



**CITY OF DOUBLE HORN
MINUTES
REGULAR MEETING
CITY COUNCIL
THURSDAY JUNE 10, 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 7:00Pm
2. **Rollcall to Confirm Quorum:** Alderman John Osborne, Glenn Leisey, Tom King, RG Carver, and Mayor Cathy Sereno were present. Alderman Jim Millard was absent from the meeting. City Secretary Karen Maxwell was 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 –5/19/2021 Regular Council Meeting**

Motion: Glenn Leisey moved to approve the 05/19/2021 minutes with the corrections provided.

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 signed up to speak on 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:** See attached
 - 1) Monthly Financial Reports

Motion: John Osborne moved to approve a \$2500 payment to Messer Fort McDonald and to sweeping funds of \$4,500 from the *Tax Income Account* to the *Operating Account*.

Second: Tom King seconded the motion.

Vote: The vote was unanimous and the motion carried.

B. Emergency Management Team Update

C. Zoning & Ordinance Committee Update including:

1) Appointing a new committee leader

This topic will continue to the next meeting as the search continues.

2) Presentation on Building Permit Process/Policy & Membership International Code Council

-Membership was purchased in the International Code Council for the city at the cost of \$145 annual fee.

-RG Carver working on a system to keep builders accountable for actions.

Action Item: RG Carver will discuss with City Attorney.

D. Discuss status of City Office & actions required including transition to new city phone number - UPDATES

-Uber Conference account cancelled.

-City Cell phone has the corrected message referring callers to the new city phone number 830-201-4042.

-The City cell phone will be cancelled effective 7/31/21 saving the city approximately \$26 a month.

-The new phone is covered under the fee paid to Spectrum.

E. Discuss Steps Required to investigate community interest, costs/benefits and resources required to:

1) Developing a Walking Path with milestone markers to promote the city & healthy activity – UPDATES

This needs more research.

2) Update on Expansion of the City's Library Program – UPDATES

Further discussion at future meetings will be needed to work out the details on this project.

3) Knox Box solution – UPDATES

Sam Stacks and or new Fire Marshal will be requested to come talk about Fire Safety, including the Knox Key boxes, at the next Featured Speaker Event (date to be determined.)

F. Discuss and consider action required to address excessive speed by drivers within the city limits

The Council discussed but no action was taken.

G. Confirm completion of Cyber Security Training by all Elected Officials

All six elected officials and city secretary had taken, passed, and given a certificate for the Cyber Security Training required by the State.

H. Discuss and consider actions required for the FY2022 Budget Planning Cycle & Review Budget Calendar – draft attached

Action Item: Karen Maxwell will send out to Council 2021 Tax and Budget Deadlines for Cities with Populations of Less than 30,000.

I. Discuss and consider actions required in preparation for the November 2021 Election Cycle

July 17th is the first date for filing to be a candidate on the November 2021 ballot.

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

This item is being continued to the next meeting.

K. Announce resignation of Alderman Glenn Leisey

Motion: RG Carver moved to accept Glenn Leisey's resignation from the Council.

Second: Tom King Seconded the motion.

Vote: The vote was unanimous and the motion carried.

- L. **Discuss and consider action to fill open position on City Council** (replacing Glenn Leisey)
This topic will be continued to the next meeting. Any candidate needs to have been a resident for 6 months and meet other standard criteria.

- M. **Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council**
 - The next agenda will be for a Special meeting for guest speakers Joe Crownover of Integrated Geotechnical Solutions, Inc. & Matt Dalrymple from Dalrymple Mining
 - Update on Expansion of the City's Library Program – UPDATES
 - Zoning & Ordinance Committee Update including: 1) Appointing a new committee leader
 - Discuss and consider action to fill open position on City Council (replacing Glenn Leisey)

8. **Close Regular Meeting:** NA

9. **Open Executive Session.:** NA

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:** NA

11. **Open Regular Meeting:** NA

12. **Consider action, if any, from Executive Session:** NA

13. **Adjournment:** Time 8:32pm

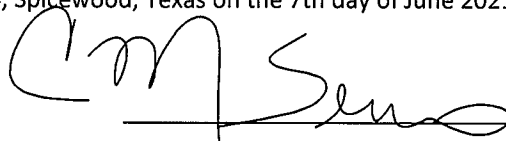
Motion: RG Carver moved to adjourn the meeting at 8:32pm.

Second: John Osborne seconded the motion.

Vote: The vote was unanimous and the motion carried. The Council will reconvene on July 8th, 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 7th day of June 2021 by 7PM.



Cathy Sereno, Mayor

MAY
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
6/10/2021



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
Income														
1020 Ad Valorem Taxes		4,063.73	16,889.57	30,315.88	10,207.96	1,248.65	1,231.63	805.36					64,762.78	97.67%
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	\$ 1,231.63	\$ 805.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 65,782.78	\$ 67,307.61
Gross Profit	\$ 0.00	\$ 4,063.73	\$ 17,909.57	\$ 30,315.88	\$ 10,207.96	\$ 1,248.65	\$ 1,231.63	\$ 805.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 65,782.78	\$ 67,307.61
Expenses														
1110 Salaries & Wages	557.28	884.95	1,590.57	760.46	394.74	1,288.71	983.63	1,172.61					7,592.95	13,000.00
1120 Training and Travel													0.00	500.00
1125 Rent or Lease of Buildings			800.00	800.00	800.00	800.00	800.00	800.00	800.00				5,600.00	9,600.00
1130 Utilities			425.00	24.87	55.84	91.98	117.93	88.27					715.62	1,200.00
1135 Internet						314.72	87.27						490.26	1,200.00
1140 Computer Equipment													0.00	500.00
1160 Phone Expense	25.07	25.07	25.07	25.04		25.04		25.16					125.41	350.00
1170 Website Expense			21.17			209.92							281.09	250.00
1180 Email Expenses		459.74				89.42							549.16	550.00
1190 Accounting	119.00	70.00		1,990.00	932.50	50.00	70.00	80.00	160.00				2,871.50	5,450.00
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					33,410.05	25,272.61
1240 Tax Collection Fees	274.06	288.73				268.73			268.73				1,348.98	1,200.00
1250 Election Fees				75.00									75.00	75.00
1260 Legal Postage	228.00												228.00	1,500.00
1270 Insurance - TML		1,035.86											1,035.86	990.00
1275 Workmans Comp Insurance	102.90												102.90	300.00
1280 Membership Fees	50.00			591.00									641.00	650.00
1420 Software													0.00	350.00
1655 Municipal Court Costs				650.00									650.00	500.00
1660 Consulting Services													-19.95	700.00
6045 Bank fees	-19.95	0.00	0.16	-0.16									0.00	950.00
6055 Code Enforcement													0.00	720.00
6235 Rent/Meeting Expenses	35.00	35.00	35.00	35.00	35.00	35.00	35.00	95.00					0.00	750.00
6345 Office Equipment and Maintenance													0.00	750.00
6355 Supplies - office	0.00												0.00	0.00
6375 Taxes - payroll	57.68	89.52	158.64	58.18	30.19	98.59	73.72	89.70					654.12	0.00
Total Expenses	\$ 3,643.04	\$ 7,348.87	\$ 5,615.51	\$ 5,134.35	\$ 7,584.07	\$ 6,745.11	\$ 8,881.87	\$ 10,190.67	\$ 1,228.73	\$ 0.00	\$ 0.00	\$ 0.00	\$ 68,641.85	\$ 87,307.61
Net Operating Income	\$ 3,643.04	\$ 3,285.14	\$ 12,284.06	\$ 25,181.53	\$ 2,623.89	\$ 5,497.46	\$ 7,650.24	\$ 9,385.31	\$ 1,228.73	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,140.93	\$ 0.00



City of Double Horn

Balance Sheet
As of May 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	31,912.78
1005 Property Tax	4,762.78
1010 Reserve Account	6,020.73
Total Bank Accounts	\$42,696.29
Total Current Assets	\$42,696.29
TOTAL ASSETS	\$42,696.29
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	25,913.82
Total Accounts Payable	\$25,913.82
Credit Cards	
2300 First United Bank Credit Card	35.00
Total Credit Cards	\$35.00
Other Current Liabilities	
2160 Payroll tax payable	71.04
2170 SUTA payable	243.00
Payroll Liabilities	
Federal Taxes (941/944)	93.30
Total Payroll Liabilities	93.30
Total Other Current Liabilities	\$407.34
Total Current Liabilities	\$26,356.16
Total Liabilities	\$26,356.16
Equity	
Retained Earnings	5,701.84
Net Income	10,638.29
Total Equity	\$16,340.13
TOTAL LIABILITIES AND EQUITY	\$42,696.29

Note

Note: Property Tax Revenue is not setup as a receivable (different from last year's format).
Payroll Tax SUTA Calculation - setup error correct, liability will be corrected by CPA. No balance due.

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

5/31/2021

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	\$ (10,000.00)	\$ 8,449.43	1002	Operating Account
4789	6/9/2019	\$ 2,251.60	Akers & Akers LLP	\$ (2,000.00)	\$ 8,701.03	1004	Operating Account
	7/17/2019	\$ 531.22	Akers & Akers LLP	\$ (2,000.00)	\$ 9,232.25	1001	Legal Defense
	9/19/2019		Akers & Akers LLP	\$ (7,232.25)	\$ 7,232.25	1008	Operating Account
	10/22/2019			\$			
	Total Akers & Akers	\$ 21,232.25		\$ (21,232.25)			Remaining Balance
							\$ Paid in Full

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		
10677	10/22/2019	\$ 7,531.40	Messer, Fort, McDonald	\$ (2,767.75)	\$ 29,336.48	1009	Operating Account
10889	11/1/2019	\$ 1,818.00	Messer, Fort, McDonald	\$	\$ 36,867.88		
11158	12/10/2019	\$ 4,513.63	Messer, Fort, McDonald	\$	\$ 38,685.88		
	1/16/2020	\$ 84.00	Messer, Fort, McDonald	\$	\$ 43,199.51		
	1/17/2020	\$ 8,362.99	Messer, Fort, McDonald	\$ (5,000.00)	\$ 38,199.51	1018	Operating Account
	2/7/2020	\$ 3/4/2020	Messer, Fort, McDonald	\$ (5,000.00)	\$ 46,562.50		
	3/5/2020	\$ 1,068.00	Messer, Fort, McDonald	\$	\$ 41,562.50	2001	Operating Account
	4/2/2020	\$ 282.00	Messer, Fort, McDonald	\$	\$ 42,630.50		
	5/5/2020	\$ 84.00	Messer, Fort, McDonald	\$	\$ 42,912.50		
	6/1/2020	\$ 5,388.00	Messer, Fort, McDonald	\$ (5,000.00)	\$ 42,996.50	2012	Operating Account
	6/12/2020	\$ 2,796.00	Messer, Fort, McDonald	\$ (5,002.00)	\$ 43,384.50	2014	Operating Account
	7/9/2020	\$ 3,402.00	Messer, Fort, McDonald	\$	\$ 41,178.50		
	8/11/2020	\$ 2,835.00	Messer, Fort, McDonald	\$ (10,000.00)	\$ 44,580.50	2025	Operating Account
	8/24/2020	\$ 2,214.00	Messer, Fort, McDonald	\$ (10,000.00)	\$ 34,580.50	2028	Operating Account
	9/10/2020	\$ 4,500.00	Messer, Fort, McDonald	\$ (5,000.00)	\$ 29,629.50	2037	Operating Account
	9/11/2020	\$ 2,562.00	Messer, Fort, McDonald	\$ (5,000.00)	\$ 27,415.50	2044	Operating Account
	10/6/2020	\$ 750.00	Messer, Fort, McDonald	\$ (5,000.00)	\$ 29,129.50	2057	Operating Account
	10/12/2020	\$ 5,335.80	Messer, Fort, McDonald	\$ (5,000.00)	\$ 24,129.50	2065	Operating Account
	11/6/2020	\$ 3,474.00	Messer, Fort, McDonald	\$ (2,500.00)	\$ 26,691.50	2071	Operating Account
	11/13/2020	\$ 6,852.25	Messer, Fort, McDonald	\$ (2,500.00)	\$ 27,441.50	2079	Operating Account
	12/8/2020	\$ 7,722.00	Messer, Fort, McDonald	\$ (10,000.00)	\$ 22,777.30	2091	Operating Account
	1/12/2021	\$ 5,335.80	Messer, Fort, McDonald	\$ (7,769.75)	\$ 26,251.30		
	1/18/2021	\$ 3,474.00	Messer, Fort, McDonald	\$	\$ 22,441.50		
	2/8/2021	\$ 3,474.00	Messer, Fort, McDonald	\$	\$ 22,777.30		
	2/23/2021	\$ 6,852.25	Messer, Fort, McDonald	\$ (2,500.00)	\$ 26,251.30		
	3/12/2021	\$ 7,722.00	Messer, Fort, McDonald	\$	\$ 30,603.55		
	3/12/2021	\$ 103,595.30	Messer, Fort, McDonald	\$	\$ 28,103.55		
	4/7/2021			\$	\$ 35,825.55		
	4/9/2021			\$	\$ 25,825.55		
	5/12/2021			\$	\$ 25,825.55		
	5/20/2021			\$	\$ 25,825.55		
				\$	\$ (77,769.75)		Remaining Balance
				\$	\$ 25,825.55		

ALL LEGAL EXPENSES

Total Legal fees	\$ 124,827.55	Total Payments	\$ (99,002.00)	Remaining Balance	\$ 25,825.55
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City of Double Horn, TX
Budget Preparation Calendar
Fiscal Year 2021-2022 Beginning October 1st

CDH Date	Last Date of Activity	Activity	Party	Notes
July 28	July 29th	County looks to get the estimate (ball park) of the tax rate to calculate their total est. tax revenue	City Secretary	
Aug. 12 Regular Council Meeting	August 7 th "Or as soon thereafter as practicable" [TX Tax Code 26.04(c-2)]	-After tax rate Certified correct on Tax rate Calculation form, Tax rate presented to Council -Proposed Tax Rate and Debt Info posted on Website Homepage	Mayor City Secretary	
Aug. 12	August 29th	-Deliver proposed budget to city secretary (Must be 30 days before tax rate adoption). -Posting on Website	Mayor City Secretary	
July 8	September 9 th (CDH)	Last meeting available to decide PUBLIC HEARING	Council	
	September 13 th by noon	Submit Public Notice to Highlander	City Secretary	
	For Highlander September 17th (Legally September 18 th)	Public Notice of budget Hearing	City Secretary	
	(Legally September 24 th)	-Publish Notice of tax rate hearing - Submit to Highlander the immediate T or F before this date	City Secretary City Secretary	
	September 28th	-Hearing on Budget (NOTE: must be 16 days after the proposed budget filed with City Secretary.	Council	
	September 29th	-Adopt the budget -Tax rate hearing and adoption	Council	