



**CITY OF DOUBLE HORN
MINUTES
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: Time 7 PM
2. Rollcall to Confirm Quorum
Alderman Jim Millard, RG Carver, Tom King, Bob Schmitz, and Mayor Sereno were present. Alderman John Osborne was absent. City Secretary Karen Maxwell was also present.
3. Invocation: RG Carver
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

Motion: Alderman Schmitz moved to approve the 03/10/2022 minutes as distributed.
Second: Alderman King 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 regarding a non-agenda item.

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
The AVC was acknowledged as received by the Attorney General’s office.

B. Treasurer’s Report (see attached reports- presented by Treasurer)

1) Monthly Financial Reports

Motion: Alderman King moved to sweep the Property Tax Account balance into the Operating Account

Second: Alderman Schmitz seconded the motion.

Vote: The vote was unanimous and the motion carried.

2) Annual Internal Audit Report

Action Item: Bob Schmitz will investigate a fire safe filing cabinet for records storage.

Motion: Alderman Millard moved to accept the Fiscal Year 2021 Annual Financial Audit Report as presented.

Second: Alderman Carver seconded the motion.

Vote: The vote was unanimous and the motion carried.

3) Annual Debt Report

Motion: Alderman Millard moved to accept the Annual Debt Report

Second: Alderman Bob Schmitz seconded the motion.

Vote: The motion carried and the motion carried.

C. Emergency Management (EM) Team Update (report attached)

The Council was presented the report by Emergency Management (EM) Coordinator Harry Brunner.

Action Item: EM Coordinator will follow up on how the city can best utilize *WarnCentralTX*.

Action Item: EM Coordinator will investigate if outdoor fireplaces are banned too.

D. Zoning & Ordinance Committee Update

The Council was update by Alderman Carver that work with the attorney is still in process.

E. Spectrum Committee Update

The Council was informed that the installation of infrastructure in Sections 1, 2, & 3 to provide high-speed internet is being deliberated by Spectrum Corporate.

Action Item: The City Secretary will provide the Spectrum contact information to the Double Horn Creek Neighbor Facebook page to assist in a writing campaign in support of installation.

F. Discuss and consider action on project to improve road safety working in partnership with DHIA Board
DHIA representative was not present at the council meeting.

1) Signage Project

Alderman Schmitz will be the DHIA/CDH Sign Committee Council representative.

Action Item: City Secretary will need to post a Notice of Possible Quorum at the April 21st DHIA meeting.

G. Discuss and consider actions required for planning for the provision of sewage services (update on letter)
Alderman Millard reported that letter is to be expected by next week.

Action Item: Alderman Millard will continue to follow up on receipt of letter.

- H. Discuss and consider actions required for trash/recycling/other related services (update on survey)
Alderman King reported on the survey results.

Action Item: City Secretary to add Alderman King's recycling location list to the website.

Action Item: Alderman King will research the availability of a chipper company for use in the neighborhood.

- I. Discuss and consider actions required to complete the install of Knox Boxes (update)
Alderman Millard reported on the status of the Knox Box installation of the 4 gates and the storage facility.
- J. Discuss and consider action required to complete remodel the City Office
The Mayor provided the update on the status on completion of the remodel.
- K. Discuss and consider action required to purchase office equipment including PC's & projector

Action Item: Alderman Schmitz will research what type of laptops and projection would be best.

- L. Discuss and consider action to approve a policy allowing organizations to utilize the city office meeting room
Mayor Sereno presented the draft policy for utilization of the city meeting room.

Action Item: City Secretary will need to develop a stand-alone header on the Website for Meeting Room Reservations and post calendar in City Window of reserved dates.

Action Item: Mayor will make suggested tweaks and hold harmless wording for the policy.

- M. Discuss and consider action to utilize the city office as a future polling location
Mayor Sereno reported the County is reviewing their current polling locations.
- 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)
Mayor Sereno explained that final purchases need to be made before adjustments are made to the budget.
- O. Distribute Monthly Office Hours Sign Up Sheet
The May calendar was provided for filling in.

Action Item: The City Secretary will always post the current volunteer calendar on the office cork board next to her desk.

- P. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City

8. Adjournment: time 8:38PM

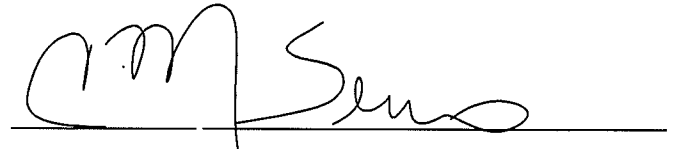
Motion: Alderman Carver moved to adjourn the meeting.

Second: Alderman Schmitz seconded the motion.

Vote: The vote was unanimous and the motion carried. The Council will reconvene on May 12th, 2022 at 103 Vista View Trail, Suite 100 in Double Horn in the City Hall 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 April 2022 by 7PM.

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

Cathy Sereno, Mayor

Attested to:

Karen Maxwell, City Secretary

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
Income									
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%
Total Income	\$ 3,169.02	\$ 2,718.74	\$15,200.86	\$34,893.28	\$16,176.66	\$ 1,028.85	\$73,187.41	\$79,424.16	92.15%
Gross Profit	\$ 3,169.02	\$ 2,718.74	\$15,200.86	\$34,893.28	\$16,176.66	\$ 1,028.85	\$73,187.41	\$79,424.16	92.15%
Expenses									
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	1,500.00	222.43%
6610 City Improvement Projects							0.00	4,000.00	0.00%
Total Expenses	\$ 5,657.54	\$ 2,310.11	\$ 2,740.26	\$ 3,736.67	\$ 7,779.31	\$10,521.30	\$32,745.19	\$79,424.16	41.23%
Net Income	-\$2,488.52	\$ 408.63	\$12,460.60	\$31,156.61	\$ 8,397.35	-\$9,492.45	\$40,442.22	\$ 0.00	

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



City of Double Horn

Balance Sheet

As of March 31, 2022

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

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
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	1/12/21	\$ 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
		\$ 125,439.18		\$ (89,047.05)		Remaining Balance	\$ 36,392.13

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
		\$ 12,051.20		\$ (12,051.20)		Remaining Balance	\$ -

ALL LEGAL EXPENSES							
	Total Legal Fees	\$ 158,722.63	Total Payments	\$ (122,330.50)		Remaining Balance	\$ 36,392.13

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

City of Double Horn

A/P Aging Summary

As of March 31, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Messer, Fort, McDonald					36,392.13	\$36,392.13
VISA	301.34					\$301.34
TOTAL	\$301.34	\$0.00	\$0.00	\$0.00	\$36,392.13	\$36,693.47



City of Double Horn Meeting Room Usage Policy

It is the desire and role of the City Council to support the community by providing a public meeting space for organizations that directly serve our community.

Therefore, the City of Double Horn City Council approves the following groups to hold their public and executive meetings at the city meeting room (*city hall?*) if reserved in accordance with the City's policy:

Double Horn Creek Water Supply Corporation (DHCWSC)

Double Horn Improvement Association (DHIA)

Other non-profit organizations will be considered if their purpose is to serve the Double Horn community. A request from any of these organizations must be approved by a vote of the City Council.

As it is the responsibility of the city to maintain the security of the city office, a city representative must be present for the duration of the meeting. Participation in the meeting is not required.

A city representative includes the following roles: Mayor, Alderman, City Secretary, City Treasurer, City Volunteer or Committee Chairperson.

It is the responsibility of the city representative to unlock the front door, emergency door and kitchenette/restroom door prior to the start of the meeting and re-lock at the conclusion of the meeting. Additionally, it is the responsibility of the city representative to confirm the facility has been left in good condition (see requirements below) before the meeting contact leaves the facility.

Reservation Process:

- 1) Organizations president or designee to send an email request to the city using the Contact Us feature on the city's website
- 2) Email must include organization name, meeting date, meeting start time, meeting duration and key contact name and number
- 3) Request must be made 30 days in advance; exceptions will be considered on a case-by-case basis
- 4) A reservation should not be considered booked until the requester receives an email confirming the reservation and providing a city contact name for the reservation.
- 5) To minimize the administrative burden, it is recommended that organizations consider establishing a recurring meeting schedule that can be more easily managed.

Meeting Requirements:

- 1) Unless otherwise requested, the meeting room will be opened 30 minutes in advance of the meeting
- 2) Organizations are welcome to re-arrange the furniture to suit their meeting needs however, furniture must be returned to the original arrangement at the conclusion of the meeting.
- 3) All trash, papers, posters, and other meeting materials must be collected and removed from the facility at the conclusion of the meeting.

City's Process:

- 1) City Secretary to respond to request within five?? Business days with confirmation or notice of unavailability
- 2) Email confirmation must include meeting date, time and the name of the city representative assigned to the meeting
- 3) ??? How do we track these meetings, so we do not double book – website? Calendar in the office window? both? Other??

SENT RESULTS

Waste, Recycling and Other City Services



Integrate SurveyMonkey with tools you already use, like Power BI, Tableau, Zoom, and Salesforce, to automate workflows, create deeper insights, and get more value out of your work day.

RESPONDENTS: 73 of 73

ADD TO DASH

QUESTION SUMMARIES

INSIGHTS AND DATA TRENDS

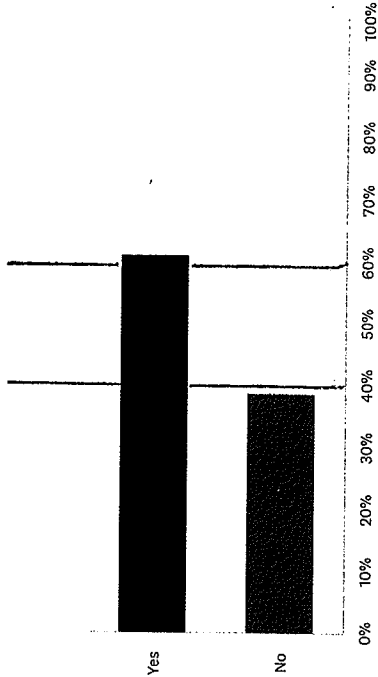
INDIVIDUAL RESPONSES

Page 1

Q1

Would your household be interested in a community recycling paper if it were available?

Answered: 72 Skipped: 1



ANSWER CHOICES

Yes

61.11%

No

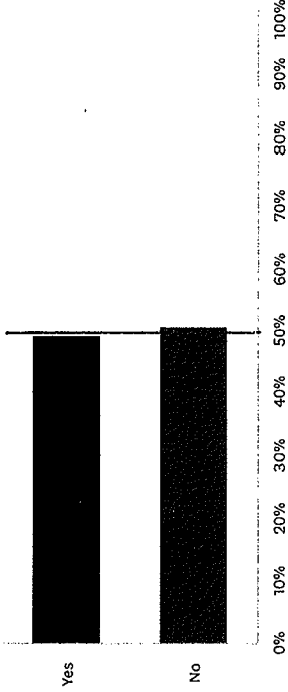
38.89%

TOTAL

Q2

Would you benefit from the availability of a brush chipper 1-2 ti

Answered: 71 Skipped: 2



ANSWER CHOICES

Yes

49.30%

No

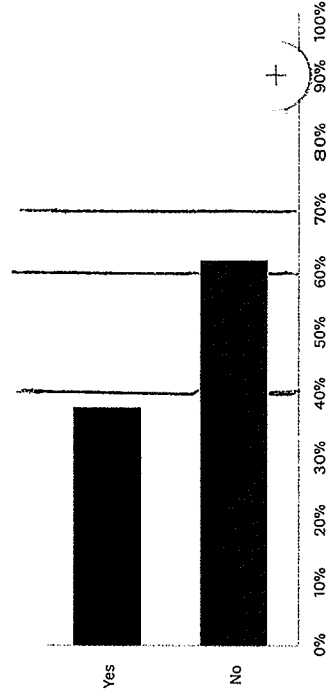
50.70%

TOTAL

Q3

Would your household benefit from legal shredding being prov a year?

Answered: 71 Skipped: 2



ANSWER CHOICES

Yes

38.03%

No

61.97%

TOTAL

ANSWER CHOICES

- Yes 38.03%
- No 61.97%

TOTAL

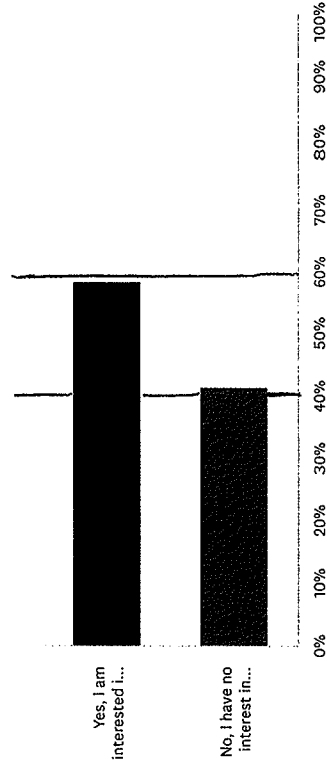
Q4

CHART TYPE DISPLAY OPTIONS COLORS LABELS

Apply to all (Some may not change)

This question is concerning the ability of Double Horn Creek h get curbside recycling every two weeks. Waste Connections, w trash, could provide individual recycling containers for approxi every quarter. Every household would be billed with no opt ou all or none proposition.

Answered: 72 Skipped: 1



ANSWER CHOICES

- Yes, I am interested in curbside recycling.
- No, I have no interest in curbside recycling.

TOTAL

RESPON

58.33%

41.67%