



## **CITY OF DOUBLE HORN**

### **AGENDA**

**Regular Meeting**

**City Council**

**Thursday January 9, 2020**

**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.**

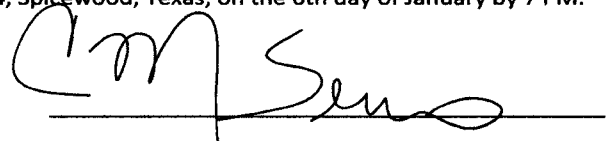
Citizens will be given an opportunity to provide comments on any item listed on the regular agenda when the agenda item is called. Comments should be limited to (3) three minutes.

1. Call Meeting to Order
2. Roll call to Confirm Quorum
3. Invocation
4. Pledge of Allegiance – United States & Texas
5. Approval of Minutes – 12/12/19 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 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.
  
7. 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) Monthly Financial Report
    - 2) Approval of Payments: USPS, GoDaddy & TML Intergovernmental Risk Pool
    - 3) Update on Accounting Services/CPA Audit Services
  
  - C. Emergency Management Team Update
    - 1) Introduction & Discussion with Sam Stacks, ESD9 Fire Marshal

- D. Zoning and Ordinance Committee Update including:
  - 1) Discuss status of actions required in preparation for a Public Hearing on **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) provided.
  - 2) Discuss and consider adopting **ORDINANCE 2019-ORD017** an Ordinance of the City of Double Horn, Texas, Adopting a **Master Fee Schedule** Ordinance
- E. Discuss Spicewood Crushed Stone update including new contact information
- F. Discuss and consider appointment for CAPCOG General Assembly Representative
- G. Discuss status of sealed locking bulletin board for postings at the Spicewood Community Center
- H. Discuss and consider action on hardware/software purchase vs. lease strategy; costs & benefits.
- I. Discuss and consider the job duties and time commitment allotted for City Secretary (Job Description)
- 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 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
- 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 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 6th day of January by 7 PM.



Cathy Sereno, Mayor

**FINANCIAL AGENDA PACKET**  
**CITY OF DOUBLE HORN**  
**REGULAR MEETING OF CITY COUNCIL**  
**1/9/2020**



City of Double Horn FY2019 - 20 Monthly Revenue & Expense Report

As of: 12/31/19

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										\$ 21,308.19	33.23%
Donations - General		\$ -	\$ 200.00	\$ 5,572.56										\$ 5,772.56	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										\$ -	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>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,765.00</b>	<b>43.29%</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										\$ 300.00	28.85%
City Hall Office Rental	\$ -	\$ -	\$ -	\$ -										\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -										\$ -	
Office Equipment & Maintenance	\$ -	\$ -	\$ -	\$ -										\$ -	
Office Supplies	\$ 500.00	\$ -	\$ 54.08	\$ 399.50										\$ 453.58	90.72%
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	\$ 1,818.00										\$ 16,010.20	106.73%
Legal Fees - Retirement of Existing Debt	\$ 10,002.00														
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	\$ -	\$ -	\$ -										\$ -	0.00%
Newspaper/Notification Fees	\$ -	\$ -	\$ -	\$ 384.00										\$ 384.00	
Insurance Prem (TML Intergovtl RiskPool)	\$ 980.00	\$ -	\$ -	\$ 986.86										\$ 986.86	100.70%
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>\$ 3,758.36</b>	<b>\$ 274.06</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 274.06</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 274.06</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,473.74</b>	<b>35.83%</b>
<b>Revenue Over/(Under) Expenditures</b>		<b>\$ (6,660.13)</b>	<b>\$ (4,159.60)</b>	<b>\$ 18,933.17</b>	<b>\$ (274.06)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (274.06)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (274.06)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 7,291.26</b>	

Note - Budget includes additional funds:

General Fund \$ 970.00  
 Reserve Fund \$ 6,020.73  
 Total Budgeted Expenses & Funds: \$ 64,132.73

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

**12/31/2019**

**ASSETS**

**Current Assets:**

Cash in Bank - Operating (2038)	20,613.90
Cash in Bank - Legal Defense (5404)	145.95
Cash in Bank - Tax Revenues (9060)	21,308.86
<b>Total Cash</b>	<b>42,068.71</b>
 Gift Card	 50.00
 Accounts Receivable - from Taxes	 42,824.54

**TOTAL ASSETS**

**\$ 84,943.25**

**LIABILITIES**

**Current Liabilities:**

Accounts Payable - Legal	38,685.88
Accounts Payable - Insurance (TML) 10/1/19-10/1/20	986.86
Accounts Payable - BCAD (2020)	822.18
Accounts Payable - Other: Email	388.92

**TOTAL LIABILITIES**

**\$ 40,883.84**

**NET**

**\$ 44,059.41**

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

12/31/2019

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>

Paid in Full

**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	10/6/2019	\$ 6,660.80	Messer, Fort, McDonald	\$	32,104.23		
	10/22/2019		Messer, Fort, McDonald	\$ (2,767.75)	29,336.48	1009	General Fund
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		
<b>Total Messer, Fort, McDonald</b>		<b>\$ 41,453.63</b>		<b>\$ (2,767.75)</b>	<b>Remaining Balance</b>		<b>\$ 38,685.88</b>

**ALL LEGAL EXPENSES**

<b>Total Legal Fees</b>	<b>\$ 62,685.88</b>	<b>Total Payments</b>	<b>\$ (24,000.00)</b>	<b>Remaining Balance</b>	<b>\$ 38,685.88</b>
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# City of Double Horn, Texas

## City Secretary Job Description

**Job Type:** Part-Time, Volunteer

### **Work Hours**

Flexible within normal office hours on weekdays, three to four days a week. City Council Meetings and occasional weekend work require attendance outside of normal office hours. Work hours are expected to be significantly reduced after the first year as the work to establish the city will have been completed.

### **Mission/Purpose**

The City Secretary serves as an officer of the city and performs duties under the statutory requirements of Local Government Code, Title 2: Organization of Municipal Government. Work involves providing staff support to the City Council and managing the official records of the City in accordance with the Texas State Library and Archives Commission Records Retention Schedule. The City Secretary reports to the Mayor.

### **General Duties, Functions and Responsibilities**

- Set up and maintain filing system for all City documents
- Serve as point of contact for community information via City email address
- Oversee preparation, posting and distribution of agendas and packets for public meetings
- Attend regular and special meetings of the Council; record and file minutes of proceedings
- Coordinate and assist Council with Open Meetings Act compliance
- Monitor terms and attendance of Council members
- Respond to requests for documents in accordance with Public Information Act
- Coordinate publication and posting of legal notices
- Assist in conducting city elections in accordance with State Law and City Ordinances
- Monitor and purchase office supplies

### **Finance and Accounting**

- Assist the City Treasurer in performing the following:
  - Deposit payments in the City's bank account
  - Reconcile monthly bank account
  - Process Accounts Payable checks
  - Review general ledger accounts for accuracy; examine general ledger account balances; identify and reconcile differences
  - Prepare routine financial reports and statements
  - Assist with annual budget development process

## **City of Double Horn, Texas City Secretary Job Description**

### **Knowledge, Skills and Abilities**

- Communicate effectively and courteously in person, telephone, in writing, and by email
- Skilled in establishing and maintaining effective working relationships
- Proficient with Microsoft Office programs
- Proficient with operation of copier, fax, recording and other office equipment
- Ability to work independently

### **Qualifications and Experiences**

- High school diploma plus three (3) years of experience
- One or more years of college desirable
- Ability to be licensed and to maintain Notary Public in the State of Texas
- Experience, coursework, or training in funds accounting desirable
- Complete Texas Open Meetings Act training within 30 days of start date
- Complete Texas Public Information Act training within 30 days of start date