CITY OF HIGHLAND HAVEN

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

AGENDA – REGULAR BOARD OF ALDERMEN MEETING

DATE: August 4, 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
Alderperson Don Hagans	☐ Present	☐ Absent
Alderperson Bruce Robertson	☐ Present	☐ Absent
Alderperson Lynn Smith	☐ Present	☐ Absent
Alderperson 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
   .
   a. Minutes from July 21, 2026 BOA Regular Meeting
7. **Discussion/Possible Action –** Burnet County Elections Contracts
   a. Joint Election Agreement 2026-27
   b. Contract for Election Services 2026-27

DISCUSSION / INFORMATION ITEMS

8. Discussion – Fund Accounting Software RFP Update

9. Discussion – City Budget
    a. General Fund and Property Taxes
    b. Water Fund
    c. Solid Waste Fund
    d. Solid Waste Rates – FY 26-27
    e. Water Rates – FY 26-27
    f. Holiday Schedule – FY 26-27
    g. Administrative and Building Permit Fees – FY 26-27
10. Water Infrastructure Bond
11. 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.
12. Legislative Updates
13. Code Enforcement
14. Drainage Issues
15. Review Water System
    a. Water System Maintenance or Issues
    b. Central Texas Groundwater District
16. Review Solid Waste Services
17. Mayor's Report
18. Aldermen Comments
19. City Staff Comments
    a. City Administrator
    b. City Secretary

Next Board of Aldermen Meeting:

- Special Meeting – Public Hearing and Possible Adoption of Budget for FY26-27 on Monday, August 10, 2026 at 4:00 PM.
- Special Meeting – Public Hearing and Possible Adoption of Tax Rate for FY 26-27 on Tuesday, August 11, 2026 at 9:00 AM.
- Regular Meeting – Tuesday, August 18, 2026 at 7:00 PM at Highland Haven Community Center

Adjournment.

Posted: July 29, 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 JULY 29, 2026, AND REMAINED SO POSTED FOR AT LEAST 3 BUSINESS DAYS PRECEDING THE SCHEDULED DATE OF SAID MEETING.

Sarah Collard

Sarah Collard, City Secretary

CITY OF HIGHLAND HAVEN TEXAS
1995

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 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 Kelley called the meeting to order at 7:00 PM.**

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

2. Pledge of Allegiance – **Mayor Kelley led the Pledge of Allegiance.**
3. Recognize Visitors – **Ken Cooper, Terry Chase, and John Novak.**
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.)

   There were no public comments.

   ACTION ITEMS

6. **Consider Consent Items:**
   The items listed are considered to be routine and non-controversial by the Board of Aldermen and will be approved by one motion. There will be no separate discussion of these items unless a Board member so requests, in which case the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence on the regular agenda
   .
   a. Minutes from July 7, 2026 BOA Regular Meeting
   b. Sales Tax Report – July
   c. Finance Report – June
   d. Water Production Report – June
   e. Building Permit Report – June

f. Traffic Report – June
g. Quarterly Investment Report – April through June 2026

Terry Nuss moved to accept the Consent Items; seconded by Lynn Smith.

Vote: 3-0

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

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

Vote: 3-0

Adjournment.

The meeting adjourned at 8:18 PM.

Olan Kelley, Mayor

Attest:

Sarah Collard, City Secretary

JOINT ELECTION AGREEMENT 2026-2027

FOR BURNET COUNTY LOCAL POLITICAL SUBDIVISIONS

Whereas, the undersigned local political subdivisions, collectively referred to hereafter as the "**LPSs**", each anticipate holding election(s) from August 2026 to July 2027; and

Whereas, each of the LPSs is located partially or entirely within Burnet County, Texas (the "**County**"); and

Whereas, the County has contracted or is contracting with each LPS to conduct and provide election services for such LPS's election(s) from August 2026 to July 2027; and

Whereas, the LPSs all desire to enter into a joint election agreement for the purpose of sharing election equipment, costs, services of election officials, and sharing precinct polling locations and election ballots where appropriate.

NOW THEREFORE, the LPSs agree as follows:

I. ***Scope of Joint Election Agreement***. The LPSs enter this Joint Election Agreement ("Agreement") for the conduct of the elections to be held from August 2025 through July 2026.

II. ***Appoint Election Officer***. The LPSs appoint the Burnet County Elections Administrator to serve as the Election Officer for each LPS in order to perform and supervise the duties and responsibilities of the Election Officer for any election from August 2025 through July 2026.

III. ***Early Voting Polling Locations***. The Early Voting locations for most elections will be at the AgriLife Auditorium, 607 N. Vandeveer St., Burnet, TX 78611 and Texas Tech in Marble Falls, 806 Steve Hawkins Pkwy., Marble Falls, TX 78654. In November of even years, the county will also use Granite Shoals Community Center, 1208 North Phillips Ranch Rd, Granite Shoals, TX 78654, and Bertram Community Center, 340 South Gabriel St., Bertram, TX 78605.

IV. ***Election Day Polling Locations***. Election Day voting shall be held in common precincts where appropriate at the dates, times, and locations recommended by the Election Officer and authorized and ordered by the governing body of each LPS. Those will be decided within one week after the last day to order an election.

V. ***Cost Sharing***. The LPSs agree to the cost sharing provisions below. This includes Burnet County, the school districts of the county, the cities of the county, and the Central Texas Groundwater Conservation District. Other entities pay a lump sum of $1,000 for their election.

VI. ***Effective Date***. This Agreement becomes effective upon execution by the participating LPSs.

VII. ***Amendments***. This Agreement may not be amended or modified except in writing and executed by each LPS.

<u>COST SHARING – NOVEMBER UNIFORM ELECTION DATE</u>

I. The following expenses will be shared equally by all LPSs holding an election including Burnet County: the newspaper notice for the Logic and Accuracy Test of the ballots, consumable election supplies, and ballot programming.

II. The user fees for the voting equipment, election worker payroll, and mileage payments to poll workers will follow these cost sharing arrangements:

a. The county will bear at least 70% of these election costs at each voting location. The remaining 30% will be shared so that 20% is paid by the Independent School District (ISD) or CTGCD associated with the polling place and the remaining 10% is paid by any/all cities equally sharing the costs. If both the ISD and CTGCD are holding elections, they each pay 10%, with any/all cities equally sharing the remaining 10%.

b. If there is no city election, the ISD or CTGCD associated with the polling place pays 20% or 10% each and the county the remaining 80%. Subsequently, if there is no ISD or CTGCD election, any/all cities pay 10% of the costs associated with the polling place and the county pays 90%.

c. If there is no city, no ISD and no CTGCD election, the county pays 100% of the costs.

III. It is acknowledged that cost sharing expenses will fluctuate depending upon the number of required polling locations and poll workers required as General Elections, held on even-numbered years, typically require more resources than Constitutional Amendment elections, held on odd-numbered years.

COST SHARING – MAY UNIFORM ELECTION DATE

I. The following expenses will be shared equally by all LPSs holding an election including Burnet County: the newspaper notice for the Logic and Accuracy Test of the ballots, consumable election supplies, and ballot programming.

II. The user fees for the voting equipment, election worker payroll, and mileage payments to poll workers will follow these cost sharing arrangements:

a. For polling locations conducting elections of the county: the county will bear 50% of the election costs at each voting location. The remaining 50% will be shared so that 40% is paid by the Independent School District (ISD) associated with the polling place and the remaining 10% is paid by any/all cities equally sharing the costs.
b. If there is no city election, the ISD associated with the polling place pays 50%. Subsequently, if there is no ISD election, any/all cities pay 50% of the costs equally.
c. If there is no city or ISD election the county pays 100%.
d. For polling locations NOT conducting elections of the county: the ISD pays 80% and any/all cities pay 20% equally.
e. If there is no city election, the ISD pays 100%.
f. If there is no ISD election, any/all cities pay 100% equally.

A cost estimate for the LPS election will be submitted upon request.

APPROVED BY THE GOVERNING BODY OF ______________________________ in its meeting held the _____ day of ________________________, 202_, and executed by its authorized representative.

By:___________________________________
Name:______________________________
Title:_______________________________

ACKNOWLEDGED BY:

___________________ Date: July 14, 2026
Stephanie Cooper
Elections Administrator, Burnet County, Texas

CONTRACT FOR ELECTION SERVICES

THIS CONTRACT FOR ELECTION SERVICES (this "Contract") is made and entered into by and between the ELECTIONS ADMINISTRATOR OF BURNET COUNTY, TEXAS ("Contracting Officer") and the Local Political Subdivision set forth on the signature page of this Contract (the "LPS") pursuant to the authority under Section 31.092(a) of the Texas Election Code.

RECITALS

WHEREAS, the LPS expects to order an election during the term of this Contract and during any renewal term of this Contract (the "Election");

WHEREAS, the LPS desires that certain election services for the Election be provided by the Contracting Officer pursuant to Chapter 31, Subchapter D of the Texas Election Code and;

WHEREAS, the Contracting Officer and the LPS desire to enter into a contract setting out the respective responsibilities of the parties;

NOW, THEREFORE, the parties to this Contract agree as follows with respect to the coordination, supervision, and conduct of the Election.

I. GENERAL PROVISIONS.

A. The purpose of this Contract is to maintain consistency and accessibility in voting practices, polling places, and election procedures to best assist the voters of the LPS. For purposes of this Contract the term "Election" will include any resulting recount or election contest. It will also apply to any election to resolve a tie.

B. The Contracting Officer is hereby appointed to serve as the LPS's Election Officer and Early Voting Clerk to conduct the Election for those areas of the LPS located in Burnet County. As Election Officer and Early Voting Clerk, the Contracting Officer will coordinate, supervise and conduct all aspects of administering voting in connection with the Election in compliance with all applicable law except as otherwise provided in this Contract.

C. The LPS agrees to commit the funds necessary to pay for election-related expenses for the LPS's election.

D. The Contracting Officer has the right to enter into agreements with other entities at any time and may require that authorities of LPSs holding elections on the same day in all or part of the same territory to enter into a joint election agreement as authorized in Chapter 271 of the Texas Election Code. The LPS agrees to enter into a joint election agreement required by Burnet County.

II. RESPONSIBILITIES OF CONTRACTING OFFICER. The Contracting Officer shall be responsible for performing the following services and furnishing the following materials and equipment in connection with the election:

A. ***Nomination of Presiding Judges and Alternate Judges.*** The Contracting Officer shall recruit and appoint Election Day presiding and alternate judges, central accumulation station judges, and the Early Voting Ballot Board (EVBB) presiding judge, all of which shall meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code.

B. ***Notification to LPS.*** The Contracting Officer shall provide the LPS with the most up-to-date list of presiding and alternate judges three weeks before the statutory deadline to order the election and again three weeks before Election Day. LPS acknowledges that the information provided may not be final or complete.

C. ***Notification to Presiding and Alternate Judges; Appointment of Clerks.***

1. The Contracting Officer shall notify each presiding and alternate judge of his or her appointment. The notification will also include the assigned polling location, the date of the election training(s), the date and time of the election, the rate of compensation, the number of clerks the judge may appoint, the eligibility requirements for election workers, and the name of the presiding or alternate judge as appropriate.

2. The election judge will make the clerk appointments in consultation with the Contracting Officer. If a presiding judge or the alternate judge does not speak both English and Spanish, and the election precinct is one subject to Sections 272.002 and 272.009 of the Texas Election Code, the Contracting Officer shall ensure that a bilingual election clerk is appointed. The Contracting Officer shall notify the clerks of the same information that the judges receive under this section.

D. ***Election Training.*** The Contracting Officer shall be responsible for conducting election training for the presiding judges, alternate judges, clerks, and Early Voting deputies in the operation and troubleshooting of the Hart Verity Ballot on Demand voting system and the conduct of elections, including qualifying voters, issuing ballots, maintaining order at the polling location, conducting provisional voting and counting votes.

E. ***Logic and Accuracy Testing.*** In advance of Early Voting (including the sending out of any mail ballots), the Contracting Officer, the tabulation supervisor, and other members the Contracting Officer designates for the testing board shall conduct all logic and accuracy testing in accordance with the procedures set forth by the Texas Election Code and under guidelines provided by the Secretary of State's office. The Contracting Officer shall also be responsible for the publication of the required notice of such testing.

F. ***Election Supplies.*** The Contracting Officer shall procure, prepare, and distribute to the presiding judges for use at the polling locations on Election Day (and to the Early Voting clerks during Early Voting) the following election supplies: election and early voting kits (including the appropriate envelopes, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and Subchapter B of Chapter 66 of the Texas Election Code) seals, sample ballots, thermal paper rolls for use in electronic poll books and Verity Prints and Verity Touch Writers, and all consumable-type office supplies necessary to hold an election.

G. ***Registered Voter List.*** The Contracting Officer shall provide lists of registered voters required by law for use on Election Day and for the Early Voting period.

H. ***Notice at Previous Polling Place.*** The Contracting Officer shall post notices of a change in a polling place at the entrance to the previous polling location. Section 43.062 of the Texas

Election Code provides that the notice shall state the location has changed and give the location of the new polling place.

I. ***Election Equipment.*** The Contracting Officer shall prepare and distribute the Verity Ballot on Demand voting system components from Hart InterCivic, Inc. ("Hart") for the election. This voting system includes the equipment referred to as Verity Prints, Verity Touch Writers and Verity Scans. Each polling location will have at least one voting machine that is accessible to disabled voters and provides a practical and effective means for voters with disabilities to cast a secret ballot.

J. ***Ballots.*** The Contracting Officer or designee shall be responsible for the preparation, printing, programming and distribution of English and Spanish ballots and sample ballots, including the mail ballots, based on the information provided by the LPS, including names of the candidates, names of the offices sought, order of names on the ballot, propositions on the ballot, and the Spanish translation of the offices and any propositions. The ballot will be prepared in these formats: paper and auditory.

K. ***Early Voting.*** In accordance with Sections 31.096 and 32.097(b) of the Texas Election Code, the Contracting Officer shall serve as Early Voting Clerk for the election.

1. The Contracting Officer shall supervise and conduct early voting by mail and by personal appearance and shall secure personnel to serve as Early Voting Deputies.

2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at the locations as determined by the Contracting Officer.

3. The Contracting Officer shall receive mail ballot applications on behalf of the LPS. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer or deputies at the Elections Office, located at 106 W. Washington St., Burnet, TX. Applications for mail ballots erroneously sent to the LPS shall be faxed promptly to the Contracting Officer for timely processing then the original application shall be forwarded to the Contracting Officer for proper retention.

4. Early voting ballots shall be secured and maintained at the Elections Office, located at 106 W. Washington St., Burnet, TX and in accordance with Chapter 87 of the Texas Election Code. The Early Voting Ballot Board shall meet at the same location unless posted differently.

L. ***Election Day Polling Locations.*** The Election Day polling locations are determined by the Contracting Officer in consultation with the LPS and in accordance with the Texas Election Code. The Contracting Officer shall arrange for the use of all Election Day polling places and shall arrange for the setting up of the polling location including tables, chairs and voting booths.

M. ***Election Day Activities.***

1. The Contracting Officer and staff shall be available from 6:00 am until the completion of vote counting on Election Day to render technical support and assistance to voters and election workers.

2. The Contracting Officer and staff shall prepare and conduct Election Night intake of election equipment, supplies and records.

3. The Contracting Officer and designee shall serve as central counting station manager and tabulation supervisor, counting the votes in conjunction with the Early Voting Ballot Board and the Central Counting Station judges.

N. ***Election Night Reports.*** The Contracting Officer shall prepare the unofficial and official tabulation of precinct results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of Early Voting precinct results and Election Day precinct results shall be made available to the LPS via e-mail as soon as they are prepared and may be released under law, but no earlier than 7:05 pm on Election Day. The tabulation reports may also be provided to other counties as necessary for the election.

O. ***Provisional Votes/Determination of Mail Ballots Timely Received under Section 86.007(d) of the Texas Election Code.*** The Contracting Officer, serving as voter registrar, shall retain the provisional voting affidavits and shall provide factual information on each of the provisional voters' status. The Contracting Officer shall reconvene the EVBB after the election within the time set forth in Section 65.051 of the Texas Election Code for the purpose of determining the disposition of the provisional votes. At the same time, the EVBB will review mail ballots timely received under Section 86.007(d) of the Texas Election Code to determine whether such will be counted and to resolve any issues with such ballots.

P. ***Canvass Material Preparation.*** Promptly after determination of the provisional votes and resolution of any mail ballots, the Contracting Officer shall work with the EVBB to tally the accepted provisional votes and resolved mail ballots, amend the unofficial tabulations, and submit new unofficial tabulations to the LPS. The reports will serve as the canvass materials for the LPS.

Q. ***Custodian of Election Records.*** The election records will be submitted to the LPS except for those records that must be maintained by the Contracting Officer as Voter Registrar in accordance with Section 66.051 of the Texas Election Code. The Contracting Officer is hereby appointed the custodian of voted ballots and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law. The Contracting Officer shall also maintain custody of the records pertaining to the operation of the Verity Prints, Verity Touch Writers and Verity Scans.

R. ***Recount.***

1. If required by law, the Contracting Officer shall perform a partial manual count of electronic voting system ballots in accordance with section 127.201 of the Texas Election Code. A recount may also be requested in accordance with Chapter 212 of the Texas Election Code.

2. The LPS shall advise the Contracting Officer if a recount is required by law or requested and the Contracting Officer and the LPS shall discuss how such recount is to be conducted. The LPS shall reimburse the Contracting Officer for the cost of such count which is not included in the original invoice.

S. ***Schedule for Performance of Services.*** The Contracting Officer shall perform all election services in accordance and compliance with the time requirements set out in the Texas Election Code.

T. ***Contracting with Third Parties.*** In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third parties for election services and supplies. The cost of such third-party services and supplies will be paid by the Contracting Officer and reimbursed by the LPS.

U. ***Department of Justice Preclearance for General Elections.*** If required by law, any changes to the general conduct of voting in Burnet County will be pre-cleared through the United States Department of Justice by the Contracting Officer with copies of the submission and response e-mailed to the LPS.

III. **RESPONSIBILITIES OF THE LPS**. The LPS shall perform the following responsibilities:

A. ***Applications for Mail Ballots.*** The LPS shall date stamp and then as promptly as possible fax to the Contracting Officer all applications for mail ballots that it receives. Promptly thereafter, the LPS shall deliver or send by mail the original mail ballot applications to the Contracting Officer.

B. ***Election Orders, Election Notices, and Canvass.*** The LPS shall be responsible for preparing, adopting, publishing, and posting all required election orders, resolutions, notices and other documents, including bilingual materials, evidencing action by the governing authority of the LPS necessary to the conduct of the election. The LPS shall be responsible for conducting the official canvass of the election.

C. ***Map/ Annexations.*** The LPS shall provide the Contracting Officer with an updated map and street index of its jurisdiction in an electronic or printed format and shall advise the Contracting Officer of any annexations or de-annexations.

D. ***Department of Justice Preclearance for Special Elections.*** If required by law, the LPS shall be individually responsible for obtaining appropriate preclearance from the United States Department of Justice for any special elections.

E. ***Ballot Information.*** The LPS shall prepare the text for the LPS's official ballot in English and Spanish and provide to the Contracting Officer as soon as possible at the end of the period for ordering the election or filing for candidacy. The ballot information shall include a list of propositions showing the order and the exact manner in which the candidates' names and the propositions are to appear on the ballot. The LPS shall promptly review for correctness the ballot when requested by the Contracting Officer to do so prior to finalization and shall approve by e-mail or by signature in person.

F. ***Precinct Reports to the Texas Secretary of State.*** Based on information provided by the Contracting Officer, the LPS shall prepare and file all required precinct reports with the Texas Secretary of State.

G. ***Annual Voting Report.*** The LPS shall be responsible for filing its annual voting system report to the Texas Secretary of State as required under Chapter 123 *et seq.* of the Texas Election Code.

IV. SPECIAL PROVISIONS RELATING TO ELECTION WORKERS

A. ***Number of Election Workers at Election Day Polling Locations.*** It is agreed by the Contracting Officer and the LPS that there will be at least three election workers at each Election Day polling location: the presiding judge, an alternate judge, and at least one election clerk appointed by the presiding judge. The number of necessary clerks is derived from the number of elections at the poll and the number of registered voters for that poll.

B. ***Compensation for Election Workers.*** The Contracting Officer shall compensate all election workers in accordance with the Contracting Officer's established compensation policies, in accordance with the Texas Election Code and using the rates set by Burnet County Commissioners Court for county elections. The Contracting Officer shall pay the workers and be reimbursed by the entities sharing the polling location unless a polling place is open for only one LPS holding an election. In this case, the LPS shall pay the election workers directly.

V. PAYMENT

A. ***Charges and Distribution of Costs.*** In consideration of the joint election services provided by the Contracting Officer, the LPS will be charged a share of election costs and an administrative fee. The costs distribution is set forth in the Joint Election Agreement. A cost estimate shall be provided upon request only after all entities participating in the election are identified.

B. ***Administrative Fee.*** The Contracting Officer shall charge a fee equal to 10% of the LPS's share of the cost of the election or a minimum of $75.00.

C. ***Equipment Rental Fee.*** Per Section 123.032(d) of the Texas Election Code, the Burnet County Commissioners Court has set the equipment rental fee at $150 per Verity Print, Verity Touch Writer and Verity Scan. There is no charge for Early Voting rental of equipment. If the County acquires additional equipment, different voting equipment, or upgrades existing equipment during the term of this Contract, the charge for the use of the equipment may be reset by the Burnet County Commissioners Court.

D. ***Fixed Lump Sum Price for Districts other than Cities, School Districts and Central Texas Groundwater Conservation District.*** A LPS that is not a city, school district or the Central Texas Groundwater Conservation District shall pay the Contracting Officer a fixed lump sum price to administer its election. The only item not included in the lump sum price is the cost of any recount.

E. ***Payment.*** The Contracting Officer's invoice shall be due and payable to the address set forth in the invoice within 30 days from the date of receipt by the LPS.

VI. TERM AND TERMINATION

A. ***Initial Term.*** The initial term of this Contract shall commence upon the last party's execution hereof and shall continue thereafter in full force and effect for one year, subject to the termination rights set forth herein.

B. ***Renewal.*** Subject to the termination rights set forth herein, this Contract shall automatically renew for a one-year term.

C. ***Termination.*** If either party wishes to terminate this Contract for convenience or for cause the party must provide thirty (30) business days' written notice to the other party and allow for discussion of the desired outcome and options to reach the desired outcome. In the event of termination, it is understood and agreed that only the amounts due to the Contracting Officer for services provided and expenses incurred will be due and payable.

VII. MISCELLANEOUS PROVISIONS

A. ***Nontransferable Functions.*** In accordance with Section 31.096 of the Texas Election Code, nothing in this Contract shall authorize or permit a change in:

1. The authority with whom or the place at which any document or record relating to the election is to be filed;

2. The officers who conduct the official canvass of the election returns;

3. The authority to serve as custodian of voted ballots or other election records; or

4. Any other nontransferable function specified under Section 31.096 or other provisions of Texas law.

B. ***Cancellation of Election.*** If the LPS cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be entitled to receive an administrative fee of $75. The Contracting Officer shall submit an invoice for the administrative fee as soon as reasonably possible after the cancellation, and the LPS shall make payment therefore in a manner similar to that set forth in **V. PAYMENT** above.

C. ***Contract Copies to Treasurer and Auditor.*** In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this Contract with the County Treasurer and the County Auditor of Burnet County, Texas.

D. ***Election to Resolve a Tie.*** In the event that an election is necessary to resolve a tie vote, the terms of this Contract shall extend to the second election, except:

1. The LPS and the Contracting Officer will agree upon the date of the election and the early voting schedule subject to provisions of the Election Code and with regard to other elections conducted by the Contracting Officer.

2. The LPS will be responsible for any Department of Justice preclearance submission under Section 5 of the Federal Voting Rights Act.

3. An attempt will be made to use election workers that worked in the first election; those poll workers will not have additional training provided by the Contracting Officer.
4. The cost of the election will be borne by the LPS; the Contracting Officer will work with the LPS on cost management.

E. ***Amendment/ Modification*.** Except as otherwise provided, this Contract may not be amended, modified, or changed in any respect except in writing, duly executed by the parties hereto. Both the Contracting Officer and the LPS may propose necessary amendments or modifications to this Contract in writing in order to conduct the election smoothly and efficiently, except that any such proposals must be approved by the Contracting Officer and the governing body of the LPS or its authorized agent, respectively.

F. ***Severability***. If any provision of this Contract is found to be invalid, illegal, or unenforceable a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect the remaining provisions of this Contract and parties to this Contract shall perform their obligations under this Contract in accordance with the intent of the parties to this Contract as expressed in the terms and provisions.

G. ***Representatives.*** For purposes of implementing this Contract and coordinating activities, the Contracting Officer and the LPS designate the following individuals for submission of information, documents and notice:

For the Contracting Officer:

Stephanie Cooper
Elections Administrator, Burnet County
220 S. Pierce
Burnet, TX 78611
Tel: (512) 715-5288
Fax: (512) 715-5287
Email: electadmin@burnetcountytexas.org

For the LPS:

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WITNESS BY MY HAND THIS THE 14 DAY OF JULY, 2026.

CONTRACTING OFFICER:

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Stephanie Cooper, Elections Administrator
Burnet County, Texas

WITNESS BY MY HAND THIS THE _____________ DAY OF _______________, 20____.

THE LOCAL POLITICAL SUBDIVISION:

Name of Entity:______________________

By:_________________________________

Printed Name:_______________________

Official Capacity:______________________

ATTEST: ________________________________

CITY OF HIGHLAND HAVEN
EST. 1995
www.highlandhaventx.com (830) 265-4366

July 31, 2026

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

To the City of Highland Haven Board of Aldermen,

Background

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, Edmunds GovTech, and FundView.

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. A critical piece of the transition from the City's current software to a fund accounting software program is closely scrutinizing the on-boarding plan for each potential vendor for timing, in-house vs. third party utilization for the bulk of the work to avoid communication issues, fully understand the amount of staff time expected, and provide oversight for accuracy and compatibility for the City's state-mandated annual audit.

Staff is currently working 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.

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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.

Sincerely,
Sarah Collard
City Secretary
City of Highland Haven
(830) 265-4366
citysecretary@highlandhaventx.com

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July 31, 2026

Subject: Item 9: Discussion on City Budget

To the City of Highland Haven Board of Aldermen,

Background

The City has completed preparation of the proposed FY 2026-2027 Budget and will conduct the required public hearing to receive public comment prior to final adoption of the budget, property tax rate, and water rate adjustments.

Throughout development of this year's budget, staff has followed a simple guiding principle:

Essential services should be funded using stable, reliable revenue sources that the City can control.

This philosophy has been applied consistently across the General Fund, Water Fund, and Solid Waste Fund to ensure that essential services remain reliable, financially sustainable, and aligned with the actual cost of providing those services.

To assist residents in understanding the budget, staff has prepared a budget presentation and a series of informational display boards designed to explain, in straightforward terms, how the City determines expenses, establishes revenue requirements, and allocates taxpayer and ratepayer dollars.

General Fund

The proposed General Fund budget includes approximately **$697,563 in total expenditures**, consisting of approximately **$526,568 in essential expenses** and approximately **$170,995 in operational expenses**.

Essential expenses represent approximately **75.5% of the General Fund budget** and include personnel, public safety, professional services, compliance activities, and other services necessary to maintain City operations.

Operational expenses represent activities and services that are more flexible than essential expenses and may vary from year to year based on workload, development activity, operational needs, or available funding. In many cases, these costs are associated with specific programs or activities and may be partially offset by related revenue sources. While operational expenses remain important to the overall operation of the City, they can be adjusted as conditions change while ensuring that essential services remain fully funded.

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Staff begins the budget process by identifying the cost of essential services. Transfers from the Water Fund and Solid Waste Fund are then applied to fund their share of personnel costs. After applying these transfers, the remaining cost of essential services is funded through property tax revenue.

For FY 2026-2027:

- Essential General Fund Expenses: **$526,568.07**
- Water Fund Transfer: **$62,347.65**
- Solid Waste Fund Transfer: **$26,720.42**
- Property Tax Revenue Required: **$437,500.00**

The proposed budget requires approximately **$437,500** in property tax revenue to fund essential General Fund services after utility fund contributions have been applied. Based on certified taxable values provided by the Burnet Central Appraisal District, the proposed property tax rate necessary to generate that revenue is **$0.1611 per $100 valuation**.

At the proposed rate of **$0.1611 per $100 valuation,** Highland Haven continues to maintain the lowest municipal property tax rate in the region.

The proposed General Fund budget is designed to maintain existing service levels while providing funding for public safety, administration, compliance, legal services, technology, and other essential City operations.

Water Fund

The proposed Water Fund budget includes approximately **$405,237 in total expenditures**, consisting of approximately **$333,962 in essential/fixed costs** and approximately **$71,275 in operational/variable costs**.

Several factors have contributed to an increase in the essential costs of operating the water system. The most significant addition is funding for engineering and planning services intended to help the City evaluate future infrastructure needs, prioritize potential projects, and develop the documentation necessary to compete for state and federal grant opportunities. The budget also reflects increases in administrative and professional service costs, including audit services and other regulatory and operational support functions. As a result of these increases, the City's current monthly base rates will no longer generate sufficient revenue to fully fund the Water Fund's essential/fixed costs, creating the need for a modest adjustment to monthly base rates.

The Water Fund is structured differently from the General Fund. Before a single gallon of water is pumped or delivered, the City incurs substantial essential/fixed costs necessary to operate and maintain the water system. These costs include:

- Contracted water operator services (required by the State);
- Bond payments associated with the water system;
- TCEQ compliance and required testing;
- Administrative and professional services;
- Shared staffing support; and
- Routine system maintenance and operation.

Because monthly base rates represent the City's primary predictable and controllable revenue source for the Water Fund, those rates are used to fund the system's essential/fixed costs.

The proposed budget includes a modest adjustment to monthly base rates:

Customer Type	Current Rate	Proposed Rate
Highland Haven Residents	$59.00	$62.00
Nobles/Shady Acres	$64.00	$67.50
Camp Champion	$2,250.00	$2,350.00

The current rates will remain in effect for the first three months of the fiscal year, with the proposed rates taking effect January 1, 2027, during the final nine months of the fiscal year.

Volumetric water rates will remain unchanged.

Monthly base rates are designed to fund the essential costs of operating the water system that exist regardless of how much water is used. Volumetric rates are intended to fund costs that increase or decrease with water usage, such as electricity, chemicals, and water production expenses. Because projected volumetric revenues remain sufficient to support these variable costs, no changes to volumetric rates are proposed in the FY 2026-2027 budget.

Water Rate Comparison

Staff evaluated water rates across 44 comparable systems throughout the region. Even after the proposed adjustment, Highland Haven's rates remain competitive with, or below, many comparable water systems.

The proposed adjustment is intended to align recurring Water Fund revenues with the actual cost of providing reliable and TCEQ compliant water service while supporting long-term system sustainability.

Solid Waste Fund

The proposed Solid Waste Fund budget remains self-supporting and includes approximately **$147,820 in expenditures** and approximately **$148,490 in revenues**.

The Solid Waste Fund is designed to recover the actual cost of providing trash and recycling services through user fees and related revenues.

Budgeted expenditures include:

- Waste Management service contract;
- Community waste/clean-up programs as needed;
- Hazardous waste response funding;
- Information technology services;
- Fund accounting software; and
- Administrative staffing support (transfer to General Fund).

Approximately **76% of all Solid Waste Fund expenditures** are associated directly with the City's contract for trash and recycling collection services.

The proposed budget maintains current service levels, including:

- Weekly trash collection;
- Bi-weekly recycling collection;
- Customer service and billing support;
- Administrative oversight; and
- Community waste programs as needed.

No significant service-level changes are proposed within the Solid Waste Fund.

Fund Balance & Financial Stability

The City maintains fund balances within each fund to provide financial stability, support emergency response, and help address future infrastructure and operational needs. Fund balance is often referred to as a City's savings; however, these funds are not intended to serve as a recurring funding source for ongoing operations. Instead, they are maintained to help the City manage risks, respond to unforeseen circumstances, and preserve long-term financial stability.

The proposed FY 2026-2027 budget is designed to align recurring revenues with recurring expenses so that essential services can be funded on an ongoing basis without relying upon fund balance to support normal operations. This approach helps preserve reserves for legitimate future needs rather than using one-time funds for recurring expenses.

General Fund

The General Fund is projected to end the fiscal year with an estimated fund balance of approximately **$741,712**. Consistent with prior discussions, these funds are not considered unrestricted and are intended to support specific purposes, including:

- Operating reserves to provide financial stability;
- Emergency response funding;
- Capital and facility improvement needs;
- Future grant matching requirements; and
- General contingency funding.

Staff's goal is to maintain adequate reserves while ensuring that recurring operating costs are funded through recurring revenue sources, consistent with the City's overall budgeting philosophy.

Water Fund

The Water Fund is projected to maintain an ending balance sufficient to support operating reserves and emergency response needs. Because the Water Fund is responsible for critical infrastructure, reserves also play an important role in preparing for future maintenance, replacement, and system improvement needs.

Solid Waste Fund

The Solid Waste Fund maintains more modest reserves because the fund primarily operates as a cost-recovery service. The reserve balance provides operational stability and protection against unexpected costs while maintaining the fund's self-supporting structure.

Public Hearing Materials

In preparation for the public hearing, staff has developed presentation materials designed to explain:

- How the City builds its budget;

- How essential expenses are identified;
- How property tax revenue requirements are determined;
- How General Fund services are funded;
- How monthly water base rates are determined;
- How utility rates compare to similar systems;
- What taxpayer dollars fund; and
- What utility fees fund.

These materials are intended to provide a transparent and easy-to-understand explanation of how City revenues are connected to the actual cost of delivering public services.

Key Consideration

The proposed FY 2026-2027 Budget is designed to:

- Maintain existing service levels;
- Fully fund essential City operations;
- Align recurring revenues with recurring costs;
- Preserve financial stability across all City funds;
- Improve long-term planning efforts; and
- Maintain transparency and accountability to residents.

The purpose of this meeting and the public hearing is to receive public input and feedback prior to final adoption of the proposed budget, property tax rate, and water rate adjustments.

Staff Recommendation

Discuss the proposed budget, receive public comment, and provide any desired direction regarding the proposed FY 2026-2027 Budget, property tax rate, and water rate adjustments prior to final adoption.

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

City of Highland Haven
Budget – Fiscal Year 2026-2027

This budget was originally filed with the City Secretary on July 8, 2026, in accordance with Texas Local Government Code Section 102.005 and was subsequently adopted by the Board of Aldermen following the required public review and hearing process.

"The adopted tax rate will raise more taxes than last year's budget. This budget will raise more total property taxes than last year's budget by $38,253 (a 7.61% increase), and of that amount $5,211 is tax revenue to be raised from new property added to the tax roll this year. The adopted tax rate is $0.1611 per $100 valuation, compared to the no-new-revenue tax rate of $0.1497 per $100 and the voter-approval tax rate of $0.1552 per $100. The adopted tax rate does not exceed the de minimis rate ($0.3341 per $100), which allows adoption without voter approval under Texas Tax Code Section 26.05."

Pursuant to the Texas Local Government Code Chapter 102, the proposed budget is available at the Highland Haven City Hall, 510-A Highland Drive, Highland Haven, TX 78654, and on the City's website at www.highlandhaventx.com. For questions or discuss the proposed budget in more detail, please contact the Mayor or City Administrator at 830-265-4336.

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Olan Kelley, Mayor	Sarah Collard, City Secretary

Home

	Highland Haven General Fund Operating Proposed Budget	Actual FY 23-24	Actual FY 24-25	FY 25-26 Adopted Budget TR: .1505	Projected Ending Budget FY 25-26 TR:.1505	Proposed Budget FY 26-27 Proposed TR:.16571
	Tax Rate	0.12600	0.12600	0.15122	0.15050	0.16571
	Tax Rate Real	0.00126	0.00126	0.00151	0.00151	0.00166
	Total Taxable Value	233,064,574	255,663,779	264,009,916	265,280,620	264,009,916
	Beginning Balance	$ 652,729	$ 681,271	$ 749,224	$ 749,533	$ 741,712
	Total Funding					
	Total General Fund Revenue	$ 447,365	$ 451,801	$ 524,022	$ 556,025	$ 558,495
	Total Transfers In	$ 77,000	$ 108,643	$ 85,479	$ 85,479	$ 89,068
	Total Use of Fund Balance	$ (28,542)	$ (67,953)	$ 46,800	$ 7,821	$ 50,000
	Total Funding All Sources	**$ 495,823**	**$ 492,491**	**$ 656,301**	**$ 649,325**	**$ 697,563**
	Total Expenses					
	Total General Fund Expenses	$ 395,823	$ 492,491	$ 656,301	$ 649,325	$ 697,563
	Total Transfers Out	$ 100,000	$ -	$ -	$ -	$ -
	Total Expenses	**$ 495,823**	**$ 492,491**	**$ 656,301**	**$ 649,325**	**$ 697,563**
	Budget Balance	$ -	$ -	$ -	$ -	$ -
	Total Ending Balance	**$ 681,271**	**$ 749,224**	**$ 702,424**	**$ 741,712**	**$ 691,712**
	8000 - General Fund Revenues					
	Taxes					
8100	8110 Property Taxes Collected	$ 300,674	$ 323,193	$ 399,247	$ 400,000	$ 437,500
	8140 Sales Tax	$ 37,479	$ 36,251	$ 30,500	$ 75,000	$ 35,000
Total	**Taxes**	**$ 338,153**	**$ 359,444**	**$ 429,747**	**$ 475,000**	**$ 472,500**
	Franchise Fees					
8200	8210 Cable TV	$ 5,065	$ 8,001	$ 5,000	$ 4,800	$ 5,000
	8220 Electrical	$ 24,902	$ 25,510	$ 24,000	$ 24,000	$ 25,000
	8230 Telephone	$ 207	$ 145	$ 200	$ 200	$ 200
Total	**Franchise Fees**	**$ 30,174**	**$ 33,656**	**$ 29,200**	**$ 29,000**	**$ 30,200**
	Development Services					
8300	8310 Building Permit Fees	$ 21,085	$ 13,950	$ 25,000	$ 15,000	$ 20,000
	8330 Inspection Fees	$ 15,775	$ 11,995	$ 15,000	$ 12,000	$ 10,000
	8340 Clean up Deposit Forfeitures	$ 5,175	$ 1,200	$ -	$ -	$ -
Total	**Development Services**	**$ 42,035**	**$ 27,145**	**$ 40,000**	**$ 27,000**	**$ 30,000**
	Other Income					
8400	8410 ROW-License Agreement	$ 500	$ 500	$ 500	$ 500	$ 500
	8420 Misc Income	$ 152	$ -	$ -	$ -	$ -
Total	**Other Income**	**$ 652**	**$ 500**	**$ 500**	**$ 500**	**$ 500**
	Charges for Services					
	8510 Lot Mowing Program Fees	$ 1,080	$ 1,260	$ 2,000	$ 1,250	$ 2,720
8500	8520 Copy, FAX & Phone Usage	$ 21	$ -	$ 25	$ -	$ 25
	8530 Newsletter Copy Fee	$ 231	$ 151	$ 250	$ 150	$ 250
	8540 Newsletter Postage Fee	$ 372	$ 313	$ 350	$ 300	$ 350
	8550 Replat & Variances	$ 3,200	$ 800	$ 1,200	$ 1,200	$ 1,200
Total	**Charges for Services**	**$ 4,904**	**$ 2,524**	**$ 3,825**	**$ 2,900**	**$ 4,545**
	Public Safety					
8600	8610 Burnet Child Safety	$ 802	$ 885	$ 700	$ 700	$ 700
	8620 OPIOD Abatement	$ 20	$ 95	$ 50	$ 50	$ 50
Total	**Public Safety**	**$ 822**	**$ 980**	**$ 750**	**$ 750**	**$ 750**
	Donations & Contributions					
8800	8801 Donations/Sponsorships	$ -	$ 1,873	$ -	$ 875	$ -
	8810 Grants	$ -	$ -	$ -	$ -	$ -
Total	**Donations & Contributions**	**$ -**	**$ 1,873**	**$ -**	**$ 875**	**$ -**
8900	**Interest & Income from Investments**					
	8910 Interest Income	$ 30,625	$ 25,679	$ 20,000	$ 20,000	$ 20,000
Total	**Interest & Income from Investments**	**$ 30,625**	**$ 25,679**	**$ 20,000**	**$ 20,000**	**$ 20,000**
8000	**General Fund Revenue**	**$ 447,365**	**$ 451,801**	**$ 524,022**	**$ 556,025**	**$ 558,495**
	60000 - General Fund Expenses					
	Personnel Services					
	61101 Administrative Services	$ 54,584	$ 86,320	$ 95,500	$ 95,500	$ 101,220
	61102 City Secretary	$ 56,096	$ 66,842	$ 61,000	$ 59,000	$ 64,680

61100	61103 Accounting/Utility Coordinator	$	33,033	$	49,296	$	52,000	$	52,000	$	53,820
	61104 Building Permits/Development	$	15,120	$	14,458	$	16,000	$	16,000	$	17,000
	61105 Temporary Employees	$	3,910	$	-	$	3,000	$	3,000	$	15,000
	61110 FICA Matching	$	13,024	$	18,387	$	19,139	$	19,139	$	21,047
	61111 Texas Workforce Commission	$	752	$	316	$	700	$	700	$	750
	61112 Direct Deposit Fees	$	223	$	616	$	250	$	250	$	250
	61113 Health Insurance/Stipend	$	7,500	$	22,600	$	22,680	$	22,680	$	23,400
	61114 TMRS	$	13,355	$	25,723	$	21,170	$	26,000	$	27,862
Total	**Personnel Services**	**$**	**197,597**	**$**	**284,558**	**$**	**291,439**	**$**	**294,269**	**$**	**325,028**
	Administrative & Office										
61200	61201 Office Supplies	$	2,622	$	2,682	$	2,875	$	2,875	$	3,000
	61202 Equipment Replacement	$	11,007	$	3,630	$	7,825	$	8,000	$	8,000
	61203 Newsletter Copy Charge	$	227	$	137	$	300	$	200	$	250
	61204 Newsletter Postage	$	470	$	453	$	700	$	500	$	500
	61205 Printing Binding Reproduction	$	470	$	229	$	1,100	$	1,000	$	1,250
	61206 Software	$	3,069	$	2,526	$	6,650	$	7,000	$	7,000
	61207 Postage	$	426	$	533	$	850	$	850	$	850
	61208 Public Notice Publication	$	364	$	930	$	2,150	$	2,150	$	2,150
	61209 Variances & Re-plats	$	832	$	34	$	1,100	$	1,100	$	1,100
	61210 Travel Reimbursement	$	-	$	-	$	550	$	550	$	1,000
	61211 Schools & Training	$	3,950	$	5,472	$	7,300	$	8,000	$	10,000
	61212 Recognition & Awards	$	66	$	-	$	300	$	300	$	1,000
	61213 Food & Beverage	$	-	$	176	$	300	$	1,000	$	1,000
	61214 Bank Fees	$	-	$	25	$	150	$	25	$	150
	61215 Misc. Expense	$	200	$	-	$	-	$	-	$	-
Total	**Administrative & Office**	**$**	**23,703**	**$**	**16,829**	**$**	**32,150**	**$**	**33,550**	**$**	**37,250**
	Street Maintenance & Repair										
61300	61301 Contract Repair	$	-	$	-	$	5,500	$	4,000	$	6,000
	61302 Street Material & Supplies	$	3,879	$	636	$	6,700	$	6,700	$	6,500
Total	**Street Maintenance & Repair**	**$**	**3,879**	**$**	**636**	**$**	**12,200**	**$**	**10,700**	**$**	**12,500**
	Maintenance & Repair										
61400	61401 Equipment Repair & Maintenance	$	339	$	1,473	$	3,000	$	3,000	$	3,000
	61402 Buildings/Infrastructure	$	1,740	$	2,141	$	5,000	$	25,000	$	5,000
	61403 Stormwater Management	$	-	$	-	$	-	$	-	$	-
Total	**Maintenance & Repair**	**$**	**2,079**	**$**	**3,614**	**$**	**8,000**	**$**	**28,000**	**$**	**8,000**
	Professional Services										
61500	61501 Judge Expense	$	1,200	$	1,200	$	1,200	$	1,200	$	1,200
	61502 Accounting/Audit Fees	$	10,280	$	12,617	$	8,950	$	12,000	$	12,000
	61503 Attorney Fees	$	2,940	$	5,083	$	5,750	$	5,750	$	12,000
	61504 Ordinance Codification	$	4,615	$	2,490	$	4,350	$	4,000	$	4,500
	61505 Burnet County Tax Appraisal Fee	$	4,583	$	5,115	$	5,250	$	5,250	$	5,895
	61506 Information Technology Support	$	4,692	$	600	$	5,000	$	5,000	$	18,000
	61507 Lobbying Expense	$	-	$	-	$	-	$	-	$	-
	61508 Burnet County Election Fee	$	75	$	-	$	5,000	$	2,500	$	5,000
	61509 Consultants	$	-	$	1,658	$	2,200	$	2,200	$	2,250
	61510 Web Site Hosting	$	4,015	$	3,164	$	3,000	$	5,000	$	5,000
	61511 Recruitment	$	454	$	44	$	1,050	$	1,000	$	1,000
	61512 Interactive Web Map Hosting	$	-	$	-	$	5,000	$	5,000	$	5,000
	61520 Fund Accounting Software	$	-	$	-	$	-	$	-	$	12,000
	61521 Code Enforcement	$	-	$	-	$	-	$	-	$	5,000
Total	**Professional Services**	**$**	**32,854**	**$**	**31,970**	**$**	**46,750**	**$**	**48,900**	**$**	**88,845**
	Utilities										
61600	61601 Electric	$	1,153	$	1,173	$	1,150	$	1,150	$	1,250
	61605 Communications	$	6,259	$	6,342	$	6,750	$	8,250	$	8,250
Total	**Utilities**	**$**	**7,412**	**$**	**7,514**	**$**	**7,900**	**$**	**9,400**	**$**	**9,500**
	Charges For Services										
61700	61701 Janitorial Service	$	117	$	-	$	675	$	500	$	700
	61702 Inspection Fees	$	7,610	$	6,810	$	7,300	$	7,300	$	7,300
	61703 Clean Up Deposit Fees	$	-	$	250	$	-	$	-	$	-
	61704 Flood Control Labor & Service	$	-	$	1,600	$	-	$	-	$	-
	61705 Contract Mowing	$	305	$	1,860	$	1,050	$	2,000	$	4,500
	61706 Landscaping	$	300	$	205	$	2,100	$	2,500	$	5,000
	61708 Buoy Maintenance	$	4,486	$	396	$	8,000	$	6,000	$	8,000

Home

	61709 Lot Mowing Program Expense	$ 790	$ 1,705	$ 2,000	$ 2,000	$ 2,150
	61710 Insurance	$ 4,645	$ 6,166	$ 6,500	$ 6,382	$ 10,000
	61711 Notary Public Cert.	$ 351	$ 138	$ 400	$ 400	$ 400
	61712 Treasures Bond	$ -	$ -	$ 325	$ 325	$ 325
Total	**Charges For Services**	**$ 18,604**	**$ 19,130**	**$ 28,350**	**$ 27,407**	**$ 38,375**
	Membership Fees/Dues					
	61801 CAPCOG	$ 50	$ 100	$ 50	$ 50	$ 50
	61802 Misc.	$ -	$ -	$ -	$ -	$ -
61800	61803 Texas Municipal League	$ 651	$ 651	$ 700	$ 684	$ 700
	61804 CAMPO	$ 350	$ 350	$ 360	$ 360	$ 365
	61805 Texas Municipal Clerks Assoc.	$ 175	$ 175	$ 180	$ 125	$ 185
	61806 Texas City Managers Assoc.	$ -	$ -	$ 300	$ 300	$ 350
Total	**Membership Fees/Dues**	**$ 1,226**	**$ 1,276**	**$ 1,590**	**$ 1,519**	**$ 1,650**
	Public Safety					
	61901 Security Camera/Flock Annual	$ 1,850	$ 1,575	$ 7,100	$ 10,000	$ 9,000
	61902 Granite Shoals VFD	$ 87,550	$ 87,550	$ 92,880	$ 92,880	$ 95,665
61900	61903 Marble Falls EMS	$ 13,934	$ 15,910	$ 15,400	$ 15,400	$ 16,250
	61904 Emergency Response Supplies	$ -	$ -	$ 500	$ 500	$ 500
	61905 Emergency Management Pro.	$ -	$ -	$ 5,000	$ 5,000	$ 5,000
Total	**Public Safety**	**$ 103,334**	**$ 105,035**	**$ 120,880**	**$ 123,780**	**$ 126,415**
	Capital Outlay					
	62901 3CGEO GIS Mapping	$ 5,135	$ 12,664	$ -	$ -	$ -
	62902 Flock Safety Camera	$ -	$ -	$ -	$ -	$ -
	62903 Radar Traffic Signs	$ -	$ 7,265	$ -	$ -	$ -
	62904 Bond Interest Payments	$ -	$ -	$ 46,800	$ 46,800	$ 50,000
62900	62905 City Vehicle/UTV	$ -	$ -	$ 20,000	$ -	$ -
	62906 City Tools	$ -	$ -	$ 5,000	$ 5,000	$ -
	62907 Fund Accounting Software	$ -	$ -	$ 20,000	$ 20,000	$ -
	62950 Principal Payment-SBITAs	$ -	$ 1,935	$ -	$ -	$ -
	62951 Interest Payment-SBITAs	$ -	$ 65	$ -	$ -	$ -
	62908 Capital Reserve/Ending Balance	$ -	$ -	$ 15,242	$ -	$ -
Total	**Capital Outlay**	**$ 5,135**	**$ 21,929**	**$ 107,042**	**$ 71,800**	**$ 50,000**
60000	**General Fund Expenses**	**$ 395,823**	**$ 492,491**	**$ 656,301**	**$ 649,325**	**$ 697,563**
	76000 - Interfund Transfers					
	Transfers In					
76010	**76010 Transfers in from HHWS Fund**	$ 62,000	$ 66,979	$ 65,479	$ 65,479	$ 62,348
	76010 Transfers in From Solid Waste	$ 15,000	$ 35,000	$ 20,000	$ 20,000	$ 26,720
	76010 Other Transfers in	$ -	$ 6,664	$ -	$ -	$ -
Total	**Transfers In**	**$ 77,000**	**$ 108,643**	**$ 85,479**	**$ 85,479**	**$ 89,068**
	Transfers Out					
	76020-1 Transfers To General Fund	$ -	$ -	$ -	$ -	$ -
76020	**76020-2 Transfers to Water Fund**	$ 100,000	$ -	$ -	$ -	$ -
	76020-3 Transfers to Solid Waste Fund	$ -	$ -	$ -	$ -	$ -
	76020-4 Transfers to GF CIP	$ -	$ -	$ -	$ -	$ -
	76020-5 Transfers to HHWS CIP	$ -	$ -	$ -	$ -	$ -
Total	**Transfers Out**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**
	Total Revenues and Transfers In	**$ 524,365**	**$ 560,444**	**$ 609,501**	**$ 641,504**	**$ 647,563**
	Total Expenses and Transfers Out	**$ 495,823**	**$ 492,491**	**$ 656,301**	**$ 649,325**	**$ 697,563**
	Balance: Total Revenues and Transfers in Minus Total Expenses and Transfers out	**$ 28,542**	**$ 67,953**	**$ (46,800)**	**$ (7,821)**	**$ (50,000.00)**
	Total Revenus, Transfers In Plus Beginning Balance	**$ 1,177,094**	**$ 1,241,715**	**$ 1,358,725**	**$ 1,391,037**	**$ 1,389,275**
	Ending Balance	**$ 681,271**	**$ 749,224**	**$ 717,666**	**$ 741,712**	**$ 691,712**
	30% Ending Balance	**$ 148,747**	**$ 147,747**	**$ 196,890**	**$ 194,797**	**$ 209,269**
	50% Ending Balance	**$ 247,912**	**$ 246,246**	**$ 328,151**	**$ 324,662**	**$ 348,782**

Home

	Highland Haven Water Fund Operating Proposed Budget	Actual FY 23-24	Actual FY 24-25	FY 25-26 Adopted Budget	Projected Ending Budget FY 25-26	Proposed Budget FY 26-27
	Beginning Balance	$ 453,476	$ 183,683	$ 163,582	$ 163,582	$ 163,582
	9000 - Water Fund Revenues					
	Charges for Services					
9200	9210 Water Sales Base Charges	$ 256,155	$ 355,277	$ 322,272	$ 322,272	$ 334,000
	9210 Water Sales Volumetric Charges	$ -	$ -	$ 46,562	$ 46,562	$ 47,000
	9220 Tap Fees	$ 4,500	$ 8,000	$ 9,000	$ 9,000	$ 9,000
	9225 Contractor Repair Charges	$ 583	$ -	$ -	$ -	$ -
Total	**Charges for Services**	**$ 261,238**	**$ 363,277**	**$ 377,834**	**$ 377,834**	**$ 390,000**
9230	**Miscellaneous Income**					
	9231 Miscellaneous Income	$ 45	$ 174	$ 200	$ 200	$ 200
Total	**Miscellaneous Income**	**$ 45**	**$ 174**	**$ 200**	**$ 200**	**$ 200**
9250	**Interest & Income from Investments**					
	9251 Interest Income	$ 13,775	$ 1,854	$ 1,500	$ 1,500	$ 2,000
Total	**Interest & Income from Investments**	**$ 13,775**	**$ 1,854**	**$ 1,500**	**$ 1,500**	**$ 2,000**
	Rental Income					
9500	9510 Building Rental	$ -	$ -	$ -	$ -	$ 5,000
	9520 RV/Covered Rentals	$ -	$ -	$ -	$ -	$ 21,600
	9530 Boat Trailer Rentals	$ -	$ -	$ -	$ -	$ 26,250
	9540 Miscellaneous Income	$ -	$ -	$ -	$ -	$ -
Total	**Charges for Services**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 52,850**
9900	**Grant Funding**					
	9910 Grant Funding	$ -	$ -	$ -	$ -	$ -
Total	**Grant Funding**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
9950	**Other Financing Sources**					
	9951 2025 GO Bond Proceeds	$ -	$ -	$ 1,000,000	$ 1,000,000	$ -
Total	**Other Financing Sources**	**$ -**	**$ -**	**$ 1,000,000**	**$ 1,000,000**	**$ -**
9000	**Water Fund Revenue**	**$ 275,058**	**$ 365,306**	**$ 1,379,534**	**$ 1,379,534**	**$ 445,050**
	62000 - Water Fund Expenses					
	Bond Expenses					
62150	62151 Interest Expense (2019)	$ 8,253	$ 6,252	$ 4,180	$ 4,180	$ 2,090
	62152 Bond Principal (2019)	$ 100,000	$ 105,000	$ 105,000	$ 105,000	$ 105,000
Total	**Bond Expenses**	**$ 108,253**	**$ 111,252**	**$ 109,180**	**$ 109,180**	**$ 107,090**
	Administrative & Office					
62200	62201 Office Supplies	$ 446	$ 2,179	$ 2,600	$ 2,600	$ 2,500
	62206 Software	$ 2,152	$ 200	$ 2,550	$ 2,550	$ 2,500
	62207 Postage	$ 3,689	$ 2,892	$ 4,200	$ 4,200	$ 3,800
	62208 Public Notice Publication	$ -	$ 325	$ 200	$ 200	$ 250
	62210 Travel Reimbursement	$ -	$ -	$ 200	$ 200	$ 250
	62211 Schools & Training	$ 319	$ -	$ 500	$ 500	$ 500
	62212 Bank Fees	$ 5	$ 5	$ 75	$ 75	$ 75
	62213 Food & Beverage	$ -	$ 353	$ 500	$ 500	$ 500
Total	**Administrative & Office**	**$ 6,611**	**$ 5,954**	**$ 10,825**	**$ 10,825**	**$ 10,375**
62350	**Chemicals**					
	62351 Chemicals	$ 3,489	$ 2,905	$ 3,900	$ 3,900	$ 4,000
Total	**Chemicals**	**$ 3,489**	**$ 2,905**	**$ 3,900**	**$ 3,900**	**$ 4,000**
	Maintenance & Repair					
62400	62402 Repairs & Service Work	$ 10,513	$ 5,053	$ 30,000	$ 30,000	$ 20,000
	62403 Buildings/Infrastructure	$ 3,774	$ 2,099	$ 5,000	$ 5,000	$ 2,500
	62405 Material-pipe,pumps,meters	$ 11,558	$ 15,543	$ 20,000	$ 20,000	$ 12,500
	62407 Generator Maint. & Repairs	$ 2,486	$ 5,073	$ 8,500	$ 8,500	$ 9,000
	62410 Other					
Total	**Maintenance & Repair**	**$ 28,331**	**$ 27,768**	**$ 63,500**	**$ 63,500**	**$ 44,000**
	Professional Services					
62500	62502 Accounting/Audit Fees	$ 4,860	$ 4,187	$ 8,250	$ 8,250	$ 12,000
	62503 Attorney Fees	$ 725	$ 210	$ 1,100	$ 1,100	$ 2,400
	62511 Engineering Fees	$ -	$ -	$ 1,100	$ 1,100	$ 20,000
	62512 Lab Fees	$ 1,901	$ 876	$ 4,400	$ 4,400	$ 4,250
	62513 Contract Operator	$ 30,000	$ 75,000	$ 90,000	$ 90,000	$ 90,000
	62514 IT Services	$ -	$ -	$ -	$ -	$ 9,600
	62515 Fund Accounting Software	$ -	$ -	$ -	$ -	$ 5,700
Total	**Professional Services**	**$ 37,486**	**$ 80,273**	**$ 104,850**	**$ 104,850**	**$ 143,950**
	Utilities					
62600	62601 Electric	$ 5,684	$ 6,931	$ 8,000	$ 8,000	$ 8,000
	62604 Telephone	$ 420	$ 419	$ 1,000	$ 1,000	$ 500
	62605 Answering Service	$ 112	$ -	$ -	$ -	$ -
Total	**Utilities**	**$ 6,216**	**$ 7,350**	**$ 9,000**	**$ 9,000**	**$ 8,500**

Home

	Services & Charges					
	62705 Contract Mowing Expense	$ 645	$ 180	$ 1,650	$ 1,650	$ 1,600
	62712 Tap Installation	$ 1,100	$ -	$ 3,100	$ 3,100	$ 3,100
62700	62713 Storage Facilities	$ 515	$ 3,570	$ 5,450	$ 5,450	$ 6,000
	62714 Johnson East Well Water Usage	$ 61	$ 22	$ 500	$ 500	$ -
	62715 TCEQ	$ 961	$ 1,000	$ 1,100	$ 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**	**$ 3,282**	**$ 4,771**	**$ 11,800**	**$ 11,800**	**$ 23,950**
	Membership Fees/Dues					
62800	62806 TRWA Membership	$ -	$ -	$ 575	$ 575	$ 600
	62807 AWWA	$ -	$ -	$ 425	$ 425	$ 425
	62808 Other	$ -	$ -	$ -	$ -	$ -
Total	**Membership Fees/Dues**	**$ -**	**$ -**	**$ 1,000**	**$ 1,000**	**$ 1,025**
	Capital Projects					
	62901 Water Tank Project	$ 389,184	$ 78,154	$ -	$ -	$ -
62900	62905 Bond Issuance Cost	$ -	$ -	$ 75,000	$ 75,000	$ -
	62906 Land Acquisition	$ -	$ -	$ 750,000	$ 750,000	$ -
	62907 Water Infrastructure Impr.	$ -	$ -	$ 175,000	$ 175,000	$ -
Total	**Capital Projects**	**$ 389,184**	**$ 78,154**	**$ 1,000,000**	**$ 1,000,000**	**$ -**
62000	**Water Fund Expenses**	**$ 582,851**	**$ 318,427**	**$ 1,314,055**	**$ 1,314,055**	**$ 342,890**
	76000 - Interfund Transfers					
	Transfers In					
76010	76010 Transfers in from General Fund	$ 100,000	$ -	$ -	$ -	$ -
	76010 Transfers in From Solid Waste	$ -	$ -	$ -	$ -	$ -
	76010 Other Transfers in	$ -	$ -	$ -	$ -	$ -
Total	**Transfers In**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**
	Transfers Out					
	76020-1 Transfers To General Fund	$ 62,000	$ 66,979	$ 65,479	$ 65,479	$ 62,348
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**	**$ 62,000**	**$ 66,979**	**$ 65,479**	**$ 65,479**	**$ 62,348**
	Percentage of Total					
	Total Revenues and Transfers In	**$ 375,058**	**$ 365,306**	**$ 1,379,534**	**$ 1,379,534**	**$ 445,050**
	Total Expenses and Transfers Out	**$ 644,851**	**$ 385,406**	**$ 1,379,534**	**$ 1,379,534**	**$ 405,237**
	Balance: Total Revenues and Transfers in Minus Total Expenses and Transfers out	**$ (269,793)**	**$ (20,100)**	**$ -**	**$ -**	**$ 39,813**
	Total Revenus, Transfers In Plus Beginning Balance	**$ 828,534**	**$ 548,988**	**$ 1,543,116**	**$ 1,543,116**	**$ 608,632**
	Ending Balance	**$ 183,683**	**$ 163,582**	**$ 163,582**	**$ 163,582**	**$ 203,395**
	30% Ending Balance	**$ (106,545)**	**$ (184,378)**	**$ 113,860**	**$ 113,860**	**$ 121,571**
	50% Ending Balance	**$ (177,574)**	**$ (307,297)**	**$ 189,767**	**$ 189,767**	**$ 202,619**
	Income/Revenue Minus New Property	**$ 375,058**	**$ 365,306**	**$ 379,534**	**$ 379,534**	**$ 392,200**
	Expenses/Transfers Minus New Property	**$ 644,851**	**$ 385,406**	**$ 379,534**	**$ 379,534**	**$ 393,237**
	Profit/Loss Minus New Property	**$ (269,793)**	**$ (20,100)**	**$ -**	**$ -**	**$ (1,037)**
	Ending Balance Minus New Property	**$ 183,683**	**$ 163,582**	**$ 163,582**	**$ 163,582**	**$ 162,545**

Home

Highland Haven Solid Waste Proposed Budget		Actual FY 23-24	Actual FY 24-25	FY 25-26 Adopted Budget	Projected Ending Budget FY 25-26	Proposed Budget FY 26-27
	Beginning Balance	$ 61,718	$ 80,056	$ 74,292	$ 74,292	$ 82,122
	9000 - Solid Waste Fund Revenues					
9600	**Charges for Services**					
	9610 Trash Sales	$ 127,231	$ 127,812	$ 137,865	$ 137,865	$ 141,600
Total	**Charges for Services**	**$ 127,231**	**$ 127,812**	**$ 137,865**	**$ 137,865**	**$ 141,600**
9650	**Franchise Fees**					
	9651 Franchise Fees	$ 4,940	$ 5,193	$ 5,350	$ 5,350	$ 5,640
Total	**Franchise Fees**	**$ 4,940**	**$ 5,193**	**$ 5,350**	**$ 5,350**	**$ 5,640**
9700	**Sales Tax**					
	9721 Timely Filing Discount	$ -	$ -	$ -	$ -	$ -
	9722 Sales Tax Collected	$ -	$ -	$ -	$ -	$ -
Total	**Sales Tax**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
9800	**Interest & Income from Investments**					
	9801 Interest Income	$ 74	$ 93	$ 25	$ 25	$ 1,250
Total	**Interest & Income from Investments**	**$ 74**	**$ 93**	**$ 25**	**$ 25**	**$ 1,250**
9500	**Solid Waste Fund Revenue**	**$ 132,245**	**$ 133,098**	**$ 143,240**	**$ 143,240**	**$ 148,490**
	63000 - Solid Waste Fund Expenses					
63500	**Professional Services**					
	63502 Accounting/Audit Fees	$ -	$ -	$ -	$ -	$ -
	63513 Waste Contractor Cost	$ 98,797	$ 103,861	$ 108,160	$ 108,160	$ 112,800
	63514 Household Haz. Waste	$ -	$ -	$ 2,000	$ 2,000	$ 1,750
	63515 Haz Waste Response Fund	$ -	$ -	$ 2,000	$ 2,000	$ 1,500
	63516 Bulk Trash Pick-up	$ -	$ -	$ 2,500	$ 2,500	$ -
	63517 Document Shredding	$ 110	$ -	$ 750	$ 750	$ 750
	63525 IT Services	$ -	$ -	$ -	$ -	$ 2,400
	63520 Fund Accounting Software	$ -	$ -	$ -	$ -	$ 2,400
Total	**Professional Services**	**$ 98,907**	**$ 103,861**	**$ 115,410**	**$ 115,410**	**$ 121,600**
63700	**Taxes & Fees**					
	63830 Sales Tax Paid	$ -	$ -	$ -	$ -	$ -
Total	**Taxes & Fees**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
62000	**Solid Waste Fund Expenses**	**$ 98,907**	**$ 103,861**	**$ 115,410**	**$ 115,410**	**$ 121,600**
	76000 - Interfund Transfers					
76010	**Transfers In**					
	76010 Transfers in from Water Fund	$ -	$ -	$ -	$ -	$ -
	76010 Transfers in From Solid Waste	$ -	$ -	$ -	$ -	$ -
	76010 Other Transfers in	$ -	$ -	$ -	$ -	$ -
Total	**Transfers In**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
76020	**Transfers Out**					
	76020-1 Transfers To General Fund	$ 15,000	$ 35,000	$ 20,000	$ 20,000	$ 26,720
	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**	**$ 15,000**	**$ 35,000**	**$ 20,000**	**$ 20,000**	**$ 26,720**
	Percentage of Total					
	Total Revenues and Transfers In	**$ 132,245**	**$ 133,098**	**$ 143,240**	**$ 143,240**	**$ 148,490**
	Total Expenses and Transfers Out	**$ 113,907**	**$ 138,861**	**$ 135,410**	**$ 135,410**	**$ 148,320**
	Balance: Total Revenues and Transfers in Minus Total Expenses and Transfers out	**$ 18,338**	**$ (5,764)**	**$ 7,830**	**$ 7,830**	**$ 170**
	Total Revenus, Transfers In Plus Beginning Balance	**$ 193,963**	**$ 213,154**	**$ 217,532**	**$ 217,532**	**$ 230,612**
	Ending Balance	**$ 80,056**	**$ 74,292**	**$ 82,122**	**$ 82,122**	**$ 82,292**
	30% Ending Balance	**$ 34,172**	**$ 41,658**	**$ 40,623**	**$ 40,623**	**$ 44,496**
	50% Ending Balance	**$ 56,954**	**$ 69,431**	**$ 67,705**	**$ 67,705**	**$ 74,160**

Exhibit "A"
Ordinance # 105 (Revised August 2026)
Highland Haven Solid Waste Services Fees

FEES	Current Rates	Rates 2027	Notes
Monthly Residential Waste Services Fee	$31.33	$32.27	Service includes one 95 gal wheeled poly cart for landfill waste and one 95 gal wheeled poly cart for recycling waste. Weekly landfill pickup (Thursday) and twice monthly recycle pickup. (3% increase per contract)
Sales Tax	8.25%	8.25%	Required Sales Tax based on services billed monthly
Additional poly cart	$12.55	$12.93	Monthly fee, (3% increase per contract)
Replacement Polycart	$150	$150	Replacement cost in the event of loss or damage by customer. There is no charge to replace worn Polycarts due to normal use.
Service Activation Fee	$100	$100	Non-refundable fee to establish Monthly Residential Service for accounts opened after May 2, 2019
Late Payment Fee	Greater of $10 or 10%	Greater of $10 or 10%	Late Fee is applied to any bill not paid by the 15th of the month
Service Termination Fee	$150	$150	Service Termination Fee for any unpaid account (30 days late)
Return Check Fee	$35 Plus	$35 Plus	Plus Bank Charges
Unusual Accumulation Collection Fee	Cost plus $100	Cost plus $100	Fee for servicing poly cart at unpaid account address or special trash services requested by customer (cost per pickup)
Hazardous, Non-recyclable or Unacceptable Waste Cleanup Fee	Cost plus $250	Cost plus $250	Fees associated with actual cleanup costs passed on from solid waste service provider to the City for cleanup of any Hazardous, Non-recyclable or Unacceptable Waste disposed of in solid waste/recycling poly carts and associated spillage plus $250.
Highland Haven Solid Waste Services Policies			
* Property Owner is responsible for any outstanding solid waste services fees for a rental home			

Home

Ordindance # 068 (Revised August 2026)
Highland Haven Water Fees
Effective January 2027
Exhibit "A"

FEES	Current Rates	2027 Rates	Notes
		Tap Fees	
5/8"	6,000.00	6,000.00	
Meters larger than 5/8"	8,000.00	8,000.00	
Tap Install Street Cut Fee	2,000.00	2,000.00	
		New/Transfer Service Application Fee	
New/Transfer Service Application Fee	100.00	100.00	non-refundable
Deposit	250.00	250.00	
		Out of Town Base Water Rate/Month Usage	
0-2000 Gals	64.00	67.50	
		Highland Haven Base Water Rate/Month Usage	
0-2000 Gals	59.00	62.00	
		Water Use Rate per 1000 gallons plus Base Water Rate	
2001-5000	$5.50	$5.50	
5001-10000	$5.75	$5.75	
10001-15000	$6.00	$6.00	
15001-20000	$6.25	$6.25	
20001-25000	$8.25	$8.25	
25001 and above	$9.25	$9.25	
		Camp Champion Base Water Rate/Month Usage	
0-250,000	$2,250.00	$2,350.00	
		Camp Champion Water Use Rate per 1000 gallons used	
250,001 and above	$10.00	$10.00	
		Other Fees	
Late Fee	$10 or 10%	$10 or 10%	Late Fee is applied to any bill not paid by the 15th of the month
Disconnect Fee	$150.00	$150.00	Service Disconnect is ordered on the 26th of the month for any unpaid account and Disconnect Fee is applied to account.
Reconnect Fee	$150.00	$150.00	
Return Check Fee	$35.00	$35.00	Plus Bank Charges
Customer Service Inspection Fee	Cost plus $100	Cost plus $100	Required inspection for a new single family residence (SFR), major remodeling of a SFR and SFR's where a cross connection with another water source has been found.
Technical Service Fee	Cost plus $100	Cost plus $100	Required for managerial, technical, or consultancy services.
Meter Re-Read Fee	$100.00	$100.00	Meter Re-Read Fee is applied if property owner requests this service and problem is found on the owners side of meter
Meter Flow Test Fee	$100.00	$100.00	Meter Flow Test Fee is applied if property owner requests this service and problem is found on the owners side of meter
Meter Calibration Test Fee	Cost plus $100	Cost plus $100	Meter Calibration Test Fee is applied if property owner requests this service and problem is found on the owners side of meter
Meter Relocation Fee	Cost plus $100	Cost plus $100	Meter Relocation Fee is applied if property owner requests this service
Leak Check Fee	$100.00	$100.00	Leak Check Fee is applied if property owner requests this service and leak is found on owners side of meter
Pressure Test Fee	$100.00	$100.00	Pressure Test Fee is applied if property owner requests this service and problem is found on owners side of meter.
		Highland Haven Water System Policies	
* Property Owner is responsible for any outstanding water bills for a rental home			
* Water service will be immediately disconnected if cross-connection to another water source is found. Property owner will be charged the Disconnect Fee.			

Home

Ordinance # 104 (Revised August 2026)
City of Highland Haven Building Permit Fees / Administrative Fees
October 1, 2026
Exhibit "A"

Building Permit Fees					Permit Extensions 3 months each		
	Permit Fee	City Inspection Fee	Construction Compliance Deposit	Building Code Inspections	Initial Permit Period	1 st	2nd & additional
Single Family Residence 3000 sq.ft. plus	$1,850	$465	$1,225	Cost + $20 each as required by scope of work	12 months	$515	$1,030
Single Family Residence 1999 sq.ft to 2999 sq.ft.	$1,550	$360	$1,225	Cost + $20 each as required by scope of work	12 months	$515	$1,030
Single Family Residence 1600 sq.ft to 1999 sq.ft.	$1,250	$260	$1,225	Cost + $20 each as required by scope of work	12 months	$515	$1,030
Demolition SFR or Waterfront	$310	$105	$775	Cost + $20 each as required by scope of work	6 months	$310	$515
Re-Model, Major	$775	$260	$1,025	Cost + $20 each as required by scope of work	12 months	$260	$515
Waterfront, Major	$620	$155	$775	Cost + $20 each as required by scope of work	6 months	$260	$515
Re-Model, Minor	$360	$155	$375	Cost + $20 each as required by scope of work	6 months	$260	$260
Waterfront, Minor	$255	$105	$275	Cost + $20 each as required by scope of work	6 months	$260	$260
Outbuildings	$255	$105	$275	Cost + $20 each as required by scope of work	6 months	$260	$260
Secondary Structures	$105	$105	$275	Cost + $20 each as required by scope of work	6 months	$105	$105
Demolition Outbuilding or Secondary Structure	$105	$105	$275	Cost + $20 each as required by scope of work	6 months	$105	$105
Non-Structure	$105	$55	$275	Cost + $20 each as required by scope of work	6 months	$105	$105
Swimming Pool, Hot Tub, Fountain	$205	$105	$325	Cost + $20 each as required by scope of work	6 months	$205	$205
Start of Construction Prior to Permit Issuance	Double						
Construction Activity Variance	$515						
Provisional Certificate of Occupancy	$105						
Certificate of Occupancy	$205						
Deductions From Compliance Deposit							
Stop Work Order			$260				
Construction Site Clean Up Violation			$205/Day				
Clean Up Costs Inccured by the City			Actual Costs + $205				
Minor Nuisance Affecting Adjacent Neighbors			$260/Day				
Major Nuisance			$515/Day				
Major Nuisance lasting 4 hours+			$1030/Day				
Change in Scope Violation			$515/Event				
Failure to obtain Building Code Inspection			$515/Inspection				
Administrative Fees							
Service	**Fee**		**Notes**				
Replat Fee	$415						
Replat Fee (after project started)	$825						

Variance Fee	$415						
Variance Fee (after project started)	$825						
Returned Check Fee	$35		Plus Bank Charges				
Copies (letter/legal size)	$0.10		double sided print is .20				
Copies (11"x17")	$0.50		double sided print is $1.00				
FAX/Email Service (2 pages)	$1.00		cover and 1 page				
FAX/Email Service (additional pages)	$0.10						
USB Flash Drive	Cost						
DVD	$3.00						
Magnetic Tape, Data or Tape Cartridge	Cost						
Regular Lot Mowing Fee/Lot	$200		Plus Administrative Fee				
Lot Mowing Program Fee/Lot Clearing	varies		Contractor Cost, plus Administrative Fee				
Administrative Fee/Lot	varies		additional to mowing fee				
Late Payment Fee/Lot/Month	$25		Lot Mowing Program				

Fees for reproduction of items associated with an open records request, will be based upon the most current Texas Attorney General's Office fee schedule found in the Texas Administrative Code, Title 1, Part 3, Chapter 70.

Home

City of Highland Haven
Holiday Schedule
FY 2026 - 2027

Indigenous Peoples Day — **Monday - October 12**

Veterans Day — **Wednesday - November 11**

Thanksgiving — **Wed. November 25 (noon)**
Thurs/Fri November 26-27

Christmas — **Mon - Fri**
December 21 - 25

New Year's Day — **Friday - January 1**

Martin Luther King Day — **Monday - January 18**

Presidents Day — **Monday - February 15**

Texas Independence Day — **Tuesday - March 2**

Good Friday — **Friday - March 26**

Memorial Day — **Monday - May 31**

Junteenth Nat'l — **Friday - June 18**

Independence Day — **Monday - July 5**

Labor Day — **Monday - September 6**

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July 31, 2026

Subject: Item 10: 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

Staff had received some comments from the public that Mr. Luna had sold the property already to someone else. The Mayor and staff received email confirmation from Mr. Luna that he is still the property owner and his plans have not changed. Staff continues to monitor progress regarding communications with the property owner and other steps required for the bond and potential property acquisition.

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
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July 31, 2026

Subject: Item 11: 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
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July 31, 2026

Subject: Item 12: 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 sessions.

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

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 funding.

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 Texas. These include legislation affecting:

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

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 policy.

Open Government and Transparency

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

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

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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 enhancements.

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

Technology, Cybersecurity, and Artificial Intelligence

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

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 organizations.

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

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
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July 31, 2026

Subject: Item 13: 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

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July 31, 2026

Subject: Item 14: 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 not experienced any significant rainfall events, and staff has not received reports of new drainage issues 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

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July 31, 2026

Subject: Item 15: 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,
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July 31, 2026

Subject: Item 16: 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
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