



CITY OF HIGHLAND HAVEN

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

AGENDA – REGULAR BOARD OF ALDERMEN MEETING

DATE: June 2, 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 19, 2026 BOA Budget Workshop
- b. Minutes from May 19, 2026 BOA Regular Meeting

- 7. **Discussion and/or Possible Action:** Resolution #381- Approve authority and responsibilities of elected officials.
- 8. **Discussion and/or Possible Action:** Resolution #382 - Appointments to Planning and Zoning Commission

REVISED AGENDA - POSTED 5/27/26

9. **Discussion and/or Possible Action:** Resolution #383 - Signatories Commercial National Bank.
10. **Discussion and/or Possible Action:** Resolution #384 - Signatories First United Bank.
11. **Discussion and/or Possible Action:** Resolution #385 - Signatories Tex Pool.
12. **Discussion and/or Possible Action:** City Signs
13. **Discussion and/or Possible Action:** Amend Highland Haven Code of Ordinances to add §4.08.014 Private Water Well Storage Tanks
14. **Discussion and/or Possible Action:** Amend Highland Haven Code of Ordinances §4.02.010(i) language on water wells
15. **Discussion and/or Possible Action:** Amend Highland Haven Code of Ordinances §9.02.004(b)(3)(A) clarifying the 25' setback
16. **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.
17. **Discussion and/or Possible Action** on Executive Session matters.
 - a. Real property matters.

DISCUSSION / INFORMATION ITEMS

18. Discussion – IT Services
19. Discussion – SB 3 Sirens
20. Discussion – City Budget
 - a. Draft of Solid Waste Fund Budget for FY27
 - b. Present update for all funds
 - c. Budget Calendar
21. Water Infrastructure Bond
22. City Attorney Update
23. 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.
24. Legislative Updates
25. Code Enforcement

REVISED AGENDA - POSTED 5/27/26

- 26. Drainage Issues
 - a. May 21st Storm
- 27. Review Water System
 - a. Water System Maintenance or Issues
 - b. Central Texas Groundwater District
- 28. Review Solid Waste Services
- 29. Mayor's Report
- 30. Aldermen Comments
- 31. City Staff Comments
 - a. City Administrator
 - b. City Secretary

Next Board of Aldermen Meetings:

- 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.

Original Agenda Posted: May 26, 2026

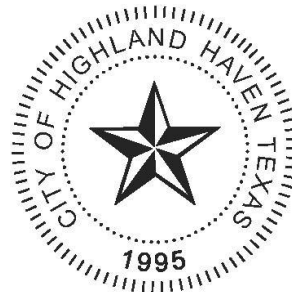
Revised Agenda Posted: May 27, 2026

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 27, 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 – BOARD OF ALDERMEN WORKSHOP – BUDGET FY 2027

DATE: May 19, 2026

TIME: 5:00 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 5:00 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 and Terry Chase**
4. 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.

DISCUSSION / INFORMATION ITEMS

5. Discussion – FY 2027 Budget Planning Workshop
 - a. Water Fund Line Items
 - b. Capital Improvement Projects

Next Board of Aldermen Meetings:

- Regular Meeting: Tuesday, May 5, 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

Adjournment.

The workshop adjourned at 6:15 PM.

Olan Kelley, Mayor

Attest:

Sarah Collard, City Secretary





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 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 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 – **No 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.)

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. 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

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

Vote: 5-0

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

Bruce Robertson moved to accept Ordinance #140 certifying the three unopposed candidates as elected; Terry Smith seconded.

Vote: 5-0

8. **Discussion and/or Possible Action:** Resolution #380 – Appointment of Mayor Pro Tempore **Terry Smith moved to appoint Terry Nuss as Mayor Pro Tempore; seconded by Linda Smith.**
Vote: 4-1 with Hagans, Robertson, L. Smith and T. Smith voting For, Nuss voting Against.
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

Terry Nuss moved to adjourn the meeting, seconded by Don Hagans.

Vote: 5-0

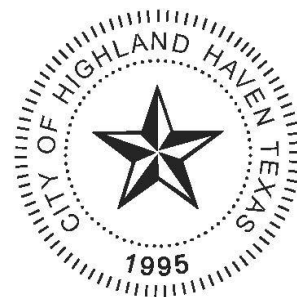
Adjournment.

The meeting was adjourned at 7:52 PM.

Olan Kelley, Mayor

Attest:

Sarah Collard, City Secretary



**CITY OF HIGHLAND HAVEN
RESOLUTION #381
June 2, 2026**

**RESOLUTION TO APPROVE THE AUTHORITY AND RESPONSIBILITIES
WITHIN ASSIGNED DUTY POSITIONS OF ELECTED OFFICIALS OF THE
CITY OF HIGHLAND HAVEN, TEXAS**

WHEREAS the specified duties of elected officials within a Type A General Law Municipality in the Texas Government Code are limited in number and do not address the multitude of task accomplishments necessary for efficient operation of a municipality and

WHEREAS the Board of Aldermen of the City of Highland Haven have determined that the Board of Aldermen volunteer to assist the Mayor in the administration of certain city functions and

WHEREAS under Section 23.051, Texas Government Code, the governing body of a Type A General Law municipality may provide the duties of the officers it appoints and

BE IT THEREFORE RESOLVED by the Board of Aldermen of the City of Highland Haven, Texas that elected officials of the City shall be responsible for execution of the duties proscribed by the Texas Local Government Code and for the primary oversight and/or execution of duties relative to the tasks listed below and for the coordination with other elected officials necessary for task accomplishment. The Aldermen responsibility assignments listed below (except Treasurer) serve at the mutual pleasure of the individual Alderman and the Mayor.

OFFICIAL/APPOINTEE	AREA OF PRIMARY RESPONSIBILITY
Mayor Olan Kelley	Powers & Duties of Mayor, Tx LGC Sec 22.042 Bank Authorized Signature Public relations Financial planning Interlocal Agreements Records management Office administration Emergency planning, flood control and hazard mitigation Code & ordinance enforcement coordination Legal assistance Variances & Re-plats HHWS management Drain infrastructure program Roads & Streets Maintenance Buoy Maintenance

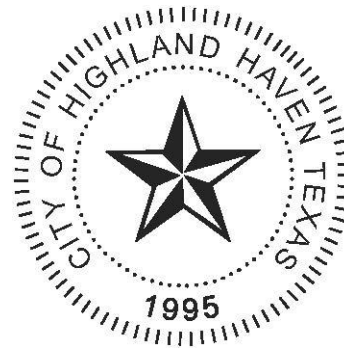
Terry Nuss	Mayor Pro Tempore Bank Authorized Signature Lot Mowing/Tree Trimming
Terry Smith	Construction and Building Permits
Don Hagans	Ordinance Enforcement (Except buildings) Household Hazardous Waste Program Solid Waste Services Oversight
Bruce Robertson	Codification Project Review Project Management Financial Planning
Lynn Smith	Treasurer Bank Authorized Signature

PASSED AND APPROVED on the 2nd Day of June 2026, at a scheduled meeting of Board of Aldermen of the City of Highland Haven, Texas.

Olan Kelley, Mayor

ATTEST:

Sarah Collard, City Secretary



RESOLUTION #382

To appoint one qualified resident of the City of Highland Haven, Texas to the Planning & Zoning Commission. Appointees will serve a term equal to the term of the Aldermen making the appointment.

WHEREAS, Ordinance #053, Planning & Zoning Commission, established a five (5) member Planning & Zoning Commission and provides for each Alderperson to appoint a member to the Commission. The Commission member is to serve a term identical to the Alderperson who appoints the member, and

WHEREAS, the City has a member of the Board of Aldermen who will appoint one member to the Commission for a two-year period, and

WHEREAS, the Aldermen involved do hereby appoint the following citizens to the commission for the term specified:

ALDERPERSON	COMMISSION MEMBER	TERM
Terry Nuss	Connie Smith	2028
Don Hagans	John Novak	2028

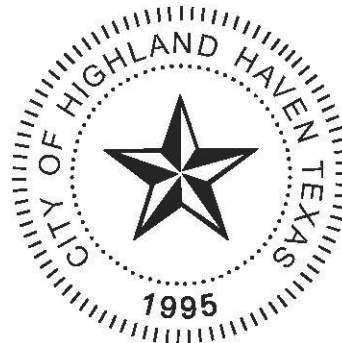
BE IT THEREFORE RESOLVED that the Board of Aldermen of the City of Highland Haven, Texas, approve the above appointments to the Planning and Zoning Commission for the term stated above.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS ON THIS THE 2nd DAY OF JUNE 2026.

Olan Kelley, Mayor

Attest:

Sarah Collard, City Secretary



RESOLUTION #384

To appoint account signers on the City of Highland Haven, Texas depository accounts with First United Bank, Kingsland Texas.

WHEREAS, for safeguard of public funds, the Board of Aldermen, has determined that four people should be able to sign checks on our bank accounts and;

WHEREAS, only two signatures will be required on each check;

NOW THEREFORE the four names to be placed on the bank signature card are:

Olan Kelley	/Mayor
Joseph Adams	/City Administrator
Lynn Smith	/Treasurer
Terry Nuss	/Mayor Pro Tem

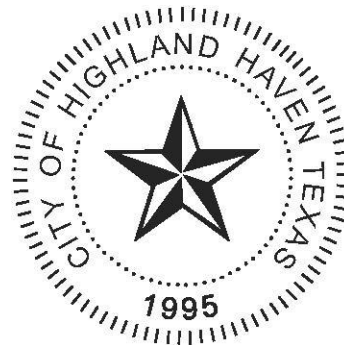
BE IT THEREFORE RESOLVED that the Board of Aldermen of the City of Highland Haven, Texas, designate the above-named four people to be account signers on the depository accounts with First United Bank, Kingsland, Texas.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS ON THIS THE 2nd DAY OF JUNE 2026.

Olan Kelley, Mayor

Attest:

Sarah Collard, City Secretary



RESOLUTION #385

**To appoint account signers on the City of Highland Haven, Texas
depository accounts with Tex Pool, Austin Texas.**

WHEREAS, for safeguard of public funds, the Board of Aldermen, has determined that four people should be able to sign checks on our bank accounts and;

WHEREAS, two signatures will be required on each check;

NOW THEREFORE the four names to be placed on the bank signature card are:

Olan Kelley	/Mayor
Joseph Adams	/City Administrator
Lynn Smith	/Treasurer
Terry Nuss	/Mayor Pro Tem

BE IT THEREFORE RESOLVED that the Board of Aldermen of the City of Highland Haven, Texas, designate the above-named four people to be account signers on the depository accounts with Tex Pool, Austin Texas.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS ON THIS THE 2nd DAY OF JUNE 2026.

Olan Kelley, Mayor

Attest:

Sarah Collard, City Secretary





May 29, 2026

Subject: Item 12: Discussion and/or Action on City Signs

To the City of Highland Haven Board of Aldermen,

Background

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

- Removal of the existing digital message board and lower “Highland Haven” sign
- Replacement of outdated City Hall signage
- Development of a new monument-style digital sign with coordinated permanent signage

Staff has continued vendor outreach and design coordination based on Board direction²

Current Status

- **Two proposals** have been received for a digital electronic message center (EMC)
- **One to two additional proposals** are expected by June 5, 2026
- The digital sign will be procured first, followed by coordinated monument and City Hall signage

Proposal Summary

3 Core Displays

- 3’ x 5’ single-sided digital sign [\[City of Highland Haven Proposal | PDF\]](#)
- Cloud-based programming, front-serviceable
- 5-year warranty + lifetime technical support [\[City of Highland Haven Proposal | PDF\]](#)
- Pricing (based on resolution):
 - **\$16,000 – \$24,800** [\[City of Highland Haven Proposal | PDF\]](#)
- Installation and shipping included (electrical not included)



Mega Sign

- Cloud-based system with remote access and scheduling [[Highland Haven for Quote | PDF](#)]
- Includes LTE modem with lifetime data [[Highland Haven for Quote | PDF](#)]
- Pricing:
 - **\$20,333 – \$24,760**

Discussion Items

The Board may wish to provide direction regarding:

- Desired sign quality and resolution
- Budget range for the digital sign
- Whether to wait for additional proposals or narrow direction now

Next Steps

- Continue collecting proposals through early June
- Return with a full comparison and recommendation
- Proceed with monument and City Hall signage after EMC selection

Action Requested

Discussion and possible direction on scope, pricing, and next steps²

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



June 1, 2026

Subject: Item 13: Discussion and/or Action on Water Well Storage System Ordinance

To the City of Highland Haven Board of Aldermen,

BACKGROUND

The City's current Code of Ordinances includes regulations for rainwater harvesting systems under Article 4.08 but does not address private well water storage tanks.

This issue was brought to the City's attention following the installation of a private well water storage tank within the City limits. At that time, the City did not have regulations in place specific to these types of systems, limiting the City's ability to address related concerns or establish consistent standards.

DISCUSSION

In response, the Board of Aldermen directed the Planning & Zoning Commission and staff to develop ordinance language establishing standards for private well water storage tanks.

Staff and P&Z members prepared a draft ordinance using the existing rainwater harvesting regulations as a reference point. The draft was subsequently reviewed by the City Attorney, who provided edits and recommendations to improve clarity, organization, and enforceability.

The ordinance presented tonight incorporates those revisions and is presented as a new section within Article 4.08. It establishes regulations governing the placement, installation, and operation of private well water storage tanks where none currently exist.

PROPOSED ACTION

Adopt an ordinance:

1. Renaming Article 4.08 to include water well storage systems; and
2. Adding Section 4.08.014 establishing regulations for private well water storage tanks.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance as presented.

NEXT STEPS

- Ordinance becomes effective upon adoption
- Staff will administer and enforce the new regulations as needed



CITY OF
HIGHLAND HAVEN
EST. 1995

www.highlandhaventx.com

(830) 265-4366

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com

**CITY OF HIGHLAND HAVEN, TEXAS
ORDINANCE NO. 141**

June 2, 2026

AN ORDINANCE OF THE CITY OF HIGHLAND HAVEN, TEXAS, AMENDING THE CODE OF ORDINANCES BY RENAMING ARTICLE 4.08 “RAINWATER HARVESTING SYSTEMS” TO “RAINWATER HARVESTING AND WATER WELL STORAGE SYSTEMS”; ADDING §4.08.014 REGARDING PRIVATE WELL WATER STORAGE TANKS; PROVIDING REGULATIONS FOR THE NUMBER, LOCATION, DESIGN, INSTALLATION, OPERATION, AND MAINTENANCE OF SUCH TANKS; PROVIDING FOR THE PROTECTION OF PUBLIC HEALTH, SAFETY, AND THE CITY’S POTABLE WATER SYSTEM; PROVIDING A PENALTY; PROVIDING A REPEALER; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Highland Haven is authorized to regulate matters affecting public health, safety, and welfare; and

WHEREAS, the City operates a municipal potable water system that must be protected from contamination and cross-connections; and

WHEREAS, private well water storage tanks, if not properly regulated, may create nuisance conditions, mosquito breeding, structural hazards, and risks to surrounding properties and infrastructure; and

WHEREAS, the Planning and Zoning Commission has reviewed and recommended adoption of regulations governing private well water storage tanks following consultation with the City Attorney;

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

SECTION 1. ARTICLE TITLE AMENDMENT

Article 4.08 of the Code of Ordinances is hereby amended to read as follows:

“Article 4.08 – Rainwater Harvesting and Water Well Storage Systems”

SECTION 2. ADDITION OF SECTION

§ 4.08.014 – Private Well Water Storage Tanks is hereby added to read **in its entirety** as follows:

§ 4.08.014 Private Well Water Storage Tanks

Purpose.

The purpose of this section is to regulate the placement, installation, maintenance, and operation of private well water storage tanks in order to protect public health and safety, preserve neighborhood

compatibility, prevent nuisances, and protect the City's potable water system from contamination or cross-connection.

Applicability.

This section applies only to private water storage tanks supplied by private wells and does not apply to rainwater harvesting systems regulated under Article 4.08, except where expressly stated.

Maximum Number of Tanks.

No more than two (2) private water storage tanks regulated under this section shall be permitted on any single lot or tract of land, regardless of whether a permit is required for individual tanks.

For purposes of this subsection, multiple tanks connected or designed to function as a single system shall each be counted individually toward the maximum allowed.

(a) Permit required.

(1) Regardless of size, all private water storage tanks shall comply with the requirements set forth herein.

(2) No permit shall be required for a private water storage tank with a capacity of 200 gallons or less.

(3) It shall be unlawful for any person to construct or install a private water storage tank exceeding 200 gallons in capacity without first obtaining a permit from the city.

(4) Storage tanks exceeding 1,000 gallons in capacity shall require submission of manufactured foundation specifications, engineered design details, structural support details, or other documents acceptable to the City sufficient to demonstrate the tank pad or base is capable of supporting the maximum weight of the tank at full capacity.

(b) Plans and specifications.

No permit application shall be deemed complete until all required plans, specifications, and supporting materials have been submitted. Adequate plans and specifications, as determined by the permit officer, shall accompany each permit application and shall include:

- (1) Tank dimensions and total capacity;
- (2) Proposed location on property with setbacks indicated;
- (3) Foundation or pad details; and
- (4) Screening method, if applicable.

(c) Location and setbacks.

(1) No private water storage tank or any component thereof shall be located in the front of the building structure.

(2) Any private water storage tank visible from the street must be screened.

(3) Tanks shall not be located within utility easements or drainage easements.

(4) Private water storage tanks shall comply with the setback requirements applicable to accessory structures under the zoning regulations, but in no event shall any such tank be located less than five

(5) feet from a property line unless expressly authorized by this Code.

(d) Height limitations.

- (1) Private water storage tanks shall not exceed eight (8) feet in height above ground level.
- (2) The Board of Aldermen may approve a variance from height, setback, or screening requirements upon finding that strict enforcement would cause practical difficulty, the deviation will not create a nuisance or safety hazard, and compatibility with surrounding residential development will be maintained.
- (3) No tank shall exceed twelve (12) feet in height under any circumstances.

(e) Screening and appearance.

- (1) Any private water storage tank visible from a public street or adjacent residential property shall be screened from ordinary street-level view.
- (2) Screening shall consist of:
 - (A) Opaque fencing;
 - (B) Masonry enclosure; or
 - (C) Other screening method approved by the City.
- (3) Storage tanks shall be constructed of opaque material.
- (4) Storage tanks shall be neutral or earth-tone in color.
- (5) Commercial branding or advertising visible from a public street is prohibited.

(f) Construction and safety.

- (1) Storage tanks must never have been used to store hazardous materials.
- (2) Tanks shall be covered and vents screened to prevent mosquito breeding.
- (3) Tanks shall be accessible for cleaning and repair.
- (4) Storage tank access openings exceeding twelve (12) inches in diameter shall be secured to prevent tampering or unintended entry.
- (5) Tanks shall include an overflow port and drainage system that will not contribute to erosion or flooding of adjacent property.
- (6) Storage tanks shall be installed on a stable, level surface capable of supporting the maximum filled weight of the tank.

(g) Cross-connection prohibited.

- (1) No private well, private water storage tank, or associated piping regulated by this section shall be interconnected with the City's potable water distribution system.
- (2) Any property served by both a private well system and the City's potable water system shall maintain complete physical separation between the systems.
- (3) The city may inspect such systems upon reasonable notice to ensure compliance with this section and for the protection of the City's potable water system.

(h) Maintenance.

Any private water storage tank shall:

- (1) Not remain in a condition so as to create a public health hazard or nuisance;
- (2) Be maintained to prevent stagnant water;
- (3) Be maintained to prevent the attraction or breeding of mosquitos or other undesirable pests;

- (4) Be used solely for water storage;
- (5) Be maintained in structurally sound condition.

(i) Limited service area.

A private water storage tank regulated under this section shall serve only the lot or tract upon which it is located and shall not be used to distribute water to another lot, tract, dwelling unit, or off-site user.

(j) Abandonment.

When a private water storage tank is abandoned, all components shall be removed from the property.

(k) Nonconforming tanks.

Any private water storage tank legally installed prior to the effective date of this ordinance shall be considered a lawful nonconforming structure and may remain in place, provided it does not create a nuisance, health hazard, or unsafe condition.

(l) Groundwater regulation.

Nothing in this section shall be construed to regulate groundwater production, withdrawal amounts, or the permitting of water wells, which are subject to the jurisdiction of the applicable groundwater conservation district. This section shall not be interpreted to authorize the interconnection of private well systems with the City's potable water distribution system.

(m) Underground installation.

- (1) Underground or partially buried private water storage tanks shall require a permit regardless of capacity.
- (2) Underground tanks shall be installed in accordance with manufacturer specifications and engineered installation requirements sufficient to prevent flotation, collapse, or structural failure.
- (3) Underground tanks shall not be installed within drainage easements, utility easements, or flood-prone areas unless specifically approved by the city.
- (4) Venting and access openings shall be screened and secured to prevent mosquito breeding and unauthorized entry.
- (5) The installation of an underground tank shall not alter existing drainage patterns in a manner that adversely impacts adjacent property.

(n) Prohibition on storage of City potable water, except as authorized for emergency purposes.

- (1) No private water storage tank regulated under this section shall be used for the storage of water supplied by the City's potable water system unless expressly authorized in writing by the city.
- (2) Pumping, diverting, or conveying water from the City's potable water system into a private water storage tank for the purpose of storage is prohibited.
- (3) The use of City potable water to supplement a private well water storage tank is prohibited.
- (4) Any unauthorized storage of City potable water shall constitute a violation of this Code and may result in enforcement action, including disconnection of water service where authorized by law, issuance of citations, permit revocation, and any other remedy available to the City.

(5) Nothing herein shall prohibit temporary emergency storage of potable water when specifically authorized in writing by the city and protected by an approved air gap or RPZ assembly.

(o) Penalty.

Violations are subject to enforcement, fines, and nuisance abatement as provided by law.

(1) The city shall have the power to administer and enforce the provisions of this section as may be required by governing law. Any person violating any provision of this section is subject to suit for injunctive relief as well as prosecution for criminal violations. Any violation of this section is hereby declared to be a nuisance.

(2) Any person violating any provision of this section shall, upon conviction, be fined a sum not exceeding that which is provided by state law, except as may be otherwise expressly provided herein or by state law. Each day that a provision of this section is violated shall constitute a separate offense. An offense under this section is a misdemeanor.

SECTION 3. REPEALER

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4. SEVERABILITY

If any provision of this ordinance is held invalid, such invalidity shall not affect the remaining provisions.

SECTION 5. EFFECTIVE DATE

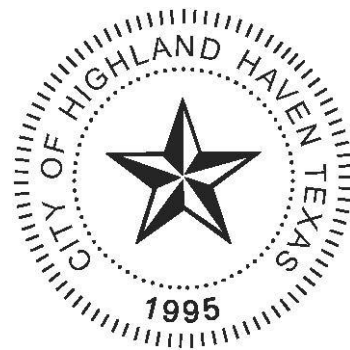
This ordinance shall take effect immediately upon adoption.

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

Olan Kelley, Mayor

Attest:

Sarah Collard, City Secretary





June 1, 2026

Subject: Item 14: Discussion and/or Action on Water Well Ordinance Amendment

To the City of Highland Haven Board of Aldermen,

BACKGROUND

Prior to 1989, properties within Highland Haven and surrounding areas relied on private water wells. Many of these wells were shallow and located near property lines, raising concerns about water quality, reliability, and proximity to on-site sewage systems.

In 1989, a TCEQ-approved municipal groundwater system was constructed to serve the area, and the City later acquired and now operates that system within its CCN service area.

Since approximately 2014, the City has prohibited the drilling of new private wells within the City limits, while allowing wells for the municipal system. This policy developed in part due to conflicts between private wells and septic system regulations, which in some cases required wells to be abandoned or plugged.

Recently, a variance request for a private irrigation well was considered and denied by the Board of Aldermen, followed by direction to Planning & Zoning and staff to review the ordinance for clarity and legal defensibility.

DISCUSSION

Staff consulted with the City Attorney on whether the current ordinance clearly reflects the City's authority under Texas law. The City's authority is grounded in its police powers to regulate land use, protect public health, and preserve municipal infrastructure—not in regulating groundwater production itself.

The Attorney advised that adding a clear **statement of purpose** strengthens the ordinance by:

- Clarifying the City's intent
- Supporting legal defensibility
- Providing guidance for future interpretation
- Distinguishing municipal regulation from groundwater district authority

Because municipal water service is already available to all properties within the City, private wells are not necessary to provide water service. Limiting additional wells helps:

- Reduce contamination risks



- Avoid conflicts with septic systems
- Protect the City's sole groundwater supply
- Preserve long-term system reliability

PROPOSED ACTION

The proposed amendment **does not change the City's existing policy** prohibiting new wells. Instead, it **adds a formal statement of purpose** explaining why the prohibition exists.

STAFF RECOMMENDATION

Staff recommends approval of the ordinance amendment as presented. This change improves transparency and legal clarity while maintaining existing protections for the City's water system and residents.

NEXT STEPS

- If approved, the ordinance will take effect immediately.
- Separate discussions regarding water rates and irrigation concerns will continue as part of the budget process, as previously directed by the Board

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com

**CITY OF HIGHLAND HAVEN, TEXAS
ORDINANCE NO. 142**

June 2, 2026

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND HAVEN, TEXAS, BY AMENDING § 4.02.010(i) REGARDING WATER WELLS; PROVIDING A STATEMENT OF PURPOSE FOR THE PROHIBITION ON DRILLING NEW WATER WELLS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Highland Haven operates a regulated public water system within its Certificate of Convenience and Necessity (CCN) and is obligated to provide continuous and reliable water service; and

WHEREAS, The City relies on groundwater as its sole drinking water source and must protect that resource for current and future residents;

WHEREAS, Private water wells have historically created conflicts with on-site sewage facilities, including compliance issues related to spacing and contamination risks;

WHEREAS, The City has previously prohibited the drilling of new private water wells within the City limits and desires to clarify the purpose and legal basis of this prohibition;

WHEREAS, The Board of Aldermen finds that this amendment promotes the public health, safety, and welfare and protects municipal infrastructure.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND HAVEN, TEXAS:

SECTION 1. AMENDMENT

Section **4.02.010(i)(1)** of the Code of Ordinances is hereby **amended to read as follows:**

(1) Drilling of new water wells:

The drilling of new water wells within the City is prohibited. This prohibition is adopted for the protection of public health, safety, and welfare; to protect groundwater resources relied upon by the City's municipal water system; to reduce the risk of contamination and land use conflicts associated with private wells and on-site sewage facilities; and to preserve the integrity, reliability, and long-term sustainability of the municipal water system.

(A) The prohibition of drilling new water wells does not apply in any way to the Highland Haven Water System.

SECTION 2. NO OTHER CHANGES

All other provisions of Section 4.02.010(i), including requirements related to plugging of wells and inactive wells, remain unchanged.

SECTION 3. REPEALER

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 4. SEVERABILITY

If any provision of this ordinance is held invalid, such invalidity shall not affect the remaining provisions.

SECTION 5. EFFECTIVE DATE

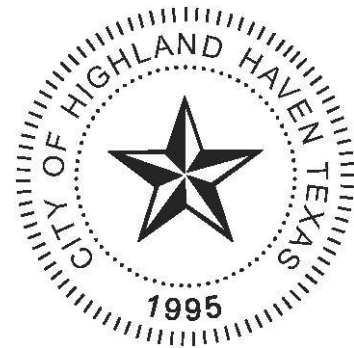
This ordinance shall take effect immediately upon adoption.

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

Olan Kelley, Mayor

Attest:

Sarah Collard, City Secretary





June 2, 2026

Subject: Item 15: Discussion on 25 Foot Setback

To the City of Highland Haven Board of Aldermen,

BACKGROUND

The City's zoning ordinance currently requires a twenty-five (25) foot setback from Lake LBJ, measured from the water's edge at its normal pool elevation of 825 feet above mean sea level.

In practice, questions have arisen regarding how this setback should be measured on properties that include inland boat slips, cuts, or similar man-made features extending into the lot. Historically, the City has measured the setback from the nearest point of water, including these interior features; however, the current ordinance language does not expressly address this situation.

As a result, this issue was referred to the Planning & Zoning Commission for review and clarification.

DISCUSSION

The Planning & Zoning Commission reviewed the ordinance language, historical enforcement practices, and the challenges created by inland boat slips. Based on that review, the Commission recommended clarifying how the setback is measured.

The proposed clarification would:

- Maintain the existing 25-foot setback requirement
- Define the point of measurement as the **navigable channel of Lake LBJ** at its normal water level
- Clarify that **inland boat slips, cuts, or similar man-made features are not used for measurement**

This approach aligns with the original intent of the setback, provides a consistent standard for all waterfront properties, and improves clarity for both property owners and enforcement.

The City Attorney has reviewed this approach and advised that it is appropriate and legally defensible, as it establishes a clear and uniform measurement standard.



PROPOSED ORDINANCE LANGUAGE (FOR DISCUSSION BEFORE PUBLIC HEARING)

“No residence, building, and/or outside appliance shall be constructed closer than twenty-five (25) feet to the navigable channel of Lake LBJ at its normal water level of eight hundred twenty-five (825) feet above mean sea level. Inland boat slips, cuts, or similar man-made features shall not be used as the point of measurement for the required setback.”

WHY NO ACTION IS BEING TAKEN TONIGHT

This provision is located within the City’s **zoning ordinance**. As a result, any amendment requires:

- A **public hearing**; and
- **Required public notice**, including newspaper publication

in accordance with state law and City procedures.

Because these requirements have not yet been completed, the Board is not able to take formal action on this item at this meeting.

NEXT STEPS

- Schedule and post a **public hearing** (anticipated July 7 meeting)
- Publish required legal notice
- Present the ordinance amendment for formal consideration following the public hearing

STAFF NOTE

This item is presented for Board awareness and direction prior to initiating the required public hearing process.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



May 29, 2026

Subject: Item 18: Discussion on IT Services

To the City of Highland Haven Board of Aldermen,

Background

In summer 2025, the City's IT service provider ceased operations without prior notice. Since that time, City staff has managed IT-related needs internally.

While this approach has allowed the City to maintain operations, it is not sustainable long-term. Managing IT internally requires significant staff time and does not provide the level of expertise, security, and reliability needed for ongoing operations.

Current Status

To address this, staff issued Requests for Proposals (RFPs) for managed IT services to approximately 15 firms.

- **Six proposals** have been received
- One proposal exceeds **\$50,000 annually** and is not considered feasible
- The remaining proposals range from approximately **\$20,000 to \$30,000 annually**

Funding for IT services has been incorporated across all operating funds in the proposed FY 2026–27 budget to support implementation.

Discussion Items

The purpose of this item is to:

- Provide the Board with an overview of proposals received
- Discuss the general scope and expectations for IT managed services
- Determine next steps in the selection process

Next Steps

Staff recommends:

- Selecting **two Aldermen** to participate in the evaluation process



- Reviewing the five viable proposals in more detail
- Conducting interviews with selected vendors

The goal will be to:

- Narrow the field to **2-3 finalists**
- Bring those vendors to the full Board for presentations and final consideration in **July 2026**

Service implementation is anticipated to begin at the start of the new fiscal year on **October 1, 2026**.

Action Requested

Discussion and possible direction regarding:

- Selection of Board representatives for the evaluation process
- Approach to narrowing vendor options and conducting interviews

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



May 21, 2026

Subject: State Flood Warning Siren Requirements (SB3) – Applicability to Highland Haven

To the City of Highland Haven Board of Aldermen,

Background

The State of Texas, through Senate Bill 3 (SB 3), has directed the Texas Water Development Board (TWDB) to identify areas at risk of dangerous **flash flooding** and determine where outdoor flood warning sirens are warranted.

TWDB has produced draft (“provisional”) mapping, sometimes referred to as the **“Flood Quilt,”** along with a technical guide for implementation. These resources include:

- An interactive map:
<https://experience.arcgis.com/experience/302750df28704b9393bc3c4497f4b583>
- Official guidance:
<https://www.twdb.texas.gov/about/sb3/doc/TWDB-Flash-Flood-Warning-Siren-Guide.pdf>

A screenshot of Highland Haven from the TWDB map is included as **Exhibit A** at the end of this document.

Summary of Findings

1. Highland Haven is NOT currently within a designated Flash Flood Risk Area (FFRA)

- TWDB mapping shows **no orange-designated areas within city limits**
- The entire City appears as:
 - **“Low to Medium Risk” (grey)**
- Nearby areas in Burnet County do contain orange zones, but **these do not extend into Highland Haven**

2. The state requirement is tied to “Flash Flood Risk Areas,” not general floodplains

TWDB distinguishes between:



Concept	Meaning
Floodplain (100-year / 500-year)	Areas that may flood over time
Flash Flood Risk Area (FFRA)	Areas where rapid-onset flooding creates immediate life-safety risk

The siren requirement under SB 3 is tied specifically to **FFRAs**, not all flood-prone areas.

3. Highland Haven’s flood risk is primarily lake-driven, not flash flooding

Based on mapping and local conditions, flooding in Highland Haven is generally:

- Influenced by **Lake LBJ / Colorado River water levels**
- Characterized by:
 - **Gradual rise of water levels**
 - **Broad inundation areas**
 - **Longer warning times**

This differs significantly from areas designated as FFRAs, which typically involve:

- Small creeks or tributaries
- Rapid runoff from rainfall
- Confined flow paths
- Very limited warning time (minutes to hours)

4. Why other areas are “orange” even with lower hazard index values

The City observed that some areas nearby have lower **Flash Flood Hazard Index (FFHI)** values but are still classified as orange.

This occurs because TWDB does not rely on the index alone. Instead, designation as an FFRA reflects a combination of:

- Type of drainage system (creek vs lake)
- Speed of flood onset



- Terrain and flow confinement
- Population and structure exposure
- Whether a siren system would meaningfully reduce life-safety risk

In summary:

Areas with faster, more dangerous flood conditions are prioritized, even if their numeric hazard score is lower.

5. Highland Haven’s classification is consistent with TWDB methodology

Although Highland Haven shows moderate hazard index values (approximately 0.47–0.54):

- The absence of fast-moving, confined drainage systems
- The presence of slower, lake-driven flooding

...results in the City being classified as **grey rather than orange**, which aligns with the TWDB guide and methodology.

Grant Eligibility Considerations

SB 3 also established funding mechanisms to assist with siren installation, typically administered at the state level and distributed through counties.

Key implication for Highland Haven:

Eligibility for funding is expected to be tied to designation within a Flash Flood Risk Area (FFRA).

Because Highland Haven:

- Is **not currently mapped as an FFRA**, and
- Does not meet the primary criteria for “siren-warranted” areas

...it is **unlikely that the City would qualify for grant funding** under this program at this time.

Practical interpretation:

- Jurisdictions in **orange-designated areas** are the priority recipients
- Those areas represent:
 - Higher life-safety risk



- Immediate need for warning infrastructure

However:

- Final program rules and funding criteria may evolve
- There may be opportunities for:
 - Regional partnerships
 - Supplemental hazard mitigation funding
 - Future eligibility if mapping changes

Conclusion

Based on current TWDB maps and guidance:

Highland Haven is not currently identified as a Flash Flood Risk Area (FFRA) and is therefore unlikely to be subject to a mandatory outdoor flood warning siren requirement under SB 3.

Additionally:

The City is unlikely to be eligible for state-funded siren installation under the current framework due to its classification outside of FFRA areas.

Important Considerations

1. Maps are provisional

- TWDB may refine boundaries before final designation
- Significant changes affecting Highland Haven appear unlikely given local hydrology

2. Absence of FFRA designation does not mean absence of flood risk

- Flooding remains a real hazard within the City
- Particularly in low-lying shoreline areas

3. Local policy decisions remain available

- Even without a mandate or funding, the City may consider:
 - Emergency notification systems
 - Public education initiatives



- Targeted warning strategies for vulnerable areas

Recommended Next Steps

1. Continue Monitoring TWDB Updates

- Track final FFRA designations and rulemaking

2. Verify Local Conditions

- Confirm no small tributaries or drainage corridors within city limits are later reclassified

3. Maintain Documentation

- Retain supporting materials (including Exhibit A) for future reference

Bottom Line

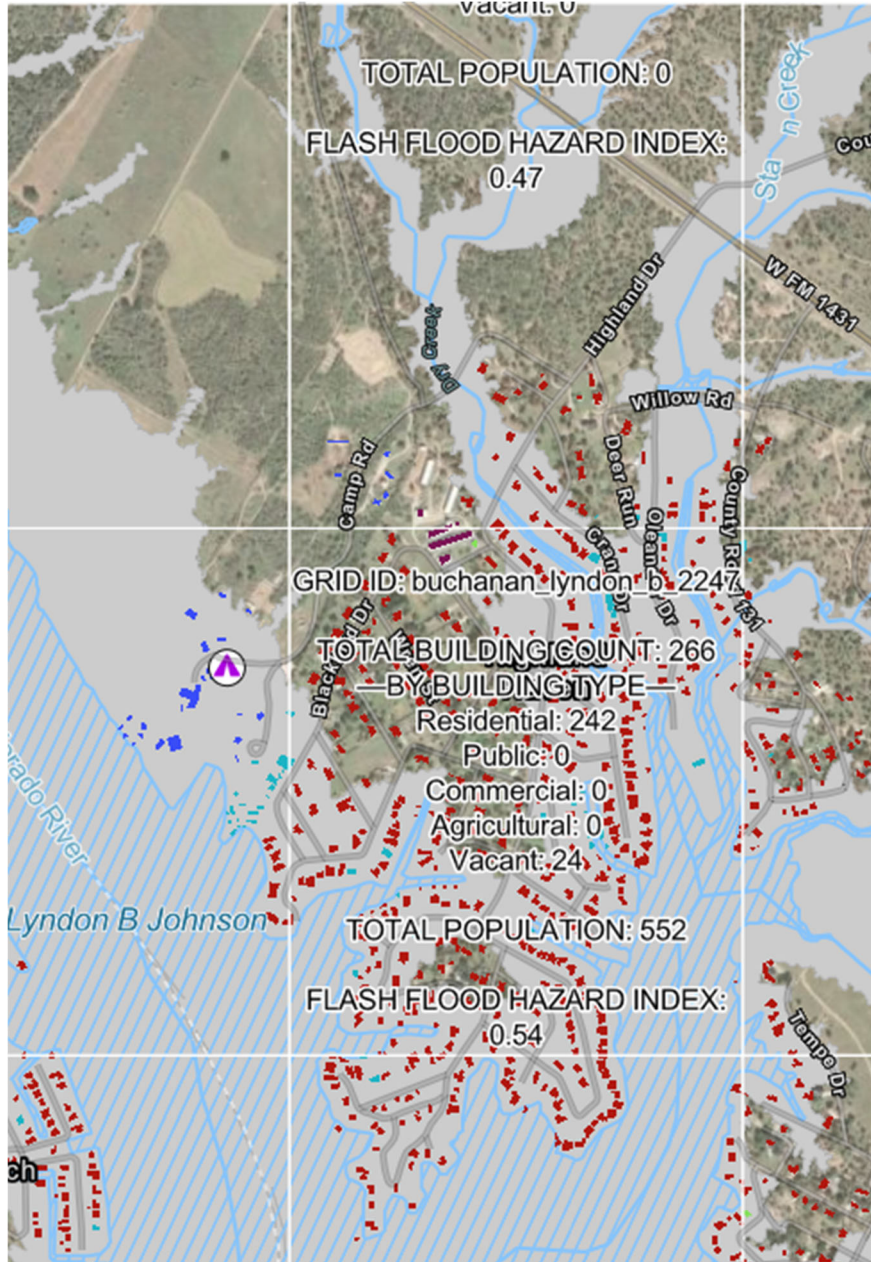
- Highland Haven is **not currently in a mapped siren-required zone**
- The City's flood risk is **lake-driven and slower-onset**
- A state-mandated siren system is **unlikely to be required**
- State grant funding for sirens is **also unlikely under current classifications**



CITY OF HIGHLAND HAVEN

EST. 1995

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Sincerely,

Andy Adams

City Administrator

City of Highland Haven

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cityadministrator@highlandhaventx.com



May 29, 2026

Subject: General Fund Budget

To the City of Highland Haven Board of Aldermen,

City of Highland Haven FY 2026–27 Budget Overview

This document provides an overview of the City’s FY 2026–27 operating and capital budgets across all major funds. The budget is designed to ensure the City remains **operationally stable, financially responsible, and prepared for long-term infrastructure needs**, while clearly presenting policy decisions for Board consideration.

Solid Waste Fund

The Solid Waste Fund operates as a **self-supporting enterprise fund**, where user fees and franchise revenues are structured to fully cover the cost of service.

The City contracts with Waste Management for residential trash and recycling services. Under that agreement:

- Costs increase annually by **3%**
- Customer rates are adjusted correspondingly to maintain cost recovery

Revenue & Expenses

- Primary revenue: monthly service charges and franchise fees
- Expenses are largely driven by the Waste Management contract (~90% of operating costs)
- Additional costs include household hazardous waste services, document shredding, and administrative allocations (IT, accounting, staff time)

The fund also includes a **\$25,000 annual transfer to the General Fund** to reflect the cost of administration, billing, and oversight.

Service Options for FY 2026–27

Option 1 – Maintain Existing Service

- Weekly trash collection



- Bi-weekly recycling
- Maintains current service levels with minimal financial change
- Results in a near break-even operation

Option 2 – Enhanced Service

- Weekly trash collection
- Bi-weekly recycling
- **Quarterly bulk and brush collection**

This option:

- Improves service levels and convenience
- Addresses periodic bulk disposal needs
- Remains financially sustainable with a modest rate adjustment

Financial Position

Under both options:

- The fund remains **structurally balanced**
- Ending fund balance exceeds policy targets
- No subsidy from other funds is required

Key Takeaway:

This is not a financial decision—it is a **service level decision**.

General Fund

Big Picture: What We’re Trying to Do

The goal of the General Fund budget remains straightforward:

Ensure the City can consistently fund required services using reliable revenue, while protecting long-term financial stability.



As a small city with limited revenue options, Highland Haven must be deliberate in how it:

- Funds operations
- Uses fund balance
- Plans for long-term costs

This budget continues the approach established in prior years:

- Separate **reliable vs. variable revenue**
- Ensure required services are funded by **stable revenue**
- Use fund balance **intentionally, not reactively**
- Clearly show the **financial impact of policy decisions**

Fund Balance Context

The City is projected to end FY 2025–26 with approximately:

\$741,712 in fund balance

However, this balance is structured for specific purposes and is not fully available.

Fund Balance Structure

- Operating Reserve: \$300,000
- Emergency Fund: \$125,000
- Capital & Facility Funds: \$125,000
- Grant Matching: \$75,000
- Remaining balance: contingency

This structure ensures:

- Continuity during disruptions
- Emergency readiness
- Planned capital investment
- Ability to pursue grants



Revenue Structure

Stable (City-Controlled) Revenue

- Property taxes
- Transfers from enterprise funds

These revenues:

- Are predictable
 - Fund required services (~\$437,500)
-

Variable Revenue

- Sales tax
- Franchise fees
- Development-related fees
- Interest income

These revenues:

- Fluctuate year to year
 - Are projected conservatively
 - Support flexibility, not required obligations
-

Key Cost Areas

Personnel

- ~45–47% of total expenditures
 - Reflects compensation and retirement contributions
 - Maintains current staffing levels
-



Professional Services

Increased due to:

- IT support needs
- Transition to fund accounting software
- State-required code enforcement

These increases reflect:

- Compliance requirements
 - Operational efficiency improvements
 - Long-term financial management needs
-

Public Safety

One of the largest cost drivers:

- Fire and EMS contracts
 - Service agreements
 - Safety technology (LPRs and radar signs)
-

Capital & One-Time Costs

- Includes bond-related payments
 - Represents **planned use of fund balance**, not a deficit
-

The Policy Decision

The General Fund budget is not about spending levels:

Total expenses remain approximately \$697,000 across all options.

Instead, the decision is:



How much of the City’s operations should be funded with current-year revenue vs. fund balance?

Tax Rate Options

Option	Revenue	Increase	%
Voter Approval	\$414,000	+\$14,000	3.5%
De Minimis	\$437,500	+\$37,500	9.4%

Difference:

\$23,500 annually

Impact on Fund Balance

Voter Approval Rate (Lower Increase)

- Uses ~\$50K of fund balance
- Reduces flexibility
- Leaves ~\$60K contingency

👉 Short-term relief, higher risk later

Proposed Budget (Higher Increase)

- Uses ~\$50K of fund balance
- Maintains ~\$65K+ contingency
- Aligns revenue with actual costs

👉 More stability long-term



Key Principle

Fund balance should be used for **non-recurring or emergency costs**, not ongoing operations.

Using it for operations:

- Creates structural gaps
 - Pushes costs into future years
-

What This Decision Represents

This is fundamentally a choice between:

- **Lower impact today / more pressure later (kick the can down the road), or**
 - **Better alignment today / greater long-term stability**
-

Water Fund

Purpose & Structure

The Water Fund is designed to ensure the City can provide:

A safe, compliant, and reliable water system using stable, predictable revenue.

The City follows a key policy:

- Base system costs → funded by **monthly base charges**
- Usage-related costs → funded by **volumetric rates**

This ensures:

- Stability during low-usage years
 - Alignment with groundwater permit constraints
 - Fair allocation of costs
-

Rate Adjustments (Board Direction)

The proposed budget includes:



- +\$3/month (Highland Haven)
- +\$3.50/month (Nobles/Shady Acres)
- +\$100/month (Camp Champion)
- No change to volumetric rates

Purpose:

- Maintain alignment between base revenue and fixed system costs
- Support operational and compliance obligations
- Provide funding for system planning

Engineering & Planning

The budget includes:

\$30,000 for engineering and system assessment

This supports:

- System evaluation
- Identification of capital needs
- Cost estimation
- Grant eligibility preparation

Future Funding

Future improvements may be supported by:

- Bond-related revenues
- Grant funding
- Revenue from City-owned property (if realized)



Financial Position

The Water Fund remains:

- Structurally balanced
 - Based on conservative assumptions
 - Not dependent on high water usage
-

Capital Improvement Programs

General Fund CIP

Key priorities include:

- Warning Siren System (public safety / flood warning)
- City Hall Replacement (facility modernization)
- Emergency Generators (EOC and shelter operations)
- Long-term Sewer System (community-wide infrastructure)

These projects focus on:

- Public safety
 - operational resilience
 - long-term infrastructure planning
-

Water Fund CIP

Key priorities include:

- Water system assessment and planning
- Generator replacement (system reliability)
- AMI implementation (efficiency and billing accuracy)
- Fire flow improvements:
 - Hydrants



- Pump upgrades
- Well completion
- Pressure/storage improvements

These projects:

- Improve reliability and compliance
- Reduce long-term risk
- Prepare the system for future needs

Final Summary

The FY 2026–27 budget reflects a transition from:

👉 **Maintaining operations → Planning for the future**

Across all funds:

- Operations are **stable and balanced**
- Revenue structures are aligned with costs
- Fund balance is used **strategically, not as a crutch**
- Capital planning is beginning in a structured way

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com

Highland Haven Solid Waste Operating Draft		Estimated	Proposed	Proposed
Budget Options		Ending	Budget	Budget
		Budget	FY 26-27	FY 26-27
		FY 25-26	Option 1	Option 2
Beginning Balance		\$ 82,946	\$ 90,776	\$ 90,776
9000 - Water Fund Revenues				
Charges for Services				
9600	9610 Trash Sales	\$ 137,865	\$ 141,600	\$ 148,008
Total	Charges for Services	\$ 137,865	\$ 141,600	\$ 148,008
Franchise Fees				
9650	9651 Franchise Fees	\$ 5,350	\$ 5,640	\$ 5,745
Total	Franchise Fees	\$ 5,350	\$ 5,640	\$ 5,745
Sales Tax				
9700	9721 Timely Filing Discount	\$ -	\$ -	\$ -
	9722 Sales Tax Collected	\$ -	\$ -	\$ -
Total	Sales Tax	\$ -	\$ -	\$ -
Interest & Income from Investments				
9800	9801 Interest Income	\$ 25	\$ 500	\$ 500
Total	Interest & Income from Investments	\$ 25	\$ 500	\$ 500
9500	Solid Waste Fund Revenue	\$ 143,240	\$ 147,740	\$ 154,253
63000 - Solid Waste Fund Expenses				
Professional Services				
	63502 Accounting/Audit Fees	\$ -	\$ -	\$ -
	63513 Waste Contractor Cost	\$ 108,160	\$ 112,800	\$ 117,600
	63514 Household Haz. Waste	\$ 2,000	\$ 2,000	\$ 2,000
63500	63515 Haz Waste Response Fund	\$ 2,000	\$ 2,000	\$ 2,000
	63516 Bulk Trash Pick-up	\$ 2,500	\$ -	\$ -
	63517 Document Shredding	\$ 750	\$ 750	\$ 750
	63525 IT Services	\$ -	\$ 2,400	\$ 2,400
	63520 Fund Accounting Software	\$ -	\$ 2,400	\$ 2,400
Total	Professional Services	\$ 115,410	\$ 122,350	\$ 127,150
Taxes & Fees				
63700	63830 Sales Tax Paid	\$ -	\$ -	\$ -
Total	Taxes & Fees	\$ -	\$ -	\$ -
62000	Solid Waste Fund Expenses	\$ 115,410	\$ 122,350	\$ 127,150
76000 - Interfund Transfers				
Transfers In				
76010	76010 Transfers in from Water Fund	\$ -	\$ -	\$ -
	76010 Transfers in From Solid Waste	\$ -	\$ -	\$ -
	76010 Other Transfers in	\$ -	\$ -	\$ -
Total	Transfers In	\$ -	\$ -	\$ -
Transfers Out				
	76020-1 Transfers To General Fund	\$ 20,000	\$ 25,000	\$ 25,000
76020	76020-2 Transfers to Water Fund	\$ -	\$ -	\$ -
	76020-3 Transfers to Solid Waste Fund	\$ -	\$ -	\$ -
	76020-4 Transfers to GF CIP	\$ -	\$ -	\$ -
	76020-5 Transfers to HHWS CIP	\$ -	\$ -	\$ -
Total	Transfers Out	\$ 20,000	\$ 25,000	\$ 25,000
Percentage of Total				

Total Revenues and Transfers In	\$ 143,240	\$ 147,740	\$ 154,253
Total Expenses and Transfers Out	\$ 135,410	\$ 147,350	\$ 152,150
Balance: Total Revenues and Transfers in Minus Total Expenses and Transfers out	\$ 7,830	\$ 390	\$ 2,103
Total Revenus, Transfers In Plus Beginning Balance	\$ 226,186	\$ 238,516	\$ 245,029
Ending Balance	\$ 90,776	\$ 91,166	\$ 92,879
30% Ending Balance	\$ 40,623	\$ 44,205	\$ 45,645
50% Ending Balance	\$ 67,705	\$ 73,675	\$ 76,075
Ending Balance Breakdown (Savings Buckets)			
Total Ending Balance	\$ 90,776	\$ 91,166	\$ 92,879
Below shows how the ending balance is broken up into savings categories			
Operating Reserve (Min. 33% of Expenses/4 Months)	\$ 45,136	\$ 49,116	\$ 50,716
Emergency Fund (Min. \$25,000)	\$ 25,000	\$ 25,000	\$ 25,000
Contingency Available	\$ 20,640	\$ 17,050	\$ 17,163

		Tax Rate Range			Option 1	Option 2
Highland Haven General Fund Operating Draft Budget Options		Projected Ending Budget FY 25-26 TR: 1505	Proposed Budget FY 26-27 NNR TR: 15151	Proposed Budget FY 26-27 De Minimis TR: 34090	Proposed Budget FY 26-27 VAR TR: 15681	Proposed Budget FY 26-27 Proposed TR: 16571
<u>Tax Rate</u>		0.15050	0.15151	0.34090	0.15681	0.16571
<u>Tax Rate Real</u>		0.00151	0.00152	0.00341	0.00157	0.00166
<u>Total Taxable Value</u>		265,280,620	264,009,916	264,009,916	264,009,916	264,009,916
<u>Beginning Balance</u>		\$ 749,533	\$ 741,712	\$ 741,712	\$ 741,712	\$ 741,712
Total Funding						
Total General Fund Revenue		\$ 556,025	\$ 520,995	\$ 1,020,995	\$ 534,995	\$ 558,495
Total Transfers In		\$ 85,479	\$ 89,068	\$ 89,068	\$ 89,068	\$ 89,068
Total Use of Fund Balance		\$ 7,821	\$ 87,105	\$ -	\$ 73,105	\$ 49,605
Total Funding All Sources		\$ 649,325	\$ 697,168	\$ 1,110,063	\$ 697,168	\$ 697,168
Total Expenses						
Total General Fund Expenses		\$ 649,325	\$ 697,168	\$ 697,168	\$ 697,168	\$ 697,168
Total Transfers Out		\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses		\$ 649,325	\$ 697,168	\$ 697,168	\$ 697,168	\$ 697,168
Budget Balance		\$ -	\$ -	\$ 412,894.85	\$ -	\$ -
Total Ending Balance		\$ 741,712	\$ 654,607	\$ 1,154,607	\$ 668,607	\$ 692,107
8000 - General Fund Revenues						
Taxes						
8100	8110 Property Taxes Collected	\$ 400,000	\$ 400,000	\$ 900,000	\$ 414,000	\$ 437,500
	8140 Sales Tax	\$ 75,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Total	Taxes	\$ 475,000	\$ 435,000	\$ 935,000	\$ 449,000	\$ 472,500
Franchise Fees						
8200	8210 Cable TV	\$ 4,800	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	8220 Electrical	\$ 24,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
	8230 Telephone	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Total	Franchise Fees	\$ 29,000	\$ 30,200	\$ 30,200	\$ 30,200	\$ 30,200
Development Services						
8300	8310 Building Permit Fees	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	8330 Inspection Fees	\$ 12,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	8340 Clean up Deposit Forfeitures	\$ -	\$ -	\$ -	\$ -	\$ -
Total	Development Services	\$ 27,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Other Income						
8400	8410 ROW-License Agreement	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
	8420 Misc Income	\$ -	\$ -	\$ -	\$ -	\$ -
Total	Other Income	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Charges for Services						
8500	8510 Lot Mowing Program Fees	\$ 1,250	\$ 2,720	\$ 2,720	\$ 2,720	\$ 2,720
	8520 Copy, FAX & Phone Usage	\$ -	\$ 25	\$ 25	\$ 25	\$ 25
	8530 Newsletter Copy Fee	\$ 150	\$ 250	\$ 250	\$ 250	\$ 250
	8540 Newsletter Postage Fee	\$ 300	\$ 350	\$ 350	\$ 350	\$ 350
	8550 Replat & Variances	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Total	Charges for Services	\$ 2,900	\$ 4,545	\$ 4,545	\$ 4,545	\$ 4,545
Public Safety						
8600	8610 Burnet Child Safety	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700
	8620 OPIOD Abatement	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Total	Public Safety	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750
Donations & Contributions						
8800	8801 Donations/Sponsorships	\$ 875	\$ -	\$ -	\$ -	\$ -
	8810 Grants	\$ -	\$ -	\$ -	\$ -	\$ -
Total	Donations & Contributions	\$ 875	\$ -	\$ -	\$ -	\$ -
Interest & Income from Investments						
8900	8910 Interest Income	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Total	Interest & Income from Investments	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
8000	General Fund Revenue	\$ 556,025	\$ 520,995	\$ 1,020,995	\$ 534,995	\$ 558,495
60000 - General Fund Expenses						
Personnel Services						
	61101 Administrative Services	\$ 95,500	\$ 101,220	\$ 101,220	\$ 101,220	\$ 101,220
	61102 City Secretary	\$ 59,000	\$ 64,680	\$ 64,680	\$ 64,680	\$ 64,680
	61103 Accounting/Utility Coordinator	\$ 52,000	\$ 53,820	\$ 53,820	\$ 53,820	\$ 53,820
	61104 Building Permits/Development	\$ 16,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
61100	61105 Temporary Employees	\$ 3,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

	61110 FICA Matching	\$	19,139	\$	21,047	\$	21,047	\$	21,047	\$	21,047
	61111 Texas Workforce Commission	\$	700	\$	750	\$	750	\$	750	\$	750
	61112 Direct Deposit Fees	\$	250	\$	250	\$	250	\$	250	\$	250
	61113 Health Insurance/Stipend	\$	22,680	\$	23,400	\$	23,400	\$	23,400	\$	23,400
	61114 TMRS	\$	26,000	\$	27,862	\$	27,862	\$	27,862	\$	27,862
Total	Personnel Services	\$	294,269	\$	325,028	\$	325,028	\$	325,028	\$	325,028
	Administrative & Office										
	61201 Office Supplies	\$	2,875	\$	3,000	\$	3,000	\$	3,000	\$	3,000
	61202 Equipment Replacement	\$	8,000	\$	8,000	\$	8,000	\$	8,000	\$	8,000
	61203 Newsletter Copy Charge	\$	200	\$	250	\$	250	\$	250	\$	250
	61204 Newsletter Postage	\$	500	\$	500	\$	500	\$	500	\$	500
	61205 Printing Binding Reproduction	\$	1,000	\$	1,250	\$	1,250	\$	1,250	\$	1,250
	61206 Software	\$	7,000	\$	7,000	\$	7,000	\$	7,000	\$	7,000
61200	61207 Postage	\$	850	\$	850	\$	850	\$	850	\$	850
	61208 Public Notice Publication	\$	2,150	\$	2,150	\$	2,150	\$	2,150	\$	2,150
	61209 Variances & Re-plats	\$	1,100	\$	1,100	\$	1,100	\$	1,100	\$	1,100
	61210 Travel Reimbursement	\$	550	\$	1,000	\$	1,000	\$	1,000	\$	1,000
	61211 Schools & Training	\$	8,000	\$	10,000	\$	10,000	\$	10,000	\$	10,000
	61212 Recognition & Awards	\$	300	\$	1,000	\$	1,000	\$	1,000	\$	1,000
	61213 Food & Beverage	\$	1,000	\$	1,000	\$	1,000	\$	1,000	\$	1,000
	61214 Bank Fees	\$	25	\$	150	\$	150	\$	150	\$	150
Total	Administrative & Office	\$	33,550	\$	37,250	\$	37,250	\$	37,250	\$	37,250
	Street Maintenance & Repair										
61300	61301 Contract Repair	\$	4,000	\$	6,000	\$	6,000	\$	6,000	\$	6,000
	61302 Street Material & Supplies	\$	6,700	\$	6,500	\$	6,500	\$	6,500	\$	6,500
Total	Street Maintenance & Repair	\$	10,700	\$	12,500	\$	12,500	\$	12,500	\$	12,500
	Maintenance & Repair										
61400	61401 Equipment Repair & Maintenance	\$	3,000	\$	3,000	\$	3,000	\$	3,000	\$	3,000
	61402 Buildings/Infrastructure	\$	25,000	\$	5,000	\$	5,000	\$	5,000	\$	5,000
	61403 Stormwater Management	\$	-	\$	-	\$	-	\$	-	\$	-
Total	Maintenance & Repair	\$	28,000	\$	8,000	\$	8,000	\$	8,000	\$	8,000
	Professional Services										
	61501 Judge Expense	\$	1,200	\$	1,200	\$	1,200	\$	1,200	\$	1,200
	61502 Accounting/Audit Fees	\$	12,000	\$	12,000	\$	12,000	\$	12,000	\$	12,000
	61503 Attorney Fees	\$	5,750	\$	12,000	\$	12,000	\$	12,000	\$	12,000
	61504 Ordinance Codification	\$	4,000	\$	4,500	\$	4,500	\$	4,500	\$	4,500
	61505 Burnet County Tax Appraisal Fee	\$	5,250	\$	5,500	\$	5,500	\$	5,500	\$	5,500
	61506 Information Technology Support	\$	5,000	\$	18,000	\$	18,000	\$	18,000	\$	18,000
61500	61507 Lobbying Expense	\$	-	\$	-	\$	-	\$	-	\$	-
	61508 Burnet County Election Fee	\$	2,500	\$	5,000	\$	5,000	\$	5,000	\$	5,000
	61509 Consultants	\$	2,200	\$	2,250	\$	2,250	\$	2,250	\$	2,250
	61510 Web Site Hosting	\$	5,000	\$	5,000	\$	5,000	\$	5,000	\$	5,000
	61511 Recruitment	\$	1,000	\$	1,000	\$	1,000	\$	1,000	\$	1,000
	61512 Interactive Web Map Hosting	\$	5,000	\$	5,000	\$	5,000	\$	5,000	\$	5,000
	61520 Fund Accounting Software	\$	-	\$	12,000	\$	12,000	\$	12,000	\$	12,000
	61521 Code Enforcement	\$	-	\$	5,000	\$	5,000	\$	5,000	\$	5,000
Total	Professional Services	\$	48,900	\$	88,450	\$	88,450	\$	88,450	\$	88,450
	Utilities										
61600	61601 Electric	\$	1,150	\$	1,250	\$	1,250	\$	1,250	\$	1,250
	61605 Communications	\$	8,250	\$	8,250	\$	8,250	\$	8,250	\$	8,250
Total	Utilities	\$	9,400	\$	9,500	\$	9,500	\$	9,500	\$	9,500
	Charges For Services										
	61701 Janitorial Service	\$	500	\$	700	\$	700	\$	700	\$	700
	61702 Inspection Fees	\$	7,300	\$	7,300	\$	7,300	\$	7,300	\$	7,300
	61705 Contract Mowing	\$	2,000	\$	4,500	\$	4,500	\$	4,500	\$	4,500
61700	61706 Landscaping	\$	2,500	\$	5,000	\$	5,000	\$	5,000	\$	5,000
	61708 Buoy Maintenance	\$	6,000	\$	8,000	\$	8,000	\$	8,000	\$	8,000
	61709 Lot Mowing Program Expense	\$	2,000	\$	2,150	\$	2,150	\$	2,150	\$	2,150
	61710 Insurance	\$	6,382	\$	10,000	\$	10,000	\$	10,000	\$	10,000
	61711 Notary Public Cert.	\$	400	\$	400	\$	400	\$	400	\$	400
	61712 Treasures Bond	\$	325	\$	325	\$	325	\$	325	\$	325
Total	Charges For Services	\$	27,407	\$	38,375	\$	38,375	\$	38,375	\$	38,375
	Membership Fees/Dues										
	61801 CAPCOG	\$	50	\$	50	\$	50	\$	50	\$	50
	61802 Misc.	\$	-	\$	-	\$	-	\$	-	\$	-
61800	61803 Texas Municipal League	\$	684	\$	700	\$	700	\$	700	\$	700

	61804 CAMPO	\$	360	\$	365	\$	365	\$	365	\$	365
	61805 Texas Municipal Clerks Assoc.	\$	125	\$	185	\$	185	\$	185	\$	185
	61806 Texas City Managers Assoc.	\$	300	\$	350	\$	350	\$	350	\$	350
Total	Membership Fees/Dues	\$	1,519	\$	1,650	\$	1,650	\$	1,650	\$	1,650
	Public Safety										
	61901 Security Camera/Flock Annual	\$	10,000	\$	9,000	\$	9,000	\$	9,000	\$	9,000
61900	61902 Granite Shoals VFD	\$	92,880	\$	95,665	\$	95,665	\$	95,665	\$	95,665
	61903 Marble Falls EMS	\$	15,400	\$	16,250	\$	16,250	\$	16,250	\$	16,250
	61904 Emergency Response Supplies	\$	500	\$	500	\$	500	\$	500	\$	500
	61905 Emergency Management Pro.	\$	5,000	\$	5,000	\$	5,000	\$	5,000	\$	5,000
Total	Public Safety	\$	123,780	\$	126,415	\$	126,415	\$	126,415	\$	126,415
	Capital Outlay										
	62904 Bond Interest Payments	\$	46,800	\$	50,000	\$	50,000	\$	50,000	\$	50,000
62900	62906 City Tools	\$	5,000	\$	-	\$	-	\$	-	\$	-
	62907 Fund Accounting Software	\$	20,000	\$	-	\$	-	\$	-	\$	-
	62908 Capital Reserve/Ending Balance	\$	-	\$	-	\$	-	\$	-	\$	-
Total	Capital Outlay	\$	71,800	\$	50,000	\$	50,000	\$	50,000	\$	50,000
60000	General Fund Expenses	\$	649,325	\$	697,168	\$	697,168	\$	697,168	\$	697,168

76000 - Interfund Transfers

	Transfers In										
76010	76010 Transfers in from HHWS Fund	\$	65,479	\$	64,068	\$	64,068	\$	64,068	\$	64,068
	76010 Transfers in From Solid Waste	\$	20,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000
	76010 Other Transfers in	\$	-	\$	-	\$	-	\$	-	\$	-
Total	Transfers In	\$	85,479	\$	89,068	\$	89,068	\$	89,068	\$	89,068
	Transfers Out										
	76020-1 Transfers To General Fund	\$	-	\$	-	\$	-	\$	-	\$	-
76020	76020-2 Transfers to Water Fund	\$	-	\$	-	\$	-	\$	-	\$	-
	76020-3 Transfers to Solid Waste Fund	\$	-	\$	-	\$	-	\$	-	\$	-
	76020-4 Transfers to GF CIP	\$	-	\$	-	\$	-	\$	-	\$	-
	76020-5 Transfers to HHWS CIP	\$	-	\$	-	\$	-	\$	-	\$	-
Total	Transfers Out	\$	-	\$	-	\$	-	\$	-	\$	-
	Total Revenues and Transfers In	\$	641,504	\$	610,063	\$	1,110,063	\$	624,063	\$	647,563
	Total Expenses and Transfers Out	\$	649,325	\$	697,168	\$	697,168	\$	697,168	\$	697,168
	Balance: Total Revenues and Transfers in Minus Total Expenses and Transfers out	\$	(7,821)	\$	(87,105)	\$	412,895	\$	(73,105)	\$	(49,605)
	Total Revenues, Transfers In Plus Beginning Balance	\$	1,391,037	\$	1,351,775	\$	1,851,775	\$	1,365,775	\$	1,389,275
	Ending Balance	\$	741,712	\$	654,607	\$	1,154,607	\$	668,607	\$	692,107
	30% Ending Balance	\$	194,797	\$	209,150	\$	209,150	\$	209,150	\$	209,150
	50% Ending Balance	\$	324,662	\$	348,584	\$	348,584	\$	348,584	\$	348,584

Ending Balance Breakdown (Savings Buckets)

Total Ending Balance	\$	741,712	\$	654,607	\$	1,154,607	\$	668,607	\$	692,107	
Below shows how the ending balance is broken up into savings categories											
Operating Reserve (Min. 42% of Expenses/5 Months)	\$	300,000	\$	300,000	\$	300,000	\$	300,000	\$	300,000	
Emergency Fund (Min. \$125,000)	\$	125,000	\$	125,000	\$	125,000	\$	125,000	\$	125,000	
Capital and Facility Funds (Min. \$125,000)	\$	125,000	\$	125,000	\$	125,000	\$	125,000	\$	125,000	
Grant Matching Funds	\$	75,000	\$	75,000	\$	75,000	\$	75,000	\$	75,000	
Contingency Available	\$	116,712	\$	29,607	\$	529,607	\$	43,607	\$	67,107	

Highland Haven Water Fund Operating Draft Budget		Projected Budget FY 25-26	Proposed Budget FY 26-27
Beginning Balance		\$ 149,353	\$ 149,353
9000 - Water Fund Revenues			
Charges for Services			
9200	9210 Water Sales Base Charges	\$ 322,272	\$ 334,000
	9210 Water Sales Volumetric Charges	\$ 46,562	\$ 47,000
	9220 Tap Fees	\$ 9,000	\$ 9,000
Total	Charges for Services	\$ 377,834	\$ 390,000
Miscellaneous Income			
9230	9231 Miscellaneous Income	\$ 200	\$ 200
Total	Miscellaneous Income	\$ 200	\$ 200
Interest & Income from Investments			
9250	9251 Interest Income	\$ 1,500	\$ 2,000
Total	Interest & Income from Investments	\$ 1,500	\$ 2,000
Rental Income			
	9510 Building Rental	\$ -	\$ 5,000
9500	9520 RV/Covered Rentals	\$ -	\$ 21,600
	9530 Boat Trailer Rentals	\$ -	\$ 26,250
	9540 Miscellaneous Income	\$ -	\$ -
Total	Charges for Services	\$ -	\$ 52,850
Grant Funding			
9900	9910 Grant Funding	\$ -	\$ -
Total	Grant Funding	\$ -	\$ -
Other Financing Sources			
9950	9951 2025 GO Bond Proceeds	\$ 1,000,000	\$ -
Total	Other Financing Sources	\$ 1,000,000	\$ -
9000	Water Fund Revenue	\$ 1,379,534	\$ 445,050
62000 - Water Fund Expenses			
Bond Expenses			
62150	62151 Interest Expense (2019)	\$ 4,180	\$ 2,090
	62152 Bond Principal (2019)	\$ 105,000	\$ 105,000
Total	Bond Expenses	\$ 109,180	\$ 107,090
Administrative & Office			
	62201 Office Supplies	\$ 2,600	\$ 2,500
	62206 Software	\$ 2,550	\$ 2,500
	62207 Postage	\$ 4,200	\$ 3,800
62200	62208 Public Notice Publication	\$ 200	\$ 250
	62210 Travel Reimbursement	\$ 200	\$ 250
	62211 Schools & Training	\$ 500	\$ 500
	62212 Bank Fees	\$ 75	\$ 75
	62213 Food & Beverage	\$ 500	\$ 500
Total	Administrative & Office	\$ 10,825	\$ 10,375

	Chemicals			
62350	62351 Chemicals	\$	3,900	\$ 4,000
Total	Chemicals	\$	3,900	\$ 4,000
	Maintenance & Repair			
	62402 Repairs & Service Work	\$	30,000	\$ 20,000
62400	62403 Buildings/Infrastructure	\$	5,000	\$ 2,500
	62405 Material-pipe,pumps,meters	\$	20,000	\$ 12,500
	62407 Generator Maint. & Repairs	\$	8,500	\$ 9,000
	62410 Other			
Total	Maintenance & Repair	\$	63,500	\$ 44,000
	Professional Services			
	62502 Accounting/Audit Fees	\$	8,250	\$ 12,000
	62503 Attorney Fees	\$	1,100	\$ 2,400
62500	62511 Engineering Fees	\$	1,100	\$ 20,000
	62512 Lab Fees	\$	4,400	\$ 4,250
	62513 Contract Operator	\$	90,000	\$ 90,000
	62514 IT Services	\$	-	\$ 9,600
	62515 Fund Accounting Software	\$	-	\$ 5,700
Total	Professional Services	\$	104,850	\$ 143,950
	Utilities			
62600	62601 Electric	\$	8,000	\$ 8,000
	62604 Telephone	\$	1,000	\$ 500
Total	Utilities	\$	9,000	\$ 8,500
	Services & Charges			
	62705 Contract Mowing Expense	\$	1,650	\$ 1,600
	62712 Tap Installation	\$	3,100	\$ 3,100
62700	62713 Storage Facilities	\$	5,450	\$ 6,000
	62714 Johnson East Well Water Usage	\$	500	\$ -
	62715 TCEQ	\$	1,100	\$ 1,250
	62720 Other	\$	-	\$ -
	62750 New Property Infrastructure	\$	-	\$ 3,000
	62751 New Property Landscaping	\$	-	\$ 3,000
	62752 New Property Maintenance	\$	-	\$ 3,000
	62753 New Property Administration	\$	-	\$ 3,000
Total	Services & Charges	\$	11,800	\$ 23,950
	Membership Fees/Dues			
62800	62806 TRWA Membership	\$	575	\$ 600
	62807 AWWA	\$	425	\$ 425
	62808 Other	\$	-	\$ -
Total	Membership Fees/Dues	\$	1,000	\$ 1,025
	Capital Projects			
	62901 Water Tank Project	\$	-	\$ -
62900	62905 Bond Issuance Cost	\$	75,000	\$ -
	62906 Land Acquisition	\$	750,000	\$ -

	62907 Water Infrastructure Impr.	\$ 175,000	\$ -
	Total Capital Projects	\$ 1,000,000	\$ -
62000	Water Fund Expenses	\$ 1,314,055	\$ 342,890
76000 - Interfund Transfers			
Transfers In			
76010	76010 Transfers in from General Fund	\$ -	\$ -
	76010 Transfers in From Solid Waste	\$ -	\$ -
	76010 Other Transfers in	\$ -	\$ -
Total	Transfers In	\$ -	\$ -
Transfers Out			
	76020-1 Transfers To General Fund	\$ 65,479	\$ 64,068
76020	76020-2 Transfers to Water Fund	\$ -	\$ -
	76020-3 Transfers to Solid Waste Fund	\$ -	\$ -
	76020-4 Transfers to GF CIP	\$ -	\$ -
	76020-5 Transfers to HHWS CIP	\$ -	\$ -
Total	Transfers Out	\$ 65,479	\$ 64,068
Percentage of Total			
Total Revenues and Transfers In		\$ 1,379,534	\$ 445,050
Total Expenses and Transfers Out		\$ 1,379,534	\$ 406,958
Balance: Total Revenues and Transfers in Minus Total Expenses and Transfers out		\$ -	\$ 38,092
Total Revenues, Transfers In Plus Beginning Balance		\$ 1,528,887	\$ 594,403
Ending Balance		\$ 149,353	\$ 187,445
30% Ending Balance		\$ 113,860	\$ 122,087
50% Ending Balance		\$ 189,767	\$ 203,479
Income/Revenue Minus New Property		\$ 379,534	\$ 392,200
Expenses/Transfers Minus New Property		\$ 379,534	\$ 394,958
Profit/Loss Minus New Property		\$ -	\$ (2,758)
Ending Balance Minus New Property		\$ 149,353	\$ 146,595
Ending Balance Breakdown (Savings Buckets)			
Total Ending Balance		\$ 149,353	\$ 146,595
Below shows how the ending balance is broken up into savings categories			
Operating Reserve (Min. 33% of Expenses/4 Months)		\$ 126,511	\$ 131,653
Emergency Fund (Min. \$50,000)		\$ 22,842	\$ 14,943
Capital and Facility Funds (Min. \$50,000)		\$ -	\$ -
Grant Matching Funds		\$ -	\$ -
Contingency Available		\$ -	\$ -

Highland Haven Capital Improvements Project		Year 1	Year 2	Year 3	Year 4	Year 5
Listing						
Stormwater Drainage						
	66001 Stormwater Master Plan	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
	66002 Small Drainage Fixes	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -
	66003 Culvert Replacements	\$ -	\$ 32,500.00	\$ -	\$ -	\$ -
66000	66004 Ditch Regrading	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -
	66005 Outfall Stabalization	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00
	66006 Erosion Control	\$ -	\$ -	\$ -	\$ 32,500.00	\$ -
	66007 Minor Flooding Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -
	66008 Drain Cleanout	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Total	Stormwater Drainage	\$ 105,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Streets Chip Seal						
	65001-1 Raven St.	\$ -	\$ -	\$ -	\$ -	\$ -
	65001-2 Swan St.	\$ -	\$ -	\$ -	\$ -	\$ -
	65001-3 Bobolink St.	\$ -	\$ -	\$ -	\$ -	\$ -
	65001-4 Penguin St.	\$ -	\$ -	\$ -	\$ -	\$ -
	65002-1 Crane Dr.	\$ -	\$ -	\$ -	\$ -	\$ -
	65002-2 Eagle Rd.	\$ -	\$ -	\$ -	\$ -	\$ -
	65003-1 Redbird St.	\$ -	\$ -	\$ -	\$ -	\$ -
	65003-2 Wren St.	\$ -	\$ -	\$ -	\$ -	\$ -
	65004-1 E. Pheasant Rd.	\$ -	\$ -	\$ -	\$ -	\$ 46,690.00
	65004-2 W. Pheasant Rd.	\$ -	\$ -	\$ -	\$ -	\$ 9,660.00
	65004-3 E. Oriole Dr.	\$ -	\$ -	\$ -	\$ -	\$ 17,710.00
65000	65004-4 W. Oriole Dr.	\$ -	\$ -	\$ -	\$ -	\$ 14,490.00
	65005-1 Blackbird Dr.	\$ -	\$ -	\$ -	\$ -	\$ -
	65006-1 Flamingo Cir.	\$ 80,500.00	\$ -	\$ -	\$ -	\$ -
	65006-2 Lark Rd.	\$ 37,030.00	\$ -	\$ -	\$ -	\$ -
	65007-1 Chaparral Dr.	\$ -	\$ -	\$ 48,300.00	\$ -	\$ -
	65007-2 W. Heron Dr.	\$ -	\$ -	\$ 27,370.00	\$ -	\$ -
	65007-3 Robin Rd.	\$ -	\$ -	\$ 38,640.00	\$ -	\$ -
	65008-1 Quail Rd.	\$ -	\$ 19,320.00	\$ -	\$ -	\$ -
	65008-2 Cardinal Rd. (HH Portion)	\$ -	\$ 11,270.00	\$ -	\$ -	\$ -
	65009-1 Bluebird Cr.	\$ -	\$ -	\$ -	\$ -	\$ -
	65009-2 Bluebird Ln.	\$ -	\$ -	\$ -	\$ -	\$ -
	65010-1 E Heron Dr.	\$ -	\$ -	\$ -	\$ 30,590.00	\$ -
	65010-2 Thrush St.	\$ -	\$ -	\$ -	\$ 4,830.00	\$ -
	65010-3 Dove Rd.	\$ -	\$ -	\$ -	\$ 22,540.00	\$ -
Total	Streets Chip Seal	\$ 117,530.00	\$ 30,590.00	\$ 114,310.00	\$ 57,960.00	\$ 88,550.00
Warning Sirens						
	67001 Pole + Foundation	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
	67002 Siren Unit	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -
	67003 Power	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
67000	67004 Communications	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
	67005 Engineering	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
	67006 Water Level Trigger Integration	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
	67007 Annual Maintenance	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
	67008 Annual Monitoring Software	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	67009 Annual Insurance	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Total	Warning Sirens	\$ 80,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Record Digitalization						
68000	68001 Initial Digitalization	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -
	68002 Annual Monitoring Software	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Total	Warning Sirens	\$ 27,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
New City Hall						
	68501 Demolition and Abatement	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -

	68502 Site Work & Utilities	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -
68500	68503 Building & Construction	\$ 375,000.00	\$ -	\$ -	\$ -	\$ -
	68504 Architecture & Engineering	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -
	68505 Furniture, Fixtures & Equipment	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -
	68506 Contingency	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -
Total	Warning Sirens	\$ 575,000.00	\$ -	\$ -	\$ -	\$ -
Record Digitalization						
68600	68601 Initial Digitalization	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -
	68602 Annual Monitoring Software	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Total	Record Digitalization	\$ 27,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Backup Generators (CH & CC)						
	68701 Generator Units	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -
	68702 Electrical & Installation	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -
	68703 Fuel Systems	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
68700	68704 Pads & Enclosures	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
	68705 Engineering & Permitting	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
	68706 Contingency	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
	68707 Maintenance/Service	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
	68708 Fuel	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Total	Backup Generators (CH & CC)	\$ 167,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
Sanitary Sewer System						
	68801 Collection System (Pipes & Laterals)	\$ 3,000,000.00	\$ -	\$ -	\$ -	\$ -
	68802 Lift Stations & Force Mains	\$ 800,000.00	\$ -	\$ -	\$ -	\$ -
68800	68803 Wastewater Treatment Plant	\$ 2,000,000.00	\$ -	\$ -	\$ -	\$ -
	68804 Engineering & Design	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -
	68805 Permitting & Environmental	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -
	68806 Easements & Land Acquisition	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -
	68807 Contingency	\$ 1,000,000.00	\$ -	\$ -	\$ -	\$ -
Total	Sanitary Sewer System	\$ 7,650,000.00	\$ -	\$ -	\$ -	\$ -

Highland Haven Capital Improvements Project		Year 1	Year 2	Year 3	Year 4	Year 5
Listing - Water						
Water System Planning & Assessment						
71000	71001 TWDB Asset Management Program	\$ -	\$ -	\$ -	\$ -	\$ -
	71002 Local Engineering From Results	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -
Total	Water System Planning & Assessment	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -
Generator Replacement (Water)						
	71101 Generator Unit	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -
	71102 Electrical & Transfer Switch	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -
71100	71103 Fuel System	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
	71104 Pad/Enclosure Update	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
	71105 Engineering & Permitting	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
	71106 Contingency	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -
Total	Generator Replacement (Water)	\$ 135,000.00	\$ -	\$ -	\$ -	\$ -
Advanced Metering Infrastructure						
	71201 System Infrastructure	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -
	71202 Initial Meter Deployment (~100)	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -
71200	71203 Year 2 Meter Deployment (~80)	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -
	71204 Year 3 Meter Deployment (~80)	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -
	71205 Year 4 Meter Deployment (~80)	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -
	71206 Year 5 Meter Deployment (~80)	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
	71207 Annual Software Costs	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Total	Warning Sirens	\$ 145,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
Fire Hydrant Project						
	71301 Well #6 Completion	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -
	71302 Pump VFD Upgrades (4 Pumps)	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
71300	71303 Distribution System Upgrades	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -
	71304 Pressure & Storage Improvements	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -
	71305 Engineering & Design	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -
	71306 Fire Hydrants (12)	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
	71307 Contingency	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
Total	Fire Hydrant Project	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -

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.			



May 29, 2026

Subject: Item 21: 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 29, 2026

Subject: Item 22: 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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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 29, 2026

Subject: Item 23: Discussion on Planning & Zoning Commission

To the City of Highland Haven Board of Aldermen,

Background

This item provides an update on recent Planning & Zoning (P&Z) Commission activity, including ordinance items submitted for Board consideration and ongoing planning efforts.

Items Submitted for Board Consideration

The P&Z Commission has forwarded the following items to the Board:

- **25-Foot Setback from the Lake**
 - Clarifies how setbacks are measured, including unique property configurations
- **Water Wells**
 - Updates existing restrictions on new private wells
 - Addresses public health and groundwater protection
- **Private Water Storage / Well Storage Tanks**
 - Establishes regulations for private storage systems
 - Clarifies differences from rainwater harvesting systems

Items in Progress

Signs Ordinance

- Additional community input is needed before finalizing
- **A community survey is being developed**
- Residents will be invited to provide input at the **June 11 P&Z meeting**

Comprehensive Plan

- Work is ongoing and progressing well
- The Commission has adopted a revised structure to improve organization and usability



Purpose of This Item

- Provide an update on P&Z activity
- Identify items moving forward for Board consideration
- Highlight ongoing projects and community engagement efforts

Action Requested

Discussion only No action is required

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



May 29, 2026

Subject: Item 24: 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 state and federal level that may impact municipalities.

Update

At this time, there are **no significant new legislative developments** to report since the last Board update. Staff continues to monitor ongoing interim legislative activity, including topics related to:

- Water utility funding and infrastructure
- Municipal finance and revenue practices
- Regional and state-level policy discussions

Next Steps

Staff will continue to:

- Monitor legislative activity during the interim period
- Track topics that may impact the City's financial structure and operations
- Provide updates to the Board as developments become more defined

Action Requested

Discussion only. No action required.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



May 29, 2026

Subject: Item 25: Discussion on Code Enforcement

To the City of Highland Haven Board of Aldermen,

Background

Recent changes in state law have required the City to review and refine its code enforcement practices to ensure compliance while maintaining effectiveness²

Update

At this time, staff continues to follow an approach focused on **voluntary compliance prior to enforcement escalation**²

The current process includes:

- Issuing **two voluntary compliance notices** to address violations
- Allowing reasonable opportunity for correction
- Escalating unresolved issues to **municipal court only when necessary**

This approach:

- Promotes cooperation with residents
- Reduces the need for formal enforcement actions
- Maintains consistency while staff continues to formalize long-term procedures

Next Steps

Staff will continue to:

- Work with the City Attorney to refine enforcement procedures
- Evaluate long-term compliance with state requirements
- Ensure a consistent and sustainable enforcement process

Action Requested

Discussion only²No action required²



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Sincerely,

Andy Adams

City Administrator

City of Highland Haven

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May 29, 2026

Subject: Item 26: Discussion on Drainage Issues

To the City of Highland Haven Board of Aldermen,

Background

The City recently experienced substantial rainfall events on **May 21 and May 26**, which resulted in significant runoff and flooding in multiple areas throughout the community²

While the City's existing drainage infrastructure is generally adequate for moderate rainfall, higher-intensity events—such as **2 or more inches within a short period of time**—can overwhelm the current system and lead to localized flooding²

Recent Observations

During the May 21 storm event:

- City staff and the Mayor conducted field observations throughout the City
- Multiple areas were identified as experiencing significant drainage issues
- Several residents reported:
 - Flooding into garages
 - In some cases, water intrusion into homes

These events highlight areas of concern that may require long-term mitigation²

Discussion

These recent storms raise the broader issue of **long-term stormwater planning and infrastructure investment**²

Key considerations include:

- Existing drainage systems are not designed for high-intensity storm events
- Development patterns and natural runoff contribute to localized flooding
- Addressing these issues will require a combination of:
 - System evaluation



- Engineering analysis
- Targeted capital improvements

Before any physical improvements can be made:

The City will need to complete an engineered drainage study to identify problem areas, evaluate system capacity, and develop recommended solutions²

Next Steps

- Drainage-related improvements have been identified in the **Capital Improvements Plan**
- An engineered study will be required to:
 - Prioritize projects
 - Develop cost estimates
 - Support future funding decisions

Action Requested

Discussion only²No action required at this time²

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



May 29, 2026

Subject: Item 27: 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 are no new maintenance and operations issues to report. The annual CCR should be available within the next week, and will be sent out to customers shortly thereafter.

b. Central Texas Groundwater Conservation District

- The Central Texas Groundwater Conservation District hosted their first meeting in their new offices on May 28.
- At this meeting their board discussed adopting their own drought index for determining drought stage in the district.
- The City of Double Horn is also in our similar situation where they are looking to expand their permit but don't own real property. They may be worth reaching out to, in order to ask the district for rule changes that benefit municipalities.
- 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

(830) 265-4366

cityadministrator@highlandhaventx.com



May 29, 2026

Subject: Item 28: 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 were quite a few missed collections on May 28. Staff and the Mayor reached out to Waste Management, who are investigating any issues that may have led to the multiple missed collections. Those missed were scheduled to be picked but between Friday May 29 and Monday June 1. 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

cityadministrator@highlandhaventx.com