



**CITY OF DOUBLE HORN
AGENDA
REGULAR MEETING
CITY COUNCIL
THURSDAY, JANUARY 11, 2024
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 – December 14, 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: Monthly Financial Reports
 - B. Emergency Management Team Update
 - C. Zoning & Ordinance Committee Update
 - i. Discuss and consider action to purchase a handheld noise monitor (budgeted item)

- ii. Discuss and consider action to address the placement/storage of manufactured homes in violation of the city's zoning ordinance on the real property identified as S4205 Double Horn Lot 1B, SEC 4 BLK A 2.007; Property ID 123533
 - iii. Discuss and consider action to address zoning questions related to the new construction on the real property identified as S4205 Double Horn Lot 27, SEC 2; Property ID 65203
- D. Discuss and consider action on the project to implement security cameras in the City
 - E. Discuss and consider action on projects recommended by the Water Conservation Partnership Committee, a joint committee 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.
 - a. Appoint City representative to lead Committee
 - b. Discuss and consider developing a rebate program to support water conservation efforts
 - F. Discuss and consider action to recruit a City Treasurer
 - G. Discuss and consider action to approve expenditures to modify exterior rear doors to be in compliance with BCESD9 Fire Code (10/20/2023 BCESD9 Fire Inspection Report) and to address safety concerns expressed by city office volunteers.
 - H. Discuss and consider action to implement Text Magic as a potential communication tool for emergency notifications
 - I. Discuss and consider action to develop a plan and communication in preparation for the April Solar Eclipse
 - J. Discuss and consider action required to appoint a replacement for Alderman Tom King who will be resigning his position effective March 1, 2024.
 - 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 8th day of January 2024 by 7PM.



Cathy Sereno, Mayor

December
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
1/11/2024



City of Double Horn

Balance Sheet

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	34,436.86
1005 Property Tax	8,126.16
1010 Reserve Account	12,040.99
Total Bank Accounts	\$54,604.01
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$54,604.01
TOTAL ASSETS	\$54,604.01
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	25,892.13
Total Accounts Payable	\$25,892.13
Credit Cards	
2301 TCM Bank Visa Credit Card	202.17
2302 Costco CitiBank Credit Card	84.89
Total Credit Cards	\$287.06
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	594.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$594.00
Total Current Liabilities	\$26,773.19
Total Liabilities	\$26,773.19
Equity	
3000 Retained Earnings	29,857.52
3001 Opening Balance Equity	0.00
Net Income	-2,026.70
Total Equity	\$27,830.82
TOTAL LIABILITIES AND EQUITY	\$54,604.01

City of Double Horn

Budget vs. Actuals: City of Double Horn 23-24 - FY24 P&L

December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	8,126.16	7,290.90	835.26	111.46 %
4002 Permits and Fees	1,000.00	83.33	916.67	1,200.05 %
Total Income	\$9,126.16	\$7,374.23	\$1,751.93	123.76 %
GROSS PROFIT	\$9,126.16	\$7,374.23	\$1,751.93	123.76 %
Expenses				
6000 Salaries & Wages	255.43	2,012.40	-1,756.97	12.69 %
6010 Taxes - payroll	19.54	154.27	-134.73	12.67 %
6020 Workmen's Comp Insurance		83.33	-83.33	
6100 Computer Equipment		25.00	-25.00	
6110 Office Equipment		25.00	-25.00	
6130 Office Supplies	86.91	83.33	3.58	104.30 %
6140 Software	99.00	166.67	-67.67	59.40 %
6205 Cleaning Service	75.00	150.00	-75.00	50.00 %
6220 Email Maintenance		52.50	-52.50	
6230 Website Maintenance	-2.02	20.83	-22.85	-9.70 %
6240 Rent or Lease of Buildings	1,850.00	1,850.00	0.00	100.00 %
6250 Internet/Phone	138.48	143.00	-4.52	96.84 %
6260 Insurance - TML		345.00	-345.00	
6270 Utilities	63.69	75.00	-11.31	84.92 %
6280 Legal & Professional Fees	58.50	1,000.00	-941.50	5.85 %
6290 Consulting Services		250.00	-250.00	
6300 Accounting	400.00	300.00	100.00	133.33 %
6400 Membership Fees		83.33	-83.33	
6410 Legal Posting		83.33	-83.33	
6411 Advertising/Promotional		125.00	-125.00	
6430 Tax Collection Fees		112.50	-112.50	
6440 Municipal Court Costs		83.33	-83.33	
6450 Code Enforcement		125.00	-125.00	
6460 Election Fees		6.25	-6.25	
6500 Training and Travel		83.33	-83.33	
6610 City Improvement Projects		2,166.67	-2,166.67	
Total Expenses	\$3,044.53	\$9,605.07	\$ -6,560.54	91.70 %
NET OPERATING INCOME	\$6,081.63	\$ -2,230.84	\$8,312.47	-272.62 %
NET INCOME	\$6,081.63	\$ -2,230.84	\$8,312.47	-272.62 %

City of Double Horn

Budget vs. Actuals: City of Double Horn 23-24 - FY24 P&L

October 2023 - September 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	33,033.85	87,490.79	-54,456.94	37.76 %
4002 Permits and Fees	1,000.00	1,000.00	0.00	100.00 %
Total Income	\$34,033.85	\$88,490.79	\$ -54,456.94	38.46 %
GROSS PROFIT				
	\$34,033.85	\$88,490.79	\$ -54,456.94	38.46 %
Expenses				
6000 Salaries & Wages	1,178.44	24,148.80	-22,970.36	4.88 %
6010 Taxes - payroll	90.16	1,851.24	-1,761.08	4.87 %
6020 Workmen's Comp Insurance	1,000.00	1,000.00	0.00	100.00 %
6100 Computer Equipment		300.00	-300.00	
6110 Office Equipment		300.00	-300.00	
6130 Office Supplies	104.12	1,000.00	-895.88	10.41 %
6140 Software	297.00	2,000.00	-1,703.00	14.85 %
6205 Cleaning Service	450.00	1,800.00	-1,350.00	25.00 %
6220 Email Maintenance	968.75	630.00	338.75	153.77 %
6230 Website Maintenance	-36.81	250.00	-286.81	-14.72 %
6240 Rent or Lease of Buildings	5,550.00	22,200.00	-16,650.00	25.00 %
6250 Internet/Phone	553.92	1,716.00	-1,162.08	32.28 %
6260 Insurance - TML	4,210.66	4,140.00	70.66	101.71 %
6270 Utilities	205.13	900.00	-694.87	22.79 %
6280 Legal & Professional Fees	1,102.50	12,000.00	-10,897.50	9.19 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	1,150.00	3,600.00	-2,450.00	31.94 %
6400 Membership Fees	50.00	1,000.00	-950.00	5.00 %
6410 Legal Posting		1,000.00	-1,000.00	
6411 Advertising/Promotional		1,500.00	-1,500.00	
6430 Tax Collection Fees		1,350.00	-1,350.00	
6440 Municipal Court Costs		1,000.00	-1,000.00	
6450 Code Enforcement		1,500.00	-1,500.00	
6460 Election Fees		75.00	-75.00	
6500 Training and Travel		1,000.00	-1,000.00	
6610 City Improvement Projects		26,000.00	-26,000.00	
Total Expenses	\$16,873.87	\$115,261.04	\$ -98,387.17	14.64 %
NET OPERATING INCOME	\$17,159.98	\$ -26,770.25	\$43,930.23	-64.10 %
NET INCOME	\$17,159.98	\$ -26,770.25	\$43,930.23	-64.10 %

City of Double Horn Legal Expense & Payment Detail FY2023-2024

12/31/2023

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
	7/5/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 28,392.13	2303	Operating Account
	8/10/2023		Messer, Fort, McDonald	\$ (500.00)	\$ 27,892.13	2311	Operating Account
	9/8/2023		Messer Fort	\$ (500.00)	\$ 27,392.13	2317	Operating Account
	9/27/2023		Messer Fort	\$ (500.00)	\$ 26,892.13	2323	Operating Account
	11/2/2023		Messer Fort	\$ (500.00)	\$ 26,392.13	2333	Operating Account
	12/13/2023		Messer Fort	\$ (500.00)	\$ 25,892.13	2337	Operating Account
		\$ 125,439.18		\$ (99,547.05)		Remaining Balance	\$ 25,892.13

MESSER, FORT, McDONALD (new legal expenses)							
Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
20965	10/31/2023	\$ 1,044.00	Messer Fort		\$ 1,044.00		
	11/2/2023		Messer Fort	\$ (1,044.00)	\$ -	2332	Operating Account
21194	12/8/2023	\$ 58.50	Messer Fort		\$ -		
	12/13/2023		Messer Fort	\$ (58.50)	\$ -	2339	Operating Account
		\$ 1,044.00		\$ (1,044.00)		Remaining Balance	\$ -

ALL LEGAL EXPENSES							
	Total Legal Fees	\$ 147,715.43	Total Payments	\$ (121,823.30)		Remaining Balance	\$ 25,892.13

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