



**NOTICE OF MEETING  
GOVERNING BODY OF DOUBLE HORN, TEXAS  
103 Vista View Trail, Suite 100**

**September 11, 2025 – 7:00 p.m.**

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Notice is hereby given that on the 11<sup>th</sup> day of September 2025 the Double Horn City Council will meet at 7:00 p.m. in the City Office Meeting Room located at 103 Vista View Trail, Suite 100, Double Horn, Texas, at which time the following subjects will be discussed:

- 1. Invocation.**
- 2. 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*)
- 3. 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.*
- 4. Updates, Presentations, Proclamations and Recognitions.**
  - **Emergency Management Team Update.** *Harry Brunner, Emergency Management Coordinator*
  - **Zoning and Ordinance Committee Update.**
  - **Flock Safety Security Cameras Update.** *Alderman Glenn Stafford*
- 5. Consent Agenda.** *The items listed are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless an Alderman so requests, in which the item will be removed from the Consent Agenda prior to a motion and vote. The item will be considered in its normal sequence on the Regular Agenda.*
  - (a) Approval of the minutes of the August 14, 2025 Regular Meeting.**
- 6. Regular Agenda.** *The Council will individually discuss, consider, and possibly take action on any or all of the following items:*
  - (a) Discussion and Action on accepting the resignation of Jim Millard as Alderman, Mayor Pro-Tem and Code Enforcement Official.**
  - (b) Public Hearing, Discussion and Action on Ordinance 2025-ORD051 adopting a budget and appropriating resources for the City of Double Horn, Texas for the Fiscal Year beginning October 1, 2025 and ending September 30, 2026.**

- (c) Discussion and Action on Ordinance 2025-ORD-052 adopting a Property Tax Rate reflected in the Fiscal Year 2025-2026 Budget of .0652 per \$100 valuation on all taxable property within the corporate limits of the City of Double Horn for Fiscal Year 2025-2026.
- (d) Discuss and Consider Action to develop an ADA Compliance Plan for City assets and update policy/procedures.
- (e) Treasurer's Report:
  - i. Monthly Financial Reports
- (f) 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.
  - i. Review WaterSmart Rebate Program Financial Status Report
- (g) Discuss and Consider Action on the sponsorship and funding of an Eagle Scout Project to add house numbers to road ribbons in partnership with the Double Horn Improvement Association.
- (h) Discuss and Consider Action to recruit a City Treasurer.
- (i) Confirm Double Horn Office Coverage.
- (j) Update on mandated Cyber Security Training.
- (k) Discuss and Consider other matters for inclusion on the agenda for the next regular meeting of the City Council.


## 7. 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).

*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 48 hours prior to the meeting. Please contact Christina McDonald, City Secretary at (830) 201-4042.*

### Certificate of Posting

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted at the City Offices located at 103 Vista View Trail, Suite 100, Double Horn, Texas in a place convenient and readily accessible to the general public at all times, and posted at least **three full business days prior to the meeting date**, in compliance with HB 1522 and the Texas Open Meetings Act.

  
Cathy Sereno, Mayor

**STATE OF TEXAS  
COUNTY OF BURNET  
CITY OF DOUBLE HORN**

On August 14, 2025, the City Council convened at 7:00 p.m. in the Council Chambers located at 103 Vista View Trail, Suite 100, Double Horn, Texas. Notice of the meeting, giving the time, place, date, and subject, had been posted as described in Chapter 551 of the Texas Government Code.

- 1. Call Meeting to Order.** Mayor Sereno called the meeting to order at 7:00 p.m.
- 2. Roll Call to Confirm Quorum.** Karen Maxwell, filling in for City Secretary Christina McDonald confirmed a quorum, with Mayor Sereno, Mayor Pro-Tem Millard and Aldermen Kimber and Schmitz being present. Aldermen Stafford and Rathe and City Secretary Christina McDonald were absent.
- 3. Invocation.** Alderman Millard gave the invocation.
- 4. Pledge of Allegiance – U.S. & Texas.** Mayor Sereno led the pledges.
- 5. Approval of Minutes – July 10, 2025 Regular Meeting.** Alderman Schmitz moved to approve the minutes. Alderman Kimber seconded the motion. The minutes were approved by a unanimous vote (3-0).
- 6. Citizen Comments.** There were no citizen comments.
- 7. Regular Agenda.**
  - A. Treasurer’s Report:**
    - i. Monthly Financial Reports.** Mayor Sereno reviewed the July financials with the Council. Alderman Schmitz made a motion to transfer \$119.52 from the Property Tax Account to the Operating Account. Alderman Kimber seconded the motion, which was carried by a vote of 3-0.
  - B. Emergency Management Team update.** Emergency Management Coordinator Harry Brunner provided the update.
  - C. Zoning & Ordinance Committee.** Mayor Pro-Tem Millard stated there were no updates.
  - D. Flock Safety (security cameras) update.** Mayor Sereno stated there was no update.
  - 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.**

- i. **Review WaterSmart Rebate Program Financial Status Report.** No report was provided as there were no rebates in August.
- F. **Discuss status of smart monitor for city meeting room (budgeted item).** Alderman Schmitz updated the Council on the installation of the monitor.
- G. **Discuss and consider refurbishing the Little Library located at Double Horn Pavilion. (Update).** Mayor Sereno updated the status on the Little Library refurbishment.
- H. **Discuss and consider contributing \$2500 to Ark of Highland Lakes for Burnet County flooding victims.** Mayor Pro-Tem Millard moved to contribute \$2,500 to the Ark of Highland Lakes for Burnet County flood victims. Alderman Schmitz seconded the motion. The motion carried by a vote of 3-0.
- I. **Budget Workshop: Discuss all expenses and revenue items, projects and suggestions to develop the FY2025-2026 Proposed Budget.** Mayor Sereno stated that the no new revenue tax rate would be .0652 and stated the public hearing on the budget will take place at the next regular meeting, September 11, 2025.
- J. **Discuss and consider action to recruit a City Treasurer.** Mayor Sereno updated the Council. No action was taken.
- K. **Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments.** No action was taken.
- L. **Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council.** Mayor Sereno noted that the next regular meeting will be held on September 11.
- 8. **Adjournment.** There being no further business to discuss, Mayor Pro-Tem Millard moved to adjourn. Alderman Schmitz seconded the motion. The meeting was adjourned at 8:07 pm.

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Cathy Sereno, Mayor

ATTEST:

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Christina McDonald, City Secretary

**AUGUST**  
**FINANCIAL AGENDA PACKET**  
**CITY OF DOUBLE HORN**  
**REGULAR MEETING of CITY COUNCIL**  
**9/11/2025**



# City of Double Horn

## Balance Sheet

As of August 31, 2025

ASSETS	TOTAL
Current Assets	
Bank Accounts	
1000 Operating	
1005 Property Tax	52,037.92
1010 Reserve Account	1,261.89
1012 SH71 Safety Fund	22,516.74
<b>Total 1010 Reserve Account</b>	10,000.00
<b>Total Bank Accounts</b>	<b>32,516.74</b>
	<b>\$85,816.55</b>
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$85,816.55</b>
<b>TOTAL ASSETS</b>	<b>\$85,816.55</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	15,892.13
<b>Total Accounts Payable</b>	<b>\$15,892.13</b>
Credit Cards	
2301 TCM Bank Visa Credit Card	0.00
2302 Costco CitiBank Credit Card	2,466.61
<b>Total Credit Cards</b>	<b>\$2,466.61</b>
Other Current Liabilities	
2160 Payroll Tax Payable	0.00
2161 FICA Taxes Payable	0.00
2164 SUTA payable	0.00
<b>Total 2160 Payroll Tax Payable</b>	<b>0.00</b>
2171 Accrued Expenses	99.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$99.00</b>
<b>Total Current Liabilities</b>	<b>\$18,457.74</b>
<b>Total Liabilities</b>	<b>\$18,457.74</b>
Equity	
3000 Retained Earnings	52,385.66
3001 Opening Balance Equity	0.00
Net Income	14,973.15
<b>Total Equity</b>	<b>\$67,358.81</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$85,816.55</b>

# City of Double Horn

## Budget vs. Actuals: City of Double Horn 24-25 - FY25 P&L

August 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	1,261.89	7,445.78	-6,183.89	16.95 %
4002 Permits and Fees		0.00	0.00	
<b>Total Income</b>	<b>\$1,261.89</b>	<b>\$7,445.78</b>	<b>\$ -6,183.89</b>	<b>16.95 %</b>
GROSS PROFIT	<b>\$1,261.89</b>	<b>\$7,445.78</b>	<b>\$ -6,183.89</b>	<b>16.95 %</b>
Expenses				
6000 Salaries & Wages	1,149.39	905.58	243.81	126.92 %
6010 Taxes - payroll	87.94	69.42	18.52	126.68 %
6020 Workmen's Comp Insurance		0.00	0.00	
6100 Computer Equipment	1,073.23	100.00	973.23	1,073.23 %
6110 Office Equipment		0.00	0.00	
6130 Office Supplies		83.33	-83.33	
6140 Software	99.00	166.67	-67.67	59.40 %
6205 Cleaning Service	150.00	150.00	0.00	100.00 %
6220 Email Maintenance		0.00	0.00	
6225 Emergency Mgt. Team		83.33	-83.33	
6230 Website Maintenance		0.00	0.00	
6240 Rent or Lease of Buildings	1,850.00	1,850.00	0.00	100.00 %
6245 Security Cameras	10,800.00	7,300.00	3,500.00	147.95 %
6250 Internet/Phone	150.58	145.00	5.58	103.85 %
6260 Insurance - TML		0.00	0.00	
6270 Utilities	58.99	75.00	-16.01	78.65 %
6280 Legal & Professional Fees	70.50	750.00	-679.50	9.40 %
6290 Consulting Services		250.00	-250.00	
6300 Accounting	540.00	500.00	40.00	108.00 %
6400 Membership Fees		76.75	-76.75	
6410 Legal Posting		58.33	-58.33	
6411 Advertising/Promotional	1,030.00	125.00	905.00	824.00 %
6430 Tax Collection Fees		0.00	0.00	
6440 Municipal Court Costs		83.33	-83.33	
6450 Code Enforcement		83.33	-83.33	
6460 Election Fees		6.25	-6.25	
6500 Training and Travel		41.67	-41.67	
6610 City Improvement Projects	212.80	2,002.94	-1,790.14	10.62 %
6620 Water Smart Rebate	400.00	833.33	-433.33	48.00 %
<b>Total Expenses</b>	<b>\$17,672.43</b>	<b>\$15,739.26</b>	<b>\$1,933.17</b>	<b>112.28 %</b>
NET OPERATING INCOME	<b>\$ -16,410.54</b>	<b>\$ -8,293.48</b>	<b>\$ -8,117.06</b>	<b>197.87 %</b>
NET INCOME	<b>\$ -16,410.54</b>	<b>\$ -8,293.48</b>	<b>\$ -8,117.06</b>	<b>197.87 %</b>



# City of Double Horn

## Budget vs. Actuals: City of Double Horn 24-25 - FY25 P&L

October 2024 - September 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	90,343.41	89,349.40	994.01	101.11 %
4002 Permits and Fees	1,000.00	1,000.00	0.00	100.00 %
<b>Total Income</b>	<b>\$91,343.41</b>	<b>\$90,349.40</b>	<b>\$994.01</b>	<b>101.10 %</b>
GROSS PROFIT	<b>\$91,343.41</b>	<b>\$90,349.40</b>	<b>\$994.01</b>	<b>101.10 %</b>
Expenses				
6000 Salaries & Wages	9,764.01	10,866.96	-1,102.95	89.85 %
6010 Taxes - payroll	746.95	833.04	-86.09	89.67 %
6020 Workmen's Comp Insurance	1,029.00	1,050.00	-21.00	98.00 %
6100 Computer Equipment	1,073.23	1,200.00	-126.77	89.44 %
6110 Office Equipment	76.60	400.00	-323.40	19.15 %
6130 Office Supplies	830.41	1,000.00	-169.59	83.04 %
6140 Software	1,649.37	2,000.00	-350.63	82.47 %
6205 Cleaning Service	1,650.00	1,800.00	-150.00	91.67 %
6220 Email Maintenance	1,187.86	1,114.32	73.54	106.60 %
6225 Emergency Mgt. Team	288.00	1,000.00	-712.00	28.80 %
6230 Website Maintenance	339.43	320.86	18.57	105.79 %
6240 Rent or Lease of Buildings	20,350.00	22,200.00	-1,850.00	91.67 %
6245 Security Cameras	15,678.08	13,300.00	2,378.08	117.88 %
6250 Internet/Phone	1,595.90	1,740.00	-144.10	91.72 %
6260 Insurance - TML	5,282.20	5,390.00	-107.80	98.00 %
6270 Utilities	713.36	900.00	-186.64	79.26 %
6280 Legal & Professional Fees	1,005.00	9,000.00	-7,995.00	11.17 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	5,655.00	6,200.00	-545.00	91.21 %
6400 Membership Fees	821.00	921.00	-100.00	89.14 %
6410 Legal Posting	156.00	700.00	-544.00	22.29 %
6411 Advertising/Promotional	1,287.00	1,500.00	-213.00	85.80 %
6430 Tax Collection Fees	1,059.69	1,426.14	-366.45	74.30 %
6440 Municipal Court Costs		1,000.00	-1,000.00	
6450 Code Enforcement	1,041.29	1,000.00	41.29	104.13 %
6460 Election Fees		75.00	-75.00	
6500 Training and Travel		500.00	-500.00	
6610 City Improvement Projects	352.79	24,035.33	-23,682.54	1.47 %
6620 Water Smart Rebate	2,738.09	10,000.00	-7,261.91	27.38 %
<b>Total Expenses</b>	<b>\$76,370.26</b>	<b>\$124,472.65</b>	<b>\$ -48,102.39</b>	<b>61.36 %</b>
NET OPERATING INCOME	<b>\$14,973.15</b>	<b>\$ -34,123.25</b>	<b>\$49,096.40</b>	<b>-43.88 %</b>
NET INCOME	<b>\$14,973.15</b>	<b>\$ -34,123.25</b>	<b>\$49,096.40</b>	<b>-43.88 %</b>



City of Double Horn Legal Expense & Payment Detail FY2024-2025

MESSER, FORT, McDONALD (start-up legal w/ payment plan) \*\*

8/31/2025

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
	12/19/2024		Messer Fort	\$ (500.00)	\$ 19,892.13	2430	Operating Account
	1/16/2025		Messer Fort	\$ (500.00)	\$ 19,392.13	2435	Operating Account
	2/11/2025		Messer Fort	\$ (500.00)	\$ 18,892.13	2441	Operating Account
	3/31/2025		Messer Fort	\$ (500.00)	\$ 18,392.13	2451	Operating Account
	4/8/2025		Messer Fort	\$ (500.00)	\$ 17,892.13	2456	Operating Account
	5/27/2025		Messer Fort	\$ (500.00)	\$ 17,392.13	2467	Operating Account
	6/30/2025		Messer Fort	\$ (500.00)	\$ 16,892.13	2477	Operating Account
	7/9/2025		Messer Fort	\$ (500.00)	\$ 16,392.13	2480	Operating Account
	7/29/2025		Messer Fort	\$ (500.00)	\$ 15,892.13	2484	Operating Account
		\$ 125,439.18		\$ (109,547.05)		Remaining Balance	\$ 15,892.13

MESSER, FORT, McDONALD (new legal expenses)

Invoice #	Date	Invoice Amount	Payment Recipient	Payment Amount	Balance	Check #	Paid from Account
24340	9/23/2024	\$ 414.00	Messer Fort		\$ 414.00		
	10/1/2024			\$ (414.00)	\$ -	2412	Operating Account
24742	10/18/2024	\$ 426.00	Messer Fort		\$ 426.00		
	11/1/2024			\$ (426.00)	\$ -	2418	Operating Account
25002	12/16/2024	\$ 120.00	Messer Fort		\$ 120.00		
	12/19/2024			\$ (120.00)	\$ -	2429	Operating Account
25245	1/14/2025	\$ 39.00	Messer Fort		\$ 39.00		
	1/16/2025			\$ (39.00)	\$ -	2434	Operating Account
25415	2/6/2025	\$ 51.00	Messer Fort		\$ 51.00		
	2/11/2025			\$ (51.00)	\$ -	2440	Operating Account
26177	4/8/2025	\$ 217.50	Messer Fort		\$ 217.50		
	4/8/2025			\$ (217.50)	\$ -	2455	Operating Account
27082	7/7/2025	\$ 31.50	Messer Fort		\$ 31.50		
	7/9/2025			\$ (31.50)	\$ -	2479	Operating Account
27178	7/17/2025	\$ 49.50	Messer Fort		\$ 49.50		
	7/29/2025			\$ (49.50)	\$ -	2483	Operating Account
27466	8/12/2025	\$ 70.50	Messer Fort		\$ 70.50		
	8/28/2025			\$ (70.50)		2491	Operating Account
		\$ 1,419.00		\$ (1,419.00)		Remaining Balance	\$ -

ALL LEGAL EXPENSES

Total Legal Fees	\$ 126,858.18	Total Payments	\$ (110,966.05)	Remaining Balance	\$ 15,892.13
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\*\* NOTE 1: See prior reports for additional start-up legal & litigation detail prior to December 2024\*\*

NOTE 2: No Invoice received in March 2025, May 2025, June 2025

7/29/25 Litigation payment for August 2025