



CITY OF DOUBLE HORN

MINUTES

REGULAR MEETING

CITY COUNCIL

THURSDAY APRIL 8, 2021

7:00PM

TELECONFERENCE CALL: PURSUANT TO SECTION 551.127 OF THE TEXAS GOVERNMENT CODE, AND IN CONJUNCTION WITH THE GUIDANCE AND PROVISIONS PROVIDED BY THE GOVERNOR OF TEXAS IN THE DECLARATION OF DISASTER ENACTED MARCH 13, 2020, MEMBERS OF THE CITY COUNCIL SHALL BE PARTICIPATING REMOTELY IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT, AS TEMPORARILY MODIFIED BY THE GOVERNOR, AND COUNCIL RULES OF PROCEDURE. THERE WILL BE NO PHYSICAL LOCATION FOR THE MEETING. MEMBERS OF THE PUBLIC MAY PARTICIPATE BY JOINING AT: **866-607-3969**
(NO PIN REQUIRED)

Members of the public will be allowed to speak on any agenda item during citizen comments, however, enforcement to the time limit (3 MINUTES) on comments will be enforced. Citizens wishing to speak during citizen comments or on a particular agenda item need to notify the City Secretary at: **CITYSECRETARY@DOUBLEHORNTX.ORG** by 6:00 p.m. on **April 7th (WEDNESDAY)**.

1. **Call Meeting to Order:** Time 7:00pm

2. **Rollcall to Confirm Quorum**

Jim Millard, RG Carver, Glenn Leisey, John Osborne, Tom King and Cathy Sereno were present. City Attorney Patty Akers and City Secretary Karen Maxwell were also present.

3. **Invocation:** Glenn Leisey

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** –3/11/2021 Regular Council Meeting

Motion Jim Millard moved to accept the minutes as corrected.

Second: RG Carver 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 contacted the City Secretary to speak at the meeting. No one at the meeting spoke up that they wanted 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**

- 1) **Monthly Financial Reports** (see attached report)

Motion: Glenn Leisey moved to make a payment for \$2500 to MFM going towards legal fees.

Second: Tom King seconded the motion.

Vote: The vote was unanimous and the motion carried.

B. **Emergency Management Team Update**

The Council discussed concerns around the Double Horn Improvement Association’s (DHIA) vote to not install a Knox-Box with Michael Schacherbauer, DHIA President, present to answer questions.

Action Item: Glenn Leisey will put out a survey to get community input about interest having this installed as a safety issue.

C. **Zoning & Ordinance Committee Update**

Jim Millard requested another member of the Council to take on Zoning and Ordinances due to his work conflicts.

Action Item: The remaining alderman are to consider taking over the Zoning and Ordinance oversight knowing that the “heavy work” has already been done. Interested alderman should contact the Mayor or Alderman Millard to discuss the role.

D. **Discuss and consider action required based on the new ESD9 Fire Code** – Guest Speaker: Fire Marshal Sam Stacks

The Fire Marshall is only allowed to come in and inspect commercial entities. He can come in, at a home owner’s request, to make suggestions for fire safety.

If a resident wants to burn on their property, they need to go to ESD9 permit page, read the guidelines and fill out an online permit form. The form will not populate if conditions are not suitable for burning.

Action Item: Harry will be posting updated information regarding residential burning into the Mailbox boards.

Action Item: Karen Maxwell will add the name and phone number of the Fire Marshall on our website and a link to the Fire Code.

E. **Discuss status of City Office and actions that may be required**

Action Item: Karen Maxwell will get an ethernet cord from Glenn Leisey and will test the internet signal speed with a hard connection.

F. **Discuss Steps Required to investigate community interest, costs & benefits associated with:**

- 1) **Developing a Walking Path with milestone markers to promote healthy activity**

This will be continued to the next meeting.

- 2) **Expansion of the City's Library Program**
This will be continued to the next meeting.

G. **Discuss and consider action to recruit a volunteer for the Treasurer position**

Mayor Sereno is asking the Council to look out in the community for the volunteer Treasurer position.

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

- Discuss another Council Member taking on the Zoning and Ordinances
- City Office Update
- Discuss Steps Required to investigate community interest, costs & benefits associated with:
 - Developing a Walking Path with milestone markers to promote healthy activity
 - Expansion of the City's Library Program
- Volunteer for the job of Treasurer
- Can a Speed monitor be placed within the city on a private road?

8. **Close Regular Meeting:** N/A

9. **Open Executive Session:** N/A

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 Attorney regarding Litigation: State of Texas v. Double Horn et al.

10. **Close Executive Session:** N/A

11. **Open Regular Meeting:** N/A

12. **Consider action, if any, from Executive Session:** N/A

13. **Adjournment:** Time 8:27pm

The Council decided to maintain social distancing with an in person meeting for the month of May.

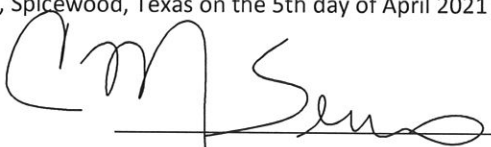
Motion: Glenn Leisey moved to adjourn the meeting.

Second: Tom King seconded the motion.

Vote: The vote was unanimous and the motion carried. The meeting will reconvene on May 13th, 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 5th day of April 2021 by 7PM.

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

Cathy Sereno, Mayor

MARCH
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
4/8/2021



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	Sep 2021	Total	% of Budget
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
Income														
1020 Ad Valorem Taxes		4,063.73	16,889.57	30,315.88	10,207.96	1,248.65							66,307.61	94.60%
1030 Donations General			20.00										20.00	
1070 Permits and Fees			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	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 67,307.61	94.71%
Gross Profit	\$ 0.00	\$ 4,063.73	\$ 17,909.57	\$ 30,315.88	\$ 10,207.96	\$ 1,248.65	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 67,307.61	94.71%
Expenses														
1110 Salaries & Wages	557.28	864.95	1,590.57	760.46	394.74	1,288.71							13,000.00	41.97%
1120 Training and Travel													0.00	0.00%
1125 Rent or Lease of Buildings			800.00	800.00	800.00	800.00	800.00						9,600.00	41.67%
1130 Utilities			425.00	24.87	55.84	91.98							1,200.00	49.81%
1135 Internet						227.45							1,200.00	18.95%
1140 Computer Equipment													500.00	0.00%
1160 Phone Expense	25.07	25.07	25.07			25.04							350.00	28.64%
1170 Website Expense			21.17			209.92							250.00	92.44%
1180 Email Expenses		459.74				89.42							550.00	99.85%
1190 Accounting	119.00	70.00		1,390.00	932.50	50.00							5,450.00	47.00%
1220 Legal & Professional Fees	2,214.00	4,500.00	2,562.00	750.00	5,335.80	3,474.00							25,272.61	74.53%
1240 Tax Collection Fees	274.06	268.73				268.73			268.73				1,200.00	112.42%
1250 Election Fees				75.00									75.00	100.00%
1260 Legal Posting	228.00												1,500.00	15.20%
1270 Insurance - TML		1,035.86											990.00	104.63%
1275 Workmans Comp Insurance	102.90												300.00	34.30%
1280 Membership Fees	50.00			591.00									650.00	98.62%
1420 Software													350.00	0.00%
1655 Municipal Court Costs													500.00	0.00%
1660 Consulting Services			650.00										700.00	92.86%
6045 Bank fees	-19.95	0.00	0.16	-0.16									0.00	
6055 Code Enforcement			35.00	35.00	35.00	35.00							950.00	0.00%
6235 Rent/Meeting Expenses							35.00						720.00	34.03%
6345 Office Equipment and Maintenance													750.00	0.00%
6355 Supplies - office													750.00	0.00%
6375 Taxes - payroll	364.02	89.52	156.54	58.18	30.19	98.59							0.00	
Total Expenses	\$ 3,949.38	\$ 7,348.87	\$ 5,615.51	\$ 5,134.35	\$ 7,584.07	\$ 6,658.94	\$ 835.00	\$ 0.00	\$ 268.73	\$ 0.00	\$ 0.00	\$ 268.73	\$ 37,663.48	55.96%
Net Operating Income	-\$ 3,949.38	-\$ 3,285.14	\$ 12,294.06	\$ 25,181.53	\$ 2,623.89	-\$ 5,410.19	-\$ 835.00	\$ 0.00	-\$ 268.73	\$ 0.00	\$ 0.00	-\$ 268.73	\$ 26,062.31	\$ 0.00

Monday, Apr 05, 2021 10:18:46 AM GMT-7 - Accrual Basis



City of Double Horn

Balance Sheet
As of March 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	49,664.66
1005 Property Tax	2,725.79
1010 Reserve Account	6,020.73
Total Bank Accounts	\$58,411.18
Total Current Assets	\$58,411.18
TOTAL ASSETS	\$58,411.18
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	24,020.03
Total Accounts Payable	\$24,020.03
Credit Cards	
2300 First United Bank Credit Card	334.34
Total Credit Cards	\$334.34
Other Current Liabilities	
2160 Payroll tax payable	633.26
2170 SUTA payable	243.00
Payroll Liabilities	
Federal Taxes (941/944)	23.94
Total Payroll Liabilities	23.94
Total Other Current Liabilities	\$900.20
Total Current Liabilities	\$25,254.57
Total Liabilities	\$25,254.57
Equity	\$33,156.61
TOTAL LIABILITIES AND EQUITY	\$58,411.18

Note

Note: Property Tax Revenue is not setup as a receivable (different from last year's format).
Payroll Tax Calculation - Prior months calculations under review by Accountant.

City of Double Horn Legal Expense & Payment Summary FY2020 - 2021

4/30/2021

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
AKERS & AKERS							
4730	4/19/2019	\$ 16,622.50		\$	16,622.50		
4763	5/17/2019	\$ 1,826.93	Akers & Akers LLP	\$	18,449.43	1002	Operating Account
4799	6/3/2019	\$		(10,000.00)	8,449.43		
	6/19/2019	\$ 2,251.60	Akers & Akers LLP	\$	10,701.03	1004	Operating Account
	7/17/2019	\$		(2,000.00)	8,701.03		
	8/4/2019	\$ 531.22	Akers & Akers LLP	\$	9,232.25	1001	Legal Defense
	9/19/2019	\$		(2,000.00)	7,232.25	1008	Operating Account
	10/22/2019	\$	Akers & Akers LLP	(7,232.25)			
	Total Akers & Akers	\$ 21,232.25		\$ (21,232.25)		Remaining Balance	\$ -

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
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	10/7/2019	\$ 6,660.80	Messer, Fort, McDonald	\$	32,104.23		
	10/22/2019	\$		(2,767.75)	29,336.48	1009	Operating Account
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		
11158	1/16/2020	\$ 4,513.63	Messer, Fort, McDonald	\$	43,199.51		
	1/17/2020	\$		(5,000.00)	38,199.51	1018	Operating Account
11253	2/7/2020	\$ 8,362.99	Messer, Fort, McDonald	\$	46,562.50		
	3/4/2020	\$		(5,000.00)	41,562.50	2001	Operating Account
11381	3/5/2020	\$ 1,068.00	Messer, Fort, McDonald	\$	42,630.50		
11558	4/2/2020	\$ 282.00	Messer, Fort, McDonald	\$	42,912.50		
11780	5/5/2020	\$ 84.00	Messer, Fort, McDonald	\$	42,996.50		
	6/1/2020	\$		(5,000.00)	37,996.50	2012	Operating Account
11940	6/2/2020	\$ 5,388.00	Messer, Fort, McDonald	\$	43,384.50		
	6/12/2020	\$		(5,002.00)	38,382.50	2014	Operating Account
12148	7/9/2020	\$ 2,796.00	Messer, Fort, McDonald	\$	41,178.50		
12363	8/11/2020	\$ 3,402.00	Messer, Fort, McDonald	\$	44,580.50		
	8/24/2020	\$		(10,000.00)	34,580.50	2025	Operating Account
12562	9/10/2020	\$ 2,835.00	Messer, Fort, McDonald	\$	37,415.50		
	9/11/2020	\$		(10,000.00)	27,415.50	2028	Operating Account
12771	10/6/2020	\$ 2,214.00	Messer, Fort, McDonald	\$	29,629.50		
	10/12/2020	\$		(5,000.00)	24,629.50	2037	Operating Account
12935	11/6/2020	\$ 4,500.00	Messer, Fort, McDonald	\$	29,129.50		
	11/13/2020	\$		(5,000.00)	24,129.50	2044	Operating Account
13114	12/8/2020	\$ 2,562.00	Messer, Fort, McDonald	\$	26,691.50		
13334	1/12/2021	\$ 750.00	Messer, Fort, McDonald	\$	27,441.50		
	1/18/2021	\$		(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	\$		(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	\$		(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	\$		(2,500.00)	28,103.55	2079	Operating Account
	Total Messer, Fort, McDonald	\$ 95,873.30		\$ (67,769.75)		Remaining Balance	\$ 28,103.55

ALL LEGAL EXPENSES							
		\$ 117,105.55	Total Payments	\$	(89,002.00)		Remaining Balance
		\$ 28,103.55					\$ 28,103.55