 2024 - May 2025

	Total			
	Actual		Budget	FY Total Budget
Income				
9000 HHWater System Revenue				
9200 Charges for Services				
9210 Water Sales	223,900.87		213,000.00	355,000.00
9211 WS Residential Collection (deleted)			0.00	0.00
Total 9210 Water Sales	\$ 223,900.87	\$	213,000.00	\$ 355,000.00
9220 Tap Fees			6,000.00	9,000.00
Total 9200 Charges for Services	\$ 223,900.87	\$	219,000.00	\$ 364,000.00
9230 HHWS Miscellaneous Income				
9231 Miscellaneous Income	173.85		136.00	200.00
Total 9230 HHWS Miscellaneous Income	\$ 173.85	\$	136.00	\$ 200.00
9250 Investment Income			0.00	0.00
9251 Interest Income	1,232.11		2,000.00	3,000.00
Total 9250 Investment Income	\$ 1,232.11	\$	2,000.00	\$ 3,000.00
9900 Grant Funding				
9910 CLREF Funding			0.00	0.00
Total 9900 Grant Funding	\$ 0.00	\$	0.00	\$ 0.00
Total 9000 HHWater System Revenue	\$ 225,306.83	\$	221,136.00	\$ 367,200.00
Total Income	\$ 225,306.83	\$	221,136.00	\$ 367,200.00
Expenses				
62000 EXPENSES-WATER SYSTEM FUND				
62150 2016 Bond Series Expenses				
62151 2016 Series Bond Interest	3,117.67		3,135.00	6,270.00
62152 2016 Bond Series Principal			0.00	105,000.00
Total 62150 2016 Bond Series Expenses	\$ 3,117.67	\$	3,135.00	\$ 111,270.00
62200 Administrative / Office				
62201 Office Supplies	2,178.75		1,736.00	2,600.00
62206 Software	139.93		1,672.00	2,500.00
62207 Postage	1,823.20		2,800.00	4,200.00
62208 Public Notice Publication	208.00		136.00	200.00
62210 Travel Reimbursement			136.00	200.00
62211 Schools & Training			336.00	500.00
62212 Bank Fees	5.00		51.00	75.00
62213 Food & Beverage			336.00	500.00
Total 62200 Administrative / Office	\$ 4,354.88	\$	7,203.00	\$ 10,775.00
62350 Chemicals				
62351 Misc. Chemicals	870.28		2,536.00	3,800.00
Total 62350 Chemicals	\$ 870.28	\$	2,536.00	\$ 3,800.00
62400 Maintenance & Repairs	147.51			
62402 Repairs & Service Work	5,052.50		16,672.00	25,000.00
62403 Buildings / Infrastructure	2,099.00		3,336.00	5,000.00

Water Fund
Budget vs. Actuals: FY_2024_2025 - FY25 P&L
 October 2024 - May 2025

	Total			
	Actual		Budget	FY Total Budget
62405 Material-pipe,pumps,meters	14,219.76		10,672.00	16,000.00
62407 Generator Maint and Repairs	3,513.10		5,536.00	8,300.00
Total 62400 Maintenance & Repairs	\$ 25,031.87	\$	36,216.00	\$ 54,300.00
62500 Professional Services				
62502 Accounting/Audit Fees	2,746.54		5,336.00	8,000.00
62503 Attorneys Fees	210.00		736.00	1,100.00
62511 Engineering Fees			736.00	1,100.00
62512 Lab Fees	876.44		2,872.00	4,300.00
62513 Contract Operator	37,500.00		53,336.00	80,000.00
62520 Fund Accounting Software (deleted)			0.00	0.00
Total 62500 Professional Services	\$ 41,332.98	\$	63,016.00	\$ 94,500.00
62600 Utilities				
62601 Electric	4,301.20		5,200.00	7,800.00
62604 Telephone			672.00	1,000.00
62605 Answering Service (deleted)			0.00	0.00
Total 62600 Utilities	\$ 4,301.20	\$	5,872.00	\$ 8,800.00
62700 Services & Charges				
62705 Contract Mowing Expense	180.00		640.00	1,600.00
62712 Tap Installation			2,000.00	3,000.00
62713 Storage Facilities	4,570.00		5,300.00	5,300.00
62714 Johnston East Well Water Usage	21.69		375.00	500.00
62715 TCEQ	999.60		1,050.00	1,050.00
Total 62700 Services & Charges	\$ 5,771.29	\$	9,365.00	\$ 11,450.00
62800 Membership Fees/Dues				
62806 TRWA Membership			550.00	550.00
62807 AWWA Membership			400.00	400.00
Total 62800 Membership Fees/Dues	\$ 0.00	\$	950.00	\$ 950.00
62900 Capital Projects				
62901 Water Tank Project	78,153.70			
Total 62900 Capital Projects	\$ 78,153.70	\$	0.00	\$ 0.00
Total 62000 EXPENSES-WATER SYSTEM FUND	\$ 162,933.87	\$	128,293.00	\$ 295,845.00
6777 Disposal Fee-Waste Management	21.09			
Total Expenses	\$ 162,954.96	\$	128,293.00	\$ 295,845.00
Net Operating Income	\$ 62,351.87	\$	92,843.00	\$ 71,355.00
Other Expenses				
76001 Interfund Transfers				
76020 Transfers Out				
76020.1 Transfer Out to General Fund			0.00	66,979.00
Total 76020 Transfers Out	\$ 0.00	\$	0.00	\$ 66,979.00
Total 76001 Interfund Transfers	\$ 0.00	\$	0.00	\$ 66,979.00
Total Other Expenses	\$ 0.00	\$	0.00	\$ 66,979.00

Water Fund

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

October 2024 - May 2025

	Total		Budget	FY Total Budget	
	Actual				
Net Other Income	\$	0.00	\$	0.00	-\$ 66,979.00
Net Income	\$	62,351.87	\$	92,843.00	\$ 4,376.00

Tuesday, Jun 10, 2025 08:58:01 AM GMT-7 - Accrual Basis

Solid Waste
Budget vs. Actuals: FY_2024_2025 - FY25 P&L
 October 2024 - May 2025

	Total				
	Actual		Budget		FY Total Budget
Income					
9500 Solid Waste Revenue					
9600 Charges For Services					
9610 SW Residential Collection	77,678.31		87,536.00		131,300.00
Total 9600 Charges For Services	\$ 77,678.31	\$	87,536.00	\$	131,300.00
9650 Franchise Fees					
9651 Waste Services Franchise Fee	3,855.15		3,468.00		5,200.00
Total 9650 Franchise Fees	\$ 3,855.15	\$	3,468.00	\$	5,200.00
9800 Investment Income					
9801 Interest Income	58.66		34.00		50.00
Total 9800 Investment Income	\$ 58.66	\$	34.00	\$	50.00
Total 9500 Solid Waste Revenue	\$ 81,592.12	\$	91,038.00	\$	136,550.00
Total Income	\$ 81,592.12	\$	91,038.00	\$	136,550.00
Expenses					
63000 EXPENSES - SOLID WASTE FUND					
63500 Professional Services					
63513 Waste Contractor Costs	77,103.23		69,336.00		104,000.00
63514 Household Haz Waste Program			2,000.00		2,000.00
63515 Haz Waste Spill Response Fund			1,336.00		2,000.00
63517 Document Shredding			650.00		750.00
Total 63500 Professional Services	\$ 77,103.23	\$	73,322.00	\$	108,750.00
Total 63000 EXPENSES - SOLID WASTE FUND	\$ 77,103.23	\$	73,322.00	\$	108,750.00
Total Expenses	\$ 77,103.23	\$	73,322.00	\$	108,750.00
Net Operating Income	\$ 4,488.89	\$	17,716.00	\$	27,800.00
Other Expenses					
76001 Interfund Transfers					
76020 Transfers Out					
76020.1 Transfer Out to General Fund			0.00		35,000.00
Total 76020 Transfers Out	\$ 0.00	\$	0.00	\$	35,000.00
Total 76001 Interfund Transfers	\$ 0.00	\$	0.00	\$	35,000.00
Total Other Expenses	\$ 0.00	\$	0.00	\$	35,000.00
Net Other Income	\$ 0.00	\$	0.00	-\$	35,000.00
Net Income	\$ 4,488.89	\$	17,716.00	-\$	7,200.00

Tuesday, Jun 10, 2025 09:00:47 AM GMT-7 - Accrual Basis



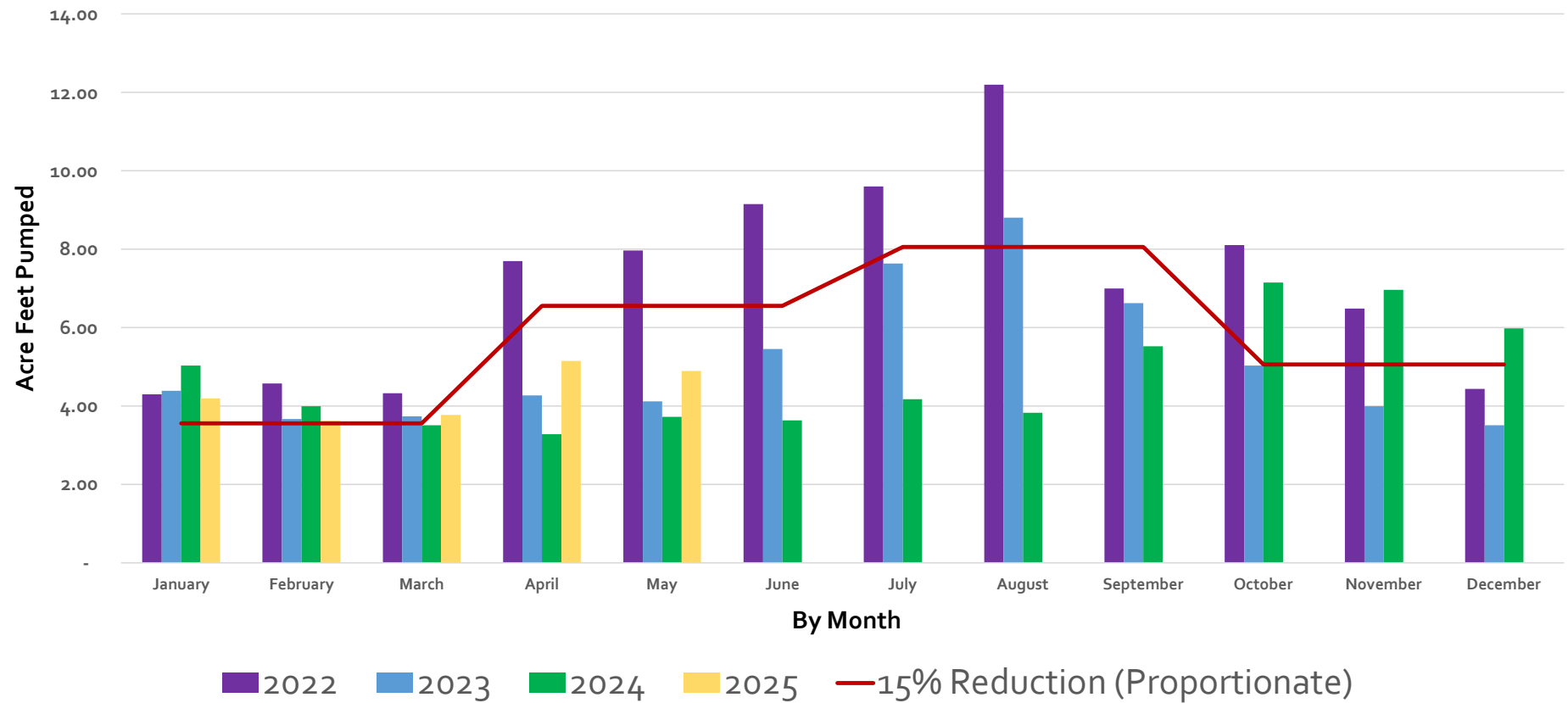
City of Highland Haven Sales Tax

2021 2022 2023 2024 2025





PUMPING – CITY WATER USAGE



CONTRACT FOR ELECTION SERVICES

THIS CONTRACT FOR ELECTION SERVICES (this “Contract”) is made and entered into by and between the ELECTIONS ADMINISTRATOR OF BURNET COUNTY, TEXAS (“Contracting Officer”) and the Local Political Subdivision set forth on the signature page of this Contract (the “LPS”) pursuant to the authority under Section 31.092(a) of the Texas Election Code.

RECITALS

WHEREAS, the LPS expects to order an election during the term of this Contract and during any renewal term of this Contract (the “Election”);

WHEREAS, the LPS desires that certain election services for the Election be provided by the Contracting Officer pursuant to Chapter 31, Subchapter D of the Texas Election Code and;

WHEREAS, the Contracting Officer and the LPS desire to enter into a contract setting out the respective responsibilities of the parties;

NOW, THEREFORE, the parties to this Contract agree as follows with respect to the coordination, supervision, and conduct of the Election.

I. GENERAL PROVISIONS.

- A. The purpose of this Contract is to maintain consistency and accessibility in voting practices, polling places, and election procedures to best assist the voters of the LPS. For purposes of this Contract the term “Election” will include any resulting recount or election contest. It will also apply to any election to resolve a tie.
- B. The Contracting Officer is hereby appointed to serve as the LPS’s Election Officer and Early Voting Clerk to conduct the Election for those areas of the LPS located in Burnet County. As Election Officer and Early Voting Clerk, the Contracting Officer will coordinate, supervise and conduct all aspects of administering voting in connection with the Election in compliance with all applicable law except as otherwise provided in this Contract.
- C. The LPS agrees to commit the funds necessary to pay for election-related expenses for the LPS’s election.
- D. The Contracting Officer has the right to enter into agreements with other entities at any time and may require that authorities of LPSs holding elections on the same day in all or part of the same territory to enter into a joint election agreement as authorized in Chapter 271 of the Texas Election Code. The LPS agrees to enter into a joint election agreement required by Burnet County.

II. RESPONSIBILITIES OF CONTRACTING OFFICER. The Contracting Officer shall be responsible for performing the following services and furnishing the following materials and equipment in connection with the election:

- A. ***Nomination of Presiding Judges and Alternate Judges.*** The Contracting Officer shall recruit and appoint Election Day presiding and alternate judges, central accumulation station judges,

and the Early Voting Ballot Board (EVBB) presiding judge, all of which shall meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code.

B. *Notification to LPS.* The Contracting Officer shall provide the LPS with the most up-to-date list of presiding and alternate judges three weeks before the statutory deadline to order the election and again three weeks before Election Day. LPS acknowledges that the information provided may not be final or complete.

C. *Notification to Presiding and Alternate Judges; Appointment of Clerks.*

1. The Contracting Officer shall notify each presiding and alternate judge of his or her appointment. The notification will also include the assigned polling location, the date of the election training(s), the date and time of the election, the rate of compensation, the number of clerks the judge may appoint, the eligibility requirements for election workers, and the name of the presiding or alternate judge as appropriate.
2. The election judge will make the clerk appointments in consultation with the Contracting Officer. If a presiding judge or the alternate judge does not speak both English and Spanish, and the election precinct is one subject to Sections 272.002 and 272.009 of the Texas Election Code, the Contracting Officer shall ensure that a bilingual election clerk is appointed. The Contracting Officer shall notify the clerks of the same information that the judges receive under this section.

D. *Election Training.* The Contracting Officer shall be responsible for conducting election training for the presiding judges, alternate judges, clerks, and Early Voting deputies in the operation and troubleshooting of the Hart Verity Ballot on Demand voting system and the conduct of elections, including qualifying voters, issuing ballots, maintaining order at the polling location, conducting provisional voting and counting votes.

E. *Logic and Accuracy Testing.* In advance of Early Voting (including the sending out of any mail ballots), the Contracting Officer, the tabulation supervisor, and other members the Contracting Officer designates for the testing board shall conduct all logic and accuracy testing in accordance with the procedures set forth by the Texas Election Code and under guidelines provided by the Secretary of State's office. The Contracting Officer shall also be responsible for the publication of the required notice of such testing.

F. *Election Supplies.* The Contracting Officer shall procure, prepare, and distribute to the presiding judges for use at the polling locations on Election Day (and to the Early Voting clerks during Early Voting) the following election supplies: election and early voting kits (including the appropriate envelopes, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and Subchapter B of Chapter 66 of the Texas Election Code) seals, sample ballots, thermal paper rolls for use in electronic poll books and Verity Prints and Verity Touch Writers, and all consumable-type office supplies necessary to hold an election.

G. *Registered Voter List.* The Contracting Officer shall provide lists of registered voters required by law for use on Election Day and for the Early Voting period.

H. *Notice at Previous Polling Place.* The Contracting Officer shall post notices of a change in a polling place at the entrance to the previous polling location. Section 43.062 of the Texas

Election Code provides that the notice shall state the location has changed and give the location of the new polling place.

I. Election Equipment. The Contracting Officer shall prepare and distribute the Verity Ballot on Demand voting system components from Hart InterCivic, Inc. ("Hart") for the election. This voting system includes the equipment referred to as Verity Prints, Verity Touch Writers and Verity Scans. Each polling location will have at least one voting machine that is accessible to disabled voters and provides a practical and effective means for voters with disabilities to cast a secret ballot.

J. Ballots. The Contracting Officer or designee shall be responsible for the preparation, printing, programming and distribution of English and Spanish ballots and sample ballots, including the mail ballots, based on the information provided by the LPS, including names of the candidates, names of the offices sought, order of names on the ballot, propositions on the ballot, and the Spanish translation of the offices and any propositions. The ballot will be prepared in these formats: paper and auditory.

K. Early Voting. In accordance with Sections 31.096 and 32.097(b) of the Texas Election Code, the Contracting Officer shall serve as Early Voting Clerk for the election.

1. The Contracting Officer shall supervise and conduct early voting by mail and by personal appearance and shall secure personnel to serve as Early Voting Deputies.
2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at the locations as determined by the Contracting Officer.
3. The Contracting Officer shall receive mail ballot applications on behalf of the LPS. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer or deputies at the Elections Office, located at 106 W. Washington St., Burnet, TX. Applications for mail ballots erroneously sent to the LPS shall be faxed promptly to the Contracting Officer for timely processing then the original application shall be forwarded to the Contracting Officer for proper retention.
4. Early voting ballots shall be secured and maintained at the Elections Office, located at 106 W. Washington St., Burnet, TX and in accordance with Chapter 87 of the Texas Election Code. The Early Voting Ballot Board shall meet at the same location unless posted differently.

L. Election Day Polling Locations. The Election Day polling locations are determined by the Contracting Officer in consultation with the LPS and in accordance with the Texas Election Code. The Contracting Officer shall arrange for the use of all Election Day polling places and shall arrange for the setting up of the polling location including tables, chairs and voting booths.

M. Election Day Activities.

1. The Contracting Officer and staff shall be available from 6:00 am until the completion of vote counting on Election Day to render technical support and assistance to voters and election workers.

2. The Contracting Officer and staff shall prepare and conduct Election Night intake of election equipment, supplies and records.
3. The Contracting Officer and designee shall serve as central counting station manager and tabulation supervisor, counting the votes in conjunction with the Early Voting Ballot Board and the Central Counting Station judges.

N. *Election Night Reports.* The Contracting Officer shall prepare the unofficial and official tabulation of precinct results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of Early Voting precinct results and Election Day precinct results shall be made available to the LPS via e-mail as soon as they are prepared and may be released under law, but no earlier than 7:05 pm on Election Day. The tabulation reports may also be provided to other counties as necessary for the election.

O. *Provisional Votes/Determination of Mail Ballots Timely Received under Section 86.007(d) of the Texas Election Code.* The Contracting Officer, serving as voter registrar, shall retain the provisional voting affidavits and shall provide factual information on each of the provisional voters' status. The Contracting Officer shall reconvene the EVBB after the election within the time set forth in Section 65.051 of the Texas Election Code for the purpose of determining the disposition of the provisional votes. At the same time, the EVBB will review mail ballots timely received under Section 86.007(d) of the Texas Election Code to determine whether such will be counted and to resolve any issues with such ballots.

P. *Canvass Material Preparation.* Promptly after determination of the provisional votes and resolution of any mail ballots, the Contracting Officer shall work with the EVBB to tally the accepted provisional votes and resolved mail ballots, amend the unofficial tabulations, and submit new unofficial tabulations to the LPS. The reports will serve as the canvass materials for the LPS.

Q. *Custodian of Election Records.* The election records will be submitted to the LPS except for those records that must be maintained by the Contracting Officer as Voter Registrar in accordance with Section 66.051 of the Texas Election Code. The Contracting Officer is hereby appointed the custodian of voted ballots and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law. The Contracting Officer shall also maintain custody of the records pertaining to the operation of the Verity Prints, Verity Touch Writers and Verity Scans.

R. *Recount.*

1. If required by law, the Contracting Officer shall perform a partial manual count of electronic voting system ballots in accordance with section 127.201 of the Texas Election Code. A recount may also be requested in accordance with Chapter 212 of the Texas Election Code.
2. The LPS shall advise the Contracting Officer if a recount is required by law or requested and the Contracting Officer and the LPS shall discuss how such recount is to be conducted. The LPS shall reimburse the Contracting Officer for the cost of such count which is not included in the original invoice.

S. *Schedule for Performance of Services.* The Contracting Officer shall perform all election services in accordance and compliance with the time requirements set out in the Texas Election Code.

T. *Contracting with Third Parties.* In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third parties for election services and supplies. The cost of such third-party services and supplies will be paid by the Contracting Officer and reimbursed by the LPS.

U. *Department of Justice Preclearance for General Elections.* If required by law, any changes to the general conduct of voting in Burnet County will be pre-cleared through the United States Department of Justice by the Contracting Officer with copies of the submission and response e-mailed to the LPS.

III. RESPONSIBILITIES OF THE LPS. The LPS shall perform the following responsibilities:

A. *Applications for Mail Ballots.* The LPS shall date stamp and then as promptly as possible fax to the Contracting Officer all applications for mail ballots that it receives. Promptly thereafter, the LPS shall deliver or send by mail the original mail ballot applications to the Contracting Officer.

B. *Election Orders, Election Notices, and Canvass.* The LPS shall be responsible for preparing, adopting, publishing, and posting all required election orders, resolutions, notices and other documents, including bilingual materials, evidencing action by the governing authority of the LPS necessary to the conduct of the election. The LPS shall be responsible for conducting the official canvass of the election.

C. *Map/ Annexations.* The LPS shall provide the Contracting Officer with an updated map and street index of its jurisdiction in an electronic or printed format and shall advise the Contracting Officer of any annexations or de-annexations.

D. *Department of Justice Preclearance for Special Elections.* If required by law, the LPS shall be individually responsible for obtaining appropriate preclearance from the United States Department of Justice for any special elections.

E. *Ballot Information.* The LPS shall prepare the text for the LPS's official ballot in English and Spanish and provide to the Contracting Officer as soon as possible at the end of the period for ordering the election or filing for candidacy. The ballot information shall include a list of propositions showing the order and the exact manner in which the candidates' names and the propositions are to appear on the ballot. The LPS shall promptly review for correctness the ballot when requested by the Contracting Officer to do so prior to finalization and shall approve by e-mail or by signature in person.

F. *Precinct Reports to the Texas Secretary of State.* Based on information provided by the Contracting Officer, the LPS shall prepare and file all required precinct reports with the Texas Secretary of State.

G. *Annual Voting Report.* The LPS shall be responsible for filing its annual voting system report to the Texas Secretary of State as required under Chapter 123 *et seq.* of the Texas Election Code.

IV. SPECIAL PROVISIONS RELATING TO ELECTION WORKERS

A. *Number of Election Workers at Election Day Polling Locations.* It is agreed by the Contracting Officer and the LPS that there will be at least three election workers at each Election Day polling location: the presiding judge, an alternate judge, and at least one election clerk appointed by the presiding judge. The number of necessary clerks is derived from the number of elections at the poll and the number of registered voters for that poll.

B. *Compensation for Election Workers.* The Contracting Officer shall compensate all election workers in accordance with the Contracting Officer's established compensation policies, in accordance with the Texas Election Code and using the rates set by Burnet County Commissioners Court for county elections. The Contracting Officer shall pay the workers and be reimbursed by the entities sharing the polling location unless a polling place is open for only one LPS holding an election. In this case, the LPS shall pay the election workers directly.

V. PAYMENT

A. *Charges and Distribution of Costs.* In consideration of the joint election services provided by the Contracting Officer, the LPS will be charged a share of election costs and an administrative fee. The costs distribution is set forth in the Joint Election Agreement. A cost estimate shall be provided upon request only after all entities participating in the election are identified.

B. *Administrative Fee.* The Contracting Officer shall charge a fee equal to 10% of the LPS's share of the cost of the election or a minimum of \$75.00.

C. *Equipment Rental Fee.* Per Section 123.032(d) of the Texas Election Code, the Burnet County Commissioners Court has set the equipment rental fee at \$150 per Verity Print, Verity Touch Writer and Verity Scan. There is no charge for Early Voting rental of equipment. If the County acquires additional equipment, different voting equipment, or upgrades existing equipment during the term of this Contract, the charge for the use of the equipment may be reset by the Burnet County Commissioners Court.

D. *Fixed Lump Sum Price for Districts other than Cities, School Districts and Central Texas Groundwater Conservation District.* A LPS that is not a city, school district or the Central Texas Groundwater Conservation District shall pay the Contracting Officer a fixed lump sum price to administer its election. The only item not included in the lump sum price is the cost of any recount.

E. *Payment.* The Contracting Officer's invoice shall be due and payable to the address set forth in the invoice within 30 days from the date of receipt by the LPS.

VI. TERM AND TERMINATION

A. *Initial Term.* The initial term of this Contract shall commence upon the last party's execution hereof and shall continue thereafter in full force and effect for one year, subject to the termination rights set forth herein.

B. *Renewal.* Subject to the termination rights set forth herein, this Contract shall automatically

renew for a one-year term.

- C. *Termination.*** If either party wishes to terminate this Contract for convenience or for cause the party must provide thirty (30) business days' written notice to the other party and allow for discussion of the desired outcome and options to reach the desired outcome. In the event of termination, it is understood and agreed that only the amounts due to the Contracting Officer for services provided and expenses incurred will be due and payable.

VII. MISCELLANEOUS PROVISIONS

- A. *Nontransferable Functions.*** In accordance with Section 31.096 of the Texas Election Code, nothing in this Contract shall authorize or permit a change in:

1. The authority with whom or the place at which any document or record relating to the election is to be filed;
2. The officers who conduct the official canvass of the election returns;
3. The authority to serve as custodian of voted ballots or other election records; or
4. Any other nontransferable function specified under Section 31.096 or other provisions of Texas law.

- B. *Cancellation of Election.*** If the LPS cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be entitled to receive an administrative fee of \$75. The Contracting Officer shall submit an invoice for the administrative fee as soon as reasonably possible after the cancellation, and the LPS shall make payment therefore in a manner similar to that set forth in **V. PAYMENT** above.

- C. *Contract Copies to Treasurer and Auditor.*** In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this Contract with the County Treasurer and the County Auditor of Burnet County, Texas.

- D. *Election to Resolve a Tie.*** In the event that an election is necessary to resolve a tie vote, the terms of this Contract shall extend to the second election, except:

1. The LPS and the Contracting Officer will agree upon the date of the election and the early voting schedule subject to provisions of the Election Code and with regard to other elections conducted by the Contracting Officer.
2. The LPS will be responsible for any Department of Justice preclearance submission under Section 5 of the Federal Voting Rights Act.
3. An attempt will be made to use election workers that worked in the first election; those poll workers will not have additional training provided by the Contracting Officer.
4. The cost of the election will be borne by the LPS; the Contracting Officer will work with the LPS on cost management.

E. Amendment/ Modification. Except as otherwise provided, this Contract may not be amended, modified, or changed in any respect except in writing, duly executed by the parties hereto. Both the Contracting Officer and the LPS may propose necessary amendments or modifications to this Contract in writing in order to conduct the election smoothly and efficiently, except that any such proposals must be approved by the Contracting Officer and the governing body of the LPS or its authorized agent, respectively.

F. Severability. If any provision of this Contract is found to be invalid, illegal, or unenforceable a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect the remaining provisions of this Contract and parties to this Contract shall perform their obligations under this Contract in accordance with the intent of the parties to this Contract as expressed in the terms and provisions.

G. Representatives. For purposes of implementing this Contract and coordinating activities, the Contracting Officer and the LPS designate the following individuals for submission of information, documents and notice:

For the Contracting Officer:

Doug Ferguson
Elections Administrator, Burnet County
220 S. Pierce
Burnet, TX 78611
Tel: (512) 715-5288
Fax: (512) 715-5287
Email: electadmin@burnetcountytexas.org

For the LPS:

* * *

WITNESS BY MY HAND THIS THE 2nd DAY OF JUNE, 2025.

CONTRACTING OFFICER:



Doug Ferguson, Elections Administrator
Burnet County, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 20____.

THE LOCAL POLITICAL SUBDIVISION:

Name of Entity: _____

By: _____

Printed Name: _____

Official Capacity: _____

ATTEST: _____

JOINT ELECTION AGREEMENT 2025-2026

FOR BURNET COUNTY LOCAL POLITICAL SUBDIVISIONS

Whereas, the undersigned local political subdivisions, collectively referred to hereafter as the “LPSs”, each anticipate holding election(s) from August 2025 to July 2026; and

Whereas, each of the LPSs is located partially or entirely within Burnet County, Texas (the “County”); and

Whereas, the County has contracted or is contracting with each LPS to conduct and provide election services for such LPS’s election(s) from August 2025 to July 2026; and

Whereas, the LPSs all desire to enter into a joint election agreement for the purpose of sharing election equipment, costs, services of election officials, and sharing precinct polling locations and election ballots where appropriate.

NOW THEREFORE, the LPSs agree as follows:

- I. ***Scope of Joint Election Agreement.*** The LPSs enter this Joint Election Agreement (“Agreement”) for the conduct of the elections to be held from August 2025 through July 2026.
- II. ***Appoint Election Officer.*** The LPSs appoint the Burnet County Elections Administrator to serve as the Election Officer for each LPS in order to perform and supervise the duties and responsibilities of the Election Officer for any election from August 2025 through July 2026.
- III. ***Early Voting Polling Locations.*** The Early Voting locations for most elections will be at the AgriLife Auditorium, 607 N. Vandever St., Burnet, TX 78611 and Texas Tech in Marble Falls, 806 Steve Hawkins Pkwy., Marble Falls, TX 78654. In November of even years, the county will also use Granite Shoals Community Center, 1208 North Phillips Ranch Rd, Granite Shoals, TX 78654, and Bertram Community Center, 340 South Gabriel St., Bertram, TX 78605.
- IV. ***Election Day Polling Locations.*** Election Day voting shall be held in common precincts where appropriate at the dates, times, and locations recommended by the Election Officer and authorized and ordered by the governing body of each LPS. Those will be decided within one week after the last day to order an election.
- V. ***Cost Sharing.*** The LPSs agree to the cost sharing provisions below. This includes Burnet County, the school districts of the county, the cities of the county, and the Central Texas Groundwater Conservation District. Other entities pay a lump sum of \$1,000 for their election.
- VI. ***Effective Date.*** This Agreement becomes effective upon execution by the participating LPSs.
- VII. ***Amendments.*** This Agreement may not be amended or modified except in writing and executed by each LPS.

COST SHARING – NOVEMBER UNIFORM ELECTION DATE

- I. The following expenses will be shared equally by all LPSs holding an election including Burnet County: the newspaper notice for the Logic and Accuracy Test of the ballots, consumable election supplies, and ballot programming.
- II. The user fees for the voting equipment, election worker payroll, and mileage payments to poll workers will follow these cost sharing arrangements:

- a. The county will bear at least 70% of these election costs at each voting location. The remaining 30% will be shared so that 20% is paid by the Independent School District (ISD) or CTGCD associated with the polling place and the remaining 10% is paid by any/all cities equally sharing the costs. If both the ISD and CTGCD are holding elections, they each pay 10%, with any/all cities equally sharing the remaining 10%.
 - b. If there is no city election, the ISD or CTGCD associated with the polling place pays 20% or 10% each and the county the remaining 80%. Subsequently, if there is no ISD or CTGCD election, any/all cities pay 10% of the costs associated with the polling place and the county pays 90%.
 - c. If there is no city, no ISD and no CTGCD election, the county pays 100% of the costs.
- III. It is acknowledged that cost sharing expenses will fluctuate depending upon the number of required polling locations and poll workers required as General Elections, held on even-numbered years, typically require more resources than Constitutional Amendment elections, held on odd-numbered years.

COST SHARING – MAY UNIFORM ELECTION DATE

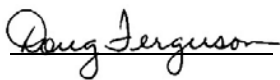
- I. The following expenses will be shared equally by all LPSs holding an election including Burnet County: the newspaper notice for the Logic and Accuracy Test of the ballots, consumable election supplies, and ballot programming.
- II. The user fees for the voting equipment, election worker payroll, and mileage payments to poll workers will follow these cost sharing arrangements:
 - a. For polling locations conducting elections of the county: the county will bear 50% of the election costs at each voting location. The remaining 50% will be shared so that 40% is paid by the Independent School District (ISD) associated with the polling place and the remaining 10% is paid by any/all cities equally sharing the costs.
 - b. If there is no city election, the ISD associated with the polling place pays 50%. Subsequently, if there is no ISD election, any/all cities pay 50% of the costs equally.
 - c. If there is no city or ISD election the county pays 100%.
 - d. For polling locations NOT conducting elections of the county: the ISD pays 80% and any/all cities pay 20% equally.
 - e. If there is no city election, the ISD pays 100%.
 - f. If there is no ISD election, any/all cities pay 100% equally.

A cost estimate for the LPS election will be submitted upon request.

APPROVED BY THE GOVERNING BODY OF _____ in its meeting held the
_____ day of _____, 202____, and executed by its authorized representative.

By: _____
Name: _____
Title: _____

ACKNOWLEDGED BY:



Doug Ferguson
Elections Administrator, Burnet County, Texas

Date: June 7, 2025

**CITY OF HIGHLAND HAVEN
ORDINANCE ____**

COMMERCIAL ZONING

**AN ORDINANCE OF THE CITY OF HIGHLAND HAVEN, TEXAS, AMENDING
CHAPTER 9 PLANNING AND DEVELOPMENT REGULATIONS SECTION
9.02.003 ZONING DISTRICTS, DISTRICT C; AND PROVIDING FOR THE
FOLLOWING; FINDING OF FACT, SAVINGS, SEVERABILITY, AND
REPEALER. EFFECTIVE DATE, AND PROPER NOTICE AND MEETING.**

Whereas, the Board of Aldermen of the City of Highland Haven, Texas, (City) has determined that quality of life and aesthetics are important issues and concerns affecting the City and seeks to provide for the safe and orderly development of land within the City; and

Whereas, in the course of adopting the regulations established by this Ordinance, the Board of Aldermen has given careful consideration to the unique qualities of the City, including the community's history, geography, natural resources, existing structures, property values, surrounding communities, public facilities and infrastructure; and with a view of conserving property values and encouraging the most appropriate use of land in the City; and

Whereas, the regulations established by this Ordinance are a furtherance of the public interest, for the good government, peace, order, trade, and commerce of the City; and

Whereas, the Board of Aldermen considers the present ordinance necessary to reconcile and bring consistency to certain aspects of the Commercial Zoning ordinance for the proper governance, health, and safety of the City; and

Whereas, the Planning and Zoning Commission has considered the contents of this ordinance and held a public hearing on _____, at which time all persons interested in the proposed amendments to the City's zoning ordinance had an opportunity to be heard; and

Whereas, the Board of Aldermen held a public hearing on _____, at which time all persons interested in the proposed amendments to the City's zoning ordinance had an opportunity to be heard.

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

SECTION I. FINDINGS OF FACT

All of the above premises are hereby found to be true and correct legislative and factual findings of the Board of Aldermen and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION II. AMENDMENT

Chapter 9 Planning and Development Regulations, Section 9.02.003(a) Zoning Districts is hereby amended as follows:

District A	Agricultural
District B	Planned Unit Development (PUD)
Sub-Category	Institutional properties
Sub-Category	Mixed Use properties
District C	Commercial
Sub-Category	Office (O)
Sub-Category	General Business (GB)
Sub-Category	Light Industrial (LI)
Sub-Category	Governmental, Utility, and Institutional District (GUI)
District R1	Single Family Residential 1 (SFR1)
District R2	Single Family Residential 2 (SFR2)

Chapter 9 Planning and Development Regulations, Section 9.02.003(b) is hereby amended as follows:

(b) District R1: Single Family Residential 1 (SFR1)

Chapter 9 Planning and Development Regulations, Section 9.02.003(d) is hereby amended as follows:

(d) District A: Agricultural.

Chapter 9 Planning and Development Regulations, Section 9.02.003(e) is hereby amended as follows:

(e) District R2: Single Family Residential 2 (SFR2).

Chapter 9 Planning and Development Regulations, Section 9.02.003(f) Zoning District C is hereby amended as follows:

DISTRICT: COMMERCIAL

1. AREA (legal description of area requested for rezoning as provided by Requestor)

2. **PURPOSE:** The purpose of the general commercial district is to set aside defined land areas within the city, commensurate with anticipated demand, for commercial uses that serve the surrounding community with retail goods and services, in locations where transportation access can be maximized, while creating an environment to enhance the public image of the city, encourage economic investment, and provide attractive gateways into the city.

No area, building, or structure may be used, constructed, or altered except for those permitted by the City.

Regulation of commercial district development is intended to support the rural and recreational quality of life enjoyed by residents and property owners of the City by promoting business uses typical of a small Texas Hill Country Community.

Property Owners may, by variance request to the City, request business use of a property zoned other than commercial. Requests will be considered on a case-by-case basis.

3. **USE REGULATIONS:**
(See Chart 5)

A. GENERAL CONDITIONS AND LIMITATIONS

1. That the use is not objectionable, as defined by a positive vote of the Board of Aldermen, due to traffic, odor, excessive light pollution, smoke, dust, noise, vibration or similar nuisance and that such odors, smoke, dust noise or vibration be generally contained within the property, except that which is caused by customer and employee vehicles.
2. No building shall be erected, and no existing building shall be moved, structurally altered, added to or enlarged, nor shall any land, building or premises be used or designated for use for any purpose or in any manner other than provided for hereinafter in the zoning district in which the land or premises is located; provided, however, that necessary structural repairs may be made where health and safety are endangered.

B. CONDITIONAL USES:

Non-conforming or conditional uses are permitted in only two distinct instances.

1. Property owners may receive approval of conditional use by a positive vote of the Board of Aldermen.
2. Property owners who are actively using property for unapproved conditional purposes on May 6, 2025, may continue to use that property for that purpose, under the following conditions:
 - a. There will be no future expansion of such facilities or uses;
 - b. If existing facilities are expanded or remodeled, such conditional use becomes subject to the full force of this ordinance, including but not limited to the requirement that conditional use is granted only by positive vote of the Board of Aldermen;

- c. Sale of said property will not convey conditional use approval to subsequent property owners. Conditional use of said property by a new owner will be subject to the full force of this ordinance, including but not limited to, requirement that conditional use is granted by a positive vote of the Board of Aldermen.

4. SITE DEVELOPMENT REQUIREMENTS

- A. PURPOSE: The purpose of this section is to provide control over the commercial areas of the City so that they will complement existing activities, structures, and neighborhoods, and conform to future plans of the City's growth.
- B. REVIEW: An applicant for a building permit for new construction or remodeling on any property zoned Commercial must submit to the City for review a description of the activity to be conducted, the location, building plans, site plans with drawings, dimensions, and specifications.
- C. SITE PLAN SUBMISSION: A site plan shall be accurately and legibly drawn to scale with dimensions, and shall show the following items, as may be applicable for review of the proposed improvements:
 - 1. Points of reference to accurately locate the site;
 - 2. The boundary of the existing property;
 - 3. Existing and/or proposed buildings;
 - 4. Proposed occupancy;
 - 5. Parking layout and drives;
 - 6. Means of ingress and egress;
 - 7. Loading areas;
 - 8. Fire lanes;
 - 9. Areas to be landscaped;
 - 10. Screening/Fencing;
 - 11. Public and private sidewalks;
 - 12. Refuse facilities with screening;
 - 13. Adjoining streets and alleys, including curbs, medians, and storm drains;
 - 14. Drainage, electric, telephone, gas, cable television, and other utility easements;
 - 15. Zoning;
 - 16. Size of buildings;
 - 17. Computations of building areas for each occupancy, site area, and parking ratio;
 - 18. Existing or proposed water and sanitary sewer lines and estimated water requirements;
 - 19. Sign locations;
 - 20. Other such information as considered essential by the Planning & Zoning Commission or the City.
- D. SITE DEVELOPMENT REGULATIONS:
 - 1. Paved Sidewalks, driveways, and parking areas are required.

2. Screening of loading and storage facilities is required.
 3. A portable or temporary building of less than 500 square feet shall be allowed only when incidental to the construction of a permanent structure and shall be removed when the permanent structure is completed.
 4. See Charts 1 – 4.
- E. APPROVAL: Approval will be given based on appropriately conforming to the specific activity at the specific location with regard to existing activities, structures, neighborhoods, and to the plans of the City.
- F. ELEMENTS OF SITE PLAN APPROVAL:
The following will be used as guidelines in determining the acceptability of submitted designs:
1. Drainage, driveways, sewage and water utilities, and traffic flow plans must be approved by all governing County and State entities before final approval of the site plan will be granted by the Board of Aldermen.
 2. All plans submitted must comply with the building codes in effect for the City at the time said plans are submitted (refer to Chapter 4.02.002).
 3. Surface area of any building façade must be a material approved for use by a national model code published within the last three code cycles that applies to the construction, renovation, maintenance, or other alteration of the building. Wood must be properly painted, stained, protected, sealed, or otherwise treated appropriately for the type of wood material used.
 4. Masonry buildings must use brick, stone, stucco, and similar materials. If concrete or cinderblock is used, it must be either textured and painted or coated with stucco or a similar material.
 5. Minimum landscaped open space must be provided as follows:
 - a. Office uses: fifteen percent of lot area;
 - b. Commercial uses: ten percent of lot area;
 - c. Industrial uses: five percent of lot area.

Said area must be landscaped with grass, trees, shrubs, flowers, native vegetation, or drought-resistant plants.
 6. Material used on the framing or exterior of any structure must be material approved for use by a national model code published within the last three code cycles that applies to the construction, renovation, maintenance, or other alteration of the building. Antique, reclaimed, or recycled material may be used on interior surfaces at the property owner's discretion.
 7. All heating and air conditioning equipment shall be screened from the view of any public street.
 8. Rear yards shall be required, only in the instance where the property abuts, along its rear lot line, property zoned and used for residential purposes, in which case a ten-foot rear yard shall be provided between Office/General Business and Residential uses, and not less than a twenty-foot rear yard between Light Industrial and Residential uses. No yard or other open space provided to comply with the provisions of this Subchapter shall be considered providing a yard or open space for a building on any other lot.

9. Outside storage and trash receptacles shall be enclosed from view by the general public by a solid fence constructed of masonry or wood; the fence shall be a minimum of six feet tall. Where an industrial use property abuts a Residential use, a solid fence must be a minimum of eight feet in height (over eight feet in height must be approved by the City through the Development Process) and shall be provided along the entire common boundary. No outside storage or trash receptacle shall be higher than the height of screening. All screening shall be maintained in a safe and sightly condition at all times. All General Commercial or Industrial District trash dumpsters shall be serviced from the owner's property.
- G. REJECTION: If the review results in a rejection of the plans, the City will send a letter of rejection to the applicant within five business days after rejection is given stating the specific reasons for the rejection. The applicant may modify the plans accordingly and resubmit the new plans to the City at any time after this notice is received.
- H. APPEALS: Any person may appeal the City's decision (rejection) to the Board of Aldermen. The decision rendered by the Board of Aldermen is final.
- I. SIGN REGULATIONS: Permitted commercial signs must be on the same lot as the business establishment to which they refer and comply with all setbacks for the relevant Zoning District.
 1. Temporary signs, movable marquees, and banners are prohibited, except for construction signs during development.
 2. Signs (advertising) must be on the same lot as the business establishments to which they refer and shall not be placed within any required yard nor within twenty-five (25) feet of any Residential District. Signs may be illuminated but must be stationary and non-flashing. All signs shall comply with all applicable provisions of this ordinance and any other applicable ordinance of the City.
- J. OFF-STREET LOADING REQUIREMENT:
Any business use that receives or distributes materials or merchandise by vehicle shall provide, when required by use district regulations, off-street loading spaces in accordance with the following requirements:
 1. Floor area shall mean the gross floor area of use.
 2. Fractional spaces shall be rounded to the next higher whole space.
 3. Whenever a building or use, existing on the date of the ordinance from which this chapter is derived, is enlarged, it shall then and thereafter comply with the off-street loading requirements.
 4. Off-street loading spaces shall be located on the same lot as the building or use served.
 5. A loading space shall contain a minimum of 420 square feet and shall be approximately 12 feet in width and 35 feet in length. All loading spaces, maneuvering aisles and driveways shall be paved.
 6. One loading space for each 5,000 square feet of floor area.

- K. **BINDING SITE PLAN:** Compliance by the applicant to the site plan submitted and approved will be determined by the City's designee. Should said designee determine that actual construction varies from the approved plans, the City's designee may issue a violation, the applicant may be subject to a fine, and a stop-work order may be issued until such variance is resolved.

5. COMMERCIAL DISTRICTS

A. Office District – District “O”

1. **PURPOSE:** Allows office development to a maximum of two stories for use in providing professional and other services. (See Chart 5)
2. **CONDITIONS AND LIMITATIONS:**
 - a. Does not allow hospitals or call centers.
 - b. Business hours 7am – 7pm.

B. General Business – District “GB”

1. **PURPOSE:** This district allows general retail and commercial uses in the following listed use areas:
 - a. Listing of types of businesses (See Chart 5)
 - b. Uses as determined by the Planning and Zoning Commission and the Board of Aldermen which are closely related and similar in nature and environmental impact to uses listed in Chart 5.
 - c. Any business not listed in Chart 5 shall apply for approval by the City.
2. **CONDITIONS AND LIMITATIONS:**
 - a. Accessory buildings shall be permitted only in the rear yard except when the lot on which the main building is located backs up to residential zones, but in no case may any accessory building occupy a public utility easement.
 - b. That the business be conducted wholly within an enclosed building, except for delivery, catering, gasoline sales, nurseries, and garden centers.
 - c. That required yards and outdoor areas not be used for display, sale, vehicles, equipment, containers, or waste material, save and except for screened dumpster collection areas.
 - d. That all merchandise be sold on the premises, except for delivery and catering.
 - e. Establishments located on property that is within 300' of any property zoned for residential use when commercial use is first established may not be open to the general public before 5:00 a.m. and must be closed to the general public by 10:00 p.m.
 - f. A variance request may be submitted to the City for deviations from conditions and limitations.

C. Light Industrial – District “LI”

1. **PURPOSE:** This district is designed to provide locations for outlets offering goods and services to a targeted segment of the general public as well as industrial users. The uses included primarily serve other commercial and industrial enterprises. No building or land shall be used, and no building hereafter shall be erected, maintained, or structurally

altered, except for one (1) or more of the uses hereinafter enumerated. Allows assembly, packaging, and manufacture of nonhazardous, non-volatile goods, materials, products, or equipment and the following listed uses: (See Chart 5)

a. Light Manufacturing

- i. Light manufacturing, fabrication, assembly, or processing of goods or materials, products, or equipment.
- ii. Repair, servicing, painting, packaging, or cleaning of goods, materials, products, or equipment.
- iii. Research, development, and testing activities.

2. CONDITIONS AND LIMITATIONS.

a. See Charts 1-4.

3. PERFORMANCE STANDARDS: Light Industrial Districts. All uses in the LI (Light Industrial) District shall conform in operation, location, and construction to the minimum performance standards herein specified for noise, odorous matter, toxic and noxious matter, glare, smoke, particulate matter, and other air contaminants, fire, explosive and hazardous matter, and vibration.

4. NOISE NUISANCES:

By authority of:

Texas Local Government Code, Title 7. Regulations of Land Use,
Structures, Businesses, and Related Activities,
Subtitle A. Municipal Regulatory Authority

The City may define, declare, and abate noise nuisances.

The City defines a noise nuisance for purposes of Commercial Zone LI as:

Unreasonably loud, disturbing, or unnecessary noise that causes material distress, discomfort, or injury to a reasonable person of ordinary sensitivity in the immediate vicinity thereof; and/or any noise of such character, intensity and continued duration that it substantially interferes with the comfort and enjoyment of private homes or with the normal operations of neighboring businesses, by reasonable persons of ordinary sensitivity.

D. Governmental, Utility, and Institutional District (“GUI”)

- 1. PURPOSE This district is intended to provide appropriate areas for uses that provide important community services often requiring large amounts of land. Uses permitted in the GUI district and other substantially similar uses generate a large amount of traffic. Land abutting a major street that can be used for access will be considered appropriate for GUI classification. (See Chart 5)

Chart 1							
<u>Zoning District</u>	<u>Front Setback</u>	<u>Side Setback</u>	<u>Street Side Yard Setback</u>	<u>Rear Setback</u>	<u>Min. Lot SF Area</u>	<u>Min. Lot Width</u>	<u>Height Limit</u>
<u>Q</u>	25 ft.	10 ft.	15 ft.	25 ft.	6,000	50 ft.	35 ft.
<u>GB</u>	25 ft.	10 ft.	15 ft.	15 ft.	6,000	50 ft.	45 ft.
<u>LI</u>	25 ft.	25 ft.	25 ft.	25 ft.	9,000	80 ft.	45 ft.
<u>GUI</u>	25 ft.	15 ft.	15 ft.	15 ft.	7,500	60 ft.	35 ft.

Chart 2		
<u>Zoning District</u>	<u>Maximum Lot Coverage Main Building(s)</u>	<u>Coverage Main Buildings and All Accessory Buildings</u>
<u>Q</u>	50%	60%
<u>GB</u>	60%	70%
<u>LI</u>	50%	60%
<u>GUI</u>	60%	70%

Chart 3			
<u>Zoning District</u>	<u>Building Area - Maximum Floor Area Ratio</u>		<u>Land Area</u>
<u>Q</u>	.8	To	1
<u>GB</u>	1.8	To	1
<u>LI</u>	1.5	To	1
<u>GUI</u>	1.5	To	1

Chart 4	
<u>Use</u>	<u>Minimum Number of Parking Spaces (1)</u>
Cafes, Restaurants, and Similar Use	1 space per 4 customer seats
Banks, Offices, Retail Establishments, Shopping Centers, and Similar Uses Catering to General Public	One space 250 square ft of gross floor area
Warehouse and Distribution Operations	One space per 1,000 square ft of gross floor area
Outdoor Storage	One space per 2,000 square ft

Chart 5				
<u>Business Type</u>	<u>O</u>	<u>GB</u>	<u>LI</u>	<u>GUI</u>
Antique shops		X		
Apparel shop		X		
Arts, craft, hobby shop (inside sales)		X		
Bakery, confectionary – retail and/or commercial sales		X		
Bank, credit union	X	X		
Barber shop, beauty shop		X		
Building materials, hardware (inside sales)		X		
Business services	X	X		
Cabinet, upholstery shop			X	
Cafes, cafeterias, restaurants		X		
Camera, photography	X	X		
Churches				X
Clinics without overnight services		X		
Community buildings				X
Convenience store		X		
Department, sporting goods, novelty, variety, toy stores		X		
Drapery, needlework, weaving shops		X		
Drugstore		X		
Electrical substations				X
Facilities for assembly of computer software products			X	
Florists, jewelry, optical goods stores		X		
Gas station		X		
Gym, fitness center		X		
Household/office furniture/furnishings stores		X		
Laundry/dry cleaning substation		X		
Municipal recreation facilities				X
Package liquor stores		X		
Parks, playgrounds				X
Public buildings				X
Public utility substations & distribution centers				X
Retail supplying common shopping needs of residents		X		
Schools-public and private				X
Shoe and leather repair		X		
Warehousing and distributing operations			X	
Wastewater treatment plants				X
Water supply - reservoirs, plants, water towers				X
Wholesale distributor			X	

SECTION III: SAVINGS/REPEALING CLAUSE. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION IV: SEVERABILITY. Should any section, subsection, sentence, clause, or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City of Highland Haven hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional or invalid.

SECTION V: PENALTY. Any person, firm, entity, or corporation who violates any provision of this Ordinance or the City's Zoning Ordinance, as they exist or may be amended, shall be deemed guilty of a misdemeanor, and upon conviction, therefore, shall be punishable as provided in article 1.03. Each continuing day's violation shall constitute a separate offense. The penal provisions imposed under this Ordinance shall not preclude the City from filing suit to enjoin the violation. The City of Highland Haven retains all legal rights and remedies available to it pursuant to local, state, and federal law.

SECTION VI: PUBLICATION AND EFFECTIVE DATE. This Ordinance shall become effective immediately upon its adoption and its publication as required by law.

SECTION 9. OPEN MEETING. That it is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required by law, and that public notice of the time, place, and purpose of said meeting was given, all as required by Article 551. 041, Texas Government Code.

PASSED, APPROVED AND ADOPTED 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

Town Web's Proposal for an Upgraded Website & Communication Platform



You Gain Civic Engagement Where Connectivity Meets Community

Delivered on: June 12, 2025 | **Submitted by:** Jelena Slavkovic, Town Web | **Expiring on:** September 26, 2025

City of Highland Haven
510 Highland Dr Ste A
Highland Haven, Texas, 78654-8278

Dear Sarah,

I just wanted to drop you a quick note about some updates at Town Web. I want to tell you about things that are changing that affect your service with us, including upcoming pricing changes.

But first, I felt it might be helpful to give some of the backstory into Town Web and how it all began. Some of you might not really know the origin story.

It goes back more than 20 years. Back in 2001, in rural Wisconsin, I gave a bid and won the project to my first municipal client. That was Sevastopol in Door County, right next to where I graduated from high school. They were the first municipality in the county to even get a website. Then, a couple of years later, Jacksonport followed suit. I built and hosted these sites as a side gig while I worked full-time at an engineering company. The internet was so new and intriguing in the early 2000s, but I was really interested in working with new technology. After a couple of years in the corporate world, I left to pursue a Master's degree in Business Administration. That allowed me to work for larger and larger companies. Even though I had the regular 9-to-5, I would spend my evenings and weekends handling the extra work needed by the handful of web design clients – two of which were municipalities. The corporate world even brought me to Suzhou, China. I had an amazing experience working in product management for a fast-growing company, which was relatively unknown in the US in 2005/6. Now those products I worked on (Worx) are sold in every Home Depot and Lowe's in the US.

After a full year working abroad, I returned to the US and completed my MBA from Thunderbird School of Global Management (now part of Arizona State University). I was ready to hit the job market in full steam. I was pleasantly surprised when I interviewed, and subsequently got hired to work at a new technology startup. This was the summer of 2007 and the company was based in Los Angeles. My career dream had come true! I was always interested in technology and was excited to be working for a fast-growing internet company in the heart of it all (Spot Runner). The office was on Wilshire Boulevard. The founders raised over \$50M from venture capital at the time. I was employee #200 and was going to get stock options as part of the incentive package.

I even rented an apartment on the top floor of a complex with a distant view of the Hollywood sign.

I felt I had made it. I went from rural Wisconsin to a hot new startup in Los Angeles!

I felt on top of the world... *for about four weeks.*

Then one morning after I got to work, my boss called me into an empty meeting room. He shut the door and said he was letting me go. And like that, my dream vanished.

I returned to Wisconsin. Journalled about my experience, and started writing down the things I wanted to do professionally and personally.

On that list was doing municipal website design.

So in Summer 2007, I filed paperwork to officially start Town Web Design. The side gig was to grow into a full-time endeavor. It started as a one-person shop. I was doing the sales, the web development, and handling all tech support calls. Each month I printed out all the invoices, stuffed them in envelopes, and dropped them off at the post office to be mailed.

Looking back, things were simpler. Technology was primitive compared to today. The sites needed to load quickly on a desktop computer over dial-up internet. Nobody asked about mobile friendly web design, because smartphones didn't exist.

Nobody knew anything about ADA 508 compliance for websites. Nobody considered getting a dot Gov domain name. Facebook was only used by students at Harvard at the time.

To show how basic things were back then, clerks used to fax me the signed copy of the web design proposals.

Eventually, we grew. More and more municipalities found they would benefit from having an official website. Now we're entering our 17th year of being an official business. Nearly 800 municipal clients across 40 states rely on our services and support. I have what I think is the best job. I get to work with all the talented people that I personally hired. I get to work with a creative team on building the cool technology that makes your job easier and more enjoyable.

And we now have nearly 20 people working on our team. Some of them are in the front lines (like Chris, Jelena, Megan, and Peter), working to help find the right solutions for each person.

Several of them are the ones handling your tech support questions, like Dado, Francine, and Nikita.

We have a team of others handling the launch and design of your website and other technical projects, including Angi, Jenny, Jerrica, and Marta.

And likely if you've been a client for several years, you've had conversations with Aleks, Cristina, or Ivan that required their expertise.

And there are several folks behind the scenes who build and maintain the code that powers your website service. Thanks to folks like Andrei, Marco, and Srdjan, we're doing R&D to build new solutions to serve the municipal industry.

As you can see, we have quite a large team working for you, with you, and supporting the technology from behind the scenes. We've been growing over the past 17 years, but we have really grown a lot since the pandemic.

Despite this growth, we retain a personal relationship with you. I personally want to keep things non-corporate. I also want to keep things fun and enjoyable...not just for our team, but for you as an end user! I want to make a difference in the daily lives of staff members, like you, who rely on our technology to keep your residents informed.

For 17 years and counting, we've been improving our systems so that you as a client can rely on our software and service to have an easier municipal life. Technology has changed so much since our early beginnings. And things have evolved even more in the past four years since the pandemic than they did in the four years leading up to it. More and more of your residents rely on the deliverability of the mass communications that are sent out to residents via email and text messages. Countless municipalities rely on the technology we have to crosspost their website content onto their Facebook.

Our servers need to power growing communities. Our support staff has to be responsive to handle requests from each one of our clients.

So, here's the scoop which brings us full circle. It's not something I take lightly, which is why I want to explain everything as best I can and be fully transparent.

The costs from our software & hardware vendors have increased in the past four years. Our office rent has increased. The cost of labor has increased. Heck, even the municipal associations have increased their marketing & advertising fees to us! We are at the point where we need to also re-adjust our pricing. We simply need to put it back in line with the level of service we provide.

As you will have noticed over the years, Town Web has always provided fixed pricing for our hosting & services. We never baked in annual price lifts. Most of our clients have not been affected by a pricing increase in over four or five years.

If you're currently in a hosting contract with us, your price is unaffected.

If you're not in a hosting contract or will be soon coming out of a hosting contract, then you will be getting a call and email from Jelena. She's going to provide you with some options for getting into a new hosting and support contract with us.

We understand how important it is to stick to an approved budget and not get hit with any unexpected or unbudgeted surprises. So Jelena is going to work with you. Our changes will go into effect from April 30th onward, or your next billing cycle, whichever is later.

If you've got any questions or want to chat about this, get in touch with Jelena. She's your Client Relations Manager and will do what is right to make you happy.

If you want to be proactive, you can reach her at jelena@townweb.com, otherwise, she'll get in touch with you.

So look for a call or email from her. She's looking forward to making this change smooth. As smooth as peanut butter.



Dustin Overbeck
President/Owner of Town Web

TOWN WEB IS HERE TO LISTEN AND HELP CITY OF HIGHLAND HAVEN STREAMLINE ONLINE WORK

Municipalities' communication with their residents has drastically changed in the past two decades. Our team has interviewed dozens of city administrators and town clerks.

We learned that it was easier to communicate the happenings and official notices of a municipality in the late 90s. By publishing the official notices in the local newspaper and running the loop of the video recordings on the local cable access television station, everybody would know what was going on. However, things have changed.

Newspapers aren't the primary source of news like they were in the 20th century. Municipalities needed to stay current with modern methods of communication. This includes using newer technology, like text messaging, emails, and the various avenues of social media.

The channels of communication have multiplied. The demographics of your citizens have become more diverse. Millennials prefer to consume information differently from the Baby Boomer generation.

The challenge of local government is to provide information to **ALL** their constituents. Even if they're considered "*digital dinosaurs*" and want everything on paper and want to write checks. Or if they're "*digital natives*" and want the same information, but accessible on their phone and paying with a credit card.

Or somewhere in between for the rest.

This is exactly the challenge that your website vendor needs to solve for you. Town Web is uniquely positioned to solve this problem in a way that saves you and your staff time. Plus, it provides an online citizen portal that your citizens deserve.

The current challenge facing many local governments is the difficulty of effectively communicating with their constituents. Many existing municipal websites are outdated, difficult to navigate, and lack the necessary tools to keep the local residents informed and engaged.

We hear from countless others who also have problems maintaining a municipal website independently. It's cumbersome and overly complex. Still, many others do not get the type of support or assistance they expect to be successful in maintaining the website.

This problem is even more pressing in a post-pandemic world, where citizens are increasingly expecting digital services and communication from their government. The lack of an effective website and communication tool means that local governments are not able to effectively share news and notices, community and government events, and other department-related data. This has led to a decrease in the effectiveness of public services and an overall lack of engagement with local residents.

THIS IS WHERE TOWN WEB'S ONLINE DIGITAL SOLUTION HELPS YOU AND YOUR STAFF TREMENDOUSLY

Your Public Information Officer



At Town Web, we understand the critical role technology plays in the success of municipal websites. Our "White-Glove" service extends beyond exceptional customer support, encompassing the technical aspects that ensure your municipal website is secure, reliable, and always accessible.

You don't have to worry about annual domain management - we handle it for you. We maintain your website on our servers ensuring optimal performance. Our in-house developed Content Management Service (CMS) comes with a 99.9% uptime guarantee, providing a robust foundation for your website - and making your website the fastest municipal website on the web.

Every municipal site hosted by Town Web comes with a Secure Socket Layer (SSL) for secure and encrypted communication. We proactively monitor unauthorized access, keeping your website safe from potential threats. On top of that, daily backups of your site are stored off-site, ensuring quick recovery in case of unforeseen events. In the unlikely event of a setback, we guarantee immediate restoration of your website, utilizing the latest backup.

However, the backbone of Town Web's success lies in our commitment to unparalleled customer service. Our "White-Glove" approach ensures that you not only have a technically sound website but also receive unmatched support for any queries or needs.

Our support team is at your service round the clock, ready to assist with any technical, billing, or sales questions. With a commitment to resolving issues within four hours, our team ensures a prompt and efficient service experience. The most recent analysis says that no support ticket's left unanswered for more than 4 hours. Depending on the needs of your municipality, we provide a toll-free number you can reach us at during normal business hours. If you are eager to speak with our support masters in the higher-tier support package, you can do that - and it will never make a dent in your wallet. It's all included.

You will also receive one-on-one training, empowering you to manage updates and content independently. Ongoing training is provided for new staff or as needed, ensuring you make the most of your website's capabilities. While our Admin section is designed for ease of use, we understand some prefer a hands-off approach. Send us your content, and we'll handle the updates for you!

Choose Town Web for a holistic approach that combines technical excellence with unrivaled customer service. Elevate your municipal experience with our "White-Glove" service - where technology meets customer-centric support.



The Platform - Themes, Timeline, Technology & Features

User-Centric Design - Customized for you

Town Web's design team intertwines modern aesthetics with user-centric functionality, ensuring your municipal website not only looks sleek but also offers a seamless experience. The design concept focuses on ease of use for all users, regardless of their technical background. A contemporary layout ensures that your website is both visually appealing and intuitively navigable, whether accessed via desktop, mobile device, or tablet. ADA compliance further guarantees accessibility for all.

Our website solutions provide a range of themes, each designed to marry aesthetics with functionality. While cost-effective, these themes are not just pre-designed; they are a canvas awaiting your municipality's personal touch. Choose a theme and collaborate with your Project Manager and Account Manager to customize it, applying a unique color scheme, icons, and assets that resonate with your community. On top of that - you will be able to additionally add content of your liking to any page of your website.

Project Timeline

Embarking on a Town Web project is a breeze for you. We handle every aspect of the transition, ensuring minimal effort on your end. From transferring existing content to the new website to the meticulous design and development phases, our dedicated team manages it all. Your role is simple – guide us with your vision and wishes, and we'll transform them into a sophisticated and functional municipal website:

1. Designing the website layout and user interface
2. Integrating diverse content for a multimedia-rich experience
3. Configuring hosting, domain name, and new email addresses
4. Optimizing for enhanced search engine visibility
5. Implementing interactive features and contact forms
6. Ensuring security against malware and threats
7. Thorough testing, training, and a seamless Go-Live transition



Communication Platform - Only one place for all communication with the community

One of the main issues our customers faced ever since we started is the complexity of reaching out and communicating with as many members of the community as possible. Some regularly check out your municipal website. However, some only use their email and would like to get Newsletter updates on their emails. Over the last couple of years, there has been a significant increase in the number of constituents using Facebook for regular updates - and that's why we developed a set of tools that make communication extremely easy.

CALENDAR OF EVENTS

Facilitate transparent governance with a dedicated Calendar of Events. Specifically designed for Board and Council meetings, this feature ensures that residents stay informed about crucial municipal activities.

NEWS AND NOTICES WITH NEWS TICKER BAR

Keep your community engaged with a dynamic News and Notices section, complete with a News Ticker Bar. Timely updates and important announcements will be prominently featured, ensuring residents are always in the know.

EMERGENCY ALERTS AND NOTIFICATIONS

Prioritize community safety with an Emergency Alerts system. Urgent messages are displayed prominently on your homepage, simultaneously sent to all subscribers via email or text message, and posted to your Facebook page.

SUBSCRIBERS AND NOTIFICATIONS

Foster community engagement through subscriber management, allowing residents to subscribe to specific topics. Subscribers receive instant notifications via email and/or text messages, ensuring they stay informed on matters of interest.

CITIZENS' ENGAGEMENT AND REPORTING APP HEY311

Enhance citizen-city communication with Hey311, a dedicated app that streamlines service requests and non-emergency issue reporting. This user-friendly interface allows citizens to submit requests efficiently, and your city can manage and respond to them with ease.

Not-Yet-Seen Technology for Municipal Websites

Town Web's proprietary Content Management System (CMS), codenamed Juniper, is a state-of-the-art, cutting-edge web-based application coded with love in PHP and JavaScript that brings Municipal websites to a whole new level of simplicity, usability, speed, and security. Our team of developers worked for 12 months to bring to life the not-yet-seen technology in municipal websites which achieved 5 main key points:

1. **Stellar fast load times** - TTFB and first content paint do not exceed 500ms and are usually around 200ms. This translates to a "blink of an eye" once you type in the web address.
2. **Unbloated, static user side** - everything that loads after you type in the web address is loaded as static content super fast without encumbering your browser or device.
3. **Immutable and unhackable front end** - there is no direct connection to the database containing all the important stuff, the famous "below the kitchen sink stuff" that hackers love. Nothing is served directly from super-protected locations that we made untouchable from the internet. We value security so much that we rendered any potential hacking attempts useless because the server where your website is serves only what is public information, without any possibility of getting data stolen, lost, or manipulated. Guaranteed.
4. **Unparalleled experience** in managing your website content from our own proprietary Dashboard.



We guarantee that our new CMSv6 is a premium, hand-made, all-American Municipal CMS software designed and developed with the help of 15+ years of experience in serving over 800 US municipalities.

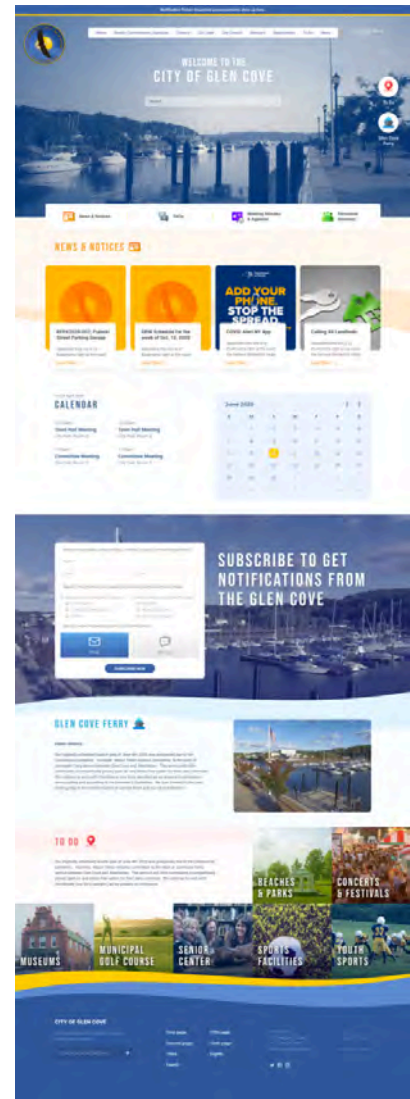
Make Your Municipal Website Unique

ON THE WHOLE-WIDE-WEB WITH THE ELITE WEB DESIGN PACKAGE

The Elite Web Design Package provides you with a "full-service" collaboration with our branding and design team, engaging your stakeholders in special meetings focused on design. These sessions, known for their enjoyable and interactive nature, include facilitated Discovery and Branding exercises that shape your custom UX/UI.

Opting for this exclusive package, you unlock a collaborative journey with our dedicated branding team, engaging in special meetings focused on design, Discovery, and Branding exercises.

These interactive sessions, far from the typical design experience, have been praised for their engaging and enjoyable nature. Attendees often find them surprisingly fun and beneficial. The collaborative efforts shape a unique User Experience/User Interface (UX/UI) for your website, ensuring it resonates with your municipality's personality.



The Elite Web Design Package extends the scope of work to encompass a wide array of branding and design services. From selecting premium typography and developing a UX/UI style guide for desktop and mobile to crafting custom illustrations and iconography, this package transforms your website into a visual masterpiece.

Embrace a visually enhanced website with a focus on personalized typography, custom illustrations, and a distinct UX/UI design that encapsulates your municipality's identity. The package includes the creation of a Style Guide, a versatile tool that extends its impact beyond your website to social media posts, letterheads, and other branding materials.

Immerse yourself in the design process, from Discovery and Branding exercises to the creation of appealing new designs for homepages and department pages. Our meticulous approach ensures that your municipality's online presence is not only functional but also visually striking, capturing the essence of your unique identity. Choose the Elite Web Design Package for a comprehensive and collaborative web design experience that goes beyond the ordinary.

Town Web's Online Digital Tools

Town Web's Online Digital Solution stands as an innovative cloud-based software platform, that connects seamlessly with your website. This comprehensive system, **aptly branded as "HeyGov,"** encompasses various modules designed to streamline municipal processes. The primary goal is to transition systems online, reducing workload and saving precious time for you.



A key advantage of Town Web's Online Digital Solution lies in its ability to unite people, departments, and citizens on a single digital platform. At its core, the platform offers robust tools for drafting, editing, and managing documents. Notably, the forms, licenses, and applications created within this solution can seamlessly integrate into your website. These forms are intelligently linked to your payment system, ensuring effortless collection of fees with each form submission and simplifying your overall bookkeeping process.

HeyGov Pay

The era of checks and cumbersome payment methods is gone! Town Web brings you a state-of-the-art payment portal, featuring the HeyGov Pay Module, designed to redefine your municipal utility billing experience.

Connect effortlessly with HeyGov's payment portal to start collecting credit card payments. Enjoy the flexibility of accepting payments online, in person, or remotely. Plus, streamline reconciliation by directly syncing with your Utility Billing or Accounting software. HeyGov introduces a cutting-edge solution, sparing you from the nostalgia of handling checks. It's time to embrace technology that aligns with the fast-paced digital age.



You can offer your residents the convenience of online credit card payments. HeyGov's utility payment portal provides residents with a centralized hub for viewing invoices, storing payment methods, and setting up handy payment reminders – all at their fingertips. No more manual data entry or reconciliation headaches! HeyGov seamlessly integrates with your utility billing software, automating payment posting and reconciliation. Save valuable time and resources while ensuring accurate financial transactions. We have meticulously crafted a solution that anticipates your needs. And it's right at your fingertips.

HeyLicense

Town Web's HeyGov Modules redefine municipal processes, bringing efficiency and modernization to everyday tasks. With HeyGov's comprehensive HeyLicense Module, municipalities can seamlessly digitize and streamline their paperwork processes. This module allows for the effortless receipt and processing of various municipal forms, licenses, applications, and documents, such as dog licenses, building permits, operator licenses, boat launch permits, and land use applications. HeyGov facilitates the transition from traditional paper-based workflows to an agile and responsive digital platform. Citizens and local businesses can conveniently submit information, and the HeyGov solution ensures that paperwork becomes a fluid, digital asset, efficiently flowing through the entire organization with custom-built workflow rules.



Embrace a new era of licensing with HeyGov's user-friendly HeyLicense Module, offering a hassle-free online experience for tasks like dog licenses. Simplify the process with perfect payments—residents can easily manage their dog's license in just a few clicks. HeyGov is a powerful ally for local governments, designed to alleviate the burdens of daily tasks and save municipal staff up to five hours per week. Whether it's managing dog licenses or handling building permits, HeyGov offers modern solutions that transform traditional processes into streamlined, online experiences. Enjoy the convenience of online applications, tracking, workflow management, and secure payment processing—all in one comprehensive system. With HeyGov, municipal staff can effortlessly navigate the complexities of licensing and permitting in the 21st century.



HeyReserve

With HeyReserve's intuitive platform, your constituents and visitors can effortlessly book city amenities like park shelters and pavilions, streamlining the process for community or personal activities. It facilitates easy access to town rules, policies, and online fee payments, ensuring a seamless experience for all users.

Experience the convenience of HeyReserve in managing online park reservations, covering park pavilions, shelters, community centers, and more. Imagine having an online booking calendar embedded on your website, allowing residents to explore available dates, and times, and even make secure credit card payments for deposits and rental fees. It's like having an "Airbnb for parks & recs" at your fingertips, eliminating administrative overhead and providing a user-friendly booking calendar that enhances your community's engagement.

Our commitment to simplicity extends to the Simplified Short-Term Rental (STR) Applications feature. We understand the complexities involved in STR applications, and HeyGov is designed to streamline this process for you. The intuitive platform ensures that all applications are up to date and compliant with regulations, reducing errors and minimizing the need for applicants to seek clarification. With HeyReserve, you can easily track all applications, stay compliant, and provide efficient service to local property owners, saving both time and preventing unnecessary delays in the application process.



Make Yourself Accessible - Everywhere

Facebook Syndication

Integrating your municipality's website with its Facebook page has never been more straightforward. Thanks to Town Web's Facebook Syndication plugin, you can effortlessly sync your website updates with your social media presence. Picture this: a seamless process where posting on your website simultaneously updates your Facebook page. It's not just a time-saving feature; it's a game-changer for community engagement.

In an era where almost everyone is on Facebook, this plugin provides a powerful avenue to reach your residents effortlessly. No need for intricate technical maneuvers—our streamlined plugin ensures your municipality's web content harmoniously merges with your Facebook communications. Stay effortlessly connected with your residents, amplify your online footprint, and keep your community informed with just a click. With Town Web's Facebook Syndication plugin, bridging the gap between your website and social media is not just practical; it's an uncomplicated reality.

Advanced Business Directory

Introducing the Advanced Business Directory – an innovative feature tailored for municipalities to elevate the visibility of their local businesses. It allows you to meticulously categorize and showcase the diverse tapestry of businesses - from small to the big ones - in your community. Imagine an online hub where you can flaunt your community's diverse businesses, beautifully categorized and showcased.

Want to feature that cozy coffee shop or the local bookstore? No problem! Each listing is a mini-masterpiece – complete with snazzy images or logos, handy contact details, and killer descriptions. By seamlessly integrating this advanced directory into your website, you create a valuable resource for residents and visitors alike. Explore the potential of the Advanced Business Directory, where showcasing local businesses is not just a feature; it's a pathway to community enrichment and economic growth. Elevate your website with this tool and empower your local businesses to thrive!

Multi-Language Website

Improve your municipality's outreach efforts and foster community engagement with our Multi-Language feature. By embracing linguistic diversity, you open the doors to a more inclusive and connected community. Imagine the positive impact on resident engagement when your website effortlessly communicates in various languages, breaking down barriers and ensuring that every member of your community feels heard and valued. A multi-language website not only promotes inclusivity but also positions your municipality as responsive and considerate to the needs of a diverse population. Strengthen community bonds, encourage participation, and showcase your commitment to serving everyone in your locality effectively.



Embedded Livestream Video Feed

If you're looking to enhance transparency and engagement during board and council meetings, an Embedded Livestream Video Feed is a must on your website. With it your municipality can seamlessly embed live-streamed videos from YouTube directly onto your website, providing residents with an easy and centralized way to stay informed about ongoing discussions and decisions. The beauty of this plugin lies in its simplicity; it automatically detects when a video is being premiered, eliminating any additional effort on your part. Residents can conveniently tune into the live stream without navigating to external platforms, fostering a sense of community engagement and transparency right from your website. This user-friendly feature ensures that your residents are always in the loop, fostering a more informed and connected community.

Advanced Search Option

Advanced Site Search is a dynamic solution designed to elevate user experience on your municipality's website. This powerful tool enhances user retention and satisfaction by optimizing the search functionality across your website, blog, and knowledge base. With lightning-fast results delivered in less than 50 milliseconds, it ensures that users find what they're looking for with unprecedented speed. The search engine supports all languages, automatically detecting and accommodating diverse linguistic needs. Town Web can tailor your search interface with custom filters and build a faceted search experience effortlessly. You can rest easy with sealed and signed API keys and tenant tokens that provide precise control over search access. Elevate your website's performance, increase user engagement, and offer a search experience that exceeds expectations—all with the user-focused "Advanced Site Search" feature.

Branded Email Addresses with FOIA Compliant Archiving System

Enhance your municipality's communication capabilities with our Branded Email Addresses, an optional feature powered by Google Workspace. As a Google Certified Partner, we offer a tailored email solution in collaboration with Jatheon, an established provider of email archiving solutions. This partnership ensures smooth communication, compliance with data retention regulations, and improved productivity for your municipality.

Benefit from the robust reliability of Google Workspace, an enterprise-level solution known for uninterrupted email access to millions of users worldwide. Trusted across various industries, including government bodies, Google Workspace delivers consistent, high-quality email services for your municipality. Experience unparalleled security features, including robust data protection, encryption, and advanced spam and phishing detection. Our partnership with Jatheon takes data retention compliance seriously by capturing, indexing, and securely storing all inbound and outbound emails, meeting the legal requirements of the Freedom of Information Act. Bid farewell to storage constraints, as our Branded Email Addresses provide ample space for your municipality's emails and files, allowing efficient storage, management, and access to business-related data. Stay connected and productive on the go with mobile accessibility, ensuring responsive communication from any device, be it a smartphone, tablet, or desktop. Improve your municipality's communication experience with the reliability, security, and productivity offered by our Branded Email Addresses.



Town Web Team and Portfolio/References

Collectively, our team has decades of web development and support experience, with a specific focus on creating engaging platforms for local governments to encourage communication and community involvement. Meet the key players:



Peter Stanko
New Client Coordinator
peter@townweb.com



Jerrica Wagner
Senior Project Manager
projects@townweb.com



Jelena Slavkovic
Customer Relations Manager
jelena@townweb.com



Marta Stankovic
Junior Project Manager
projects@townweb.com



Aleksandra Anastopoulos
Account Manager
projects@townweb.com



Francine Euniekrist
Junior Project Manager
projects@townweb.com

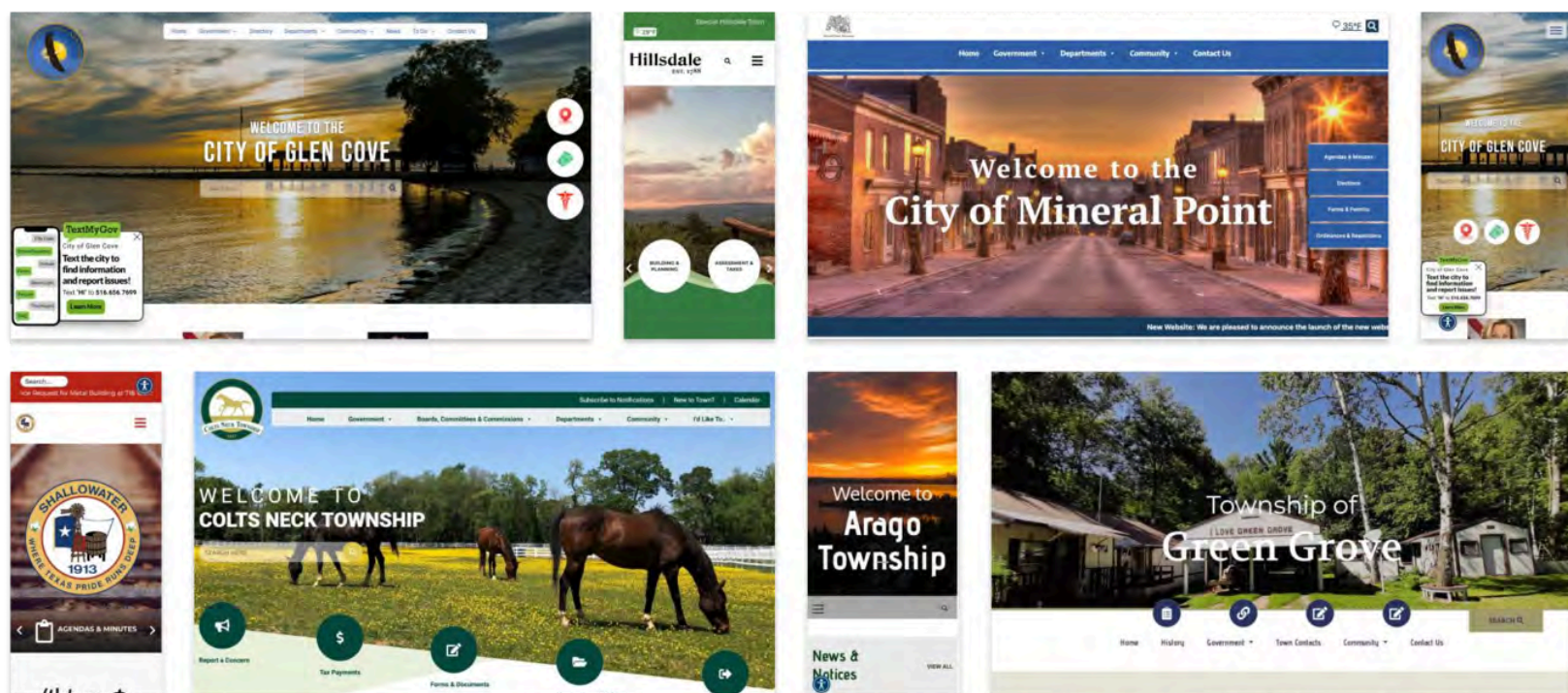


Flor Faustino
Customer Support Specialist
support@townweb.com



Nikita Sangweni
Customer Support Specialist
support@townweb.com

Town Web has developed more than 800 municipal websites in the previous 16 years while maintaining the average satisfaction level of customers above 97%. Here are some of the customers who have shared their love of working with us:



The Details of Our (Long-Lasting) Partnership

THE WEBSITE AND COMMUNICATION PLATFORM SETUP AND SUPPORT DETAILS

The setup is a one-time fee. It is the cost to build your website and transfer all the content from your existing website. You will work with a dedicated Account Manager (Aleksandra) and Project Manager (Francine or Marta) in real time for the design of your new municipal website. During the Onboarding Meeting, you will be shown all of our pre-built municipal themes from our design library. You get to select one, which we will completely customize for you and make it your own. We will customize the menu items, and the quick links and will custom design a banner based on the photographs you provide.

Included in your Website and Communication Platform setup fee:

- **We migrate all your old website content to Town Web's brand new TownCMS!**
Experience a much faster, unhackable website for your municipality! The transfer of all Town Web sites will occur by the end of 2025
- **Unlimited** number of pages and menu items
- **Unlimited** department pages with FAQs
- **Unlimited** Minutes & Agendas categories
- **Unlimited** Quick Links (theme dependent)
- **Unlimited** FAQs
- **Unlimited** calendars
- Agendas **linked to calendar**
- **Super menu** with dropdown (theme dependent)
- **Dedicated elections page**
- **Mobile-responsive** design
- Residents can **subscribe to emails and/or text messaging**
- Face-to-face meetings over Zoom, our easy-to-use video conferencing service

The following are included in Town Web's hosting, maintenance, and support:

- High-availability, reliable VPS (Amazon AWS or Google Cloud) website hosting and maintenance
- **Unlimited 24x7** technical support
- **24x7 website monitoring**
- **Guaranteed response time in less than 8 hours**
- **Technical and security updates** are applied automatically
- Nightly website **backups stored off-site**
- 12-month backup retention
- Immediate website restores (if ever needed)
- **Your login username and password** - you can make updates to the site on your own
- One-on-one training
- **Unlimited** training and re-training
- Access to our **free training and support library**
- **"White-Glove" Support** - send us content, and we will upload it for you - **if selected**
- **Phone support is available** Mon - Fri from 8 AM to 5 PM EST - **if selected**

City of Highland Haven Proposed Pricing

Description	Price	Qty	Total
Website & Communication Platform Upgrade (one-time fee)			\$0
☐ Advanced Business Directory			\$200
☐ Elite Web Design Package			\$7,000
Website Hosting and Website Maintenance			\$600/year
Customer Support Plan - Unlimited 24x7 Tech Support			\$300/year
☒ Customer Support Plan - "White-Glove" Service via email and phone			\$300/year
☐ Town Web's Online Digital Solution - Bundle • HeyGov Pay - Collect online payments (citizens' payment portal; utility billing reconciliation) • HeyLicense - Online digital forms (up to 12 forms and digital workflows) • HeyReserve - Online bookings for facility rentals (up to 12 venues)			\$5,000/year
☒ Branded Email Addresses	\$216/year	8	\$1,728/year
☐ Premium ADA-Compliance Solution			\$600/year
☐ Facebook Syndication			\$300/year
☐ Embedded Livestream Video Feed			\$150/year
☐ Multi-language Website - per language	\$50/year	1	\$50/year
Domain Name Management			\$20/year
TOTAL			\$2,948

City of Highland Haven Signature Page

It is our commitment to ensure that the City of Highland Haven's online presence stands the test of time, making your website the ultimate tool for all your digital municipal needs today, and in the years to come. With our services, you can take pride in the fact that your residents, tourists, and visitors will never perceive your municipal services as outdated.

The duration of the contract is three years.

The 1st year's fee is \$2,948.00.

The Annual Hosting Maintenance and Support fee will be invoiced on 7/1/2025.

The 2nd year's fee of \$2,948.00 will be invoiced on 7/1/2026.

The 3rd year's fee of \$2,948.00 will be invoiced on 7/1/2027. The contract will end on 7/1/2028.

By endorsing this quote, you unlock a comprehensive package detailed in the previous sections of the proposal. Here are the three key benefits tailored to meet your needs:

1. Town Web's Website and Communication Platform

You will be providing your residents with unparalleled transparency in municipal decision-making. Keep them informed on vital topics, offering instant notifications about topics that interest them the most.

2. Digital Transformation with Town Web

Town Web's Online Digital Solution stands as the most advanced platform for local government - with many more features yet to come. It facilitates payments from any funding source through any device, efficiently reducing the administrative workload for busy staff while catering to the convenience citizens demand. Your Digital Transformation team creates digital workflows and enables your licenses and forms to be filled - and submitted online. All while enabling online renting for your municipal facilities. Imagine saying "HeyGov" - and it's done.

3. Your Public Communication Officer - Available 24x7

Enjoy the peace of mind that comes with round-the-clock technical support. You can rely on us for any website-related query or issue, accessible via call, email, chat message, or even Facebook Messenger. We go the extra mile, assisting with no additional charges, including posting or editing on their behalf, saving you valuable time and resources.

4. A No-Cost Website Homepage Refresh Every Three Years - reach out to us if you want this option!

Before the third year of hosting expires, we initiate a meeting to explore fresh ideas for your site's redesign. Incorporating the latest design standards, we ensure your site remains modern, practical, and up-to-date, reflecting the evolution of design trends over the preceding three years.

 **SIGNATURE**
Sarah Collard

To accept this quote, you can electronically sign it above, or sign and fax it to 321-600-8008. Once we have a signed copy, we will email you an invoice. Once the invoice is paid, your dedicated Account Manager Aleksandra will contact you to schedule the Onboarding meeting!



BUDGET PROPOSAL

FY 2025-2026



Date: June 24, 2025

Presenter: Andy Adams, City Administrator

BUDGET OVERVIEW

Goal:

Keep Highland Haven safe, beautiful, sustainable and affordable



1

Total Budget:

- General Fund = \$656,414
- Water Fund = \$379,534
- Solid Waste Fund = \$135,410
- **Total All Funds = \$1,171,358**

2

Key Features:

- Property tax increase: \$0.126 to \$0.155 per \$100 valuation
- No water rate changes for 2026 (rates stay the same)
- \$1,000,000 bond for water system investment (no debt service tax and no water rate increase)
- Balanced budget that applies stable revenues to offset fixed costs to better sustain the City for the future

3

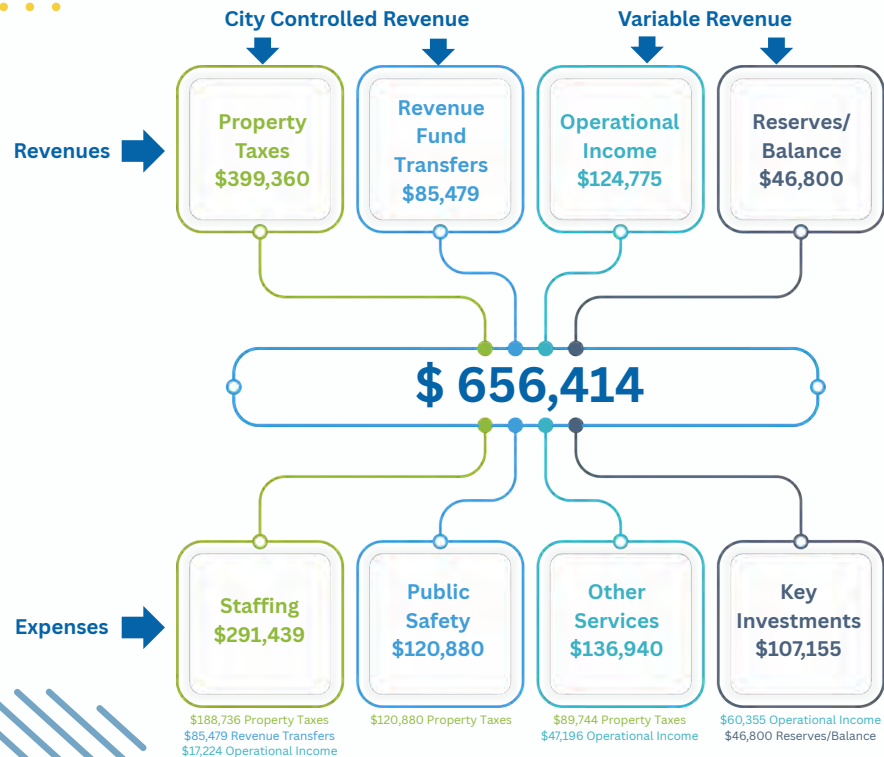
Community Input:

- Share feedback at Board of Aldermen meetings



GENERAL FUND

\$ 656,414



✓ City-Controlled Revenue: \$ 484,839

These are revenue sources that the city has direct control over: Property Taxes, Water Fund Transfers, and Solid Waste Fund Transfers. They should be used to pay for the essential costs of the city.

✓ Variable Revenue: \$ 171,575

These are revenue sources that are not guaranteed and can vary based on factors the city does not control. They should be used to pay for the operational costs of the city.

✓ Essential Costs: \$ 484,839

These include the majority of staffing, public safety, and required city services. These costs should be offset with stable city-controlled revenue sources.

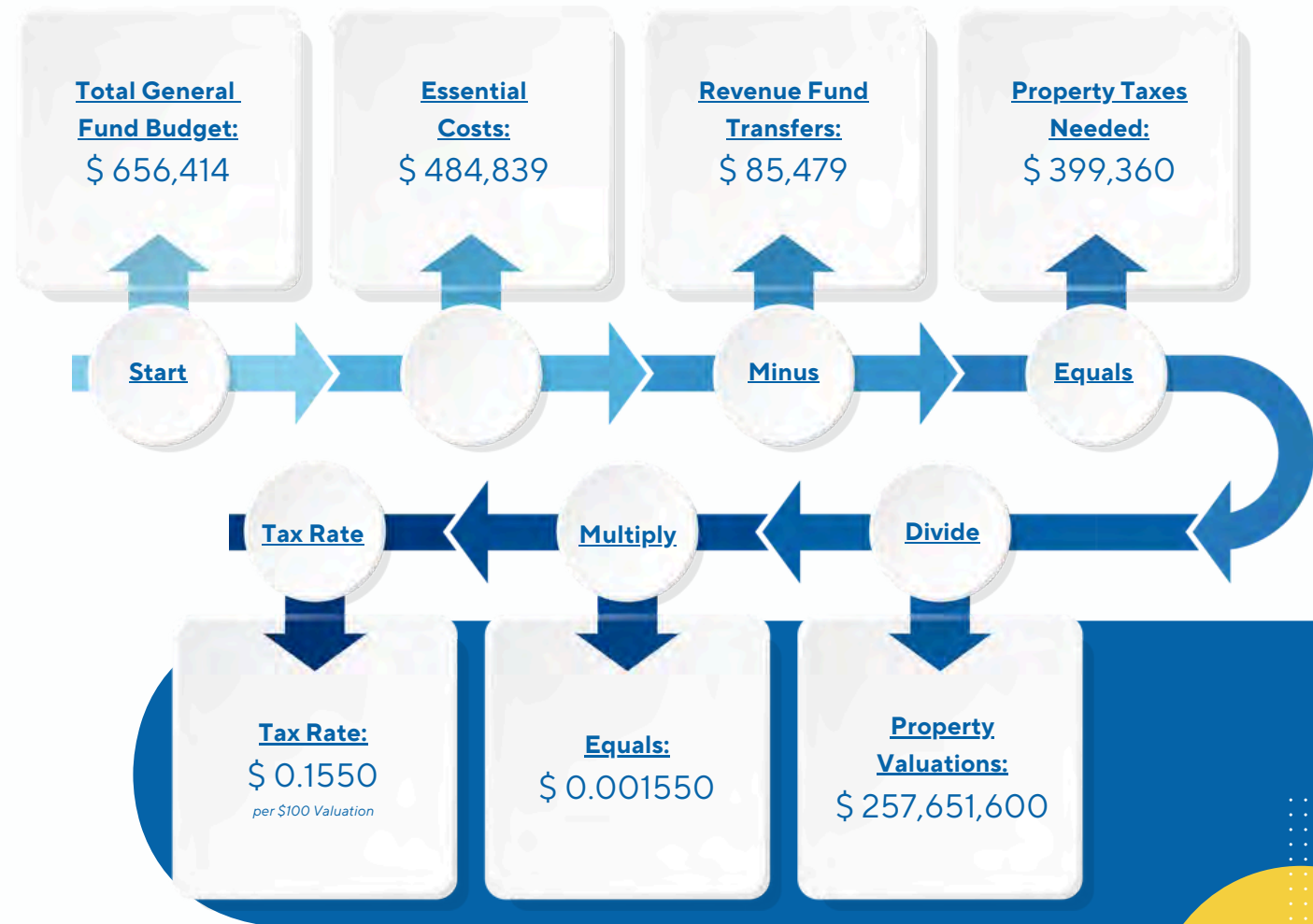
✓ Operational Costs: \$ 171,575

These are costs that can be variable, have their own direct revenue offset, or are projects. These costs should be offset with variable revenue.

PROPERTY TAXES

MODEST INCREASE, STILL LOWEST IN THE REGION

- **Proposed Rate:** \$0.155 per \$100 valuation (up from \$0.126)
- **Impact:** \$8-\$34/month increase for 80% of property owners
- **Why?:** Funds essential services (staff, public safety, required city services)
- **Comparison:** Still the lowest rate for a city resident in the region



PROPERTY TAX IMPACT

Assessments

- 375 assessed properties in Highland Haven
- 328 properties with homes
- Range of \$170,946 to \$2,796,849
- 80% of homes under \$1,200,000 (increase of ~\$8--\$34 per month)

Comparison

- 11 cities in region broken into small (under 2,000 people) and large (over 2,000 people)
- Average tax rate for small cities
 - \$0.2582
 - Highland Haven, Double Horn, Sunrise Beach, Meadowlakes, Cottonwood Shores
- Average tax rate for large cities
 - \$0.4661
 - Kingsland, Horseshoe Bay, Marble Falls, Granite Shoals, Bertram, Burnet

Tax Impacts on Ranges of Homes



- 82 homes assessed between \$170,946-\$427,338
- Average home \$345,267
- Current Tax for Avg. home (\$0.126): ~\$435
- Proposed Tax for Avg. home (\$0.155): ~\$535
- Impact: ~\$100 per year or ~\$8 per month



- 82 homes assessed between \$427,485-\$644,811
- Average home \$518,862
- Current Tax for Avg. home (\$0.126): ~\$654
- Proposed Tax for Avg. home (\$0.155): ~\$804
- Impact: ~\$150 per year or ~\$12 per month



- 82 homes assessed between \$653,433-\$1,100,000
- Average home \$868,216
- Current Tax for Avg. home (\$0.126): ~\$1,094
- Proposed Tax for Avg. home (\$0.155): ~\$1,346
- Impact: ~\$252 per year or ~\$21 per month



- 82 homes assessed between \$1,100,451-\$2,796,849
- Average home \$1,538,495
- Current Tax for Avg. home (\$0.126): ~\$1,938
- Proposed Tax for Avg. home (\$0.155): ~\$2,385
- Impact: ~\$447 per year or ~\$37 per month

Comparison with Region

Assessed Property of \$345,267

- Highland Haven: \$535
- Avg. Small City: \$891
- Avg. Large City: \$1,609

Assessed Property of \$518,862

- Highland Haven: \$804
- Avg. Small City: \$1,340
- Avg. Large City: \$2,418

Assessed Property of \$868,216

- Highland Haven: \$1,346
- Avg. Small City: \$2,242
- Avg. Large City: \$4,047

Assessed Property of \$1,538,495

- Highland Haven: \$2,385
- Avg. Small City: \$3,972
- Avg. Large City: \$7,171

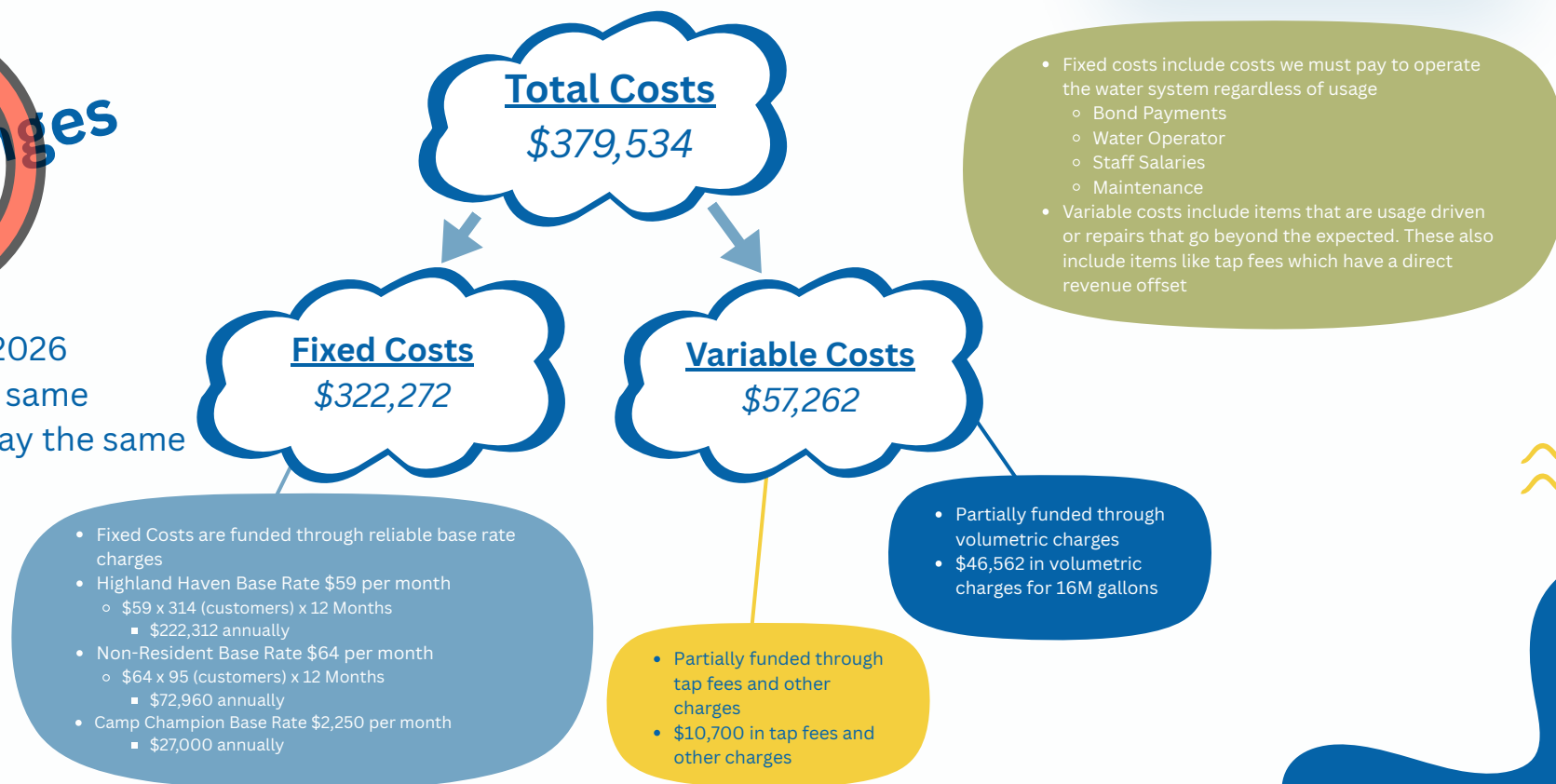
WATER FUND

\$ 379,534



No Rate Increases for 2026

- Base rates stay the same
- Volumetric rates stay the same





Vote:

November 4, 2025

WATER INVESTMENT BOND \$1,000,000

Purpose:

- Purchase 8.35-acre parcel next to water plant
- Funds to be used to purchase land, and for water system upgrades like new water system generator, build out well #6, etc.

Benefits:

- Secures our two wells located on this property, eliminates royalty payments
- Ensures access to our main well
- Provides space for any needed future water system expansion
- Adhere to groundwater district rules (well spacing, CCA)

Financing:

- No debt service tax or water rate increase
 - 2026-2027: Interest-only payments from reserves
 - 2028+: Water revenues cover payments

Recommended:

- 15-year bond (4.55%, 1.46M total cost)
- Average Payment 2028+: \$96,238 (less than current bond payments)

Now

Attend Board of Aldermen Meetings

Oct. 6, 2025

Register to vote

Nov. 4, 2025

Vote on Bond

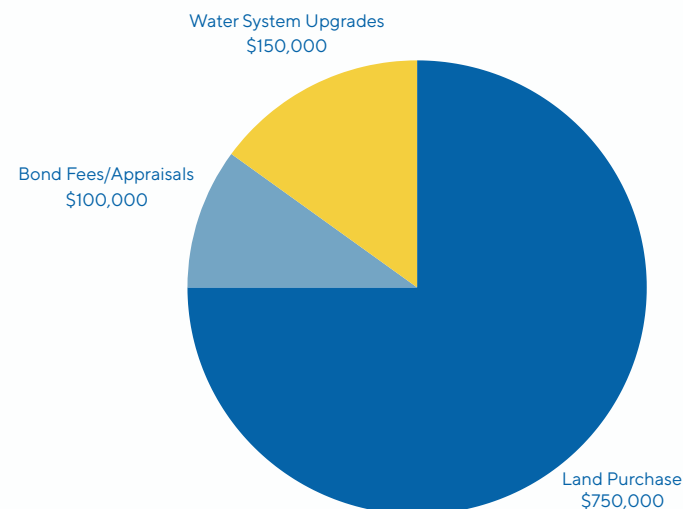
2026-2027

Interest-only payments

2028+

Full payments from water revenues

Bond Structure



SOLID WASTE FUND

\$135,410

Purpose:

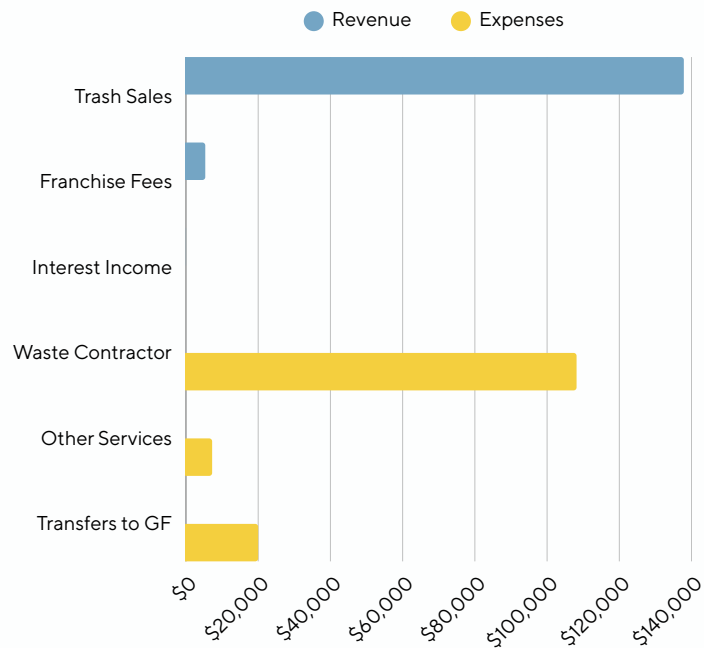
Funds Waste Management contract for consistent reliable trash service.

Benefits:

Fair pricing, consistent quality, supports other city services.

Customer Charges:

We have a contract with Waste Management which escalates each year. Prices for trash services match these escalations, and only change when the contract does.



WRAP UP

General Fund

\$656,414 for safety, staffing and essential services

Funds essential services and still the lowest tax rate in the region (\$0.155 per \$100 valuation)

Water Fund

\$379,534 for expenses and no rate increase

Water rates stay the same, and the water fund is balanced while still contributing revenues to the General Fund

Water Investment Bond

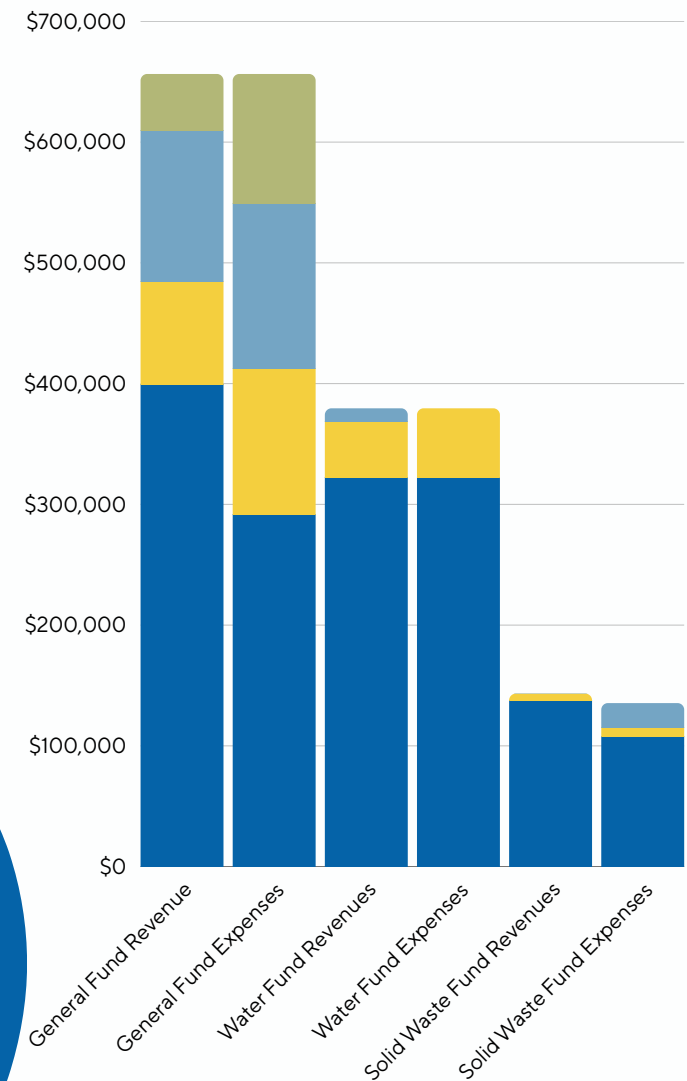
\$1,000,000 to secure our water system

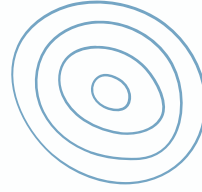
The bond helps secure the future of our water system and allows for us to provide some much needed upgrades to our water system. No debt service tax is created and water rates stay the same

Solid Waste Fund

\$135,410 for consistent reliable trash service

Covers the Waste Management contract in order to provide consistent, reliable trash service while contributing revenues to the General Fund





WE WANT TO HEAR FROM YOU!!!

Board of Aldermen Meetings

Attend all Board of Aldermen meetings and workshops to give your feedback

City Hall

Swing by City Hall (M-F 9a-5p) to chat with staff and give your feedback

Email

Email cityadministrator@highlandhaventx.com with any feedback on the budget

Website

Find information at www.highlandhaventx.com

A circular corkboard with a light brown, textured surface. A single red pushpin is pinned to the top left corner of a white rectangular piece of paper. The paper has the words "Your feedback matters!" written in a black, cursive, handwritten font. The corkboard is set against a solid blue background.

*Your
feedback
matters!*

City of Highland Haven
P&Z Commission Recommendations

Initial Recommendation

Date of P&Z Meeting: 6/12/2025

Subject: Officer Elections (see attached)

Ordinance(s) # _____

BOA Assignment: Yes _____ No _____ Date Assigned: _____
P&Z Recommendation/Comments:(attach draft ordinance changes and comments)
Recommendation submitted to City Secretary:

P&Z Chair

City Secretary

Date

Date

Track Revisions:

Date of 1st revision(s) returned to P&Z for review: _____

Date corrected revision(s), if any, returned to City Secretary: _____

P&Z Review and Comments/ Changes: (attach draft ordinance changes and comments)

P&Z Chair

Date:

Date of 2nd revision(s) if any, submitted to City Secretary: _____

Date corrected revision(s), if any, returned to P&Z for review _____

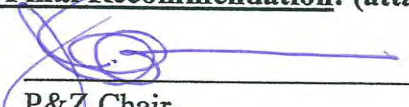
P&Z Chair

City Secretary

Date

Date

P&Z Final Recommendation: (attach draft ordinance changes and comments)



P&Z Chair
6/12/25

Date

Sarah Collard

City Secretary
6/12/25

Date

Final Recommendation considered by BOA

BOA Action: Approved: _____ Disapproved: _____ Meeting Date: _____

6/12/2025

P&Z Committee Recommendations to BOA Checklist

Type:

- ☐ Amended Ordinance Number ____
- ☐ New Ordinance No. ____
- ☐ Request for Variance to Ordinance No. ____
- ☐ Other- Specify _____

Officer elections: Jackie Garrow, Chair (Vote 5-0)
Lorinda Peters, Vice Chair (Vote 5-0), and
Linda Ray, Secretary (Vote 5-0)

Date of First Draft approved by P&Z and submission to BOA: 6/12/2025

Date of Feedback/Acceptance from BOA: _____

Comments from BOA:

Date of Second Draft approved by P&Z and submission to BOA: ____ _

Date of Feedback/Acceptance from BOA: ____ _

Comments from BOA:



City Administrator's Update

HIGHLAND HAVEN

June 6, 2025



Post-Legislative Update

Navigating New Legislation to Preserve Highland Haven's Charm

Dear Highland Haven Residents,

The 89th Texas Legislative Session ended June 2, 2025, with 1,258 bills and joint resolutions sent to Governor Abbott. City staff is reviewing these laws, and below we will focus on Senate Bill 785 (SB 785), effective September 1, 2025, which mandates allowing HUD-code manufactured homes in at least one residential zoning district, overriding any local rules we have that do not allow these in the community.

Our community survey showed strong support for preserving Highland Haven's aesthetic and local control, values which SB 785 challenges. Though we opposed this bill, we are committed to compliance while protecting our small-town charm. City staff, working with our city attorney, is urgently working on options within our zoning ordinances to meet the September 1 deadline. We are exploring options to designate a suitable zoning district and enforce strict siting and design standards to maintain our neighborhood's cohesive character.

SB 785 is not the only bill impacting our small city. Staff is diligently identifying all new laws that require action, ensuring full compliance while prioritizing our community's needs and character. We will keep you informed as we assess these changes.

We will engage residents through upcoming Board of Aldermen meetings to discuss these changes and other legislative impacts. Your input is vital. Stay informed via the City of Highland Haven Legislative Issues Page or contact City Hall with any questions. Thank you for helping preserve our community's unique character.

Stay informed, stay involved, and thank you for being an engaged part of our community!

City Administrator
Highland Haven, TX
cityadministrator@highlandhaventx.com



Swearing-In Ceremony

Continued Leadership and
Community Commitment

We are pleased to announce that on May 29, 2025, at 10:00 a.m., the City of Highland Haven held a Board of Aldermen meeting at City Hall to swear in three dedicated incumbents: Bruce Robertson, Lynn Smith, and Terry Smith. All three ran unopposed in the recent election, reflecting the community's trust in their leadership to guide our small town.

This ceremony marked the continuation of their service to preserve Highland Haven's unique character and address challenges like recent legislative changes and planning for our future.





Drainage Issues

Recent storms, delivering 2-4 inches of rain per hour, have impacted homes in our community due to stormwater drainage challenges. When Highland Haven was originally platted, homes were designed with drainage swales on the side of each property to channel water toward the lake. Over time, landscaping, fencing, and natural erosion have filled or altered many of these swales, reducing their effectiveness. Similarly, bar ditches along roads, especially under driveways, have become clogged, impeding water flow.

You can help by inspecting your property for blocked swales or bar ditches and clearing debris, sediment, or obstructions. Ensure swales remain open and sloped toward the lake, and check that bar ditches, particularly at driveway culverts, allow free water flow. Avoid adding fill or structures that block these drainage paths. Contact City Hall to report community-wide drainage concerns. Your efforts are vital to reducing flooding risks and protecting our neighborhood. Thank you for keeping Highland Haven resilient!

Next BOA Meeting

The next Board of Alderman meeting will take place at 7 p.m. on Tuesday June 24 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 June 12 at the Community Center.

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

Budget Talk

Ongoing Budget Development with the Board of Alderman



We've begun discussing the city's budget with the Board of Aldermen, and these discussions will continue at every Board meeting until the budget is adopted in August.

We encourage you to attend and share your input with the Board. We will be discussing the budget in depth at a workshop on June 24, doing our best to prepare our city for the future. Everyone is welcome at both the budget workshop at 5:30 p.m. and the regular Board meeting at 7 p.m.

We will explore all aspects of the budget working to ensure sustainable planning.

Join us at upcoming meetings to help shape Highland Haven's financial future!

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!