



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

December 11, 2025 – 7:00 p.m.

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

- 1. Call Meeting to Order**
- 2. Roll Call to Confirm Quorum is Present**
- 3. Invocation**
- 4. Pledges – U.S. & Texas (Texas Pledge: *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible*)**
- 5. 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*
- 6. Citizen Comments.** This is an opportunity for citizens to address the City Council regarding issues of community interest that are not on the agenda. Any deliberation on an issue raised during Citizen Comments is limited to: (1) a statement of factual information regarding the item, (2) a statement regarding City policy on the item, or (3) a proposal to place the item on a future agenda. Each citizen will be allowed **three minutes** to speak and must sign up before the meeting begins, indicating the subject they wish to address.
- 7. Consent Agenda.** The items listed on the Consent Agenda are considered routine and non-controversial by the City Council and will be approved by a single motion. There will be no separate discussion of these items unless an Alderman requests it, in which case the item will be removed from the Consent Agenda prior to the motion and vote. The removed item will then be considered in its normal sequence on the Regular Agenda.
 - (a) Approval of the Minutes of the November 13, 2025 regular meeting.**
- 8. Regular Agenda.** The City Council may individually discuss, consider, and take action on any or all of the following items:
 - (a) Treasurer’s Report**
 - i. Review of Monthly Financial Report.**

ii. **Discussion and Possible Action on transferring funds from the Property Tax Account to the Operating Account.**

iii. **Office of Attorney General’s Public Information Request for all municipalities.**

(b) Discussion and Action on the renewal of Spicewood Crushed Stone’s Blasting Permit for 2026.

Guest Speaker: Mr. Matt Dalrymple, Vice President Spicewood Crushed Stone will provide an update on operations and answer questions.

(c) Discussion and Possible Action on projects recommended by the Water Conservation Partnership Committee, a joint committee of 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 of WaterSmart Rebate Program Financial Status Report**

ii. **Promotion of WaterSmart Rebate Program at the DHIA/DHCWSC Annual Meeting**

iii. **Update, Discussion and Possible Action to authorize the Mayor to contact the DHCWSC concerning the City’s participation in funding a Communications Manager for the Water Well Project.**

(d) Discussion and Possible Action on authorizing the Mayor to execute a lease agreement for the City Offices located at 103 Vista View Trail, Suite 100.

(e) Discussion and Possible Action on Resolution 2025-RES029, adopting an Ethics Policy for City Council.

(f) Update on Title VI compliance.

(g) Discussion and Possible Action regarding the appointment of a Zoning and Ordinance Committee Chair.

(h) Discussion and Possible Action regarding the appointment of a Code Enforcement Official.

(i) Discussion and Possible Action to recruit a City Treasurer.

(j) Confirm Double Horn Office Coverage. *Christina McDonald, City Secretary*

9. Announcements and Future Agenda Items.

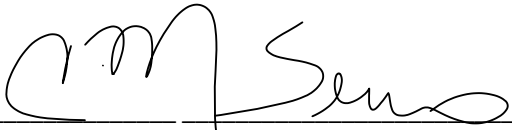
10. Adjournment.

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.

A handwritten signature in black ink, appearing to read 'Cathy Sereno', written over a horizontal line.

Cathy Sereno, Mayor

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

On November 13, 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, have 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 is Present.** City Secretary Christina McDonald confirmed a quorum, with Mayor Sereno, and Aldermen Kimber, Rathe, Schmitz and Stafford being present.
- 3. Invocation.** Alderman Schmitz gave the invocation.
- 4. Pledges – U.S. & Texas.** Mayor Sereno led the pledges.
- 5. Updates, Presentations, Proclamations and Recognitions.**
 - **Emergency Management Team Update.** Harry Brunner, Emergency Management Coordinator, gave the update.
 - **Zoning and Ordinance Committee Update.** No update was given.
 - **Flock Safety Security Cameras Update.** Alderman Glenn Stafford provided the update.
- 6. Citizen Comments.** Tracy Stafford provided an update on the refurbishment of the Little Library located at the pool pavilion.
- 7. Consent Agenda.**
 - (a) Approval of the Minutes of the October 9, 2025 regular meeting.** Alderman Rathe moved to approve the minutes. Alderman Schmitz seconded the motion. The motion carried by a vote of 4-0.
- 8. Regular Agenda.**
 - (a) Administration of Oaths of Office.** Christina McDonald, City Secretary administered Oaths of Office to Mayor Sereno and Alderman Rathe, Schmitz and Polluconi.
 - (b) Treasurer’s Report**
 - i. Review of Monthly Financial Report.** Mayor Sereno reviewed the October financials with Council.
 - ii. Discussion and Possible Action on transferring funds from the Property Tax Account to the Operating Account.** No action was taken.
 - (c) Discussion and Possible Action on projects recommended by the Water Conservation Partnership Committee, a joint committee of 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 of WaterSmart Rebate Program Financial Status Report**

ii. **Discussion and Possible Action to authorize the Mayor to contact the DHCWSC concerning the City's participation in funding a Communications Manager for the Water Well Project.** Mayor Sereno presented the item. After much discussion, Alderman Schmitz moved to authorize Mayor Sereno to initiate discussion with the DHCWSC. Alderman Rathe seconded the motion. The motion carried by a vote of 5-0.

(d) **Discussion and Possible Action to elect a Mayor Pro-Tem to serve until the next regular election.** Alderman Stafford made a motion to elect Alderman Bob Schmitz to serve as Mayor Pro-Tem. Alderman Rathe seconded the motion. The motion carried by a vote of 5-0.

(e) **Discussion regarding the appointment of a Zoning and Ordinance Committee Chair.** Mayor Sereno asked the Council to consider potential candidates for the position, noting that the item will be placed on the December agenda for formal action. Mayor Sereno also clarified that the Chair does not need to be a member of the Council.

(f) **Discussion and Possible Action on authorizing the Mayor to execute a lease agreement for the City Offices located at 103 Vista View Trail, Suite 100.** Mayor Sereno reported that the item will be placed on the December agenda for approval, noting that discussion with the property owner is still ongoing.

(g) **Discussion and Possible Action on the approval of an amendment to the City Meeting Room Usage Policy to include requirements for use of the Smart Monitor.** Mayor Sereno stated the City Meeting Usage Policy has been amended to include requirements for use of the Smart Monitor. Alderman Rathe made a motion to approve the amendment to the policy. Alderman Polluconi seconded the motion. The motion carried by a vote of 5-0.

(h) **Discussion and Possible Action on Resolution 2025-RES028, a resolution of votes to elect directors for the Burnet Central Appraisal District for the year 2026-2027.** Alderman Rathe moved to approve the resolution casting the City's three votes to Cary Johnson, Terry Nuss and Philip Thurman. Alderman Kimber seconded the motion. The motion carried by a unanimous vote (5-0).

(i) **Discussion regarding the adoption of an Ethics Policy for the City Council.** Mayor Sereno asked the Council to review the policy for consideration at the December meeting.

(j) **Update on Title VI Policy.** Mayor Sereno provided an update on the Title VI Policy.

(k) **Discussion and Possible Action to recruit a City Treasurer.**

i. **Review of Job Posting.** Mayor Sereno reviewed the updated job description with Council.

(l) **Confirm Double Horn Office Coverage.** Christina McDonald, City Secretary confirmed office coverage for November.

9. **Announcements and Future Agenda Items.** Mayor Sereno reviewed items scheduled for the December 11, 2025 regular meeting.

10. **Adjournment.** There being no further business to discuss, Alderman Rathe moved to adjourn. Alderman Polluconi the motion. The meeting was adjourned at 8:41 pm.

Cathy Sereno, Mayor

ATTEST:

Christina McDonald, City Secretary

DRAFT

NOVEMBER
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
12/11/2025



Statement of Financial Position

City of Double Horn

As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 Operating	26,627.36
1005 Property Tax	6,616.16
1010 Reserve Account	\$22,516.74
1012 SH71 Safety Fund	10,000.00
Total for 1010 Reserve Account	\$32,516.74
Total for Bank Accounts	
	\$65,760.26
Other Current Assets	
Total for Current Assets	
	\$65,760.26
Fixed Assets	
Total for Assets	
	\$65,760.26
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	14,392.13
Total for Accounts Payable	\$14,392.13
Credit Cards	
2302 Costco CitiBank Credit Card	1,204.49
Total for Credit Cards	\$1,204.49
Other Current Liabilities	
2171 Accrued Expenses	99.00
Total for Other Current Liabilities	\$99.00
Total for Current Liabilities	
	\$15,695.62
Total for Liabilities	
	\$15,695.62
Equity	
3000 Retained Earnings	59,700.38
Net Income	-9,635.74
Total for Equity	\$50,064.64
Total for Liabilities and Equity	
	\$65,760.26

City of Double Horn

Budget vs. Actuals: City of Double Horn 25-26 - FY26 P&L

November 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	6,616.16	7,625.83	-1,009.67	86.76 %
4002 Permits and Fees		0.00	0.00	
Total Income	\$6,616.16	\$7,625.83	\$ -1,009.67	86.76 %
GROSS PROFIT	\$6,616.16	\$7,625.83	\$ -1,009.67	86.76 %
Expenses				
6000 Salaries & Wages	737.80	1,295.54	-557.74	56.95 %
6010 Taxes - payroll	56.45	101.40	-44.95	55.67 %
6020 Workmen's Comp Insurance		0.00	0.00	
6100 Computer Equipment		0.00	0.00	
6110 Office Equipment	55.00	33.33	21.67	165.02 %
6130 Office Supplies	45.67	83.33	-37.66	54.81 %
6140 Software	99.00	166.67	-67.67	59.40 %
6205 Cleaning Service	150.00	150.00	0.00	100.00 %
6220 Email Maintenance	996.24	985.00	11.24	101.14 %
6225 Emergency Mgt. Team		58.33	-58.33	
6230 Website Maintenance		28.67	-28.67	
6240 Rent or Lease of Buildings	1,850.00	1,850.00	0.00	100.00 %
6245 Security Cameras		0.00	0.00	
6250 Internet/Phone	150.58	155.00	-4.42	97.15 %
6260 Insurance - TML		0.00	0.00	
6270 Utilities	71.74	75.00	-3.26	95.65 %
6280 Legal & Professional Fees		750.00	-750.00	
6290 Consulting Services		250.00	-250.00	
6300 Accounting	540.00	573.33	-33.33	94.19 %
6400 Membership Fees		83.33	-83.33	
6410 Legal Posting	12.00	50.00	-38.00	24.00 %
6411 Advertising/Promotional		41.67	-41.67	
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		1,676.55	-1,676.55	
6620 Water Smart Rebate		625.00	-625.00	
Total Expenses	\$4,764.48	\$9,246.73	\$ -4,482.25	51.53 %
NET OPERATING INCOME	\$1,851.68	\$ -1,620.90	\$3,472.58	-114.24 %
NET INCOME	\$1,851.68	\$ -1,620.90	\$3,472.58	-114.24 %

City of Double Horn

Budget vs. Actuals: City of Double Horn 25-26 - FY26 P&L

October 2025 - September 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	6,616.16	91,510.00	-84,893.84	7.23 %
4002 Permits and Fees		1,000.00	-1,000.00	
Total Income	\$6,616.16	\$92,510.00	\$ -85,893.84	7.15 %
GROSS PROFIT	\$6,616.16	\$92,510.00	\$ -85,893.84	7.15 %
Expenses				
6000 Salaries & Wages	1,588.15	15,546.48	-13,958.33	10.22 %
6010 Taxes - payroll	121.50	1,216.80	-1,095.30	9.99 %
6020 Workmen's Comp Insurance	1,075.00	1,075.00	0.00	100.00 %
6100 Computer Equipment		1,650.00	-1,650.00	
6110 Office Equipment	55.00	400.00	-345.00	13.75 %
6130 Office Supplies	384.64	1,000.00	-615.36	38.46 %
6140 Software	392.72	2,000.00	-1,607.28	19.64 %
6205 Cleaning Service	300.00	1,800.00	-1,500.00	16.67 %
6220 Email Maintenance	996.24	1,340.00	-343.76	74.35 %
6225 Emergency Mgt. Team		700.00	-700.00	
6230 Website Maintenance		344.00	-344.00	
6240 Rent or Lease of Buildings	3,700.00	22,200.00	-18,500.00	16.67 %
6245 Security Cameras		12,000.00	-12,000.00	
6250 Internet/Phone	301.16	1,860.00	-1,558.84	16.19 %
6260 Insurance - TML	5,850.66	5,892.00	-41.34	99.30 %
6270 Utilities	132.83	900.00	-767.17	14.76 %
6280 Legal & Professional Fees	15.00	9,000.00	-8,985.00	0.17 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	1,080.00	6,880.00	-5,800.00	15.70 %
6400 Membership Fees		1,000.00	-1,000.00	
6410 Legal Posting	259.00	600.00	-341.00	43.17 %
6411 Advertising/Promotional		500.00	-500.00	
6430 Tax Collection Fees		1,447.30	-1,447.30	
6440 Municipal Court Costs		1,000.00	-1,000.00	
6450 Code Enforcement		1,000.00	-1,000.00	
6460 Election Fees		75.00	-75.00	
6500 Training and Travel		500.00	-500.00	
6610 City Improvement Projects		20,118.63	-20,118.63	
6620 Water Smart Rebate		7,500.00	-7,500.00	
Total Expenses	\$16,251.90	\$122,545.21	\$ -106,293.31	13.26 %
NET OPERATING INCOME	\$ -9,635.74	\$ -30,035.21	\$20,399.47	32.08 %
NET INCOME	\$ -9,635.74	\$ -30,035.21	\$20,399.47	32.08 %

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

11/30/2025

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

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
	9/18/2025		Messer Fort	\$ (500.00)	\$ 15,392.13	2499	Operating Account
	10/21/2025		Messer Fort	\$ (500.00)	\$ 14,892.13	2507	Operating Account
	11/25/2025		Messer Fort	\$ (500.00)	\$ 14,392.13	2512	Operating Account
		\$ 125,439.18		\$ (111,047.05)		Remaining Balance	\$ 14,392.13

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
27868	9/12/2025	\$ 424.50	Messer Fort		\$ 424.50		
	9/18/2025			\$ (424.50)	\$ -	2498	Operating Account
28029	9/15/2025	\$ 408.00	Messer Fort		\$ 408.00		
	9/18/2025			\$ (408.00)	\$ -	2497	Operating Account
28496	10/20/2025	\$ 15.00	Messer Fort		\$ 15.00		
	10/21/2025			\$ (15.00)	\$ -	2506	Operating Account
		\$ 2,266.50		\$ (2,266.50)		Remaining Balance	\$ -

ALL LEGAL EXPENSES

Total Legal Fees	\$ 127,705.68	Total Payments	\$ (113,313.55)	Remaining Balance	\$ 14,392.13
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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, November 2025

NOTE 3: 7/29/25 Litigation payment for August 2025

RESOLUTION NO. 2025-RES029

A RESOLUTION ADOPTING THE CITY OF DOUBLE HORN, TEXAS COUNCIL CODE OF ETHICS

WHEREAS, the City of Double Horn, Texas City Council is committed to upholding the highest standards of ethical conduct, integrity, and transparency in all official actions; and

WHEREAS, it is essential that all members of the Council adhere to clear principles of conduct to maintain public trust and confidence; and

WHEREAS, a Code of Ethics provides guidance to Councilmembers in performing their duties responsibly, fairly, and in accordance with applicable laws and policies;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DOUBLE HORN, TEXAS:

1. Adoption of Code of Ethics

The Council hereby adopts the City of Double Horn, Texas Council Code of Ethics, attached hereto as **Exhibit "A,"** which outlines the ethical principles and standards of conduct expected of all Councilmembers.

2. Guiding Principles

The Code of Ethics shall guide Council members in matters including, but not limited to, integrity, accountability, transparency, respect, avoidance of conflicts of interest, confidentiality, and compliance with all applicable laws and policies.

3. Implementation

The Council shall provide training and guidance on the Code of Ethics and shall ensure that any alleged violations are addressed in accordance with established Council procedures.

4. Effective Date

This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Council of the City of Double Horn, Texas, this **11th day of December, 2025.**

Cathy Sereno, Mayor

Exhibit A

City of Double Horn, Texas
Council Code of Ethics
Adopted by Resolution No.2025-RES029
Date: December 11, 2025

Preamble

The City of Double Horn, City Council is committed to the highest standards of ethical conduct. This Code of Ethics provides guidance to ensure integrity, transparency, and accountability in the performance of council duties and responsibilities.

1. Purpose

The purpose of this Code is to:

- Promote public trust and confidence in the Council.
- Ensure councilmembers act in a manner that is ethical, transparent, and responsible.
- Provide clear guidance on appropriate conduct.

2. Principles of Ethical Conduct

Councilmembers shall:

- 1. Integrity and Honesty**
 - Act honestly and with integrity in all Council activities.
 - Avoid any conduct that would discredit the Council.
- 2. Accountability and Transparency**
 - Be accountable to the public for decisions and actions.
 - Make decisions openly, providing clear rationale when required.
- 3. Respect and Fairness**
 - Treat fellow councilmembers, staff, and the public with respect and courtesy.
 - Avoid discrimination, harassment, or favoritism.
- 4. Conflict of Interest**
 - Disclose any personal or financial interest that may affect Council duties.
 - Refrain from participating in discussions or decisions where a conflict exists.
- 5. Confidentiality**
 - Protect confidential information acquired in the course of official duties.
 - Use such information solely for the purposes of Council business.
- 6. Compliance with Laws and Policies**
 - Follow all applicable laws, regulations, and Council policies.
 - Uphold the public trust in every action.

3. Implementation

- The Council shall provide guidance and training to members on ethical responsibilities.
- Alleged breaches of this Code shall be addressed in accordance with established Council procedures.

4. Adoption

This Code of Ethics is adopted by the City of Double Horn, Texas Council through **Resolution No. 2025-RES029** on December 11, 2025.