

CITY OF DOUBLE HORN: ASSURANCE OF VOLUNTARY COMPLIANCE AGREEMENT

Period of Agreement: August 2, 2021 - August 2, 2022

3/15/2022



ITEM#	REQUIREMENT UPDATES	SUPPORTING DOCUMENT(S)
2 ✓	<p>Discovery - Provide written response to Plaintiff's First Requests for Production no later than July 7, 2021</p> <p>7/7/21 - Files sent to AG's office by Messer, Fort & McDonald attorney</p> <p>09/15/21 UPDATE: This item is considered closed and no further updates will be provided</p>	<p>Documented in AVC Agreement.</p>
3	<p>City Hall - Maintain a City Hall at a physical location within the boundaries of the city, used for city business, maintaining city records, providing notices to the public, accessible and open to citizens during City's established hours</p> <p>01/01/22 - City's Lease Agreement rate increases to include the addition of 2 more offices</p> <p>03/15/22 UPDATE: The 2022 Adopted Budget included funds to add additional space, remodel and furnish a large conference room suitable for City Council Meetings. The City has maintained an office within the boundaries of the city, however, the original space (and budget) did not allow for a meeting room. Therefore, adding this new space will be a tremendous move forward for the city - Double Horn will now have a City Hall. Demolition of the old offices, electrical and dry wall are complete. Painting and carpet are scheduled to complete by mid March. As a benefit to the community, the city plans to make this conference room available for Double Horn Improvement Association and Double Horn Creek Water Supply Corporation meetings. Due to the success of the City Volunteer Program the City is working on a plan to expand the City's office hours.</p>	<p>2022 Annual Budget (website: doublehorn.tx.org, Home page)</p> <p>Article 2 Rent - applicable page of lease agreement (attached)</p> <p>City Office & Conference Room Layout (attached)</p> <p>01/13/22, 02/10/22, 03/10/22 CDH City Council Agendas & Minutes (website: doublehorn.tx.org, City Documents, Agendas & Minutes)</p>
4	<p>Public Amenities (Parks, Pavilion) - Undertake good-faith efforts to make public amenities available to CDH citizens. CDH shall negotiate with DHIA regarding the CDH purchasing, or sharing costs & responsibilities of public amenities, including the parks, pavilion & other.</p> <p>03/15/22 UPDATE: This topic has been on hold pending the DHIA election which took place on January 15, 2022. Over the last several weeks the DHIA Board has been working to establish roles and responsibilities for each of its members and has appointed Mr. Bob Link as President. Therefore, this particular topic has not been on their agenda as a priority. However, the city has continued to look for ways to provide public amenities and services to the community. This quarter, the City sponsored an Eagle Scout project; Austin Vandehey, Troop 786, built a Little Free Library for our citizens. The library was also installed with an air monitor that reports air quality via a link on the City's website. Austin's library is the second Little Free Library the City has installed. The first library is located at the Double Horn Pavilion and this most recent library is at the City Office.</p>	<p>03/07/22 Austin Vandehey Email CDH Little Library (attached)</p>

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5	<p>Roads - Negotiate with the DHIA regarding the CDH purchasing, maintaining, sharing the costs of maintaining and/or sharing responsibility for maintaining these roads</p>	
	02/10/22 - City Council reviews Project Plan & Assessment Worksheet	Project Plan - Signs of Double Horn (attached)
	02/12/22 - Mayor sends copy of Project Plan to new DHIA President, Bob Link	02/12/22 & 02/15/22 Email to President Bob Link (attached)
	02/19/22 - Mayor & Alderman Schmitz conduct a physical assessment of & 02/27/22 - lighting and signs	02/10/22 City Council Meeting Minutes (website: doublehorntx.org, City Documents, Agendas & Minutes)
	02/24/22 - Mayor provides update to new DHIA Board DHIA Board assigns Mr. Tim Poole (Board Member) to be the liaison with the City Council	Notice of Road Safety Project Assessment (attached) Assessment Worksheet (attached)
	03/10/22 - Mayor & Alderman Schmitz provide update to City Council	02/24/22 DHIA Board Meeting Agenda (attached)
	<p>03/15/22 UPDATE: The City Council and the DHIA Board approved a partnership to improve the safety and security of our roads by initiating joint projects to improve street signage and lighting. Given the potential scope and cost of the projects, the city created a project plan to manage all aspects of the joint project. This disciplined approach will ensure clarity, accountability and transparency to the public. A copy of the project plan was shared with the DHIA Board with a request for feedback and questions.</p> <p>To date, the first assessment of existing signs and lighting has been completed. The purpose was to document the location, condition and description of the signs and lights. A second phase leveraging outside safety expert(s) has been planned and has been budgeted by the City Council. However, the date is TBD pending approval from the DHIA Board.</p>	03/10/22 City Council Meeting Agenda (website: doublehorntx.org, City Documents, Agendas & Minutes)

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6a	<p>Water Service - City shall enter into planning discussions with the DHCWSC to facilitate potable water service by DHCWSC to properties in city limits outside of DHCS if requested by property owners or enter into planning discussions with other water service providers in the area if in close proximity and at a reasonable cost. Enter into wholesale or retail potable water contracts as necessary. CDH shall continue to authorize landowners the right to construct and operate ground water wells meeting TCEQ requirements to serve their properties if public potable water is not yet available or alternatively, to extent reasonably feasible based on NEW development & anticipated increase in population density, create a city-owned water treatment system.</p> <p>CDH shall provide information links on its website from such third-party providers responsible for providing water service within the city.</p>	
	<p>12/09/21 - City Council Authorizes Mayor to Initiate Discussion with DHCWSC Regarding Expansion of Water Service Area</p> <p>01/10/22 - Mayor's Letter to DHCWSC President Curtis Raetz Requesting Meeting</p> <p>02/23/22 - DHCWSC Board of Directors Discuss City's Request</p> <p>03/02/22 - Letter from DHCWSC President - Board Approval</p> <p>03/15/22 UPDATE: The City has continued to take a proactive approach by investigating potable water service options as we plan for the long-term growth of the city. Double Horn Creek Water Supply Corporation (DHCWSC) is the most viable option to date. The City Council formally authorized the Mayor to begin planning discussions; at a minimum, the City will need to understand what limitations and/or requirements may exist if the water service area were to be expanded and what role DHCWSC would play. On March 4th, the city was notified that the DHCWSC unanimously agreed to begin discussions. Discussions are tentatively planned to begin later this month pending confirmation of availability by all parties. Additionally, President Raetz provided an update to the City Council on the process to develop a well if a landowner desires to do so. To help landowners with this process, information, including Ground Water Conservation District contact information will be documented and added to the City's website.</p>	<p>12/09/21 CDH City Council Meeting Minutes (website: doublehorntx.org, City Documents, Agendas & Minutes)</p> <p>01/10/22 Mayor's Letter to DHCWSC President (attached)</p> <p>02/23/22 DHCWSC Board of Directors Meeting Agenda (attached)</p> <p>03/04/22 DHCWSC President's Letter to Mayor (attached)</p>

6b	<p>Septic - City shall generate plans for the provision of sewage services to account for the needs of the City resulting from future growth & development</p>	
	<p>03/15/22 UPDATE: Alderman Millard has communicated with Mr. Herb Darling, Burnet County Director of Development Services requesting his guidance. Mr. Darling confirmed via email that the current Onsite Sewage System Facility (OSSF) will continue to work for the long term and is the system utilized by other cities our size and much larger. For the City's records, Alderman Millard has requested this information be conveyed formally to the city via a letter. This action item is still open and will be an area of focus this month.</p>	

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6c	Trash/Recycling - City shall generate plans for the provisions of trash & recycling services within the City including explore contracting with providers.	
	<p>03/15/22 UPDATE: A survey to assess community interest in trash/recycling services was planned to be conducted at the annual meeting held at the Spicewood Community Center on January 15, 2022. Unfortunately, we ran into some technical difficulties related to the survey tool. Those issues have been resolved and the Council will be discussing (March 10, 2022 Regular Meeting Agenda) how best to reach as many citizens as possible. Specifically, what email database is available for our needs. An update on this topic will be provided in more detail next quarter.</p> <p>Alderman King did reach out to our local business, Double Horn Storage, Professional Civil Process Corp & Spicewood Crushed Stone, to assess their needs. All businesses indicated they did not have any needs related to trash/recycling at this time.</p>	Trash/Recycling Services Survey (attached)

6d	Website - City shall provide information on its website regarding provision of septic/sewage & trash/recycling services	
	<p>03/15/22 UPDATE: The City of Double Horn's website includes a link to the Waste Connection website. Waste Connection is the primary provider of trash pickup services in this area. The Council is reviewing a list of other services provided by area companies that are available as drop-off locations. This information will be added to the website once verified.</p> <p>Septic information provided by the County will be added to the city's website. This action is pending a confirmation letter from Burnet County Director of Development Services.</p>	

6e	Subdivision Ordinance - City shall prepare & adopt a subdivision ordinance that regulates development in the city limits & ETJ and ensures sewage services are available to the entirety of the City commensurate with the development request & proposed density of the development. City will authorize septic systems to be used in development, as appropriate, and shall contract with Burnet County for septic permitting & inspections within the City,	
	<p>03/15/22 UPDATE: As approved by the City Council during the 12/09/21 meeting, the Zoning & Ordinance Committee has been working with the City Attorney to develop a Subdivision Ordinance. After the Committees first meeting it was clear this ordinance will take a great deal of time to review, modify and discuss at the committee level before it will be ready for Council review. The Committee provided a high level overview of what they were working with - 75 pages. Given the long term-impact and our city's inexperience we will not rush through this process but take the appropriate time to understand the impacts and consequences of our decisions as it relates to this ordinance.</p>	

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6f	Subdivision Authority in ETJ - City shall enter into an agreement with Burnet County regarding subdivision authority in City's ETJ	
	03/15/22 UPDATE: City Attorney, Patty Akers has taken this action item and will work with the Burnet County Attorney.	
7a ✓	Law Enforcement - City shall enter into one or more MOU or interlocal agreements to provide police services through the Burnet County Sheriff's office.	
	12/15/21 UPDATE: As documented in our 9/15/21 report, the Burnet County Attorney provided a letter (MOU) confirming police protection will be provided to the citizens of Double Horn by the Burnet County Sheriff's Department. A copy of the letter, dated 4/26/19, was provided in the 1st Quarterly Assurance of Voluntary Compliance Agreement Report. Therefore, for purposes of this report, we will consider this specific action item complete.	
7b ✓	Fire Protection/Services - City shall enter into one or more MOU or interlocal agreements to provide fire services through ESD9.	
	11/11/21 - City Council approves ESD9 Fire & Emergency Medical Services Protection for the City of Double Horn Agreement 12/15/21 UPDATE: An agreement between the City of Double Horn and ESD9 was approved by the City of Double Horn Council formalizing ESD9's commitment to provide <u>fire</u> and emergency medical services to the citizens of Double Horn. Additionally, the City partnered with ESD9 to promote fire safety by providing information on the City's website and hosting a fire safety presentation by Chief Sam Stacks: "How to Protect Your Home and Property From Fire". While the City of Double Horn will continue to partner with ESD9, for the purposes of this report we will consider this specific action item complete.	ESD9/City of Double Horn Fire & Emergency Medical Services Agreement Letter (Attached) 11/11/21 CDH Council Meeting Minutes (website: doublehorn.tx.org, City Documents, Agendas & Minutes)
7c ✓	Emergency Medical Services - City shall enter into one or more MOU or interlocal agreements to provide emergency EMS services.	
	11/11/21 - City Council approves ESD9 Fire & Emergency Medical Services Protection for the City of Double Horn Agreement 11/15/21 - Burnet County Commissioners Court appoints Double Horn resident, Curtis Raetz, to the ESD9 Board 12/15/21 UPDATE: An agreement between the City of Double Horn and ESD9 was approved by the City of Double Horn Council formalizing ESD9's commitment to provide fire and <u>emergency medical services</u> to the citizens of Double Horn. Additionally, Curtis Raetz, a citizen of Double Horn, was appointed to the ESD9 Commissioners Board. Mr. Raetz was recommended by the Mayor and approved by the Burnet County Commissioners Court. Curtis will serve the citizens of Double Horn and the entire district with distinction. While the City of Double Horn will continue to partner with ESD9, for the purposes of this report we will consider this specific action item complete.	ESD9/City of Double Horn Fire & Emergency Medical Services Agreement Letter (Attached - same as 7b) 11/11/21 CDH Council Meeting Minutes (website: doublehorn.tx.org, City Documents, Agendas & Minutes) 12/08/21 Email from Commissioner Dockery & 11/15/21 Commissioner Court Meeting Minutes, Item#5, Appointment of Curtis Raetz to ESD9 Board(Attached)

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7d ✓	Emergency Management Services - City shall enter into one or more MOU or interlocal agreements to provide emergency management services through Burnet County's disaster response program.	
	<p>12/15/21 UPDATE: As documented in our September 15th report, the City of Double Horn passed the following Resolutions & Ordinances in 2019 which established the City's Emergency Management Program and entered the City into a <u>Interjurisdictional Emergency Management Program with Burnet County:</u></p> <p>RES005 - Establishing a Joint Resolution Establishing Interjurisdictional Emergency Management Program</p> <p>RES006 - Adopting National Incident Management System (NIMS)</p> <p>ORD007 - Establishing Emergency Management Plan</p> <p>While the City is covered under the Burnet County Plan, the City's Emergency Management Team is working to document Local SOP's that are specific to the City of Double Horn. This work is being done with the full knowledge of the County and does not in any way deviate, change or add to the county plan. Examples of City specific SOP's include: Directives on where to meet in an emergency, list of equipment accessible for emergency use (e.g. heavy equipment, trucks) and agreements with providers.</p> <p>The City will continue to work closely with the County and focus on additional projects that enhance our ability to respond in an emergency. This work is critical and has no end date. That said, for purposes of this report only this action item will be considered completed.</p>	<p>website: doublehorntx.org, City Documents, Ordinances & Resolutions</p> <p>11/11/21 Emergency Management Report, City Council Meeting Minutes Attachment (website: doublehorntx.org, City Documents, Agendas & Minutes)</p>

7e	<u>Fire Protection Water Storage Tank(s)</u> - City shall enter into one or more MOU or interlocal agreements for fire-protection usage to be located in the CDH.	
	<p>12/20/21 - Site Preparation for Fire Suppression Water Tank Begins</p> <p>12/29/21 - Site Preparation Complete</p> <p>01/03/22 - Base (for tank) Construction Begins</p> <p>01/06/22 - Base Construction Complete</p> <p>01/04/22 - Final Tank Design Specifications Approved</p> <p>03/15/22 UPDATE: Unfortunately, this project has experienced delays associated with materials (steel) and fabrication times. However, construction for the Fire Suppression Water Tank has begun. Tank fabrication is underway at the manufacture's facility. After final paint work it will be shipped to Double Horn for installation. Installation is expected to be completed in April. Pipe and fire hydrant assembly will then take place. The tank is expected to be fully operational by the end of April.</p>	<p>03/07/22 Email - Curtis Raetz, Fire Suppression Water Tank Status</p> <p>03/09/22 Email - Curtis Raetz, Fire Suppression Water Tank Time Line</p>

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8	<p>Emergency Management Program - City shall establish, operate, and maintain a municipal or interjurisdictional emergency management program including designation of emergency management directors.</p> <p>03/03/22 - Scheduled Texas Public Officials Workshop, hosted by City of Double Horn & Conducted by TDEM District Coordinator</p> <p>03/15/22 UPDATE: The City of Double Horn Emergency Management Coordinator provides a monthly update during each City Council Meeting. The Emergency Management Team has been driving several safety projects including promoting the Warn Central Texas Program; achieving 123 enrollments as of February 2022. To put that in perspective, Double Horn has a population of 230 so we believe the team is close to enrolling at least one phone per household. Additionally, training continues to be a key area of focus for all team members. Emergency Management Training completed this quarter: 01/13/22 Wendy Wright, Emergency Management Team Member, IS-00700.b 01/10/22 John Osborne, Alderman & Emergency Management Team Member, IS-00100.c</p> <p>As a way to showcase our community and to provide a benefit to the other jurisdictions in Burnet County, The City of Double Horn Emergency Management Team will be hosting a training session at our new City Hall on April 6th. The class, Texas Public Officials Workshop, will be conducted by Robbie Barrera, District Coordinator, Texas Division of Emergency Management. To date, 6 of 8 jurisdictions in Burnet County plan to attend.</p>	<p>Emergency Management Monthly Reports, City Council Meeting Minutes attachment (website: doublehorn.tx.org, City Documents, Agendas & Minutes)</p> <p>Training Certificates & Tracking Spreadsheet (website: doublehorn.tx.org, City Documents, Certifications)</p> <p>03/03/22 - Email - Texas Public Officials Workshop, Harry Brunner & Robbie Barrera (attached)</p>
9 ✓	<p>Marble Falls Independent School District - City shall note (& maintain) on its website that public schooling within the City is provided by MFISD.</p> <p>03/15/22 UPDATE: a link to the City of Double Horn's school district, Marble Falls ISD, is available on the Home Page of the City's website. Additional information has been added at the request of MFISD representatives. The City will continue to provide and update this information on the City's website, however, for the purpose of this report we will consider this specific action item complete.</p>	<p>MFISD Link (website: doublehorn.tx.org, Home Page, Helpful Links)</p>
10	<p>Polling Location - City shall designate polling location for its election, shall make its City Hall available for use as a polling place for each of its election precincts. City may contract with Burnet County for election services & ultimate designation of polling location.</p> <p>03/15/22 UPDATE: After the re-model is complete and available for inspection, the City will contact Mr. Doug Ferguson, Burnet County Election Administrator to determine the feasibility of utilizing the Double Horn City Office & Hall as a supplemental polling location. Unfortunately, like many other projects the remodel has taken longer than anticipated and will now be completed by end of March.</p>	

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11	Monthly Council Meetings - City shall hold monthly council meetings in full compliance with state law	
	<p>01/13/22 Regular City Council Meeting 02/10/22 Regular City Council Meeting 03/10/22 Regular City Council Meeting</p> <p>03/15/22 UPDATE: The City of Double Horn conducts monthly meetings of the City Council on the 2nd Thursday of each month in accordance with City Ordinance, ORD002, and State Laws. All agendas and minutes are posted as required by state law and meetings are conducted in a public location. To date, that location has been Spicewood Community Center, however, the City Council expects to conduct future meetings, beginning in April at the City's new conference room. Communication highlighting this change in venue will be communicated (frequently) to avoid any confusion.</p>	<p>Scheduled Meetings (website: doublehorntx.org, News & Events, Current City Events)</p> <p>01/13/22, 02/10/22, 03/10/22 Agendas (website: doublehorntx.org, City Documents, Agendas & Minutes)</p>
12	Training - City shall ensure all city officials complete and stay up to date on training required by state law including emergency management, open meetings, open records & cyber security training	
	<p>03/15/22 UPDATE: All training required by the state had been completed earlier in the year. However, the City is focusing on continuing education for all elected officials, staff and committee members. Training completed this quarter:</p> <p>01/13/22 Wendy Wright, Emergency Management Team Member, IS-00700.b</p> <p>01/10/22 John Osborne, Alderman & Emergency Management Team Member, IS-00100.c</p> <p>01/22/22 Karen Maxwell, City Secretary, Running Meetings 101 - for Faith Based, Civic, Non-Profits & Other Groups</p>	<p>Training Certificates & Tracking Spreadsheet (website: doublehorntx.org, City Documents, Certifications)</p>
13	State Laws - City shall comply with all state laws	
	<p>03/15/22 UPDATE: The city continues to comply with all state laws. As required, City Council Agendas are posted 72 hours in advance at the meeting site, city office, public bulletin boards and city website. Additionally, because of the joint project between the City of Double Horn and the DHIA Board, city officials are attending DHIA Board meetings discussing city business. Therefore, a Notice of Possible Quorum was posted for the January 15, 2022 Double Horn Improvement Association & Double Horn Creek Water Supply Corporation Annual Meeting and the February 24, 2022 Double Horn Improvement Association Meeting.</p> <p>While not required by state law, the City of Double Horn participated in the US Census Bureau Building/Zoning Permits Survey and the Boundary & Annexation Survey (BAS). The BAS survey is potentially the most important as it is the data base used by the federal government to allocate federal funds for health, welfare, infrastructure, education and other federal programs and services.</p>	<p>City Council Agendas & Approved Minutes (website: doublehorntx.org, City Documents, Agendas & Minutes)</p> <p>Notice of Possible Quorum (website: doublehorntx.org, City Documents, Agendas & Minutes)</p> <p>01/27/22 Email -US Census Bureau - Building/Zoning Permits Survey (attached)</p> <p>01/13/22 Email - US Census Bureau - Boundary & Annexation Survey (attached)</p>

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14	Website - City shall maintain & inform the citizens of the existence of a regularly updated city website accessible to public and provides access to city documents including: agendas, minutes, ordinances, resolutions, monthly financial data, accounting, audits & public notices regarding services provided by the City	
	<p>03/15/22 UPDATE: Per our report last quarter, Alderman Schmitz began working with representatives of the DHIA Communication team to investigate the feasibility of adding the DHIA welcome pack link to the City's website. After testing and careful review this option was discarded. The DHIA is currently leveraging 2 sites, TownSquare and Goodwin. To add a third site that needs to be maintained did not make sense. A better option would be to include a link to one of the current sites and help the DHIA Board develop a consistent maintenance process. (If requested)</p> <p>The City of Double Horn continues to post new information including all documents required by law (e.g. Agenda) and information of interest to the community (e.g. How to Register Your Burn). Based on user feedback, the Mayor and City Secretary are working to archive some of the older reports to improve navigation and layout. To be clear, all information will continue to be maintained and available to the public; this process will make it easier to quickly find information. As a next step, new sections will be added to the City's website including Blast Reports which will provide easy access to electronic copies of Spicewood Crushed Stone's blast data. Blast Reports are required per Ordinance ORD0015 Blasting Regulations. Reports on each blast are currently available in hardcopy format only.</p> <p>Through each interaction with the public the city promotes the website as we would like the website to be our primary vehicle of communication to reach the broadest possible audience.</p>	01/12/22 Email - Follow-up/HOA Dropbox Folder, Bob Schmitz & Cathy Sereno (attached)

15 - 19	Quarterly Updates - to demonstrate compliance the Mayor shall provide quarterly updates to the State regarding efforts undertaken since the previous quarterly update.	
	<p>Due Dates: September 15, 2021 December 15, 2021 March 15, 2022 June 15, 2022 August 1, 2022</p>	
	<p>09/15/21 Report Submitted on 9/13/2021 12/15/21 Report Submitted on 12/13/2021 03/15/22 Report Submitted on 03/11/2022</p>	