



CITY OF DOUBLE HORN

AGENDA

REGULAR MEETING

CITY COUNCIL

THURSDAY, JULY 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.

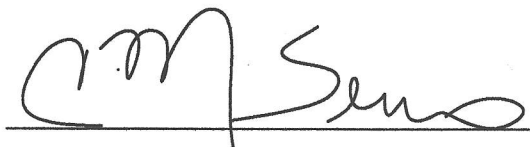
Citizens will be given an opportunity to provide comments on any item listed on the regular agenda when the agenda item is called. Comments should be limited to (3) three minutes.

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 – June 8, 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
 - D. Spectrum Installation Sections 1 Installation Update
 - E. Joint Double Horn Improvement Association /City of Double Horn Security Committee Update
 - F. Discuss and consider action to approve the **Agreement Between City of Double Horn, Texas and the Double Horn Creek Water Supply Corporation** and issue check for \$10,000
 - G. 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.
 - H. City of Double Horn Policy & Procedure Guide – review of completed section(s)
 - I. Discuss and consider action required to prepare for **November 7, 2023, General Election**
 - J. Discuss and consider action on hiring for City staff positions including Treasurer and City Secretary
 - 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 10th day of July 2023 by 7PM.



Cathy Sereno, Mayor

June
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
7/13/2023



City of Double Horn

Balance Sheet

As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	70,706.41
1005 Property Tax	1,080.12
1010 Reserve Account	12,040.99
Total Bank Accounts	\$83,827.52
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$83,827.52
TOTAL ASSETS	\$83,827.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	28,991.13
Total Accounts Payable	\$28,991.13
Credit Cards	
2301 TCM Bank Visa Credit Card	138.48
2302 Costco CitiBank Credit Card	3,413.07
Total Credit Cards	\$3,551.55
Other Current Liabilities	
2160 Payroll Tax Payable	0.00
2161 FICA Taxes Payable	0.00
2164 SUTA payable	0.00
Total 2160 Payroll Tax Payable	0.00
2171 Accrued Expenses	198.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$198.00
Total Current Liabilities	\$32,740.68
Total Liabilities	\$32,740.68
Equity	
3000 Retained Earnings	11,923.06
3001 Opening Balance Equity	0.00
Net Income	39,163.78
Total Equity	\$51,086.84
TOTAL LIABILITIES AND EQUITY	\$83,827.52

City of Double Horn

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

June 2023

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	1,080.12	6,784.21	-5,704.09	15.92 %
4002 Permits and Fees		83.33	-83.33	
Total Income	\$1,080.12	\$6,867.54	\$ -5,787.42	15.73 %
GROSS PROFIT	\$1,080.12	\$6,867.54	\$ -5,787.42	15.73 %
Expenses				
6000 Salaries & Wages	249.62	479.11	-229.49	52.10 %
6010 Taxes - payroll	19.10	36.73	-17.63	52.00 %
6020 Workmen's Comp Insurance		8.75	-8.75	
6100 Computer Equipment		41.67	-41.67	
6110 Office Equipment	3,257.24	166.67	3,090.57	1,954.30 %
6130 Office Supplies	155.83	84.71	71.12	183.96 %
6140 Software	215.95	156.23	59.72	138.23 %
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		1,000.00	-1,000.00	
6290 Consulting Services		250.00	-250.00	
6300 Accounting	285.00	400.00	-115.00	71.25 %
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	291.89	108.65	183.24	268.65 %
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		2,416.67	-2,416.67	
Total Expenses	\$6,463.11	\$7,949.20	\$ -1,486.09	81.31 %
NET OPERATING INCOME	\$ -5,382.99	\$ -1,081.66	\$ -4,301.33	497.66 %
NET INCOME	\$ -5,382.99	\$ -1,081.66	\$ -4,301.33	497.66 %

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	82,485.21	81,410.53	1,074.68	101.32 %
4002 Permits and Fees	1,000.00	1,000.00	0.00	100.00 %
4003 Other	200.00		200.00	
Total Income	\$83,685.21	\$82,410.53	\$1,274.68	101.55 %
GROSS PROFIT	\$83,685.21	\$82,410.53	\$1,274.68	101.55 %
Expenses				
6000 Salaries & Wages	3,053.46	5,749.31	-2,695.85	53.11 %
6010 Taxes - payroll	233.59	440.76	-207.17	53.00 %
6020 Workmen's Comp Insurance	102.90	105.00	-2.10	98.00 %
6100 Computer Equipment		500.00	-500.00	
6110 Office Equipment	3,257.24	2,000.00	1,257.24	162.86 %
6130 Office Supplies	364.38	1,016.52	-652.14	35.85 %
6140 Software	1,218.78	1,874.80	-656.02	65.01 %
6220 Email Maintenance	795.04	632.38	162.66	125.72 %
6230 Website Maintenance		234.26	-234.26	
6240 Rent or Lease of Buildings	16,650.00	22,200.00	-5,550.00	75.00 %
6250 Internet/Phone	1,067.64	1,777.48	-709.84	60.06 %
6260 Insurance - TML	2,168.74	2,500.00	-331.26	86.75 %
6270 Utilities	216.84	1,200.00	-983.16	18.07 %
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	3,142.50	4,800.00	-1,657.50	65.47 %
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	875.67	1,303.76	-428.09	67.16 %
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	29,000.00	-25,339.99	12.62 %
Total Expenses	\$44,562.24	\$95,390.27	\$ -50,828.03	46.72 %
NET OPERATING INCOME	\$39,122.97	\$ -12,979.74	\$52,102.71	-301.42 %
NET INCOME	\$39,122.97	\$ -12,979.74	\$52,102.71	-301.42 %

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

6/30/2023

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
	6/12/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 28,892.13	2300	Operating Account
		\$ 125,439.18		\$ (96,547.05)		Remaining Balance	\$ 28,892.13

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		
	6/12/2023		Messer, Fort, McDonald	\$ (90.00)	\$ -	2298	Operating Account
19486	6/28/2023	\$ -	Messer, Fort, McDonald		\$ -		
		\$ 8,084.85		\$ (8,084.85)		Remaining Balance	\$ -

ALL LEGAL EXPENSES							
Total Legal Fees		\$ 154,756.28	Total Payments	\$ (125,864.15)		Remaining Balance	\$ 28,892.13

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



7E

**Agreement Between City of Double Horn, Texas and
the Double Horn Creek Water Supply Corporation**

This Agreement is made on the ____ day of _____ 2023, by and between the City of Double Horn, a political subdivision of the State of Texas, hereinafter referred to as “the City” and the Double Horn Creek Water Supply Corporation referred to as “DHCWSC”.

WHEREAS, the primary responsibilities of the City are the health, safety and security of its citizens; and

WHEREAS, protecting the long-term availability of potable water is both a health concern and impacts property values (financial security); and

WHEREAS, protecting the citizens and their property in the event of a fire is a safety and security concern; and

WHEREAS, the City and the DHCWSC have entered into a working partnership to promote and educate citizens on water conservation; and

WHEREAS, the installation of Advanced Metering Infrastructure (AMI) pilot managed by the DHCWSC has proven to detect water leaks in more real time significantly reducing the volume of water lost; and

WHEREAS, the DHCWSC has requested a \$10,000 contribution from the City to complete the placement of AMI for all water customers in the current calendar year; and

WHEREAS, the City has allocated the appropriate funds for City Improvement Projects in the current 2023 budget; and

WHEREAS, the City has the legal authority to enter into agreements to protect citizens and their property; and

WHEREAS, the City and DHCWSC deem it to be in the best interests of both entities to enter into this Agreement.

NOW, THEREFORE, the City and DHCWSC agree as follows:

Services to be Performed

The City agrees to provide a one-time payment of \$10,000 to the DHCWSC to be used to complete the Advanced Metering Infrastructure installation project in the current year. The payment will be issued within 30 days of the execution of this agreement. In return the DHCWSC Board will provide monthly updates on the status of the AMI installation, including the number of active meters and will provide monthly water usage, well depth and rainfall stats commonly referred to as the "DHCWSC Stoplight Chart". In addition, DHCWSC agrees that water from Fire Suppression Water Tank located at Vista View Gate 4 entrance will be used to suppress fires throughout the city and surrounding areas albeit residential, commercial, industrial, or agricultural property at the discretion of ESD9 responders.

Duration of the Agreement

Unless mutually agreed upon, either party may cancel this contract with thirty (30) days written notice via certified mail to the other party prior to the agreed upon expiration date stated herein. This Agreement shall commence on the ____ day of _____ 2023. This contract expires at midnight on December 31, 2023 unless extended by mutual agreement. Services related to the DHCWSC providing the Stoplight Chart to the City and the use of the Fire Suppression Water Tank shall survive termination of this Agreement, unless the parties mutually agree otherwise at any time.

This Agreement contains the entire Agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force or effect except in a subsequent modification in writing signed by both parties.

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Burnet County, Texas. No assignment of this Agreement or of any right accrued hereunder shall be made, in whole or in part, by either party without the prior written consent of the other party.

The undersigned officer and/or agents of the parties hereto are the properly authorized officials of the party presented and have the necessary authority to execute this Agreement on behalf of the parties hereto and each party hereby certifies to the other that any necessary resolutions extending said authority have been duly passed and approved and are now in full force and effect.

EXECUTED by the parties hereto, each respective entity acting by and through its duly authorized official as required by law, on the date specified.

The City of Double Horn

The Double Horn Creek Water Supply Corporation

By: _____
Cathy Sereno, Mayor

By: _____
Curtis Raetz, President

Date: _____

Date: _____

Attest:

Karen Maxwell, City Secretary