



CITY OF HIGHLAND HAVEN

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

AGENDA – REGULAR BOARD OF ALDERMEN MEETING

DATE: July 21, 2026
TIME: 7:00 PM
PLACE: Highland Haven Community Center, 118 Blackbird, Highland Haven, TX

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

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

2. Pledge of Allegiance

3. Recognize Visitors

4. Announcements, Proclamations, or 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

- Minutes from July 7, 2026 BOA Regular Meeting
- Sales Tax Report – July
- Finance Report – June
- Water Production Report – June
- Building Permit Report – June
- Traffic Report – June
- Quarterly Investment Report – April through June 2026

DISCUSSION / INFORMATION ITEMS

7. Discussion – IT Services RFP Update
8. Discussion – Fund Accounting Software RFP Update
9. Discussion – TextMyGov Communication Tool
10. Discussion – City Budget
 - a. Budget Update
 - b. Budget Calendar
 1. Confirm Dates and Times for Public Hearings
 2. Super Majority Roll Call Vote Required
11. Water Infrastructure Bond
12. Review Assignments for the Planning & Zoning Commission
 - a. Review of Current Planning & Zoning Assignments
 - b. Next regular P&Z meeting is scheduled for August 13, 2026 at Highland Haven Community Center at 6:00 PM.
13. Legislative Updates
14. Code Enforcement
15. Drainage Issues
16. Review Water System
 - a. Water System Maintenance or Issues
 - b. Central Texas Groundwater District
17. Review Solid Waste Services
18. Mayor's Report
19. Aldermen Comments
20. City Staff Comments
 - a. City Administrator
 - b. City Secretary

Next Board of Aldermen Meeting:

- Regular Meeting – Tuesday, August 4, 2026 at 7:00 PM at Highland Haven Community Center

Adjournment.

Posted: July 14, 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](http://WWW.HIGHLANDHAVENTX.COM) ON JULY 14, 2026, AND REMAINED SO POSTED FOR AT LEAST 3 BUSINESS DAYS PRECEDING THE SCHEDULED DATE OF SAID MEETING.

Sarah Collard

Sarah Collard, City Secretary



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



CITY OF HIGHLAND HAVEN

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

MINUTES – REGULAR BOARD OF ALDERMEN MEETING

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

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	☐ Absent
Aldersperson Don Hagans	X Present	☐ Absent
Aldersperson Bruce Robertson	☐ Present	X Absent
Aldersperson Lynn Smith	X Present	☐ Absent
Aldersperson Terry Smith	X Present	☐ Absent

2. Pledge of Allegiance – **Led by Mayor Kelley**
3. Recognize Visitors – **Judy Kelley, Jackie Garrow, Pam McGregor, Rick Hieb, Tammie Hieb, Joy Evans, Mark Tisdale, Mary Chase, Terry Chase**
4. Announcements, Proclamations, or Presentation
5. Public Comment

(At this time, any person with business before the BOA not scheduled on the agenda may speak to the Board. No formal action can be taken on these items at this meeting. No discussion or deliberation can occur. Comments regarding specific agenda items should occur when the item is called.)

Terry Chase asked if the Board had any other information regarding the Collier Quarry expansion as it pertains to groundwater. Terry Chase also inquired if the City Administrator has the ability to compare actual vs. budget vs. previous years in our budget software.

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 June 30, 2026 BOA Special Meeting

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

Vote: 4-0

7. **Public Hearing:** Ordinance #0056 Rev. 18: An ordinance of the City of Highland Haven, Texas, amending the zoning ordinance §9.02.004(b)(3)(A) by clarifying the 25' setback, making findings of fact, and providing for related matters.

- a. Open Public Hearing – **Opened at 7:03 PM**
- b. Accept Public Comments – **Recommendation from Planning & Zoning Commission**
- c. Close Public Hearing – **Closed at 7:04 PM**

8. **Discussion and/or Possible Action:** Ordinance #0056 Rev. 18 - An ordinance of the City of Highland Haven, Texas, amending the zoning ordinance §9.02.004(b)(3)(A) by clarifying the 25' setback.

Terry Smith made a motion to approve Ordinance #0056 Rev. 18 as recommended; seconded by Lynn Smith.

Vote: 4-0

9. **Discussion and/or Possible Action:** Flag Project by Highland Haven Ladies' Club

- a. Placement on private property, not right-of-way

10. **Convene into Executive Session** as per Texas Govt. Code §551.072 to discuss Real Property.

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

There was no Executive Session.

11. **Discussion and/or Possible Action** on Executive Session matters. **No action taken.**

12. **Discussion and/or Possible Action:** Texas Municipal League Intergovernmental Risk Pool Board of Trustees Nominations

No action taken.

DISCUSSION / INFORMATION ITEMS

13. Discussion – City Budget

- a. Budget Presentation
- b. Budget Calendar

14. Water Infrastructure Bond

15. Review Assignments for the Planning & Zoning Commission

- a. Review of Current Planning & Zoning Assignments

- b. Next regular P&Z meeting is scheduled for July 9, 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. LCRA Response to Public Comments on Collier Quarry Expansion Project
 - 1. Mayor Kelley's Inquiry and Comments
 - 2. LCRA Response to Public Comments

20. Review Solid Waste Services

21. Mayor's Report

22. Aldermen Comments

23. City Staff Comments

- a. City Administrator
- b. City Secretary

Next Board of Aldermen Meeting:

- Regular Meeting – Tuesday, July 21, 2026 at 7:00 PM at Highland Haven Community Center

Terry Nuss made a motion to adjourn; seconded by Terry Smith.

Vote: 4-0

Adjournment.

The meeting adjourned at 8:03 PM.

Olan Kelley, Mayor

Attest:

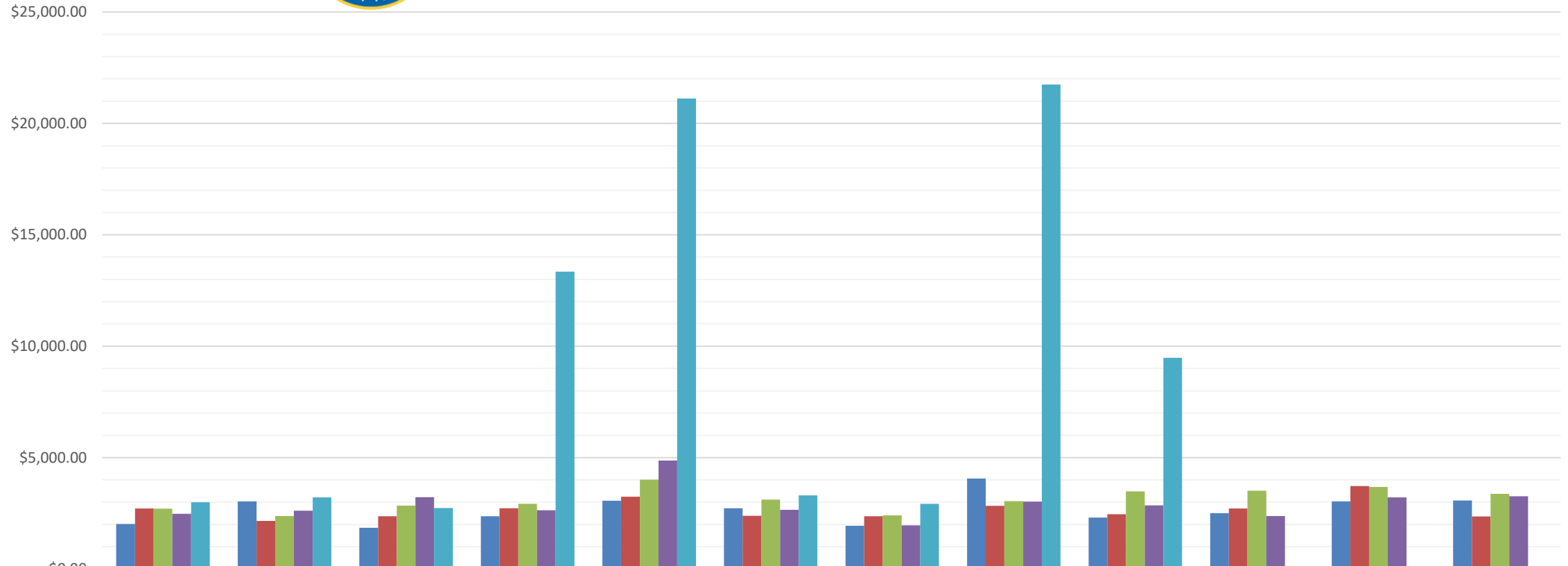
Sarah Collard, City Secretary





City of Highland Haven Sales Tax

■ 2022 ■ 2023 ■ 2024 ■ 2025 ■ 2026



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
■ 2022	\$2,020.88	\$3,036.41	\$1,848.93	\$2,369.89	\$3,067.90	\$2,721.37	\$1,939.03	\$4,057.71	\$2,305.26	\$2,508.50	\$3,031.97	\$3,078.37
■ 2023	\$2,715.96	\$2,153.70	\$2,364.18	\$2,728.03	\$3,246.73	\$2,388.05	\$2,361.84	\$2,838.98	\$2,453.38	\$2,716.50	\$3,720.53	\$2,357.56
■ 2024	\$2,701.28	\$2,377.70	\$2,847.22	\$2,924.52	\$4,011.63	\$3,108.80	\$2,409.33	\$3,047.22	\$3,481.26	\$3,514.60	\$3,685.36	\$3,369.76
■ 2025	\$2,478.94	\$2,614.17	\$3,219.00	\$2,631.93	\$4,864.60	\$2,651.26	\$1,954.35	\$3,019.03	\$2,850.69	\$2,373.32	\$3,211.69	\$3,260.18
■ 2026	\$2,998.39	\$3,216.31	\$2,735.22	\$13,347.78	\$21,121.77	\$3,305.83	\$2,925.04	\$21,744.94	\$9,479.05	\$0.00	\$0.00	\$0.00

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

	Total		
	Actual	YTD Budget	Annual Budget
Income			
8000 General Fund Revenue			
8100 Taxes			
8110 Property Taxes Collected	397,696.79	393,000.00	399,247.00
8120 Sales and Use Tax	77,967.04	18,900.00	30,500.00
Total 8100 Taxes	\$ 475,663.83	\$ 411,900.00	\$ 429,747.00
8200 Franchise Fees			
8210 Cable TV	2,544.23	3,750.00	5,000.00
8220 Electrical	19,141.52	18,000.00	24,000.00
8230 Telephone		150.00	200.00
Total 8200 Franchise Fees	\$ 21,685.75	\$ 21,900.00	\$ 29,200.00
8300 Building Permits / Inspections			
8310 Building Permits	15,050.00	18,725.00	25,000.00
8330 Inspections	11,595.00	11,375.00	15,000.00
Total 8300 Building Permits / Inspections	\$ 26,645.00	\$ 30,100.00	\$ 40,000.00
8400 Other Income			
8410 ROW - License Agreement	500.00	500.00	500.00
Total 8400 Other Income	\$ 500.00	\$ 500.00	\$ 500.00
8500 Charges for Services			
8510 Lot Mowing Program Fees		1,500.00	2,000.00
8520 Copies, FAX & Phone Usage		20.00	30.00
8530 Newsletter Copy Fee	91.34	190.00	250.00
8540 Newsletter Postage Fee	302.00	260.00	350.00
8550 Re-Plat & Variances		900.00	1,200.00
Total 8500 Charges for Services	\$ 393.34	\$ 2,870.00	\$ 3,830.00
8600 Public Safety			
8610 Child Safety Fund	663.51	525.00	700.00
8620 OPIOID Abatement Fund	24.68	50.00	50.00
Total 8600 Public Safety	\$ 688.19	\$ 575.00	\$ 750.00
8800 Donations & Contributions			
8801 Donations	875.00		
Total 8800 Donations & Contributions	\$ 875.00	\$ 0.00	\$ 0.00
8900 Investment Income			
8910 Interest Income	19,659.90	14,940.00	20,000.00
Total 8900 Investment Income	\$ 19,659.90	\$ 14,940.00	\$ 20,000.00
Total 8000 General Fund Revenue	\$ 546,111.01	\$ 482,785.00	\$ 524,027.00
Sales	260.00		
Total Income	\$ 546,371.01	\$ 482,785.00	\$ 524,027.00

Gross Profit	\$	546,371.01	\$	482,785.00	\$	524,027.00
Expenses						
60000 EXPENSES - GENERAL FUND						
61100 Personnel Services						
61101 Aministrative Services		71,624.97		71,624.97		95,500.00
61102 Secretary Salary		43,169.11		45,749.97		61,000.00
61103 Acccounting / Utility Coord.		38,999.97		38,999.97		52,000.00
61104 Building Permit Officer		11,736.72		11,999.97		16,000.00
61105 Temporary Employee				2,250.00		3,000.00
61108 Stipend		17,010.00		17,010.00		22,680.00
61110 Payroll Taxes / FICA		14,577.78		14,354.28		19,139.00
61111 Texas Workforce Commission				524.97		700.00
61112 Direct Deposit Fees		700.29		187.47		250.00
61113 Health Insurance/ Stipend				0.00		0.00
61114 Texas Municipal Retirment Cont.		15,658.50		15,877.53		21,170.00
Total 61100 Personnel Services	\$	213,477.34	\$	218,579.13	\$	291,439.00
61200 Administrative & Office						
61201 Miscellaneous Office Supplies		1,412.01		2,156.22		2,875.00
61202 Equipment replacement		422.25		5,850.00		7,825.00
61203 Newsletter Copy Charge		86.20		225.00		300.00
61204 Newsletter Postage		78.00		525.00		700.00
61205 Printing, Binding, Reproduction		216.50		825.03		1,100.00
61206 Software		7,495.50		4,987.53		6,650.00
61207 Postage		768.24		637.47		850.00
61208 Public Notice Publication		1,854.50		1,615.00		2,150.00
61209 Variances & Re-plats		37.00		825.00		1,100.00
61210 Travel Reimbursement		497.08		395.00		550.00
61211 Schools & Training		5,557.12		1,800.00		7,300.00
61212 Recognition & Awards				225.00		300.00
61213 Food & Beverage		1,081.96		225.00		300.00
61214 - Bank Fees		-2.64		112.50		150.00
Total 61200 Administrative & Office	\$	19,503.72	\$	20,403.75	\$	32,150.00
61300 Street Maintenance & Repair						
61301 Contract Repair				4,125.00		5,500.00
61302 Material & Supplies		4,590.75		5,025.00		6,700.00
Total 61300 Street Maintenance & Repair	\$	4,590.75	\$	9,150.00	\$	12,200.00
61400 Maintenance & Repair						
61401 Equipment Repair & Maintenance				2,250.00		3,000.00
61402 Buildings / Infastructure		1,237.50		3,750.00		5,000.00
Total 61400 Maintenance & Repair	\$	1,237.50	\$	6,000.00	\$	8,000.00
61500 Professional Services						
61501 Judge Expenses		900.00		900.00		1,200.00
61502 Accountants Fees-Audit		10,983.54		8,950.00		8,950.00
61503 Attorneys Fees		6,055.00		4,150.00		5,750.00

61504 Ordinance Codification	1,793.00	3,500.00	4,350.00
61505 Burnet County Tax Appraisal Fee	4,453.76	3,937.50	5,250.00
61506 I / T Support		3,750.00	5,000.00
61508 Burnet Co Election Fee	1,521.41	5,000.00	5,000.00
61509 Consultant Fees	1,400.00	1,650.00	2,200.00
61510 Website Hosting		3,000.00	3,000.00
61511 Recruitment		787.50	1,050.00
61512 Interactive Web Map Hosting	3,600.00	3,750.00	5,000.00
Total 61500 Professional Services	\$ 30,706.71	\$ 39,375.00	\$ 46,750.00
61600 Utilities			
61601 Electric	741.26	840.00	1,150.00
61605 Communications	5,846.24	5,062.50	6,750.00
Total 61600 Utilities	\$ 6,587.50	\$ 5,902.50	\$ 7,900.00
61700 Services & Charges			
61701 Janitorial Service	50.00	450.00	675.00
61702 Inspection Fees	6,330.00	5,475.00	7,300.00
61705 Contract Mowing	1,700.00	525.00	1,050.00
61706 Landscaping	750.00	1,550.00	2,100.00
61708 Buoy Maintenance	2,613.41	6,000.00	8,000.00
61709 Lot Mowing Program Expense		1,250.00	2,000.00
61710 Insurance	6,381.76	6,500.00	6,500.00
61711 Notary Public Cert.		400.00	400.00
61712 Treasurers Bond	260.00	325.00	325.00
Total 61700 Services & Charges	\$ 18,085.17	\$ 22,475.00	\$ 28,350.00
61800 Membership Fees / Dues			
61801 Capcog		50.00	50.00
61803 Texas Municipal League	684.00	700.00	700.00
61804 CAMPO	350.00	360.00	360.00
61805 Texas Municipal Clerks Assoc	175.00	135.00	180.00
61806 Texas City Managers Assoc.		225.00	300.00
Total 61800 Membership Fees / Dues	\$ 1,209.00	\$ 1,470.00	\$ 1,590.00
61900 Public Safety			
61901 Security Camera	9,381.02	5,325.03	7,100.00
61902 Granite Shoals VFD	46,440.00	69,660.00	92,880.00
61903 Marble Falls EMS	11,521.08	11,549.97	15,400.00
61904 Emergency Response Supplies		375.03	500.00
61905 Emergency Management Program		3,750.03	5,000.00
Total 61900 Public Safety	\$ 67,342.10	\$ 90,660.06	\$ 120,880.00
62900 Capital Improvement			
62905 City Vehicle/UTV		15,000.03	20,000.00
62906 City Tools		3,750.03	5,000.00
62907 Fund Accounting Software		15,000.03	20,000.00
62908 Capital Reserve		11,431.53	15,242.00
62909 Bond Interest Payments		35,100.00	46,800.00

Total 62900 Capital Improvement	\$	0.00	\$	80,281.62	\$	107,042.00
Total 60000 EXPENSES - GENERAL FUND	\$	362,739.79	\$	494,297.06	\$	656,301.00
Total Expenses	\$	362,739.79	\$	494,297.06	\$	656,301.00
Net Operating Income	\$	183,631.22	-\$	11,512.06	-\$	132,274.00
Other Income						
76000 Interfund Transfers						
76010 Transfers In						
76010.2 Transfer In - HHWS Fund						65,479.00
76010.3 Transfer In - HHSW Fund						20,000.00
Total 76010 Transfers In	\$	0.00	\$	0.00	\$	85,479.00
Total 76000 Interfund Transfers	\$	0.00	\$	0.00	\$	85,479.00
Total Other Income	\$	0.00	\$	0.00	\$	85,479.00
Net Other Income	\$	0.00	\$	0.00	\$	85,479.00
Net Income	\$	183,631.22	-\$	11,512.06	-\$	46,795.00

Friday, Jul 17, 2026 07:12:05 AM GMT-7 - Accrual Basis

General Fund

Balance Sheet

As of Jun 30, 2026

		TOTAL
Assets		
Current Assets		
Bank Accounts		
100 Gen Fund - First United		170,706.44
106 Gen Fund - TexPool -Investment		771,709.59
Total for Bank Accounts		\$942,416.03
Accounts Receivable		
1200 Accounts Receivable		14,836.32
Total for Accounts Receivable		\$14,836.32
Other Current Assets		
1230 Due from Other Funds		0.00
1300 Taxes Receivable		6,432.00
1350 Prepaid Expenses		0.00
1499 Undeposited Funds		0.00
1997 AJE Holding Account		
1997.1 AR		0.00
1997.2 AP		-3,308.96
Total for 1997 AJE Holding Account		-\$3,308.96
Total for Other Current Assets		\$3,123.04
Total for Current Assets		\$960,375.39
Fixed Assets		
15000 Fixed Assets		
15100 City Hall Building		0.00
15101 City Hall Land		0.00
15103 Street & Drainage Improvements		0.00
15105 Furniture & Equipment		0.00
Total for 15000 Fixed Assets		\$0.00
16000 Accumulated Depreciation		0.00
Total for Fixed Assets		\$0.00
Total for Assets		\$960,375.39
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable		3,317.30
Total for Accounts Payable		\$3,317.30
Credit Cards		
25000 TIB- Credit Card		0.00
Total for Credit Cards		\$0.00
Other Current Liabilities		
20000 Prior Year Accounts Payable		437.50
21000 Const. Deposits/Permits		
21100 Clean-up Deposits		16,525.00

General Fund

Balance Sheet

As of Jun 30, 2026

	TOTAL
Total for 21000 Const. Deposits/Permits	\$16,525.00
2110 Direct Deposit Liabilities	8,994.10
22000 Deferred Revenue	6,432.00
24000 Payroll Liabilities	
2100 Withheld taxes payable	2,597.85
24100 941 Taxes Payable	0.00
24200 TWC - SUI Payable	-40.02
24300 FUTA Payable	0.00
Total for 24000 Payroll Liabilities	\$2,557.83
Total for Other Current Liabilities	\$34,946.43
Total for Current Liabilities	\$38,263.73
Total for Liabilities	\$38,263.73
Equity	
30000 Net Position	\$0.00
3900 Unrestricted Net Assets	0.00
Total for 30000 Net Position	\$0.00
39000 Retained Earnings	738,480.44
Net Income	183,631.22
Total for Equity	\$922,111.66
Total for Liabilities and Equity	\$960,375.39

Water Fund

Budget vs. Actuals: FY_2025_2026 - FY26 P&L

October 2025 - June 2026

	Total		
	Actual	YTD Budget	Annual Budget
Income			
9000 HHWater System Revenue			
9200 Charges for Services			
9210 Water Sales	307,510.09	276,625.53	368,834.00
9220 Tap Fees	20,000.00	6,750.00	9,000.00
Total 9200 Charges for Services	\$ 327,510.09	\$ 283,375.53	\$ 377,834.00
9230 HHWS Miscellaneous Income			
9231 Miscellaneous Income		150.03	200.00
Total 9230 HHWS Miscellaneous Income	\$ 0.00	\$ 150.03	\$ 200.00
9250 Investment Income		0.00	0.00
9251 Interest Income	2,092.04	1,125.00	1,500.00
Total 9250 Investment Income	\$ 2,092.04	\$ 1,125.00	\$ 1,500.00
Total 9000 HHWater System Revenue	\$ 329,602.13	\$ 284,650.56	\$ 379,534.00
Total Income	\$ 329,602.13	\$ 284,650.56	\$ 379,534.00
Gross Profit	\$ 329,602.13	\$ 284,650.56	\$ 379,534.00
Expenses			
62000 EXPENSES-WATER SYSTEM FUND			
62150 2016 Bond Series Expenses			
62151 2016 Series Bond Interest	2,077.89	2,090.00	4,180.00
62152 2016 Bond Series Principal			105,000.00
Total 62150 2016 Bond Series Expenses	\$ 2,077.89	\$ 2,090.00	\$ 109,180.00
62200 Administrative / Office			
62201 Office Supplies	355.63	1,950.03	2,600.00
62206 Software	1,962.00	1,912.50	2,550.00
62207 Postage	1,642.60	3,150.00	4,200.00
62208 Public Notice Publication		150.03	200.00
62210 Travel Reimbursement		150.03	200.00
62211 Schools & Training		375.03	500.00
62212 Bank Fees	20.00	56.25	75.00
62213 Food & Beverage		375.03	500.00
Total 62200 Administrative / Office	\$ 3,980.23	\$ 8,118.90	\$ 10,825.00
62350 Chemicals			
62351 Misc. Chemicals	901.96	2,925.00	3,900.00
Total 62350 Chemicals	\$ 901.96	\$ 2,925.00	\$ 3,900.00
62400 Maintenance & Repairs			
62402 Repairs & Service Work	1,036.47	22,500.00	30,000.00
62403 Buildings / Infrastructure	39.99	3,750.03	5,000.00
62405 Material-pipe,pumps,meters	832.70	15,000.03	20,000.00

62407 Generator Maint and Repairs	5,812.20	6,374.97	8,500.00
Total 62400 Maintenance & Repairs	\$ 7,721.36	\$ 47,625.03	\$ 63,500.00
62500 Professional Services			
62502 Accounting/Audit Fees	10,740.00	6,187.50	8,250.00
62503 Attorneys Fees	892.50	825.03	1,100.00
62511 Engineering Fees		825.03	1,100.00
62512 Lab Fees	244.00	3,300.03	4,400.00
62513 Contract Operator	67,500.00	67,500.00	90,000.00
Total 62500 Professional Services	\$ 79,376.50	\$ 78,637.59	\$ 104,850.00
62600 Utilities			
62601 Electric	5,481.81	6,000.03	8,000.00
62604 Telephone	419.40	749.97	1,000.00
Total 62600 Utilities	\$ 5,901.21	\$ 6,750.00	\$ 9,000.00
62700 Services & Charges			
62705 Contract Mowing Expense		1,237.50	1,650.00
62712 Tap Installation	2,925.00	2,324.97	3,100.00
62713 Storage Facilities	5,907.00	4,087.53	5,450.00
62714 Johnston East Well Water Usage		375.03	500.00
62715 TCEQ	999.60	825.03	1,100.00
Total 62700 Services & Charges	\$ 9,831.60	\$ 8,850.06	\$ 11,800.00
62800 Membership Fees/Dues			
62806 TRWA Membership	591.60	431.28	575.00
62807 AWWA Membership		318.78	425.00
Total 62800 Membership Fees/Dues	\$ 591.60	\$ 750.06	\$ 1,000.00
Total 62000 EXPENSES-WATER SYSTEM FUND	\$ 110,382.35	\$ 155,746.64	\$ 314,055.00
Total Expenses	\$ 110,382.35	\$ 155,746.64	\$ 314,055.00
Net Operating Income	\$ 219,219.78	\$ 128,903.92	\$ 65,479.00
Other Expenses			
76001 Interfund Transfers			
76020 Transfers Out			
76020.1 Transfer Out to General Fund			65,479.00
Total 76020 Transfers Out	\$ 0.00	\$ 0.00	\$ 65,479.00
Total 76001 Interfund Transfers	\$ 0.00	\$ 0.00	\$ 65,479.00
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 65,479.00
Net Other Income	\$ 0.00	\$ 0.00	-\$ 65,479.00
Net Income	\$ 219,219.78	\$ 128,903.92	\$ 0.00

Friday, Jul 17, 2026 07:24:16 AM GMT-7 - Accrual Basis

Water Fund

Balance Sheet

As of Jun 30, 2026

		TOTAL
Assets		
Current Assets		
Bank Accounts		
203 CNB Water Operating	187,126.18	
205 CNB- HHWS (GO Bond Ser)	2,407.32	
206 TexPool - HHWS Investment	230,163.40	
Total for Bank Accounts	\$419,696.90	
Accounts Receivable		
1200 Accounts Receivable	44,726.51	
Total for Accounts Receivable	\$44,726.51	
Other Current Assets		
12100 Inventory Asset	11,250.00	
1350 Prepaid Expense	1,000.00	
1499 Undeposited Funds	0.00	
1996 Deferred Loss on Refunding	13,420.00	
1997 AJE Holding Account		
1997.1 AR	0.00	
1997.2 AP	0.00	
Total for 1997 AJE Holding Account	\$0.00	
Total for Other Current Assets	\$25,670.00	
Total for Current Assets	\$490,093.41	
Fixed Assets		
15000 Fixed Assets		
15200 Highland Haven Water Sys		
15201 HHWS - Infrastructure	1,469,344.60	
15202 HHWS - Building & Structures	45,234.00	
15203 Equipment	62,068.00	
15205 HHWS-Land	20,000.00	
15209 Intangible Assets	170,115.00	
15210 Construction in Process	0.00	
1760 Capital Assets	0.00	
Total for 15200 Highland Haven Water Sys	\$1,766,761.60	
Total for 15000 Fixed Assets	\$1,766,761.60	
16000 Accumulated Depreciation	-635,021.52	
16001 Accumulated Amortization	-145,490.84	
Total for Fixed Assets	\$986,249.24	
Total for Assets	\$1,476,342.65	

Water Fund

Balance Sheet

As of Jun 30, 2026

		TOTAL
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable		8,839.55
Total for Accounts Payable		\$8,839.55
Credit Cards		
25000 TIB - Credit Card		90.77
Total for Credit Cards		\$90.77
Other Current Liabilities		
20000 Prior Year Accounts Payable		0.00
2020 Sales Tax Payable		0.00
2021 Due to Other Funds		0.00
2060 Retainage Payable		0.00
2140 Accrued Interest Payable		335.00
22200 Bonds Payable - Current		105,000.00
22202 Unearned Revenue		26,700.33
Total for Other Current Liabilities		\$132,035.33
Total for Current Liabilities		\$140,965.65
Long-term Liabilities		
26000 Long Term Liabilities		
26200 2016 HHWS Bond Payable		105,000.00
Total for 26000 Long Term Liabilities		\$105,000.00
Total for Long-term Liabilities		\$105,000.00
Total for Liabilities		\$245,965.65
Equity		
30000 Net Position		
3200 Invested in Capital Asset Net o		790,853.10
3810 Net Assets Restricted		0.00
3900 Unrestricted Net Assets		0.00
Total for 30000 Net Position		\$790,853.10
39000 Retained Earnings		220,304.12
Net Income		219,219.78
Total for Equity		\$1,230,377.00
Total for Liabilities and Equity		\$1,476,342.65

Solid Waste

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

October 2025 - June 2026

	Total		
	Actual	YTD Budget	Annual Budget
Income			
9500 Solid Waste Revenue			
9600 Charges For Services			
9610 SW Residential Collection	91,114.53	103,398.75	137,865.00
Total 9600 Charges For Services	\$ 91,114.53	\$ 103,398.75	\$ 137,865.00
9650 Franchise Fees			
9651 Waste Services Franchise Fee	4,043.36	4,012.47	5,350.00
Total 9650 Franchise Fees	\$ 4,043.36	\$ 4,012.47	\$ 5,350.00
9800 Investment Income			
9801 Interest Income	65.13	18.72	25.00
Total 9800 Investment Income	\$ 65.13	\$ 18.72	\$ 25.00
Total 9500 Solid Waste Revenue	\$ 95,223.02	\$ 107,429.94	\$ 143,240.00
Total Income	\$ 95,223.02	\$ 107,429.94	\$ 143,240.00
Expenses			
63000 EXPENSES - SOLID WASTE FUND			
63500 Professional Services			
63513 Waste Contractor Costs	80,867.36	81,119.97	108,160.00
63514 Household Haz Waste Program		1,500.03	2,000.00
63515 Haz Waste Spill Response Fund		1,500.03	2,000.00
63516 Bulk Trash Pick-UP		1,874.97	2,500.00
63517 Document Shredding		562.50	750.00
Total 63500 Professional Services	\$ 80,867.36	\$ 86,557.50	\$ 115,410.00
Total 63000 EXPENSES - SOLID WASTE FUND	\$ 80,867.36	\$ 86,557.50	\$ 115,410.00
Total Expenses	\$ 80,867.36	\$ 86,557.50	\$ 115,410.00
Net Operating Income	\$ 14,355.66	\$ 20,872.44	\$ 27,830.00
Other Expenses			
76001 Interfund Transfers			
76020 Transfers Out			
76020.1 Transfer Out to General Fund			20,000.00
Total 76020 Transfers Out	\$ 0.00	\$ 0.00	\$ 20,000.00
Total 76001 Interfund Transfers	\$ 0.00	\$ 0.00	\$ 20,000.00
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 20,000.00
Net Other Income	\$ 0.00	\$ 0.00	-\$ 20,000.00
Net Income	\$ 14,355.66	\$ 20,872.44	\$ 7,830.00

Solid Waste

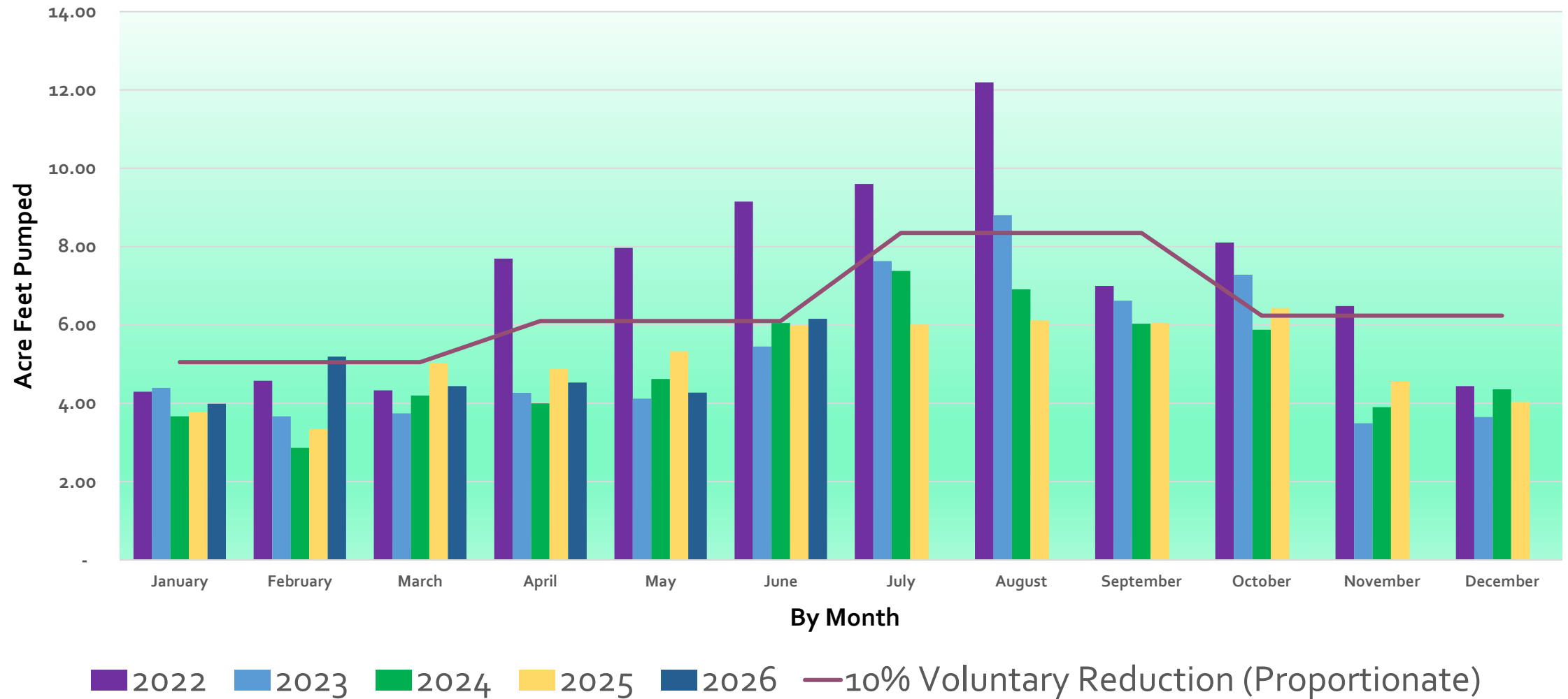
Balance Sheet

As of Jun 30, 2026

		TOTAL
Assets		
Current Assets		
Bank Accounts		
300 CNB- HH Solid Waste		103,558.19
Total for Bank Accounts		\$103,558.19
Accounts Receivable		
1150 Accounts Receivable		6,171.67
Total for Accounts Receivable		\$6,171.67
Total for Current Assets		\$109,729.86
Total for Assets		\$109,729.86
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable		17,352.20
Total for Accounts Payable		\$17,352.20
Credit Cards		
25000 TIB Card Service Center		0.00
Total for Credit Cards		\$0.00
Other Current Liabilities		
20000 Prior Year Accounts Payable		0.00
22000 Sales Tax Payable		6.68
Total for Other Current Liabilities		\$6.68
Total for Current Liabilities		\$17,358.88
Total for Liabilities		\$17,358.88
Equity		
39000 Retained Earnings		78,015.32
Net Income		14,355.66
Total for Equity		\$92,370.98
Total for Liabilities and Equity		\$109,729.86



PUMPING – CITY WATER USAGE





City of Highland Haven

Building Permit Monthly Executive Report

Reporting Month: June 2026

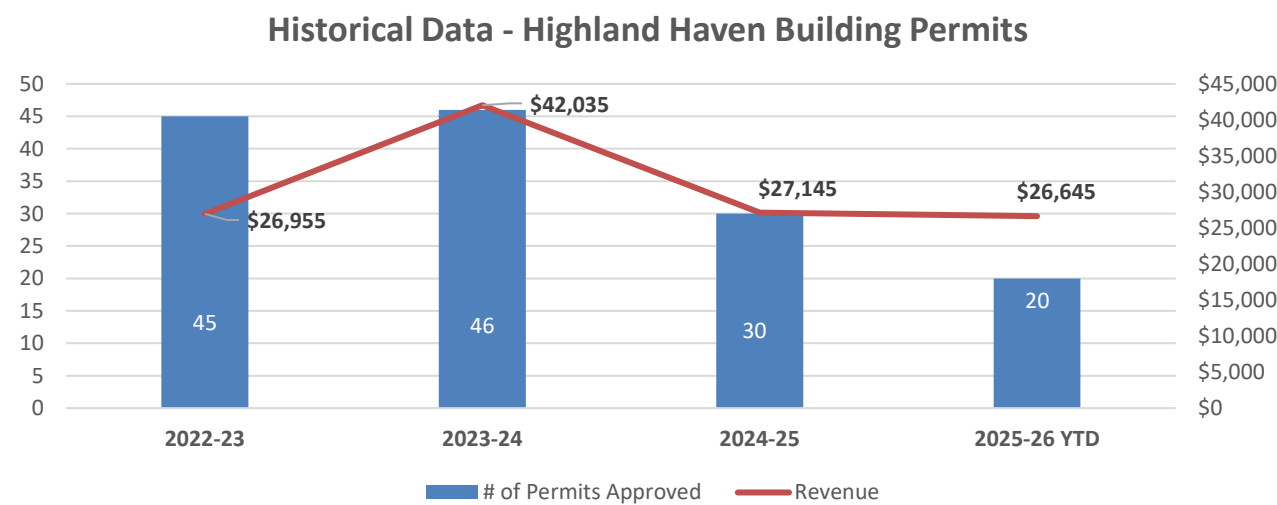
Status – April 2026	Monthly Total	Permits Issued Fiscal YTD	*Income Fiscal YTD
Permits Submitted	2		
Permits Approved	3	20	\$26,645
Permits Pending	0		

*Includes refundable construction deposits

Active Projects

Project Type	Number of Open Permits
Demolition	1
Dock Remodel	1
Fence/Drive	2
New Single Family Residence	4
Non-Structure	1
Remodel	6
Secondary Structure	3
TOTAL:	18

Historical Building Permits and Revenue by Fiscal Year





July 17, 2026

Subject: Item 6f: Traffic Report June

To the City of Highland Haven Board of Aldermen,

Highland Haven Traffic & Safety Camera Summary

June 2026

Community Context

Highland Haven is a small lakefront community on **Lake LBJ in Burnet County**, with a unique layout:

- **One primary entrance/exit** via Highland Drive
- Also referenced as **CR 120 / CR 125** at SH 1431
- No through streets connecting to other neighborhoods

This means almost **all vehicle traffic entering or leaving the city passes this single point**, making it an ideal and reliable location to measure overall activity.

June 2026 Traffic Overview

During June 2026, the two Flock Safety cameras positioned at the entrance recorded all inbound and outbound vehicle movements.

Total Traffic Volume

- **Incoming Traffic (into Highland Haven):** 19,239 vehicles
- **Outgoing Traffic (leaving Highland Haven):** 18,908 vehicles
- **Total Combined Traffic: 38,147 vehicle movements**

Traffic remained well balanced, with less than a 1% difference between inbound and outbound movements, indicating normal travel patterns and confirming consistent camera performance.

Daily Traffic Averages

- **Incoming:** 641 vehicles/day
- **Outgoing:** 630 vehicles/day
- **Combined:** approximately **1,272 vehicle movements per day**



These volumes reflect the normal movement of residents, guests, contractors, service providers, and deliveries entering and leaving the community.

Highest and Lowest Traffic Days

Busiest Day: June 27

- **986 outgoing vehicles**
- **1,064 incoming vehicles**
- **2,050 total vehicle movements**

The significant increase on June 27 likely reflects heavy weekend and summer lake activity associated with seasonal travel to and from Lake LBJ.

Lowest Traffic Day: June 15

- **447 outgoing vehicles**
- **459 incoming vehicles**
- **906 total vehicle movements**

Even on the lowest-volume day, traffic remained consistent with normal residential patterns for a community with a single access point.

What This Means for Highland Haven

1. Traffic Patterns Remain Stable

Most days ranged between **550 and 750 vehicles per direction**, demonstrating:

- Consistent residential activity
- Regular service and delivery traffic
- Predictable seasonal visitor patterns

Outside of one high-volume summer weekend, no abnormal spikes or unusual traffic surges were observed.

2. Summer Recreation Activity Is Evident

June marks the beginning of peak summer season on Lake LBJ. Higher traffic volumes on Fridays and Saturdays were expected and are consistent with:



- Weekend arrivals to the lake
- Visiting family and guests
- Increased recreational boating and lake activity

The unusually high volume recorded on June 27 appears consistent with summer weekend travel rather than any concerning traffic event.

3. Balanced Inbound and Outbound Counts Confirm Data Reliability

The difference between total inbound and outbound traffic was less than one percent, which:

- Demonstrates balanced vehicle movement through the city's single entrance
- Confirms both cameras are functioning properly
- Provides confidence in the accuracy of the data collected

About the Flock Safety Cameras

We understand residents may have concerns about privacy and data use. The system is designed specifically for limited, vehicle-based information collection with strict safeguards.

What the Cameras Capture

Flock cameras record:

- License plate number
- Vehicle make, model, and color
- Date, time, and location

They **do not capture or connect to:**

- Names or personal identities
- Driver or passenger information
- Phones, apps, or personal devices
- Facial recognition

What the System Does Not Do

The system does not:



- Track individuals
- Create travel histories of residents
- Build behavioral profiles of vehicles
- Sell information to advertisers or data brokers
- Analyze community traffic patterns for commercial purposes

It is **reactive public-safety technology, not proactive surveillance.**

Data Retention and Access Controls

- Data is automatically deleted after a limited retention period
- Access is restricted to authorized users
- All searches are logged and auditable

Closing Summary

In June 2026, Highland Haven recorded 38,147 vehicle movements through its single entrance, averaging approximately 1,272 vehicle movements per day. Traffic patterns remained consistent with normal residential activity and seasonal lake traffic, with the highest volumes occurring during the final weekends of the month as summer recreational activity increased. Data from the entrance cameras continued to show balanced inbound and outbound traffic, providing confidence in the accuracy and reliability of the system. Overall, no unusual traffic concerns were identified.

While June traffic volumes were lower than those observed in May, the reduction appears consistent with seasonal factors rather than any significant change in community activity. May included the Memorial Day holiday weekend, traditionally one of the busiest travel periods on Lake LBJ, while early June experienced several periods of rainfall that likely reduced recreational traffic. Traffic volumes increased toward the end of June, particularly during summer weekends, and the City expects July counts to reflect the additional influence of Independence Day travel and peak-season lake use.

Sincerely,

Andy Adams

City Administrator

(830) 265-4366

cityadministrator@highlandhaventx.com



July 7, 2026

Subject: Item 6g: Quarterly Investment Report

To the City of Highland Haven Board of Aldermen,

Background

The City is required under the Public Funds Investment Act (PFIA) to provide a quarterly report on its investment activity.

The City currently maintains two investment accounts, both held with TexPool:

- One account associated with the General Fund
- One account associated with the Water Fund

General Fund – TexPool Account

- Beginning Balance: \$764,742.78
- Ending Balance: \$771,709.59
- Deposits Made: \$0.00
- Interest Earned: \$6,966.81
- Average Yield (Annualized): 3.65%

Water Fund – TexPool Account

- Beginning Balance: \$38,282.52
- Ending Balance: \$230,163.40
- Deposits Made: \$190,695.29
- Interest Earned: \$1,185.59
- Average Yield (Annualized): 3.65%

Summary – All Funds

- Beginning Balance: \$803,025.30
- Ending Balance: \$1,001,872.99
- Deposits Made: \$190,695.29
- Interest Earned: \$8,152.40



- Average Yield (Annualized): 3.65%

Narrative Summary

The City's investment portfolio remains fully invested in TexPool in accordance with the adopted Investment Policy.

During this quarter, the General Fund account remained stable with no deposits or withdrawals and continued to generate consistent interest earnings.

The Water Fund account increased significantly due to a transfer of available operating funds in May. This transfer was made to ensure compliance with FDIC insurance limitations on the Water system's operating account, while allowing funds to earn interest.

Water Fund – Fiscal Year to Date (October 1, 2025 – June 30, 2026)

- Beginning Balance: \$37,557.80
- Ending Balance: \$230,163.40
- Deposits Made: \$190,695.29
- Interest Earned: \$1,910.31
- Average Yield (Annualized): 3.75%

General Fund – Fiscal Year to Date (October 1, 2025 – June 30, 2026)

- Beginning Balance: \$579,685.90
- Ending Balance: \$771,709.59
- Deposits Made: \$172,931.51
- Interest Earned: \$19,092.18
- Average Yield (Annualized): 3.75%

All Funds – Fiscal Year to Date (October 1, 2025 – June 30, 2026)

- Beginning Balance: \$617,243.70
- Ending Balance: \$1,001,872.99
- Deposits Made: \$363,626.80
- Interest Earned: \$21,002.49
- Average Yield (Annualized): 3.75%



Fiscal Year-to-Date Summary

The City's investment portfolio generated \$21,002.49 in interest earnings during the fiscal year to date, with all funds held in TexPool in accordance with the City's Investment Policy.

Investment balances increased during the year due to the transfer of operating funds into TexPool accounts. These transfers were made to maintain compliance with FDIC insurance limitations while allowing funds to earn interest.

Investment performance during the fiscal year reflects changing market conditions, with interest rates gradually declining from approximately 4.1% at the beginning of the fiscal year to approximately 3.6% by the end of the reporting period.

Consistent with TexPool performance, the City's investment portfolio earned an average annualized yield of approximately 3.75% during the fiscal year.

Compliance Statement

All investment activity during this reporting period was conducted in compliance with the City's Investment Policy and the Public Funds Investment Act.

Purpose of This Item

The purpose of this item is to present the City's quarterly investment report for the third quarter of FY2026 in accordance with PFIA requirements.

This item is included on the consent agenda for approval.

Moving Forward

Staff will continue to monitor the City's investment accounts and provide quarterly reports as required by law.

Over time, these reports will help track trends in interest earnings and support future financial planning.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



July 17, 2026

Subject: Item 7: Discussion on IT Services RFP Update

To the City of Highland Haven Board of Aldermen,

Background

As the City has continued to expand its operations and technology needs, staff has identified the need for dedicated professional Information Technology (IT) support services. Currently, a significant amount of the City's technology management, troubleshooting, cybersecurity oversight, user support, and system administration responsibilities are handled internally by the City Administrator and City Secretary.

While this approach has allowed the City to meet its immediate needs, it is becoming increasingly difficult and inefficient as technology requirements continue to grow. Utilizing a professional IT services provider would allow City staff to focus on core municipal operations while ensuring the City's technology systems are maintained, secured, and supported by experienced professionals.

To address this need, the City issued a Request for Proposals (RFP) seeking qualified firms to provide comprehensive IT support and managed technology services.

Proposal Evaluation

The City received six responses from qualified firms. Proposals were reviewed and independently scored by members of the evaluation committee based on the criteria outlined in the RFP, including qualifications, experience, service offerings, responsiveness, municipal experience, and overall value.

The results of the evaluation are summarized below:

Company	Average Score
Neptune 9	21.50
Hill Country Tech Guys	19.50
Integritek	14.75



Blue Archer Systems	14.25
Cyberstreams	11.50
BIS Consultants	8.67

Based on the scoring results, the three highest-ranked firms were:

1. **Neptune 9** – 21.50
2. **Hill Country Tech Guys** – 19.50
3. **Integritek** – 14.75

Next Steps

Staff recommends proceeding with interviews and follow-up discussions with the three highest-ranked firms. These meetings will provide an opportunity to:

- Review each firm's proposed service approach;
- Evaluate customer service and responsiveness;
- Discuss cybersecurity and data protection practices;
- Review municipal government experience and references;
- Clarify pricing structures and service levels; and
- Determine the firm that best aligns with the City's operational needs and long-term technology goals.

Following the interview process, staff anticipates bringing a recommendation back to the Board for consideration prior to the beginning of the FY 2026-27 budget year.

The proposed FY 2026-27 budget currently includes funding for contracted IT support services within the General Fund, Water Fund, and Solid Waste Fund to support the transition to a professional managed services model. The proposed budget includes approximately \$30,000 annually for IT services across all City operations.

Key Consideration

The purpose of this agenda item is to provide the Board with an update regarding the RFP process and the evaluation results. No formal action is required at this time. Staff is



seeking any direction from the Board prior to proceeding with interviews of the highest-ranked firms.

Staff Recommendation

Staff recommends proceeding with interviews of the three highest-ranked firms—Neptune 9, Hill Country Tech Guys, and Integritek—and returning to the Board with a recommendation for award of services for implementation during FY 2026-27.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



July 17, 2026

Subject: Item 8: Discussion on Fund Accounting Software RFP Update

To the City of Highland Haven Board of Aldermen,

Background

As part of the City's ongoing efforts to improve financial management practices and strengthen long-term operational efficiency, staff has been evaluating alternatives to the City's current accounting software.

The City currently utilizes QuickBooks Online for its accounting and financial management functions. While QuickBooks has served the City well and provides a reliable platform for basic accounting needs, it was designed primarily for private businesses and does not offer many of the features commonly used by municipal governments.

As the City's financial operations continue to become more complex, staff has identified several advantages to transitioning to a dedicated governmental fund accounting system. These systems are specifically designed for local governments and provide enhanced capabilities for fund accounting, budgeting, financial reporting, audit support, utility billing integration, purchasing controls, and long-term financial planning.

To explore available options, the City issued a Request for Proposals (RFP) for governmental fund accounting software. The proposal period closed on July 10, 2026.

Proposal Responses Received

The City received proposals from three qualified providers:

Sage Intacct

Sage Intacct is a cloud-based financial management platform used by organizations throughout the United States, including some local governments and special districts.

Potential Benefits

- Robust financial reporting capabilities
- Strong budgeting and financial analysis tools
- Fully cloud-based environment



- Scalable as organizational needs grow
- Extensive integrations with third-party applications

Potential Considerations

- May offer more functionality than needed for a small municipality
- Generally associated with higher implementation and subscription costs
- Government-specific functionality may require additional configuration

Edmunds GovTech

Edmunds GovTech specializes exclusively in software solutions for local governments and has a long history of serving municipalities throughout the United States.

Potential Benefits

- Designed specifically for municipal fund accounting
- Integrated modules for utility billing, budgeting, payroll, and financial management
- Strong understanding of governmental accounting requirements
- Commonly used by small and mid-sized cities
- Government-focused customer support

Potential Considerations

- Interface may be less modern than some newer cloud-based systems
- Some custom reporting may require additional training
- Implementation timelines can vary depending on selected modules

FundView

FundView provides governmental accounting software specifically designed for small and medium-sized local governments.

Potential Benefits

- Focus on municipal and special district accounting
- Simplified user interface designed for local government staff



- Integrated fund accounting and budgeting functionality
- Typically well suited for smaller organizations with limited staffing resources
- Emphasis on ease of use and implementation

Potential Considerations

- Fewer advanced enterprise features compared to larger platforms
- May provide fewer third-party integrations
- Long-term support, reporting flexibility, and system integration capabilities should be carefully evaluated.

Evaluation Process

Staff is currently reviewing the proposals and evaluating each system's functionality, implementation requirements, support services, and overall value to the City.

Because the accounting system is one of the most critical operational tools utilized by the City, staff believes it is important to gather input from multiple perspectives before making a recommendation.

Staff intends to:

- Continue evaluating each proposal;
- Solicit feedback from the City Treasurer;
- Seek input from community members with governmental accounting and finance experience;
- Arrange product demonstrations from each vendor;
- Allow staff and stakeholders to compare system capabilities and ease of use; and
- Evaluate implementation costs, ongoing support, and long-term sustainability.

These demonstrations will provide an opportunity to better understand how each system would function within the City's day-to-day operations and determine which solution best meets the City's current and future needs.

Next Steps



Following completion of the evaluation process and vendor demonstrations, staff will develop a recommendation and return to the Board for consideration.

The selected system would provide the foundation for the City's future accounting and financial management operations and would represent an important step toward implementing financial management tools specifically designed for municipal government.

Key Consideration

At this stage, no action is required. This item is intended to update the Board on the status of the RFP process and provide an overview of the evaluation plan moving forward.

Staff Recommendation

Staff recommends continuing the evaluation process, obtaining stakeholder feedback, conducting vendor demonstrations, and returning to the Board with a recommendation after completing a thorough review of all proposals.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



July 17, 2026

Subject: Item 9: Discussion on TextMyGov Communication Tool

To the City of Highland Haven Board of Aldermen,

Background

One of the City's continuing priorities is improving communication with residents and ensuring important information is delivered in a timely and effective manner.

As a small city with limited administrative staff, the City currently relies primarily on email communications, website updates, newsletters, and direct interactions with residents. While these methods have served the City well, communicating quickly with residents can often be a time-consuming process. Staff must frequently review and filter contact information, determine who should receive specific communications, and manually distribute information through multiple channels.

As the City continues to modernize its operations and improve public engagement, staff has explored tools that would enhance communication while reducing the administrative burden associated with distributing information to residents.

Staff has reviewed a proposal from TextMyGov, a communication platform specifically designed for local governments that allows residents to receive information, submit requests, participate in surveys, and engage with the City through standard text messaging.

Proposed Solution

TextMyGov provides a centralized communication platform that allows residents to interact with the City through text messaging without requiring them to download an application or create an account.

The platform includes the ability for residents to:

- Receive City notifications and updates by text message;
- Report issues and submit photographs directly to City staff;
- Ask questions and receive automated responses to common inquiries;
- Participate in community surveys and feedback initiatives;
- Subscribe to information relevant to their interests; and
- Receive emergency and weather-related notifications.



The system also includes geo-targeted messaging capabilities that allow notifications to be sent to specific streets or areas impacted by water outages, road work, public safety concerns, or other localized events. Additionally, the platform includes IPAWS integration and NOAA weather alerts, providing another tool for communicating emergency information during critical situations.

Benefits for Highland Haven

Improved Communication Efficiency

One of the City's greatest communication challenges is quickly getting the right information to the right residents.

Currently, distributing information often requires staff to review internal contact databases and determine which residents may be impacted by a particular issue or announcement. This process can be time-consuming and difficult during emergencies or situations requiring rapid communication.

TextMyGov would allow residents to subscribe directly to the information they wish to receive. Rather than staff maintaining multiple communication lists, residents can self-select the notifications and updates that are important to them. This approach improves communication while reducing the amount of staff time required to manage and distribute information.

Enhanced Resident Engagement

The platform provides tools that allow the City to gather meaningful feedback from residents through surveys, initiatives, and community engagement features.

Staff believes these tools could provide a valuable way to gauge public sentiment on topics such as community priorities, capital projects, service improvements, and legislative initiatives. While public meetings will always remain the formal process for discussion and decision-making, these engagement tools can help provide additional insight into resident perspectives and community priorities.

Emergency Notification Capabilities

The City regularly communicates important information regarding weather events, utility outages, road conditions, and other issues affecting residents.

TextMyGov includes both IPAWS integration and weather alert functionality, providing additional communication channels during emergencies and helping ensure critical information reaches residents as quickly as possible.

Better Customer Service



Residents increasingly expect convenient ways to obtain information and communicate with local government.

TextMyGov allows residents to ask questions, report concerns, and submit information using a communication method they already use every day. Staff believes this convenience would improve accessibility while helping residents obtain information more efficiently.

Existing Relationship and Familiarity

TextMyGov is a sister company of iWorQ, the provider of the City's building permit and development management software currently utilized by staff.

The City has had a positive experience with the implementation, functionality, and support provided through the iWorQ platform. While TextMyGov operates as a separate product, staff is familiar with the organization's focus on local government solutions and customer support.

This existing relationship provides additional confidence in the company's ability to understand and support the operational needs of small municipalities such as Highland Haven.

Cost

The proposal submitted by TextMyGov includes:

- One-time implementation fee: **\$1,000**
- Annual subscription fee: **\$2,000**
- First-year total cost: **\$3,000**
- Annual recurring cost thereafter: **\$2,000**

The subscription includes:

- Citizen texting services;
- Local phone number;
- Citizen surveys;
- Voice calling capabilities;
- Mass email functionality;
- IPAWS integration;
- NOAA weather alerts;
- Unlimited users and departments; and



- Unlimited training and support?

Key Consideration

Highland Haven has invested significant effort in improving transparency, customer service, and resident access to information. As the City continues to modernize operations, communication remains one of the most important services provided to residents.

Staff believes TextMyGov offers an affordable opportunity to improve the City's communication capabilities while reducing administrative workload. The platform would provide residents with a simple and convenient way to receive information, participate in community discussions, report concerns, and stay informed during emergencies.

At a recurring annual cost of approximately \$2,000, staff believes the platform represents a cost-effective investment in improving communication, public engagement, and customer service for the community.

Staff Recommendation

At this stage, no action is required.

This item is intended to provide the Board with information regarding the TextMyGov platform and to allow for discussion regarding its potential use as a future communication and community engagement tool. Staff is seeking feedback and direction from the Board prior to making a recommendation regarding implementation and budget considerations.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



July 17, 2026

Subject: Item 10: Discussion on City Budget

To the City of Highland Haven Board of Aldermen,

Background

The proposed FY 2026-27 budget was filed with the City Secretary on July 8, 2026, in accordance with Texas Local Government Code Section 102.005, beginning the City's formal budget review process. The proposed budget remains available for public inspection at City Hall and on the City's website.

The proposed budget focuses on maintaining essential City services, strengthening operational capacity, improving technology and financial management systems, supporting long-term planning efforts, and preserving financial stability across all City funds. The budget includes the General Fund, Water Fund, and Solid Waste Fund and maintains the City's practice of budgeting conservatively while planning for future needs.

To assist residents and Board members in understanding the proposed budget, staff has prepared a detailed budget presentation video that provides a comprehensive overview of the budget, tax rate calculations, fund operations, and major budget assumptions. [BUDGET VIDEO PRESENTATION](#)

Budget Update

General Fund

The proposed General Fund budget includes approximately **\$558,495 in revenues, \$89,068 in transfers from enterprise funds, and \$50,000 in planned use of fund balance**, providing total available funding of approximately **\$697,563**. Proposed expenditures are also budgeted at approximately **\$697,563**.

The proposed property tax rate of **\$0.16571 per \$100 valuation** is based upon preliminary taxable values and is intended to generate approximately **\$437,500** in property tax revenue to support essential City services. Final certified values are expected later this month and may require minor adjustments to the proposed tax rate prior to adoption.

The proposed budget also includes investments in:

- Professional IT services;
- Governmental fund accounting software;
- Code enforcement services;



- Employee support and training;
- Public safety services; and
- Continued operational improvements.

Water Fund

The proposed Water Fund budget remains structurally balanced and is expected to generate approximately **\$445,050 in revenues** with expenditures of approximately **\$405,237**, resulting in a projected ending balance of approximately **\$203,395**.

The budget includes a modest adjustment to base water rates, resulting in an estimated customer impact of approximately **\$3.00 to \$3.50 per month for most customers**. A portion of the additional revenue is intended to support engineering services and planning efforts necessary to position the City for future infrastructure grant opportunities. The City currently has a number of identified infrastructure needs; however, many potential projects are not yet sufficiently engineered or developed to compete effectively for available grant funding.

Staff recently met with a water customer to discuss concerns regarding the proposed water rate adjustment. Staff explained that the primary purpose of the increase is to support engineering and planning efforts needed to pursue future grant opportunities and develop potential infrastructure projects.

During the discussion, the resident suggested that the City explore options to help offset the impact of future rate increases, including evaluating adjustments to the amount of water included within the base rate. Staff committed to reviewing potential alternatives and sharing the resident's feedback with the Board as part of the budget discussion.

Solid Waste Fund

The proposed Solid Waste Fund budget remains self-supporting with approximately **\$148,490 in revenues** and **\$148,320 in expenditures and transfers**, maintaining current service levels while preserving financial stability within the fund.

Budget Calendar

State law requires the City to continue its budget review process through public meetings prior to adoption. The Board should confirm the dates and times for the required budget and tax rate public hearings.

Staff anticipates continuing budget discussions throughout July and early August, with the goal of completing adoption of the FY 2026-27 budget and property tax rate on **August 10 and August 11, 2026**, in accordance with all applicable statutory requirements. The budget and tax rate will be



considered as separate actions and may require separate meetings and public hearings depending on final scheduling and notice requirements.

Public Hearing and Adoption Requirements

The proposed tax rate of **\$0.16571 per \$100 valuation** exceeds the voter-approval tax rate of **\$0.15652 per \$100 valuation** but remains below the City's de minimis rate of **\$0.34061 per \$100 valuation**, allowing adoption without an election under Texas Tax Code Section 26.05.

Because the City is proposing a tax rate above the voter-approval rate, specific public hearing and notice requirements will apply prior to adoption.

In addition, adoption of the tax rate will require a **record vote**, and the motion must comply with the statutory wording requirements contained within the Texas Tax Code.

The Board should also be aware that adoption of a tax rate exceeding the voter-approval tax rate requires approval by a **supermajority vote of the governing body**. For the City of Highland Haven's five-member Board of Aldermen, this requires at least **four affirmative votes** for adoption.

Consistent with prior years, staff anticipates holding separate meetings for budget adoption and tax rate adoption. State law requires the budget to be adopted before the property tax rate is adopted. The Board should confirm the preferred meeting schedule to ensure compliance with all notice and hearing requirements.

Key Consideration

The purpose of this agenda item is to provide an update regarding the proposed FY 2026-27 budget, discuss any questions or concerns identified during the public review period, receive Board feedback regarding the proposed water rate adjustment, and confirm the schedule for the required public hearings and budget adoption process.

Staff Recommendation

No action is required at this time other than discussion and confirmation of the budget review calendar and public hearing schedule.

Staff requests any feedback or direction from the Board regarding the proposed budget prior to continuing the formal review and adoption process.

Sincerely,

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

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.			



July 17, 2026

Subject: Item 11: 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. An email and certified letter have been sent to the property owner in order to hopefully prod along this process.

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



July 17, 2026

Subject: Item 12: Discussion on Review Assignments for Planning & Zoning Commission

To the City of Highland Haven Board of Aldermen,

Background

The Planning & Zoning Commission continues to work on several projects assigned by the Board of Aldermen, including ordinance updates and long-range planning initiatives. This item provides an opportunity to review current assignments, discuss priorities, and provide any additional direction to the Commission regarding ongoing projects.

Current Planning & Zoning Assignments

Sign Ordinance

The Commission continues to review and revise the City's sign ordinance with the goal of creating a modern, easy-to-understand ordinance that is practical to administer and enforce. Recent discussions have focused on simplifying regulations, distinguishing between signs and decorative displays, preserving the residential character of the community, and obtaining community input through a resident survey.

E-Bike and Vehicle Ordinance Review

The Commission is reviewing existing ordinances related to e-bikes and similar devices to ensure compliance with current Texas law. Discussions have focused on simplifying regulations, aligning local ordinances with state law, and emphasizing safe operation rather than regulating specific device types.

Comprehensive Plan

Work on the City's Comprehensive Plan remains ongoing. The Commission has completed substantial work on the draft plan and is currently reviewing remaining sections before moving into the implementation phase. The Comprehensive Plan is intended to provide long-term guidance regarding community priorities, land use, infrastructure, and future development considerations.



Discussion

The Board may wish to review whether the current Planning & Zoning assignments remain aligned with City priorities and whether any additional projects should be referred to the Commission for consideration.

The Board may also provide feedback regarding priorities, timelines, or areas of focus for ongoing Commission work.

Upcoming Meeting

The next regular meeting of the Planning & Zoning Commission is scheduled for:

August 13, 2026

6:00 PM

Highland Haven Community Center

Staff Recommendation

No action is required at this time.

This item is intended to provide an update regarding current Planning & Zoning Commission assignments and to allow for Board discussion and direction regarding ongoing or future projects.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



July 17, 2026

Subject: Item 13: Discussion on Legislative Updates

To the City of Highland Haven Board of Aldermen,

Background

This standing agenda item provides an opportunity to discuss legislative, regulatory, and policy developments at the state and federal level that may impact Texas municipalities and municipal operations. Staff continues to monitor legislative activity through the Texas Legislature, Texas Municipal League (TML), state agencies, and other local government organizations.

Legislative and Regulatory Update

While the Texas Legislature is currently in the interim period between regular legislative sessions, legislative committees have begun reviewing topics that are expected to receive significant attention during the 2027 legislative session. Several recent developments may be of interest to Highland Haven and other small municipalities.

Property Tax and City Finances

Local government finances continue to receive significant attention from state leadership and legislative committees.

Current interim studies include reviews of:

- Local government spending practices;
- Municipal debt issuance and reporting;
- Property tax limitations; and
- Local government fees and fee structures.

Staff expects additional proposals aimed at limiting local revenue authority and increasing financial reporting requirements to remain major topics during the next legislative session. Given the City's reliance on property tax revenue to fund essential services, these discussions will continue to be important to monitor.



Water Infrastructure and Grant Opportunities

The State continues implementation of major water infrastructure investments approved during recent legislative sessions²

The Texas Water Development Board (TWDB) is actively administering new grant and funding programs intended to support water supply and infrastructure projects across Texas² Recent state appropriations included more than \$1 billion for water supply and infrastructure grants available to political subdivisions²

This remains particularly relevant to Highland Haven as the City continues evaluating future water infrastructure projects and pursuing opportunities to position itself for future grant funding²

Housing and Land Use Regulations

Several significant land use and development bills adopted during the 89th Legislature continue to be implemented and interpreted by local governments across Texas² These include legislation affecting:

- Residential development standards;
- Mixed-use and multifamily development;
- Manufactured housing regulations;
- Development review processes; and
- Impact fee regulations²

While many of these changes primarily affect larger and rapidly growing communities, they continue to reflect a broader legislative trend toward increased state involvement in local land use and development policy²

Open Government and Transparency

The Legislature adopted changes affecting public meeting procedures and governmental transparency requirements during the last legislative session² Municipal organizations continue to monitor implementation and interpretation of these changes, including updated public meeting notice requirements and compliance expectations²

In addition, the Attorney General has continued enforcement efforts related to local government audit, reporting, and compliance obligations²



Emergency Management and Public Safety

Recent legislative and regulatory activity has included:

- Expanded support for emergency response and volunteer fire departments;
- Updated emergency preparedness initiatives;
- Continued focus on wildfire preparedness and resilience;
- Cybersecurity and critical infrastructure reporting discussions; and
- Public safety program enhancements²

These efforts continue to emphasize the importance of local preparedness, emergency communications, and infrastructure resilience²

Technology, Cybersecurity, and Artificial Intelligence

State and federal agencies continue to evaluate cybersecurity standards and emerging artificial intelligence policies affecting governmental entities²

Recent discussions have focused on:

- Cyber incident reporting requirements;
- Critical infrastructure protection;
- Local government technology standards; and
- Development of artificial intelligence governance and ethics frameworks for governmental organizations²

As the City evaluates managed IT services, communication platforms, and future technology investments, these developments will remain important considerations²

Issues of Particular Interest to Highland Haven

Staff believes the following areas warrant continued monitoring due to their potential impact on Highland Haven's operations:

- Property tax and municipal revenue limitations;
- Water infrastructure funding and grant opportunities;
- Emergency management and public notification requirements;



- Municipal technology and cybersecurity standards;
- Open meetings and transparency requirements; and
- Land use and development regulations affecting local authority?

Next Steps

Staff will continue to:

- Monitor interim committee activity;
- Review proposed legislation as it is developed;
- Track regulatory changes from state agencies;
- Monitor municipal court decisions affecting local government authority; and
- Provide periodic updates to the Board regarding developments that may impact City operations?

Staff Recommendation

No action is required at this time?

This item is intended to provide an update regarding legislative and regulatory developments that may affect municipal operations and to allow for Board discussion regarding emerging issues of interest to the City?

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



July 17, 2026

Subject: Item 17: 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 effectiveness.

Update

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

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 only. No action required.

Sincerely,

Andy Adams

City Administrator



July 17, 2026

Subject: Item 15: Discussion on Drainage Issues

To the City of Highland Haven Board of Aldermen,

Background

This recurring item is included on the agenda to allow discussion of any reported drainage concerns (e.g., flooding, standing water, culverts, or stormwater issues) following rain events or resident reports.

Update

Since the last Board meeting, the City has experienced several rainfall events and minor lake flooding associated with increased lake levels. However, staff has not received reports of significant drainage problems or flooding associated with intense rainfall during this period.

While conditions have been generally favorable, the drainage concerns identified during previous storm events remain relevant. As previously discussed, localized flooding can occur when rainfall intensity exceeds the capacity of existing drainage infrastructure.

Discussion

Although no new drainage incidents have been reported, long-term drainage planning remains an important consideration for the City.

At some point, the City may wish to pursue an engineered drainage study to:

- Identify areas prone to flooding or drainage concerns;
- Evaluate the capacity and performance of existing drainage infrastructure; and
- Develop recommendations, priorities, and cost estimates for potential improvements.

Such a study would provide the City with a more comprehensive understanding of its drainage system and help guide future capital improvement planning.

Action Requested

Discussion only. No action required.

Sincerely,

Andy Adams

City Administrator



July 17, 2026

Subject: Item 16: 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

- The City's water operator is working on a few leaks around the community. None are urgent, but he is systematically taking care of all that have been identified,

No other significant water system maintenance issues are being reported at this time.

b. Central Texas Groundwater Conservation District

- Staff will continue monitoring District activity, 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, maintenance activities, and coordination with regulatory partners.

Action Requested

Discussion only. No action is required.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com



July 17, 2026

Subject: Item 17: Discussion on Solid Waste Services

To the City of Highland Haven Board of Aldermen,

Background

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

Update

There are no new updates regarding Solid Waste Services in regards to our Waste Management contract. We will continue to monitor this program and provide feedback on any issues or problems as they arise.

Sincerely,

Andy Adams

City Administrator

City of Highland Haven

(830) 265-4366

cityadministrator@highlandhaventx.com