



CITY OF DOUBLE HORN
AGENDA
REGULAR MEETING
CITY COUNCIL
THURSDAY, APRIL 13, 2023
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.

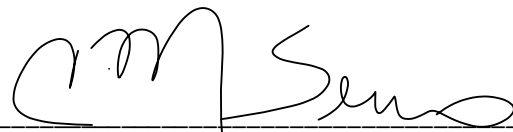
Citizens will be given an opportunity to provide comments on any item listed on the regular agenda when the agenda item is called. Comments should be limited to (3) three minutes.

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 9, 2023, 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. Treasurer’s Report
 - 1) Monthly Financial Reports
 - 2) Annual Internal Financial Audit & Debt Report – Posted to website.
 - B. Emergency Management Team Update

- C. Zoning & Ordinance Committee Update:
 - 1) Discuss and consider **Ordinance No. 2023-ORD037** amending **Ordinance No. 2020-ORD017, Master Fee Schedule**, to include fees related to signs in the city limits and ETJ of the City of Double Horn and fees related to replat of property in the city limits of the City of Double Horn
 - 2) No Solicitation Ordinance
 - 3) Subdivision Ordinance
 - D. Spectrum Installation Sections 1 Update
 - E. Discuss and consider action on project(s) to improve road safety working in partnership with DHIA Board
 - 1) Road Sign Project – Update on four signposts to be replaced & final cost of project.
 - F. Joint Double Horn Improvement Association /City of Double Horn Security Committee Update
 - G. Discuss and consider action to partner with Double Horn Creek Water Supply Corporation to promote water conservation and protect water service.
 - 1) Discuss status of DHCWSC Smart Meter Project, results related to leak detection and associated costs.
 - 2) Discuss what data the DHCWSC can provide to the city to aid in developing a collaborative strategic plan.
 - H. Discuss and consider action related to citizens request prohibiting Engine Braking
 - I. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments.
 - J. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council
8. Adjournment

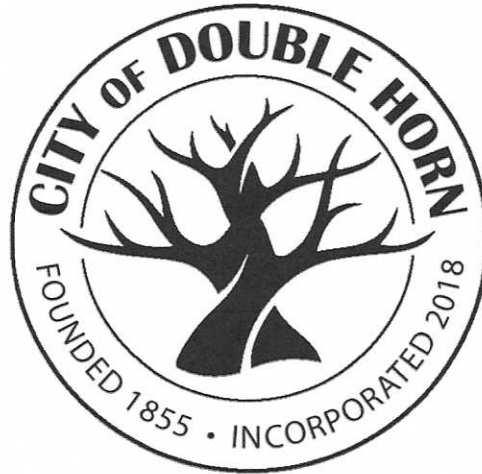
The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations 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 10th day of April 2023 by 7PM.



Cathy Sereno, Mayor

March
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
4/13/2023





City of Double Horn

Balance Sheet As of March 31, 2023

| | TOTAL |
|--|--------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1000 Operating | 79,470.99 |
| 1005 Property Tax | 1,413.60 |
| 1010 Reserve Account | 12,040.99 |
| Total Bank Accounts | \$92,925.58 |
| Total Current Assets | \$92,925.58 |
| TOTAL ASSETS | \$92,925.58 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2100 Accounts payable | 30,392.13 |
| Total Accounts Payable | \$30,392.13 |
| Credit Cards | |
| 2301 TCM Bank Visa Credit Card | 138.48 |
| 2302 Costco CitiBank Credit Card | 1,484.00 |
| Total Credit Cards | \$1,622.48 |
| Other Current Liabilities | |
| 2160 Payroll Tax Payable | 0.00 |
| 2161 FICA Taxes Payable | 18.62 |
| Total 2160 Payroll Tax Payable | 18.62 |
| 2171 Accrued Expenses | 495.00 |
| Total Other Current Liabilities | \$513.62 |
| Total Current Liabilities | \$32,528.23 |
| Total Liabilities | \$32,528.23 |
| Equity | \$60,397.35 |
| TOTAL LIABILITIES AND EQUITY | \$92,925.58 |

City of Double Horn

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

March 2023

| | TOTAL | | |
|---------------------------------|---------------------|---------------------|-----------------|
| | ACTUAL | BUDGET | % OF BUDGET |
| Income | | | |
| 4000 Ad Valorem Taxes | 1,413.60 | 6,784.21 | 20.84 % |
| 4002 Permits and Fees | | 83.33 | |
| Total Income | \$1,413.60 | \$6,867.54 | 20.58 % |
| GROSS PROFIT | \$1,413.60 | \$6,867.54 | 20.58 % |
| Expenses | | | |
| 6000 Salaries & Wages | 388.94 | 479.11 | 81.18 % |
| 6010 Taxes - payroll | 29.75 | 36.73 | 81.00 % |
| 6020 Workmen's Comp Insurance | | 8.75 | |
| 6100 Computer Equipment | | 41.67 | |
| 6110 Office Equipment | | 166.67 | |
| 6130 Office Supplies | | 84.71 | |
| 6140 Software | 99.00 | 156.23 | 63.37 % |
| 6220 Email Maintenance | | 52.70 | |
| 6230 Website Maintenance | | 19.52 | |
| 6240 Rent or Lease of Buildings | 1,850.00 | 1,850.00 | 100.00 % |
| 6250 Internet/Phone | 138.48 | 148.12 | 93.49 % |
| 6260 Insurance - TML | | 208.33 | |
| 6270 Utilities | | 100.00 | |
| 6280 Legal & Professional Fees | 486.00 | 1,000.00 | 48.60 % |
| 6290 Consulting Services | | 250.00 | |
| 6300 Accounting | | 150.00 | |
| 6400 Membership Fees | | 81.75 | |
| 6410 Legal Posting | 156.00 | 125.00 | 124.80 % |
| 6411 Advertising/Promotional | | 41.67 | |
| 6430 Tax Collection Fees | 291.89 | 108.65 | 268.65 % |
| 6440 Municipal Court Costs | | 41.67 | |
| 6450 Code Enforcement | | 41.67 | |
| 6460 Election Fees | | 6.25 | |
| 6500 Training and Travel | | 83.33 | |
| 6610 City Improvement Projects | 1,484.00 | 2,666.67 | 55.65 % |
| Total Expenses | \$4,924.06 | \$7,949.20 | 61.94 % |
| NET OPERATING INCOME | \$ -3,510.46 | \$ -1,081.66 | 324.54 % |
| NET INCOME | \$ -3,510.46 | \$ -1,081.66 | 324.54 % |

City of Double Horn

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

October 2022 - September 2023

| | TOTAL | | | |
|---------------------------------|--------------------|----------------------|----------------------|------------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 4000 Ad Valorem Taxes | 78,447.58 | 81,410.53 | -2,962.95 | 96.36 % |
| 4002 Permits and Fees | 1,000.00 | 1,000.00 | 0.00 | 100.00 % |
| 4003 Other | 200.00 | | 200.00 | |
| Total Income | \$79,647.58 | \$82,410.53 | \$ -2,762.95 | 96.65 % |
| GROSS PROFIT | \$79,647.58 | \$82,410.53 | \$ -2,762.95 | 96.65 % |
| Expenses | | | | |
| 6000 Salaries & Wages | 2,078.21 | 5,749.31 | -3,671.10 | 36.15 % |
| 6010 Taxes - payroll | 158.98 | 440.76 | -281.78 | 36.07 % |
| 6020 Workmen's Comp Insurance | 102.90 | 105.00 | -2.10 | 98.00 % |
| 6100 Computer Equipment | | 500.00 | -500.00 | |
| 6110 Office Equipment | | 2,000.00 | -2,000.00 | |
| 6130 Office Supplies | 208.55 | 1,016.52 | -807.97 | 20.52 % |
| 6140 Software | 594.00 | 1,874.80 | -1,280.80 | 31.68 % |
| 6220 Email Maintenance | 480.91 | 632.38 | -151.47 | 76.05 % |
| 6230 Website Maintenance | | 234.26 | -234.26 | |
| 6240 Rent or Lease of Buildings | 11,100.00 | 22,200.00 | -11,100.00 | 50.00 % |
| 6250 Internet/Phone | 652.20 | 1,777.48 | -1,125.28 | 36.69 % |
| 6260 Insurance - TML | 2,168.74 | 2,500.00 | -331.26 | 86.75 % |
| 6270 Utilities | 176.03 | 1,200.00 | -1,023.97 | 14.67 % |
| 6280 Legal & Professional Fees | 6,470.45 | 12,000.00 | -5,529.55 | 53.92 % |
| 6290 Consulting Services | | 3,000.00 | -3,000.00 | |
| 6300 Accounting | 1,825.00 | 1,800.00 | 25.00 | 101.39 % |
| 6400 Membership Fees | 682.00 | 981.00 | -299.00 | 69.52 % |
| 6410 Legal Posting | 351.00 | 1,500.00 | -1,149.00 | 23.40 % |
| 6411 Advertising/Promotional | | 500.00 | -500.00 | |
| 6430 Tax Collection Fees | 583.78 | 1,303.76 | -719.98 | 44.78 % |
| 6440 Municipal Court Costs | | 500.00 | -500.00 | |
| 6450 Code Enforcement | | 500.00 | -500.00 | |
| 6460 Election Fees | | 75.00 | -75.00 | |
| 6500 Training and Travel | | 1,000.00 | -1,000.00 | |
| 6610 City Improvement Projects | 3,540.54 | 32,000.00 | -28,459.46 | 11.06 % |
| Total Expenses | \$31,173.29 | \$95,390.27 | \$ -64,216.98 | 32.68 % |
| NET OPERATING INCOME | \$48,474.29 | \$ -12,979.74 | \$61,454.03 | -373.46 % |
| NET INCOME | \$48,474.29 | \$ -12,979.74 | \$61,454.03 | -373.46 % |

City of Double Horn Legal Expense & Payment Detail FY2022-2023

3/31/2023

| 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 | 1/12/2021 | \$ 750.00 | Messer, Fort, McDonald | | \$ 27,441.50 | | |
| | 1/18/2021 | | Messer, Fort, McDonald | \$ (5,000.00) | \$ 22,441.50 | 2057 | Operating Account |
| 13455 | 2/8/2021 | \$ 5,335.80 | Messer, Fort, McDonald | | \$ 27,777.30 | | |
| | 2/23/2021 | | Messer, Fort, McDonald | \$ (5,000.00) | \$ 22,777.30 | 2065 | Operating Account |
| 13735 | 3/12/2021 | \$ 3,474.00 | Messer, Fort, McDonald | | \$ 26,251.30 | | |
| | 3/12/2021 | | Messer, Fort, McDonald | \$ (2,500.00) | \$ 23,751.30 | 2071 | Operating Account |
| 13871 | 4/7/2021 | \$ 6,852.25 | Messer, Fort, McDonald | | \$ 30,603.55 | | |
| | 4/9/2021 | | Messer, Fort, McDonald | \$ (2,500.00) | \$ 28,103.55 | 2079 | Operating Account |
| 14118 | 5/12/2021 | \$ 7,722.00 | Messer, Fort, McDonald | | \$ 35,825.55 | | |
| | 5/20/2021 | | Messer, Fort, McDonald | \$ (10,000.00) | \$ 25,825.55 | 2091 | Operating Account |
| 14338 | 6/14/2021 | \$ 7,119.96 | Messer, Fort, McDonald | | \$ 32,945.51 | | |
| | 6/14/2021 | | Messer, Fort, McDonald | \$ (2,500.00) | \$ 30,445.51 | 2096 | Operating Account |
| | 7/12/2021 | | Messer, Fort, McDonald | \$ (5,277.30) | \$ 25,168.21 | 2100 | Operating Account |
| 14610 | 7/14/2021 | \$ 4,366.96 | Messer, Fort, McDonald | | \$ 29,535.17 | | |
| 14774 | 8/13/2021 | \$ 8,556.96 | Messer, Fort, McDonald | | \$ 38,092.13 | | |
| | 9/14/2021 | | Messer, Fort, McDonald | \$ (500.00) | \$ 37,592.13 | 2117 | Operating Account |
| 14966 | 9/14/2021 | \$ 1,800.00 | Messer, Fort, McDonald | | \$ 39,392.13 | | |
| | 10/7/2021 | | Messer, Fort, McDonald | \$ (500.00) | \$ 38,892.13 | 2127 | Operating Account |
| | 11/2/2021 | | Messer, Fort, McDonald | \$ (500.00) | \$ 38,392.13 | 2135 | Operating Account |
| | 12/7/2021 | | Messer, Fort, McDonald | \$ (500.00) | \$ 37,892.13 | 2150 | Operating Account |
| | 1/11/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 37,392.13 | 2163 | Operating Account |
| | 2/1/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 36,892.13 | 2170 | Operating Account |
| | 3/1/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 36,392.13 | 2178 | Operating Account |
| | 4/11/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 35,892.13 | 2195 | Operating Account |
| | 5/3/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 35,392.13 | 2200 | Operating Account |
| | 6/1/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 34,892.13 | 2215 | Operating Account |
| | 7/11/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 34,392.13 | 2226 | Operating Account |
| | 8/3/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 33,892.13 | 2233 | Operating Account |
| | 9/14/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 33,392.13 | 2244 | Operating Account |
| | 10/1/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 32,892.13 | 2251 | Operating Account |
| | 11/15/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 32,392.13 | 2261 | Operating Account |
| | 12/8/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 31,892.13 | 2264 | Operating Account |
| | 12/29/2022 | | Messer, Fort, McDonald | \$ (500.00) | \$ 31,392.13 | 2269 | Operating Account |
| | 2/6/2023 | | Messer, Fort, McDonald | \$ (500.00) | \$ 30,892.13 | 2274 | Operating Account |
| | 3/24/2023 | | Messer, Fort, McDonald | \$ (500.00) | \$ 30,392.13 | 2285 | Operating Account |
| | | \$ 125,439.18 | | \$ (95,047.05) | | Remaining Balance | \$ 30,392.13 |

| MESSER, FORT, McDONALD (new legal expenses) | | | | | | | |
|--|------------|--------------------|------------------------|----------------------|-------------|--------------------------|-------------------|
| Invoice # | Date | Invoice Amount | Payment Recipient | Payment Amount | Balance | Check # | Paid from Account |
| 17841 | 10/19/2022 | \$ 1,287.80 | Messer, Fort, McDonald | | \$ 1,287.80 | | |
| | 10/27/2022 | | Messer, Fort, McDonald | \$ (1,287.80) | \$ - | 2256 | Operating Account |
| 18271 | 11/30/2022 | \$ 3,225.05 | Messer, Fort, McDonald | | \$ 3,225.05 | | |
| | 12/5/2022 | | Messer, Fort, McDonald | \$ (3,225.05) | \$ - | 2263 | Operating Account |
| 18434 | 12/28/2022 | \$ 1,556.00 | Messer, Fort, McDonald | | \$ 1,556.00 | | |
| | 12/29/2022 | | Messer, Fort, McDonald | \$ (1,556.00) | \$ - | 2268 | Operating Account |
| 18794 | 1/28/2023 | \$ 1,278.00 | Messer, Fort, McDonald | | \$ 1,278.00 | | |
| | 2/6/2023 | | Messer, Fort, McDonald | \$ (1,278.00) | \$ - | 2275 | Operating Account |
| 482 | 3/21/2023 | \$ 486.00 | Messer, Fort, McDonald | | \$ 486.00 | | |
| | 3/24/2023 | | Messer, Fort, McDonald | \$ (486.00) | \$ - | 2284 | Operating Account |
| | | \$ 7,346.85 | | \$ (7,346.85) | | Remaining Balance | \$ - |

| ALL LEGAL EXPENSES | | | | | | | |
|---------------------------|----------------------|----------------|------------------------|-------------------|--------------------------|--|---------------------|
| Total Legal Fees | | Total Payments | | Remaining Balance | | | |
| | \$ 154,018.28 | | \$ (123,626.15) | | Remaining Balance | | \$ 30,392.13 |

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