



## CITY OF DOUBLE HORN

### AGENDA

REGULAR MEETING  
CITY COUNCIL  
THURSDAY JUNE 11, 2020  
7:00PM

**TELECONFERENCE CALL: PURSUANT TO SECTION 551.127 OF THE TEXAS GOVERNMENT CODE, AND IN CONJUNCTION WITH THE GUIDANCE AND PROVISIONS PROVIDED BY THE GOVERNOR OF TEXAS IN THE DECLARATION OF DISASTER ENACTED MARCH 13, 2020, MEMBERS OF THE CITY COUNCIL SHALL BE PARTICIPATING REMOTELY IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT, AS TEMPORARILY MODIFIED BY THE GOVERNOR, AND COUNCIL RULES OF PROCEDURE. THERE WILL BE NO PHYSICAL LOCATION FOR THE MEETING. MEMBERS OF THE PUBLIC MAY PARTICIPATE BY JOINING AT: 866-607-3969 (NO PIN REQUIRED)**

**Members of the public will be allowed to speak on any agenda item during citizen comments, however, enforcement to the time limit (3 MINUTES) on comments will be enforced. Citizens wishing to speak during citizen comments or on a particular agenda item need to notify the City Secretary at: [CITYSECRETARY@DOUBLEHORNTX.ORG](mailto:CITYSECRETARY@DOUBLEHORNTX.ORG) by 6:00 p.m. on JUNE 10TH (WEDNESDAY).**

1. Call Meeting to Order
2. Rollcall to Confirm Quorum
3. Invocation
4. Pledge of Allegiance – U.S. & Texas
5. Approval of Minutes – 5/14/2020 Regular City 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

- 1) Monthly Financial Reports
- 2) Installation of QuickBooks – Status Update
- B. Emergency Management Team Update
- C. Discuss and consider action on the placement of water storage tanks for fire suppression to protect commercial and residential property and the safety of all
- D. Zoning & Ordinance Committee Update:
  - 1) Discuss and consider action on proposed amendments to Double Horn Zoning Ordinance requested by attorney representing Spicewood Crushed Stone
  - 2) Discuss and consider action on a resolution creating a code enforcement official for the City of Double Horn, and establishing job responsibilities, requirements, and title
- E. Review, discuss and consider action on the permit (document) approved (May 14<sup>th</sup> Council Meeting action) for Spicewood Crushed Stone’s Partial Exemption Application to Conduct Blasting for Calendar Year 2020.
- F. Discuss and consider action on the waiver request submitted by Spicewood Crushed Stone to reduce blasting setback to 300 feet along the Northern and a portion of the Northeastern border
- G. Discuss and consider action to approve contract between City of Double Horn and Integrated Geotechnical Solutions, Inc. (IGS) for 3<sup>rd</sup> party monitoring services.
- H. Discuss and consider action to fill open position on City Council created by the resignation of Ms. Gwen Stirling
- I. Discuss and consider action on the installation of Air Monitor #4
- J. Discuss and consider action required in preparation for 2020-2021 Budget Planning Cycle
- K. Discuss and consider action required in preparation for November 2020 Election Cycle
- L. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council.
8. Close Regular Meeting
9. Open Executive Session.

Executive session in accordance with the Texas Government Code, Section 551.071 – Consultation with Attorney on pending litigation or on a matter in which the Attorney has a duty to the City under the Texas Disciplinary Rules of Professional Conduct that clearly conflicts with the provisions of the Open Meetings Law. The Council may require the citizens to vacate the meeting room during the executive session.

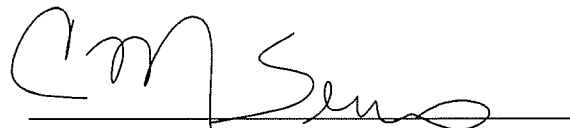
  - i) Consultation with Attorney regarding City’s role and responsibility related to Petition for Consent to the Creation of South Burnet County Municipal Utility Districts (3) located in City’s ETJ
10. Close Executive Session
11. Open Regular Meeting

12. Consider action, if any, from Executive Session

13. Adjournment

**The Council may go into closed session at any time to discuss an item on the agenda when permitted by Chapters 418 or 551, Texas Government Code, or Section 321.3022 of the Texas Tax Code. Before going into closed session a quorum of the Council must be assembled in the meeting room, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551 or 418, Texas Government Code, or Section 321.3022 of the Texas Tax Code authorizing the closed session**

I certify that the above notice of meeting was posted at 7901 CR 404, Spicewood, Texas on the 8th day of June 2020 by 7PM.

A handwritten signature in black ink, appearing to read 'Cathy Sereno', written over a horizontal line.

Cathy Sereno, Mayor

**MAY 2020**  
**FINANCIAL AGENDA PACKET**  
**CITY OF DOUBLE HORN**  
**REGULAR MEETING of CITY COUNCIL**  
**6/11/2020**



City of Double Horn

FY2019 - 20 Monthly Revenue & Expense Report

As of: 05/31/20

Actuals:

| ACCOUNT                                  | Budget             | Oct                | Nov                | Dec                | Jan                 | Feb                | Mar                | Apr                | May              | Jun         | Jul              | Aug         | Sep         | FYTD                | % Budget       |
|--|--------------------|--------------------|--------------------|--------------------|---------------------|--------------------|--------------------|--------------------|------------------|-------------|------------------|-------------|-------------|---------------------|----------------|
| <b>REVENUE</b>                           |                    |                    |                    |                    |                     |                    |                    |                    |                  |             |                  |             |             |                     |                |
| Ad Valorem/Property Taxes                | \$64,132.73        | \$ -               | \$ 4,638.72        | \$16,669.47        | \$ 29,829.15        | \$ 7,324.63        | \$ 1,174.85        | \$ 1,308.72        | \$ 318.26        |             |                  |             |             | \$ 61,263.80        | 95.53%         |
| Donations - General                      | \$ -               | \$ -               | \$ 200.00          | \$ 5,572.56        | \$ -                | \$ 40.00           | \$ -               | \$ -               | \$ 94.97         |             |                  |             |             | \$ 5,907.53         | N/A            |
| Donations - Legal Defense                |                    |                    |                    |                    |                     |                    |                    |                    |                  |             |                  |             |             | \$ -                | N/A            |
| Donations - Expense Reimbursements       | \$ -               | \$ 180.00          | \$ 54.08           | \$ 399.50          | \$ -                | \$ -               | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ 633.58           | N/A            |
| Grants                                   |                    |                    |                    |                    |                     |                    |                    |                    |                  |             |                  |             |             | \$ -                | N/A            |
| Fees                                     |                    |                    |                    |                    |                     |                    |                    |                    |                  |             |                  |             |             | \$ -                | N/A            |
| Interest                                 |                    |                    |                    |                    |                     |                    |                    |                    |                  |             |                  |             |             | \$ -                | N/A            |
| Insurance Proceeds                       |                    |                    |                    |                    |                     |                    |                    |                    |                  |             |                  |             |             | \$ -                | N/A            |
| Other                                    | \$ -               | \$ 0.67            | \$ -               | \$ 50.00           | \$ -                | \$ -               | \$ 94.97           | \$ -               | \$ (94.97)       |             |                  |             |             | \$ 50.67            | N/A            |
| <b>Total Revenue</b>                     | <b>\$64,132.73</b> | <b>\$ 180.67</b>   | <b>\$ 4,892.80</b> | <b>\$22,691.53</b> | <b>\$ 29,829.15</b> | <b>\$ 7,364.63</b> | <b>\$ 1,269.82</b> | <b>\$ 1,308.72</b> | <b>\$ 318.26</b> | <b>\$ -</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 67,855.58</b> | <b>105.80%</b> |
| <b>EXPENSES</b>                          |                    |                    |                    |                    |                     |                    |                    |                    |                  |             |                  |             |             |                     |                |
| Salary & Wages - City Secretary          | \$11,700.00        | \$ -               | \$ -               | \$ -               | \$ -                | \$ -               | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ -                |                |
| Employer Payroll Tax                     | \$ -               | \$ -               | \$ -               | \$ -               | \$ -                | \$ -               | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ -                |                |
| Training & Travel                        | \$ 1,200.00        | \$ -               | \$ -               | \$ 50.00           | \$ -                | \$ -               | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ 50.00            | 4.17%          |
| City Council Meeting Room Rental         | \$ 1,040.00        | \$ 180.00          | \$ -               | \$ 120.00          | \$ 60.00            | \$ 60.00           | \$ 60.00           | \$ -               | \$ -             |             |                  |             |             | \$ 480.00           | 46.15%         |
| City Hall Office Rental                  | \$ -               | \$ -               | \$ -               | \$ -               | \$ -                | \$ -               | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ -                |                |
| Utilities                                | \$ -               | \$ -               | \$ -               | \$ -               | \$ -                | \$ -               | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ -                |                |
| Office Equipment & Maintenance           | \$ -               | \$ -               | \$ -               | \$ -               | \$ -                | \$ -               | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ -                |                |
| Office Supplies                          | \$ 500.00          | \$ -               | \$ 54.08           | \$ 399.50          | \$ -                | \$ -               | \$ 240.70          | \$ -               | \$ 55.00         |             |                  |             |             | \$ 749.28           | 149.86%        |
| Computers                                | \$ 1,000.00        | \$ -               | \$ -               | \$ -               | \$ -                | \$ -               | \$ -               | \$ 593.16          | \$ -             |             |                  |             |             | \$ 593.16           | 59.32%         |
| Software                                 | \$ 200.00          | \$ -               | \$ -               | \$ -               | \$ -                | \$ -               | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ -                | 0.00%          |
| Phone                                    | \$ 250.00          | \$ -               | \$ -               | \$ -               | \$ -                | \$ -               | \$ -               | \$ 260.86          | \$ -             |             |                  |             |             | \$ 260.86           | 104.34%        |
| Website                                  | \$ 120.00          | \$ -               | \$ -               | \$ -               | \$ -                | \$ -               | \$ 210.05          | \$ -               | \$ -             |             |                  |             |             | \$ 210.05           | 175.04%        |
| Email Accounts                           | \$ 250.00          | \$ -               | \$ 388.92          | \$ -               | \$ -                | \$ -               | \$ -               | \$ -               | \$ 89.42         |             |                  |             |             | \$ 478.34           | 191.34%        |
| Accounting/CPA Fees                      | \$ 4,000.00        | \$ -               | \$ -               | \$ -               | \$ -                | \$ -               | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ -                | 0.00%          |
| City Attorney                            | \$ 8,000.00        | \$ -               | \$ -               | \$ -               | \$ -                | \$ -               | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ -                | 0.00%          |
| Legal Fees                               | \$15,000.00        | \$ 6,660.80        | \$ 7,531.40        | \$ 1,818.00        | \$ 4,513.63         | \$ 8,362.99        | \$ 1,068.00        | \$ 282.00          | \$ 84.00         |             |                  |             |             | \$ 30,320.82        | 202.14%        |
| Legal Fees - Retirement of Existing Debt | \$10,002.00        |                    |                    |                    |                     |                    |                    |                    |                  |             |                  |             |             |                     | 0.00%          |
| Burnet County Tax Collection Fees        | \$ 1,900.00        | \$ -               | \$ 1,078.00        | \$ -               | \$ 274.06           | \$ -               | \$ -               | \$ 274.06          | \$ -             |             |                  |             |             | \$ 1,900.18         | 100.01%        |
| Election Services Fees                   | \$ 400.00          | \$ -               | \$ -               | \$ -               | \$ 544.99           | \$ -               | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ 544.99           | 136.25%        |
| Newspaper/Notification Fees              | \$ -               | \$ -               | \$ -               | \$ 384.00          | \$ -                | \$ 780.00          | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ 1,164.00         |                |
| Insurance Prem (TML Intergovtl RiskPool) | \$ 980.00          | \$ -               | \$ -               | \$ 985.86          | \$ -                | \$ -               | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ 986.86           | 100.70%        |
| Texas Municipal League Mmbrshp Fee       | \$ 600.00          | \$ -               | \$ -               | \$ -               | \$ -                | \$ 591.00          | \$ -               | \$ -               | \$ -             |             |                  |             |             | \$ 591.00           | 98.50%         |
| <b>Total Expenses</b>                    | <b>\$57,142.00</b> | <b>\$ 6,840.80</b> | <b>\$ 9,052.40</b> | <b>\$ 3,758.36</b> | <b>\$ 5,392.68</b>  | <b>\$ 9,793.99</b> | <b>\$ 1,578.75</b> | <b>\$ 1,410.08</b> | <b>\$ 228.42</b> | <b>\$ -</b> | <b>\$ 274.06</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 38,329.54</b> | <b>67.08%</b>  |
| <b>Revenue Over/(Under) Expenditures</b> |                    | \$ (6,660.13)      | \$ (4,159.60)      | \$18,933.17        | \$ 24,436.47        | \$ (2,429.36)      | \$ (308.93)        | \$ (101.36)        | \$ 89.84         | \$ 0.00     | \$ (274.06)      | \$ 0.00     | \$ 0.00     | \$ 29,526.04        |                |

Note - Budget includes additional funds:

|   |                     |
|---|---------------------|
| General Fund                                | \$ 970.00           |
| Reserve Fund                                | \$ 6,020.73         |
| <b>Total Budgeted Expenses &amp; Funds:</b> | <b>\$ 64,132.73</b> |

**City of Double Horn FY2019 - 2020 Balance Sheet**

**5/31/2020**

**ASSETS**

Current Assets:

|                                     |    |           |
|-------------------------------------|----|-----------|
| Cash in Bank - Operating (2038)     | \$ | 64,467.05 |
| Cash in Bank - Legal Defense (5404) | \$ | 145.95    |
| Cash in Bank - Tax Revenues (9060)  | \$ | 1,534.46  |
| Total Cash                          | \$ | 66,147.46 |
| Gift Card                           | \$ | 50.00     |
| Accounts Receivable - from Taxes    | \$ | 2,868.93  |

**TOTAL ASSETS**

**\$ 69,066.39**

**LIABILITIES**

Current Liabilities:

|                                  |    |           |
|----------------------------------|----|-----------|
| Accounts Payable - Legal         | \$ | 42,996.50 |
| Accounts Payable - BCAD (2020)   | \$ | 274.06    |
| Accounts Payable - Payroll (Feb) | \$ | 600.00    |
| Accounts Payable - Payroll (Mar) | \$ | 687.50    |
| Accounts Payable - Payroll (Apr) | \$ | 743.75    |
| Accounts Payable - Payroll (May) | \$ | 775.00    |

**TOTAL LIABILITIES**

**\$ 46,076.81**

**NET**

**\$ 22,989.58**

**City of Double Horn Legal Expense & Payment Summary FY2019 - 2020**

5/31/2020

| Invoice #                      | Date       | Invoice Amount | Payment Recipient | Payment Amount | Balance          | Check #                  | Paid from Account |
|--------------------------------|------------|----------------|-------------------|----------------|------------------|--------------------------|-------------------|
| <b>AKERS &amp; AKERS</b>       |            |                |                   |                |                  |                          |                   |
| 4730                           | 4/19/2019  | \$ 16,622.50   |                   | \$             | 16,622.50        |                          |                   |
| 4763                           | 5/17/2019  | \$ 1,826.93    |                   | \$             | 18,449.43        |                          |                   |
| 4799                           | 6/3/2019   |                | Akers & Akers LLP | \$ (10,000.00) | 8,449.43         | 1002                     | Operating Account |
|                                | 6/19/2019  | \$ 2,251.60    |                   | \$             | 10,701.03        |                          |                   |
|                                | 7/17/2019  |                | Akers & Akers LLP | \$ (2,000.00)  | 8,701.03         | 1004                     | Operating Account |
|                                | 8/4/2019   | \$ 531.22      |                   | \$             | 9,232.25         |                          |                   |
|                                | 9/19/2019  |                | Akers & Akers LLP | \$ (2,000.00)  | 7,232.25         | 1001                     | Legal Defense     |
|                                | 10/22/2019 |                | Akers & Akers LLP | \$ (7,232.25)  |                  | 1008                     | Operating Account |
| <b>Total Akers &amp; Akers</b> |            |                |                   | \$             | <b>21,232.25</b> | <b>Remaining Balance</b> |                   |
|                                |            |                |                   | \$             |                  | <b>\$ -</b>              |                   |
|                                |            |                |                   |                |                  | <b>Paid in Full</b>      |                   |

**MESSER, FORT, McDONALD**

|       |            |              |                        |               |                  |                          |                   |
|-------|------------|--------------|------------------------|---------------|------------------|--------------------------|-------------------|
| 10107 | 7/6/2019   | \$ 14,330.20 | Messer, Fort, McDonald | \$            | 14,330.20        |                          |                   |
| 10290 | 9/5/2019   | \$ 11,113.23 | Messer, Fort, McDonald | \$            | 25,443.43        |                          |                   |
| 10526 | 10/7/2019  | \$ 6,660.80  | Messer, Fort, McDonald | \$            | 32,104.23        |                          |                   |
|       | 10/22/2019 |              | Messer, Fort, McDonald | \$ (2,767.75) | 29,336.48        | 1009                     | Operating Account |
| 10677 | 11/11/2019 | \$ 7,531.40  | Messer, Fort, McDonald | \$            | 36,867.88        |                          |                   |
| 10889 | 12/10/2019 | \$ 1,818.00  | Messer, Fort, McDonald | \$            | 38,685.88        |                          |                   |
| 11158 | 1/16/2020  | \$ 4,513.63  | Messer, Fort, McDonald | \$            | 43,199.51        |                          |                   |
|       | 1/17/2020  |              | Messer, Fort, McDonald | \$ (5,000.00) | 38,199.51        | 1018                     | Operating Account |
| 11253 | 2/7/2020   | \$ 8,362.99  | Messer, Fort, McDonald | \$            | 46,562.50        |                          |                   |
|       | 3/4/2020   |              |                        | \$ (5,000.00) | 41,562.50        | 2001                     | Operating Account |
| 11381 | 3/5/2020   | \$ 1,068.00  | Messer, Fort, McDonald | \$            | 42,630.50        |                          |                   |
| 11558 | 4/2/2020   | \$ 282.00    | Messer, Fort, McDonald | \$            | 42,912.50        |                          |                   |
| 11780 | 5/5/2020   | \$ 84.00     | Messer, Fort, McDonald | \$            | 42,996.50        |                          |                   |
|       |            |              |                        | \$            | <b>55,764.25</b> | <b>Remaining Balance</b> |                   |
|       |            |              |                        | \$            |                  | <b>\$ 42,996.50</b>      |                   |

**ALL LEGAL EXPENSES**

|                  |    |           |                |    |             |                   |    |           |
|------------------|----|-----------|----------------|----|-------------|-------------------|----|-----------|
| Total Legal Fees | \$ | 76,996.50 | Total Payments | \$ | (34,000.00) | Remaining Balance | \$ | 42,996.50 |
|------------------|----|-----------|----------------|----|-------------|-------------------|----|-----------|