

CITY OF DOUBLE HORN

AGENDA

REGULAR MEETING CITY COUNCIL THURSDAY DECEMBER 10, 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: <a href="https://citysecretary.com/citysecret

- 1. Call Meeting to Order
- 2. Rollcall to Confirm Quorum
- 3. Invocation
- 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.
- $5. \quad \text{Approval of Minutes} 11/12/2020 \ \text{Regular Council Meeting} \ \& \ 11/23/2020 \ \text{Special Council Meeting}$
- 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
- B. Emergency Management Team Update
- C. Zoning & Ordinance Committee Update:
- D. Discuss status of City Office lease status and steps required to prepare office space
- E. Discuss and consider action on approving TMLIRP quote for Liability Insurance required for City Office
- F. Discuss and consider action on seismic monitor, update to be provided by RG Carver
- G. Discuss and consider action to schedule meeting with Jill Shackelford
- H. Discuss and consider action on FY2019-2020 State of the City presentation document
- I. Discuss and consider action on the renewal of Spicewood Crushed Stone's Blasting Permit for 2021
- J. 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, or teleconference line, during the executive session (alternatively a private line may be opened for executive session).

- i) Consultation with Attorney regarding Litigation: State of Texas v. Double Horn et al.
- 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 7th day of December 2020 by 7PM.

Cathy Sereno, Mayor

Item 7A1

NOVEMBER FINANCIAL AGENDA PACKET CITY OF DOUBLE HORN REGULAR MEETING of CITY COUNCIL 12/10/2020



City of Double Horn Budget vs. Actuals: City of Double Horn 2020-2021

October 2020 - September 2021

	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	Budget
Income)	•		1	•			•
1020 Ad Valorem Taxes		5,525.64	0.00%	4,063.73	5,525.63	73.54%	4,063.73	66,307.61	6.13%
1070 Permits and Fees		83.33	0:00%		83.33	0:00%	00:00	1,000.00	0.00%
Total Income	\$ 0.00	\$ 5,608.97	0.00%	\$ 4,063.73	\$ 5,608.96	72.45%	\$ 4,063.73	\$ 67,307.61	6.04%
Gross Profit	\$ 0.00	\$ 5,608.97	0.00%	\$ 4,063.73	\$ 5,608.96	72.45%	\$ 4,063.73	\$ 67,307.61	6.04%
Expenses									
1110 Salaries & Wages	557.28	1,083.33	51.44%	864.95	1,083.33	79.84%	2,548.40	13,000.00	19.60%
1120 Training and Travel		41.67	0:00%		41.67	0.00%	00:00	500.00	0.00%
1125 Rent or Lease of Buildings		800.00	0.00%		800.00	0.00%	800:00	9,600.00	8.33%
1130 Utilities		100.00	0.00%		100.00	0.00%	00:0	1,200.00	0.00%
1135 Internet		100.00	0.00%		100.00	0.00%	0.00	1,200.00	0.00%
1140 Computer Equipment		41.67	0:00%		41.67	0.00%	00:0	500.00	0.00%
1160 Phone Expense	25.07	29.17	85.94%	25.07	29.17	85.94%	50.14	350.00	14.33%
1170 Website Expense		20.83	0.00%		20.83	0:00%	00:00	250.00	0.00%
1180 Email Expenses		45.83	%00:0		45.83	0.00%	0.00	550.00	0.00%
1190 Accounting	119.00	454.17	26.20%	70.00	454.17	15.41%	189.00	5,450.00	3.47%
1220 Legal & Professional Fees	2,214.00	2,106.05	105.13%	4,500.00	2,106.05	213.67%	6,714.00	25,272.61	26.57%
1240 Tax Collection Fees	274.06	100.00	274.06%	268.73	100.00	268.73%	542.79	1,200.00	45.23%
1250 Election Fees		6.25	%00:0		6.25	0:00%	0.00	75.00	0.00%
1260 Legal Posting	228.00	125.00	182.40%		125.00	0.00%	228.00	1,500.00	15.20%
1270 Insurance - TML		82.50	%00:0	1,035.86	82.50	1255.59%	1,035.86	00.066	104.63%
1275 Workmans Comp Insurance	102.90	25.00	411.60%		25.00	0:00%	102.90	300.00	34.30%
1280 Membership Fees	50.00	54.17	92.30%		54.17	0.00%	50.00	650.00	7.69%
1420 Software		29.17	%00:0		29.17	0:00%	0.00	350.00	0.00%
1655 Municipal Court Costs		41.67	%00:0		41.67	0.00%	0.00	200.00	0.00%
1660 Consulting Services		58.33	%00.0		58.33	0.00%	0.00	700.00	0.00%
6055 Code Enforcement		79.17	0.00%		79.17	0:00%	00:00	950.00	0.00%
6235 Rent/Meeting Expenses 6345 Office Equipment and	35.00	60.00	58.33%		90.00	%00.0	35.00	720.00	4.86%
Maintenance		62.50	0.00%		62.50	0:00%	00:00	750.00	0.00%
6355 Supplies - office	0.00	62.50	%00:0		62.50	0:00%	00:00	750.00	0.00%
Total Expenses	\$ 3,605.31	\$ 5,608.98	64.28%	\$ 6,764.61	\$ 5,608.98	120.60%	\$ 12,296.09	\$ 67,307.61	18.27%
Not Operating Income	-\$ 3.605.31	-\$		-\$ 2,700.88	-\$ 0.02		SE CEC 8 2	9	



City of Double Horn

BALANCE SHEET

As of November 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	7,281.93
1005 Property Tax	10,543.29
1010 Reserve Account	6,020.73
Total Bank Accounts	\$23,845.95
Total Current Assets	\$23,845.95
TOTAL ASSETS	\$23,845.95
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	24,543.41
Total Accounts Payable	\$24,543.41
Other Current Liabilities	
2160 Payroll tax payable	132.34
2170 SUTA payable	208.14
Total Other Current Liabilities	\$340.48
Total Current Liabilities	\$24,883.89
Total Liabilities	\$24,883.89
Equity	\$ -1,037.94
TOTAL LIABILITIES AND EQUITY	\$23,845.95

Note

Note: Property Tax Revenue is not setup as a receivable (different from last year's format).

City of	City of Double Horn Legal Expense & Payment	ense {		Summary FY2020 - 2021	2021				11/30/2020
			Invoice	Payment	Payment			Paid from	
Invoice # Date	Date		Amount	Recipient	Amount	Balance	Check#	Account	
AKERS & AKERS	KERS								
4730	4/19/2019	\$	16,622.50		\$	16,622.50			
4763	5/17/2019	∽	1,826.93		⋄	18,449.43			
	6/3/2019		Ake	Akers & Akers LLP \$	(10,000.00) \$	8,449.43	1002	Operating Account	
4799	6/19/2019	\$	2,251.60		\$	10,701.03			
	7/17/2019		Ake	Akers & Akers LLP \$	(2,000.00) \$	8,701.03	1004	Operating Account	
	8/4/2019	ςş	531.22		₹ \$	9,232.25			
	9/19/2019		Ake	Akers & Akers LLP \$	(2,000.00) \$	7,232.25	1001	Legal Defense	
	10/22/2019		Ake	Akers & Akers LLP \$	(7,232.25)		1008	Operating Account	
	Total Akers & Akers	⋄	21,232.25	φ.	(21,232.25)	••	Remaining Balance	3alance	· ·
									Paid in Full

MESSEF	MESSER, FORT, McDONALD									
10107	7/6/2019	\$	14,330.20	 Messer, Fort, McDonald 		❖	14,330.20			
10290	9/5/2019	\$	11,113.23	3 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	Ş	(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	3 Messer, Fort, McDonald		\$	43,199.51			
	1/17/2020			Messer, Fort, McDonald	❖	\$ (00.000'5)	38,199.51	1018	Operating Account	
11253	2/7/2020	\$	8,362.99	9 Messer, Fort, McDonald		\$	46,562.50			
	3/4/2020			Messer, Fort, McDonald	\$	\$ (00.000,5)	41,562.50	2001	Operating Account	
11381	3/5/2020	s	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			
	6/1/2020			Messer, Fort, McDonald	\$	\$ (00.000,5)	37,996.50	2012	Operating Account	
11940	6/2/2020	❖	5,388.00) Messer, Fort, McDonald		\$	43,384.50			
	6/12/2020			Messer, Fort, McDonald	\$	\$ (2,002.00)	38,382.50	2014	Operating Account	
12148	7/9/2020	❖	2,796.00) Messer, Fort, McDonald		\$	41,178.50			
12363	8/11/2020	\$	3,402.00) Messer, Fort, McDonald		φ.	44,580.50			
	8/24/2020			Messer, Fort, McDonald	\$	\$ (00.000,01)	34,580.50	2025	Operating Account	
12562	9/10/2020	\$	2,835.00) Messer, Fort, McDonald		\$	37,415.50			
	9/11/2020			Messer, Fort, McDonald	s	(10,000.00) \$	27,415.50	2028	Operating Account	
12771	10/6/2020	s	2,214.00) Messer, Fort, McDonald		\$	29,629.50			
	10/12/2020			Messer, Fort, McDonald	ጭ	\$ (00.000,5)	24,629.50	2037	Operating Account	
12935	11/6/2020	⋄	4,500.00) Messer, Fort, McDonald		\$	29,129.50			
	11/13/2020			Messer, Fort, McDonald	٠	\$ (00.000,5)	24,129.50	2044	Operating Account	
		❖	76,899.25	10	↔	(52,769.75)	_	Remainin	Remaining Balance	\$ 24,129.50
ALL LEG	ALL LEGAL EXPENSES								in the second se	

(74,002.00)

\$ 98,131.50 Total Payments

Total Legal Fees

\$ 24,129.50

Remaining Balance



General Liability Limit & Deductible Options

Member Name: Member ID: Contract Type: Coverage Type: Coverage Period:

Double Horn 3075 Liabëtiy Liabëtiy Package 10/01/2020 to 10/01/2021

Limit Each				Š	Aductible per Occurrence	CUTTANCE			
Occurrence	ō	9	8	2,500	5,000	10,000	25.000	20,000	
300,000	131	124	8	112	2	83	25	99	
200,000	951	149	145	137	Ñ	118	101	5 2	
1,000,000	5	124	2	21	3	8	22	8	And the second s
2 000,000	22	124	8	2	3	8	2	3	and the state of t
3,000,000	131	124	2	72	죷	8	22	\$	
5,000,000	E	124	8	5.	콜	8	12	8	
10,000,000	5	7.	ន្ទ	112	3	8	2	8	

Limit shown is each occurrence. Unless otherwise noted, avriual aggregate and its twice the each occurrence limit except limits over 5 million. 10 million aggregate applies to all occurrence limits over 5 million. Contributions represented on the grid are annual contributions. Estimates based on simple proration for other than an armual term may vary from actual calculated contributions due to rounding.

Theory

Spicewood Crushed Stone LLC

3490 FM 78 McQueeney, TX 78123 Phone (830) 557-5020 Fax (830) 557-5014

December 1st, 2020

City of Double Horn, Texas P.O. Box 727 Spicewood, TX 78669

RE: Blasting Permit Extension FY 2021

Dear Mayor Cathy Sereno:

Our records indicate that our Blasting Permit for the year 2020 is due to expire on December 31, 2020. Per City Ordinance No. 2019-ORD015, this permit is to be renewed automatically at the end of the fiscal year. Spicewood Crushed Stone is requesting our permit be renewed for 2021. I am enclosing the annual fee of \$1,000.00 as well as attaching an updated Certificate of Insurance. If you have any questions, feel free to contact me directly.

Sincerely,

Matthew Dalrymple

Matthew Jalrymple

Encl: Permit Fee COI

NCASHMAN

ACORD'

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/30/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in liquid of such and properties.

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ı	DUCE						CONTA NAME:	CT				
		Kiernan, Inc. Road					PHONE (A/C, No	o, Ext): (518) 2	244-4245	FAX (A/C, No):	(518)	244-4262
Eas	t Gre	enbush, NY 12061	1				E-MAIL ADDRE	SS:				
									SURER(S) AFFOR	RDING COVERAGE	·	NAIC #
							INSURE	RA:The Pho	oenix Insur	ance Company		25623
INS	URED						INSURE	Rв:The Tra	velers Inde	emnity Co		25658
		Spicewood C	rushed Stone L	LC			INSURE					
		3490 FM 78					INSURE					
		Mc Queeney,	TX 78123				INSURE		,			
							INSURE					
CC	VER	AGES	CER	TIFIC	CATE	NUMBER:				REVISION NUMBER:		4
Т	HIS I	S TO CERTIFY TH	AT THE POLICIE	s o	F INS	SURANCE LISTED BELOW	HAVE B	EEN ISSUED 1	TO THE INSUE	RED NAMED ABOVE FOR T	HE PO	LICY PERIOD
	NDICA ERTI	ATED. NOTWITHST FICATE MAY BE IS	'ANDING ANY R SUED OR MAY	EQU. PER	IREMI TAIN.	ENT, TERM OR CONDITION THE INSURANCE AFFORD LIMITS SHOWN MAY HAVE	V OF A	ANY CONTRAC	CT OR OTHER	R DOCUMENT WITH RESPE	CT TO	WHICH THIS
INSF		TYPE OF INSUR	RANCE	ADDL	SUBR WVD	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP	LIMIT	s	
A	Х	COMMERCIAL GENERA			,0			14000011111	JOHN POLITI	EACH OCCURRENCE	s	2,000,000
		CLAIMS-MADE	X OCCUR	х		CO2F961603		12/1/2020	12/1/2021	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	300,000
			***************************************	^`						MED EXP (Any one person)	\$	5,000
										PERSONAL & ADV INJURY	\$	2,000,000
	GEN	I'L AGGREGATE LIMIT A	PPLIES PER:							GENERAL AGGREGATE	\$	4,000,000
		POLICY X PRO-	X LOC							PRODUCTS - COMP/OP AGG	\$	4,000,000
		OTHER:			:					EBL AGGREGATE	s	4,000,000
Α	AUT	OMOBILE LIABILITY								COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000
	X	ANY AUTO				8101L30171A		12/1/2020	12/1/2021	BODILY INJURY (Per person)	\$	12
OWNED SCHEDULED AUTOS ONLY AUTOS									BODILY INJURY (Per accident)			
X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY										PROPERTY DAMAGE (Per accident)	\$	
		AG100 CIVET	AOTOS ONET							(i ei accident)	\$	
B X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION \$ 10,000									EACH OCCURRENCE	\$	10,000,000	
					CUP0P949772		12/1/2020	12/1/2021	AGGREGATE	_ \$	10,000,000	
		DED X RETENTIO	N\$ 10,000							NOONLOATE	\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY									PER OTH- STATUTE ER	Ψ		
										E.L. EACH ACCIDENT	\$	
	ANY PROPRIETOR/PARTHER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A						E.L. DISEASE - EA EMPLOYEE		
										E.L. DISEASE - POLICY LIMIT	s s	
										E.E. DISEAGE - FOLIGIT LIMIT	<u> </u>	
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KE:	Part	iai Exemption Perm	lit			101, Additional Remarks Schedul general lablity with respec						
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UE	<u> </u>	ICATE HOLDER					CANC	ELLATION				
		City of Double 102 Double H Double Horn,	orn Trail				THE	EXPIRATION	I DATE TH	ESCRIBED POLICIES BE CA EREOF, NOTICE WILL I Y PROVISIONS.		
		,					TOHTUA	RIZED REPRESEN	NTATIVE			

LOC #: 0



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

ADDITIONA		
AGENCY Rose & Kiernan, Inc.		NAMED INSURED Spicewood Crushed Stone LLC 3490 FM 78
POLICY NUMBER		Mc Queeney, TX 78123
SEE PAGE 1		
CARRIER	NAIC CODE	
SEE PAGE 1	SEE P 1	EFFECTIVE DATE: SEE PAGE 1
ADDITIONAL REMARKS	····	
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACC	ORD FORM,	
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liabil	ity Insurance	
Forms Noted General Liability: Contractors Xtend Endorsement CGI Blanket Additional Insured (Contractors) CGD246 0805 30 Day Notice of Cancellation provided	D316 (01/11) 5- Additional) - Additional Insured, and Waiver of Subrogation clauses included I Insured for Completed Operations, Primary Non Contributory
Commercial Auto: Blanket Additional Insured - Primar Business Auto Coverage Extension Form CA T9 60 (2/	y and Non-o 15) - Blanke	contributory with other insurance CAT474 2/16; New York t Waiver of Subrogation clause included
Commercial Umbrella Liablty Policy Excess Follow-Fo	rm and Umb	orella Liability Ins Form EU00 01
Workers Compensation: Waiver of Our Right to Recov	er WC0003	13
•		