



**CITY OF DOUBLE HORN
MINUTES
REGULAR MEETING
CITY COUNCIL
THURSDAY OCTOBER 14, 2021
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: Time 7pm
2. Rollcall to Confirm Quorum:
RG Carver, Jim Millard, John Osborne, Tom King, and Bob Schmitz were present. City Secretary Karen Maxwell was also present.
3. Invocation: RG Carver
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 – September 9, 2021, Regular Council Meeting & Public Hearing

Motion: John Osborne moved to approve the modified 9/9/21 minutes.
Second: Jim Millard seconded the motion.
Vote: The vote was unanimous and the motion carried.
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.

No one signed up to speak to non-agenda items.
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- report attached
 - 1) Monthly Financial Reports
 - B. Emergency Management Team Update- report attached

- C. Zoning & Ordinance Committee Update- No report at this time.
- D. Discuss and consider actions required to manage tracking of the Assurance of Voluntary Compliance Agreement Mayor discussed with Council the tracking method used.
- E. Discuss and consider actions required on progress related to water service & discussions with DHCWSC- The Double Horn Creek Water Supply Corporation (DHCWSC) will share the results of their consultant's report.
- F. Discuss and consider actions required on progress related to discussions with DHIA Board - Update from September 30th Board Meeting- Michael Schacherbauer is the point person between the Council and the DHIA.
- G. Discuss and consider actions required for planning for the provision of sewage services

Action Item: Jim Millard will reach out to Burnet County's Herb Darling.

- H. Discuss and consider actions required for trash/recycling services

Action Item: Tom King will research further options for the community and develop a survey for the annual meeting. He will reach out to the commercial and industrial partners to assess their needs.

Action Item: Michael Schacherbauer will check with Curtis Raetz to verify the city can set up a table in the back of the room at their Annual Meeting.

- I. Discuss and consider actions required for website enhancements/communication including information related to MFISD

Action Item: Karen Maxwell will add the address and phone number to the MFISD link on the city website.

- J. Discuss and consider actions the city can take to encourage Spectrum to complete infrastructure required for property within the city boundaries

Action Item: Jim Millard will reach out to Spectrum on behalf of the city.

- K. Discuss and consider actions required to develop a plan to purchase and install Lock Boxes

Action Item: Jim Millard will follow-up on the interest in the Knox Boxes for the commercial and residential gates.

- L. Discuss progress on second Little Library-project in process- Mayor provided status report.

- M. Discuss and consider actions required in preparation for the annual State of the City report

Action Item: Cathy Sereno is in process of working on the report.

- N. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council
 - Asking for volunteers for the volunteer office hours

- 8. Close Regular Meeting: Time 8pm

- 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 City's Attorney regarding proposed agreement with SCS.

- 10. Close Executive Session: Time 8:38pm

- 11. Open Regular Meeting: Time 8:39

- 12. Consider action, if any, from Executive Session

The Council took no action from the Executive Session.

13. Adjournment: Time 8:40pm

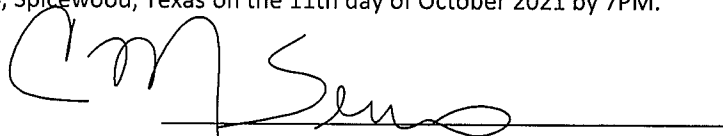
Motion: Jim Millard moved to adjourn the meeting.

Second: John Osborne seconded the motion.

Vote: The vote was unanimous and the motion carried. The Council will reconvene on November 11, 2021, at 7pm in the Spicewood Community Center.

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 11th day of October 2021 by 7PM.

A handwritten signature in black ink, appearing to read 'Cathy Sereno', is written over a horizontal line.

Cathy Sereno, Mayor

SEPTEMBER
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING OF CITY COUNCIL
10/14/21



**City of Double Horn
Budget vs. Actuals: City of Double Horn FY2021**

October 2020 - September 2021

	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Actual	Budget	% of Budget
Income														
1020 Ad Valorem Taxes		4,063.73	16,889.57	30,315.88	10,207.96	1,248.65	1,231.63	865.36	2,136.98	660.94	1,354.76	69,016.07	66,307.61	104.08%
1030 Donations General			20.00									20.00	0.00	
1070 Permits and Fees			1,000.00									1,000.00	1,000.00	100.00%
Total Income	\$ 0.00	\$ 4,063.73	\$ 17,909.57	\$ 30,315.88	\$ 10,207.96	\$ 1,248.65	\$ 1,231.63	\$ 865.36	\$ 2,136.98	\$ 660.94	\$ 1,354.76	\$ 70,036.07	\$ 67,307.61	104.05%
Gross Profit	\$ 0.00	\$ 4,063.73	\$ 17,909.57	\$ 30,315.88	\$ 10,207.96	\$ 1,248.65	\$ 1,231.63	\$ 865.36	\$ 2,136.98	\$ 660.94	\$ 1,354.76	\$ 70,036.07	\$ 67,307.61	104.05%
Expenses														
1110 Salaries & Wages	557.28	894.95	1,590.57	760.46	394.74	1,288.71	963.63	1,172.81	429.57	1,044.50	695.62	9,764.02	13,000.00	75.11%
1120 Training and Travel												0.00	500.00	0.00%
1125 Rent or Lease of Buildings			800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	8,000.00	9,600.00	83.33%
1130 Utilities			425.00	24.87	55.84	91.88	117.93	117.93	88.27	169.01	91.27	1,073.10	1,200.00	89.43%
1135 Internet						314.72	87.27	88.27	88.27	88.27	88.27	843.34	1,200.00	70.28%
1140 Computer Equipment												0.00	500.00	0.00%
1160 Phone Expense	25.07	25.07	25.07	25.04	25.04	25.04	25.04	25.04	25.16	25.14	25.14	226.01	350.00	64.57%
1170 Website Expense			21.17	209.92	89.42	89.42						231.09	250.00	92.44%
1180 Email Expenses		489.74										549.16	550.00	99.85%
1190 Accounting	119.00	70.00	2,562.00	1,390.00	932.50	70.00	70.00	80.00	240.00		145.00	3,765.50	5,450.00	61.95%
1220 Legal & Professional Fees	2,214.00	4,500.00	2,562.00	750.00	5,335.80	3,474.00	6,852.25	7,722.00	7,119.98	4,366.96	8,556.96	55,253.93	25,272.61	218.63%
1240 Tax Collection Fees	274.06	288.73				268.73						1,346.96	1,200.00	112.41%
1250 Election Fees				75.00								75.00	75.00	100.00%
1260 Legal Posting	225.00										117.00	345.00	1,900.00	23.00%
1270 Insurance - TML		1,035.96										397.86	990.00	144.82%
1275 Workers Comp Insurance	102.50											102.50	300.00	34.17%
1280 Membership Fees	50.00			591.00								81.00	650.00	98.62%
1420 Software												0.00	350.00	0.00%
1655 Municipal Court Costs				650.00								0.00	500.00	0.00%
1660 Consulting Services			0.16	-0.16								0.00	700.00	92.86%
6045 Bank fees	-19.95	0.00										-19.95	0.00	0.00%
6055 Code Enforcement												0.00	950.00	0.00%
6235 Rent/Meeting Expenses	35.00	35.00	35.00	35.00	35.00	35.00	35.00	95.00		180.00	60.00	640.00	720.00	88.89%
6345 Office Equipment and Maintenance												0.00	750.00	0.00%
6355 Supplies - office	0.00											313.57	750.00	41.82%
6375 Taxes - payroll	57.68	89.32	156.54	59.18	30.19	98.59	73.72	88.70	32.86	79.94	63.29	600.21	0.00	
Payroll Expenses														
Taxes	0.00	0.00	-243.00									0.00	0.00	
Total Payroll Expenses	\$ 0.00	\$ 0.00	\$ -243.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -243.00	\$ 0.00	
Total Expenses	\$ 3,643.04	\$ 7,346.87	\$ 5,372.51	\$ 5,134.35	\$ 7,594.07	\$ 6,746.11	\$ 8,881.37	\$ 10,215.83	\$ 9,004.55	\$ 7,059.94	\$ 10,608.38	\$ 85,024.68	\$ 67,307.61	126.02%
Net Operating Income	\$ -3,643.04	\$ 3,265.14	\$ 12,537.06	\$ 25,181.53	\$ 2,623.89	\$ 5,497.46	\$ 7,650.24	\$ 9,410.47	\$ 6,867.57	\$ 6,399.00	\$ 9,253.63	\$ 15,388.61	\$ 0.00	
Net Income	\$ -3,643.04	\$ 3,265.14	\$ 12,537.06	\$ 25,181.53	\$ 2,623.89	\$ 5,497.46	\$ 7,650.24	\$ 9,410.47	\$ 6,867.57	\$ 6,399.00	\$ 9,253.63	\$ 15,388.61	\$ 0.00	

Thursday, Oct 07, 2021 01:34:28 PM GMT-7 - Accrual Basis



City of Double Horn

Balance Sheet

As of September 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	24,070.73
1005 Property Tax	100.61
1010 Reserve Account	6,020.73
Total Bank Accounts	\$30,192.07
Total Current Assets	\$30,192.07
TOTAL ASSETS	\$30,192.07
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	39,785.54
Total Accounts Payable	\$39,785.54
Other Current Liabilities	
Payroll Liabilities	
Federal Taxes (941/944)	93.30
Total Payroll Liabilities	93.30
Total Other Current Liabilities	\$93.30
Total Current Liabilities	\$39,878.84
Total Liabilities	\$39,878.84
Equity	\$ -9,686.77
TOTAL LIABILITIES AND EQUITY	\$30,192.07

Note

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

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
AKERS & AKERS							
4720	4/19/19	\$ 16,622.50			\$ 16,622.50		
4763	5/17/19	\$ 1,826.93			\$ 18,449.43		
	6/3/19		Akers & Akers LLP	\$ (10,000.00)	\$ 8,449.43	1002	Operating Account
4799	6/19/19	\$ 2,251.60			\$ 10,701.03		
	7/17/19		Akers & Akers LLP	\$ (2,000.00)	\$ 8,701.03	1004	Operating Account
	8/4/19				\$ 9,232.25		
	9/19/19	\$ 531.22	Akers & Akers LLP	\$ (2,000.00)	\$ 7,232.25	1001	Legal Defense
	10/22/19		Akers & Akers LLP	\$ (7,232.25)	\$ -	1008	Operating Account
							Remaining Balance
				\$ (21,232.25)			\$ - Paid in Full

MESSER, FORT, McDONALD (start-up legal w/ payment plan)							
Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
10107	7/6/19	\$ 14,330.20	Messer, Fort, McDonald		\$ 14,330.20		
10290	9/5/19	\$ 11,113.23	Messer, Fort, McDonald		\$ 25,443.43		
10526	10/7/19	\$ 6,660.80	Messer, Fort, McDonald		\$ 32,104.23		
	10/22/19		Messer, Fort, McDonald	\$ (2,767.75)	\$ 29,336.48	1009	Operating Account
10677	11/11/19	\$ 7,531.40	Messer, Fort, McDonald		\$ 36,867.88		
10889	12/10/19	\$ 1,818.00	Messer, Fort, McDonald		\$ 38,685.88		
11158	1/16/20	\$ 4,513.63	Messer, Fort, McDonald		\$ 43,199.51		
	1/17/20		Messer, Fort, McDonald	\$ (5,000.00)	\$ 38,199.51	1018	Operating Account
11253	2/7/20	\$ 8,362.99	Messer, Fort, McDonald		\$ 46,562.50		
	3/4/20		Messer, Fort, McDonald	\$ (5,000.00)	\$ 41,562.50	2001	Operating Account
11381	3/5/20	\$ 1,068.00	Messer, Fort, McDonald		\$ 42,630.50		
11558	4/2/20	\$ 282.00	Messer, Fort, McDonald		\$ 42,912.50		
11780	5/5/20	\$ 84.00	Messer, Fort, McDonald		\$ 42,996.50		
	6/1/20		Messer, Fort, McDonald	\$ (5,000.00)	\$ 37,996.50	2012	Operating Account
11940	6/2/20	\$ 5,388.00	Messer, Fort, McDonald		\$ 43,384.50		
	6/12/20		Messer, Fort, McDonald	\$ (5,002.00)	\$ 38,382.50	2014	Operating Account
12148	7/9/20	\$ 2,796.00	Messer, Fort, McDonald		\$ 41,178.50		
12363	8/11/20	\$ 3,402.00	Messer, Fort, McDonald		\$ 44,580.50		
	8/24/20		Messer, Fort, McDonald	\$ (10,000.00)	\$ 34,580.50	2025	Operating Account
12562	9/10/20	\$ 2,835.00	Messer, Fort, McDonald		\$ 37,415.50		
	9/11/20		Messer, Fort, McDonald	\$ (10,000.00)	\$ 27,415.50	2028	Operating Account
12771	10/6/20	\$ 2,214.00	Messer, Fort, McDonald		\$ 29,629.50		
	10/12/20		Messer, Fort, McDonald	\$ (5,000.00)	\$ 24,629.50	2037	Operating Account
12955	11/6/20	\$ 4,500.00	Messer, Fort, McDonald		\$ 29,129.50		
	11/13/20		Messer, Fort, McDonald	\$ (5,000.00)	\$ 24,129.50	2044	Operating Account
13114	12/8/20	\$ 2,562.00	Messer, Fort, McDonald		\$ 26,691.50		
13334	1/12/21	\$ 750.00	Messer, Fort, McDonald		\$ 27,441.50		
	1/18/21		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,441.50	2057	Operating Account
13455	2/8/21	\$ 5,335.80	Messer, Fort, McDonald		\$ 27,777.30		
	2/23/21		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,777.30	2065	Operating Account
13735	3/12/21	\$ 3,474.00	Messer, Fort, McDonald		\$ 26,251.30		
	3/12/21		Messer, Fort, McDonald	\$ (2,500.00)	\$ 23,751.30	2071	Operating Account
13871	4/7/21	\$ 6,852.25	Messer, Fort, McDonald		\$ 30,603.55		
	4/9/21		Messer, Fort, McDonald	\$ (2,500.00)	\$ 28,103.55	2079	Operating Account
14118	5/12/21	\$ 7,722.00	Messer, Fort, McDonald		\$ 35,825.55		
	5/20/21		Messer, Fort, McDonald	\$ (10,000.00)	\$ 25,825.55	2091	Operating Account
14338	6/14/21	\$ 7,119.96	Messer, Fort, McDonald		\$ 32,945.51		
	6/14/21		Messer, Fort, McDonald	\$ (2,500.00)	\$ 30,445.51	2096	Operating Account
14650	7/12/21	\$ 4,366.96	Messer, Fort, McDonald		\$ 25,168.21		
14774	8/13/21	\$ 8,556.96	Messer, Fort, McDonald		\$ 29,535.17		
	9/14/21		Messer, Fort, McDonald	\$ (5,000.00)	\$ 38,092.13	2117	Operating Account
14966	9/14/21	\$ 1,800.00	Messer, Fort, McDonald		\$ 39,392.13		
				\$ (86,047.05)		Remaining Balance	\$ 39,392.13

MESSER, FORT, McDONALD (new legal expenses)							
Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
		\$ -		\$ -	\$ -		Remaining Balance
							\$ -

ALL LEGAL EXPENSES		
Total Legal Fees	\$ 146,671.43	Total Payments
		\$ (107,279.30)
		Remaining Balance
		\$ 39,392.13

October 14, 2021

EMERGENCY MANAGEMENT Report to the City of Double Horn

1. EM Team Training Status

Training completed since last meeting

Laura Rathe completed IS-100 Intro to the Incident Command System

Laura Rathe completed IS-00029.a Public Information Officer Awareness

2. Texas Public Officials Workshop

Robbie Barrera, TDEM District Coordinator has recently completed her training certification and has agreed to come out to Double Horn to give the Texas Public Officials Workshop training. She would like us to coordinate with nearby jurisdictions to obtain a larger class size.

3. Warn Central Texas Program

There were two new Warn Central Texas signups in September. Current total is 111. We did receive from the POA the number of telephone numbers for residents. The total is 234 numbers. Therefore the percentage of participation is 47%. We will also have a refreshed poster in the bulletin boards tomorrow.

4. US Postal Address Management Correspondence

Letter to US Postal Management requesting that Double Horn be included in the 78669 database was drafted and was signed by Mayor Sereno and sent as requested back in July. No response to date. Tried multiple times to follow up but unable to reach any live person. Several messages left.

5. Status on our registration with TDEM GMS for American Rescue Plan Act Coronavirus Local Fiscal Recovery Funds (CLFRF).

I submitted a request to the US Treasury as directed by TDEM to add Double Horn to the list of eligible NEUs. This seems to be the only avenue for redress. Treasury opened case #00014567. **Request submitted on 7/23/21. No response to date.**

I have also submitted a request to Governor Abbott via the online portal. Request submitted 8/4/21. **No response to date.**

I reached out to Senator Cornyn on 8/27/21 requesting his assistance in obtaining an answer to my request to the US Treasury dated 7/23/21. Mr. Jacob Smith, Senator Cornyn's legislative assistant in Washington, immediately followed up with Treasury. He did get back to me with the bad news that "Double Horn was not classified by the Census Bureau as an incorporated place or a Minor Civil Division in the Census Bureau's 2020 Place and 2020 County Gazetteer files, and in accordance with Treasury's Nonentitlement Unit of Local Government Definitional and Data Methodology, is not eligible as an NEU under this program".

6. Status of my contact with the Census Bureau

Obtained US Census contact information from Rachael Pitts, Texas Municipal League. She paved the way. Emails began on September 20, 2021. We have now established a formal contact with the US Census Bureau. Mayor Sereno provided the appropriate legal documentation and formal contact information to Ms. Rikki Wortham, Chief, Boundary

Processing Section, US Census Bureau. I spoke with Ms. Wortham on 10/11/21 and she confirmed that our information was accepted and met their requirements. She also confirmed that all data has been entered in the US Census database and this part is now completed. She also confirmed that Double Horn will appear in the 2022 Gazetteer Files. These files are updated twice yearly. We should expect an email in January to confirm the current boundaries of the city.

Harry Brunner
Double Horn EMC
Cell: 949-293-3978

Copies:

Emergency Management Team Members:

Paul Graeber
Alderman - Jim Millard
Alderman - John Osborne
Curtis Raetz
Laura Rathe
Wendy Wright

City Officers

Mayor - Cathy Sereno
City Secretary - Karen Maxwell