



**CITY OF DOUBLE HORN
AGENDA
REGULAR MEETING
CITY COUNCIL
THURSDAY, NOVEMBER 10, 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 – October 13, 2022, Regular Council Meeting, October 19, 2022 Special 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. Confirm Statements of Officers, Issuance of Oath of Office, and presentation of Election Certificates to elected officials
 - B. Mayor’s Update: Recognition of former Alderman, RG Carver, for his service to the community & Recognition of our Veterans
 - C. Treasurer’s Report
 - 1) Monthly Financial Reports
 - 2) Update on Bookkeeping Service
 - 3) Discuss and consider a change to the Monthly Financial Agenda Packet – removing Legal Expense Schedule

- D. Emergency Management Team Update
 - E. Zoning & Ordinance Committee Update including:
 - 1) Discuss and consider action on **Ordinance No. 2022 – ORD035 Sign Ordinance**
 - 2) PUBLIC HEARING, and discuss and consider action on the Replat of Commercial Property located at 103 Vista View Trail, Double Horn, TX, and described as Lot 1, Block A, Double Horn, Section Four.
 - F. Spectrum Installation Sections 1 – 3 Update
 - G. Discuss and consider action on project(s) to improve road safety working in partnership with DHIA Board
 - 1) Road Sign Project – Status Update
 - H. Joint Double Horn Improvement Association /City of Double Horn Security Committee Update
 - I. Discuss and consider appointment/reappointment of city representative to CAPCOG
 - J. Discuss and consider action to partner with Double Horn Creek Water Supply Corporation to promote water conservation and protect water service - Update
 - K. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments
 - L. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council
8. Adjournment

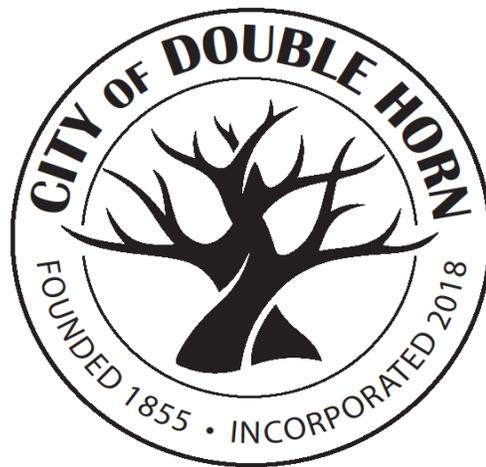
The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations 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 7th day of November 2022 by 7PM.



Cathy Sereno, Mayor

OCTOBER
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
11/10/2022



City of Double Horn

Budget vs. Actuals: City of Double Horn 22-23 - FY23 P&L

October 2022

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
4000 Ad Valorem Taxes	76.45	81,410.53	0.09 %
4002 Permits and Fees		1,000.00	
Total Income	\$76.45	\$82,410.53	0.09 %
GROSS PROFIT	\$76.45	\$82,410.53	0.09 %
Expenses			
6000 Salaries & Wages	261.23	5,749.31	4.54 %
6010 Taxes - payroll	19.99	440.76	4.54 %
6020 Workmen's Comp Insurance	102.90	105.00	98.00 %
6100 Computer Equipment		500.00	
6110 Office Equipment		2,000.00	
6130 Office Supplies	3.80	1,016.52	0.37 %
6140 Software		1,874.80	
6220 Email Maintenance		632.38	
6230 Website Maintenance		234.26	
6240 Rent or Lease of Buildings	1,850.00	22,200.00	8.33 %
6250 Internet/Phone	128.43	1,777.48	7.23 %
6260 Insurance - TML	2,066.82	2,500.00	82.67 %
6270 Utilities	61.62	1,200.00	5.14 %
6280 Legal & Professional Fees	-69.80	12,000.00	-0.58 %
6290 Consulting Services		3,000.00	
6300 Accounting		1,800.00	
6400 Membership Fees		981.00	
6410 Legal Posting		1,500.00	
6411 Advertising/Promotional		500.00	
6430 Tax Collection Fees		1,303.76	
6440 Municipal Court Costs		500.00	
6450 Code Enforcement		500.00	
6460 Election Fees		75.00	
6500 Training and Travel		1,000.00	
6610 City Improvement Projects		32,000.00	
Total Expenses	\$4,424.99	\$95,390.27	4.64 %
NET OPERATING INCOME	\$ -4,348.54	\$ -12,979.74	33.50 %
NET INCOME	\$ -4,348.54	\$ -12,979.74	33.50 %

Note

October Notes:

- Legal Fees: negative due to September slight overestimate. Sept accrual was reversed in October, and invoice posted/paid.

Budget Notes:

- Budget also includes a beginning Fund Balance of \$25,000.00
- Less monthly \$500 cash payments for legal agreement
- Less \$6,020.26 add'l to reserve



City of Double Horn

Balance Sheet

As of October 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	34,735.00
1005 Property Tax	76.45
1010 Reserve Account	6,020.73
Total Bank Accounts	\$40,832.18
Total Current Assets	\$40,832.18
TOTAL ASSETS	\$40,832.18
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	33,020.56
Total Accounts Payable	\$33,020.56
Other Current Liabilities	
2160 Payroll Tax Payable	39.10
2171 Accrued Expenses	297.00
Total Other Current Liabilities	\$336.10
Total Current Liabilities	\$33,356.66
Total Liabilities	\$33,356.66
Equity	\$7,475.52
TOTAL LIABILITIES AND EQUITY	\$40,832.18

Note

Accrued Expenses:
JRBT - Aug, Sept, and Oct \$99/month QBO Payroll & Bookkeeping Fees.

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
AKERS & AKERS							
		Total Akers & Akers		\$ (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
	5/3/22		Messer, Fort, McDonald	\$ (500.00)	\$ 35,392.13	2200	Operating Account
	6/1/22		Messer, Fort, McDonald	\$ (500.00)	\$ 34,892.13	2215	Operating Account
	7/11/22		Messer, Fort, McDonald	\$ (500.00)	\$ 34,392.13	2226	Operating Account
	8/3/22		Messer, Fort, McDonald	\$ (500.00)	\$ 33,892.13	2233	Operating Account
	9/14/22		Messer, Fort, McDonald	\$ (500.00)	\$ 33,392.13	2244	Operating Account
	10/1/22		Messer, Fort, McDonald	\$ (500.00)	\$ 32,892.13	2250	Operating Account
		\$ 125,439.18		\$ (92,547.05)		Remaining Balance	\$ 32,892.13

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
16630	5/25/22	\$ 126.40	Messer, Fort, McDonald		\$ 126.40		
	6/1/22		Messer, Fort, McDonald	\$ (126.40)	\$ -	2214	Operating Account
16908	6/24/22	\$ 306.00	Messer, Fort, McDonald		\$ 306.00		
	6/28/22		Messer, Fort, McDonald	\$ (306.00)	\$ -	2221	Operating Account
17059	7/22/22	\$ 180.00	Messer, Fort, McDonald		\$ 180.00		
	7/26/22		Messer, Fort, McDonald	\$ (180.00)	\$ -	2231	Operating Account
17254	8/16/22	\$ 252.00	Messer, Fort, McDonald		\$ 252.00		
	8/30/22		Messer, Fort, McDonald	\$ (252.00)	\$ -	2238	Operating Account
17584	9/23/22	\$ 1,386.00	Messer, Fort, McDonald		\$ 1,386.00		
	9/28/22		Messer, Fort, McDonald	\$ (1,386.00)	\$ -	2247	Operating Account
17841	10/19/22	\$ 1,287.80	Messer, Fort, McDonald		\$ 1,287.80		
	10/27/22		Messer, Fort, McDonald	\$ (1,287.80)	\$ -	2256	Operating Account
		\$ 15,637.40		\$ (15,637.40)		Remaining Balance	\$ -

ALL LEGAL EXPENSES							
	Total Legal Fees	\$ 162,308.83	Total Payments	\$ (129,416.70)		Remaining Balance	\$ 32,892.13

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

City of Double Horn

A/P Aging Summary

As of October 31, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Messer, Fort, McDonald					32,892.13	\$32,892.13
Spectrum	128.43					\$128.43
TOTAL	\$128.43	\$0.00	\$0.00	\$0.00	\$32,892.13	\$33,020.56