

## CITY OF DOUBLE HORN

### Minutes

Regular Meeting  
City Council

THURSDAY JULY 11, 2019  
7:00PM, SPICEWOOD COMMUNITY CENTER  
Located at 7901 CR 404  
Spicewood, Texas 78669

THE CITY OF DOUBLE HORN COUNCIL MEETINGS ARE AVAILABLE TO ALL PERSONS REGARDLESS OF DISABILITY. IF YOU REQUIRE SPECIAL ASSISTANCE, PLEASE CONTACT CATHY SERENO AT 830-693-1508 AT LEAST 48 HOURS IN ADVANCE OF THE MEETING. THANK YOU.

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:** 7:00pm
2. **Rollcall to Confirm Quorum:** Bob Link, RG Carver, Cathy Sereno, and Glenn Leisey are present. Jim Millard is absent. A quorum has been met.
3. **Invocation:** Glenn Leisey gave the prayer.
4. **Pledge of Allegiance**
5. **Approval of Minutes**

**Motion:** Glenn Leisey moved to approve the June 13<sup>th</sup>, 2019, minutes as written with previous corrections made.

**Second:** Bob Link seconded motion.

**Vote:** The motion passed with a unanimous vote.

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 the Citizens Comments is limited to a proposal to place it on the agenda for a later meeting. 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.

No citizens signed up to speak.

7. **Regular Agenda** – the Council will individually discuss, consider and possibly take action on any or all of the following items:

A. **Mayor's Update including:**

- 1) TXDOT Speed Study (RES003)

B. **Treasurer's Report including:**

- 1) **Review of City Financials – outstanding expenses and revenues**  
Will be paying Akers & A \$2K payment for legal bill

2) **Interim Budget & Budget Calendar**

Council discussed deadlines fast approaching.

C. **Double Horn Volunteer Fund Raising Committee Update**

The group has solicited donations for the city. A September benefit will be held on September 26<sup>th</sup> at Spicewood Vineyards to collect donations for the city.

D. **Air Quality Monitoring Committee Update**

**Action Item:** Karen will ask John Gary to talk to Purple Cloud how often the air quality equipment needs to be calibrated.

E. **Seismic Monitoring Committee Update**

The committee is still working to get seismic monitoring viewable from the City's website.

F. **Emergency Management Team Update**

The public is invited for training in the Public Officials Workshop being held at the Spicewood Community Center this Saturday, July 13<sup>th</sup>, 9:00am-noon. If you are attending, please contact Harry Brunner to get the link for signing up.

G. **Discuss and consider action to fill open position on City Council (replacing Mr. Trowbridge)**

The search is still on for finding a replacement for Larry Trowbridge on Council.

H. **Discuss and consider action on ORDINACE 2019-ORD008 designating November as the uniform month and November 5<sup>th</sup> as the first date for the regular general election of the City and establishing staggered 2-year terms for Mayor and Councilmembers.**

**Motion:** Bob Link moves to approve ordinance, 2019 ORD008 designating November as the uniform month and November 5th as the first date for the regular general election of the City and establishing staggered 2-year terms for Mayor and Council Members.

**Second:** Glenn Leisey seconded the motion.

**Vote:** The motion passed with a unanimous vote.

I. **Discuss and consider approval of the *Joint Election Agreement 2019-2020 for Burnet County Local Political Subdivisions***

**Motion:** Bob Link moved to approve the Joint Election Agreement 2019-2020 for Burnet County Local Political Subdivisions.

**Second:** Glenn Leisey seconded the motion.

**Vote:** The motion was carried with a unanimous vote.

**J. Discuss and consider approval of the *Contract for Election Services* between City of Double Horn and Elections Administrator of Burnet County, Texas**

**Motion:** Glenn Leisey moved to approve the Contract for Election Services between City of Double Horn and the Elections Administrator of Burnet County, Texas.

**Seconded:** RG seconded the motion.

**Action Item:** Karen will prepare an insert for the Double Horn Improvement Association's newsletter to introduce the library and how it will work ideally.

**Vote:** The Motion carried with a unanimous vote.

**K. Discuss and consider action to establish the City of Double Horn Library in partnership with the Little Free Library Organization**

**Motion:** Glenn Leisey moved to establish the City of Double Horn's Library in partnership with the Little Free Library Organization.

**Seconded:** RG Carver seconded the motion.

**Vote:** The motion carried with a unanimous vote pending the Double Horn Improvement Association's agreement.

**L. Discuss and consider action to PayPal functionality to city website allowing for donations and the purchase of t-shirts and other items supporting the city**

**Action Item:** Karen Needs to research PayPal security and item will continue to next meeting.

**M. Discuss and consider action regarding City Hall**

**Action Item:** This item is being deferred to the end of the calendar year.

**N. Discuss and consider action to create a Zoning and Ordinance Committee**

**Action Item:** Bob Link will be the short-term Liaison for the Zoning and Ordinance Committee and start to form up a citizens committee.

**O. Discuss and consider City representative attending the Burnet County Appraisal District Public Meeting**

No one is available to attend from the Council.

**P. Discuss and consider action on the development of a Sign Ordinance (requested by a citizen)**

**Action Item:** Karen will request the sign ordinance from West Lake Hills as it was recommended as well written and tested.

**Q. Discuss and consider action establishing an annual State of the City Update (requested by a citizen)**

**Action Item:** This item is being continued to the next meeting for further discussion for further consideration and research.

**R. Discuss and consider action on requiring process for deactivation of audible house alarms (requested by a citizen)**

**Action Item:** The city will take no action at this time and refer it to the Double Horn Improvement Association to handle.

**S. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council.**

- Mayor's Update: Emergency Prep Certificates of Completion Presented
- Establish priority of future ordinances and zoning for the committee
- Treasurer's Report including: Review of City Financials & Interim Budget & Budget Calendar
- Double Horn Volunteer Fund Raising Committee Update
- Air Quality Monitoring Committee Update- Action Item: Karen will ask John Gary to talk to Purple Cloud how often the air quality equipment needs to be calibrated.
- Seismic Monitoring Committee Update
- Emergency Management Team Update
- Discuss and consider action to fill open position on City Council (replacing Mr. Trowbridge)
- Discuss placement of the City of Double Horn Library's (Little Free Library) placement in partnership with the Double Horn Improvement Association
- Discuss City Store on Website page with PayPal button's security
- Discuss the transition from Bob Link as short-term Liaison to Jim Millard for the Zoning and Ordinance Committee and progress on the start of the citizens committee.
- Discuss the Sign Ordinance
- Discuss and consider action establishing current State of the City Update and an annual message

**8. Close Regular Meeting; Time 8:52**

**9. Open Executive Session**

Open Executive Session. Executive session in accordance with the Texas Government Code, Section 551.071 – Consultation with Attorney 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.

(a) Consultation with Attorney regarding Litigation Status

**10. Close Executive Session**

**11. Open Regular Meeting: 9:28pm**

**12. Consider action, if any, from Executive Session** No actions to be taken from Executive Session.

**13. Adjournment**

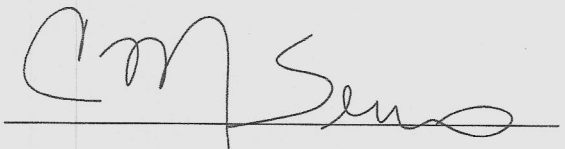
**Motion:** Glenn Leisey moved to adjourn the meeting at 9:29pm.

**Seconded:** RG Carver seconded the motion.

**Vote:** The motion was carried unanimously to adjourn the meeting.

**The Council may go into closed session at any time 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 July 2019 at 7PM.



Cathy Sereno, Mayor

# City of Double Horn Texas Proposed Budget for 2019-20

Fiscal year Beginning October 1, 2019 Ending September 30, 2020

Description	Notes	Monthly\$'s	Annual\$'s	
<b>Revenue</b>				
Property Taxes: \$67.5m Tax Base				\$ 67,508,135
Proposed Tax Rate%	0.096		\$64,807.81	1.7666%
Donations				Total value of property in city
Grants				Current Burnet County Property Rate
Bonds				
<b>Total Revenue</b>			<b>\$64,807.81</b>	
<b>Expenses</b>				
City Secretary	12 hrs/wk @ \$25/hr beginning Q2	\$ 975.00	\$ 11,700.00	
Office Rental	Office Space	\$ 500.00	\$ 6,000.00	
Meeting Expense	SCC Meeting Room Rental	\$ 80.00	\$ 960.00	
Utilities	Included in rent	\$ -	\$ -	
Office Equipment	Furnishings	\$ 83.33	\$ 1,000.00	
Computers	3 Computers for city staff	\$ 250.00	\$ 3,000.00	
Software		\$ 83.33	\$ 1,000.00	
Office Supplies	Postage, envelopes,printing	\$ 100.00	\$ 1,200.00	
Phone	Cell phone & service for city secretary	\$ 41.67	\$ 500.00	
Internet	Included in rent	\$ -	\$ -	
Website	City Website	\$ 10.00	\$ 120.00	
Email accounts	3: City (Contact Us), Mayor, City Secretary	\$ 20.83	\$ 250.00	
Training	City Official Training	\$ 100.00	\$ 1,200.00	
Accounting & CPA	Audit	\$ 333.33	\$ 4,000.00	
General Fund		\$ 80.83	\$ 970.00	
City Attorney 180.00		\$ 666.67	\$ 8,000.00	
Litigation Expense 190.00-250.00	Suit against city	\$ 1,250.00	\$ 15,000.00	
Texas Municipal League	Membership	\$ 50.00	\$ 600.00	
Insurances	Provided byTML	\$ 81.67	\$ 980.00	
Reserve funding @ 6%		\$ 208.33	\$ 2,500.00	
Election	Next: November 2019	\$ 33.33	\$ 400.00	
<b>Total Expenses</b>		\$ 4,948.33	\$ 59,380.00	
Burnet County Tax Collection Fees	Provided by BCAD	\$ 88.33	\$ 1,060.00	
<b>Total All Expenses</b>		\$ 5,036.67	\$ 60,440.00	