



CITY OF DOUBLE HORN

AGENDA

REGULAR MEETING

CITY COUNCIL

THURSDAY, JUNE 8, 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.

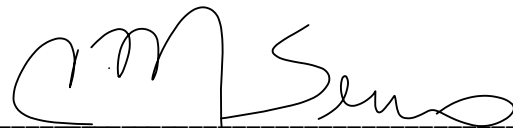
Citizens will be given an opportunity to provide comments on any item listed on the regular agenda when the agenda item is called. Comments should be limited to (3) three minutes.

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 – May 11, 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) Budget Planning Schedule

- B. Emergency Management Team Update
 - C. Zoning & Ordinance Committee Update:
 - Discuss status and next steps to develop a No Solicitation Ordinance and the Subdivision Ordinance
 - Discuss Enforcement and Compliance procedures
 - D. Spectrum Installation Sections 1 Update
 - E. Joint Double Horn Improvement Association /City of Double Horn Security Committee Update
 - F. Discuss and consider action on projects suggested by the Water Conservation Partnership Committee, a joint project between the City of Double Horn, Double Horn Creek Water Supply Corporation and the Double Horn Improvement Association to promote water conservation and protect water service.
 - G. City of Double Horn Policy & Procedure Guide – first review of completed section(s): Section 1. Financial, paragraphs (a - e), Section 3. Communication, paragraphs (a - e) and Section 4. City Council Meeting, paragraphs (a – c)
 - H. Discuss and consider action required to re-allocate budget dollars from Account# 6610, City Improvement Projects, to Account# 3000, Accounting, in the amount of \$3000 for bookkeeping services. (This has no impact on overall budget)
 - 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 5th day of June 2023 by 7PM.



Cathy Sereno, Mayor

May
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
6/8/2023



City of Double Horn

Balance Sheet As of May 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	73,546.43
1005 Property Tax	838.54
1010 Reserve Account	12,040.99
Total Bank Accounts	\$86,425.96
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$86,425.96
TOTAL ASSETS	\$86,425.96
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	29,482.13
Total Accounts Payable	\$29,482.13
Credit Cards	
2301 TCM Bank Visa Credit Card	246.72
2302 Costco CitiBank Credit Card	0.00
Total Credit Cards	\$246.72
Other Current Liabilities	
2160 Payroll Tax Payable	0.00
2161 FICA Taxes Payable	29.28
2164 SUTA payable	0.00
Total 2160 Payroll Tax Payable	29.28
2171 Accrued Expenses	198.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$227.28
Total Current Liabilities	\$29,956.13
Total Liabilities	\$29,956.13
Equity	
3000 Retained Earnings	11,923.06
3001 Opening Balance Equity	0.00
Net Income	44,546.77
Total Equity	\$56,469.83
TOTAL LIABILITIES AND EQUITY	\$86,425.96

City of Double Horn

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

May 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	838.54	6,784.21	-5,945.67	12.36 %
4002 Permits and Fees		83.33	-83.33	
Total Income	\$838.54	\$6,867.54	\$ -6,029.00	12.21 %
GROSS PROFIT	\$838.54	\$6,867.54	\$ -6,029.00	12.21 %
Expenses				
6000 Salaries & Wages	354.11	479.11	-125.00	73.91 %
6010 Taxes - payroll	27.08	36.73	-9.65	73.73 %
6020 Workmen's Comp Insurance		8.75	-8.75	
6100 Computer Equipment		41.67	-41.67	
6110 Office Equipment		166.67	-166.67	
6130 Office Supplies		84.71	-84.71	
6140 Software	309.83	156.23	153.60	198.32 %
6220 Email Maintenance		52.70	-52.70	
6230 Website Maintenance		19.52	-19.52	
6240 Rent or Lease of Buildings	1,850.00	1,850.00	0.00	100.00 %
6250 Internet/Phone	138.48	148.12	-9.64	93.49 %
6260 Insurance - TML		208.33	-208.33	
6270 Utilities		100.00	-100.00	
6280 Legal & Professional Fees	90.00	1,000.00	-910.00	9.00 %
6290 Consulting Services		250.00	-250.00	
6300 Accounting	312.50	150.00	162.50	208.33 %
6400 Membership Fees		81.75	-81.75	
6410 Legal Posting		125.00	-125.00	
6411 Advertising/Promotional		41.67	-41.67	
6430 Tax Collection Fees		108.65	-108.65	
6440 Municipal Court Costs		41.67	-41.67	
6450 Code Enforcement		41.67	-41.67	
6460 Election Fees		6.25	-6.25	
6500 Training and Travel		83.33	-83.33	
6610 City Improvement Projects	119.47	2,666.67	-2,547.20	4.48 %
Total Expenses	\$3,201.47	\$7,949.20	\$ -4,747.73	40.27 %
NET OPERATING INCOME	\$ -2,362.93	\$ -1,081.66	\$ -1,281.27	218.45 %
NET INCOME	\$ -2,362.93	\$ -1,081.66	\$ -1,281.27	218.45 %

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	81,405.09	81,410.53	-5.44	99.99 %
4002 Permits and Fees	1,000.00	1,000.00	0.00	100.00 %
4003 Other	200.00		200.00	
Total Income	\$82,605.09	\$82,410.53	\$194.56	100.24 %
GROSS PROFIT	\$82,605.09	\$82,410.53	\$194.56	100.24 %
Expenses				
6000 Salaries & Wages	2,803.84	5,749.31	-2,945.47	48.77 %
6010 Taxes - payroll	214.49	440.76	-226.27	48.66 %
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	1,002.83	1,874.80	-871.97	53.49 %
6220 Email Maintenance	795.04	632.38	162.66	125.72 %
6230 Website Maintenance		234.26	-234.26	
6240 Rent or Lease of Buildings	14,800.00	22,200.00	-7,400.00	66.67 %
6250 Internet/Phone	929.16	1,777.48	-848.32	52.27 %
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	6,722.45	12,000.00	-5,277.55	56.02 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	2,857.50	1,800.00	1,057.50	158.75 %
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	3,660.01	32,000.00	-28,339.99	11.44 %
Total Expenses	\$38,058.32	\$95,390.27	\$ -57,331.95	39.90 %
NET OPERATING INCOME	\$44,546.77	\$ -12,979.74	\$57,526.51	-343.20 %
NET INCOME	\$44,546.77	\$ -12,979.74	\$57,526.51	-343.20 %

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	1/12/2021	\$ 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
	5/8/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 29,892.13	2292	Operating Account
	5/31/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 29,392.13	2296	Operating Account
		\$ 125,439.18		\$ (96,047.05)		Remaining Balance	\$ 29,392.13

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
8988	4/25/2023	\$ 162.00	Messer, Fort, McDonald		\$ 162.00		
	5/8/2023		Messer, Fort, McDonald	\$ (162.00)	\$ -	2291	Operating Account
17746	5/17/2023	\$ -	Messer, Fort, McDonald	\$ -	\$ -	n/a	No New Charges
19243	5/31/2023	\$ 90.00	Messer, Fort, McDonald		\$ 90.00		
		\$ 8,084.85		\$ (7,994.85)		Remaining Balance	\$ 90.00

ALL LEGAL EXPENSES

Total Legal Fees	\$ 154,756.28	Total Payments	\$ (125,274.15)	Remaining Balance	\$ 29,482.13
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** NOTE: See prior reports for additional start-up legal detail prior to January 2021**

Per Ginger Joyner, Messer, Fort & McDonald are in the process of converting to a new billing system.