



CITY OF HIGHLAND HAVEN

510 Highland Drive, Suite A
Highland Haven, Texas 78654
Telephone: 830-265-4366

AGENDA – REGULAR BOARD OF ALDERMEN MEETING

DATE: May 19, 2026
TIME: 7:00 PM
PLACE: Highland Haven Community Center, 118 Blackbird, Highland Haven, TX 78654

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 Presentation
- 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. Minutes from May 5, 2026 BOA Regular Meeting
- b. Water Production Report – April
- c. Financials – April
- d. Sales Tax - May
- e. Building Permit Report - April

7. **Discussion and/or Possible Action:** Ordinance #140: An ordinance of the City of Highland Haven, Texas, certifying that three qualified citizens who filed for the vacant positions on the 2026 election ballot were unopposed and are therefore elected.
 - a. Statements of elected Officials
 - b. Oaths of Officer
 - c. Certificate of Election
8. **Discussion and/or Possible Action:** Resolution #380 – Appointment of Mayor Pro Tempore
9. **Convene into Executive Session** as per Texas Govt. Code §551.072 to discuss Real Property.
 - a. Closed Session:
 - i. Discuss real property.
 - b. Open Session: Reconvene into Open Session.
10. **Discussion and/or Possible Action** on Executive Session matters.
 - a. Real property matters.

DISCUSSION / INFORMATION ITEMS

11. Discussion - City Signs
12. Discussion – City Budget
 - a. Draft of Water Fund Budget for FY27
 - b. Estimated Taxable Values – Burnet Central Appraisal District
13. Water Infrastructure Bond
14. City Attorney Update
15. Review Assignments for the Planning & Zoning Commission
 - a. Review of Current Planning & Zoning Assignments
 - i. Assign: Review §11.02.002 Operation of vehicles; types of vehicles not allowed on streets (ex. E-bikes) for compliance with state law
 - b. Next regular P&Z meeting is scheduled for June 11, 2026 at Highland Haven Community Center at 6:00 PM.
16. Legislative Updates
17. Code Enforcement
18. Drainage Issues
19. Review Water System
 - a. Water System Maintenance or Issues
 - b. Central Texas Groundwater District
 - c. Review contract for water operator
20. Review Solid Waste Services

- 21. Mayor’s Report
- 22. Aldermen Comments
- 23. City Staff Comments
 - a. City Administrator
 - i. Floodplain Administrator
 - b. City Secretary
 - i. Annexation of Shady Acres Lots 176 and 177
 - ii. June 2nd Meeting: Re-appoint Planning & Zoning Commissioners; Aldermen duties

Next Board of Aldermen Meetings:

- Regular Meeting – Tuesday, June 2, 2026 at 7:00 PM at Highland Haven Community Center
- Budget Workshop – Tuesday, June 16, 2026 at 5:00 PM at Highland Haven Community Center
- Regular Meeting – Tuesday, June 16, 2026 at 7:00 PM at Highland Haven Community Center

Adjournment.

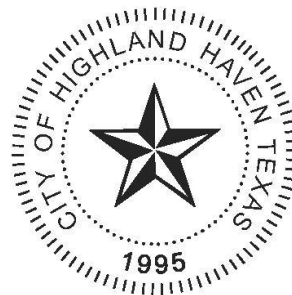
Posted: May 12, 2026

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 MAY 12, 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 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
Telephone: 830-265-4366

MINUTES – REGULAR BOARD OF ALDERMEN MEETING

DATE: May 5, 2026
TIME: 7:00 PM
PLACE: Highland Haven Community Center, 118 Blackbird, Highland Haven, TX 78654

1. Open Meeting and Establish Quorum/Roll Call – **Mayor Kelley called the meeting to order at 7:00 PM.**

Mayor Pro Tem Terry Nuss	X Present	<input type="checkbox"/> Absent
Aldersperson Don Hagans	X Present	<input type="checkbox"/> Absent
Aldersperson Bruce Robertson	X Present	<input type="checkbox"/> Absent
Aldersperson Lynn Smith	X Present	<input type="checkbox"/> Absent
Aldersperson Terry Smith	X Present	<input type="checkbox"/> Absent

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

3. Recognize Visitors – **Mary Chase, Terry Chase, Pam McGregor, John Novak, Mark Tisdale, Peter Mackay**

4. Announcements, Proclamations, or Presentation

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 commented that the flyer distributed by the City regarding E-Bikes is incorrect regarding needing to be a licensed driver to operate on City streets; it conflicts with state law. Terry Chase also inquired about the land sale and if it had gone through.

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. Minutes from April 21, 2026 BOA Budget Workshop
- b. Minutes from April 21, 2026 BOA Regular Meeting

Terry Nuss made a motion to accept the Consent Items; seconded by Terry Smith.

Vote: 5-0

7. Public Hearing – For the purpose of receiving public comments on the proposed change of zoning classification of the following described property:

Being Lots Nos. One Hundred Seventy-Six (176) and One Hundred Seventy-Seven (177), in Shady Acres, Section Two, in Burnet County Texas, according to plat recorded in Volume 1, Page 56, of the Plat Records of Burnet County, Texas, less and except any portion already within the boundaries of the City of Highland Haven, Texas.

- a. Open public hearing – **The public hearing opened at 7:05 PM.**
 - b. Planning and Zoning Commission Recommendation
 - c. Open public comment period
 - d. Close public hearing – **The public hearing closed at 7:06 PM.**
8. Discussion and/or Possible Action - Zoning Classification “District R1” for Lots 176 and 177 in Shady Acres, Section Two, in Burnet County, TX, according to the plat recorded in Volume 1, Page 56 of the Plat Records of Burnet County.

Lynn Smith made a motion to amend the zoning ordinance by rezoning a parcel of land, known as Lots 176 and 177 in Shady Acres, Section Two, less and except any property already zoned in District R1, from District A (Agricultural) to District R1 (Single Family Residential 1). Terry Smith seconded the motion.

Vote: 5-0

9. Convene into Executive Session as per Texas Govt. Code §551.072 to discuss Real Property. **The Board of Aldermen convened into Executive Session at 7:08 PM.**

- a. Closed Session:
 - a. Discuss real property.
 - b. Open Session: Reconvene into Open Session.

The Board of Aldermen reconvened into Open Session at 7:28 PM.

10. Discussion and/or Possible Action on Executive Session matters.
 - a. Real property matters.

Terry Smith made a motion authorizing the Mayor and City Administrator to negotiate the purchase of the remnant property at Deer Run and Willow for an amount not to exceed \$8,000.00; Lynn Smith seconded the motion.

Vote: 5-0

DISCUSSION / INFORMATION ITEMS

11. Discussion - City Signs
12. Discussion – City Budget
 - a. Draft of Water Fund Budget for FY27

- 13. Water Infrastructure Bond
- 14. City Attorney Update
- 15. Review Assignments for the Planning & Zoning Commission
 - a. Review of Current Planning & Zoning Assignments
 - b. Next regular P&Z meeting is scheduled for May 14, 2026 at Highland Haven Community Center at 6:00 PM.
- 16. Legislative Updates
- 17. Code Enforcement
- 18. Drainage Issues
- 19. Review Water System
 - a. Water System Maintenance or Issues
 - b. Central Texas Groundwater District
 - c. Proposed Quarry on CR 120
- 20. Review Solid Waste Services
- 21. Mayor's Report
- 22. Aldermen Comments
- 23. City Staff Comments
 - a. City Administrator
 - b. City Secretary

Next Board of Aldermen Meetings:

- Budget Workshop – Tuesday, May 19, 2026 at 5:00 PM at Highland Haven Community Center
- Regular Meeting – Tuesday, May 19, 2026 at 7:00 PM at Highland Haven Community Center
- Regular Meeting – Tuesday, June 2, 2026 at 7:00 PM at Highland Haven Community Center

Terry Nuss made a motion to adjourn the meeting; Don Hagans seconded the motion.

Vote: 5-0

Adjournment.

The meeting was adjourned at 8:38 PM.

Attest:

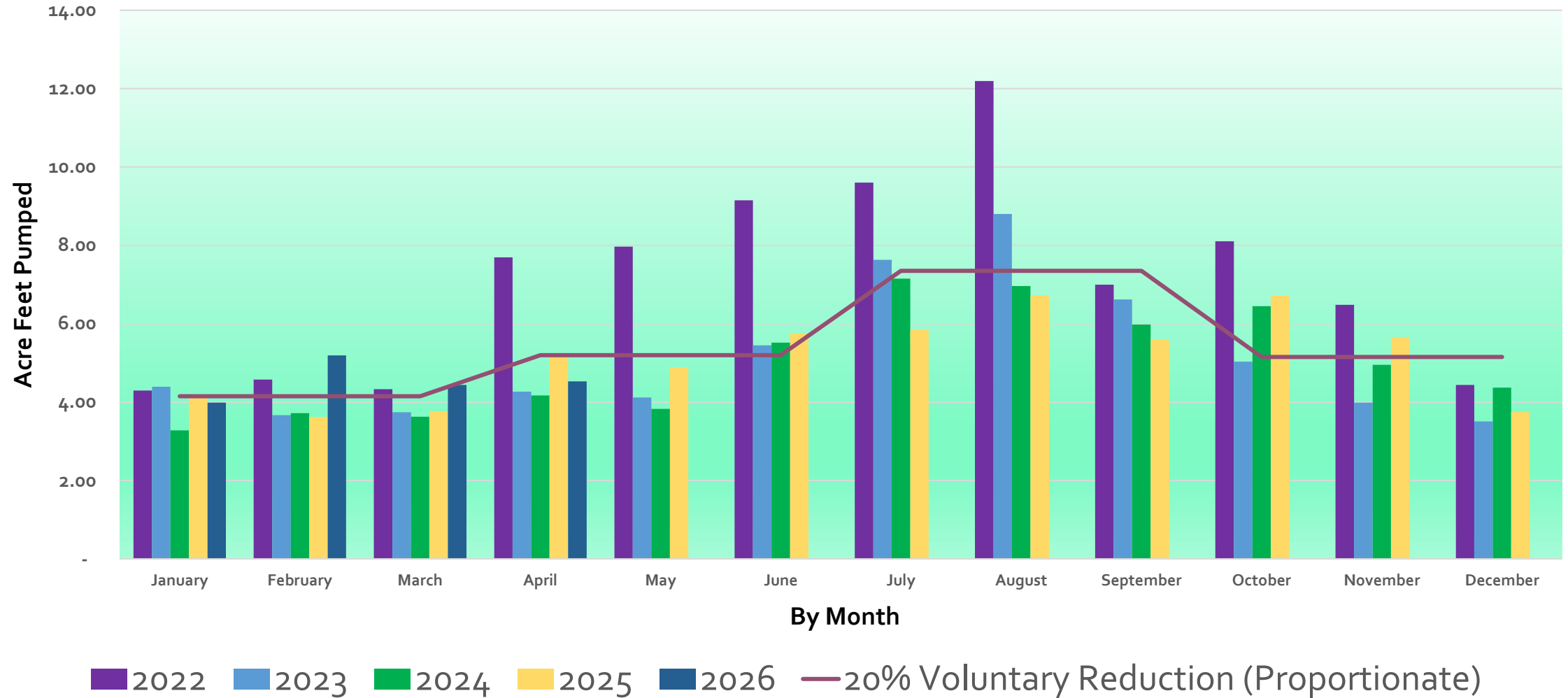
Olan Kelley, Mayor

Sarah Collard, City Secretary





PUMPING – CITY WATER USAGE



General Fund
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
October 2025 - April 2026

	Actual	Total YTD Budget	Annual Budget
Income			
8000 General Fund Revenue			
8100 Taxes			
8110 Property Taxes Collected	386,549.48	384,500.00	399,247.00
8120 Sales and Use Tax	49,650.34	13,600.00	30,500.00
Total 8100 Taxes	\$ 436,199.82	\$ 398,100.00	\$ 429,747.00
8200 Franchise Fees			
8210 Cable TV	1,767.69	2,900.00	5,000.00
8220 Electrical	12,962.75	12,000.00	24,000.00
8230 Telephone		120.00	200.00
Total 8200 Franchise Fees	\$ 14,730.44	\$ 15,020.00	\$ 29,200.00
8300 Building Permits / Inspections			
8310 Building Permits	9,450.00	14,875.00	25,000.00
8330 Inspections	7,870.00	9,025.00	15,000.00
Total 8300 Building Permits / Inspections	\$ 17,320.00	\$ 23,900.00	\$ 40,000.00
8400 Other Income			
8410 ROW - License Agreement	500.00	500.00	500.00
Total 8400 Other Income	\$ 500.00	\$ 500.00	\$ 500.00
8500 Charges for Services			
8510 Lot Mowing Program Fees		500.00	2,000.00
8520 Copies, FAX & Phone Usage		15.00	30.00
8530 Newsletter Copy Fee	91.34	150.00	250.00
8540 Newsletter Postage Fee	302.00	200.00	350.00
8550 Re-Plat & Variances		900.00	1,200.00
Total 8500 Charges for Services	\$ 393.34	\$ 1,765.00	\$ 3,830.00
8600 Public Safety			
8610 Child Safety Fund	424.74	525.00	700.00
8620 OPIOID Abatement Fund	24.68	50.00	50.00
Total 8600 Public Safety	\$ 449.42	\$ 575.00	\$ 750.00
8800 Donations & Contributions			
8801 Donations	875.00		
Total 8800 Donations & Contributions	\$ 875.00	\$ 0.00	\$ 0.00
8900 Investment Income			
8910 Interest Income	14,875.08	11,585.00	20,000.00
Total 8900 Investment Income	\$ 14,875.08	\$ 11,585.00	\$ 20,000.00
Total 8000 General Fund Revenue	\$ 485,343.10	\$ 451,445.00	\$ 524,027.00
Sales	260.00		
Total Income	\$ 485,603.10	\$ 451,445.00	\$ 524,027.00
Gross Profit	\$ 485,603.10	\$ 451,445.00	\$ 524,027.00
Expenses			
60000 EXPENSES - GENERAL FUND			
61100 Personnel Services			
61101 Administrative Services	55,708.31	55,708.31	95,500.00
61102 Secretary Salary	33,002.45	35,583.31	61,000.00

61103 Accounting / Utility Coord.	30,333.31	30,333.31	52,000.00
61104 Building Permit Officer	9,128.56	9,333.31	16,000.00
61105 Temporary Employee		1,750.00	3,000.00
61108 Stipend	13,230.00	13,230.00	22,680.00
61110 Payroll Taxes / FICA	11,381.16	11,164.44	19,139.00
61111 Texas Workforce Commission		408.31	700.00
61112 Direct Deposit Fees	544.67	145.81	250.00
61113 Health Insurance/ Stipend		0.00	0.00
61114 Texas Municipal Retirement Cont.	12,425.84	12,349.19	21,170.00
Total 61100 Personnel Services	\$ 165,754.30	\$ 170,005.99	\$ 291,439.00
61200 Administrative & Office			
61201 Miscellaneous Office Supplies	1,188.69	1,677.06	2,875.00
61202 Equipment replacement	190.31	4,150.00	7,825.00
61203 Newsletter Copy Charge	43.00	175.00	300.00
61204 Newsletter Postage	78.00	410.00	700.00
61205 Printing, Binding, Reproduction	63.50	641.69	1,100.00
61206 Software	7,239.58	3,879.19	6,650.00
61207 Postage	721.60	495.81	850.00
61208 Public Notice Publication	1,575.00	1,250.00	2,150.00
61209 Variances & Re-plats	37.00	725.00	1,100.00
61210 Travel Reimbursement	497.08	315.00	550.00
61211 Schools & Training	5,382.12	1,400.00	7,300.00
61212 Recognition & Awards		175.00	300.00
61213 Food & Beverage	956.42	175.00	300.00
61214 - Bank Fees	-2.64	87.50	150.00
Total 61200 Administrative & Office	\$ 17,969.66	\$ 15,556.25	\$ 32,150.00
61300 Street Maintenance & Repair			
61301 Contract Repair		2,750.00	5,500.00
61302 Material & Supplies	4,590.75	3,350.00	6,700.00
Total 61300 Street Maintenance & Repair	\$ 4,590.75	\$ 6,100.00	\$ 12,200.00
61400 Maintenance & Repair			
61401 Equipment Repair & Maintenance		1,750.00	3,000.00
61402 Buildings / Infrastructure	1,237.50	3,250.00	5,000.00
Total 61400 Maintenance & Repair	\$ 1,237.50	\$ 5,000.00	\$ 8,000.00
61500 Professional Services			
61501 Judge Expenses	700.00	700.00	1,200.00
61502 Accountants Fees-Audit	10,263.54	8,950.00	8,950.00
61503 Attorneys Fees	3,902.50	3,250.00	5,750.00
61504 Ordinance Codification	1,730.00	2,500.00	4,350.00
61505 Burnet County Tax Appraisal Fee	4,453.76	3,937.50	5,250.00
61506 I / T Support		2,900.00	5,000.00
61508 Burnet Co Election Fee	1,521.41	2,500.00	5,000.00
61509 Consultant Fees	750.00	1,275.00	2,200.00
61510 Website Hosting		3,000.00	3,000.00
61511 Recruitment		612.50	1,050.00
61512 Interactive Web Map Hosting	2,800.00	2,900.00	5,000.00
Total 61500 Professional Services	\$ 26,121.21	\$ 32,525.00	\$ 46,750.00
61600 Utilities			
61601 Electric	548.31	645.00	1,150.00
61605 Communications	4,630.40	3,937.50	6,750.00
Total 61600 Utilities	\$ 5,178.71	\$ 4,582.50	\$ 7,900.00

61700 Services & Charges			
61701 Janitorial Service	50.00	450.00	675.00
61702 Inspection Fees	4,695.00	4,250.00	7,300.00
61705 Contract Mowing	1,700.00	175.00	1,050.00
61706 Landscaping		1,100.00	2,100.00
61708 Buoy Maintenance	2,613.41	6,000.00	8,000.00
61709 Lot Mowing Program Expense		750.00	2,000.00
61710 Insurance	6,381.76	6,500.00	6,500.00
61711 Notary Public Cert.		400.00	400.00
61712 Treasurers Bond	260.00	325.00	325.00
Total 61700 Services & Charges	\$ 15,700.17	\$ 19,950.00	\$ 28,350.00
61800 Membership Fees / Dues			
61801 Capcog		50.00	50.00
61803 Texas Municipal League	684.00	700.00	700.00
61804 CAMPO	350.00	360.00	360.00
61805 Texas Municipal Clerks Assoc	175.00	105.00	180.00
61806 Texas City Managers Assoc.		175.00	300.00
Total 61800 Membership Fees / Dues	\$ 1,209.00	\$ 1,390.00	\$ 1,590.00
61900 Public Safety			
61901 Security Camera	8,971.02	4,141.69	7,100.00
61902 Granite Shoals VFD	46,440.00	54,180.00	92,880.00
61903 Marble Falls EMS	8,960.84	8,983.31	15,400.00
61904 Emergency Response Supplies		291.69	500.00
61905 Emergency Management Program		2,916.69	5,000.00
Total 61900 Public Safety	\$ 64,371.86	\$ 70,513.38	\$ 120,880.00
62900 Capital Improvement			
62905 City Vehicle/UTV		11,666.69	20,000.00
62906 City Tools		2,916.69	5,000.00
62907 Fund Accounting Software		11,666.69	20,000.00
62908 Capital Reserve		8,891.19	15,242.00
62909 Bond Interest Payments		27,300.00	46,800.00
Total 62900 Capital Improvement	\$ 0.00	\$ 62,441.26	\$ 107,042.00
Total 60000 EXPENSES - GENERAL FUND	\$ 302,133.16	\$ 388,064.38	\$ 656,301.00
Total Expenses	\$ 302,133.16	\$ 388,064.38	\$ 656,301.00
Net Operating Income	\$ 183,469.94	\$ 63,380.62	-\$ 132,274.00
Other Income			
76000 Interfund Transfers			
76010 Transfers In			
76010.2 Transfer In - HHWS Fund			65,479.00
76010.3 Transfer In - HHSW Fund			20,000.00
Total 76010 Transfers In	\$ 0.00	\$ 0.00	\$ 85,479.00
Total 76000 Interfund Transfers	\$ 0.00	\$ 0.00	\$ 85,479.00
Total Other Income	\$ 0.00	\$ 0.00	\$ 85,479.00
Net Other Income	\$ 0.00	\$ 0.00	\$ 85,479.00
Net Income	\$ 183,469.94	\$ 63,380.62	-\$ 46,795.00

**General Fund
Balance Sheet
As of Apr 30, 2026**

	Total
Assets	
Current Assets	
Bank Accounts	
100 Gen Fund - First United	215,689.58
106 Gen Fund - TexPool -Investment	767,042.36
Total for Bank Accounts	\$982,731.94
Accounts Receivable	
1200 Accounts Receivable	14,836.32
Total for Accounts Receivable	\$14,836.32
Other Current Assets	
1230 Due from Other Funds	0.00
1300 Taxes Receivable	6,432.00
1350 Prepaid Expenses	0.00
1499 Undeposited Funds	0.00
1997 AJE Holding Account	
1997.1 AR	0.00
1997.2 AP	0.00
Total for 1997 AJE Holding Account	\$0.00
Total for Other Current Assets	\$6,432.00
Total for Current Assets	\$1,004,000.26
Fixed Assets	
15000 Fixed Assets	
15100 City Hall Building	0.00
15101 City Hall Land	0.00
15103 Street & Drainage Improvements	0.00
15105 Furniture & Equipment	0.00
Total for 15000 Fixed Assets	\$0.00
16000 Accumulated Depreciation	0.00
Total for Fixed Assets	\$0.00
Total for Assets	\$1,004,000.26
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	47,339.49
Total for Accounts Payable	\$47,339.49
Credit Cards	
25000 TIB- Credit Card	0.00

Total for Credit Cards	\$0.00
Other Current Liabilities	
20000 Prior Year Accounts Payable	130.00
21000 Const. Deposits/Permits	
21100 Clean-up Deposits	13,600.00
Total for 21000 Const. Deposits/Permits	\$13,600.00
2110 Direct Deposit Liabilities	9,636.96
22000 Deferred Revenue	6,432.00
24000 Payroll Liabilities	
2100 Withheld taxes payable	1,814.09
24100 941 Taxes Payable	952.68
24200 TWC - SUI Payable	468.41
24300 FUTA Payable	0.00
Total for 24000 Payroll Liabilities	\$3,235.18
Total for Other Current Liabilities	\$33,034.14
Total for Current Liabilities	\$80,373.63
Total for Liabilities	\$80,373.63
Equity	
30000 Net Position	0.00
3900 Unrestricted Net Assets	0.00
Total for 30000 Net Position	\$0.00
39000 Retained Earnings	740,156.69
Net Income	183,469.94
Total for Equity	\$923,626.63
Total for Liabilities and Equity	\$1,004,000.26

Accrual Basis Thursday, May 14, 2026 02:25 PM GMTZ

Water Fund
Budget vs. Actuals: FY_2025_2026 - FY26 P&L
October 2025 - April 2026

	Actual	Total YTD Budget	Annual Budget
Income			
9000 HHWater System Revenue			
9200 Charges for Services			
9210 Water Sales	235,352.85	215,153.19	368,834.00
9220 Tap Fees	20,000.00	5,250.00	9,000.00
Total 9200 Charges for Services	\$ 255,352.85	\$ 220,403.19	\$ 377,834.00
9230 HHWS Miscellaneous Income			
9231 Miscellaneous Income		116.69	200.00
Total 9230 HHWS Miscellaneous Income	\$ 0.00	\$ 116.69	\$ 200.00
9250 Investment Income			
9251 Interest Income	986.21	875.00	1,500.00
Total 9250 Investment Income	\$ 986.21	\$ 875.00	\$ 1,500.00
Total 9000 HHWater System Revenue	\$ 256,339.06	\$ 221,394.88	\$ 379,534.00
Total Income	\$ 256,339.06	\$ 221,394.88	\$ 379,534.00
Gross Profit	\$ 256,339.06	\$ 221,394.88	\$ 379,534.00
Expenses			
62000 EXPENSES-WATER SYSTEM FUND			
62150 2016 Bond Series Expenses			
62151 2016 Series Bond Interest	2,077.89	2,438.31	4,180.00
62152 2016 Bond Series Principal			105,000.00
Total 62150 2016 Bond Series Expenses	\$ 2,077.89	\$ 2,438.31	\$ 109,180.00
62200 Administrative / Office			
62201 Office Supplies	232.63	1,516.69	2,600.00
62206 Software		1,487.50	2,550.00
62207 Postage	1,642.60	2,450.00	4,200.00
62208 Public Notice Publication		116.69	200.00
62210 Travel Reimbursement		116.69	200.00
62211 Schools & Training		291.69	500.00
62212 Bank Fees	20.00	43.75	75.00
62213 Food & Beverage		291.69	500.00
Total 62200 Administrative / Office	\$ 1,895.23	\$ 6,314.70	\$ 10,825.00
62350 Chemicals			
62351 Misc. Chemicals	901.96	2,275.00	3,900.00
Total 62350 Chemicals	\$ 901.96	\$ 2,275.00	\$ 3,900.00
62400 Maintenance & Repairs			
62402 Repairs & Service Work	1,036.47	17,500.00	30,000.00
62403 Buildings / Infrastructure	39.99	2,916.69	5,000.00
62405 Material-pipe,pumps,meters	259.40	11,666.69	20,000.00
62407 Generator Maint and Repairs	5,036.50	4,958.31	8,500.00
Total 62400 Maintenance & Repairs	\$ 6,372.36	\$ 37,041.69	\$ 63,500.00
62500 Professional Services			
62502 Accounting/Audit Fees	10,020.00	4,812.50	8,250.00
62503 Attorneys Fees		641.69	1,100.00

62511 Engineering Fees			641.69		1,100.00
62512 Lab Fees	244.00		2,566.69		4,400.00
62513 Contract Operator	45,000.00		52,500.00		90,000.00
Total 62500 Professional Services	\$ 55,264.00	\$	61,162.57	\$	104,850.00
62600 Utilities					
62601 Electric	4,357.76		4,666.69		8,000.00
62604 Telephone			583.31		1,000.00
Total 62600 Utilities	\$ 4,357.76	\$	5,250.00	\$	9,000.00
62700 Services & Charges					
62705 Contract Mowing Expense			962.50		1,650.00
62712 Tap Installation	1,950.00		1,808.31		3,100.00
62713 Storage Facilities	5,907.00		3,179.19		5,450.00
62714 Johnston East Well Water Usage			291.69		500.00
62715 TCEQ	999.60		641.69		1,100.00
Total 62700 Services & Charges	\$ 8,856.60	\$	6,883.38	\$	11,800.00
62800 Membership Fees/Dues					
62806 TRWA Membership	591.60		335.44		575.00
62807 AWWA Membership			247.94		425.00
Total 62800 Membership Fees/Dues	\$ 591.60	\$	583.38	\$	1,000.00
Total 62000 EXPENSES-WATER SYSTEM FUND	\$ 80,317.40	\$	121,949.03	\$	314,055.00
Total Expenses	\$ 80,317.40	\$	121,949.03	\$	314,055.00
Net Operating Income	\$ 176,021.66	\$	99,445.85	\$	65,479.00
Other Expenses					
76001 Interfund Transfers					
76020 Transfers Out					
76020.1 Transfer Out to General Fund					65,479.00
Total 76020 Transfers Out	\$ 0.00	\$	0.00	\$	65,479.00
Total 76001 Interfund Transfers	\$ 0.00	\$	0.00	\$	65,479.00
Total Other Expenses	\$ 0.00	\$	0.00	\$	65,479.00
Net Other Income	\$ 0.00	\$	0.00	-\$	65,479.00
Net Income	\$ 176,021.66	\$	99,445.85	\$	0.00

Thursday, May 14, 2026 07:28:17 AM GMT-7 - Accrual Basis

**Water Fund
Balance Sheet
As of Apr 30, 2026**

	Total
Assets	
Current Assets	
Bank Accounts	
203 CNB Water Operating	326,991.45
205 CNB- HHWS (GO Bond Ser)	2,406.92
206 TexPool - HHWS Investment	38,397.63
Total for Bank Accounts	\$367,796.00
Accounts Receivable	
1200 Accounts Receivable	24,892.68
Total for Accounts Receivable	\$24,892.68
Other Current Assets	
12100 Inventory Asset	11,250.00
1499 Undeposited Funds	0.00
1996 Deferred Loss on Refunding	20,420.00
1997 AJE Holding Account	
1997.1 AR	0.00
1997.2 AP	0.00
Total for 1997 AJE Holding Account	\$0.00
Total for Other Current Assets	\$31,670.00
Total for Current Assets	\$424,358.68
Fixed Assets	
15000 Fixed Assets	
15200 Highland Haven Water Sys	
15201 HHWS - Infrastructure	992,409.00
15202 HHWS - Building & Structures	45,234.00
15203 Equipment	62,768.00
15205 HHWS-Land	20,000.00
15209 Intangible Assets	170,115.00
15210 Construction in Process	438,231.50
1760 Capital Assets	0.00
Total for 15200 Highland Haven Water Sys	\$1,728,757.50
Total for 15000 Fixed Assets	\$1,728,757.50
16000 Accumulated Depreciation	-582,787.22
16001 Accumulated Amortization	-136,537.42
Total for Fixed Assets	\$1,009,432.86
Total for Assets	\$1,433,791.54
Liabilities and Equity	
Liabilities	

Current Liabilities	
Accounts Payable	
Accounts Payable	136.77
Total for Accounts Payable	\$136.77
Credit Cards	
25000 TIB - Credit Card	90.77
Total for Credit Cards	\$90.77
Other Current Liabilities	
20000 Prior Year Accounts Payable	1,230.00
2020 Sales Tax Payable	0.00
2021 Due to Other Funds	0.00
2060 Retainage Payable	38,219.60
2140 Accrued Interest Payable	502.00
22200 Bonds Payable - Current	105,000.00
22202 Unearned Revenue	17,282.58
Total for Other Current Liabilities	\$162,234.18
Total for Current Liabilities	\$162,461.72
Long-term Liabilities	
26000 Long Term Liabilities	
26200 2016 HHWS Bond Payable	210,000.00
Total for 26000 Long Term Liabilities	\$210,000.00
Total for Long-term Liabilities	\$210,000.00
Total for Liabilities	\$372,461.72
Equity	
30000 Net Position	
3200 Invested in Capital Asset Net o	714,852.86
3810 Net Assets Restricted	0.00
3900 Unrestricted Net Assets	0.00
Total for 30000 Net Position	\$714,852.86
39000 Retained Earnings	170,455.30
Net Income	176,021.66
Total for Equity	\$1,061,329.82
Total for Liabilities and Equity	\$1,433,791.54

Accrual Basis Thursday, May 14, 2026 02:33 PM GMTZ

Solid Waste
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
October 2025 - April 2026

	Actual	Total YTD Budget	Annual Budget
Income			
9500 Solid Waste Revenue			
9600 Charges For Services			
9610 SW Residential Collection	68,136.39	80,421.25	137,865.00
Total 9600 Charges For Services	\$ 68,136.39	\$ 80,421.25	\$ 137,865.00
9650 Franchise Fees			
9651 Waste Services Franchise Fee	3,130.08	3,120.81	5,350.00
Total 9650 Franchise Fees	\$ 3,130.08	\$ 3,120.81	\$ 5,350.00
9800 Investment Income			
9801 Interest Income	48.90	14.56	25.00
Total 9800 Investment Income	\$ 48.90	\$ 14.56	\$ 25.00
Total 9500 Solid Waste Revenue	\$ 71,315.37	\$ 83,556.62	\$ 143,240.00
Total Income	\$ 71,315.37	\$ 83,556.62	\$ 143,240.00
Expenses			
63000 EXPENSES - SOLID WASTE FUND			
63500 Professional Services			
63513 Waste Contractor Costs	62,601.88	63,093.31	108,160.00
63514 Household Haz Waste Program		1,166.69	2,000.00
63515 Haz Waste Spill Response Fund		1,166.69	2,000.00
63516 Bulk Trash Pick-UP		1,458.31	2,500.00
63517 Document Shredding		437.50	750.00
Total 63500 Professional Services	\$ 62,601.88	\$ 67,322.50	\$ 115,410.00
Total 63000 EXPENSES - SOLID WASTE FUND	\$ 62,601.88	\$ 67,322.50	\$ 115,410.00
Total Expenses	\$ 62,601.88	\$ 67,322.50	\$ 115,410.00
Net Operating Income	\$ 8,713.49	\$ 16,234.12	\$ 27,830.00
Other Expenses			
76001 Interfund Transfers			
76020 Transfers Out			
76020.1 Transfer Out to General Fund			20,000.00
Total 76020 Transfers Out	\$ 0.00	\$ 0.00	\$ 20,000.00
Total 76001 Interfund Transfers	\$ 0.00	\$ 0.00	\$ 20,000.00
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 20,000.00
Net Other Income	\$ 0.00	\$ 0.00	\$ 20,000.00
Net Income	\$ 8,713.49	\$ 16,234.12	\$ 7,830.00

**Solid Waste
Balance Sheet
As of Apr 30, 2026**

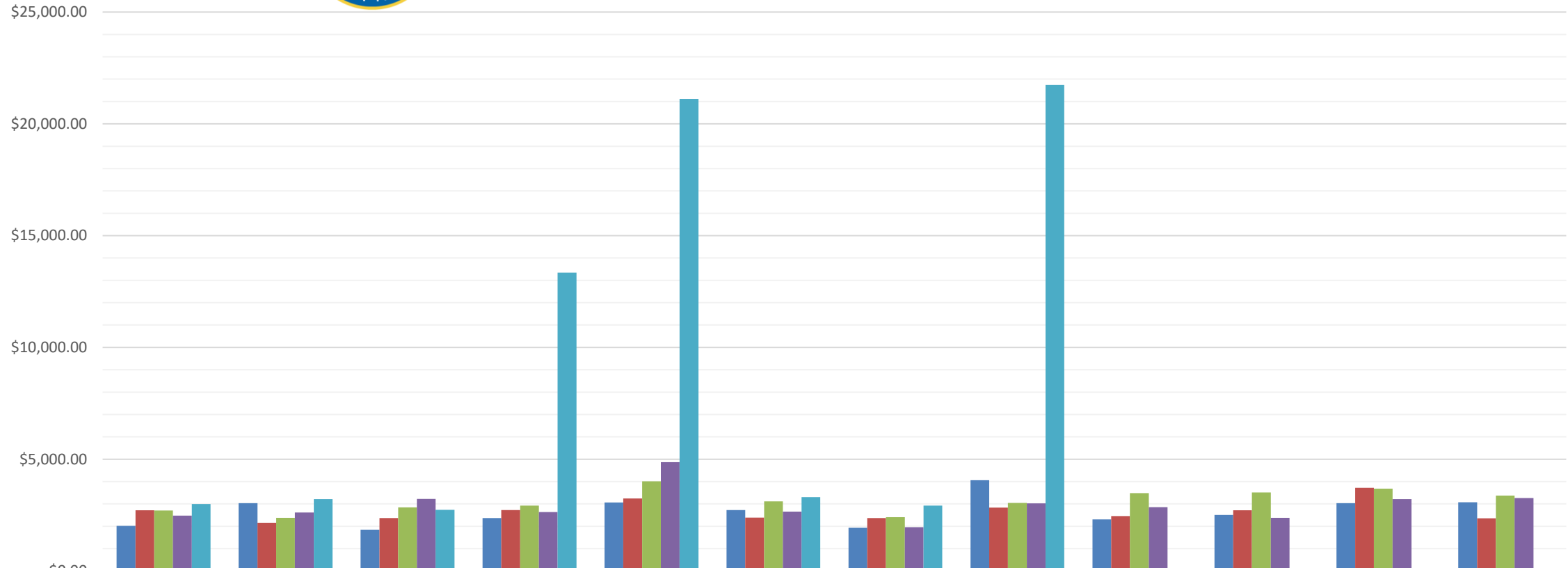
	Total
Assets	
Current Assets	
Bank Accounts	
300 CNB- HH Solid Waste	89,327.20
Total for Bank Accounts	\$89,327.20
Accounts Receivable	
1150 Accounts Receivable	12,075.75
Total for Accounts Receivable	\$12,075.75
Total for Current Assets	\$101,402.95
Total for Assets	\$101,402.95
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,763.38
Total for Accounts Payable	\$8,763.38
Credit Cards	
25000 TIB Card Service Center	0.00
Total for Credit Cards	\$0.00
Other Current Liabilities	
20000 Prior Year Accounts Payable	8,442.68
22000 Sales Tax Payable	6.68
Total for Other Current Liabilities	\$8,449.36
Total for Current Liabilities	\$17,212.74
Total for Liabilities	\$17,212.74
Equity	
39000 Retained Earnings	75,476.72
Net Income	8,713.49
Total for Equity	\$84,190.21
Total for Liabilities and Equity	\$101,402.95

Accrual Basis Thursday, May 14, 2026 02:41 PM GMTZ



City of Highland Haven Sales Tax

■ 2022 ■ 2023 ■ 2024 ■ 2025 ■ 2026



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
■ 2022	\$2,020.88	\$3,036.41	\$1,848.93	\$2,369.89	\$3,067.90	\$2,721.37	\$1,939.03	\$4,057.71	\$2,305.26	\$2,508.50	\$3,031.97	\$3,078.37
■ 2023	\$2,715.96	\$2,153.70	\$2,364.18	\$2,728.03	\$3,246.73	\$2,388.05	\$2,361.84	\$2,838.98	\$2,453.38	\$2,716.50	\$3,720.53	\$2,357.56
■ 2024	\$2,701.28	\$2,377.70	\$2,847.22	\$2,924.52	\$4,011.63	\$3,108.80	\$2,409.33	\$3,047.22	\$3,481.26	\$3,514.60	\$3,685.36	\$3,369.76
■ 2025	\$2,478.94	\$2,614.17	\$3,219.00	\$2,631.93	\$4,864.60	\$2,651.26	\$1,954.35	\$3,019.03	\$2,850.69	\$2,373.32	\$3,211.69	\$3,260.18
■ 2026	\$2,998.39	\$3,216.31	\$2,735.22	\$13,347.78	\$21,121.77	\$3,305.83	\$2,925.04	\$21,744.94	\$0.00	\$0.00	\$0.00	\$0.00



City of Highland Haven Building Permit Monthly Executive Report

Reporting Month: April 2026

Status – April 2026	Monthly Total	Permits Issued Fiscal YTD	*Income Fiscal YTD
Permits Submitted	3		
Permits Approved	1	20	\$17,320
Permits Pending	2		

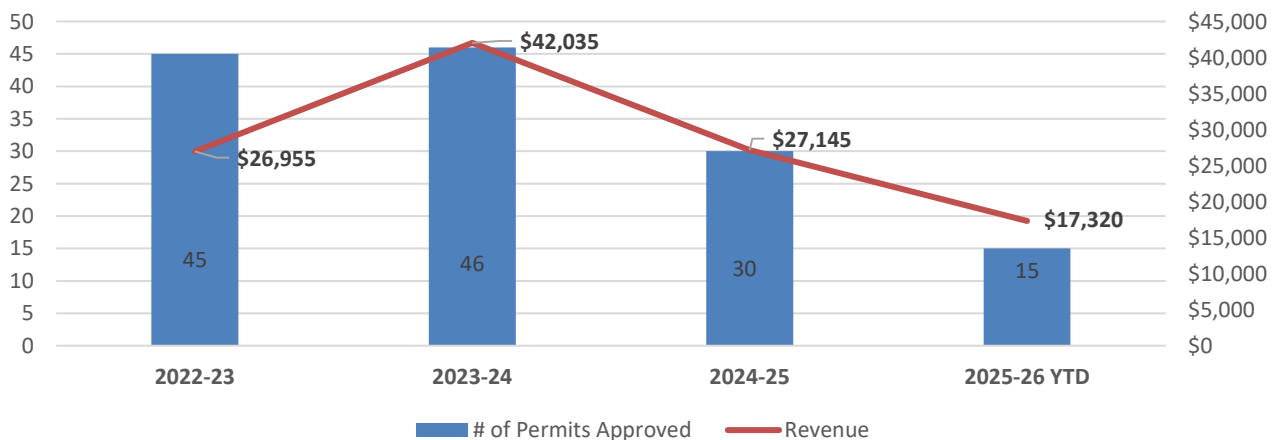
*Includes refundable construction deposits

Active Projects

Project Type	Number of Open Permits
Demolition	1
Dock Remodel	1
Fence/Drive	2
New Single Family Residence	1
Non-Structure	0
Remodel	4
Secondary Structure	1
TOTAL:	10

Historical Building Permits and Revenue by Fiscal Year

Historical Data - Highland Haven Building Permits



**CITY OF HIGHLAND HAVEN, TEXAS
ORDINANCE #140**

May 19, 2026

AN ORDINANCE OF THE CITY OF HIGHLAND HAVEN, TEXAS, CERTIFYING THAT THREE QUALIFIED CITIZENS WHO FILED FOR THE VACANT POSITIONS ON THE 2026 ELECTION BALLOT WERE UNOPPOSED AND ARE THEREFORE ELECTED.

Whereas, one position for Mayor was to be filled during the May 2, 2026, election; and
Whereas, one qualified citizen filed for this position on the ballot for the May 2, 2026, and
Whereas, two positions on the Board of Aldermen were to be filled during the May 2, 2026, election; and

Whereas, two qualified citizens filed for two of these positions on the ballot for the May 2, 2026, election; and

Whereas, the election official for the City of Highland Haven, Texas has furnished written certification of the unopposed status of one qualified citizen for the position of Mayor on the May 2, 2026, election ballot and two qualified citizens filed for a position of Alderperson on the May 2, 2026, election ballot; and

Whereas, the Texas Election Code Section §2.053 (a) authorizes the Board of Aldermen and the Mayor of the City of Highland Haven, Texas to declare each unopposed candidate elected to office when the number of qualified citizens filing for a position on the ballot equals or is less than the number of vacancies to be filled.

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

The two qualified citizens, Don Hagans and Terry Nuss are hereby elected to the positions of Alderperson for two years, and, Olan Kelley is elected to the position of Mayor for two years in the City of Highland Haven, Texas, effective May 2, 2026.

PASSED AND APPROVED this the *19th* day of *May* 2026, by a yes vote of ___ and a no vote of ___.

Olan Kelley, Mayor

Attest:

Sarah Collard, City Secretary



**CITY OF HIGHLAND HAVEN
RESOLUTION #380
May 19, 2026**

APPOINTMENT OF ALDERMAN TO OFFICE OF MAYOR PRO TEMPORE

WHEREAS it is necessary to select one Alderperson to serve as Mayor Pro Tempore; and

WHEREAS the Mayor Pro Tempore is to serve for a period of **one year**; and

WHEREAS the Mayor Pro Tempore performs the duties of Mayor in instances where the Mayor is absent, or if the Mayor refuses to act; and

WHEREAS Alderperson _____ has agreed to serve in the capacity of Mayor Pro Tempore for the City of Highland Haven, Texas for **one year**.

BE IT THEREFORE RESOLVED that the Board appoints _____ as Mayor Pro Tempore for **one year** beginning May 19, 2026.

PASSED AND APPROVED on the **19th day of May 2026** at a scheduled meeting by the **Board of Aldermen of the City of Highland Haven, Texas**.

Olan Kelley, Mayor

Attest:

Sarah Collard, City Secretary





May 15, 2026

Subject: Item 11: Discussion on City Signs

To the City of Highland Haven Board of Aldermen,

Background

At prior Board of Aldermen meetings, staff provided updates on planned improvements to City signage, including:

- Removal of the existing digital message board and the “Highland Haven” sign panel located below it along Highland Drive; and
- Replacement of outdated lettering on the City Hall building

Based on Board direction, staff has been working toward a new sign configuration consisting of a redesigned monument-style digital sign and updated permanent signage elements.

Status Update

At this time:

- Staff has received **one formal proposal** for a new single-faced digital electronic message center (EMC) to replace the existing digital sign
- Staff has reached out to additional vendors and is **actively soliciting further proposals**, with the goal of obtaining at least three total bids before proceeding

Regarding overall sign layout:

- The proposed configuration includes a **new digital sign installed lower than the current setup**, with a **new “Highland Haven” identification sign installed above the digital display**
- The digital sign component will be **procured separately** from the permanent signage elements

With respect to remaining signage:

- After selecting a vendor for the digital sign, staff will solicit proposals for two coordinated elements:



- The **upper monument-style “Highland Haven” identification sign**, and
- A **new permanent sign for the City Hall building**
- These elements will be bid together to ensure **consistent design, materials, and overall appearance**

Purpose of This Item

The purpose of this item is to:

- Provide the Board with a status update on the City signage project
- Confirm that staff is continuing to move forward with vendor outreach, pricing, and design development

No action is requested at this time.

Next Steps

Staff will continue to:

- Solicit additional bids for the digital sign
- Evaluate proposals once a sufficient number of bids are received
- Return to the Board with:
 - A summary of proposals, and
 - A recommended vendor for the digital sign

Following selection of the digital sign vendor, staff will proceed with soliciting proposals for the remaining signage components to ensure a coordinated final design.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



May 15, 2026

Subject: Item 12: Discussion on City Budget – Water Fund

To the City of Highland Haven Board of Aldermen,

Purpose of Discussion

The purpose of this agenda item is to review the Water Fund budget as a whole, incorporating both:

- The adopted budget structure and philosophy
- The workshop discussion regarding future capital planning and funding

This summary is intended to bring these elements together into a single, clear framework to support Board discussion and direction.

Water Fund – Big Picture

The Water Fund is designed around a simple and consistent objective:

Ensure the City can operate a safe, compliant, and reliable water system using stable and predictable revenue, regardless of annual water usage.

Because Highland Haven operates under a groundwater permit with a fixed annual limit, and because many system costs exist regardless of demand, the City has adopted a structure that prioritizes financial stability over usage-based revenue.

How the Current Structure Works

The City's Water Fund is built on a clear policy:

Fixed system costs are recovered through base charges, while usage-dependent costs are recovered through volumetric charges.

This approach ensures that:

- Required system costs are covered even in low-usage years
- Conservation does not create financial shortfalls
- The City is not dependent on selling more water to remain financially stable

Base charges fund the cost of maintaining the system and providing basic service, while volumetric charges apply only when usage increases.



This structure continues to provide a stable and balanced budget for FY 2026–27.

Where Highland Haven Fits Regionally

As part of the workshop discussion, the Board reviewed water rate comparisons across the region.

Key observations include:

- Highland Haven’s rates are **generally consistent with other small groundwater systems** and are generally around the average cost for communities in the area
- Some larger systems show lower base rates, but often benefit from:
 - Larger customer bases (economies of scale)
 - Additional revenue sources, such as sewer service
- Highland Haven does not provide sewer service and must recover all operational, administrative, and compliance costs through water rates alone

Additionally, the City’s rate structure intentionally prioritizes stability by relying more heavily on base charges than many other systems.

Key takeaway:

The City’s rates reflect its size, system type, and policy choices, and are generally in line with comparable systems in the region.

Looking Ahead – Capital Planning

While the current budget is stable and sustainable, the workshop discussion focused on the next phase of long-term system planning.

The most important takeaway is that capital planning must follow a clear sequence:

1. Engineering First

Before pursuing major projects or funding opportunities, the City must establish clearly defined, engineered project plans.

This includes:

- Evaluating system needs
- Identifying priority improvements
- Developing project scopes and cost estimates

Estimated cost: \$30,000 – \$50,000 (one-time)



2. Grant Strategy Second

Once projects are defined, the City can pursue external funding opportunities.

Because of:

- Limited staff capacity
- The technical nature of grant applications
- Eligibility challenges related to Low-to-Moderate Income (LMI) thresholds

...it may be more effective to engage a grant services firm to manage this process.

Estimated cost: \$30,000 – \$60,000 annually

3. Funding Decisions Third

After completing engineering and evaluating grant opportunities, the City will be able to:

- Understand the full scope of potential projects
- Identify available funding sources
- Determine the level of local funding required

At that point, the Board can make informed decisions regarding long-term funding strategies.

Funding Considerations

To initiate engineering and grant preparation efforts, the City must fund an estimated **\$60,000 – \$110,000** initial investment.

In evaluating how to fund this effort, the Board may consider both:

- **Timing** (single-year vs multi-year funding), and
- **Available funding sources**, including prior bond authorization

Funding Timing Options

Option A – Single-Year Funding (Accelerated Approach)

Under this approach, the City would fund engineering and initial grant efforts within a single fiscal year.

Advantages:

- Allows the City to move quickly into project development
- Positions the City to pursue grant opportunities sooner



- Reduces the risk of missing funding cycles
- Provides earlier clarity on system needs and costs

Challenges:

- May require a more noticeable short-term financial impact
- Concentrates costs into a single budget year

Option B – Multi-Year Funding (Phased Approach)

Under this approach, the City would spread costs over multiple years, such as:

- Funding engineering first, followed by grant services later, or
- Allocating funding incrementally as it becomes available

Advantages:

- Reduces immediate impact on base rates
- Provides flexibility to adjust based on results
- Allows a more gradual approach

Challenges:

- Slows overall project timeline
- May delay access to grant opportunities
- Extends the time before full cost visibility is available

Available Funding Sources

The City currently has four potential funding mechanisms to support these efforts:

Base Rate Adjustments (Most Reliable)

The most dependable funding source is base rate revenue.

Each \$1 increase in the monthly base rate generates approximately \$5,000 annually.

This approach:

- Provides stable and predictable funding
- Aligns with the City's policy of funding essential system costs through base charges
- Can support either accelerated or phased approaches



Consideration:

- Larger, single-year funding efforts may result in more noticeable rate increases, while a phased approach could spread impacts over time

Variable / Excess Revenue (Less Predictable)

The City may also utilize:

- Volumetric (usage-based) revenue above projections
- Year-end surpluses

However:

- The budget is intentionally built on low-usage assumptions
- Available excess revenue is limited and not guaranteed

Implication:

- Better suited for a phased, multi-year approach
- Not reliable enough to support accelerated funding needs

Bond Proceeds from Approved 2025 Bond (Limited but Important Source)

As part of the 2025 bond authorization, the City approved **\$1,000,000** for:

- Acquisition of the 8.36-acre property adjacent to the water system
- Water infrastructure improvements

The initial estimated purchase price of the property was approximately **\$750,000**. Based on guidance from bond counsel, the City pursued a higher bond amount to:

- Ensure sufficient funding for acquisition
- Cover bond issuance and related costs
- Provide remaining funds for water system infrastructure improvements

As a result:

- A portion of the bond proceeds will be used for land acquisition
- A portion will be used for issuance-related costs
- **Any remaining funds may be applied toward water infrastructure improvements**

Considerations:



- Final acquisition cost may vary based on timing and negotiations
- Remaining funds available for infrastructure are not yet precisely known
- Timing of the transaction is uncertain

Implication:

- This represents a **potential supplemental funding source**, particularly for infrastructure
- May help offset future capital costs, but is **not a guaranteed or immediate funding source** for planning efforts

Future Property Revenue (Potential Long-Term Source)

If the City completes acquisition of the property and successfully operates or partners on the RV and boat storage facilities, the City may generate an ongoing revenue stream.

This revenue could:

- Support water system improvements
- Reduce reliance on rate increases over time

Considerations:

- Timing of acquisition is uncertain
- Operational structure may require legal or regulatory approvals
- Revenue levels are not yet guaranteed

Implication:

- Best viewed as a **future funding source**, not a current one

Key Tradeoff for the Board

This discussion ultimately comes down to two related decisions:

How quickly does the City want to move forward with planning and project development, and which funding sources should be used to support that effort?

- A **faster approach** provides earlier clarity and access to funding opportunities
- A **slower approach** reduces short-term financial impacts but extends the timeline

Bringing It Together

The City has multiple tools available, but each comes with different levels of certainty:



- **Base rates** – reliable and immediate
- **Variable revenue** – flexible but unpredictable
- **Bond proceeds** – partially available, but timing and amount uncertain
- **Future property revenue** – promising, but long-term

The decision is not whether the City *can* fund these efforts, but rather:

The pace at which the City chooses to move forward, and the balance between certainty, timing, and financial impact.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



May 15, 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

There have been no new updates since the last meeting. Staff continues to monitor progress regarding communications with the property owner and other steps required for the bond and potential property acquisition. There is currently a drafted letter that should be sent to the property owner if no communication is received in the next few weeks.

As previously noted, once an agreement is in place for any property purchase, it generally takes 6–12 weeks to sell the bonds and finalize related transactions.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



May 1, 2026

Subject: Item 14: Discussion on City Attorney Update

To the City of Highland Haven Board of Aldermen,

Background

Staff has established a **monthly check-in meeting with the City Attorney** to improve communication, responsiveness, and coordination on legal matters. These recurring meetings were created following prior Board discussions, and staff has found them to be productive and beneficial.

In addition to general legal support, the City Attorney has been actively working with staff on **current Planning and Zoning Commission ordinances** that are under review. Draft ordinances have been shared with the City Attorney, and staff has received legal feedback and guidance on each item as they move through the P&Z process.

These monthly meetings also provide an opportunity to address other City matters requiring legal review or interpretation.

Purpose of This Discussion

As part of improving and formalizing these monthly check-ins, staff proposes including this item as a **standing agenda item** for the Board of Aldermen.

The intent is to provide a regular opportunity for the Board to identify:

- Items or questions you would like staff to take to the City Attorney for review or legal opinion
- Topics related to ordinances, policies, or operations that may benefit from legal guidance
- Issues the Board would like prioritized in upcoming meetings with the City Attorney

This approach ensures that:

- The Board has direct input on matters requiring legal review or advice
- Staff can prepare in advance to make the monthly check-in meetings efficient and focused
- The City Attorney is aware of Board priorities and can provide timely and relevant guidance



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EST. 1995

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(830) 265-4366

Staff is not presenting recommendations at this time and is seeking direction from the Board on any items you would like included in future monthly meetings with the City Attorney.

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

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



May 1, 2026

Subject: Item 15: Discussion on Planning & Zoning Commission

To the City of Highland Haven Board of Aldermen,

Background

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

Each Alderman appoints a Planning and Zoning Commissioner whose term aligns with the Alderman's own, in accordance with City ordinances. Current assignments remain in place unless otherwise directed by the Board.

The Planning and Zoning Commission continues to review ordinance updates and planning initiatives at the direction of the Board, with support and coordination from staff and the City Attorney.

Commission Work and Recent Activity

At the May 14, 2026 Planning and Zoning Commission meeting, several items were formally acted upon, while others remain in progress.

Items Recommended to the Board

The Commission voted to forward the following items to the Board of Aldermen for consideration:

25 Foot Setback from the Lake

- Clarifies how the required setback is measured, including properties with inland boat slips or similar features
- Updated language reflects legal guidance from the City Attorney

Water Wells

- Updates and expands the City's existing prohibition on new private wells
- Adds supporting language regarding:
 - Public health considerations
 - Groundwater protection
 - Protection of the City's municipal water system

Private Water Storage / Well Storage Tanks



- Introduces new regulations addressing private water storage tanks associated with private wells
- Clarifies how these systems differ from rainwater harvesting systems
- Provides regulatory structure where the current ordinance is silent

👉 **Next Step:**

These items are scheduled for **Board discussion and possible action at the June 2 Board of Aldermen meeting**

Items Still in Progress

Signs Ordinance

- The Commission has completed a working draft incorporating City Attorney feedback, including:
 - Content-neutral regulation
 - Updated definitions
 - Compliance with state law
- Prior to finalizing the ordinance, the Commission will:
 - Distribute a **community survey** to gather input
 - Invite public participation at the **June 11 P&Z meeting**

👉 **Purpose:**

Ensure that community feedback aligns with and informs the final ordinance prior to recommendation

Comprehensive Plan

- The Commission continues development of the City's Comprehensive Plan
- At the May 14 meeting, the Commission approved a **refined document structure** intended to:
 - Improve organization and usability
 - Better align long-term planning topics
- The Commission is moving forward with **updated topic sections** under this revised framework

Purpose of This Item

The purpose of this item is to:

- Provide the Board with an update on Planning and Zoning Commission activities
- Communicate which ordinance items are moving forward for Board action



- Highlight ongoing efforts related to the Comprehensive Plan and Signs Ordinance

No formal action is requested at this time.

Moving Forward

Staff and the Planning and Zoning Commission will continue to:

- Prepare recommended ordinance updates for Board consideration on June 2
- Conduct community outreach for the Signs Ordinance prior to final recommendation
- Continue development of the Comprehensive Plan under the updated structure

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



May 15, 2026

Subject: Item 16: Discussion on Legislative Updates

To the City of Highland Haven Board of Aldermen,

Background

This standing item provides an opportunity to discuss legislative developments at the Texas Legislature and federal level that may impact municipalities.

At the **May 5 Board of Aldermen meeting**, staff provided an update on interim legislative activity and a regional meeting attended by the Mayor and City Administrator with other Hill Country mayors, city administrators, and state legislative representatives. That discussion highlighted continued concerns among smaller cities regarding:

- The impact of statewide policy proposals
- Communication with state leadership
- Challenges related to growth, infrastructure, and limited resources

While the next regular Texas Legislative Session will not occur until 2027, interim legislative work and regional coordination efforts continue to shape future policy direction.

Legislative Update

a. Interim Legislative Activity

Legislative committees have begun active review of interim charges that are expected to influence the 2027 session. Recent updates from the Texas Municipal League (TML) highlight several key areas of focus.

Water Utility Revenue and Infrastructure

The Texas Senate Committee on Water, Agriculture, and Rural Affairs recently held a hearing examining:

- The use of water and wastewater utility revenues
- Transfers of utility revenue to general government functions



- The impact of those practices on infrastructure maintenance and system sustainability [[LU 2026-19 May 15 | PDF](#)]

This reflects a broader legislative interest in ensuring that utility revenues are preserved for:

- System maintenance and capital improvements
- Long-term sustainability of water infrastructure

Relevance to Highland Haven

Highland Haven currently utilizes a portion of Water Fund revenue to support General Fund operations through a structured allocation.

Specifically:

- A calculated percentage of staff costs for the **City Administrator** and **Utility/Accounting Coordinator** positions is transferred from the Water Fund to the General Fund
- This allocation is based on the level of effort those positions dedicate to water system operations
- A similar approach is used for the Solid Waste Fund

This methodology reflects an effort to fairly allocate operational costs across City functions.

However, if future legislation were to restrict or eliminate the ability to transfer utility revenues:

- These costs would need to be absorbed by the General Fund
- This would likely increase reliance on **property tax revenues**
- The overall structure of how the City funds operations could be significantly impacted

👉 Key Consideration:

Potential legislative changes in this area could have meaningful impacts on the City's financial model and should continue to be closely monitored.

Municipal Finance and Revenue Oversight

Legislative committees are also reviewing:

- Local government spending and debt practices
- The use of fees and other non-tax revenues [[LU 2026-19 May 15 | PDF](#)]



The Texas Municipal League is actively collecting data from cities to better inform these discussions and support municipal advocacy.

Public-Private Partnerships

The House Committee on State Affairs is evaluating the effectiveness and structure of public-private partnerships (P3s), with a focus on:

- Transparency
- Efficiency
- Streamlining project delivery [[LU 2026-19 May 15 | PDF](#)]

These discussions could influence how cities partner with private entities on infrastructure and facility-related projects.

Federal Disaster Response and Funding

At the federal level, a recent FEMA Review Council report recommends changes to how disaster assistance is structured, including:

- A shift toward greater **state responsibility** for disaster response
- Movement toward **state-managed funding** for mitigation programs
- Adjustments to eligibility thresholds and funding processes [[LU 2026-19 May 15 | PDF](#)]

👉 Implication:

If implemented, these changes could impact how cities access disaster recovery and mitigation funding, potentially requiring greater coordination at the state level.

b. Regional Collaboration – Hill Country Cities

Following the regional discussions referenced at the May 5 meeting, efforts to establish a **Hill Country Cities alliance** continue to progress.

Current Status

- A draft “**Compact of Mayors for a Regional Alliance of Hill Country Cities**” continues to circulate among participating communities
- Recent revisions include updates to emphasize that growth and development should reflect the **unique characteristics of each individual community**



- Several mayors have provided signatures or indicated support, while outreach to additional cities remains ongoing
- The group is currently working through mayoral transitions in several communities and expects to finalize the document **by mid-June**

Purpose of the Compact

The compact is intended to:

- Provide a shared statement of concerns and priorities
- Improve coordination and communication between Hill Country cities
- Highlight regional challenges, including:
 - Water supply and conservation
 - Infrastructure capacity
 - Development pressures
 - Flooding and drought conditions

The document is not intended to create a formal governing body, but rather to support collaboration and a more unified regional voice.

Additional Coordination Efforts

In support of these discussions, participating communities have also begun sharing resources and perspectives related to:

- Local control and state legislative impacts
- Infrastructure and growth management challenges
- Potential approaches to communicating regional priorities

Purpose of This Discussion

The purpose of this item is to:

- Update the Board on current legislative and interim developments
- Highlight areas of potential impact to the City, particularly related to water funding and municipal finance



- Provide an update on regional coordination efforts among Hill Country communities
- Discuss whether the City wishes to continue exploring participation in a regional alliance

No action is requested at this time.

Moving Forward

Staff will continue to:

- Monitor legislative developments during the interim period
- Track policy discussions related to water funding and municipal finance
- Follow progress on the Hill Country Cities compact
- Return to the Board with updates as developments become more defined or if Board direction is requested

Bringing It All Together

While the next legislative session is still over a year away, current discussions indicate a strong focus on:

- Water system funding and sustainability
- Oversight of municipal revenue practices
- Infrastructure investment and delivery

These areas are directly aligned with ongoing City discussions related to the Water Fund and long-term planning.

At the same time, regional collaboration efforts may provide an opportunity for Highland Haven to participate in a broader conversation about how statewide policy impacts smaller Hill Country communities.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



May 15, 2026

Subject: Item 17: Discussion on Code Enforcement

To the City of Highland Haven Board of Aldermen,

Background

Recent changes in Texas state law have affected how municipalities may carry out code enforcement activities, particularly with respect to who is authorized to issue notices and take enforcement action.

In response, staff is working with the City Attorney to ensure the City's code enforcement practices are fully compliant with current legal requirements while remaining effective in addressing ordinance violations.

Current Approach and Next Steps

At this time, the City is focusing on developing a clear and legally sound path forward for code enforcement. This includes:

- Working with the City Attorney to establish appropriate enforcement procedures
- Identifying steps necessary for the City Administrator to obtain a **Code Enforcement Officer in Training (CEOIT)** designation
- Reviewing existing ordinances to ensure they are clearly written and enforceable
- Ensuring continuity of enforcement capability in the event of staff transition or temporary unavailability

In the interim, staff will continue to respond to resident concerns and promote voluntary compliance through communication and outreach.

Purpose of This Discussion

The purpose of this item is to:

- Provide a brief update on ongoing efforts to formalize code enforcement
- Confirm that staff is working toward a compliant and sustainable enforcement approach

No action is requested at this time.



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Sincerely,

Andy Adams

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May 15, 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 not received any substantial rainfall since the last Board meeting, and staff has not been made aware of any new drainage complaints or issue. No standing water or flooding events were noted in that period, beyond normal expectations.

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,

Andy Adams

City Administrator

City of Highland Haven

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May 15, 2026

Subject: Item 19: Discussion on Water System

To the City of Highland Haven Board of Aldermen,

Background

This standing item allows the Board to review matters related to the City's water system, including maintenance and operations, regulatory compliance, and coordination with the Central Texas Groundwater Conservation District (CTGCD).

a. Maintenance, Operations, and Reporting

- There was one small new maintenance issue where a contractor ran over a meter box in Shady Acres. The water operator was notified and plans to fix the issue on May 16. Staff will continue working with the City's water operator to identify and address any needs as they arise.

b. Central Texas Groundwater Conservation District

- The Central Texas Groundwater Conservation District is in the process of **moving into its new facility** and has indicated that its **next Board meeting on May 28 will be held at the new location**.
- Staff will continue monitoring District activities, communications, and regulatory actions that may affect the City's water system and groundwater permit.

Purpose of This Discussion

This item is intended to provide the Board with an update on water system operations, required state and district reporting, and coordination with the Central Texas Groundwater Conservation District. No action is requested at this time.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

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May 15, 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 in regards to our Waste Management contract. We will continue to monitor this program and provide feedback on any issues or problems as they arise.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

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May 15, 2026

Subject: Item 23: City Administrators Comments – Floodplain Administrator

To the City of Highland Haven Board of Aldermen,

Background

A question was recently raised regarding whether the City’s Floodplain Administrator must be licensed or certified in order to perform the role.

Floodplain Administration Overview

The Floodplain Administrator is responsible for:

- Administering and enforcing the City’s floodplain regulations
- Reviewing development activity within designated flood zones
- Providing floodplain determinations and required documentation
- Coordinating with state and regional entities as needed

This role ensures the City remains compliant with the **National Flood Insurance Program (NFIP)** and supports continued eligibility for flood insurance.

City Compliance

The City has taken all required steps to properly establish and maintain this function:

- The Floodplain Administrator has been **formally appointed by Council resolution**, as required by ordinance
- There is **no state or federal requirement** that the Floodplain Administrator be licensed or certified
- Certification (such as Certified Floodplain Manager) is **optional and considered a best practice**, not a legal requirement

Floodplain administration duties are currently being carried out in accordance with FEMA and NFIP requirements, including:

- Providing floodplain determinations during development review



- Maintaining required documentation and records
- Ensuring technical work (such as elevation certificates) is completed by licensed professionals where applicable

Purpose of This Discussion

The purpose of this item is to:

- Clarify the role and responsibilities of the Floodplain Administrator
- Confirm that the City is compliant with all applicable requirements

No action is requested at this time.

Sincerely,

Andy Adams

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