



## 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: [CITYSECRETARY@DOUBLEHORNTX.ORG](mailto:CITYSECRETARY@DOUBLEHORNTX.ORG) by 6:00 p.m. on December 9<sup>th</sup> (WEDNESDAY).**

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 – 11/12/2020 Regular Council Meeting & 11/23/2020 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:

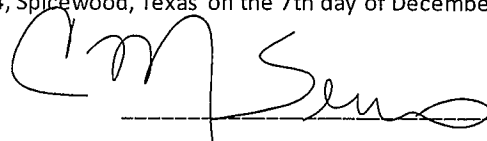
- A. Treasurer's Report
    - 1) Monthly Financial Reports
  - B. Emergency Management Team Update
  - C. Zoning & Ordinance Committee Update:
  - D. Discuss status of City Office lease status and steps required to prepare office space
  - E. Discuss and consider action on approving TMLIRP quote for 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

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



Item  
7A1

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

|                                       | Oct 2020            |                    |               | Nov 2020            |                    |                | Total               |                     |               |
|---------------------------------------|---------------------|--------------------|---------------|---------------------|--------------------|----------------|---------------------|---------------------|---------------|
|                                       | Actual              | Budget             | % of Budget   | Actual              | Budget             | % of Budget    | Actual              | Budget              | % of Budget   |
| <b>Income</b>                         |                     |                    |               |                     |                    |                |                     |                     |               |
| 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%          | 0.00                | 1,000.00            | 0.00%         |
| <b>Total Income</b>                   | <b>\$ 0.00</b>      | <b>\$ 5,608.97</b> | <b>0.00%</b>  | <b>\$ 4,063.73</b>  | <b>\$ 5,608.96</b> | <b>72.45%</b>  | <b>\$ 4,063.73</b>  | <b>\$ 67,307.61</b> | <b>6.04%</b>  |
| <b>Gross Profit</b>                   | <b>\$ 0.00</b>      | <b>\$ 5,608.97</b> | <b>0.00%</b>  | <b>\$ 4,063.73</b>  | <b>\$ 5,608.96</b> | <b>72.45%</b>  | <b>\$ 4,063.73</b>  | <b>\$ 67,307.61</b> | <b>6.04%</b>  |
| <b>Expenses</b>                       |                     |                    |               |                     |                    |                |                     |                     |               |
| 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%          | 0.00                | 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%          | 0.00                | 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%          | 0.00                | 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%          | 0.00                | 250.00              | 0.00%         |
| 1180 Email Expenses                   |                     | 45.83              | 0.00%         |                     | 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               | 0.00%         |                     | 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              | 0.00%         | 1,035.86            | 82.50              | 1255.59%       | 1,035.86            | 990.00              | 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              | 0.00%         |                     | 29.17              | 0.00%          | 0.00                | 350.00              | 0.00%         |
| 1655 Municipal Court Costs            |                     | 41.67              | 0.00%         |                     | 41.67              | 0.00%          | 0.00                | 500.00              | 0.00%         |
| 1660 Consulting Services              |                     | 58.33              | 0.00%         |                     | 58.33              | 0.00%          | 0.00                | 700.00              | 0.00%         |
| 6055 Code Enforcement                 |                     | 79.17              | 0.00%         |                     | 79.17              | 0.00%          | 0.00                | 950.00              | 0.00%         |
| 6235 Rent/Meeting Expenses            | 35.00               | 60.00              | 58.33%        |                     | 60.00              | 0.00%          | 35.00               | 720.00              | 4.86%         |
| 6345 Office Equipment and Maintenance |                     | 62.50              | 0.00%         |                     | 62.50              | 0.00%          | 0.00                | 750.00              | 0.00%         |
| 6355 Supplies - office                | 0.00                | 62.50              | 0.00%         |                     | 62.50              | 0.00%          | 0.00                | 750.00              | 0.00%         |
| <b>Total Expenses</b>                 | <b>\$ 3,605.31</b>  | <b>\$ 5,608.96</b> | <b>64.28%</b> | <b>\$ 6,764.61</b>  | <b>\$ 5,608.98</b> | <b>120.60%</b> | <b>\$ 12,296.09</b> | <b>\$ 67,307.61</b> | <b>18.27%</b> |
| <b>Net Operating Income</b>           | <b>-\$ 3,605.31</b> | <b>\$ 0.01</b>     |               | <b>-\$ 2,700.88</b> | <b>-\$ 0.02</b>    |                | <b>-\$ 8,232.36</b> | <b>\$ 0.00</b>      |               |



# City of Double Horn

## BALANCE SHEET

As of November 30, 2020

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

**Note**

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

**City of Double Horn Legal Expense & Payment Summary FY2020 - 2021**

11/30/2020

| 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   |                          |                   |
|                                | 6/3/2019   |                | 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  |                | 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> |            |                |                   | \$ 21,232.25   | \$ (21,232.25) | <b>Remaining Balance</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   |              | Messer, Fort, McDonald | \$ (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   |                          |                   |
|                                     | 6/1/2020   |              | Messer, Fort, McDonald | \$ (5,000.00)  | \$ 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 | \$ (5,002.00)  | \$ 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 |                | \$ 44,580.50   |                          |                   |
|                                     | 8/24/2020  |              | Messer, Fort, McDonald | \$ (10,000.00) | \$ 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 | \$ (10,000.00) | \$ 27,415.50   | 2028                     | Operating Account |
| 12771                               | 10/6/2020  | \$ 2,214.00  | Messer, Fort, McDonald |                | \$ 29,629.50   |                          |                   |
|                                     | 10/12/2020 |              | Messer, Fort, McDonald | \$ (5,000.00)  | \$ 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 | \$ (5,000.00)  | \$ 24,129.50   | 2044                     | Operating Account |
| <b>Total Messer, Fort, McDonald</b> |            |              |                        | \$ 76,899.25   | \$ (52,769.75) | <b>Remaining Balance</b> |                   |
|                                     |            |              |                        |                |                | <b>\$ 24,129.50</b>      |                   |

**ALL LEGAL EXPENSES**

|                         |  |  |  |              |                       |                |                          |              |
|-------------------------|--|--|--|--------------|-----------------------|----------------|--------------------------|--------------|
| <b>Total Legal Fees</b> |  |  |  | \$ 98,131.50 | <b>Total Payments</b> | \$ (74,002.00) | <b>Remaining Balance</b> | \$ 24,129.50 |
|-------------------------|--|--|--|--------------|-----------------------|----------------|--------------------------|--------------|



**General Liability Limit & Deductible Options**

Member Name: Double Horn  
 Member ID: 3075  
 Contract Type: Liability  
 Liability Package  
 Coverage Period: 10/01/2020 to 10/01/2021

| Limit Each Occurrence | Deductible per Occurrence |     |       |       |       |        |        |        |         |         |
|-----------------------|---------------------------|-----|-------|-------|-------|--------|--------|--------|---------|---------|
|                       | 0                         | 500 | 1,000 | 2,500 | 5,000 | 10,000 | 25,000 | 50,000 | 100,000 | 500,000 |
| 300,000               | 131                       | 124 | 120   | 112   | 104   | 93     | 76     | 60     |         |         |
| 500,000               | 156                       | 149 | 145   | 137   | 129   | 118    | 101    | 85     |         |         |
| 1,000,000             | 131                       | 124 | 120   | 112   | 104   | 93     | 76     | 60     |         |         |
| 2,000,000             | 131                       | 124 | 120   | 112   | 104   | 93     | 76     | 60     |         |         |
| 3,000,000             | 131                       | 124 | 120   | 112   | 104   | 93     | 76     | 60     |         |         |
| 5,000,000             | 131                       | 124 | 120   | 112   | 104   | 93     | 76     | 60     |         |         |
| 10,000,000            | 131                       | 124 | 120   | 112   | 104   | 93     | 76     | 60     |         |         |

Limit shown is each occurrence. Unless otherwise noted, annual aggregate limit is 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 annual term may vary from actual calculated contributions due to rounding.

Item  
7/E

Item  
71

## Spicewood Crushed Stone LLC

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

December 1<sup>st</sup>, 2020

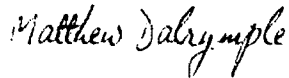
City of Double Horn, Texas  
P.O. Box 727  
Spicewood, TX 78669

**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

Encl:  
Permit Fee  
COI







## ADDITIONAL REMARKS SCHEDULE

|   |                             |   |  |
|---|-----------------------------|---|--|
| AGENCY<br><b>Rose &amp; Kiernan, Inc.</b> |                             | NAMED INSURED<br><b>Spicewood Crushed Stone LLC</b><br>3490 FM 78<br>Mc Queeney, TX 78123 |  |
| POLICY NUMBER<br><b>SEE PAGE 1</b>        |                             |   |  |
| CARRIER<br><b>SEE PAGE 1</b>              | NAIC CODE<br><b>SEE P 1</b> | EFFECTIVE DATE: <b>SEE PAGE 1</b>   |  |

## ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

**Forms Noted**

**General Liability: Contractors Xtend Endorsement CGD316 (01/11) - Additional Insured, and Waiver of Subrogation clauses included**  
**Blanket Additional Insured (Contractors) CGD246 0805- Additional Insured for Completed Operations, Primary Non Contributory**  
**30 Day Notice of Cancellation provided**

**Commercial Auto: Blanket Additional Insured - Primary and Non-contributory with other insurance CAT474 2/16; New York**  
**Business Auto Coverage Extension Form CA T9 60 (2/15) - Blanket Waiver of Subrogation clause included**

**Commercial Umbrella Liability Policy Excess Follow-Form and Umbrella Liability Ins.- Form EU00 01**

**Workers Compensation: Waiver of Our Right to Recover WC000313**