



**CITY OF DOUBLE HORN
MINUTES
REGULAR MEETING
CITY COUNCIL
THURSDAY, NOVEMBER 9, 2023
7:00PM
CITY OF DOUBLE HORN OFFICE
Located at 103 VISTA VIEW TRAIL, SUITE 100
DOUBLE HORN, TEXAS 78669**

In compliance with the Americans with Disabilities Act, the City of Double Horn will provide for reasonable accommodations for persons attending City Council Meetings. To better serve you, requests should be received 24 hours prior to the meeting. Please contact Karen Maxwell, City Secretary at (830) – 201-4042.

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:
Aldermen Glen Stafford, Tom King, Bob Schmitz, Jim Millard, John Osborne and Mayor Cathy Sereno were present. Acting City Secretary Karen Maxwell recorded the minutes in the place of a city secretary.
3. Invocation: Alderman King
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 – October 12, 2023, Regular Council Meeting

Motion: Alderman Schmitz moved to approve the meeting minutes from October 12, 2023.
Second: Alderman Osborne 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 any 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. Confirm Statement of Officers, Issuance of Oath of Office, and presentation of Election Certificates to elected officials
Aldermen King and Schmitz, and Mayor Sereno were sworn in for another 2-year term each.
 - B. Treasurer’s Report: Monthly Financial Reports
Mayor Sereno provided the update on the finances.

C. Emergency Management Team Update
Emergency Coordinator Harry Brunner provided an update.

D. Zoning & Ordinance Update:
Alderman Millard provided the update including the introduction of new tabs under City Documents for permits.

- i. Discuss and consider approving **Ordinance No. 2023-ORD043 amending Ordinance 2023-ORD037, Exhibit "A", entitled "Master Fee Schedule"**, to include fees related to Solicitors, Peddlers & Canvassers

Motion: Alderman Stafford moved to approve **Ordinance No. 2023-ORD043 amending Ordinance 2023-ORD037, Exhibit "A", entitled "Master Fee Schedule"**, to include fees related to Solicitors, Peddlers & Canvassers

Second: Alderman Schmitz seconded the motion.

Vote: The vote was unanimous, and the motion carried.

E. Discuss and consider action on a Joint City of Double Horn & Double Horn Improvement Association Committee project to implement security cameras

Alderman Stafford provided the update for the coordinated efforts to research security cameras.

Alex Small from Flock Safety provided a further explanation to attendees.

F. Discuss and consider action on projects recommended by the Water Conservation Partnership Committee, a joint committee between the City of Double Horn, Double Horn Creek Water Supply Corporation, and the Double Horn Improvement Association to promote water conservation and protect water service.

Mayor Sereno shared that the installation of 124 smart meters has been completed.

G. Discuss and consider action to nominate a City of Double Horn resident to the Burnet County ESD9 Board

Mayor Sereno provided the update regarding nominating a City of Double Horn resident to the Burnet County ESD9 Board.

H. Discuss and consider action to recruit a City Treasurer

Mayor Sereno provided the update regarding recruiting a City Treasurer.

I. Discuss and consider action to cast the City's allotted votes for the Burnet Central Appraisal District Board of Director positions for the year 2024-2025 and

Approving **Resolution 2023-RES022 a Resolution of Votes Cast to Elect Directors for the BCAD for the Year 2024-2025**

Mayor Sereno led the discussion in choosing the candidates on the ballot. Gene Broadway, Bruce Jones, and Darlene Oostermeyer were selected by the Council.

Motion: Alderman Schmitz approved the **Resolution 2023-RES022 a Resolution of Votes Cast to Elect Directors for the BCAD for the Year 2024-2025**.

Second: Alderman King seconded the motion.

Vote: The vote was unanimous, and the motion carried.

J. Discuss and consider action to modify Spicewood Crushed Stone (SCS) Blast Reporting format on City's website

Mayor provided an update regarding the format for the SCS Blast Reports. The mayor specifically asked if a link on the city website to the blast reports would be acceptable to the Council, if it were able to be a secure link, and the Council said yes.

K. Discuss and consider action to hire new City Secretary (part-time position)

Mayor Sereno provided an update on the City Secretary position.

Motion: Alderman King approved the hiring of Cristina McDonald effective February 1, 2024.

Second: Alderman Schmitz seconded the motion.

Vote: The vote was unanimous, and the motion carried.

- L. Discuss and consider action to retain Karen Maxwell as acting City Secretary until position is filled

Motion: Alderman Millard approved retaining Karen Maxwell as acting City Secretary until position is filled.

Second: Alderman Osborne seconded the motion.

Vote: The vote was unanimous, and the motion carried.

- M. Discuss and consider action on 10/20/2023 BCESD9 Fire Inspection Report Status (Failed)

The mayor reviewed the failed Fire Inspection Report. Several items need to be addressed by the landlord.

Alderman Millard installed 2 inspected fire extinguishers with one in the main meeting room and the other in the front office.

Action Item: City Secretary needs to calendar for requesting an annual fire inspection and fire extinguisher inspections.

- N. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments

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

- The April 8th, 2024 eclipse
- TextMagic
- Spicewood Crushed Stone Permit renewal

8. Adjournment: Time 8:25PM


Motion: Alderman Stafford moved to adjourn the meeting.

Second: Alderman King seconded the motion.

Vote: The vote was unanimous, and the motion carried. The Council will reconvene on December 14th, 2023, in the City Meeting room at 7pm.

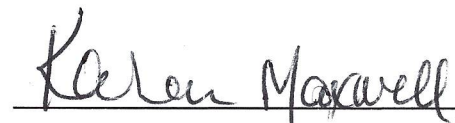
The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code, Section 321.3022 (Sales Tax Information)."

I certify that the above notice of meeting was posted at 103 Vista View Trail, Suite 100, Double Horn, Texas by the 6th day of November 2023 by 7PM.



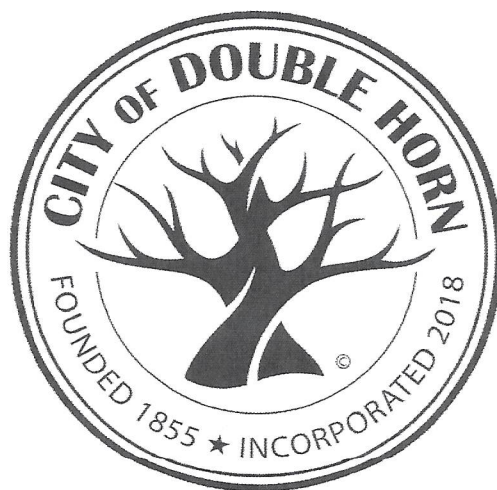
Cathy Sereno, Mayor

Attest:



Karen Maxwell /acting City Secretary

October
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
11/9/2023



City of Double Horn

Balance Sheet

As of October 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	35,795.06
1005 Property Tax	0.00
1010 Reserve Account	12,040.99
Total Bank Accounts	\$47,836.05
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$47,836.05
TOTAL ASSETS	\$47,836.05
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	28,074.61
Total Accounts Payable	\$28,074.61
Credit Cards	
2301 TCM Bank Visa Credit Card	93.02
2302 Costco CitiBank Credit Card	0.00
Total Credit Cards	\$93.02
Other Current Liabilities	
2160 Payroll Tax Payable	0.00
2161 FICA Taxes Payable	0.00
2164 SUTA payable	0.00
Total 2160 Payroll Tax Payable	0.00
2171 Accrued Expenses	396.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$396.00
Total Current Liabilities	\$28,563.63
Total Liabilities	\$28,563.63
Equity	
3000 Retained Earnings	29,857.52
3001 Opening Balance Equity	0.00
Net Income	-10,585.10
Total Equity	\$19,272.42
TOTAL LIABILITIES AND EQUITY	\$47,836.05

City of Double Horn

Budget vs. Actuals: City of Double Horn 23-24 - FY24 P&L

October 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes		7,290.90	-7,290.90	
4002 Permits and Fees		83.33	-83.33	
Total Income	\$0.00	\$7,374.23	\$ -7,374.23	0.00%
GROSS PROFIT	\$0.00	\$7,374.23	\$ -7,374.23	0.00 %
Expenses				
6000 Salaries & Wages	446.99	2,012.40	-1,565.41	22.21 %
6010 Taxes - payroll	34.20	154.27	-120.07	22.17 %
6020 Workmen's Comp Insurance	1,000.00	83.33	916.67	1,200.05 %
6100 Computer Equipment		25.00	-25.00	
6110 Office Equipment		25.00	-25.00	
6130 Office Supplies	17.21	83.33	-66.12	20.65 %
6140 Software	99.00	166.67	-67.67	59.40 %
6205 Cleaning Service	150.00	150.00	0.00	100.00 %
6220 Email Maintenance	968.75	52.50	916.25	1,845.24 %
6230 Website Maintenance		20.83	-20.83	
6240 Rent or Lease of Buildings	1,850.00	1,850.00	0.00	100.00 %
6250 Internet/Phone	138.48	143.00	-4.52	96.84 %
6260 Insurance - TML	4,210.66	345.00	3,865.66	1,220.48 %
6270 Utilities	75.81	75.00	0.81	101.08 %
6280 Legal & Professional Fees	1,044.00	1,000.00	44.00	104.40 %
6290 Consulting Services		250.00	-250.00	
6300 Accounting	500.00	300.00	200.00	166.67 %
6400 Membership Fees	50.00	83.33	-33.33	60.00 %
6410 Legal Posting		83.33	-83.33	
6411 Advertising/Promotional		125.00	-125.00	
6430 Tax Collection Fees		112.50	-112.50	
6440 Municipal Court Costs		83.33	-83.33	
6450 Code Enforcement		125.00	-125.00	
6460 Election Fees		6.25	-6.25	
6500 Training and Travel		83.33	-83.33	
6610 City Improvement Projects		2,166.67	-2,166.67	
Total Expenses	\$10,585.10	\$9,605.07	\$980.03	110.20 %
NET OPERATING INCOME	\$ -10,585.10	\$ -2,230.84	\$ -8,354.26	474.49 %
NET INCOME	\$ -10,585.10	\$ -2,230.84	\$ -8,354.26	474.49 %