



**CITY OF DOUBLE HORN
MINUTES
REGULAR MEETING
CITY COUNCIL
THURSDAY, DECEMBER 14, 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 7:00PM
2. Rollcall to Confirm Quorum: Aldermen Glen Stafford, Tom King, Bob Schmitz, and Mayor Cathy Sereno were present at the meeting. Acting City Secretary Karen Maxwell recorded the minutes. City Attorneys, Patty Akers and Josh Brockman-Weber were also present.
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 – November 9, 2023, Regular Council Meeting

Motion: Alderman Schmitz moved to approve the November 9, 2023, Regular Council Meeting minutes.

Second: Alderman King seconded the motion.

Vote: The vote was unanimous 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 items not on the agenda.
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: Monthly Financial Reports
The mayor reviewed the financials with the council.

Motion: Alderman Schmitz moved to sweep \$5,689.76 from the Property Tax into the Operations account.
Second: Alderman Stafford seconded the motion.
Vote: The vote was unanimous, and the motion carried.

- B. Emergency Management Team Update
The update was provided by the Emergency Management Coordinator (EMC) Harry Brunner.
- C. Zoning & Ordinance Committee Update- This topic was postponed to a future agenda.
i. Discuss and consider action to purchase a handheld noise monitor (budgeted item)
- D. Discuss and consider action on the renewal of Spicewood Crushed Stone's Blasting Permit for 2024
Guest Speaker: Mr. Matt Dalrymple, Vice President, Spicewood Crushed Stone LLC, will provide an update on operations and answer questions.
Mr. Matt Dalrymple, Vice President, Spicewood Crushed Stone LLC, provided an update on operations and answered questions.

Motion: Alderman Stafford moved to approve the renewal of Spicewood Crushed Stone's Blasting Permit for 2024.
Second: Alderman King 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 an update on progress of research.
- 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 (DHCWSC) to promote water conservation and protect water service. DHCWSC's President, Curtis Raetz, provided an update on conservation efforts.

a. Appoint City representative to lead Committee
Alderman Schmitz volunteered to fill the role however, asked the topic be discussed again when the full council is available to discuss.
- G. Discuss and consider action to recruit a City Treasurer
Mayor Sereno made a request for suitable candidates.
- H. Discuss and consider action to modify SCS Blast Reporting format on City's website – Update
Mayor Sereno provided an update on the format.
- I. Discuss and consider action on 10/20/2023 BCESD9 Fire Inspection Report Status (Failed) – Update
Mayor Sereno provided an update on the status of our compliance and asked for council approval to request quotes for panic bar's to be added to rear exterior doors.

Action Item: Mayor Sereno will follow up with landlord regarding their completion of tasks.

- J. Discuss and consider action to accept City Attorney, Patty Aker's resignation due to retirement and approve appointing Josh Brockman-Weber of the law firm, Messer & Fort, as new City Attorney

Motion: Alderman Schmitz moved to accept City Attorney, Patty Aker's resignation due to retirement and approve hiring Josh Brockman-Weber of the law firm, Messer & Fort, as new City Attorney.

Second: Alderman King seconded the motion.

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

- K. Discuss and consider action to implement Text Magic as a potential communication tool for emergency notifications
Mayor Sereno provided information regarding Text Magic.
 - L. Discuss and consider action to develop a plan and communication in preparation for the April Solar Eclipse
Mayor Sereno provided information on city preparations.
 - M. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments
 - N. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council
8. Adjournment: Time-8:00 PM

Motion: Alderman Schmitz moved

Second: Alderman King seconded the motion.

Vote: The vote was unanimous, and the motion carried. The council will reconvene on January 11, 2024, at 7PM in the city Meeting Room.

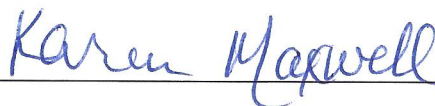
The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations 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 11th day of December 2023 by 7PM.



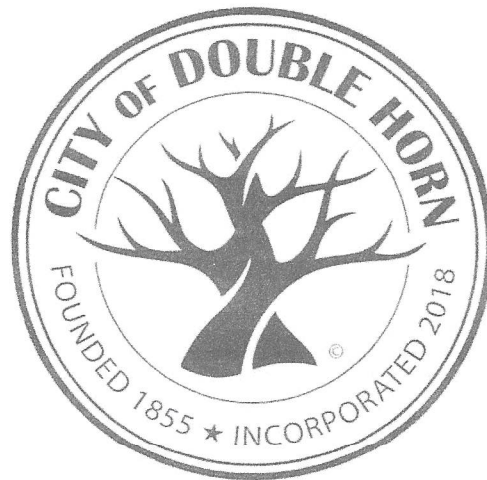
Cathy Sereno, Mayor

Attest:



Karen Maxwell, Acting City Secretary

November
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
12/14/2023



City of Double Horn

Balance Sheet

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	31,393.59
1005 Property Tax	5,689.76
1010 Reserve Account	12,040.99
Total Bank Accounts	\$49,124.34
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$49,124.34
TOTAL ASSETS	\$49,124.34
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	26,392.13
Total Accounts Payable	\$26,392.13
Credit Cards	
2301 TCM Bank Visa Credit Card	342.59
2302 Costco CitiBank Credit Card	0.00
Total Credit Cards	\$342.59
Other Current Liabilities	
2160 Payroll Tax Payable	0.00
2161 FICA Taxes Payable	41.74
2164 SUTA payable	0.00
Total 2160 Payroll Tax Payable	41.74
2171 Accrued Expenses	495.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$536.74
Total Current Liabilities	\$27,271.46
Total Liabilities	\$27,271.46
Equity	
3000 Retained Earnings	29,857.52
3001 Opening Balance Equity	0.00
Net Income	-8,004.64
Total Equity	\$21,852.88
TOTAL LIABILITIES AND EQUITY	\$49,124.34

City of Double Horn

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

November 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	5,689.76	7,290.90	-1,601.14	78.04 %
4002 Permits and Fees		83.33	-83.33	
Total Income	\$5,689.76	\$7,374.23	\$ -1,684.47	77.16 %
GROSS PROFIT	\$5,689.76	\$7,374.23	\$ -1,684.47	77.16 %
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		83.33	-83.33	
6100 Computer Equipment		25.00	-25.00	
6110 Office Equipment		25.00	-25.00	
6130 Office Supplies		83.33	-83.33	
6140 Software	99.00	166.67	-67.67	59.40 %
6205 Cleaning Service	225.00	150.00	75.00	150.00 %
6220 Email Maintenance		52.50	-52.50	
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		345.00	-345.00	
6270 Utilities	65.63	75.00	-9.37	87.51 %
6280 Legal & Professional Fees		1,000.00	-1,000.00	
6290 Consulting Services		250.00	-250.00	
6300 Accounting	250.00	300.00	-50.00	83.33 %
6400 Membership Fees		83.33	-83.33	
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	\$3,109.30	\$9,605.07	\$ -6,495.77	32.37 %
NET OPERATING INCOME	\$2,580.46	\$ -2,230.84	\$4,811.30	-115.67 %
NET INCOME	\$2,580.46	\$ -2,230.84	\$4,811.30	-115.67 %

City of Double Horn

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

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	5,689.76	87,490.79	-81,801.03	6.50 %
4002 Permits and Fees		1,000.00	-1,000.00	
Total Income	\$5,689.76	\$88,490.79	\$ -82,801.03	6.43 %
GROSS PROFIT	\$5,689.76	\$88,490.79	\$ -82,801.03	6.43 %
Expenses				
6000 Salaries & Wages	1,004.28	24,148.80	-23,144.52	4.16 %
6010 Taxes - payroll	76.84	1,851.24	-1,774.40	4.15 %
6020 Workmen's Comp Insurance	1,000.00	1,000.00	0.00	100.00 %
6100 Computer Equipment		300.00	-300.00	
6110 Office Equipment		300.00	-300.00	
6130 Office Supplies	17.21	1,000.00	-982.79	1.72 %
6140 Software	198.00	2,000.00	-1,802.00	9.90 %
6205 Cleaning Service	375.00	1,800.00	-1,425.00	20.83 %
6220 Email Maintenance	968.75	630.00	338.75	153.77 %
6230 Website Maintenance	22.99	250.00	-227.01	9.20 %
6240 Rent or Lease of Buildings	3,700.00	22,200.00	-18,500.00	16.67 %
6250 Internet/Phone	276.96	1,716.00	-1,439.04	16.14 %
6260 Insurance - TML	4,210.66	4,140.00	70.66	101.71 %
6270 Utilities	205.13	900.00	-694.87	22.79 %
6280 Legal & Professional Fees	1,044.00	12,000.00	-10,956.00	8.70 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	750.00	3,600.00	-2,850.00	20.83 %
6400 Membership Fees	50.00	1,000.00	-950.00	5.00 %
6410 Legal Posting		1,000.00	-1,000.00	
6411 Advertising/Promotional		1,500.00	-1,500.00	
6430 Tax Collection Fees		1,350.00	-1,350.00	
6440 Municipal Court Costs		1,000.00	-1,000.00	
6450 Code Enforcement		1,500.00	-1,500.00	
6460 Election Fees		75.00	-75.00	
6500 Training and Travel		1,000.00	-1,000.00	
6610 City Improvement Projects		26,000.00	-26,000.00	
Total Expenses	\$13,899.82	\$115,261.04	\$ -101,361.22	12.06 %
NET OPERATING INCOME	\$ -8,210.06	\$ -26,770.25	\$18,560.19	30.67 %
NET INCOME	\$ -8,210.06	\$ -26,770.25	\$18,560.19	30.67 %

City of Double Horn Legal Expense & Payment Detail FY2023-2024

11/30/2023

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
AKERS & AKERS							
Total Akers & Akers		\$ 21,232.25		\$ (21,232.25)		Remaining Balance	\$ 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
13334	1/12/2021	\$ 750.00	Messer, Fort, McDonald		\$ 27,441.50		
	1/18/2021		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,441.50	2057	Operating Account
13455	2/8/2021	\$ 5,335.80	Messer, Fort, McDonald		\$ 27,777.30		
	2/23/2021		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,777.30	2065	Operating Account
13735	3/12/2021	\$ 3,474.00	Messer, Fort, McDonald		\$ 26,251.30		
	3/12/2021		Messer, Fort, McDonald	\$ (2,500.00)	\$ 23,751.30	2071	Operating Account
13871	4/7/2021	\$ 6,852.25	Messer, Fort, McDonald		\$ 30,603.55		
	4/9/2021		Messer, Fort, McDonald	\$ (2,500.00)	\$ 28,103.55	2079	Operating Account
14118	5/12/2021	\$ 7,722.00	Messer, Fort, McDonald		\$ 35,825.55		
	5/20/2021		Messer, Fort, McDonald	\$ (10,000.00)	\$ 25,825.55	2091	Operating Account
14338	6/14/2021	\$ 7,119.96	Messer, Fort, McDonald		\$ 32,945.51		
	6/14/2021		Messer, Fort, McDonald	\$ (2,500.00)	\$ 30,445.51	2096	Operating Account
	7/12/2021		Messer, Fort, McDonald	\$ (5,277.30)	\$ 25,168.21	2100	Operating Account
14610	7/14/2021	\$ 4,366.96	Messer, Fort, McDonald		\$ 29,535.17		
14774	8/13/2021	\$ 8,556.96	Messer, Fort, McDonald		\$ 38,092.13		
	9/14/2021		Messer, Fort, McDonald	\$ (500.00)	\$ 37,592.13	2117	Operating Account
14966	9/14/2021	\$ 1,800.00	Messer, Fort, McDonald		\$ 39,392.13		
	10/7/2021		Messer, Fort, McDonald	\$ (500.00)	\$ 38,892.13	2127	Operating Account
	11/2/2021		Messer, Fort, McDonald	\$ (500.00)	\$ 38,392.13	2135	Operating Account
	12/7/2021		Messer, Fort, McDonald	\$ (500.00)	\$ 37,892.13	2150	Operating Account
	1/11/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 37,392.13	2163	Operating Account
	2/1/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 36,892.13	2170	Operating Account
	3/1/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 36,392.13	2178	Operating Account
	4/11/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 35,892.13	2195	Operating Account
	5/3/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 35,392.13	2200	Operating Account
	6/1/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 34,892.13	2215	Operating Account
	7/11/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 34,392.13	2226	Operating Account
	8/3/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 33,892.13	2233	Operating Account
	9/14/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 33,392.13	2244	Operating Account
	10/1/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 32,892.13	2251	Operating Account
	11/15/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 32,392.13	2261	Operating Account
	12/8/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 31,892.13	2264	Operating Account
	12/29/2022		Messer, Fort, McDonald	\$ (500.00)	\$ 31,392.13	2269	Operating Account
	2/6/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 30,892.13	2274	Operating Account
	3/24/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 30,392.13	2285	Operating Account
	5/8/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 29,892.13	2292	Operating Account
	5/31/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 29,392.13	2296	Operating Account
	6/12/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 28,892.13	2300	Operating Account
	7/5/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 28,392.13	2303	Operating Account
	8/10/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 27,892.13	2311	Operating Account
	9/8/2023		Messer Fort	\$ (500.00)	\$ 27,392.13	2317	Operating Account
	9/27/2023		Messer Fort	\$ (500.00)	\$ 26,892.13	2323	Operating Account
	11/2/2023		Messer Fort	\$ (500.00)	\$ 26,392.13	2333	Operating Account
		\$ 125,439.18		\$ (99,047.05)		Remaining Balance	\$ 26,392.13

MESSER, FORT, McDONALD (new legal expenses)

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
20965	10/31/2023	\$ 1,044.00	Messer Fort		\$ 1,044.00		
	11/2/2023		Messer Fort	\$ (1,044.00)	\$ -	2332	Operating Account
		\$ 1,044.00		\$ (1,044.00)		Remaining Balance	\$ -

ALL LEGAL EXPENSES

Total Legal Fees	\$ 147,715.43	Total Payments	\$ (121,323.30)	Remaining Balance	\$ 26,392.13
------------------	---------------	----------------	-----------------	-------------------	--------------

** NOTE: See prior reports for additional start-up legal detail prior to January 2021**

December 14, 2023

EMERGENCY MANAGEMENT Report to the City of Double Horn

1. Emergency Management Training

No training classes completed this past month.

2. Burn Ban

Burnet County and ESD9 Burn Bans were rescinded on October 25th.

3. Meeting with Marble Falls PD Dispatch Center

On November 14th, Laura Rathe and I met with Stacy Baker Marberry, the Public Safety Communications Manager at Marble Falls PD. She gave us a tour of the dispatch center and reviewed how Burnet County and Marble Falls coordinate emergency calls. The visit was very enlightening. They have a first class dispatch operation that covers 911 calls for all of south Burnet County. We talked about Double Horn city limits not being in the dispatch system. She said it is being worked on and may take a month or so for the system to update. We also discussed gate codes for Double Horn. Their system is different from the Burnet County system in that it must have codes for each Double Horn residence. I coordinated with the POA and Linda Marshal was kind enough to generate an Excel file with addresses but no names or personal information. I forwarded the file to Stacy.

4. CAPCOG Regional Solar Eclipse Summit

There are two CAPCOG virtual meetings scheduled for December 19th. One is "Traffic and Transportation" and the second is "Backup Communications". I plan on attending both meetings and have asked other members of the Double Horn EM team to attend if possible. I reached out to Gilbert Bennet, Llano County EMC and Derek Marchio, Burnet County EMC and they will keep me informed of their preparation status. Gilbert is way ahead and has a complete resident guide ready to go on the Llano County website. Just waiting for the Judge's review and approval. I plan on having a team meeting the second week of January to start our planning process.

5. STEAR (State of Texas Emergency Assistance Registry)

TBD waiting for legal review.



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

Copies:

Emergency Management Team Members:

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

City Officers

Mayor - Cathy Sereno
City Secretary - Karen Maxwell