



**CITY OF DOUBLE HORN
AGENDA
REGULAR MEETING
CITY COUNCIL
THURSDAY, AUGUST 14, 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.

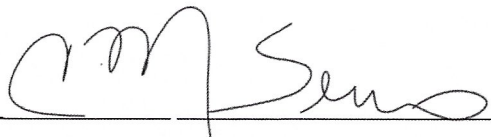
Citizens will be given an opportunity to provide comments on any item listed on the regular agenda when the agenda item is called. Comments should be limited to (3) three minutes.

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 – July 10, 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

- 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 status of smart monitor for city meeting room (budgeted item)
 - G. Discuss and consider refurbishing the Little Library located at Double Horn Pavilion. (Update)
 - H. Discuss and consider contributing \$2500 to Ark of Highland Lakes for Burnet County flooding victims
 - I. Budget Workshop: Discuss all expenses and revenue items, projects and suggestions to develop the FY2025-2026 Proposed Budget
 - J. Discuss and consider action to recruit a City Treasurer
 - 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 August 11, 2025, by 7PM.


Cathy Sereno, Mayor

JULY
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
8/14/2025



City of Double Horn

Balance Sheet

As of July 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	67,528.76
1005 Property Tax	119.52
1010 Reserve Account	22,516.74
1012 SH71 Safety Fund	10,000.00
Total 1010 Reserve Account	32,516.74
Total Bank Accounts	\$100,165.02
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$100,165.02
TOTAL ASSETS	\$100,165.02
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	15,892.13
Total Accounts Payable	\$15,892.13
Credit Cards	
2301 TCM Bank Visa Credit Card	0.00
2302 Costco CitiBank Credit Card	206.54
Total Credit Cards	\$206.54
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	297.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$297.00
Total Current Liabilities	\$16,395.67
Total Liabilities	\$16,395.67
Equity	
3000 Retained Earnings	52,385.66
3001 Opening Balance Equity	0.00
Net Income	31,383.69
Total Equity	\$83,769.35
TOTAL LIABILITIES AND EQUITY	\$100,165.02

City of Double Horn

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

July 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	119.52	7,445.78	-7,326.26	1.61 %
4002 Permits and Fees		0.00	0.00	
Total Income	\$119.52	\$7,445.78	\$ -7,326.26	1.61 %
GROSS PROFIT	\$119.52	\$7,445.78	\$ -7,326.26	1.61 %
Expenses				
6000 Salaries & Wages	847.53	905.58	-58.05	93.59 %
6010 Taxes - payroll	64.83	69.42	-4.59	93.39 %
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		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		6,000.00	-6,000.00	
6250 Internet/Phone	150.58	145.00	5.58	103.85 %
6260 Insurance - TML		0.00	0.00	
6270 Utilities	55.96	75.00	-19.04	74.61 %
6280 Legal & Professional Fees	81.00	750.00	-669.00	10.80 %
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		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		2,002.94	-2,002.94	
6620 Water Smart Rebate		833.33	-833.33	
Total Expenses	\$3,838.90	\$14,439.26	\$ -10,600.36	26.59 %
NET OPERATING INCOME	\$ -3,719.38	\$ -6,993.48	\$3,274.10	53.18 %
NET INCOME	\$ -3,719.38	\$ -6,993.48	\$3,274.10	53.18 %

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	89,081.52	89,349.40	-267.88	99.70 %
4002 Permits and Fees	1,000.00	1,000.00	0.00	100.00 %
Total Income	\$90,081.52	\$90,349.40	\$ -267.88	99.70 %
GROSS PROFIT	\$90,081.52	\$90,349.40	\$ -267.88	99.70 %
Expenses				
6000 Salaries & Wages	9,055.80	10,866.96	-1,811.16	83.33 %
6010 Taxes - payroll	692.77	833.04	-140.27	83.16 %
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	1,550.37	2,000.00	-449.63	77.52 %
6205 Cleaning Service	1,500.00	1,800.00	-300.00	83.33 %
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	18,500.00	22,200.00	-3,700.00	83.33 %
6245 Security Cameras	4,878.08	13,300.00	-8,421.92	36.68 %
6250 Internet/Phone	1,445.32	1,740.00	-294.68	83.06 %
6260 Insurance - TML	5,282.20	5,390.00	-107.80	98.00 %
6270 Utilities	654.37	900.00	-245.63	72.71 %
6280 Legal & Professional Fees	934.50	9,000.00	-8,065.50	10.38 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	5,115.00	6,200.00	-1,085.00	82.50 %
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	\$59,172.77	\$124,472.65	\$ -65,299.88	47.54 %
NET OPERATING INCOME	\$30,908.75	\$ -34,123.25	\$65,032.00	-90.58 %
NET INCOME	\$30,908.75	\$ -34,123.25	\$65,032.00	-90.58 %

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

7/31/2025

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
		\$ 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	\$ 414.00		
	10/1/2024			\$ (414.00)	\$ -	2412	Operating Account
24742	10/18/2024	\$ 426.00	Messer Fort	\$ 426.00	\$ 426.00		
	11/1/2024			\$ (426.00)	\$ -	2418	Operating Account
25002	12/16/2024	\$ 120.00	Messer Fort	\$ 120.00	\$ 120.00		
	12/19/2024			\$ (120.00)	\$ -	2429	Operating Account
25245	1/14/2025	\$ 39.00	Messer Fort	\$ 39.00	\$ 39.00		
	1/16/2025			\$ (39.00)	\$ -	2434	Operating Account
25415	2/6/2025	\$ 51.00	Messer Fort	\$ 51.00	\$ 51.00		
	2/11/2025			\$ (51.00)	\$ -	2440	Operating Account
26177	4/8/2025	\$ 217.50	Messer Fort	\$ 217.50	\$ 217.50		
	4/8/2025			\$ (217.50)	\$ -	2455	Operating Account
27082	7/7/2025	\$ 31.50	Messer Fort	\$ 31.50	\$ 31.50		
	7/9/2025			\$ (31.50)	\$ -	2479	Operating Account
27178	7/17/2025	\$ 49.50	Messer Fort	\$ 49.50	\$ 49.50		
	7/29/2025			\$ (49.50)	\$ -	2483	Operating Account
		\$ 1,348.50		\$ (1,348.50)	Remaining Balance		\$ -

ALL LEGAL EXPENSES

Total Legal Fees	\$ 126,787.68	Total Payments	\$ (110,895.55)	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