



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

AGENDA – REGULAR BOARD OF ALDERMEN MEETING

DATE: Tuesday, March 3, 2026

TIME: 7:00 p.m.

PLACE: **Roscoe Holt Highland Haven City Hall, 510-A Highland Dr., Highland Haven**

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

Mayor Pro Tem Terry Nuss	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Aldersperson Don Hagans	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Aldersperson Bruce Robertson	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Aldersperson Lynn Smith	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Aldersperson Terry Smith	<input type="checkbox"/> Present	<input type="checkbox"/> 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 Regular BOA – February 17, 2026

7. **Discussion and/or Possible Action:** Certification of Unopposed Candidates

8. **Discussion and/or Possible Action:** Cancellation of Election for May 2, 2026

9. **Discussion and/or Possible Action:** Ordinance #119 Revision #1: ETJ Ordinance; set public hearing date

10. **Discussion and/or Possible Action:** 25' Setback from Shoreline – Ordinance Language Clarification

DISCUSSION / INFORMATION ITEMS

11. Discussion – Texas Cooperative Liquid Assets Securities System (Texas CLASS), Travis E. Zander, CPA

12. Discussion – City Budget for FY27

- a. Calendar
- b. Format

13. Discussion – Water Infrastructure Bond

14. Update on Annexation of Lots 176 & 177

- a. Public Hearing and Notices – Planning & Zoning Commission on March 12, 2026
- b. Public Hearing and Notices – Board of Aldermen on April 7, 2026

- 15. **City Attorney Update**
- 16. **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 February 12, 2026, at 6:00 pm.
- 17. **Legislative Updates**
 - a. Legislative Priorities
 - b. Legislative Advocacy
- 18. **Drainage Issues**
- 19. **Review Water System**
 - a. **Maintenance and Operations Issues**
 - i. Redbird Issue
 - ii. Shady Acres Issue
 - b. Central Texas Groundwater Conservation District
 - i. Rules Update
 - 1. Building/Staffing/Education Center
 - 2. Management Zones
 - ii. Pumping Permit
 - iii. Drought Status – Stage 2
 - iv. 10% Water Reduction Goal
- 20. **Review Solid Waste Services**
- 21. Mayor's Report
- 22. Aldermen Comments
- 23. City Staff Comments
 - a. City Administrator
 - b. City Secretary

Next Regular meeting – Tuesday, March 17, 2026, at 7:00 p.m., Highland Haven Community Center
Adjournment.

Posted: February 24, 2026

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 FEBRUARY 24, 2026, 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 – REGULAR BOARD OF ALDERMEN MEETING

DATE: Tuesday, February 17, 2026
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	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Aldersperson Don Hagans	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Aldersperson Bruce Robertson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Aldersperson Lynn Smith	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Aldersperson Terry Smith	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

2. Pledge of Allegiance – **Led by Mayor Kelley**

3. Recognize Visitors - **Nancy Crumley, Judy Kelley, Jonnie Farris, Rick Hieb, Jackie Garrow, and Tom Weaver.**

4. Announcements, Proclamations, or Presentations: **None.**

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 on the regular agenda.

- a. Meeting Minutes for Regular BOA – February 3, 2026
- b. Sales Tax Report – January 2026
- c. Water Usage Report – January 2026
- d. Financial Report – January 2026

Lynn Smith made a motion to accept the Consent Items, seconded by Bruce Robertson.

Vote: 3-0

7. **Discussion and/or Possible Action:** Resolution #377 accepting the petition for annexation of property located in Burnet County, Texas, setting an annexation schedule, and providing for open meetings and other related matters.

Don Hagans made a motion to approve Resolution #377, the petition for annexation of property located in Burnet County, Texas, setting an annexation schedule and providing for open meetings and other related matters. Lynn Smith seconded the motion.

Vote: 3-0

8. **Discussion and/or Possible Action:** Resolution #378 authorizing participation in the TexPool Investment Pool, designating authorized representatives, and establishing internal controls for transfers.

Bruce Robertson made a motion to approve Resolution #378, authorizing participation in the TexPool Investment Pool, designating authorized representatives, and establishing internal controls for transfers. The motion was seconded by Don Hagans.

Vote: 3-0

9. **Discussion and/or Possible Action:** Resolution #379 authorizing online banking services for First United Bank for City Administrator.

Don Hagans made a motion to approve Resolution #379 authorizing online banking services for First United Bank for the City Administrator. The motion was seconded by Bruce Roberston.

The motion was amended by Bruce Roberston to request review of the agreement by Highland Haven's city attorney. The amendment to the motion was seconded by Don Hagans.

Vote on amendment: 3-0

Vote on original motion: 3-0

DISCUSSION / INFORMATION ITEMS

10. Discussion – City Election May 2, 2026
- a. Candidate Packets due by 5:00 PM on Friday, February 13, 2026.
 - b. Positions open: One (1) Mayor and two (2) alderpersons
11. Discussion – Water Infrastructure Bond
12. Discussion – Code Enforcement Update
13. Discussion – Additional Attorney Firm(s)
14. Discussion – Explore partnership between City and HHPOA (Highland Haven Property Owners Association)
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 March 12, 2026, at 6:00 pm.
16. Legislative Updates
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 2
 - iii. 10% Water Reduction Goal
19. Review Solid Waste Services
20. Mayor's Report
21. Aldermen Comments

Lynn Smith reiterated the free training available for flash flood response. The City will re-post on its website.

22. City Staff Comments

- a. City Administrator – **Andy Adams discussed the 25’ setback from the shoreline and the way the City has interpreted it in the past. Because the ordinance language is not clear, he asked the Board of Aldermen if they would like to discuss the matter further. It will be placed on the March 3, 2026 Board agenda for further discussion.**
- b. City Secretary – **Sarah Collard reiterated the location of the next Board of Aldermen meeting on March 3, 2026 will be AT CITY HALL.**

Next Regular meeting – Tuesday, March 3, at 7:00 p.m., Roscoe Holt Highland Haven City Hall

Motion to adjourn was made by Don Hagans, seconded by Bruce Robertson.

Vote: 3-0

Adjournment.

The meeting adjourned at 8:30 PM.

Olan Kelley, Mayor

Sarah Collard, City Secretary





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

To: Mayor Olan Kelley
A/: El Mayor Olan Kelley

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 2, 2026.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el dos de mayo 2026

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

Office(s) Cargo(s)	Candidate(s) Candidato(s)
Mayor	Olan Kelley
Alderman	Don Hagans
Alderman	Terry Nuss

Signature (Firma)

Sarah Collard

Printed name (Nombre en letra de molde)

City Secretary

Title (Puesto)

Date of signing (Fecha de firma)



**ORDER OF CANCELLATION
DE ORDEN DE CANCELACIÓN**

The **City of Highland Haven** hereby cancels the election scheduled to be held on **May 2, 2026** in accordance with Section 2.053(a) of the Texas Election Code.

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

El Ciudad de Highland Haven _____ por la presente cancela la elección que, de lo contrario, se hubiera celebrado el 2 de mayo de 2026 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:

Candidate (Candidato)	Office Sought (Cargo al que presenta candidatura)
Incumbent, Don Hagans	ALDERPERSON
Incumbent, Terry Nuss	ALDERPERSON
Incumbent, Olan Kelley	MAYOR

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

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

Mayor (Alcalde)

City Secretary (Secretaria de la Ciudad)

Date of signing (Fecha de firma)



ORDINANCE NO. 119 - Revision #1

AN ORDINANCE OF THE CITY OF HIGHLAND HAVEN, PROVIDING NOTICE OF THE EXTRATERRITORIAL JURISDICTION OF THE ADJACENT AND CONTIGUOUS TERRITORY TO THE CITY WHICH IS PART OF THE CITY; MAKING FINDINGS OF FACT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Highland Haven, Texas (herein the “City”) pursuant to Ordinance No. 119 established the extraterritorial jurisdiction of the City (“ETJ”);

WHEREAS, Texas Local Government Code Chapter 41 specifies how Texas municipalities must update, maintain, and make available information regarding the City’s ETJ;

WHEREAS, the property owners of the J.A. Nobles Subdivision have submitted a petition to the Board of Aldermen of the City of Highland Haven requesting removal from the City’s ETJ;

WHEREAS, the City Secretary has reviewed the petition and found it to be valid;

WHEREAS, the Board of Aldermen of the City, in accordance with Texas Local Government Code Chapter 42.105, have voted affirmatively in a regularly scheduled meeting on June 3, 2025 to release all of the parcels in the J.A. Nobles Subdivision from its ETJ.

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

Section 1. **Findings of Fact.** All of the above premises and findings of fact are found to be true and correct and are incorporated into the body of this ordinance as if copied herein in their entirety.

Section 2. **ETJ Map.** The original map and boundaries of the City's extraterritorial boundaries as set out in Exhibit “A” which was incorporated herein for all purposes, as herein adopted. Such original map is not a reflection of any enlargement or contraction of the ETJ of the City but merely a clear reflection of the ETJ that was given to a City upon incorporation.

Section 3. **Modification of ETJ Map.** The ETJ map shall be updated, maintained, and made available, according to Texas Local Government Code Section 41.001.

Section 4. **Repeal of Conflicting Ordinances.** All parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict only. In the event of a conflict or inconsistency between this Ordinance and any other code or ordinance of the City, the terms and provisions of the most restrictive ordinance shall govern.

Section 5. Effective Date. This Ordinance shall be published in the official newspaper of the City, as required by law and shall become effective after publication as provided by law.

Section 6. Severability. It is hereby declared to be the intention of the Board of Aldermen that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable and, if any phrase, sentence, paragraph or section of this ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the Board of Aldermen without the incorporation in this ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

Section 7. Open Meetings. It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapter. 551, Tex. Gov't. Code.*

PASSED AND APPROVED on this ____ day of _____, 2026.

ATTEST:

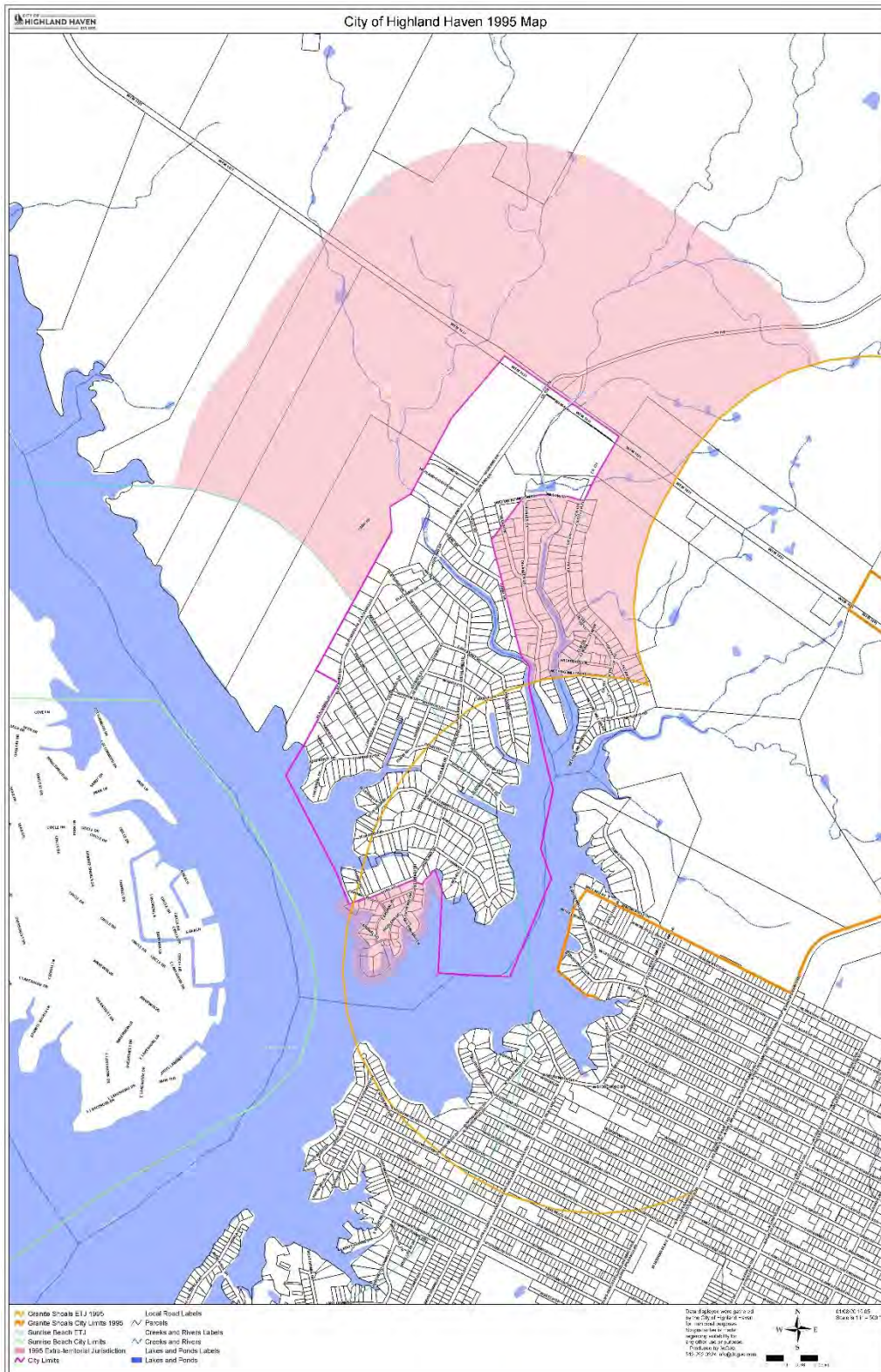
THE CITY OF HIGHLAND HAVEN, TEXAS

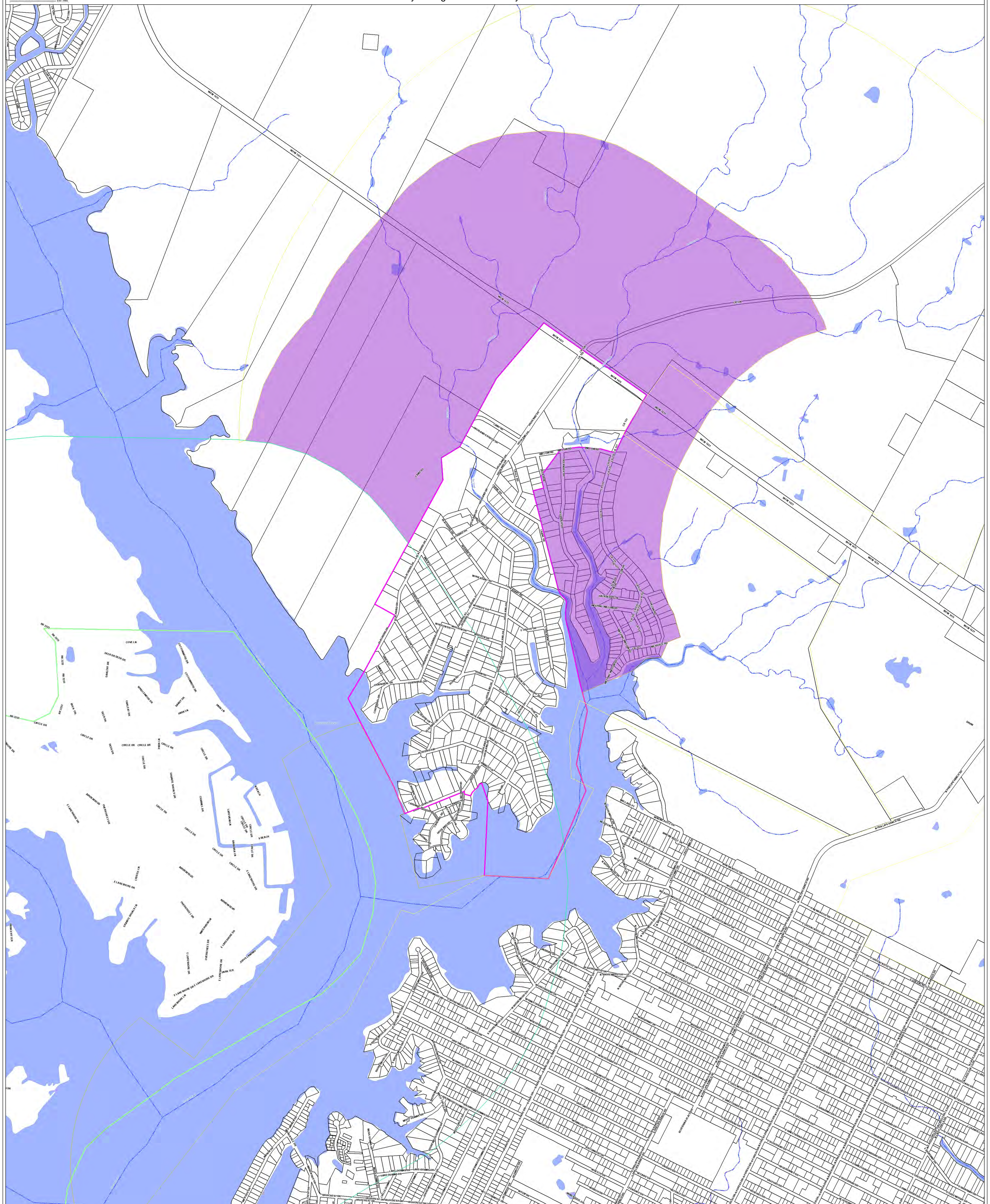
Sarah Collard, City Secretary

Olan Kelley, Mayor

EXHIBIT "A"

Extraterritorial Jurisdiction Map, 2022







February 26, 2026

Subject: Item 10 - 25' Setback from Shoreline - Ordinance Language Clarification

To the City of Highland Haven Board of Aldermen,

Background

Our zoning ordinance includes the following rule regarding setbacks from Lake LBJ:

- “No residence, building and/or outside appliance will be constructed closer than twenty-five (25) feet to the edge of water in Lake LBJ when filled to its normal water level of 825 feet above sea level.”

This rule has been in place for many years and serves an important purpose—maintaining a consistent buffer between structures and the main lake to help protect shoreline stability, water quality, views, and overall waterfront character.

Why This Is Being Brought Forward

While the rule has historically been applied consistently by staff, the wording does not clearly explain how the 25-foot measurement is determined when a property includes a permitted inland boat slip. For properties without a boat slip, the measurement is straightforward—25 feet from the lake at the 825-foot normal pool elevation.

For properties with a permitted inland boat slip (approved by LCRA), the ordinance does not specify whether the 25-foot setback should be measured:

- From the natural shoreline of the lake,
- From the water inside the private boat slip, or
- From some other reference point.

Historically, the City has measured from the nearest point of water, including the water inside private boat slips. While this practice is defensible and has been consistently applied, that interpretation is not clearly stated in the ordinance itself. Someone reading the rule for the first time would not necessarily understand how it is enforced.

Recent discussions with our building official and questions raised during the permit process have highlighted that the language may benefit from clarification so that homeowners, contractors, staff, and future officials clearly understand how the rule functions.

Diagrams for Illustration (4 pages after this memo)

To assist with discussion, staff has prepared scaled diagrams (1 inch = 20 feet) illustrating how the current interpretation of the ordinance affects buildable area on a typical 80 ft × 180 ft waterfront lot.

more on next page



The diagrams show:

- A standard lot with no boat slip.
- A lot with a 25 ft × 15 ft inland boat slip placed at the side of the property.
- A lot with the same boat slip placed in the center of the property.
- Examples including a typical ~2,500 sq ft L-shaped home to show real-world impact.

Under the current interpretation (measuring 25 feet from the nearest point of water, including inside the boat slip):

- A side-placed slip reduces usable backyard buildable area by approximately 20%.
- A centrally placed slip reduces usable backyard buildable area by approximately 32%.

These figures are based on reduction within the rear-yard buildable area (approximately 4,200 sq ft in the illustrated example), not the total lot size.

The purpose of these diagrams is not to suggest a preferred outcome, but to visually demonstrate how the ordinance operates geometrically depending on boat slip placement.

Potential Paths Forward

If the Board would like this reviewed, Planning & Zoning could study the issue and return with recommendations. Possible approaches for consideration include:

Option 1 – Clarify Existing Interpretation

Amend the ordinance to explicitly state that the 25-foot setback is measured from the nearest point of water, including water inside private inland boat slips.

This would codify current practice and remove ambiguity.

Option 2 – Measure from Navigable Lake/Channel Only

Amend the ordinance to specify that the 25-foot setback is measured from the main body of Lake LBJ (at the 825-foot level), excluding private inland boat slips.

This would prevent inland slips from effectively creating an additional setback area.

Option 3 – Create Separate Setbacks

Maintain the 25-foot setback from the main lake/channel, while establishing a separate, smaller setback (for example 10–15 feet) from the edge of permitted inland boat slips.

This would distinguish between the primary lake buffer and private slip areas.

Each option maintains protection of the main lake shoreline while addressing clarity in different ways.

more on next page



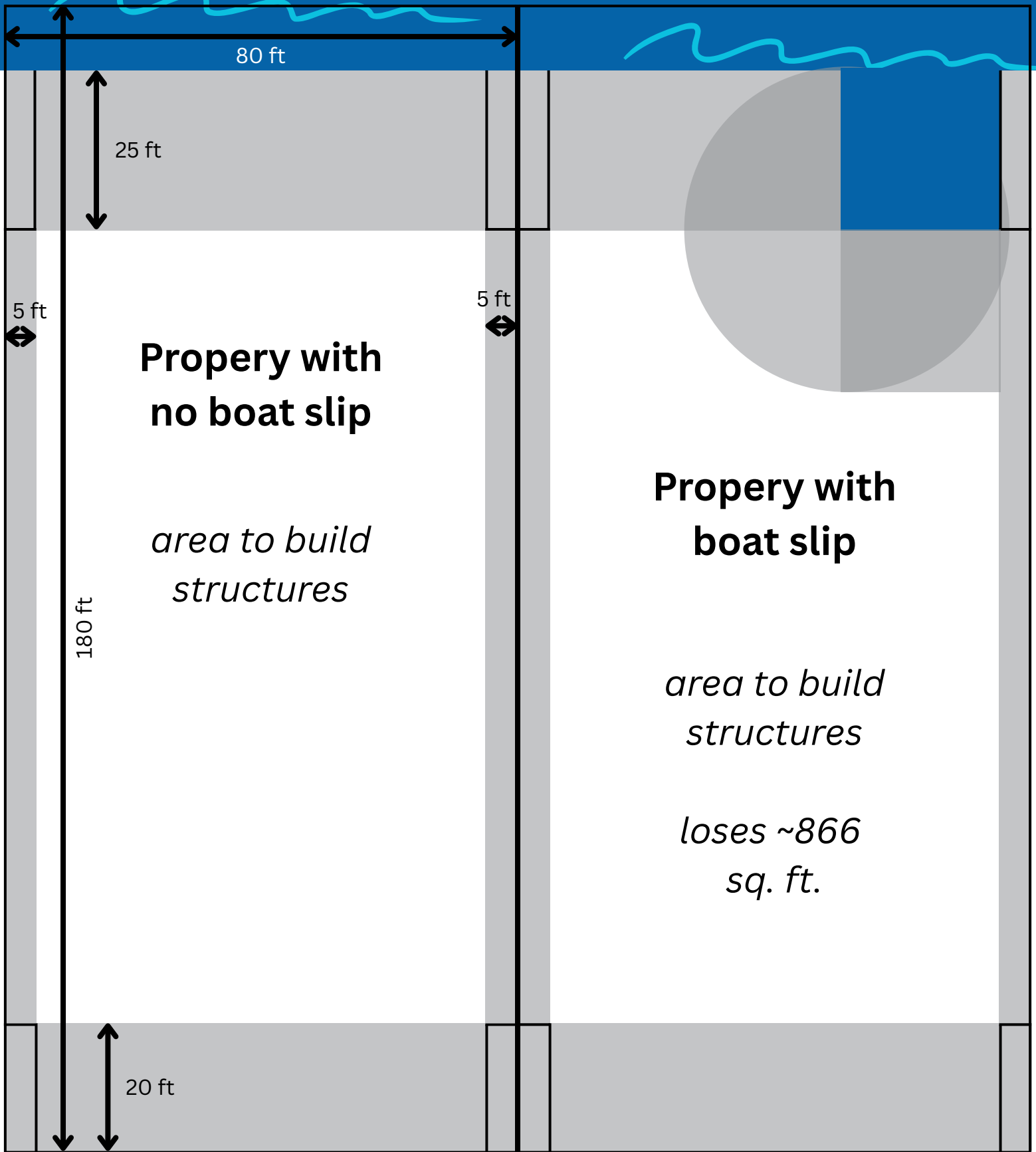
Request for Direction

Staff is requesting guidance from the Board on whether you would like this matter referred to the Planning & Zoning Commission for further review and recommendation.

If the Board prefers, we can continue applying the ordinance as historically interpreted, while noting that the current wording does not expressly describe that interpretation.

Please let me know your thoughts or if you would like additional information prior to the meeting.

Sincerely,
Andy Adams
Highland Haven
City Administrator
(830) 265-4366
cityadministrator@highlandhaventx.com



**Property with
no boat slip**

*area to build
structures*

**Property with
boat slip**

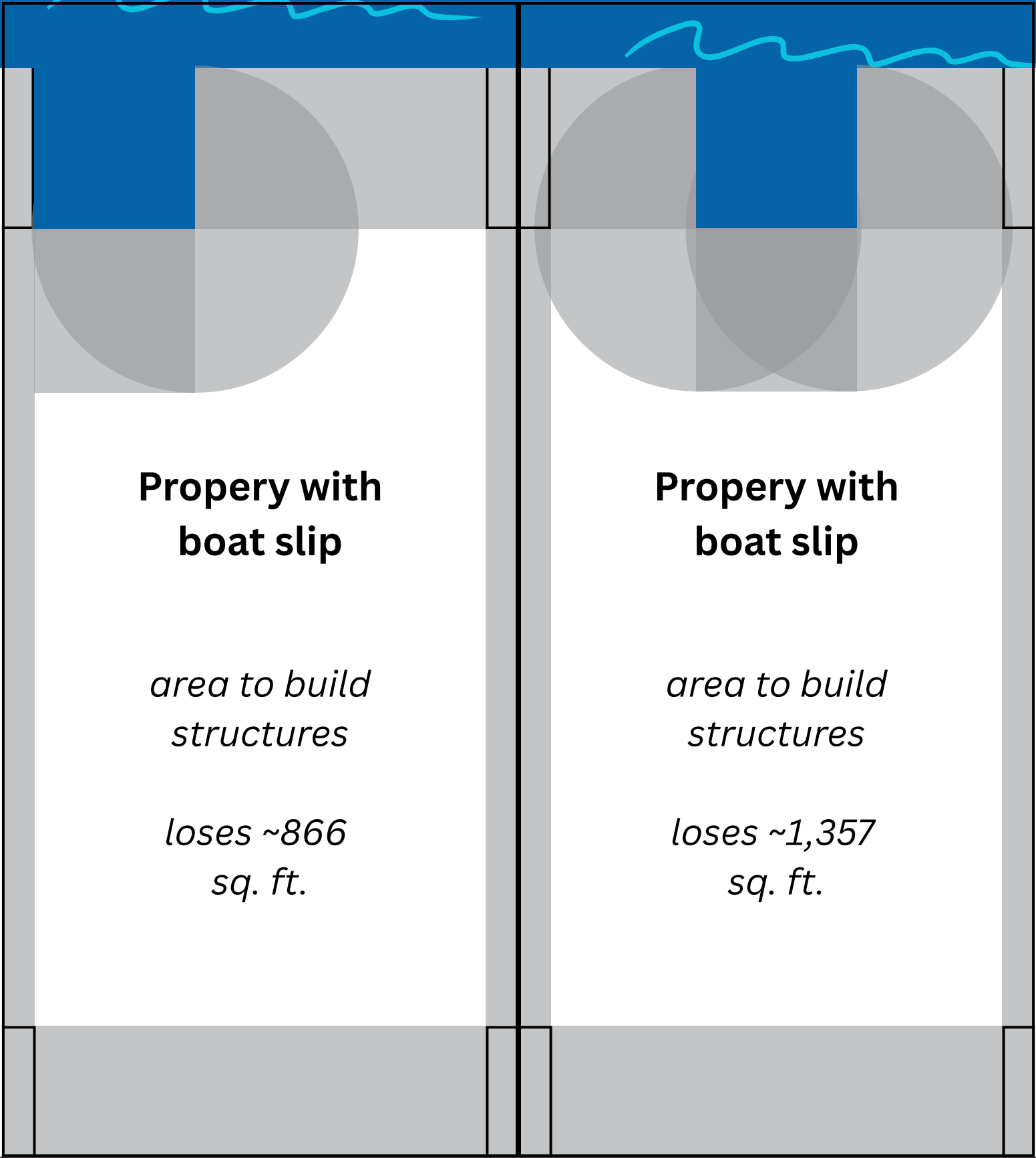
*area to build
structures*

*loses ~866
sq. ft.*

Scale: 1 inch equals 20 feet, .25 inches equals 5 feet

5 ft: 

20 ft: 



**Property with
boat slip**

*area to build
structures*

*loses ~866
sq. ft.*

**Property with
boat slip**

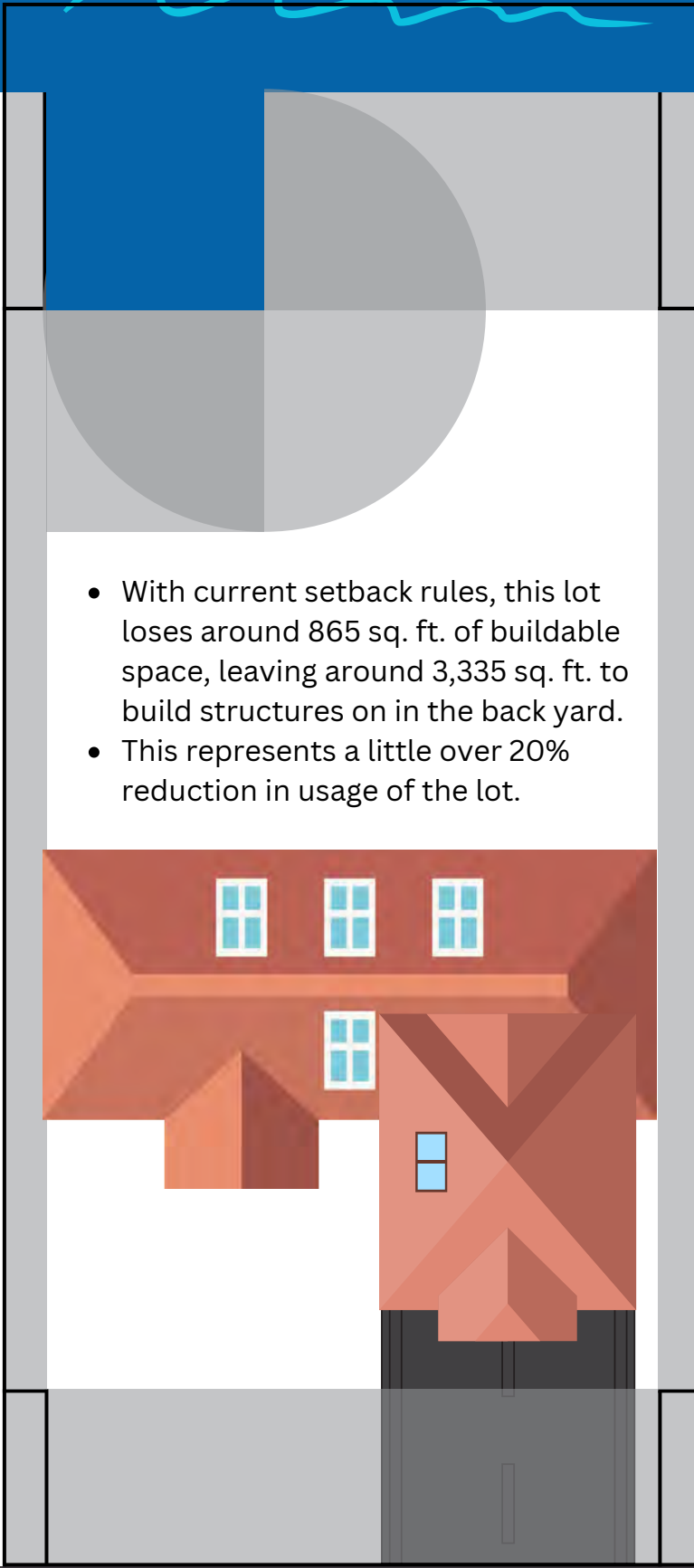
*area to build
structures*

*loses ~1,357
sq. ft.*

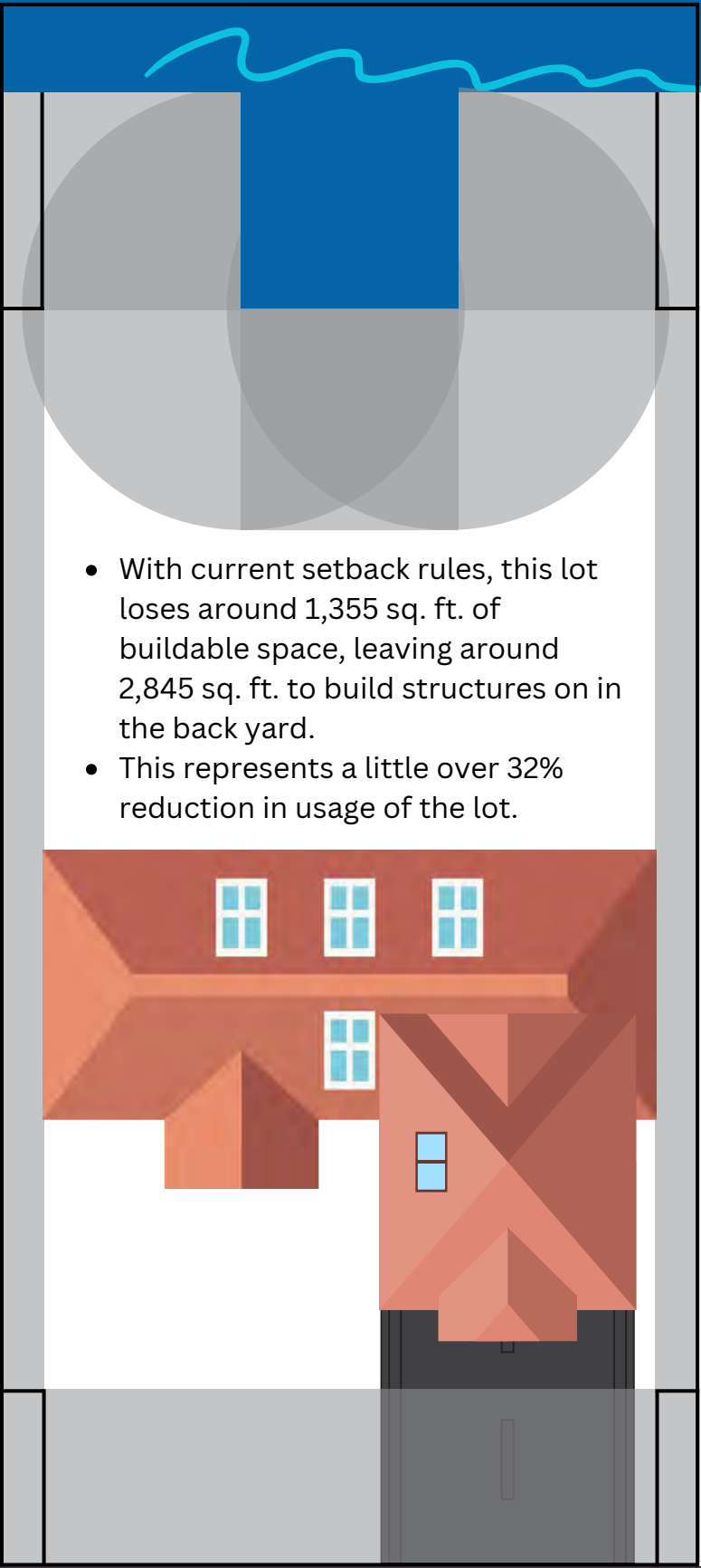
- All lots show the same 2,500 square foot home on an 80' x 180' lot on a channel
- The lot with no boat slip has around 4,200 sq. ft. to build structures in the back yard.

- With current setback rules, this lot loses around 865 sq. ft. of buildable space, leaving around 3,335 sq. ft. to build structures on in the back yard.
- This represents a little over 20% reduction in usage of the lot.





- With current setback rules, this lot loses around 865 sq. ft. of buildable space, leaving around 3,335 sq. ft. to build structures on in the back yard.
- This represents a little over 20% reduction in usage of the lot.



- With current setback rules, this lot loses around 1,355 sq. ft. of buildable space, leaving around 2,845 sq. ft. to build structures on in the back yard.
- This represents a little over 32% reduction in usage of the lot.

March 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	Texas Independence Day Holiday	Regular BOA Election Cancellation Order				
8	9	10	11	12	13	14
				P&Z Zoning: Public Hearing		
15	16	17	18	19	20	21
		Regular BOA FY25 Audit Presentation				
22	23	24	25	26	27	28
29	30	31	1	2	3	4
Financial Statements from Municipal Audit due						
5	6	Notes Dates in Yellow are State Deadlines				

April 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3 Good Friday Holiday	4
5	6	7 Regular BOA Annexation - Public Hearing	8	9 P&Z	10	11
12	13	14	15	16	17	18
19	20	21 Budget Workshop 5:00 PM Regular BOA 7:00	22	23	24	25
26	27	28	29	30	1	2
3	4	Notes				

May 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2
					One Year Deadline to Post Candidacy Info on Website	Election Day
3	4	5	6	7	8	9
		Regular BOA First day of Canvass Period			FIRST DAY elected officials may assume duties of office.	
10	11	12	13	14	15	16
			Last Day of Canvass Period	P&Z		
17	18	19	20	21	22	23
		Budget Workshop 5:00 PM Regular BOA 7:00 PM Oaths of Office				
24	25	26	27	28	29	30
	Memorial Day Holiday					
31	1	Notes				

June 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 Last Day Elected Officials Qualify and Assume Office	2 Regular BOA	3	4	5	6
7	8	9	10	11 P&Z	12	13
14	15	16 Budget Workshop 5:00 PM Regular BOA 7:00	17	18	19 Juneteenth Holiday	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	Notes				

July 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1 File Budget with City Secretary for July 31 Adoption (30 days prior to tax rate adoption)	2 File Budget with City Secretary for Aug. 1 Adoption (30 days prior to tax rate adoption)	3 Independence Day Holiday	4
5	6	7 Regular BOA Review of Proposed Budget	8 File Budget with City Secretary for Aug.7 Adoption (30 days prior to tax rate adoption)	9 P&Z	10	11
12	13	14	15	16	17	18 Deadline to File Proposed Budget with City Secretary
19	20	21 Regular BOA Review of Proposed Budget	22	23	24	25 Estimated Tax Values Due from Burnet CAD
26	27	28	29	30	31	1
2	3	Notes Dates in Yellow are State Deadlines				

August 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4 Regular BOA Public Hearing on Budget & Tax Rate	5	6 Deadline to Publish Notice of Budget Hearing in Newspaper	7 Deadline - No New Revenue and VATR Rates submitted to BOA and website	8
9	10 These votes require BOA Super Majority. Special BOA Meeting to Adopt Budget by Record Vote 4:00 PM	11 Special BOA Meeting to Adopt Tax Rate by Record Vote 9:00 AM	12	13 P&Z	14	15
16	17 Deadline to Adopt Budget by Record Vote; <u>Deadline to Order Special Election.</u>	18 Regular BOA	19	20	21	22
23	24	25	26	27	28	29
30	31	Notes Dates in Yellow are State Deadlines	*** There must be 30 days between filing budget with City Secretary and the actual adoption of the budget. Hard deadline from State of TX is July 18 for August 17 adoption, so must adjust dates accordingly.			



February 25, 2026

Subject: Item 12 (b) - Discussion on City Budget for FY27 (format)

To the City of Highland Haven Board of Aldermen,

Background

We will prepare and adopt the FY 2026-2027 budget (Oct. 1, 2026 - Sept. 30, 2027) in a phased, fund-by-fund approach over the next few months. We have 12 scheduled meeting dates below before the budget will be adopted this year. This plan keeps discussions focused, clear, efficient, and complies with State Law. **Public input is welcome and encouraged at any meeting or workshop.**

- **Key Principles:** Start with the General Fund (core operations/property taxes), then Water Fund, Solid Waste Fund, and tie it all together, balancing each budget.
- **Revenue Focus:** Stable city-controlled (property taxes + revenue fund transfers) covers essentials first; variable revenues cover operational items.
- **Conservative Approach:** Water volumetric charges based on lowest usage year; prioritize essential/fixed costs; identify costs mandated by State law.
- **Meetings:**
 - 1st Tuesday = Present draft budget for specific fund + new projects/line items (Aldermen ask questions, take notes, study draft budget presented before next meeting).
 - 3rd Tuesday = Budget Workshop before regular meeting to review fund in detail and receive Aldermen feedback/notes, and refine draft. In regular BOA meeting, discuss and receive public input.
- **Goal:** File proposed budget with City Secretary in early July; adopt by early/mid-August (as in past years) to allow buffer for budget timeline.
- **Legal Deadlines:** Certified appraisal roll ~ July 25; proposed budget filed at least 30 days before tax rate adoption and budget approval. We aim to have this done no later than our August 18 BOA meeting.

Proposed Monthly Schedule

March 2026

- **Tuesday March 3:**
 - **7 p.m. Regular BOA meeting:** Introduce Budget Calendar, format (fund-by-fund, essential/operational, fixed/variable), key dates, and tax concepts (NNR, VAR, de minimis).
- **Tuesday March 17:**
 - **7 p.m. Regular BOA meeting:** Review current-year budget; approve any needed amendments/reallocations (intra-fund, no total increase - simple Board approval via ordinance; no hearings or notices needed).

April 2026 - General Fund

- **Tuesday April 7:**
 - **7 p.m. Regular BOA meeting:** Present draft General Fund budget (revenues first: city-controlled vs. variable; expenses next: essential vs. operational; 3 sub-categories for essential expenses; list new projects/line items with funding sources).
- **Tuesday April 21:**
 - **5 p.m. Budget Workshop:** review all notes and questions on General Fund budget, refine budget considering personnel costs, new projects/line items, and board feedback.
 - **7 p.m. Regular BOA meeting:** will provide updated draft budget for General Fund and gather public input/feedback.



May 2026 - Water Fund

- **Tuesday May 5:**
 - **7 p.m. Regular BOA meeting:** Present draft Water Fund budget (revenues: base charges vs. volumetric charges; expenses: fixed vs. variable; transfer amount to General fund; any needed rate changes and new projects/line-items for the fund).
- **Tuesday May 19:**
 - **5 p.m. Budget Workshop:** review all notes and questions on Water Fund budget, refine budget based on feedback from the BOA plus consideration for new projects/line-items.
 - **7 p.m. Regular BOA meeting:** will provide updated draft budget for Water Fund and gather public input/feedback.

June 2026 - Solid Waste Fund and Tie All Together

- **Tuesday June 2:**
 - **7 p.m. Regular BOA meeting:** Present full balanced draft budget (include Solid Waste budget with options for additional services, updated General and Water Funds; show balanced budget with tax/levy scenarios).
- **Tuesday June 16:**
 - **5 p.m. Budget Workshop:** review all notes and questions on all budgets budget, refine budgets based on feedback from the BOA plus consideration for new projects/line-items.
 - **7 p.m. Regular BOA meeting:** Will provide updated full draft budget for all funds and gather public input/feedback. Finalize proposed budget to be filed with City Secretary.

July 2026 - Filing & Final Prep

- **Tuesday July 7:**
 - **7 p.m. Regular BOA meeting:** Review proposed budget filed with City Secretary (post-June refinements; can only decrease budgets after filing with City Secretary).
- **Tuesday July 21:**
 - **7 p.m. Regular BOA meeting:** Finalize adjustments, finalize public hearing dates for budget and tax rate adoption, receive public feedback.

August 2026 - Adoption

- **Tuesday August 4:**
 - **7 p.m. Regular BOA meeting:** Public hearing on budget and tax rate. At this meeting or in the week afterwards, we should be able to fully adopt the budget.
- **Tuesday August 18:**
 - **7 p.m. Regular BOA meeting:** Backup meeting for adoption/hearings if anything is pushed back.

This plan promotes transparency, resident input, and compliance while keeping our small-city process manageable and efficient. **Public input is welcome and encouraged at any meeting or workshop.**

Please let me know if you have questions or need additional information before Tuesday's meeting.

Sincerely,
Andy Adams
Highland Haven
City Administrator
(830) 265-4366
cityadministrator@highlandhaventx.com



February 26, 2026

Subject: Item 13 - Discussion on Water Infrastructure Bond

To the City of Highland Haven Board of Aldermen,

Background

This standing discussion item allows the Board to receive updates on the \$1 million general obligation bond approved by voters on November 4, 2025 (Proposition A), which authorized funding for water system upgrades and related infrastructure, including potential property acquisition for the water system.

Recent Development

After communication via text with the Mayor on Tuesday, February 3, 2026, the landowner for the relevant property spoke with the Mayor again in person over the weekend of February 21-22 indicating he is getting ready to discuss a timeline for next steps. No specific dates were provided, and we are awaiting further communication from him. This is a positive sign, and we will keep you updated on all updates regarding communications with the property owner.

As indicated before, once an agreement is in place for the purchase of the land, it is a 6-12 week process to sell the bonds and work through the sale of the property. No new recommendations or action items at this time.

Sincerely,
Andy Adams
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City Administrator
(830) 265-4366
cityadministrator@highlandhaventx.com



February 26, 2026

Subject: Item 15 - Discussion on City Attorney Update

To the City of Highland Haven Board of Aldermen,

Background

Over the past several meetings, the Board has discussed whether the City should explore engaging an additional city attorney firm in order to obtain legal opinions in a more timely manner.

Our current city attorney and firm have served the City for many years and have provided valuable counsel. However, over the past couple of years, there have been occasions where agenda items were delayed or tabled due to not receiving legal feedback in time for meetings. This has understandably led to discussion about whether adjustments are needed to ensure timely communication moving forward.

At the February 3 regular Board of Aldermen meeting, the Board directed me to schedule a meeting with our current city attorney to:

- Outline concerns regarding response times,
- Discuss ways the firm could better serve the City, and
- Identify ways the City could improve its own communication practices to facilitate more efficient responses.

Meeting Summary - February 24

On Tuesday, February 24, the Mayor and I met with our city attorney and an additional new attorney from their firm.

In advance of the meeting, I provided a written summary outlining:

- Instances where we experienced delays,
- The need for clearer expectations regarding turnaround time, and
- Ideas for improving communication on our end.

The meeting was productive and candid. Without prompting, our city attorney acknowledged that there had been lapses in responsiveness and apologized for those instances. They indicated that this concern had already been identified internally and that the firm had recently met to discuss how to improve service to the City.

more on next page



The firm proposed several steps to strengthen communication and responsiveness:

1. Monthly Check-In Meetings

- a. A standing monthly meeting (either in person or via Zoom) to proactively discuss upcoming issues, projects, and agenda items.

2. Expanded Communication List

- a. Including four members of their legal team on all City communications, along with the Mayor, City Administrator, and City Secretary, to ensure visibility and shared accountability.

3. Clear Deadlines in Requests

- a. The City will include any pertinent deadlines when requesting legal opinions or review.

4. 24-Hour Acknowledgment Commitment

- a. The firm committed to acknowledging receipt of City communications within 24 hours and providing an estimated timeframe for when a response or legal opinion can be expected.

Moving Forward

While one meeting does not resolve past delays, it did establish a clear framework for improving communication and expectations on both sides.

The tone of the discussion was collaborative, and the proposed changes represent a proactive effort by the firm to strengthen service to the City. With more frequent planned meetings and clearer communication protocols, staff believes we are positioned to see meaningful improvement in responsiveness moving forward.

Purpose of This Discussion

This item is intended to:

- Update the Board on the outcome of the February 24 meeting,
- Discuss whether the Board would like to continue with the proposed improvements under our current firm, and
- Determine whether further exploration of additional legal counsel remains desired at this time.

Staff does not present a recommendation but seeks direction from the Board on how you would like to proceed.

Please let me know your thoughts or if you would like additional information prior to the meeting.

Sincerely,
Andy Adams
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City Administrator
(830) 265-4366
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February 26, 2026

Subject: Item 16 - Discussion on Planning and Zoning Commission

To the City of Highland Haven Board of Aldermen,

Background

This item allows the Board to review current alderman assignments to the Planning and Zoning (P&Z) Commission and receive updates on the Commission's work.

a. Review of Current Assignments

Current assignments remain as previously established (each alderman appoints a member to serve a term aligned with their own, per city ordinances). No changes are proposed at this time.

b. Upcoming Meeting and Key Activities

The next regular P&Z Commission meeting is scheduled for March 12, 2026, at 6:00 pm. They have not met since our last Board of Aldermen meeting.

The Commission is actively working on updating the City's Comprehensive Plan (also referred to as the Comprehensive Property Development Plan, last revised in 2014). We are currently in the development phase and are on track to have a draft available for Board review in early summer 2026. This update will help guide long-range land use, development, and community vision in alignment with state requirements (Texas Local Government Code allows municipalities to adopt and periodically update comprehensive plans as a basis for zoning and growth decisions).

In addition, the Commission is reviewing the following ordinances to determine what updates or alignments may be needed with recent state laws, best practices, or the evolving community vision:

- **Signs** – Reviewing for consistency with Texas Local Government Code Chapter 216 (which governs municipal sign regulations, including relocation/removal processes), Election Code Chapter 256 (which governs political signs), and any local needs.
- **Water Wells** – Assessing current language of Water Well ordinance.
- **Water Well Storage Tanks** – Evaluating standards for storage associated with wells to ensure compliance, aesthetics and safety.

These reviews are preliminary; recommendations will come forward as the Commission progresses. No action is requested at this time—discussion only if the Board has questions, suggestions for priorities, or direction for the Commission.

Sincerely,
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February 26, 2026

Subject: Item 17 - Discussion on Legislative Updates

To the City of Highland Haven Board of Aldermen,

Background

This standing item provides an opportunity to discuss any relevant developments from the Texas Legislature (89th Regular Session concluded in 2025, with interim activities and possible called sessions ongoing) or federal actions that could affect municipalities, such as property taxes, water rights, elections, grants, or local governance.

Update

(a) Legislative Priorities:

- In late January, Dan Patrick, the Lieutenant Governor of Texas, released his Interim Charges for the 2027 legislative session. These charges will be the basis for many bills filed in the next session, and it would be prudent for us to contact our local representatives about any which directly impact us. These include:
 - Preventing Sharia Law in Texas
 - Further Property Tax Cuts
 - Securing Critical Infrastructure and Supply Chain Integrity
 - Protecting Taxpayer Funds - Preventing Fraud and Abuse
 - Promoting America & Texas First in Our Schools

(b) Legislative Advocacy

- While we will not have a legislative session this year, it is important for us to continue to advocate for items with our local representatives as they prepare for the 2027 legislative season. Much of the work done this year will be used to file bills and push forward priorities in the next session. While the focus of many bills are directed towards the larger cities and communities in the state, sometimes their are unintended consequences for small cities like ours, and it is best to communicate about items which have a direct and dire effect on us. TML will offer some insight over the next few months on the best practices for communicating with our representatives before the 2027 season begins.

Staff will continue tracking TML alerts and legislative news. Discussion only—no action requested. Please let me know if you'd like staff to research a specific topic or bill.

Sincerely,
Andy Adams
Highland Haven
City Administrator
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February 26, 2026

Subject: Item 18 - Discussion on Drainage Issues

To the City of Highland Haven Board of Aldermen,

Background

This recurring item is included on the agenda to allow discussion of any reported drainage concerns (e.g., flooding, standing water, culverts, or stormwater issues) following rain events or resident reports. It helps document problems for potential follow-up or improvements.

Update

We have had no substantial rainfall since the last Board meeting, and no new drainage complaints or issues have been reported. No standing water or flooding events noted in that period.

This item remains on the agenda as a precautionary placeholder in case of future rain. In order to tackle any drainage issues, the City will need to consider program or project costs in the upcoming budget cycle. Discussion only if the Board has observations or resident feedback to share—no action requested.

Sincerely,
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February 26, 2026

Subject: Item 19 - Discussion on Water System

To the City of Highland Haven Board of Aldermen,

Background

This standing item allows review of the City's water system, including maintenance/operations, compliance with the Central Texas Groundwater Conservation District (CTGCD), and any related issues.

a. Maintenance and Operations Issues

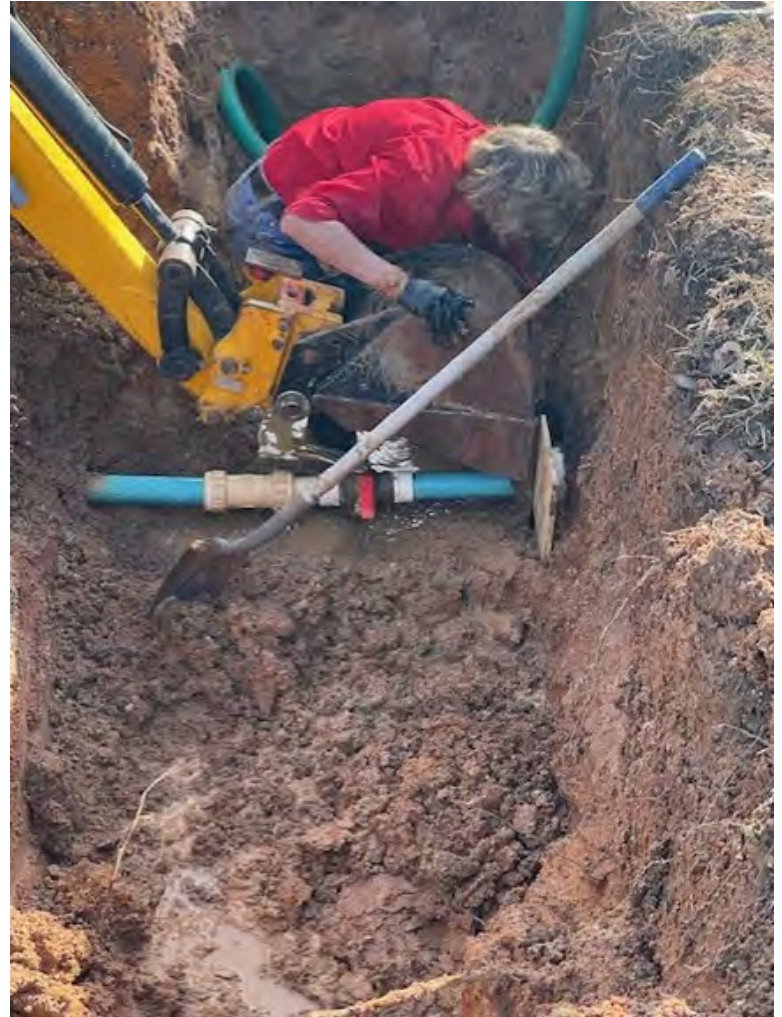
- **Redbird Issue:** During the week of February 16-20, staff received reports of water pooling on Redbird St., between two residences in the grass next to the road. Staff reported the incident to our Water Operator who was able to diagnose a small leak along the main line running next to the street. In order to address the issue, the Operator needed a larger piece of equipment. Our Water Operator dug up the area, found the leak, and made repairs to the line over the weekend of February 21-22. Water for the surrounding area was shut off for 5-10 minutes during the repair. The line was left uncovered to dry for portions of this week, but is fully operational now.
- **Shady Acres Issue:** During the last BOA meeting, the Board was made aware of water situation in Shady Acres. Before the freeze in late January/early February, a homeowner, trying to do the right thing, shut off the water to their home and then opened a drain that went into the lake in order to drain their pipes to prevent them from bursting during the freeze. When the freeze subsided they had a neighbor go to turn their water back on. However, no one ever closed the drain they had opened and as a result, a large volume of water was running into the lake for a couple of days before it was discovered. This property ended up using over 240,000 gallons of water during the billing period. While there was no intent to waste water in this instance, it still resulted in one of the largest water losses we have ever experienced. This situation is a reminder for the need for more advanced water monitoring in our system like AMI so that we can catch these types of things before they get to be this bad.

b. Central Texas Groundwater Conservation District

- The CTGCD Board of Directors is scheduled to meet on February 20, 2026, at 9:00 am. Both the City Administrator and the Mayor were in attendance.
- During this meeting the CTGCD discussed two items we thought appropriate to bring to your attention:
 - **New Education Center:** The district, as part of their new building, is planning on building an Education Center along with staffing it. This will require future budget needs from the district and is worth monitoring.
 - **Management Zones:** The district also is moving forward with steps to start the process of implementing a new management zone in the Spicewood area. We will keep you informed as it progresses.
- We are still awaiting communication from the District following our meeting last month with their General Manager and legal counsel. No new developments or communications have been received.
- Drought Status – The District remains at Stage 2 (Moderate) drought restrictions (reduced from Stage 4 earlier in 2025). This includes a 10% voluntary water reduction goal. City usage continues to be monitored for compliance.

No action is requested at this time—discussion only if the Board has questions or observations.

Sincerely,
Andy Adams
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City Administrator
(830) 265-4366
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February 27, 2026

Subject: Item 20 - Discussion on Solid Waste Services

To the City of Highland Haven Board of Aldermen,

Background

This recurring item allows review of the City's solid waste collection services, including contract performance, resident feedback, and any operational guidelines.

Update

There are no new updates regarding Solid Waste Services, outside of our route having some new drivers. We will continue to monitor this program and provide feedback on any issues or problems as they arise.

Sincerely,
Andy Adams
Highland Haven
City Administrator
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