



**CITY OF DOUBLE HORN
AGENDA
REGULAR MEETING
CITY COUNCIL
THURSDAY, AUGUST 8, 2024
7:00PM
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.

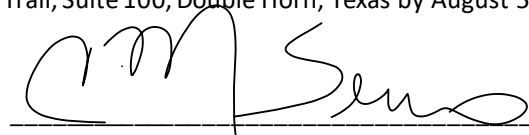
1. Call Meeting to Order
2. Rollcall to Confirm Quorum
3. Invocation
4. Pledge of Allegiance – U.S. & Texas
Texas Pledge: *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
5. Approval of Minutes – July 11, 2024, Regular Council Meeting
6. Citizen Comments – 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
2024-2025 Budget/Tax Rate Schedule & Open Items to Finalize Proposed Budget
 - B. Emergency Management Team Update

- C. Zoning & Ordinance Committee Update
 - i. Progress update and discussion regarding the proposed Building Code and Building Permit Process
- D. Flock Safety (cameras) Installation Plan update
- 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 signage for No Solicitation in the City of Double Horn at each entrance
- G. Discuss and consider approval of a **Contract for Election Services between the City of Double Horn and the Burnet County Elections Administrator**
- H. Discuss and consider approval of the **2024-2025 Joint Election Agreement for Burnet County Local Political Subdivisions**
- I. Discuss and consider approval of **Ordinance 2024-ORD044**, an ordinance **Ordering the November 5, 2024, City of Double Horn General Election** for the purpose of electing three aldermen
- J. Discuss and consider action to recruit a City Treasurer
- K. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments.
- L. 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 listed on the agenda, 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 August 5, 2024, by 7PM.



Cathy Sereno, Mayor

STATE OF TEXAS
COUNTY OF BURNET
CITY OF DOUBLE HORN

On this the 11th day of July 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 7:00 pm.
2. **Roll call to Confirm Quorum.** Mayor Cathy Sereno, Mayor Pro-Teem Millard and Aldermen Glen Stafford, Bob Schmitz, Laura Rathe and John Osborne were confirmed present by City Secretary Christina McDonald.
3. **Invocation.** Alderman Osborne gave the invocation.
4. **Pledge of Allegiance – U.S. & Texas.** Mayor Sereno led the pledges.
5. **Approval of Minutes of the June 13, 2024 Regular Council Meeting.** Alderman Stafford moved to approve the minutes as presented. Alderman Rathe seconded the motion. The minutes were approved by a unanimous vote (5-0).
6. **Citizen Comments.** There were no citizen comments.
7. **Regular Agenda**
 - A. **Treasurer's Report: Monthly Financial Reports.** Mayor Sereno reviewed the May Monthly Financial Report with the Council. Alderman Schmitz moved to sweep \$3,885.65 from the Property Tax Account to the Operating Account. Alderman Stafford seconded the motion. The motion carried by a vote of 5-0.
FY24-25 Budget Planning. After some discussion regarding budget planning, Council set a workshop for August 8, 2024, at 6:00 pm.
 - B. **Emergency Management Team Update.** No update was provided.
 - C. **Zoning & Ordinance Committee Update**
 - i. **Discuss Comprehensive Plan update & possible workshop.** Mayor Pro-Tem Millard stated he would like to schedule a Council workshop after the budget process is complete.
 - ii. **Progress update and discussion regarding the proposed Building Code and Building Permit Process.** Mayor Pro-Tem Millard stated that the proposed building code is being reviewed by legal and will be brought to the Council at a future meeting for review and approval.
 - D. **Flock Safety (cameras) Installation Plan update.** Alderman Stafford provided an update, stating that installation at Vista View and High Plains is scheduled for July 12.

- 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.** Alderman Schmitz stated that a tour of the Bamberger Ranch is scheduled for July 12 and that 25 participants had signed up.
- F. **Discuss and consider action to approve the City of Double Horn Policy & Procedure Manual, Section 1, Financial.** Mayor Sereno reviewed the financial section with Council. After some discussion, Mayor Pro-Tem Millard moved to approve Section 1. Financial of the Policy & Procedure Manual with the changes discussed. Alderman Schmitz seconded the motion which was approved by a unanimous vote (5-0).
- G. **Discuss and consider action to approve the Texas Municipal League Intergovernmental Risk Pool Cyber Liability and Data Breach Response Interlocal Agreement.** Mayor Sereno presented the agreement to the Council, recommending the CORE Plan at an annual cost of \$1000. Alderman Rathe made a motion to authorize Mayor Sereno to sign the TML Cyber Liability and Data Breach Response Interlocal Agreement. Alderman Osborne seconded the motion. The motion carried by a vote of 5-0.
- H. **Discuss and consider action to prepare for the November 5, 2024, General Election.** Mayor Sereno stated the terms of Aldermen Stafford, Millard and Osborne expire in November. It was noted the candidate filing period for the November Election is July 20 through August 19. City Secretary stated an Ordinance to order the election is scheduled for the August 8 Council agenda.
- I. **Discuss and consider action to recruit a City Treasurer.** No action was taken.
- J. **Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet.** City Secretary Christina McDonald confirmed office coverage for the month of July.
- K. **Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council.** Several items were discussed related to the next regular meeting agenda.
8. **Adjournment.** There being no further business to discuss, Alderman Rathe moved to adjourn. The motion was seconded by Alderman Schmitz. The meeting was adjourned at 8:14 pm.

Cathy Sereno, Mayor

ATTEST:

Christina McDonald, City Secretary

July
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
8/8/2024



City of Double Horn

Balance Sheet

As of July 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	61,864.76
1005 Property Tax	297.94
1010 Reserve Account	22,516.74
Total Bank Accounts	\$84,679.44
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$84,679.44
TOTAL ASSETS	\$84,679.44
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	22,392.13
Total Accounts Payable	\$22,392.13
Credit Cards	
2301 TCM Bank Visa Credit Card	0.00
2302 Costco CitiBank Credit Card	206.00
Total Credit Cards	\$206.00
Other Current Liabilities	
2160 Payroll Tax Payable	0.00
2161 FICA Taxes Payable	0.00
2164 SUTA payable	0.00
Total 2160 Payroll Tax Payable	0.00
2171 Accrued Expenses	198.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$198.00
Total Current Liabilities	\$22,796.13
Total Liabilities	\$22,796.13
Equity	
3000 Retained Earnings	29,857.52
3001 Opening Balance Equity	0.00
Net Income	32,025.79
Total Equity	\$61,883.31
TOTAL LIABILITIES AND EQUITY	\$84,679.44

City of Double Horn

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

July 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	297.94	7,290.90	-6,992.96	4.09 %
4002 Permits and Fees		83.33	-83.33	
Total Income	\$297.94	\$7,374.23	\$-7,076.29	4.04 %
GROSS PROFIT	\$297.94	\$7,374.23	\$-7,076.29	4.04 %
Expenses				
6000 Salaries & Wages	882.36	2,012.40	-1,130.04	43.85 %
6010 Taxes - payroll	67.50	154.27	-86.77	43.75 %
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	7.76	83.33	-75.57	9.31 %
6140 Software	99.00	166.67	-67.67	59.40 %
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	140.50	143.00	-2.50	98.25 %
6260 Insurance - TML		345.00	-345.00	
6270 Utilities	57.74	75.00	-17.26	76.99 %
6280 Legal & Professional Fees	366.00	1,000.00	-634.00	36.60 %
6290 Consulting Services		250.00	-250.00	
6300 Accounting	495.00	300.00	195.00	165.00 %
6400 Membership Fees	160.00	83.33	76.67	192.01 %
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		125.00	-125.00	
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	\$4,275.86	\$9,605.07	\$-5,329.21	44.52 %
NET OPERATING INCOME	\$-3,977.92	\$-2,230.84	\$-1,747.08	178.31 %
NET INCOME	\$-3,977.92	\$-2,230.84	\$-1,747.08	178.31 %

City of Double Horn

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

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	86,931.70	87,490.79	-559.09	99.36 %
4002 Permits and Fees	1,326.50	1,000.00	326.50	132.65 %
Total Income	\$88,258.20	\$88,490.79	\$-232.59	99.74 %
GROSS PROFIT	\$88,258.20	\$88,490.79	\$-232.59	99.74 %
Expenses				
6000 Salaries & Wages	6,478.41	24,148.80	-17,670.39	26.83 %
6010 Taxes - payroll	495.60	1,851.24	-1,355.64	26.77 %
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	210.38	1,000.00	-789.62	21.04 %
6140 Software	1,323.18	2,000.00	-676.82	66.16 %
6205 Cleaning Service	1,500.00	1,800.00	-300.00	83.33 %
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	18,500.00	22,200.00	-3,700.00	83.33 %
6250 Internet/Phone	1,531.36	1,716.00	-184.64	89.24 %
6260 Insurance - TML	4,210.66	4,140.00	70.66	101.71 %
6270 Utilities	674.22	900.00	-225.78	74.91 %
6280 Legal & Professional Fees	3,765.77	12,000.00	-8,234.23	31.38 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	4,090.00	3,600.00	490.00	113.61 %
6400 Membership Fees	861.00	1,000.00	-139.00	86.10 %
6410 Legal Posting	312.00	1,000.00	-688.00	31.20 %
6411 Advertising/Promotional		1,500.00	-1,500.00	
6430 Tax Collection Fees	1,000.53	1,350.00	-349.47	74.11 %
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	9,144.18	26,000.00	-16,855.82	35.17 %
Total Expenses	\$56,915.65	\$115,261.04	\$-58,345.39	49.38 %
NET OPERATING INCOME	\$31,342.55	\$-26,770.25	\$58,112.80	-117.08 %
NET INCOME	\$31,342.55	\$-26,770.25	\$58,112.80	-117.08 %

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

7/31/2024

MESSER, FORT, McDONALD (start-up legal w/ payment plan) **

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
13334	1/12/2021	\$ 750.00	Messer, Fort, McDonald		\$ 27,441.50		
	1/18/2021		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,441.50	2057	Operating Account
13455	2/8/2021	\$ 5,335.80	Messer, Fort, McDonald		\$ 27,777.30		
	2/23/2021		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,777.30	2065	Operating Account
13735	3/12/2021	\$ 3,474.00	Messer, Fort, McDonald		\$ 26,251.30		
	3/12/2021		Messer, Fort, McDonald	\$ (2,500.00)	\$ 23,751.30	2071	Operating Account
13871	4/7/2021	\$ 6,852.25	Messer, Fort, McDonald		\$ 30,603.55		
	4/9/2021		Messer, Fort, McDonald	\$ (2,500.00)	\$ 28,103.55	2079	Operating Account
14118	5/12/2021	\$ 7,722.00	Messer, Fort, McDonald		\$ 35,825.55		
	5/20/2021		Messer, Fort, McDonald	\$ (10,000.00)	\$ 25,825.55	2091	Operating Account
14338	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
14610	7/14/2021	\$ 4,366.96	Messer, Fort, McDonald		\$ 29,535.17		
14774	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
14966	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	\$ (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	\$ (500.00)	\$ 31,892.13	2264	Operating Account
	12/29/2022		Messer, Fort, McDonald	\$ (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
	5/8/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 29,892.13	2292	Operating Account
	5/31/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 29,392.13	2296	Operating Account
	6/12/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 28,892.13	2300	Operating Account
	7/5/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 28,392.13	2303	Operating Account
	8/10/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 27,892.13	2311	Operating Account
	9/8/2023		Messer Fort	\$ (500.00)	\$ 27,392.13	2317	Operating Account
	9/27/2023		Messer Fort	\$ (500.00)	\$ 26,892.13	2323	Operating Account
	11/2/2023		Messer Fort	\$ (500.00)	\$ 26,392.13	2333	Operating Account
	12/13/2023		Messer Fort	\$ (500.00)	\$ 25,892.13	2337	Operating Account
	1/25/2024		Messer Fort	\$ (500.00)	\$ 25,392.13	2349	Operating Account
	2/16/2024		Messer Fort	\$ (500.00)	\$ 24,892.13	2357	Operating Account
	3/1/2024		Messer Fort	\$ (500.00)	\$ 24,392.13	2361	Operating Account
	4/10/2024		Messer Fort	\$ (500.00)	\$ 23,892.13	2372	Operating Account
	5/7/2024		Messer Fort	\$ (500.00)	\$ 23,392.13	2378	Operating Account
	6/13/2024		Messer Fort	\$ (500.00)	\$ 22,892.13	2385	Operating Account
	7/3/2024		Messer Fort	\$ (500.00)	\$ 22,392.13	2390	Operating Account
		\$ 125,439.18		\$ (103,047.05)		Remaining Balance	\$ 22,392.13

MESSER, FORT, McDONALD (new legal expenses)

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
20965	10/31/2023	\$ 1,044.00	Messer Fort		\$ 1,044.00		
	11/2/2023		Messer Fort	\$ (1,044.00)	\$ -	2332	Operating Account
21194	12/8/2023	\$ 58.50	Messer Fort		\$ -	2339	Operating Account
	12/13/2023		Messer Fort	\$ (58.50)	\$ -		
21477	1/23/2024	\$ 175.50	Messer Fort		\$ -	2348	Operating Account
	1/25/2024		Messer Fort	\$ (175.50)	\$ -		
21852	2/13/2024	\$ 344.77	Messer Fort		\$ -	2356	Operating Account
	2/16/2024		Messer Fort	\$ (344.77)	\$ -		
22029	2/26/2024	\$ 715.00	Messer Fort		\$ -	2360	Operating Account
	2/28/2024		Messer Fort	\$ (715.00)	\$ -		
22424	4/6/2024	\$ 58.50	Messer Fort		\$ -	2371	Operating Account
	4/10/2024		Messer Fort	\$ (58.50)	\$ -		
22585	5/3/2024	\$ 741.00	Messer Fort		\$ -	2377	Operating Account
	5/7/2024		Messer Fort	\$ (741.00)	\$ -		
22933	6/7/2024	\$ 262.50	Messer Fort		\$ -	2386	Operating Account
	6/13/2024		Messer Fort	\$ (262.50)	\$ -		
23230	7/1/2024	\$ 366.00	Messer Fort		\$ -	2389	Operating Account
	7/3/2024		Messer Fort	\$ (366.00)	\$ -		
		\$ 3,765.77		\$ (3,765.77)		Remaining Balance	\$ -

ALL LEGAL EXPENSES

Total Legal Fees	\$ 129,204.95	Total Payments	\$ (106,812.82)	Remaining Balance	\$ 22,392.13
------------------	---------------	----------------	-----------------	-------------------	--------------

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