



## CITY OF DOUBLE HORN

### AGENDA

#### REGULAR MEETING

#### CITY COUNCIL

THURSDAY APRIL 14, 2022

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
2. Rollcall to Confirm Quorum
3. Invocation
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 – March 10, 2022, Regular Council Meeting
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.
7. Regular Agenda – the Council will individually discuss, consider, and possibly take action on any or all of the following items:
  - A. Mayor's Update: March 15, 2022, Third Quarter, AVC Status Report provided to AG's Office & Response
  - B. Treasurer's Report
    - 1) Monthly Financial Reports
    - 2) Annual Internal Audit Report
    - 3) Annual Debt Report
  - C. Emergency Management Team Update
  - D. Zoning & Ordinance Committee Update

- E. Spectrum Committee Update
  - F. Discuss and consider action on project to improve road safety working in partnership with DHIA Board
    - 1) Signage Project
  - G. Discuss and consider actions required for planning for the provision of sewage services (update on letter)
  - H. Discuss and consider actions required for trash/recycling/other related services (update on survey)
  - I. Discuss and consider actions required to complete the install of Knox Boxes (update)
  - J. Discuss and consider action required to complete remodel the City Office
  - K. Discuss and consider action required to purchase office equipment including PC's & projector
  - L. Discuss and consider action to approve a policy allowing organizations to utilize the city office meeting room
  - M. Discuss and consider action to utilize the city office as a future poling location
  - N. Discuss and consider action required to re-allocate budget dollars from Account #6000 Salaries & Wages to Account #6600 Office Remodel expense (has no impact on overall budget)
  - O. Distribute Monthly Office Hours Sign Up Sheet
  - P. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council
8. Adjournment

***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)."***

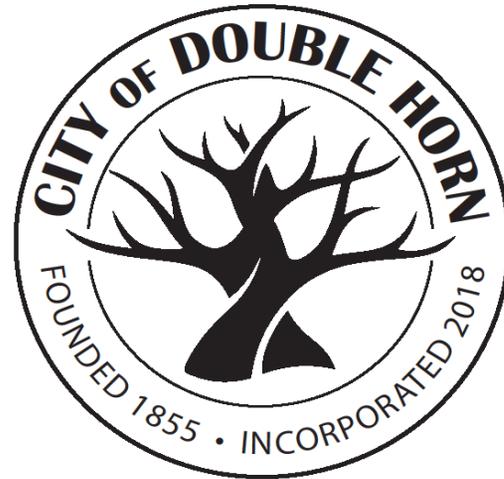
I certify that the above notice of meeting was posted at 103 Vista View Trail, Suite 100, Double Horn, Texas by the 11th day of April 2022 by 7PM.



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Cathy Sereno, Mayor

**MARCH**  
FINANCIAL AGENDA PACKET  
CITY OF DOUBLE HORN  
REGULAR MEETING of CITY COUNCIL  
04/14/2022



City of Double Horn									
Budget vs. Actuals: City of Double Horn FY2022									
October 2021 - September 2022									
	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	TOTAL		
	Actual	Actual	Actual	Actual	Actual	Actual	Actual YTD	Budget	% of Budget
<b>Income</b>									
4000 Ad Valorem Taxes	3,169.02	2,718.74	15,200.86	33,893.28	16,176.66	1,028.85	72,187.41	78,424.16	92.05%
4002 Permits and Fees				1,000.00			1,000.00	1,000.00	100.00%
<b>Total Income</b>	<b>\$ 3,169.02</b>	<b>\$ 2,718.74</b>	<b>\$15,200.86</b>	<b>\$34,893.28</b>	<b>\$16,176.66</b>	<b>\$ 1,028.85</b>	<b>\$73,187.41</b>	<b>\$79,424.16</b>	<b>92.15%</b>
<b>Gross Profit</b>	<b>\$ 3,169.02</b>	<b>\$ 2,718.74</b>	<b>\$15,200.86</b>	<b>\$34,893.28</b>	<b>\$16,176.66</b>	<b>\$ 1,028.85</b>	<b>\$73,187.41</b>	<b>\$79,424.16</b>	<b>92.15%</b>
<b>Expenses</b>									
6000 Salaries & Wages	255.42	220.59	208.98	232.20	359.91	290.25	1,567.35	11,498.54	13.63%
6010 Taxes - payroll	19.54	16.88	15.99	17.77	27.53	22.20	119.91	881.46	13.60%
6020 Workmans Comp Insurance	102.90						102.90	105.00	98.00%
6100 Computer Equipment							0.00	2,500.00	0.00%
6110 Office Equipment						849.36	849.36	2,000.00	42.47%
6130 Office Supplies			299.67	24.59		79.35	403.61	924.14	43.67%
6140 Software	70.00	70.00	198.00	99.00	99.00	99.00	635.00	1,310.00	48.47%
6220 Email Maintenance	77.81	459.74				89.42	626.97	635.00	98.74%
6230 Website Maintenance			21.17			211.92	233.09	250.00	93.24%
6240 Rent or Lease of Buildings	800.00	800.00	800.00	1,850.00	1,850.00	1,850.00	7,950.00	20,100.00	39.55%
6250 Internet	88.27	88.27	88.27	88.27	128.43	128.43	609.94	1,440.00	42.36%
6255 Phone Expense		-25.04					-25.04	0.00	0.00%
6260 Insurance - TML	2,066.82						2,066.82	2,160.00	95.69%
6270 Utilities	92.78	82.41	68.18	121.84	110.44	93.81	569.46	1,200.00	47.46%
6280 Legal & Professional Fees	1,974.00	180.00	972.00	660.00	5,124.00	3,088.80	11,998.80	18,000.00	66.66%
6290 Consulting Services							0.00	3,000.00	0.00%
6300 Accounting		55.00					55.00	1,800.00	3.06%
6400 Membership Fees	50.00			591.00			641.00	650.00	98.62%
6410 Legal Posting							0.00	1,500.00	0.00%
6420 Rent/Meeting Expenses	60.00	60.00	60.00	60.00	80.00	80.00	400.00	720.00	55.56%
6430 Tax Collection Fees		302.26				302.26	604.52	1,175.02	51.45%
6440 Municipal Court Costs							0.00	500.00	0.00%
6450 Code Enforcement							0.00	500.00	0.00%
6460 Election Fees							0.00	75.00	0.00%
6465 Bank fees			8.00	-8.00			0.00	0.00	0.00%
6500 Training and Travel							0.00	1,000.00	0.00%
6600 Office Remodel						3,336.50	3,336.50	1,500.00	222.43%
6610 City Improvement Projects							0.00	4,000.00	0.00%
<b>Total Expenses</b>	<b>\$ 5,657.54</b>	<b>\$ 2,310.11</b>	<b>\$ 2,740.26</b>	<b>\$ 3,736.67</b>	<b>\$ 7,779.31</b>	<b>\$10,521.30</b>	<b>\$32,745.19</b>	<b>\$79,424.16</b>	<b>41.23%</b>
<b>Net Income</b>	<b>-\$2,488.52</b>	<b>\$ 408.63</b>	<b>\$12,460.60</b>	<b>\$31,156.61</b>	<b>\$ 8,397.35</b>	<b>-\$9,492.45</b>	<b>\$40,442.22</b>	<b>\$ 0.00</b>	

Tuesday, Apr 05, 2022 11:42:13 AM GMT-7 - Accrual Basis



# City of Double Horn

Balance Sheet  
As of March 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Operating	58,747.34
1005 Property Tax	1,028.85
1010 Reserve Account	6,020.73
<b>Total Bank Accounts</b>	<b>\$65,796.92</b>
Other Current Assets	
1150 Prepaid Expenses	1,850.00
<b>Total Other Current Assets</b>	<b>\$1,850.00</b>
<b>Total Current Assets</b>	<b>\$67,646.92</b>
<b>TOTAL ASSETS</b>	<b>\$67,646.92</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	36,693.47
<b>Total Accounts Payable</b>	<b>\$36,693.47</b>
Other Current Liabilities	
2171 Accrued Expenses	198.00
<b>Total Other Current Liabilities</b>	<b>\$198.00</b>
<b>Total Current Liabilities</b>	<b>\$36,891.47</b>
<b>Total Liabilities</b>	<b>\$36,891.47</b>
Equity	\$30,755.45
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$67,646.92</b>

**Note**

\$1,850 Prepaid Expense: Paid April Rent in March (timing)

\$198 Accrued Expense: JRBT un-billed QBO fees for February \$99 and March \$99

City of Double Horn Legal Expense & Payment Detail FY2021-2022

3/31/22

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
<b>AKERS &amp; AKERS</b>							
	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	1/12/21	\$ 750.00	Messer, Fort, McDonald		\$ 27,441.50		
	1/18/21		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,441.50	2057	Operating Account
13455	2/8/21	\$ 5,335.80	Messer, Fort, McDonald		\$ 27,777.30		
	2/23/21		Messer, Fort, McDonald	\$ (5,000.00)	\$ 22,777.30	2065	Operating Account
13735	3/12/21	\$ 3,474.00	Messer, Fort, McDonald		\$ 26,251.30		
	3/12/21		Messer, Fort, McDonald	\$ (2,500.00)	\$ 23,751.30	2071	Operating Account
13871	4/7/21	\$ 6,852.25	Messer, Fort, McDonald		\$ 30,603.55		
	4/9/21		Messer, Fort, McDonald	\$ (2,500.00)	\$ 28,103.55	2079	Operating Account
14118	5/12/21	\$ 7,722.00	Messer, Fort, McDonald		\$ 35,825.55		
	5/20/21		Messer, Fort, McDonald	\$ (10,000.00)	\$ 25,825.55	2091	Operating Account
14338	6/14/21	\$ 7,119.96	Messer, Fort, McDonald		\$ 32,945.51		
	6/14/21		Messer, Fort, McDonald	\$ (2,500.00)	\$ 30,445.51	2096	Operating Account
	7/12/21		Messer, Fort, McDonald	\$ (5,277.30)	\$ 25,168.21	2100	Operating Account
14610	7/14/21	\$ 4,366.96	Messer, Fort, McDonald		\$ 29,535.17		
14774	8/13/21	\$ 8,556.96	Messer, Fort, McDonald		\$ 38,092.13		
	9/14/21		Messer, Fort, McDonald	\$ (500.00)	\$ 37,592.13	2117	Operating Account
14966	9/14/21	\$ 1,800.00	Messer, Fort, McDonald		\$ 39,392.13		
	10/7/21		Messer, Fort, McDonald	\$ (500.00)	\$ 38,892.13	2127	Operating Account
	11/2/21		Messer, Fort, McDonald	\$ (500.00)	\$ 38,392.13	2135	Operating Account
	12/7/21		Messer, Fort, McDonald	\$ (500.00)	\$ 37,892.13	2150	Operating Account
	1/11/22		Messer, Fort, McDonald	\$ (500.00)	\$ 37,392.13	2163	Operating Account
	2/1/22		Messer, Fort, McDonald	\$ (500.00)	\$ 36,892.13	2170	Operating Account
	3/1/22		Messer, Fort, McDonald	\$ (500.00)	\$ 36,392.13	2178	Operating Account
		<b>\$ 125,439.18</b>		<b>\$ (89,047.05)</b>		<b>Remaining Balance</b>	<b>\$ 36,392.13</b>

**MESSER, FORT, McDONALD (new legal expenses)**

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
15343	10/21/21	\$ 1,974.00	Messer, Fort, McDonald		\$ 1,974.00		
	11/2/21		Messer, Fort, McDonald	\$ (1,974.00)	\$ -	2134	Operating Account
15425	11/17/21	\$ 180.00	Messer, Fort, McDonald		\$ 180.00		
	11/30/21		Messer, Fort, McDonald	\$ (180.00)	\$ -	2142	Operating Account
15604	12/20/21	\$ 972.00	Messer, Fort, McDonald		\$ 972.00		
	12/21/21		Messer, Fort, McDonald	\$ (972.00)	\$ -	2155	Operating Account
15807	1/14/22	\$ 660.00	Messer, Fort, McDonald		\$ 660.00		
	1/18/22		Messer, Fort, McDonald	\$ (660.00)	\$ -	2166	Operating Account
15968	2/15/22	\$ 5,124.00	Messer, Fort, McDonald		\$ 5,124.00		
	2/22/22		Messer, Fort, McDonald	\$ (5,124.00)	\$ -	2177	Operating Account
16198	3/17/22	\$ 3,141.20	Messer, Fort, McDonald		\$ 3,141.20		
	3/29/22		Messer, Fort, McDonald	\$ (3,141.20)	\$ -	2188	Operating Account
		<b>\$ 12,051.20</b>		<b>\$ (12,051.20)</b>		<b>Remaining Balance</b>	<b>\$ -</b>

**ALL LEGAL EXPENSES**

<b>Total Legal Fees</b>	<b>\$ 158,722.63</b>	<b>Total Payments</b>	<b>\$ (122,330.50)</b>	<b>Remaining Balance</b>	<b>\$ 36,392.13</b>
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\*\* NOTE: See prior reports for additional start-up legal detail prior to January 2021\*\*