



**CITY OF DOUBLE HORN
AGENDA
REGULAR MEETING
CITY COUNCIL
THURSDAY, JULY 10, 2025
7:00 PM
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 48 hours prior to the meeting. Please contact Christina McDonald, 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. Roll Call 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 12, 2025 Regular 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:
 - i. Monthly Financial Reports
 - ii. Budget Planning Discussion & Schedule


- B. Emergency Management Team Update
- C. Zoning & Ordinance Committee
- D. Flock Safety (security cameras) 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
- F. Discuss and consider sponsoring and funding an Eagle Scout Project to add house numbers to road ribbons in partnership with DHIA.
- G. Discuss and consider action on **Ordinance 2025-ORD050**, an ordinance **Ordering a General Election on November 4, 2025** to elect a Mayor and two (2) Aldermen, providing for a joint election with Burnet County, establishing early voting locations and polling places, ordering Notice of Election to be given as prescribed by law and making provisions for the conduct of the election.
- H. Discuss and consider action on a **Contract between the City of Double Horn and the Elections Administrator of Burnet County for Election Services**.
- I. Discuss and consider action on a **Joint Election Agreement between the City of Double Horn and Burnet County Local Political Subdivisions for Election Services for the period of July 2025 through August 2026**.
- J. TXDOT 2026 Project, SH71 Spur to Double Horn Creek (Right hand turn lanes for East Trail & High Plains Trail):
 - i. Discuss and consider adopting the following **ADA & Title VI Policies**:
 - 1) Title VI/Nondiscrimination Policy Statement (to be posted in City Office)
 - 2) Title VI/Nondiscrimination Assurance
 - 3) Title VI Complaint Handling Procedures & Form
 - 4) ADA Policy and Public Notice
 - 5) ADA Grievance Policy and Procedures
 - ii. Discuss and consider developing:
 - 1) ADA Accessibility Evaluation & Transition Plan
 - 2) Title VI Nondiscrimination Plan
 - iii. Discuss and consider approving **Resolution 2025-RES024**, a resolution of the City of Double Horn **Adopting a Policy to Comply with the Americans with Disabilities Act (ADA)**, Including Grievance Procedures; Providing for Severability; and Establishing an Effective Date
 - iv. Discuss and consider approving **Resolution 2025-RES025**, a resolution of the City of Double Horn **Approving the 2025 Title VI Program and Assurance Related to Compliance with the Non-Discrimination Requirements of Title VI** and Related Nondiscrimination Authorities; and Providing an Effective Date
- K. Discuss and consider the appointment of Christina McDonald, City Secretary, as City of Double Horn's **ADA/504 Coordinator & Title VI Coordinator**
- L. Discuss and consider approval of **Resolution No. 2025-RES026**, a resolution of the City of Double Horn Approving Burnet Central Appraisal District's Renovation of real estate at 215 S. Pierce, Burnet, Texas
- M. Discuss update and consider purchasing smart monitor for city meeting room (budgeted item)
- N. Discuss and consider refurbishing the Little Library located at Double Horn Pavilion. (Update)

- O. Discuss and consider action to recruit a City Treasurer.
- P. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments.
- Q. 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 July 7th, 2025, by 7PM.


Cathy Sereno, Mayor

STATE OF TEXAS
COUNTY OF BURNET
CITY OF DOUBLE HORN

On June 12, 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 pm.
- 2. Roll call to Confirm Quorum.** City Secretary Christina McDonald confirmed a quorum, with Mayor Sereno, Mayor Pro-Tem Millard and Aldermen Kimber, Stafford and Schmitz present.
- 3. Invocation.** Mayor Sereno gave the invocation.
- 4. Pledge of Allegiance – U.S. & Texas.** Mayor Sereno led the pledges.
- 5. Approval of Minutes – May 8, 2025 Regular Meeting.** Alderman Stafford moved to approve the minutes. Alderman Kimber seconded the motion. The minutes were approved by a unanimous vote (4-0).
- 6. Citizen Comments.** There were no citizen comments.
- 7. Regular Agenda**
 - A. Treasurer's Report:**
 - i. Monthly Financial Reports.** Mayor Sereno presented the May financials. Alderman Schmitz moved to transfer \$1,354.69 from the Property Tax Account to the Operating Account, seconded by Mayor Pro-Tem Millard. The motion passed unanimously (4-0).
 - ii. Budget Planning Schedule.** Mayor Sereno discussed the FY 2025/2026 budget planning schedule with the Council.
 - B. Emergency Management Team Update**
 - i. Discuss and consider a request to purchase a storage cabinet for emergency management supplies.** Harry Brunner, Emergency Management Coordinator, presented the request. Mayor Pro-Tem Millard moved to approve the purchase of the cabinet. Alderman Schmitz seconded the motion. The motion carried by a vote of 4-0.

- C. **Zoning & Ordinance Committee.** Mayor Pro-Tem Millard provided the update.
- D. **Flock Safety (security cameras) Update.** Alderman Stafford provided the update providing gate traffic counts.
- 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.** Mayor Sereno presented the status report.
 - ii. **Discuss and consider a request to donate \$2000 to DHIA, a one-third share of the expense to connect the rainwater harvest tank to the drip irrigation system to support a demonstration garden at the Vista View Gate.** Council discussed the request. No action was taken.
 - iii. **City Council & DHCWSC Board eligibility.** Mayor Sereno stated the 90-day moratorium had expired, and Council and DHCWSC Board Members are now eligible to participate in the WaterSmart Rebate Program.
- F. **TXDOT 2026 Project, SH71 Spur to Double Horn Creek (Right-hand turn lanes for East Trail & High Plains Trail):**
- i. **TXDOT provided a status update on Project 070001048.** Mayor Sereno stated that the project is scheduled for 2028.
 - ii. **ADA & Title VI Policies Requirement.** Mayor Sereno reviewed the requirements with the Council.
- G. **Discuss update and consider purchasing a smart monitor/projector for the city meeting room (budgeted item).** Alderman Schmitz presented the item for consideration, stating the cost of the recommended projector and screen is approximately \$2,500. After some discussion, the Council decided to consider the request in the upcoming FY 2025/2026 budget.
- H. **Discuss and consider refurbishing the Little Library located at Double Horn Pavilion. (Update).** Alderman Stafford provided an update.
- I. **Discuss and consider de-installing the seismic monitor located in the city office (Raspberry Shake).** Mayor Sereno stated the laptop had been donated several years ago and is not in use as monitors have been installed by Spicewood Crushed Stone throughout the City. Council discussed removing the equipment and returning the laptop to the donor.

- J. Discuss and consider action to recruit a City Treasurer.** Mayor Sereno stated the City is still in need of a treasurer.
- K. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments.** City Secretary Christina McDonald stated that office coverage was still needed for some days in June.
- L. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council.** Mayor Sereno reviewed items for the July agenda.
- 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 8:15 pm.

Cathy Sereno, Mayor

ATTEST:

Christina McDonald, City Secretary

JUNE
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
7/10/2025



City of Double Horn

Balance Sheet

As of June 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	70,537.19
1005 Property Tax	2,020.44
1010 Reserve Account	22,516.74
1012 SH71 Safety Fund	10,000.00
Total 1010 Reserve Account	32,516.74
Total Bank Accounts	\$105,074.37
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$105,074.37
TOTAL ASSETS	\$105,074.37
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	16,892.13
Total Accounts Payable	\$16,892.13
Credit Cards	
2301 TCM Bank Visa Credit Card	0.00
2302 Costco CitiBank Credit Card	495.51
Total Credit Cards	\$495.51
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	\$17,585.64
Total Liabilities	\$17,585.64
Equity	
3000 Retained Earnings	52,385.66
3001 Opening Balance Equity	0.00
Net Income	35,103.07
Total Equity	\$87,488.73
TOTAL LIABILITIES AND EQUITY	\$105,074.37

City of Double Horn

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

June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	2,020.44	7,445.78	-5,425.34	27.14 %
4002 Permits and Fees		0.00	0.00	
Total Income	\$2,020.44	\$7,445.78	\$ -5,425.34	27.14 %
GROSS PROFIT	\$2,020.44	\$7,445.78	\$ -5,425.34	27.14 %
Expenses				
6000 Salaries & Wages	708.21	905.58	-197.37	78.21 %
6010 Taxes - payroll	54.18	69.42	-15.24	78.05 %
6020 Workmen's Comp Insurance		0.00	0.00	
6100 Computer Equipment		100.00	-100.00	
6110 Office Equipment		0.00	0.00	
6130 Office Supplies	405.63	83.33	322.30	486.78 %
6140 Software	356.66	166.67	189.99	213.99 %
6205 Cleaning Service	150.00	150.00	0.00	100.00 %
6220 Email Maintenance		0.00	0.00	
6225 Emergency Mgt. Team	288.00	83.33	204.67	345.61 %
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		0.00	0.00	
6250 Internet/Phone	150.58	145.00	5.58	103.85 %
6260 Insurance - TML		0.00	0.00	
6270 Utilities	56.93	75.00	-18.07	75.91 %
6280 Legal & Professional Fees		750.00	-750.00	
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		125.00	-125.00	
6430 Tax Collection Fees	353.23	356.53	-3.30	99.07 %
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		2,002.94	-2,002.94	
6620 Water Smart Rebate	686.22	833.33	-147.11	82.35 %
Total Expenses	\$5,599.64	\$8,795.79	\$ -3,196.15	63.66 %
NET OPERATING INCOME	\$ -3,579.20	\$ -1,350.01	\$ -2,229.19	265.12 %
NET INCOME	\$ -3,579.20	\$ -1,350.01	\$ -2,229.19	265.12 %

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	88,962.00	89,349.40	-387.40	99.57 %
4002 Permits and Fees	1,000.00	1,000.00	0.00	100.00 %
Total Income	\$89,962.00	\$90,349.40	\$ -387.40	99.57 %
GROSS PROFIT	\$89,962.00	\$90,349.40	\$ -387.40	99.57 %
Expenses				
6000 Salaries & Wages	8,115.39	10,866.96	-2,751.57	74.68 %
6010 Taxes - payroll	620.82	833.04	-212.22	74.52 %
6020 Workmen's Comp Insurance	1,029.00	1,050.00	-21.00	98.00 %
6100 Computer Equipment		1,200.00	-1,200.00	
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	1,451.37	2,000.00	-548.63	72.57 %
6205 Cleaning Service	1,350.00	1,800.00	-450.00	75.00 %
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	16,650.00	22,200.00	-5,550.00	75.00 %
6245 Security Cameras	4,878.08	13,300.00	-8,421.92	36.68 %
6250 Internet/Phone	1,294.74	1,740.00	-445.26	74.41 %
6260 Insurance - TML	5,282.20	5,390.00	-107.80	98.00 %
6270 Utilities	598.41	900.00	-301.59	66.49 %
6280 Legal & Professional Fees	853.50	9,000.00	-8,146.50	9.48 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	4,575.00	6,200.00	-1,625.00	73.79 %
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	257.00	1,500.00	-1,243.00	17.13 %
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	139.99	24,035.33	-23,895.34	0.58 %
6620 Water Smart Rebate	2,338.09	10,000.00	-7,661.91	23.38 %
Total Expenses	\$55,233.87	\$124,472.65	\$ -69,238.78	44.37 %
NET OPERATING INCOME	\$34,728.13	\$ -34,123.25	\$68,851.38	-101.77 %
NET INCOME	\$34,728.13	\$ -34,123.25	\$68,851.38	-101.77 %

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	
		\$ 125,439.18		\$ (108,547.05)	Remaining Balance		\$ 16,892.13	

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	
		\$ 1,267.50		\$ (1,267.50)	Remaining Balance		\$ -	

ALL LEGAL EXPENSES								
Total Legal Fees		\$ 126,706.68	Total Payments	\$ (109,814.55)	Remaining Balance		\$ 16,892.13	

** NOTE 1: See prior reports for additional start-up legal & Itigation detail prior to December 2024**

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