

CITY OF DOUBLE HORN AGENDA REGULAR MEETING CITY COUNCIL THURSDAY, MAY 9, 2024 7:00 PM CITY OF DOUBLE HORN OFFICE Located at 103 VISTA VIEW TRAIL, SUITE 100 DOUBLE HORN, TEXAS 78669

In compliance with the Americans with Disabilities Act, the City of Double Horn will provide for reasonable accommodations for persons attending City Council Meetings. To better serve you, requests should be received 24 hours prior to the meeting. Please contact Christina McDonald, City Secretary at (830) – 201-4042.

Citizens will be given an opportunity to provide comments on any item listed on the regular agenda when the agenda item is called. Comments should be limited to (3) three minutes.

- 1. Call Meeting to Order
- 2. Rollcall to Confirm Quorum
- 3. Invocation
- 4. Pledge of Allegiance U.S. & Texas Texas Pledge: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.
- 5. Approval of Minutes April 11, 2024, Regular Council Meeting
- 6. Citizen Comments This is an opportunity for the citizens to address the City Council concerning an issue of community interest not on the agenda. Any deliberation of an issue raised during Citizen Comments is limited to a statement of fact regarding the item; a statement concerning the policy regarding the item or a proposal to place the item on a future agenda Each citizen will be allowed 3 minutes to speak and must sign up before the meeting begins and indicate the subject the speaker wishes to address.
- 7. Regular Agenda The Council will individually discuss, consider, and possibly take action on any or all of the following items:
 - A. Treasurer's Report: Monthly Financial Reports & i. Annual Internal Audit Report
 - B. Emergency Management Team Update
 - C. Zoning & Ordinance Committee Update

- i. Discussion regarding updating the Comprehensive Plan
- ii. Progress update and discussion regarding the proposed Building Code and Building Permit Process
- iii. Discuss and consider action to address zoning complaint related to the new construction on the real property identified as S4205 Double Horn Lot 27, SEC 2; Property ID 65203
- D. Discuss and consider action on the quote provided by Flock Safety to implement security cameras in the City including option(s) to implement a phased installation and/or cost sharing strategy
- E. Discuss and consider action on projects recommended by the Water Conservation Partnership Committee, a joint committee between the City of Double Horn, Double Horn Creek Water Supply Corporation, and the Double Horn Improvement Association to promote water conservation and protect water service.
- F. Discuss and consider action to recruit a City Treasurer.
- G. Discuss and consider action to improve the safety of travelers exiting SH 71 by funding right hand turn lane(s) as part of the project to widen SH71 scheduled to begin in 2026. Provide update from 4/30/24 meeting with TXDOT.
- H. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet Confirm assignments.
- I. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council.
- 8. Adjournment

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters <u>listed on the agenda</u>, as authorized by the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code, Section 321.3022 (Sales Tax Information)."

I certify that the above notice of meeting was posted at 103 Vista View Trail, Suite 100, Double Horn, Texas by the 6th day of May 2024 by 7PM.

Cathy Sereno, Mayor

STATE OF TEXAS COUNTY OF BURNET CITY OF DOUBLE HORN

On this the 11th day of April 2024, the City Council convened in regular session at 7:00 pm in the Council Chambers located at 103 Vista View Trail, Suite 100, Double Horn, Texas with notice of meeting giving time, place, date, and subject having been posted as described in Chapter 551 of the Texas Government Code.

- 1. Call Meeting to Order. Mayor Sereno called the meeting to order at 7:04 pm.
- **2. Rollcall to Confirm Quorum**. Mayor Cathy Sereno, Mayor Pro-Tem Jim Millard and Aldermen Glen Stafford, Bob Schmitz, Laura Rathe and John Osborne were present.
- 3. Invocation. Alderman Stafford gave the invocation.
- 4. Pledge of Allegiance U.S. & Texas. Mayor Sereno led the pledges.
- **5.** Approval of Minutes March 14, 2024, Regular Council Meeting. Mayor Pro-Tem Millard moved to approve the minutes as presented. Aldermen Rathe seconded the motion. The minutes were approved by a unanimous vote (5-0).
- **6. Citizen Comments.** Jessamyn Putnam (109 Cross Trail) requested that Council place an item on a future agenda to consider live streaming Council Meetings.
- 7. Regular Agenda.
 - A. Presentation Sponsored by the Water Conservation Partnership Committee: April Sansom, PhD, Executive Director Bamberger Ranch Preserve (Selah) on Land Stewardship/Wise Use of Natural Resources & Lessons Learned Which can be Utilized on Properties Large and Small. April Sansom, PhD Executive Director Bamberger Ranch Preserve gave the presentation on the history of the ranch and landscape management.
 - B. Conduct a PUBLIC HEARING; consider, discuss and take any action necessary regarding re-zoning application submitted by the Double Horn Improvement Association regarding the real property identified as Lot 50, Block C, Section 4 Double Horn (108 Oak Meadow Trail), Rezoning property from Open Space/Parks/Recreation to Single Family Residential. Mayor Sereno introduced the item. Mayor Sereno opened the public hearing. Jim Lindsay (DHIA representative) addressed Council. There being no further discussion, Mayor Sereno closed the public hearing. Alderman Rathe made a motion to approve the rezone request, rezoning Lot 50, Block C, Section 4 (commonly known as 108 Oak Meadow Trail) from Open space/Parks/Recreation to Single Family Residential. Mayor Pro-Tem Millard seconded the motion. The motion carried by a vote of 5-0.
 - **C.** Treasurer's Report: Monthly Financial Reports & Annual Internal Audit Report. Mayor Sereno reviewed the March Monthly Financial Report with Council. Alderman Schmitz moved to sweep \$731.56 from the

Property Tax Account to the Operating Account. Alderman Rathe seconded the motion. The motion carried by a vote of 5-0. Mayor Sereno stated the annual internal audit has been completed and posted to the website. She encouraged the Council to review the audit as the audit will be on the May agenda for acceptance by Council.

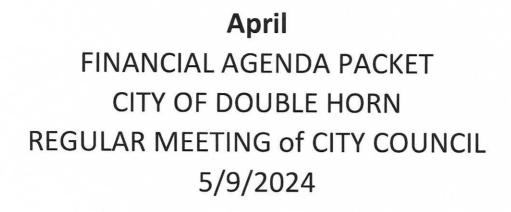
- **D. Emergency Management Team Update**. Emergency Management Coordinator Harry Brunner reviewed the update with Council.
- **E.** Zoning & Ordinance Committee Update. Mayor Pro-Tem Millard provided an update on the following Zoning & Ordinance Committee items.
 - i. Progress update on review of key ordinances including Comprehensive Plan, Zoning and a proposed Building Permit Process. Mayor Pro-Tem Millard stated that recommended updates to the Comprehensive Plan, Zoning Ordinance and proposed Building Permit Process will be brought to Council at a future meeting for action.
 - Discuss and consider action to purchase new set of code books for 2021 IBC & 2020 NEC Codes. Mayor Pro-Tem Millard recommended the purchase of updated code books. Alderman Schmitz moved to approve the purchase in the amount of \$1,250. Alderman Osborne seconded the motion. The motion carried by a vote of 5-0.
 - iii. Discuss and consider action to address zoning complaint related to the new construction on the real property identified as S4205 Double Horn Lot 27, SEC 2; Property ID 65203. Mayor Pro-Tem Millard stated that the zoning complaint is still under investigation and moved to postpone action until the May 9 Council Meeting. Alderman Schmitz seconded the motion which carried by a vote of 5-0.
- F. Address questions and provide clarification regarding the Peddler Ordinance as it relates to Garage Sales (not prohibited). Mayor Sereno clarified that the Peddler Ordinance did not prohibit Garage Sales. Mayor Pro-Tem Millard stated that Garage Sales are exempt from the permitting process. Placement of signage was also discussed. No action was taken.
- **G.** Discuss and consider action on the quotes provided by three vendors to implement security cameras in the City and DHIA participation. Alderman Stafford address Council. The estimate from Flock Safety was determined to be the most acceptable. After some discussion regarding the possible participation of the DHIA, the cost of the project, and the possibility of phasing the project, Council requested that Alderman Stafford acquire an updated estimate from Flock Safety if the project was phased. Lisa Sharp (DHIA President) stated the DHIA has no money budgeted this fiscal year for participation, however she will place the item on their next meeting agenda to discuss participation with the city.
- H. Discuss and consider action on projects recommended by the Water Conservation Partnership Committee, a joint committee between the City of Double Horn, Double Horn Creek Water Supply Corporation, and the Double Horn Improvement Association to promote water conservation and protect water service. Alderman Schmitz stated he would research the cost of a group tour of the Bamberger Ranch.

- I. Discuss and consider action to recruit a City Treasurer. Mayor Sereno stated the city is still in need of a City Treasurer. No action was taken.
- J. Discuss and consider action to improve the safety of travelers exiting SH 71 by funding right hand turn lane(s) as part of the project to widen SH71 scheduled to begin in 2026. Project is currently in the design phase. Mayor Sereno stated she has an upcoming meeting with TxDOT Area Engineer Joseph Muck to discuss project cost, next steps and funding sources. It was noted that Mayor Pro-Tem Millard and Alderman Stafford will also attend the meeting. No action was taken.
- K. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet Confirm assignments. City Secretary Christina McDonald stated the month of April is covered and that volunteers for May office coverage are needed.
- L. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council. Items for the May agenda were noted. No action was taken.
- 8. Adjournment. There being no further business to discuss, Alderman Rathe moved to adjourn. The motion was seconded by Alderman Stafford. The meeting was adjourned at 9:24 pm.

Cathy Sereno, Mayor

ATTEST:

Christina McDonald, City Secretary





City of Double Horn

Balance Sheet

As of April 30, 2024

ASSETS	TOTAL
Current Assets	
Bank Accounts	
1000 Operating	80,497.16
1005 Property Tax	551.21
1010 Reserve Account	22,516.74
Total Bank Accounts	\$103,565.11
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$103,565.11
TOTAL ASSETS	\$103,565.11
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	23,892.13
Total Accounts Payable	\$23,892.13
Credit Cards	
2301 TCM Bank Visa Credit Card	107.99
2302 Costco CitiBank Credit Card	333.05
Total Credit Cards	\$441.04
Other Current Liabilities	
2160 Payroll Tax Payable	0.00
2161 FICA Taxes Payable	58.64
2164 SUTA payable	0.00
Total 2160 Payroll Tax Payable	58.64
2171 Accrued Expenses	198.00
Direct Deposit Payable	0.00
Total Other Current Llabilities	\$256.64
Total Current Liabilities	\$24,589.81
Total Liabilities	\$24,589.81
Equity	
3000 Retained Earnings	29,857.52
3001 Opening Balance Equity	0.00
Net Income	49,117.78
Total Equity	\$78,975.30
TOTAL LIABILITIES AND EQUITY	\$103,565.11

City of Double Horn

Budget vs. Actuals: City of Double Horn 23-24 - FY24 P&L

April 2024

		T	OTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income	·····			
4000 Ad Valorem Taxes	551.21	7,290.90	-6,739.69	7.56 %
4002 Permits and Fees		83.33	-83.33	
Total Income	\$551.21	\$7,374.23	\$ -6,823.02	7.47 %
GROSS PROFIT	\$551.21	\$7,374.23	\$ -6,823.02	7.47 %
Expenses				
6000 Salaries & Wages	708.21	2,012.40	-1,304.19	35.19 %
6010 Taxes - payroll	54.18	154.27	-100.09	35.12 %
6020 Workmen's Comp Insurance		83.33	-83.33	
6100 Computer Equipment		25.00	-25.00	
6110 Office Equipment		25.00	-25.00	
6130 Office Supplies		83.33	-83.33	
6140 Software	206.99	166.67	40.32	124.19 %
6205 Cleaning Service	150.00	150.00	0.00	100.00 %
6220 Email Maintenance		52.50	-52.50	
6230 Website Maintenance		20.83	-20.83	
6240 Rent or Lease of Buildings	1,850.00	1,850.00	0.00	100.00 %
6250 Internet/Phone	138.48	143.00	-4.52	96.84 %
6260 Insurance - TML		345.00	-345.00	
6270 Utilities	56.09	75.00	-18.91	74.79 %
6280 Legal & Professional Fees	58.50	1,000.00	-941.50	5.85 %
6290 Consulting Services		250.00	-250.00	
6300 Accounting		300.00	-300.00	
6400 Membership Fees		83.33	-83.33	
6410 Legal Posting		83.33	-83.33	
6411 Advertising/Promotional		125.00	-125.00	
6430 Tax Collection Fees		112.50	-112.50	
6440 Municipal Court Costs		83.33	-83.33	
6450 Code Enforcement	74.08	125.00	-50.92	59.26 %
6460 Election Fees		6.25	-6.25	
6500 Training and Travel		83.33	-83.33	
6610 City Improvement Projects		2,166.67	-2,166.67	
Total Expenses	\$3,296.53	\$9,605.07	\$ -6,308.54	34.32 %
NET OPERATING INCOME	\$ -2,745.32	\$ -2,230.84	\$ -514.48	123.06 %
NET INCOME	\$ -2,745.32	\$ -2,230.84	\$-514.48	123.06 %

City of Double Horn

Budget vs. Actuals: City of Double Horn 23-24 - FY24 P&L

October 2023 - September 2024

		TC	DTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	82,245.21	87,490.79	-5,245.58	94.00 %
4002 Permits and Fees	1,326.50	1,000.00	326.50	132.65 %
Total Income	\$83,571.71	\$88,490.79	\$ -4,919.08	94.44 %
GROSS PROFIT	\$83,571.71	\$88,490.79	\$ -4,919.08	94.44 %
Expenses				
6000 Salaries & Wages	3,680.40	24,148.80	-20,468.40	15.24 %
6010 Taxes - payroll	281.56	1,851.24	-1,569.68	15.21 %
6020 Workmen's Comp Insurance	1,000.00	1,000.00	0.00	100.00 %
6100 Computer Equipment		300.00	-300.00	
6110 Office Equipment		300.00	-300.00	
6130 Office Supplies	191.86	1,000.00	-808.14	19.19 %
6140 Software	800.99	2,000.00	-1,199.01	40.05 %
6205 Cleaning Service	1,050.00	1,800.00	-750.00	58.33 %
6220 Email Maintenance	968.75	630.00	338.75	153.77 %
6230 Website Maintenance	189.24	250.00	-60.76	75.70 %
6240 Rent or Lease of Buildings	12,950.00	22,200.00	-9,250.00	58.33 %
6250 Internet/Phone	1,107.84	1,716.00	-608.16	64.56 %
6260 Insurance - TML	4,210.66	4,140.00	70.66	101.71 %
6270 Utilities	434.73	900.00	-465.27	48.30 %
6280 Legal & Professional Fees	2,396.27	12,000.00	-9,603.73	19.97 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	2,230.00	3,600.00	-1,370.00	61.94 %
6400 Membership Fees	701.00	1,000.00	-299.00	70.10 %
6410 Legal Posting	195.00	1,000.00	-805.00	19.50 %
6411 Advertising/Promotional		1,500.00	-1,500.00	
6430 Tax Collection Fees	667.02	1,350.00	-682.98	49.41 %
6440 Municipal Court Costs		1,000.00	-1,000.00	
6450 Code Enforcement	660.37	1,500.00	-839.63	44.02 %
6460 Election Fees		75.00	-75.00	
6500 Training and Travel		1,000.00	-1,000.00	
6610 City Improvement Projects	738.24	26,000.00	-25,261.76	2.84 %
Total Expenses	\$34,453.93	\$115,261.04	\$ -80,807.11	29.89 %
NET OPERATING INCOME	\$49,117.78	\$ -26,770.25	\$75,888.03	-183.48 %
NET INCOME	\$49,117.78	\$ -26,770.25	\$75,888.03	-183.48 %

City of Double Horn Legal Expense & Payment Detail FY2023-2024

	ORT, McDONALD (Invoice	Payment		Payment	2.2			1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	Paid from	
• •			Amount	Recipient		Amount		Balance	Check #		Account	
voice #	Date		750.00	Messer, Fort, McDonald		Amount	\$	27,441.50	CHELK #			
3334	1/12/2021	\$	750.00	Messer, Fort, McDonald Messer, Fort, McDonald	ć	(5,000.00)		22,441.50	2057	Operating Account		
	1/18/2021	~	F 225 00	Messer, Fort, McDonald	Ş	(3,000.00)	ŝ	27,777.30	2057	Operating Account		
455	2/8/2021	\$	5,555.80		¢	(5 000 00)		and a family of the second	2065	Operating Account		
	2/23/2021			Messer, Fort, McDonald	\$	(5,000.00)	ç	22,777.30	2065	Operating Account		
735	3/12/2021	\$	3,474.00	Messer, Fort, McDonald		(2 500 00)	Ş	26,251.30	2071	Our and the Assessment		
	3/12/2021	1901	1940-0702-100-1002	Messer, Fort, McDonald	Ş	(2,500.00)	\$	23,751.30	2071	Operating Account		
871	4/7/2021	\$	6,852.25	Messer, Fort, McDonald			Ş	30,603.55				
	4/9/2021			Messer, Fort, McDonald	Ş	(2,500.00)		28,103.55	2079	Operating Account		
1118	5/12/2021	\$	7,722.00	Messer, Fort, McDonald			\$	35,825.55				
	5/20/2021			Messer, Fort, McDonald	Ş	(10,000.00)		25,825.55	2091	Operating Account		
4338	6/14/2021	\$	7,119.96	Messer, Fort, McDonald			\$	32,945.51				
	6/14/2021			Messer, Fort, McDonald		(2,500.00)		30,445.51	2096	Operating Account		
	7/12/2021			Messer, Fort, McDonald	\$	(5,277.30)		25,168.21	2100	Operating Account		
4610	7/14/2021	\$	4,366.96	Messer, Fort, McDonald			\$	29,535.17				
4774	8/13/2021	\$	8,556.96	Messer, Fort, McDonald			\$	38,092.13				
	9/14/2021			Messer, Fort, McDonald	\$	(500.00)	\$	37,592.13	2117	Operating Account		
4966	9/14/2021	\$	1,800.00	Messer, Fort, McDonald			\$	39,392.13				
	10/7/2021			Messer, Fort, McDonald	\$	(500.00)	\$	38,892.13	2127	Operating Account		
	11/2/2021			Messer, Fort, McDonald	\$	(500.00)	\$	38,392.13	2135	Operating Account		
	12/7/2021			Messer, Fort, McDonald	\$	(500.00)	\$	37,892.13	2150	Operating Account		
	1/11/2022			Messer, Fort, McDonald	\$	(500.00)	\$	37,392.13	2163	Operating Account		
	2/1/2022			Messer, Fort, McDonald	\$	(500.00)	\$	36,892.13	2170	Operating Account		
	3/1/2022			Messer, Fort, McDonald	\$	(500.00)	\$	36,392.13	2178	Operating Account		
	4/11/2022			Messer, Fort, McDonald	\$	(500.00)		35,892.13	2195	Operating Account		
	5/3/2022			Messer, Fort, McDonald	\$	(500.00)	\$	35,392.13	2200	Operating Account		
	6/1/2022			Messer, Fort, McDonald	\$	(500.00)		34,892.13	2215	Operating Account		
	7/11/2022			Messer, Fort, McDonald	2.2.2	(500.00)		34,392.13	2226	Operating Account		
	8/3/2022			Messer, Fort, McDonald		(500.00)		33,892.13	2233	Operating Account		
	9/14/2022			Messer, Fort, McDonald		(500.00)		33,392.13	2244	Operating Account		
	10/1/2022			Messer, Fort, McDonald		(500.00)		32,892.13	2251	Operating Account		
	11/15/2022			Messer, Fort, McDonald	\$	(500.00)		32,392.13	2261	Operating Account		
	12/8/2022			Messer, Fort, McDonald	100	(500.00)		31,892.13	2264	Operating Account		
	12/29/2022			Messer, Fort, McDonald	100	(500.00)		31,392.13	2269	Operating Account		
	2/6/2023			Messer, Fort, McDonald		(500.00)		30,892.13	2274	Operating Account		
	3/24/2023			Messer, Fort, McDonald		(500.00)		30,392.13	2285	Operating Account		
				Messer, Fort, McDonald	Ś	(500.00)			2292	Operating Account		
	5/8/2023			Messer, Fort, McDonald	1.22	(500.00)			2296	Operating Account		
	5/31/2023								2300	Operating Account		
	6/12/2023			Messer, Fort, McDonald	. 52	(500.00)		1.5	2300	Operating Account		
	7/5/2023			Messer, Fort, McDonald	\$	(500.00)		28,392.13				
	8/10/2023			Messer, Fort, McDonald		(500.00)			2311	Operating Account		
	9/8/2023			Messer Fort	\$	(500.00)			2317	Operating Account		
	9/27/2023			Messer Fort	\$	(500.00)			2323	Operating Account		
	11/2/2023			Messer Fort	\$	(500.00)			2333	Operating Account		
	12/13/2023			Messer Fort	\$	(500.00)			2337	Operating Account		
	1/25/2024			Messer Fort	\$	(500.00)			2349	Operating Account		
	2/16/2024			Messer Fort	\$	(500.00)			2357	Operating Account		
	3/1/2024			Messer Fort	\$	(500.00)			2361	Operating Account		
	4/10/2024			Messer Fort	\$	(500.00) (101,547.05)		23,892.13	2372	Operating Account ag Balance		\$ 23,89

4/30/2024

MESSER, FORT, McDONALD (new legal expenses)

		Invoice	Payment	Payment					Paid from	
nvoice #	Date	Amount	Recipient	Amount		Balance	Check #		Account	
0965	10/31/2023	\$ 1,044.00	Messer Fort	A	\$	1,044.00	1975 (SABID) - A			
	11/2/2023		Messer Fort	\$ (1,044.00)	\$		2332	Operating Account		
1194	12/8/2023	\$ 58.50	Messer Fort							
	12/13/2023		Messer Fort	\$ (58.50)	\$	-	2339	Operating Account		
1477	1/23/2024	\$ 175.50	Messer Fort							
	1/25/2024		Messer Fort	\$ (175.50)			2348	Operating Account		
1852	2/13/2024	\$ 344.77	Messer Fort							
	2/16/2024		Messer Fort	\$ (344.77)	\$	5	2356	Operating Account		
2029	2/26/2024	\$ 715.00	Messer Fort							
	2/28/2024		Messer Fort	\$ (715.00)	\$	2	2360	Operating Account		
2424	4/6/2024	\$ 58.50	Messer Fort							
	4/10/2024		Messer Fort	\$ (58.50)	2012		2371	Operating Account		
		\$ 2,396.27		\$ (2,396.27)	1		Remainin	g Balance		\$

ALL LEGAL EXPENSES				
Total Legal Fees	\$ 127,835.45 Total Payments	\$ (103,943.32)	Remaining Balance	\$ 23,892.13

** NOTE: See prior reports for additional start-up legal detail prior to January 2021**