

## **CITY OF DOUBLE HORN**

### **AGENDA**

**Regular Meeting**

**City Council**

**Thursday December 12, 2019**

**6:00PM, 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
2. Roll call to Confirm Quorum
3. Invocation
4. Pledge of Allegiance – United States & Texas
5. Close Regular Meeting
6. 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.
  - (a) Consultation with Attorney regarding Litigation: State of Texas v. Double Horn et al.
  - (b) Consultation with Attorney regarding municipal authority in the City Limits & ETJ
7. Close Executive Session
8. Re-Open Regular Meeting
9. Consider action, if any, from Executive Session
  
10. Approval of Minutes – 11/14/19 Special City Council Meeting
  
11. 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

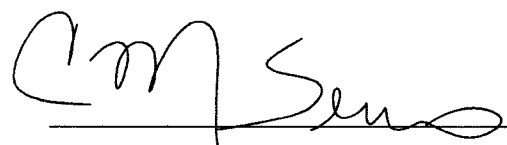
to a proposal to place it on the agenda for a later meeting. Each citizen will be allowed 3 minutes to speak and must sign up before the meeting begins and indicate the subject the speaker wishes to address.

12. Regular Agenda – the Council will individually discuss, consider and possibly take action on any or all of the following items:
  - A. Mayor’s & City Council Community Service Recognition
  - B. Treasurer’s Report including:
    - 1) FY 19 – 20 Revenue Expense Summary
    - 2) FY 19 – 20 Balance Sheet
    - 3) FY 19 – 20 Legal Expense/Payment Summary Report
  - C. Emergency Management Team Update
  - D. Seismic Monitoring Update
  - E. Zoning and Ordinance Committee Update including:
    - 1) Discussion of **ORDINANCE 2019-ORD018** – an Ordinance of the City of Double Horn, Texas, Adopting a **Zoning Ordinance**.
      - i. Confirm schedule for next Public Hearing and proper notice(s).
    - 2) Discuss and consider Committee’s recommended approach to develop and maintain a **Master Fee Schedule Ordinance**
  - F. Discuss and consider appointment for CAPCOG General Assembly Representative
  - G. Discuss and consider the need and cost of renting a city PO Box.
  - H. Discuss and consider purchase of a sealed locking bulletin board for postings at the Spicewood Community Center
  - I. Discuss and consider action on hardware/software purchase vs. lease strategy; costs & benefits.
  - J. Discuss and consider the job duties and time commitment allotted for City Secretary (Job Description)
  - K. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council.

### 13. Adjournment

**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 9th day of December 2019 at 6 PM.



Cathy Sereno, Mayor

FINANCIAL AGENDA PACKET  
CITY OF DOUBLE HORN  
REGULAR MEETING of CITY COUNCIL  
12/12/2019



NOTE: FINANCIAL REPORTS ARE CONSIDERED DRAFT STATUS PENDING 3RD PARTY AUDIT

City of Double Horn FY2019 - 20 Monthly Revenue & Expense Report As of: 11/30/19

ACCOUNT	Actuals:												FYTD	% Budget		
	Budget	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug			Sep	
<b>REVENUE</b>																
Ad Valorem/Property Taxes	\$64,132.73	\$ -	\$ 4,638.72												\$ 4,638.72	7.23%
Donations - General		\$ -	\$ 200.00												\$ 200.00	N/A
Donations - Legal Defense															\$ -	N/A
Donations - Expense Reimbursements		\$ 180.00	\$ 54.08												\$ 234.08	N/A
Grants															\$ -	N/A
Fees															\$ -	N/A
Interest															\$ -	N/A
Insurance Proceeds															\$ -	N/A
Other		\$ 0.67	\$ -												\$ -	N/A
<b>Total Revenue</b>	<b>\$64,132.73</b>	<b>\$ 180.67</b>	<b>\$ 4,892.80</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,073.47</b>	<b>7.91%</b>
<b>EXPENSES</b>																
Salary & Wages - City Secretary	\$11,700.00	\$ -	\$ -	\$ -											\$ -	
Employer Payroll Tax		\$ -	\$ -	\$ -											\$ -	
Training & Travel	\$ 1,200.00	\$ -	\$ -	\$ 50.00											\$ 50.00	
City Council Meeting Room Rental	\$ 1,040.00	\$ 180.00	\$ -	\$ 120.00											\$ 300.00	28.85%
City Hall Office Rental	\$ -	\$ -	\$ -	\$ -											\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -											\$ -	
Office Equipment & Maintenance	\$ -	\$ -	\$ -	\$ -											\$ -	
Office Supplies	\$ 500.00	\$ -	\$ 54.08												\$ 54.08	10.82%
Computers	\$ 1,000.00	\$ -	\$ -												\$ -	0.00%
Software	\$ 200.00	\$ -	\$ -												\$ -	0.00%
Phone	\$ 250.00	\$ -	\$ -												\$ -	0.00%
Website	\$ 120.00	\$ -	\$ -												\$ -	0.00%
Email Accounts	\$ 250.00	\$ -	\$ 388.92												\$ 388.92	155.57%
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												\$ 14,192.20	94.61%
<i>Legal Fees - Retirement of Existing Debt</i>	<i>\$ 10,002.00</i>															
Burnet County Tax Collection Fees	\$ 1,900.00	\$ -	\$ 1,078.00		\$ 274.06										\$ 1,900.18	100.01%
Election Services Fees	\$ 400.00	\$ -	\$ -												\$ -	0.00%
Newspaper/Notification Fees	\$ -	\$ -	\$ -												\$ -	
Insurance Prem (TML Intergovtl RiskPool)	\$ 980.00	\$ -	\$ -												\$ -	0.00%
Texas Municipal League Mmbrshp Fee	\$ 600.00	\$ -	\$ -												\$ -	0.00%
<b>Total Expenses</b>	<b>\$57,142.00</b>	<b>\$ 6,840.80</b>	<b>\$ 9,052.40</b>	<b>\$ 170.00</b>	<b>\$ 274.06</b>	<b>\$ -</b>	<b>\$ 274.06</b>	<b>\$ -</b>	<b>\$ 274.06</b>	<b>\$ -</b>	<b>\$ 274.06</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,885.38</b>	<b>29.55%</b>
<b>Revenue Over/(Under) Expenditures</b>		<b>\$ (6,660.13)</b>	<b>\$ (4,159.60)</b>	<b>\$ (170.00)</b>	<b>\$ (274.06)</b>	<b>\$ 0.00</b>	<b>\$ (274.06)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (274.06)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (11,811.91)</b>	

Note - Budget includes additional funds:  
 General Fund \$ 970.00  
 Reserve Fund \$ 6,020.73  
 Total Budgeted Expenses & Funds: \$ 64,132.73

Financial Agenda Packet Dec12 2019

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

**11/30/2019**

**ASSETS**

Current Assets:

Cash in Bank - Operating (4342038)	16,673.34
Cash in Bank - Legal Defense (5404)	145.95
Cash in Bank - Tax Revenues (9060)	4,639.39
Total Cash	21,458.68
Accounts Receivable - from Taxes	59,494.01

**TOTAL ASSETS**

**\$ 80,952.69**

**LIABILITIES**

Current Liabilities:

Accounts Payable - Legal	36,867.88
Accounts Payable - Insurance (TML)	449.82
Accounts Payable - BCAD (2019)	1,078.00
Accounts Payable - BCAD (2020)	822.18
Accounts Payable - Other	388.92

**TOTAL LIABILITIES**

**\$ 39,606.80**

**NET**

**\$ 41,345.89**

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

11/30/2019

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	General Fund
	6/19/2019	\$ 2,251.60		\$	10,701.03		
	7/17/2019		Akers & Akers LLP	\$ (2,000.00)	8,701.03	1004	General Fund
	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	General Fund
<b>Total Akers &amp; Akers</b>		<b>\$ 21,232.25</b>		<b>\$ (21,232.25)</b>		<b>Remaining Balance</b>	<b>\$ -</b>

<b>MESSER, FORT, McDONALD</b>							
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	10/6/2019	\$ 6,660.80	Messer, Fort, McDonald	\$	32,104.23		
	10/22/2019		Messer, Fort, McDonald	\$ (2,767.75)	29,336.48	1009	General Fund
	11/11/2019	\$ 7,531.40	Messer, Fort, McDonald				
<b>Total Messer, Fort, McDonald</b>		<b>\$ 39,635.63</b>		<b>\$ (2,767.75)</b>		<b>Remaining Balance</b>	<b>\$ 36,867.88</b>

<b>ALL LEGAL EXPENSES</b>							
<b>Total Legal Fees</b>		<b>\$ 60,867.88</b>	<b>Total Payments</b>	<b>\$ (24,000.00)</b>		<b>Remaining Balance</b>	<b>\$ 36,867.88</b>