

## CITY OF DOUBLE HORN

### AGENDA

#### REGULAR MEETING

#### CITY COUNCIL

THURSDAY MAY 12, 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 – April 14, 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) 2023 Budget Items to Research
  - C. Emergency Management Team Update
  - D. Zoning & Ordinance Committee Update
  - E. Spectrum Committee Update

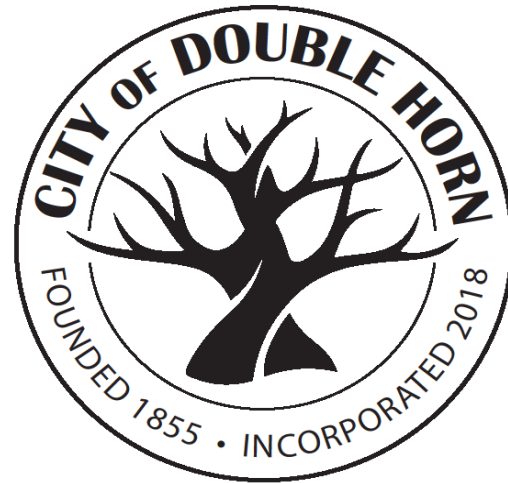
- F. Discuss and consider action regarding Spicewood Crushed Stone New Source Review Application (NSR)
  - G. Discuss and consider approving **Resolution 2022-RES020**, A Resolution Approving the Burnet Central Appraisal District's Purchase of Real Estate Property
  - H. Discuss and consider action on project(s) to improve road safety working in partnership with DHIA Board
    - 1) Road Sign Project
    - 2) Lighting Project
  - I. Discuss and consider actions required for planning the provision of sewage services (update on letter)
  - J. Discuss and consider actions required to develop water service plan and documentation (update)
  - K. Discuss and consider actions required to enhance website (update)
  - L. Discuss and consider actions required on the installation of City office PC's, software, and cloud storage options/services
  - M. Discuss and consider action required to establish an asset management system
  - N. Discuss and consider action to approve a policy allowing organizations to utilize the city office meeting room
  - O. Discuss and consider action to select a topic for the next Featured Speaker Series event
  - P. Distribute Monthly Office Hours Sign Up Sheet
  - Q. 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 9th day of May 2022 by 7PM.

  
Cathy Sereno, Mayor

**APRIL**  
FINANCIAL AGENDA PACKET  
CITY OF DOUBLE HORN  
REGULAR MEETING of CITY COUNCIL  
05/12/2022



**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	Apr 2022	TOTAL			April 2022 Notes
	Actual	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	2,410.66	74,598.07	78,424.16	95.12%	
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>\$ 2,410.66</b>	<b>\$75,598.07</b>	<b>\$79,424.16</b>	<b>95.18%</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>\$ 2,410.66</b>	<b>\$75,598.07</b>	<b>\$79,424.16</b>	<b>95.18%</b>	
<b>Expenses</b>											
6000 Salaries & Wages	255.42	220.59	208.98	232.20	359.91	290.25	377.33	1,944.68	11,498.54	16.91%	
6010 Taxes - payroll	19.54	16.88	15.99	17.77	27.53	22.20	28.87	148.78	881.46	16.88%	
6020 Workmans Comp Insurance	102.90							102.90	105.00	98.00%	
6100 Computer Equipment							2,459.97	2,459.97	2,500.00	98.40%	3 HP Pavillion Laptops
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	207.24	842.24	1,310.00	64.29%	\$99 - JRBT (accrued) + \$108.24 Microsoft 365
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	1,850.00	9,800.00	20,100.00	48.76%	
6250 Internet	88.27	88.27	88.27	88.27	128.43	128.43	128.43	738.37	1,440.00	51.28%	Spectrum accrued - invoice not rcvd
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	98.17	667.63	1,200.00	55.64%	
6280 Legal & Professional Fees	1,974.00	180.00	972.00	660.00	5,124.00	3,088.80	48.00	12,046.80	18,000.00	66.93%	
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>\$ 5,198.01</b>	<b>\$37,943.20</b>	<b>\$79,424.16</b>	<b>47.77%</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>-\$2,787.35</b>	<b>\$37,654.87</b>	<b>\$ 0.00</b>		

Monday, May 09, 2022 12:31:19 PM GMT-7 - Accrual Basis



# City of Double Horn

Balance Sheet  
As of April 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Operating	58,440.26
1005 Property Tax	2,410.66
1010 Reserve Account	6,020.73
<b>Total Bank Accounts</b>	<b>\$66,871.65</b>
<b>Total Current Assets</b>	<b>\$66,871.65</b>
<b>TOTAL ASSETS</b>	<b>\$66,871.65</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	36,090.13
<b>Total Accounts Payable</b>	<b>\$36,090.13</b>
Credit Cards	
2301 TCM Bank Visa Credit Card	108.24
2302 Costco CitiBank Credit Card	2,300.00
<b>Total Credit Cards</b>	<b>\$2,408.24</b>
Other Current Liabilities	
2160 Payroll Tax Payable	17.78
2171 Accrued Expenses	387.40
<b>Total Other Current Liabilities</b>	<b>\$405.18</b>
<b>Total Current Liabilities</b>	<b>\$38,903.55</b>
<b>Total Liabilities</b>	<b>\$38,903.55</b>
Equity	\$27,968.10
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$66,871.65</b>

## Note

### Credit Cards:

TCM - Microsoft 365 purchase

Costco - New card & purchase for HP Pavilion Laptops

### Accrued Expenses:

\$99 - JRBT

\$128.43 - Spectrum Internet/Phone

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

4/30/22

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
	4/11/22		Messer, Fort, McDonald	\$ (500.00)	\$ 35,892.13	2195	Operating Account
		\$ 125,439.18		\$ (89,547.05)		Remaining Balance	\$ 35,892.13

**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
16424	4/19/22	\$ 48.00	Messer, Fort, McDonald		\$ 48.00		
	4/26/22		Messer, Fort, McDonald	\$ (48.00)	\$ -	2198	Operating Account
		\$ 12,099.20		\$ (12,099.20)		Remaining Balance	\$ -

**ALL LEGAL EXPENSES**

Total Legal Fees	\$ 158,770.63	Total Payments	\$ (122,878.50)	Remaining Balance	\$ 35,892.13
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\*\* NOTE: See prior reports for additional start-up legal detail prior to January 2021\*\*

# City of Double Horn

## A/P Aging Summary

As of April 30, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
JRBT	198.00					\$198.00
Messer, Fort, McDonald					35,892.13	\$35,892.13
<b>TOTAL</b>	<b>\$198.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,892.13</b>	<b>\$36,090.13</b>