



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, September 16, 2025

TIME: 7:00 p.m.

PLACE: Highland Haven Community Center

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

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

2. Pledge of Allegiance

3. Recognize Visitors

4. Announcements, Proclamations, or Presentations – **Chief Tim Campbell, Granite Shoals Fire Rescue**

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.

- Meeting Minutes for Regular BOA – September 2, 2025
- Water Usage Report – August 2025
- Sales Tax Report – August 2025
- Financials – August 2025

7. **Discussion and/or Possible Action** – Approve date, time, agenda, and flyer for Comprehensive Plan Town Hall Meeting #2.

- Thursday, October 23, 2025 at 6:00 PM
- Agenda
- Flyer

8. **Discussion and/or Possible Action** – Capital Area Council of Governments (CAPCOG): Appoint General Assembly Representative

9. **Discussion and/or Possible Action** – Resolution #246 Rev. 16 – Designation of the official newspaper in which the City of Highland Haven, TX will publish public notices for FY 2025-26.

10. Discussion and/or Possible Action – Website, email and software update

- a. TownWeb
- b. Email Provider
- c. Software

DISCUSSION / INFORMATION ITEMS**11. Discussion – Water Infrastructure Bond**

- a. Bond Presentation
- b. Bond Flyer
- c. Communication Update

12. Fund Accounting Software

- a. RFQ
- b. Timeline

13. 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 October 9, 2025, at 6:00 pm.
- c. Comprehensive Plan Town Hall #1 is scheduled for 6:00 PM on Thursday, September 25, 2025.

14. Legislative Updates

- a. Special Session Legislative Update

15. Drainage Issues**16. Review Water System**

- a. Maintenance and Operations Issues
- b. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 2
 - iii. 10% Water Reduction Goal

17. Review Solid Waste Services**18. Mayor's Report**

- a. Annexation Update
- b. Remanent Property at Willow and Deer Run Update

19. Aldermen Comments**20. City Staff Comments**

- a. City Administrator
- b. City Secretary

Next Regular meeting – Tuesday, September 16, 2025, at 7:00 p.m., Highland Haven Community Center Adjournment.

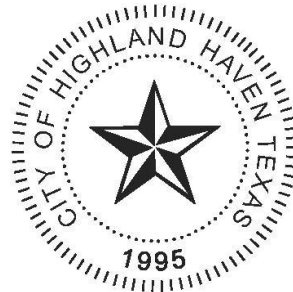
Posted: September 9, 2025

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 SEPTEMBER 9, 2025, AND REMAINED SO POSTED FOR AT LEAST 3 BUSINESS DAYS PRECEDING THE SCHEDULED DATE OF SAID MEETING.

Sarah Collard

Sarah Collard, City Secretary



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



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

MINUTES – BOARD OF ALDERMEN MEETING

DATE: Tuesday, September 2, 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 7:00 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 – Led by Mayor Kelley

3. Recognize Visitors – Jackie Garrow, Linda Ray, Mary Chase, Terry Chase, Rick Hieb, and Judy Kelley.

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.)

Terry Chase gave Andy Adams an update on the question he asked about the increase in the valuation of the properties.

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 Regular BOA – August 19, 2025
- b. Meeting Minutes for Special BOA – August 26, 2025

A motion to accept the consent items was made by Lynn Smith, seconded by Don Hagans.

Vote: 4-0

7. Discussion and/or Possible Action – Approve date, time, agenda, and flyer for Town Hall Meeting #1.

- a. Thursday, September 25, 2025 at 6:00 PM
- b. Agenda
- c. Flyer

A motion to accept the date, time, agenda and flyer for Town Hall Meeting #1 was made by Lynn Smith, seconded by Terry Nuss.

Vote: 4-0

DISCUSSION / INFORMATION ITEMS

8. Discussion – Water Infrastructure Bond
 - a. Bond Presentation
 - b. Bond Flyer
 - c. Communication Update
9. Review assignments for the Planning and Zoning Commission
 - a. Update on Townhall Meetings
 - i. Document Revisions for Town Hall #2
 - b. Review of Current Planning and Zoning Assignments
 - i. State-Mandated Property Development Ordinances
 1. HB 2464 and SB 541 regarding home-based businesses and cottage food production
 2. SB 1883 - Develop an ordinance regarding a moratorium on development impact fees
 - a. Develop an ordinance establishing development impact fees
 3. SB 785 and SB 1341 – Develop an ordinance allowing HUD-code manufactured homes
 4. HB 4753 - Develop an ordinance to maintain a database of Certificates of Occupancy issued
 5. HB 24 - Develop an ordinance regarding protesting proposed zoning changes
 6. SB 1844 and SB 2965 - Develop ordinances regarding annexation and dis-annexation
 7. HB 4765 - Develop a city code enforcement ordinance
 8. SB 1202 and SB 1252 - Develop an ordinance regarding property development permits and inspections
 - ii. HB 4214 - Develop an ordinance to annually notify Texas Attorney General regarding public information contacts by October 1
 - iii. HB 1522 - Develop an ordinance regarding Texas Open Meetings Act to include posting of public meetings
 - iv. HB 4219 - Develop an ordinance regarding responding to public information requests
 - v. HB 4310 - Develop an ordinance outlining the authority of elected officials
 - vi. SB 1025 and SB 1023 and SB 1453 - Develop an ordinance regarding budget and bond development
 - vii. Develop Water System Ordinances
 1. TCEQ requirements and mandatory reporting
 2. CTGCD requirements and mandatory reporting
 - viii. HB 150 and HB 3512 and HB 149 - Develop an ordinance regarding cybersecurity required by State
 - ix. SB 1173 - Develop an ordinance regarding State purchasing requirements

- x. Water wells
- xi. Storage tanks
- c. The next regular P&Z meeting is scheduled for September 11, 2025, at 6:00 pm.
- d. Town Hall #1 is scheduled for 6:00 PM on Thursday, September 25, 2025.

10. Legislative Updates

- a. Special Session Legislative Update
 - i. HB 73
 - ii. HB 46
 - iii. HB 17
 - iv. HB10

11. Drainage Issues

12. Review Water System

- a. Maintenance and Operations Issues
 - i. CCRs
- b. Central Texas Groundwater Conservation District
 - i. Pumping Permit
 - ii. Drought Status – Stage 2
 - iii. 10% Water Reduction Goal

13. Review Solid Waste Services

14. Mayor's Report

- a. Annexation Update
- b. Property at End of Willow Update

15. Aldermen Comments

16. City Staff Comments

- a. City Administrator
- b. City Secretary
 - i. AJEs for 2023-24 Audit – Status Report

Next Regular meeting – Tuesday, September 16, 2025, at 7:00 p.m., Highland Haven Community Center

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

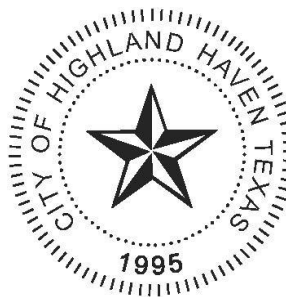
Vote: 4-0

Adjournment.

The meeting adjourned at 8:11 PM.

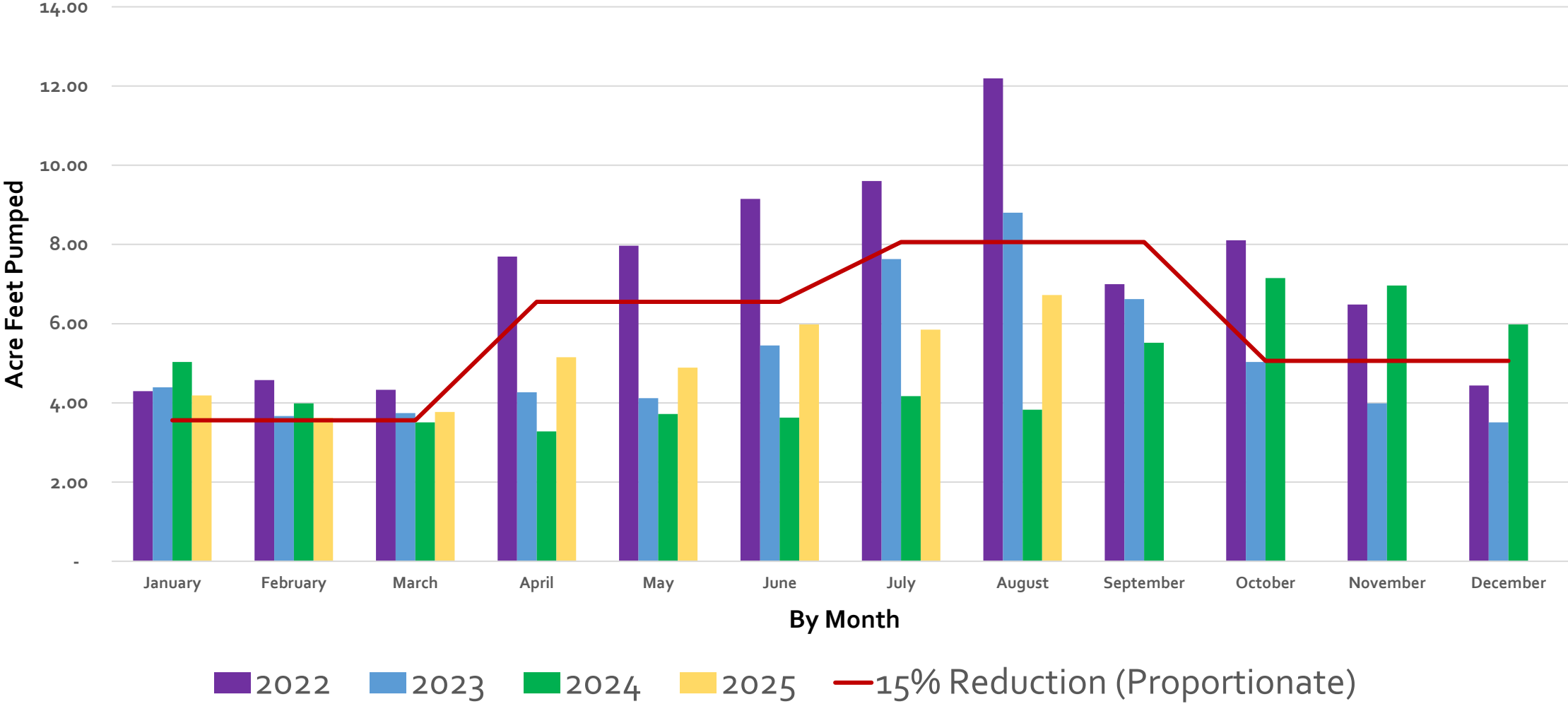
Olan Kelley, Mayor

Sarah Collard, City Secretary





PUMPING – CITY WATER USAGE





City of Highland Haven Sales Tax

2021 2022 2023 2024 2025



General Fund

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

October 2024 - August 2025

	<u>Total</u>		
	Oct 24 - Aug 25	YTD Budget	Annual Budget
Income			
8000 General Fund Revenue			
8100 Taxes			
8110 Property Taxes Collected	323,135.23	322,136.00	322,136.00
8120 Sales and Use Tax	31,868.98	27,500.00	29,500.00
Total 8100 Taxes	\$ 355,004.21	\$ 349,636.00	\$ 351,636.00
8200 Franchise Fees			
8210 Cable TV	8,303.77	5,000.00	5,000.00
8220 Electrical	25,764.16	24,000.00	24,000.00
8230 Telephone	148.14	200.00	200.00
8240 Solid Waste (deleted)		0.00	0.00
Total 8200 Franchise Fees	\$ 34,216.07	\$ 29,200.00	\$ 29,200.00
8300 Building Permits / Inspections			
	-845.00		
8310 Building Permits	12,450.00	22,924.00	25,000.00
8330 Inspections	10,245.00	13,750.00	15,000.00
8340 Forfeited Compliance Deposit	1,200.00		
Total 8300 Building Permits / Inspections	\$ 23,050.00	\$ 36,674.00	\$ 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	1,260.00	2,000.00	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	1,100.00	1,200.00
Total 8500 Charges for Services	\$ 2,524.30	\$ 3,725.00	\$ 3,825.00
8600 Public Safety			
8610 Child Safety Fund	885.16	700.00	700.00
8620 OPIOID Abatement Fund	95.19	50.00	50.00
Total 8600 Public Safety	\$ 980.35	\$ 750.00	\$ 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			
		0.00	0.00
8910 Interest Income	23,598.86	18,337.00	20,000.00
Total 8900 Investment Income	\$ 23,598.86	\$ 18,337.00	\$ 20,000.00
Total 8000 General Fund Revenue	\$ 441,746.79	\$ 438,822.00	\$ 445,911.00
Sales			
	150.00		
Total Income	\$ 441,896.79	\$ 438,822.00	\$ 445,911.00

Gross Profit	\$	441,896.79	\$	438,822.00	\$	445,911.00
Expenses						
60000 EXPENSES - GENERAL FUND						
61100 Personnel Services						
61101 Aministrative Services		78,746.25		78,747.00		85,905.00
61102 Secretary Salary		62,050.05		54,056.00		58,970.00
61103 Acccounting / Utility Coord.		45,066.12		45,067.00		49,163.00
61104 Building Permit Officer		14,344.88		14,344.00		15,649.00
61105 Temporary Employee				2,750.00		3,000.00
61106 City Administrator (deleted)				0.00		0.00
61108 Stipend		20,800.00		19,800.00		21,600.00
61110 Payroll Taxes / FICA		18,697.61		16,434.00		17,923.00
61111 Texas Workforce Commission		1.08		649.00		700.00
61112 Direct Deposit Fees		51.18		231.00		250.00
61113 Employee Health Insurance (deleted)				0.00		0.00
61114 Texas Municipal Retirment Cont.		23,690.38		22,649.00		24,712.00
Total 61100 Personnel Services	\$	263,447.55	\$	254,727.00	\$	277,872.00
61200 Administrative & Office						
61201 Miscellaneous Office Supplies		2,682.22		2,521.00		2,750.00
61202 Equipment replacement		3,541.48		6,875.00		7,500.00
61203 Newsletter Copy Charge		79.00		275.00		300.00
61204 Newsletter Postage		453.00		619.00		675.00
61205 Printing, Binding, Reproduction		229.44		963.00		1,050.00
61206 Software		2,359.82		5,821.00		6,350.00
61207 Postage		533.10		780.00		850.00
61208 Public Notice Publication		319.00		1,925.00		2,100.00
61209 Variances & Re-plats		34.00		1,009.00		1,100.00
61210 Travel Reimbursement				505.00		550.00
61211 Schools & Training		5,622.42		6,417.00		7,000.00
61212 Recognition & Awards				230.00		250.00
61213 Food & Beverage				230.00		250.00
61214 - Bank Fees		496.74		138.00		150.00
Total 61200 Administrative & Office	\$	16,350.22	\$	28,308.00	\$	30,875.00
61300 Street Maintenance & Repair						
61301 Contract Repair				5,042.00		5,500.00
61302 Material & Supplies		636.30		5,959.00		6,500.00
Total 61300 Street Maintenance & Repair	\$	636.30	\$	11,001.00	\$	12,000.00
61400 Maintenance & Repair						
61401 Equipment Repair & Maintenance		1,472.88		505.00		550.00
61402 Buildings / Infastructure		2,141.00		6,509.00		7,100.00
Total 61400 Maintenance & Repair	\$	3,613.88	\$	7,014.00	\$	7,650.00
61500 Professional Services						
61501 Judge Expenses		1,100.00		1,100.00		1,200.00
61502 Accountants Fees-Audit		11,826.55		7,333.00		8,000.00
61503 Attorneys Fees		3,595.00		5,042.00		5,500.00
61504 Ordinance Codification		2,490.00		3,850.00		4,200.00
61505 Burnet County Tax Appraisal Fee		3,836.52		4,584.00		5,000.00
61506 I / T Support		600.00		4,125.00		4,500.00
61507 Lobbying Expense				0.00		0.00

61508 Burnet Co Election Fee		4,355.00	4,750.00
61509 Consultant Fees	1,657.99	1,925.00	2,100.00
61510 Website Hosting	3,164.00	2,292.00	2,500.00
61511 Recruitment	43.75	963.00	1,050.00
61512 Interactive Web Map Hosting	800.00	4,400.00	4,800.00
61520 Fund Accounting Software (deleted)		0.00	0.00
Total 61500 Professional Services	\$ 29,113.81	\$ 39,969.00	\$ 43,600.00
61600 Utilities			
61601 Electric	1,056.06	1,009.00	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	5,886.17	6,005.00	6,550.00
Total 61600 Utilities	\$ 6,942.23	\$ 7,014.00	\$ 7,650.00
61700 Services & Charges			
61701 Janitorial Service		596.00	650.00
61702 Inspection Fees	4,795.00	6,417.00	7,000.00
61703 Clean Up Deposit Fees	250.00		
61704 Flood Control Labor & Service	1,600.00		
61705 Contract Mowing	480.00	963.00	1,050.00
61706 Landscaping	205.00	1,925.00	2,100.00
61708 Buoy Maintenance	396.00	7,333.00	8,000.00
61709 Lot Mowing Program Expense	1,230.00	1,834.00	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		275.00	300.00
Total 61700 Services & Charges	\$ 15,259.69	\$ 25,818.00	\$ 27,575.00
61800 Membership Fees / Dues			
61801 Capcog	100.00	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
Total 61800 Membership Fees / Dues	\$ 1,276.00	\$ 1,250.00	\$ 1,250.00
61900 Public Safety			
61901 Security Camera	1,495.00	3,209.00	3,500.00
61902 Granite Shoals VFD	87,550.00	90,175.00	90,175.00
61903 Marble Falls EMS	13,410.65	13,411.00	14,630.00
61904 Emergency Response Supplies		459.00	500.00
61905 Emergency Management Program		4,584.00	5,000.00
Total 61900 Public Safety	\$ 102,455.65	\$ 111,838.00	\$ 113,805.00
62900 Capital Improvement			
62902 3cGeo Mapping	6,800.00	6,417.00	7,000.00
62903 Flock Safety Camera		3,667.00	4,000.00
62904 Radar Sign	7,265.00	11,000.00	12,000.00
Total 62900 Capital Improvement	\$ 14,065.00	\$ 21,084.00	\$ 23,000.00
Total 60000 EXPENSES - GENERAL FUND	\$ 453,160.33	\$ 508,023.00	\$ 545,277.00
66000 Payroll Expenses	0.00		
Total Expenses	\$ 453,160.33	\$ 508,023.00	\$ 545,277.00

Net Operating Income	- \$	11,263.54	- \$	69,201.00	- \$	99,366.00
Other Income						
76000 Interfund Transfers						
76010 Transfers In						
76010.2 Transfer In - HHWS Fund				66,979.00		66,979.00
76010.3 Transfer In - HHSW Fund				35,000.00		35,000.00
Total 76010 Transfers In	\$	0.00	\$	101,979.00	\$	101,979.00
Total 76000 Interfund Transfers	\$	0.00	\$	101,979.00	\$	101,979.00
Total Other Income	\$	0.00	\$	101,979.00	\$	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	\$	101,979.00	\$	101,979.00
Net Income	- \$	11,263.54	\$	32,778.00	\$	2,613.00

Friday, Sep 12, 2025 08:28:26 AM GMT-7 - Accrual Basis

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

	<u>Total</u>				
	Oct 24 - Aug 25		YTD Budget		Annual Budget
Income					
9500 Solid Waste Revenue					
9600 Charges For Services					
9610 SW Residential Collection	110,737.82		120,359.00		131,300.00
Total 9600 Charges For Services	\$ 110,737.82	\$	120,359.00	\$	131,300.00
9650 Franchise Fees					
9651 Waste Services Franchise Fee	4,729.75		4,767.00		5,200.00
Total 9650 Franchise Fees	\$ 4,729.75	\$	4,767.00	\$	5,200.00
9800 Investment Income					
9801 Interest Income	84.29		46.00		50.00
Total 9800 Investment Income	\$ 84.29	\$	46.00	\$	50.00
Total 9500 Solid Waste Revenue	\$ 115,551.86	\$	125,172.00	\$	136,550.00
Total Income	\$ 115,551.86	\$	125,172.00	\$	136,550.00
Expenses					
63000 EXPENSES - SOLID WASTE FUND					
63500 Professional Services					
63513 Waste Contractor Costs	94,595.14		95,334.00		104,000.00
63514 Houshold Haz Waste Program			2,000.00		2,000.00
63515 Haz Waste Spill Response Fund			1,834.00		2,000.00
63517 Document Shredding			725.00		750.00
Total 63500 Professional Services	\$ 94,595.14	\$	99,893.00	\$	108,750.00
Total 63000 EXPENSES - SOLID WASTE FUND	\$ 94,595.14	\$	99,893.00	\$	108,750.00
Total Expenses	\$ 94,595.14	\$	99,893.00	\$	108,750.00
Net Operating Income	\$ 20,956.72	\$	25,279.00	\$	27,800.00
Other Expenses					
76001 Interfund Transfers					
76020 Transfers Out					
76020.1 Transfer Out to General Fund			35,000.00		35,000.00
Total 76020 Transfers Out	\$ 0.00	\$	35,000.00	\$	35,000.00
Total 76001 Interfund Transfers	\$ 0.00	\$	35,000.00	\$	35,000.00
Total Other Expenses	\$ 0.00	\$	35,000.00	\$	35,000.00
Net Other Income	\$ 0.00	-\$	35,000.00	-\$	35,000.00
Net Income	\$ 20,956.72	-\$	9,721.00	-\$	7,200.00

Water Fund

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

October 2024 - August 2025

		<u>Total</u>		
		Oct 24 - Aug 25	YTD Budget	Annual Budget
Income				
9000 HHWater System Revenue				
9200 Charges for Services				
9210 Water Sales	319,468.34	321,000.00	355,000.00	
9211 WS Residential Collection (deleted)		0.00	0.00	
Total 9210 Water Sales	\$ 319,468.34	\$ 321,000.00	\$ 355,000.00	
9220 Tap Fees		8,250.00	9,000.00	
Total 9200 Charges for Services	\$ 319,468.34	\$ 329,250.00	\$ 364,000.00	
9230 HHWS Miscellaneous Income				
9231 Miscellaneous Income	173.85	183.00	200.00	
Total 9230 HHWS Miscellaneous Income	\$ 173.85	\$ 183.00	\$ 200.00	
9250 Investment Income				
9251 Interest Income	1,705.89	2,750.00	3,000.00	
Total 9250 Investment Income	\$ 1,705.89	\$ 2,750.00	\$ 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	\$ 321,348.08	\$ 332,183.00	\$ 367,200.00	
Total Income	\$ 321,348.08	\$ 332,183.00	\$ 367,200.00	
Expenses				
62000 EXPENSES-WATER SYSTEM FUND				
62150 2016 Bond Series Expenses				
62151 2016 Series Bond Interest	6,251.67	6,270.00	6,270.00	
62152 2016 Bond Series Principal	105,000.00	105,000.00	105,000.00	
Total 62150 2016 Bond Series Expenses	\$ 111,251.67	\$ 111,270.00	\$ 111,270.00	
62200 Administrative / Office				
62201 Office Supplies	2,178.75	2,387.00	2,600.00	
62206 Software	199.90	2,299.00	2,500.00	
62207 Postage	2,881.80	3,850.00	4,200.00	
62208 Public Notice Publication	325.00	187.00	200.00	
62210 Travel Reimbursement		187.00	200.00	
62211 Schools & Training		462.00	500.00	
62212 Bank Fees	5.15	69.00	75.00	
62213 Food & Beverage		462.00	500.00	
Total 62200 Administrative / Office	\$ 5,590.60	\$ 9,903.00	\$ 10,775.00	
62350 Chemicals				
62351 Misc. Chemicals	2,003.31	3,487.00	3,800.00	
Total 62350 Chemicals	\$ 2,003.31	\$ 3,487.00	\$ 3,800.00	
62400 Maintenance & Repairs				
62402 Repairs & Service Work	5,052.50	22,924.00	25,000.00	
62403 Buildings / Infrastructure	2,099.00	4,587.00	5,000.00	
62405 Material-pipe,pumps,meters	14,707.16	14,674.00	16,000.00	
62407 Generator Maint and Repairs	5,073.10	7,612.00	8,300.00	

Total 62400 Maintenance & Repairs	\$	26,931.76	\$	49,797.00	\$	54,300.00
62500 Professional Services						
62502 Accounting/Audit Fees		3,826.54		7,337.00		8,000.00
62503 Attorneys Fees		210.00		1,012.00		1,100.00
62511 Engineering Fees				1,012.00		1,100.00
62512 Lab Fees		876.44		3,949.00		4,300.00
62513 Contract Operator		60,000.00		73,337.00		80,000.00
62520 Fund Accounting Software (deleted)				0.00		0.00
Total 62500 Professional Services	\$	64,912.98	\$	86,647.00	\$	94,500.00
62600 Utilities						
62601 Electric		6,288.80		7,150.00		7,800.00
62604 Telephone		419.40		924.00		1,000.00
62605 Answering Service (deleted)				0.00		0.00
Total 62600 Utilities	\$	6,708.20	\$	8,074.00	\$	8,800.00
62700 Services & Charges						
62705 Contract Mowing Expense		180.00		1,600.00		1,600.00
62712 Tap Installation				2,750.00		3,000.00
62713 Storage Facilities		4,570.00		5,300.00		5,300.00
62714 Johnston East Well Water Usage		21.69		500.00		500.00
62715 TCEQ		999.60		1,050.00		1,050.00
Total 62700 Services & Charges	\$	5,771.29	\$	11,200.00	\$	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	\$	301,323.51	\$	281,328.00	\$	295,845.00
6777 Disposal Fee-Waste Management		21.09				
Total Expenses	\$	301,344.60	\$	281,328.00	\$	295,845.00
Net Operating Income	\$	20,003.48	\$	50,855.00	\$	71,355.00
Other Expenses						
76001 Interfund Transfers						
76020 Transfers Out						
76020.1 Transfer Out to General Fund				66,979.00		66,979.00
Total 76020 Transfers Out	\$	0.00	\$	66,979.00	\$	66,979.00
Total 76001 Interfund Transfers	\$	0.00	\$	66,979.00	\$	66,979.00
Total Other Expenses	\$	0.00	\$	66,979.00	\$	66,979.00
Net Other Income	\$	0.00	-\$	66,979.00	-\$	66,979.00
Net Income	\$	20,003.48	-\$	16,124.00	\$	4,376.00

Combined Balance Sheet

As of August 31, 2025

	General Fund	Water Fund	Solid Waste	Total
ASSETS				
Current Assets				
Bank Accounts				
100 Gen Fund - First United	94,129.71	0.00	0.00	94,129.71
106 Gen Fund - TexPool -Investment	577,667.09	0.00	0.00	577,667.09
203 CNB Water Operating	0.00	203,345.94	0.00	203,345.94
205 CNB- HHWS (GO Bond Ser)	0.00	2,405.33	0.00	2,405.33
206 TexPool - HHWS Investment	0.00	37,427.00	0.00	37,427.00
300 CNB- HH Solid Waste	0.00	0.00	101,109.50	101,109.50
Total Bank Accounts	\$ 671,796.80	\$ 243,178.27	\$ 101,109.50	\$ 1,016,084.57
Accounts Receivable				
1200 Accounts Receivable	14,824.74	24,892.68	12,075.75	51,793.17
Total Accounts Receivable	\$ 14,824.74	\$ 24,892.68	\$ 12,075.75	\$ 51,793.17
Other Current Assets				
1230 Due from Other Funds	0.00	0.00	0.00	0.00
1300 Taxes Receivable	5,158.08	0.00	0.00	5,158.08
1350 Prepaid Expenses	0.00	0.00	0.00	0.00
1499 Undeposited Funds	0.00	0.00	0.00	0.00
12100 Inventory Asset	0.00	11,250.00	0.00	11,250.00
1499 Undeposited Funds	0.00	0.00	0.00	0.00
1996 Deferred Loss on Refunding	0.00	20,420.00	0.00	20,420.00
1997 AJE Holding Account	0.00	0.00	0.00	0.00
1997.1 AR	0.00	0.00	0.00	0.00
1997.2 AP	0.00	0.00	0.00	0.00
Total 1997 AJE Holding Account	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Other Current Assets	\$ 5,158.08	\$ 31,670.00	\$ 0.00	\$ 36,828.08
Total Current Assets	\$ 691,779.62	\$ 299,740.95	\$ 113,185.25	\$ 1,104,705.82
Fixed Assets				
15000 Fixed Assets				
15100 City Hall Building	0.00	0.00	0.00	0.00
15101 City Hall Land	0.00	0.00	0.00	0.00
15103 Street & Drainage Improvements	0.00	0.00	0.00	0.00
15105 Furniture & Equipment	0.00	0.00	0.00	0.00
15201 HHWS - Infrastructure	0.00	992,409.00	0.00	992,409.00
15202 HHWS - Building & Structures	0.00	45,234.00	0.00	45,234.00
15203 Equipment	0.00	62,768.00	0.00	62,768.00
15205 HHWS-Land	0.00	20,000.00	0.00	20,000.00
15209 Intangible Assets	0.00	170,115.00	0.00	170,115.00
15210 Construction in Process	0.00	438,231.50	0.00	438,231.50

1760 Capital Assets	0.00	0.00	0.00	0.00
Total 15000 Fixed Assets	\$ 0.00	\$ 1,728,757.50	\$ 0.00	\$ 1,728,757.50
16000 Accumulated Depreciation	0.00	-582,787.22	0.00	-582,787.22
16001 Accumulated Amortization	0.00	-136,537.42	0.00	-136,537.42
Total Fixed Assets	\$ 0.00	\$ 1,009,432.86	\$ 0.00	\$ 1,009,432.86
TOTAL ASSETS	\$ 691,779.62	\$ 1,309,173.81	\$ 113,185.25	\$ 2,114,138.68
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	860.67	0.00	0.00	860.67
Total Accounts Payable	\$ 860.67	\$ 0.00	\$ 0.00	\$ 860.67
Credit Cards				
25000 TIB- Credit Card	0.00	90.77	0.00	90.77
Total Credit Cards	\$ 0.00	\$ 90.77	\$ 0.00	\$ 90.77
Other Current Liabilities				
20000 Prior Year Accounts Payable	130.00	1,230.00	8,442.68	9,802.68
22000 Sales Tax Payable	0.00	0.00	6.68	6.68
21000 Const. Deposits/Permits				
21100 Clean-up Deposits	11,950.00	0.00	0.00	11,950.00
Total 21000 Const. Deposits/Permits	\$ 11,950.00	\$ 0.00	\$ 0.00	\$ 11,950.00
2110 Direct Deposit Liabilities	9,636.96	0.00	0.00	9,636.96
22000 Deferred Revenue	5,158.08	0.00	0.00	5,158.08
24000 Payroll Liabilities				
2100 Withheld taxes payable	3,306.86	0.00	0.00	3,306.86
24100 941 Taxes Payable	952.68	0.00	0.00	952.68
24200 TWC - SUI Payable	516.66	0.00	0.00	516.66
24300 FUTA Payable	0.00	0.00	0.00	0.00
2021 Due to Other Funds	0.00	0.00	0.00	0.00
2060 Retainage Payable	0.00	38,219.60	0.00	38,219.60
2140 Accrued Interest Payable	0.00	502.00	0.00	502.00
22200 Bonds Payable - Current	0.00	105,000.00	0.00	105,000.00
22202 Unearned Revenue	0.00	17,282.58	0.00	17,282.58
Total 24000 Payroll Liabilities	\$ 4,776.20	\$ 0.00	\$ 0.00	\$ 4,776.20
Total Other Current Liabilities	\$ 31,651.24	\$ 162,234.18	\$ 8,449.36	\$ 41,323.92
Total Current Liabilities	\$ 32,511.91	\$ 162,324.95	\$ 8,449.36	\$ 42,275.36
Long-Term Liabilities				
26000 Long Term Liabilities	0.00	0.00	0.00	0.00
26200 2016 HHWS Bond Payable	0.00	210,000.00	0.00	210,000.00
Total 26000 Long Term Liabilities	\$ 0.00	\$ 210,000.00	\$ 0.00	\$ 210,000.00
Total Long-Term Liabilities	\$ 0.00	\$ 210,000.00	\$ 0.00	\$ 210,000.00
Total Liabilities	\$ 32,511.91	\$ 372,324.95	\$ 8,449.36	\$ 42,275.36
Equity				
30000 Net Position	0.00	0.00	0.00	0.00

3900 Unrestricted Net Assets	0.00	0.00	0.00	0.00
3200 Invested in Capital Asset Net o	0.00	714,852.86	0.00	714,852.86
3810 Net Assets Restricted	0.00	0.00	0.00	0.00
3900 Unrestricted Net Assets	0.00	0.00	0.00	0.00
Total 30000 Net Position	\$ 0.00	\$ 714,852.86	\$ 0.00	\$ 714,852.86
39000 Retained Earnings	670,531.25	201,992.52	83,779.17	956,302.94
Net Income	-11,263.54	20,003.48	20,956.72	29,696.66
Total Equity	\$ 659,267.71	\$ 936,848.86	\$ 104,735.89	\$ 1,700,852.46
TOTAL LIABILITIES AND EQUITY	\$ 691,779.62	\$ 1,309,173.81	\$ 113,185.25	\$ 1,743,127.82

Friday, Sep 12, 2025 08:33:16 AM GMT-7 - Accrual Basis



COMPREHENSIVE PLAN TOWN HALL #2

INFRASTRUCTURE & SERVICES

QUESTIONS TO CONSIDER

- What has the city identified as Capital Projects for the Water System?
- How does the Groundwater District affect the Water System?
- How does the City currently maintain roads?
- What kind of roads would you like in the City?
- What is a Stormwater Management Program?



CURRENT COMPREHENSIVE PLAN

Highland Haven's 2014 comprehensive plan emphasized a quiet, semi-rural retirement/recreational community with controlled growth and limited development.

WATER INFRASTRUCTURE	ROAD INFRASTRUCTURE	STORMWATER INFRASTRUCTURE	CITY SERVICES
The City purchased the water system in 2009 and operates it as a City Utility. A real plus for a City our size is to control it's own water supply. The City should look to own the property two of it's wells sit on. Water rates should accommodate depreciation.	Plans centered upon the entrance of Highland Haven, widening CR 125, and building a bridge to replace the low water crossing. Need to add an additional entrance/exit to City. Wanted to add flashing light to entrance of community.	Projects to manage stormwater runoff and improve drainage within the City were undertaken from 2007-2011. A large project was heavily funded by FEMA in 2009-2010 to address issues from the 2007 flood.	The City contracts with the Granite Shoals Volunteer Fire Department and Marble Falls Area Emergency Services to provide Fire and EMS response to residents. The City does not have it's own Police service.

2025 SURVEY RESULTS

The 2025 survey shows continuity in priorities but highlights shifts and new challenges.

WATER INFRASTRUCTURE	ROAD INFRASTRUCTURE	STORMWATER INFRASTRUCTURE	CITY SERVICES
- Groundwater availability was the highest ranked (58%) answer to biggest challenges facing the City - Water supply and availability was the highest ranked (72%) answer to important infrastructure improvements - Groundwater management was the highest ranked (76%) answer to environmental issues facing the City - Concern for conserving water vs. new development in City	82% cited roads as very important or somewhat important - Several comments about roads noted in survey, though not specific - Comments about increased traffic causing issues with roads - Currently we rely on interlocal agreement with county for majority of roadwork and repairs - Comments noted issues with corners and road edging	41% cited stormwater management as an environmental issue facing the City - Some older homes constructed in lower lying areas are subject to flooding from stormwater runoff - No comments made about stormwater runoff - City faced stormwater runoff issues in May of 2025, after the survey was completed	- Fire hydrants mentioned as a need in the community - Traffic control and law enforcement presence were mentioned in multiple comments - Emergency evacuation routes mentioned in comments

QUESTIONS FOR FEEDBACK

Below are questions developed for each section designed to elicit more feedback from the community for these items in the Comprehensive Plan.

WATER INFRASTRUCTURE	ROAD INFRASTRUCTURE	STORMWATER INFRASTRUCTURE	CITY SERVICES
- What is the purpose of the Water Investment Bond? - How do we balance conservation with development? - How do we address concerns of water access (lake/well water)?	- What is the expectation of community road maintenance/replacement? - Would you be in favor of a city-wide program for controlling vegetative growth along streets? - Would residents be in favor of a bond for street improvements?	- How do we create a stormwater management program? - How can the city manage stormwater runoff? - How can the city control stormwater runoff in new development areas?	- What steps must the city take in order to provide fire hydrants to the community? - How can the city ease concerns about traffic control and enforcement?



City of Highland Haven
510 Highland Drive, Suite A
Highland Haven TX 78654-8269
Phone: 830-265-4366 Fax: 512-366-9721

AGENDA – TOWN HALL #1 FOR COMPREHENSIVE PLAN

DATE: October 23, 2025

TIME: 6:00 PM

PLACE: Highland Haven Community Center, 118 Blackbird, Highland Haven, TX 78654

1. Open meeting and Introduce Planning and Zoning Commission and City Administrator
2. Administrative Items
 - a. Food Schedule
 - b. Restrooms
3. Purpose of Meeting
 - a. Comprehensive Plan
 - i. What it is
 - ii. Why it's needed
 - iii. What's the Process
 - b. Where are we now
 - c. What comes next
4. Basic Ground Rules of Town Hall Meeting
 - a. Open Forum
 - b. No or Limited Debate (all constructive feedback welcome)
 - c. Meeting will last no longer than 1.5 hours
 - d. What to expect:
 - i. Focus on shared interests from Survey Results
 - ii. Every has the chance to comment
 - iii. Feedback/comments to help direction of Comprehensive Plan
 - e. What not to expect:
 - i. Answers to all questions
 - ii. Refined projects or plans
 - iii. Immediate budgetary accommodations
5. Food
6. Overview
 - a. 2004 and 2014 Comprehensive Plan
 - b. 2025 Community Survey
 - c. Identify New Items or Changes to Current Plan
7. Topic One: Water Infrastructure
 - a. Handout
 - b. What does our current Comprehensive Plan say
 - c. What do our survey results say
 - d. Identify new items or changes
 - e. Discussion/Questions
8. Topic Two: Road Infrastructure
 - a. Handout
 - b. What does our current Comprehensive Plan say
 - c. What do our survey results say
 - d. Identify new items or changes
 - e. Discussion/Questions
9. Topic Three: Stormwater Infrastructure
 - a. Handout
 - b. What does our current Comprehensive Plan say
 - c. What do our survey results say
 - d. Identify new items or changes
 - e. Discussion/Questions
10. Topic Four: City Services

- a. Handout
 - b. What does our current Comprehensive Plan say
 - c. What do our survey results say
 - d. Identify new items or changes
 - e. Discussion/Questions
11. Open Comments
12. Next meeting scheduled for Thursday November 20, 2025 at 6 p.m. at the Community Center
13. Close Meeting

Agenda posted on October 17, 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 CONVENIENTLY ACCESSIBLE TO THE PUBLIC AT ALL TIMES, AND THE CITY WEBSITE AT [WWW. HIGHLANDHAVENTX.COM](http://WWW.HIGHLANDHAVENTX.COM) ON THE 3rd DAY OF JULY, 2025, AND REMAINED SO POSTED FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.

Sarah Collard, City Secretary





City of Highland Haven

SEP 05 2025

Received

6800 Burleson Road, Building 310, Suite

Austin, Texas 78744-2306

Ph: 512-916-6000 Fax: 512-916-6001

www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

General Assembly Representation Summary for the City of Highland Haven

CAPCOG's General Assembly is the organization's governing body for the purposes of selecting the Executive Committee, amending the council's bylaws, adopting budgets, determining membership dues, and guiding the organization's mission. Each CAPCOG member is responsible for appointing its representatives to the General Assembly, and every year CAPCOG wants to ensure its members' representatives are current. According to the CAPCOG bylaws, full members — counties and municipalities — are entitled at least one representative on the General Assembly; however, they can have additional representatives based on population as shown below:

Counties	Municipalities	No. of Representatives
Under 20,000	Under 10,000	1
20,000-100,000	10,000-50,000	2
100,000+	50,000-100,000	3
-----	100,000+	4

Associate members — special government districts, school districts, nonprofits, utilities, chambers of commerce, and other governmental agencies — can appoint one representative to the General Assembly. At least two-thirds of the General Assembly's voting representatives must be elected officials.

Based on the U.S. Census' most recent population estimates and CAPCOG's bylaws, the **City of Highland Haven** qualifies for **1 representative(s)** on the General Assembly. Its current representatives are:

- **Mayor Olan Kelley**

Please provide any updates to **City of Highland Haven's** representative(s) by completing the attached form.

More information about CAPCOG's General Assembly representation is at

<https://www.capcog.org/about/general-assembly/>.

As a reminder, General Assembly Representatives are invited to the September 17th General Assembly Meeting at St. Edwards Ragsdale Center off Moody Drive in Austin. Representatives can RSVP at

<https://www.capcog.org/trainings/general-assembly-demographic-discussion/>.



APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIVE CAPITAL AREA COUNCIL OF GOVERNMENTS

City of Highland Haven

SEP 05 2025

Received

The governing bodies of CAPCOG's members designate General Assembly representatives.
 Counties: Official appointments are made at Commissioners Court.
 Cities, Towns, Villages: Official appointments are made at City Council meetings.
 Organizations: Official appointments are made by the Board or other governing body.

PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

_____ County Commissioners Court (e.g., Travis County Commissioners Court)

-OR-

_____ City Council (e.g., Austin City Council)

-OR-

_____ Other (Board or other governing body)

City, County, or Organization being represented

Name of Representative

Position

Address

City, Zip Code

Telephone Number

Fax Number

Email address (General Assembly Reps. will be subscribed to CAPCOG Connections, Training Alerts, & other e-newsletters.)

Check One:

_____ Reappointment

_____ Filling Vacancy

_____ Changing Representative

Name of Previous Representative

I confirm our governing body appointed the above individual to serve as a CAPCOG General Assembly Representative for the above entity on _____.

Date of Meeting

Signature of Chief Elected Official/Chair of Governing Board

Date

Email this form to sseale@capcog.org or fax it to 512-916-6001. For questions about completing this form, call Shaun Seale at 512-916-6018.

CITY OF HIGHLAND HAVEN, TEXAS**RESOLUTION #246 (Revision 16)****September 16, 2025**

Designation of the official newspaper in which the City of Highland Haven, Texas will publish public notices.

Whereas, the City of Highland Haven, Texas, will be required to publish public notices in an official newspaper; and

Whereas, the City is served by newspapers; and

Whereas, the Highlander publishes twice per week; and

Whereas, Local Government Code 52.004 requires that municipalities annually designate an official city newspaper.

BE IT THEREFORE RESOLVED that the Board of Aldermen of the City of Highland Haven hereby designates The Highlander as the official newspaper of the City of Highland Haven through the end of FY 2025 per Local Government Code 52.004.

PASSED AND APPROVED on the 16th day of *September 2025* during a scheduled meeting by the Board of Aldermen of The City of Highland Haven, Texas.

Olan Kelley, Mayor

ATTEST:

Sarah Collard, City Secretary





CITY OF HIGHLAND HAVEN

EST. 1995

Proposed Updates to City Website, Email, and Software Infrastructure

Prepared by: Andy Adams, City Administrator

Date: September 12, 2025 For: Board of Alderman Meeting – Tuesday, September 16, 2025

Executive Summary

To address rising costs and improve operational efficiency for our small team (3 full-time employees, 1 part-time employee plus the part-time Mayor), we recommend approving an upgrade to our Microsoft 365 licenses. This will enable the use of Microsoft Teams and SharePoint for collaboration and establish a shared file system—currently absent from our setup. Critically, this upgrade includes email hosting, allowing us to migrate our existing domain-based email addresses from our current website provider to Microsoft 365. This change will resolve the substantial email price increase (over \$1,700 annually) while saving money overall. The website upgrade is proceeding independently, but board approval is requested for the Microsoft and email components.

The total cost for upgrading 6 of our 16 existing Microsoft Apps for Business licenses to Microsoft 365 Business Standard is \$306 per year, well within our budget. Implementation can begin immediately upon approval, with a target completion by late September to avoid our Google email renewal on October 1, 2025 (no refunds available post-renewal).

This proposal outlines the current situation, proposed changes, benefits, costs, implementation steps, and timeline.

Current Situation

- **Website and Email Management:** Our website is hosted and supported by Town Web with an annual fee covering hosting, maintenance, and email services. We own our domain (www.highlandhaventx.com) enabling seamless email address transfers (e.g., info@highlandhaventx.com).
- **Email Challenges:** Email costs through the provider have increased significantly this year, exceeding \$1,700 annually. Our current emails are tied to Google Workspace, set to renew on October 1, 2025, without refund options after this point.
- **Software and Collaboration:** We hold 16 licenses for Microsoft Apps for Business, sufficient for basic productivity (e.g., Word, Excel). However, with growing staff needs, we lack:
 - Access to Microsoft Teams for real-time communication.
 - A shared file system (SharePoint); all files currently reside on individual computers, leading to inefficiencies in sharing and version control.
- **Team Size:** 3 full-time staff, 1 part-time staff + Mayor (part-time in office).

These gaps hinder collaboration and expose us to escalating costs.

Proposed Changes

1. **Microsoft 365 License Upgrade:**
 - Upgrade 6 of our 16 existing Microsoft Apps for Business licenses to Microsoft 365 Business Standard.

- Retain the remaining 10 licenses for basic use as needed.
- 2. **Email Migration:**
 - Transfer all existing email addresses from the current provider (via Google Workspace) to Microsoft 365's included Exchange Online hosting.
 - No changes to email addresses or domain—seamless for users.
- 3. **Collaboration Tools Implementation:**
 - Deploy SharePoint as a centralized, cloud-based shared file system for document storage, version tracking, and access control.
 - Enable Microsoft Teams for chat, video meetings, and file sharing among staff.
- 4. **Website Independence:**
 - The website upgrade (hosting/support refresh) will proceed separately, unaffected by this proposal.

This integrated approach leverages our existing Microsoft investment while addressing email costs.

Benefits

- **Cost Savings:** Eliminates the >\$1,700 annual email fee, with the upgrade costing only \$306/year—a net savings of over \$1,400 annually.
- **Efficiency Gains:**
 - SharePoint provides a secure, shared repository, reducing email-based file sharing and lost documents.
 - Teams enables quick internal communication, minimizing phone/email overload.
- **Scalability:** Supports our current team size and future growth without major overhauls.
- **Security and Reliability:** Microsoft 365 includes enterprise-grade features like data encryption, backups, and 99.9% uptime—superior to our current siloed setup.
- **Compliance:** Aligns with municipal best practices for data management and collaboration.

Overall, this positions our office for more effective operations with minimal disruption.

Costs

Item	Description	Annual Cost	Notes
License Upgrades	6 x Microsoft 365 Business Standard (up from Apps for Business)	\$306	Per-user pricing; includes email, Teams, SharePoint, and 1TB OneDrive storage per user. Within FY2025 budget (Line Item: Software Subscriptions).
Email Migration	Transfer to Microsoft Exchange Online	\$0 (included in licenses)	No additional fees; domain ownership ensures no downtime.
Total New Annual Cost		\$306	Net savings: >\$1,400 vs. current email provider.
One-Time Implementation	Staff training + setup (internal)	\$0	Handled by existing staff; optional external consultant if needed (~\$500, not budgeted).

No capital expenditures required.

Implementation Steps and Timeline

We can execute this post-approval with internal resources. Key steps are outlined below, targeting completion by September 30, 2025, to preempt the October 1 Google renewal.

Step	Description	Responsible Party	Timeline
1. Board Approval	Review and vote on proposal.	Board of Alderman	September 16 (meeting) – September 20
2. License Purchase/Upgrade	Log into Microsoft Admin Center; upgrade 6 licenses. Notify current provider of email cancellation.	IT/Admin Staff	September 21 – 23
3. Email Migration Setup	Update domain MX records to point to Microsoft Exchange; export/import emails/data from Google Workspace. Test addresses.	IT/Admin Staff (with Microsoft migration tools)	September 24 – 27 (minimal downtime: 1-2 hours)
4. SharePoint/Teams Configuration	Create shared libraries in SharePoint; set up Teams channels. Migrate key files from local computers.	All Staff (led by Admin)	September 28 – 30
5. Staff Training & Go-Live	Brief sessions on new tools; full rollout. Monitor for issues.	All Staff	September 30 – October 7 (ongoing support)
6. Evaluation	Review adoption and gather feedback after 30 days.	Mayor/Admin	November 2025

Risks and Mitigations:

- **Downtime:** Email migration uses Microsoft's guided tools for near-zero interruption; schedule off-hours.
- **Data Loss:** Back up all files/emails pre-migration.
- **Learning Curve:** Short training videos provided by Microsoft (free); peer support for our small team.
- **Deadline Pressure:** Approval by September 20 ensures buffer before October 1. If delayed, we may need to renew Google temporarily (non-refundable).

Recommendation

I recommend the Board of Alderman approve the upgrade of 6 Microsoft 365 licenses to Business Standard, including email migration to Microsoft Exchange Online and implementation of SharePoint/Teams. This low-cost change delivers immediate savings, enhances efficiency, and future-proofs our operations.

Approval can be granted via motion at the September 16 meeting. Please contact me with any questions. Thank you for your support.

Prepared by:

Andy Adams
City Administrator



City of Highland Haven

Request for Proposal

Enterprise Resource Planning Software

**General Ledger, Accounts Payable, Purchasing,
Payroll, Human Resources, Municipal Court,
Utility Billing, Service Orders, Cash Receipting,
Building Permits, and Code Enforcement**

Note: Responses to this RFP are due by October 31, 2025

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Section 1 – Project Overview

The City of Highland Haven is requesting proposals for replacement software for their current systems. The City desires to upgrade to a single web-based software system that provides fully integrated solutions for accounting, budgeting, payroll, municipal court, utility billing, service orders, cash receipting, building permits and code enforcement with the ability to import or export data directly to State/Federal reporting systems and to interface with any third-party systems as required.

The City of Highland Haven is in Burnet County, Texas on Lake LBJ. The city has a population of about 500 people, and is looking for modern, efficient, and cost-effective tools to better manage the daily tasks of the City. The City is seeking a web-based software solution to address our current requirements and that is scalable for future growth the City will experience.

GENERAL PROPOSAL REQUIREMENTS

- Vendors will submit their proposals on the forms provided by the request for proposal (RFP) and pricing should be detailed by module
- Pricing should include detail on all costs related to software, required internet bandwidth, conversion of existing data, installation, training, project management, any additional out-of-pocket expenses the City would incur through the implementation/training of the software and annual recurring costs.
- Although the City prefers a single Vendor for all solutions, Vendors who choose to submit a joint RFP by combining various software packages, must submit a single RFP detailing the responsible vendor for each module and detail levels of integration, mutual support and responsibilities for each Vendor involved.
- Vendors may be selected by the City to provide a demonstration of programs proposed during the post RFP evaluation process at no cost to the City.

The City will select the successful proposal based upon several evaluation metrics including features as outlined in the RFP, effective integration of modules, company experience/stability, data conversion, training/implementation plan, technical support and price. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the City of Highland Haven as determined by the City. The City reserves the right to reject any or all proposals.

The City of Highland Haven is seeking a web-based local government solution that will provide:

- True web-based software that does not require third-party software such as Windows Remote Desktop Services or Citrix.
- Provide secure connectivity to the software from any computer with internet access
- Fully integrated modules with standard interface with other third-party systems
- MS SQL Server database
- Native compatibility with MS Office tools
- Reliable and responsive support, company growth and stability, deployment of software to similar sized cities

Section 2– Project Scope and Current Systems

This RFP defines nine required modules and [Insert Number] required system integrations. The City will review required modules under general selection criteria of product, service, reputation and pricing. The City reserves the right to procure any of these modules as separate decisions.

Following are the modules required by the City:

<u>Modules</u>
1. General Ledger
2. Accounts Payable
3. Purchasing
4. Payroll
5. Human Resources
6. Municipal Court

Following are the modules requested by the City for more information, to determine their effectiveness at handling current city tasks:

<u>Modules</u>
1. Utility Billing
2. Service Orders
3. Cash Receipting
4. Building Permits
5. Code Enforcement

City's Current Software Systems

The City currently operates Quickbooks Online for items 1-3, Gusto for item 4, has no software solution for items 5-6 in the required sections.

The City currently operates RSV Mosaics for items 1-3 and IWorQ for items 4-5.

Section 3– Project Timeline

Tentative Timeline

The City intends to complete the selection process using the following schedule. However, the City reserves the right to adjust or reschedule milestones as necessary.

Release Request for Proposal	October 1, 2025
Vendor Questions Due	October 17, 2025
Answers to RFP Questions E-mailed	October 24, 2025
Vendor Proposal Responses Due	October 31, 2025
Vendor Response/Reference Checks Complete	November 21, 2025
Final Selection	November 24-26, 2025
Contract Awarded / Board Approval	December 2, 2025

Section 4 – Vendor Instructions

Proposal Responses. The City must receive responses to this RFP no later than October 31, 2025. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. Vendors must submit one electronic version of the Requirements section in MS Word or PDF format to the following address:

City of Highland Haven
 Andy Adams
 510-A Highland Dr.
 Highland Haven, TX 78654
 (830) 613-5372
 cityadministrator@highlandhaventx.com

Proposal Response Format. The RFP response should adhere to the following format:

Section	Title	Contents
1	Executive Summary	Overview description of proposed solutions, vendor experience, and contact information (one page).
2	Requirements	Completed Requirements documents (Section 5) in MS Word or PDF format. The vendors should provide a ranking of 4, 3, 2, 1, 0 or F (Future) as described in Section 5. Vendors must also provide a short description of how each functional requirement can be supported with the software.
3	Pricing	Estimates that include pricing for software, maintenance, and implementation services, which includes installation, configuration, training, and data conversion (list amount of data to be converted for each system). All pricing must be included.
4	Implementation Methodology	A summary of implementation methodology that includes a boilerplate implementation plan. Include a proposed plan for implementation of modules in a phased approach.
5	Support Strategy	Description of strategy to support ongoing use of the software after initial implementation.
6	Other Information	General Information and Overview. Client Reference List (minimum 3 clients). Copy of Vendor Contract to be used for software subscription and services.

Vendors that deviate from this format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP. Costs for developing proposals in response to the RFP are the obligation of the vendor. All proposals will remain and accompanying documentation will become the property of the City of Highland Haven and will not be returned.

Pre-Submittal Questions. There will be no pre-bidders conference. Questions regarding the RFP may be submitted to the City of Highland Haven by October 17, 2025, or via email at cityadministrator@highlandhaventx.com.

RFP Amendments. The City reserves the right to request clarification on any proposal or to ask respondents to supply additional material deemed necessary to assist in the evaluation of the proposals. The City reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. The City of Highland Haven also reserves the right to cancel or reissue the RFP.

Rejection of Proposals. The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City of Highland Haven.

Proposal Validity Period. Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City of Highland Haven and the successful vendor.

Non-Obligation. Receipt of proposals in response to this RFP does not obligate the City of Highland Haven in any way. The right to accept or reject any proposal shall be exercised solely by the City of Highland Haven. The City of Highland Haven shall retain the right to abandon the proposal process at any time prior to the execution of a contract with a vendor, and the City of Highland Haven shall bear no financial or other responsibility in the event of such abandonment.

Section 5– Vendor and System Requirements

This section includes the vendor, technical and functional requirements to be evaluated in this RFP. This is not a comprehensive list of all the City's requirements, but includes the key requirements that will be used to evaluate the RFPs and will be included as part of the signed contracts. Responses to each line item should be concise and straightforward.

The City expects vendors to respond in a factual manner, clearly identifying software that is fully released, in testing, or slated for future release for each functional requirement. Vendors must provide a rating for every item. If the requirement does not pertain to the proposal being submitted, enter "N/A". If a submitted RFP includes blank responses, then the document may be considered in violation and rejected. Use the following rating system to complete the RFP and evaluate the requirements and include a brief description of how the software supports the stated requirement.

Rating	Definition
4	Standard and available in the current release. Software fully supports this requirement. No customization or modification is required.
3	Meets requirement with minor configuration or modification. Vendor configuration is required, vendor maintains the application on upgrade paths. Testing and production of modifications will be completed by implementation date. Show any costs for the modification.
2	Available with third-party software application. Indicate name of the application recommended and number of installations jointly completed.
1	Does not meet requirement and requires substantial system modification. Indicate timing required and estimated cost of modification.
0	Not available. Software will not meet requirement.
F	Future Release. Requirement will be available in future release. Indicate anticipated release month and year.

REQUIREMENTS OF ALL MODULES

Description	Rating	How is requirement accomplished?
General System Requirements		
1. Complete online help		
2. Multiple-users can work in the same module simultaneously, as well as generate reports against the same data at the same time		
3. Drill down from queries or screens from summary to transactional detail		
4. Capable of receiving credit card payments and meets PCI (Payment Card Industry) requirements		
5. Support services to City personnel from 8:00AM – 5:00PM CST weekdays except for holidays		

Data Structure		
1. Interface with similar data in other modules (see table on page 5)		
2. Import and export data in formats compatible with Microsoft Office and Adobe Products		
3. Preference for MS SQL Server 2014 or higher; no proprietary databases		
4. User defined fields that can be accessed through queries and reports		
5. Encrypt database both in transit and at rest		
Accounting Principles		
1. Multiple year history to be maintained separately, by year (changes to current year G/L account structure do not impact historical amounts)		
2. Real time batch processing in all modules		
Auditing Capabilities		
1. View history of who has accessed, created or modified data in each module		
Access Controls		
1. Provide secure internet access to software using Microsoft supported versions of Edge and Google Chrome		
2. Role based security where users can be assigned to multiple roles. Modify or restrict access controls		
Query Capabilities		
1. Conduct searches, review transactions and generate reports at all levels of the account structure by fiscal year, month, calendar years, or selected date		
2. Perform keyword, wild card, and multiple field queries		
3. Save queries and make saved query available to other users		
Reports		
1. Report writer that produces both PDF and Excel formats		
2. Generate and save custom reports from queries or system-generated data		
3. Customizable templates for common reports		
4. Report criteria selection via drop downs, queries, or pick lists		
5. View reports online		
6. Export data grids and reports in an Excel format		
7. Directly e-mail a report		
8. Historical reporting of prior financial data		
Printing		
1. Preview reports to screen as PDFs		

2. Print directly from software to any printer with a currently supported Windows driver		
3. Printing to non-proprietary forms and labels		

REQUIRED MODULES

1. General Ledger

Description	Rating	How is requirement accomplished?
Structure and Accounting Principles		
1. The chart of accounts should allow the user control over structure		
2. The system should be consistent with General Accounting Standards Board (GASB) standards		
3. Ability to drill down to transactions specific to that account		
4. Ability to easily view and reconcile bank statements for multiple bank accounts		
5. Allow multiple periods, including an adjustment period, to remain open at once		
6. Ability to lock previous year after year end closure to avoid inadvertent changes		
7. Ability to lock the previous month after month end closure to avoid inadvertent changes		
8. View history of who has accessed, created, or modified information		
9. Automatic journal entry reversals		
10. Allow for templated recurring journal entries		
11. Allows the user to define project numbers and designate part of the account number structure for reporting		
12. Allows for native attachment of images as documentation for journal entries		
Budgeting		
1. Support multiple active budget versions (i.e. original, amended, adopted, etc.)		
2. Ability to increase/decrease budget amounts by account under a variety of methods such as percentages and/or fixed amounts		
3. Ability to create departmental budgets with the click of a button and lock each budget upon completion separately		
4. Multiple departments can update their budget information simultaneously		
5. Ability to attach any file type to specific budget line item, including images, PDFs, Excel or Word documents		
6. Online view of reports		

2. Accounts Payable

Description	Rating	How is requirement accomplished?
1. Track aging of items and other exceptions		
2. Allow for simplified addition of new vendors directly from transaction input process		
3. Ability to create vendor-specific templates including multiple account distribution and amount options		
4. Vendor discount management		
5. Access vendor history by vendor name, invoice date, check date and account		
6. Block duplicate invoice processing		
7. Check printing		
8. Allow for secure digital signatures with defined number of required signatures, approved position with approval, associated users in those positions and passwords/digital signatures by user		
9. Supports 1099 reporting requirements. 1099 management to the invoice line-item level; not just the vendor or the invoice		
10. Integrates with other systems such as Municipal Court, Building Permits and Utility Billing to process refund checks		
11. Payment approval list generated for Board of Alderman approval		
12. Electronic payment to vendors (ACH, wire, debit)		
13. Bank reconciliation for multiple accounts		
14. Allows for native attachment of images such as purchase orders, invoices, etc.		
15. Automatically saves image of check to invoice when paid		

3. Purchasing

Description	Rating	How is requirement accomplished?
1. Ability to define approval levels, user account levels, user access, notification and routing of Requisitions requiring approvals.		
2. Requisition input should be processed in a batch format creating a system level audit trail of input, edit, approval, and update of data. Batches can be department specific for approval and processing purposes.		
3. Approving the requisition and creating the purchase order will establish an encumbrance in the general ledger.		

4. When the Invoice is matched to the Purchase Order and received, this will create an open item in Accounts Payable and clear the related encumbrance in the General Ledger.		
5. Requisition approvals can be routed with text/email notifications or both.		
6. Provide dashboard for Requisition Approvals by user		
7. Provide budget validation for all Requisitions with account restrictions by user.		
8. Ability to natively attach documents and images to the Requisition or the Purchase Order.		
9. Shares Vendor File with Accounts Payable.		
10. Allow multiple Requisition/Purchase Order formats that can be printed and attached using Microsoft Word templates.		
11. Requisitions can be reviewed using a smart device/tablet in the field, thereby eliminating the requirement to return to the office. The approver can review/approve or reject from the smart device.		

4. Payroll

Description	Rating	How is requirement accomplished?
1. Decentralized web-based time entry that compiles input into payroll module with approval levels		
2. Ability to integrate an electronic timekeeping system		
3. Direct deposit to multiple bank accounts		
4. Generate an electronic ACH file for employees. Allow electronic submission of related payroll benefits and deductions		
5. Calculate multiple rules-based leave accruals based on length of service, employee group or position		
6. Check printing		
7. Process pay by hourly, salary and other users defined as special pay types		
8. Calculate overtime rates using built-in rates		
9. Allocate costs through multiple account codes by either a fixed amount or percentage		
10. Unlimited user defined payroll deduction fields		

11. Fully integrated with General Ledger and Accounts Payable		
12. Allows for native attachment of images to employee record and timesheets (doctor's notes, leave requests, etc.)		
13. Support multiple payrolls run dates (weekly, bi- weekly, monthly)		
14. Support multiple versions of user defined salary and rate tables		
15. Support mid-period hiring/termination payroll, automatic calculation of final pay amounts related to accruals and benefits		
16. Reporting requirements for federal tax, deferred compensation and retirement versus social security		
17. Automatic generation of W-2's		
18. Automatic calculation of retroactive pay for delayed merit pay adjustments relative to employee anniversary dates		
19. Automatically increases accruals based on anniversary date		
20. Automatic reporting of comp time, sick leave and vacation hours with reporting on employee pay stub, employee portal and time entry pages		
21. Web-based employee portal for paycheck history, W-2's, changes to demographic information, identify leave accrued, ability to enter time by pay code		

5. Human Resources

Description	Rating	How is requirement accomplished?
1. Provide a dashboard that displays certificate expirations, license renewals, pending/past due reviews and other relevant data		
2. List employee demographics such as address, contact information, birthdate, ethnicity, licenses.		
3. Capture dependents, emergency contacts, education, work experience and examinations with results.		
4. User-defined setup of tracking elements for employee information.		
5. Certification tracking to include type, hours, completion date, expiration date, provider and ability to attach supporting documents.		

6. User-defined review process according to personnel policies to include steps, responsible parties, attachments, and notes		
7. Define disciplinary incident types, actions to take, start/end dates for probation periods, responsible party, schedule next review, and ability to attach documents/images.		
8. Define training courses, types, hours attended, scheduled/completed dates, and ability to attach documents/images.		
9. Ability to track assets issued to employees with user-defined categories. Track issue date, date returned, notes and ability to attach documents/images.		
10. Folder to capture employee forms such as resume, application, W-4, insurance application and other employee specific documents.		
11. Allow document generation using Microsoft Word templates.		

6. *Municipal Court*

Description	Rating	How is requirement accomplished?
1. Provide a dashboard that displays reporting dates, past due case statuses and other important alerts.		
2. Create groups directly from the dashboard that allow documents and labels to be printed for notifications.		
3. Ability to import citations from the cloud without using a third-party and print labels, complaints or any other document for the citations imported.		
4. Payments integrated with Cash Receipting.		
5. Online Payments integrated to Cash Receipting and post directly to Violation as Pending Payment until payment batch is posted.		
6. Allow document generation from a Violation for user-defined documents and automatically attach to the Violation using Microsoft Word templates.		
7. Generate a customizable docket list for all types of court dates including show cause and juvenile dockets.		

8. Provide a management console that allows all actions on an open case to be completed in a central location, including but not limited to the following: A. Create 10 Day Notice document automatically - B. Issue FTA's/VPTA's - C. Create warrants and add the warrant fee automatically - D. Create the OmniBase file after the fee has been added automatically - E. Display specific reasons a case is not being sent to OmniBase - F. Create the Collections file once the fee has been added automatically.		
9. Provide easy-to-manage payment plans. Add the time payment fee and print the document automatically when the plan is created.		
10. Ability to create the State Quarterly Report with the click of a button directly onto the form.		
11. Allow document generation from a Violation for standard TMCEC documents and attach to the Violation automatically using Microsoft Word templates.		
12. Ability to create the OCA XML file with the click of a button, provide a paper copy of the OCA report and the corresponding detail all with the click of a button.		
13. Create an OmniBase clearance file with the click of a button.		
14. Take payment directly from Violation that integrates to batch in Cash Receipting.		
15. Allow multiple violations for different violators to be paid on the same receipt.		
16. Allow multiple user-defined actions to be triggered at the same time, i.e. change a status, add a fee, print a document, assign an attorney, change dockets, etc.		
17. Allow an unlimited number of user-defined fields to be tracked on each case.		
18. Provide a display for warrants that the police department can view but not change.		
19. Allow for secure signatures and digital signatures so that the judge and the violator can sign the same document electronically.		

REQUESTED MODULES

7. Utility Billing

Description	Rating	How is requirement accomplished?
1. Provide ability to enter meter readings as well as service order information in the field using a smart device / tablet which will completely prevent duplicate data entry in the office		
2. Allow generation of route schedules for meter readers to view, process and complete meter readings in the field using a smart device/tablet		
3. Provide for acceptance of online payments as well as credit card payments at multiple workstations. Online payments are integrated to Cash Receipting and automatically create Online Payment batch. Online payments post directly to utility account as pending payment until Online Payment batch is posted		
4. Full integration with Service Orders, General Ledger, Cash Receipting and Accounts Payable modules		
5. Integration with Cash Receipting to allow payments, pending and posted, to be reflected in real-time		
6. Share common Property and Contact master files with Building Permits and Code Enforcement		
7. Maintain meter master file for meters installed, as well as in inventory. Track meter specific information and provide relevant reporting.		
8. Calculate usage from meter readings providing exceptions with user-defined tolerance limits		
9. Provide ability to produce multiple customer notices with a single cycle including bills, delinquent and disconnect notices		
10. Estimate usage for missing readings, new connections, final bills and unreadable cycles		
11. Provide a user-defined multi-tiered billing rate structure for water usage		
12. Ability to calculate multiple late fees and penalties based on user defined rates		
13. Ability to ensure that deposit is not refunded until there is no longer a balance on the account		
14. Allow document generation from a utility account and attached to that account automatically using Microsoft Word templates		
15. Provide ability to integrate with Automated Meter Reading (AMR)		

16. Provide ability to integrate with Advanced Metering Infrastructure. (AMI)		
17. Has ability to notify customers via text or email notification when account is billed and ready for payment, an account is subject to penalty, and/or an account is subject to cutoffs		

8. Service Orders

Description	Rating	How is requirement accomplished?
1. Service Orders are fully-integrated with Utility Billing for activities such as Re-Reads, Meter Changes, New Connections, Disconnects, Final Reads, Transfers, etc.		
2. Allow Service Orders to be completed using a smart device/tablet in the field thereby eliminating duplicate data entry in the office		
3. Service Orders can be created from the utility account, during meter reading input in the field and from the Service Order console in Utility Billing		
4. Once the Service order is completed, the results will automatically update the utility account when approved		
5. Transfer Service Orders will automatically transfer payment history, deposit, contact information and prorated charges from the old service address to the new service address		

9. Cash Receipting

Description	Rating	How is requirement accomplished?
1. Provide separate batches and reporting for each defined cashier. Allow multiple separate batches to be consolidated for posting to the General Ledger		
1. Provide payment for a single item or multiple items on the same receipt		
2. Provide the ability to track payment method		
3. Provide a daily deposit with breakdown by cash, check, money order and credit card		
4. Provide web-based interface to process credit card transactions both in-house and online		
5. Generate a customer receipt for each transaction. Provide batch register listing all transactions for balancing		

6. Allow multiple users to operate in Cash Receipting at the same time		
7. Complete integration with General Ledger, Utility Billing, Permits and Online Payments		
8. Ability to view Transaction History reports online		
9. Provide audit trail and reporting for voided payments		

10. Permits

Description	Rating	How is requirement accomplished?
1. User-defined permit types and related inspections		
2. User-defined fee types and related calculations. Ability to create fee calculation input types		
3. Share common Property and Contact master files with Utility Billing and Code Enforcement		
4. Payments integrated with Cash Receipting		
5. Online Payments integrated to Cash Receipting and post directly to Permit as Pending Payment until payment batch is posted		
6. Ability to receive and track multiple deposits on each permit		
7. Ability to apply, transfer and refund deposits		
8. Allow all permits, past and present, to be viewed by property and by contractor		
9. Ability to track insurance and licenses for each contractor, as well as related expiration dates		
10. Ability to natively attach documents and images to the Permit and Contractor		
11. Allow user defined data to be maintained by permit, property, and/or contact		
12. Provide for creating projects on which multiple permits will be issued, such as the building of a single or multiple family residence		
13. Allow document generation from a permit and attached to that permit automatically, i.e. Application, Issued Permit, Notice, etc. using Microsoft Word templates		
14. Allow inspections to be completed using a smart device/tablet in the field thereby eliminating duplicate data entry in the office		

11. Code Enforcement

Section 6 - Evaluation of Proposals

The City's project team will evaluate the RFPs. The evaluators will consider how well the proposed solution meets the City's requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the evaluators can adequately understand all aspects of the proposal.

Evaluation Factors. Selection of finalists will be evaluated based on the following criteria:

- Quality, clarity and completeness of the proposal
- Adherence to requirements for RFP preparation. Vendor viability and strength
- Ability to meet City's functional and technical requirements
- Software scalability, flexibility and ease of use
- Compatibility and integration with existing software
- Vendor's experience on similar projects
- Total cost of ownership

The evaluation factors identified above reflect a wide range of considerations. While cost is important, other factors are also significant. The City may select other than the lowest cost solution. The objective is to choose a vendor capable of providing a reliable and integrated solution within a reasonable budget. All proposals will be evaluated using the same criteria.

Criteria	Weight Given
1. Responsiveness of the written proposal to the purpose and scope of service	5%
2. Software Quality and Features: Ability of the vendor to meet the Section 5 – Vendor and System Requirements	25%
3. Vendor's Experience and Technical Support: Experience in successful software conversion, implementation and maintenance, as well as dedicated resources and technical support during and after implementation	30%
4. Amount of proposed cost of system, implementation, conversion, training and annual subscription	40%

Site Visits. The City may choose to conduct site visit(s) to the software vendor's headquarters and/or vendor's clients as part of the evaluation process. The site visits may be used to determine the successful vendor and will be conducted following scheduled software demonstrations of the Short-Listed vendors. Evaluation of the vendor client sites will be based on the following:

- Assessment of the vendor's service during system implementation.
- Assessment of the quality of vendor's ongoing support.
- Overall user satisfaction with the system.

Contract Award and Execution. The City reserves the right to make an award without further discussion of the proposal submitted. The City shall not be bound or in any way obligated until both parties have executed a vendor contract. The City also reserves the right to delay contract award and/or not to make a contract award.

Turn-Key Project. The City is seeking a turn-key implementation of the software contemplated by this RFP. The Vendor shall provide all labor, materials, supplies and services necessary for the complete performance of any agreement resulting from this RFP. Vendor must include in its price all design, engineering, system and application database development, integration, delivery, installation, testing, training and warranty costs associated with all elements of the proposed system.

Section 7– TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

Proposals – Public Information. The City will attempt to protect legitimate trade secrets of the Vendor. Any proprietary information contained in the Vendor's proposal must be clearly designated and shall be labeled with the words "Proprietary Information". Marking the entire proposal or any one or more of the major sections as proprietary will neither be accepted nor honored.

The Vendor should be aware that the City is required by law to make certain records available for public inspection with certain exceptions. The Vendor, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation or liability to the Vendor in the event that the City must disclose these materials.

Copyright and Confidentiality. Selected vendor shall maintain strict privacy of all City records, data and files (regardless of media), including any copyrighted material received from the City.

Prime Vendor. While it is the City's preference to select a single vendor to provide the software and services described in this RFP, it is recognized that multiple Vendors may wish to combine their resources in responding to this Request for Proposal. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all required information, and indicates which Vendor shall be responsible for each of the components that make up the complete system. In addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the prime vendor.

Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Litigation/Jurisdiction/Venue. Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the State of Texas.

Payment. The City will pay invoices submitted by the selected vendor as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by the City's Project Manager, the payment will be processed and submitted to the vendor. Payment terms must adhere to the State of Texas codes and regulations.

Satisfaction of the City Attorney. The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of the City Attorney and the City Manager.

Choice of Laws. The contract/agreement shall be subject to and interpreted pursuant to the laws of the State of Texas.

Warranties. All warranties must be clear, concise and in writing. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor. In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Section 8– APPENDICES: VENDOR BID RESPONSE FORMS

APPENDIX A: GENERAL INFORMATION AND OVERVIEW

APPENDIX B: VENDOR BID

Appendix C: User Reference list