



**CITY OF DOUBLE HORN  
AGENDA  
REGULAR MEETING  
CITY COUNCIL  
THURSDAY, FEBRUARY 13, 2025  
7:00 PM  
CITY OF DOUBLE HORN OFFICE  
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 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 – January 9, 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: Monthly Financial Reports
- B. Emergency Management Team Update
- C. Zoning & Ordinance Committee Update
- D. Vulcan Operations – Update on current operations and address questions of the community. **Guest Speaker: Darrell Erwin, Vulcan Area Manager**
- E. Flock Safety (cameras) Update regarding adding cameras to West Trail & East Trail entrances.
- F. TXDOT 2026 SH71 Project, Spur 191 to Double Horn Creek, Update (includes 2 right hand turn lanes: East Trail & High Plains Trail).
- G. 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. Discuss and Consider Action to communicate the WaterSmart Rebate & Education Program.
- H. Discuss and Consider Action to recruit a City Treasurer.
- I. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet and confirm office coverage assignments.
- J. 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 February 10, 2025, by 7 PM.

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

Cathy Sereno, Mayor

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

On this 9th day of January 2025, the City Council convened at 7:00 pm 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 7:01 pm.
2. **Rollcall to Confirm Quorum.** City Secretary Christina McDonald confirmed a quorum, with Mayor Cathy Sereno and Aldermen Glen Stafford, Bob Schmitz, and Laura Rathe present.
3. **Invocation.** Mayor Sereno gave the invocation.
4. **Pledge of Allegiance – U.S. & Texas.** Mayor Sereno led the pledges.
5. **Approval of Minutes – December 12, 2024 Regular Meeting.** Alderman Rathe made a motion to approve the minutes as presented. Alderman Schmitz seconded the motion, which carried by a vote of 3-0.
6. **Citizen Comments.** There were no citizen comments.
7. **Regular Agenda.**
  - A. **Treasurer's Report: Monthly Financial Reports.** Mayor Sereno presented the December Financials. Alderman Schmitz moved to sweep \$7,726.50 from the Property Tax Account to the Operating Account. Alderman Rathe seconded the motion. The motion carried by a unanimous vote (3-0).
  - B. **Emergency Management Team Update.** Emergency Management Coordinator Harry Brunner provided the update.
  - C. **Zoning & Ordinance Committee Update.** No update was given.
  - D. **Discuss and consider action regarding Oliver, Rainey, and Wojtek's (ORW) engagement letter for bookkeeping services for the 2025 calendar year.** Mayor Sereno stated that the City has seen an increase in the hourly rate charged by

ORW for bookkeeping services and after discussions with ORW, they have agreed to a flat rate of \$540 per month with reevaluation in July. No action was taken.

**E. Flock Safety (cameras) Update.**

- i. **Discuss and consider action to appoint a City Councilmember as the City of Double Horn Flock Safety Automated License Plate Reader System Administrator.** Mayor Sereno nominated Alderman Stafford to act as the Flock Safety Automated License Plate Reader System Administrator. Alderman Rather moved to support the nomination appointing Alderman Glen Stafford as administrator. Alderman Schmitz seconded the motion. The motion carried by a vote of 3-0.
- ii. **Discuss and consider approving new agreement with DHIA to include additional cameras at West Trail and East Trail (budgeted item) as well as current cameras at Vista View Trail and Double Horn Trail.** Alderman Schmitz made a motion to approve the agreement with the Double Horn Improvement Association for the installation and maintenance of Flock Safety Cameras on DHIA-owned property located at West Trail (Gate 1), Double Horn Trail (Gate 2), East Trail (Gate 3), and Vista View Trail (Gate 4). as presented The motion was seconded by Alderman Stafford and carried by a vote of 3-0.

**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. **Discuss and consider action to communicate the WaterSmart Rebate & Education Program.** The Council discussed providing educational information and rebate program applications at the January 25 Double Horn Creek Water Supply Corporation and the Double Horn Improvement Association annual meeting on January 25, 2025.

**G. Discuss and consider action to recruit a City Treasurer.** Mayor Sereno stated that the City is still working on recruiting a City Treasurer.

**H. Distribute Monthly Office Hours Sign-Up Sheet & DHIA/DHCWSC Meeting Sign-Up Sheet – Confirm assignments.** City Secretary Christina McDonald confirmed office coverage for January.

- I. **Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council.** It was noted that the next regular meeting is February 13, 2025.

8. **Adjournment.** There being no further business to discuss, Alderman Rather moved to adjourn. The motion was seconded by Alderman Schmitz. The meeting was adjourned at 7:49 pm.

DRAFT

**January**  
**FINANCIAL AGENDA PACKET**  
**CITY OF DOUBLE HORN**  
**REGULAR MEETING of CITY COUNCIL**  
**2/13/2025**



# City of Double Horn

## Balance Sheet

As of January 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Operating	39,203.30
1005 Property Tax	41,752.68
1010 Reserve Account	22,516.74
<b>Total Bank Accounts</b>	<b>\$103,472.72</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>\$103,472.72</b>
<b>TOTAL ASSETS</b>	<b>\$103,472.72</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	19,392.13
<b>Total Accounts Payable</b>	<b>\$19,392.13</b>
Credit Cards	
2301 TCM Bank Visa Credit Card	0.00
2302 Costco CitiBank Credit Card	377.83
<b>Total Credit Cards</b>	<b>\$377.83</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>\$19,868.96</b>
<b>Total Liabilities</b>	<b>\$19,868.96</b>
Equity	
3000 Retained Earnings	52,385.66
3001 Opening Balance Equity	0.00
Net Income	31,218.10
<b>Total Equity</b>	<b>\$83,603.76</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$103,472.72</b>



# City of Double Horn

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

January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4000 Ad Valorem Taxes	41,752.68	7,445.78	34,306.90	560.76 %
4002 Permits and Fees		0.00	0.00	
<b>Total Income</b>	<b>\$41,752.68</b>	<b>\$7,445.78</b>	<b>\$34,306.90</b>	<b>560.76 %</b>
<b>GROSS PROFIT</b>	<b>\$41,752.68</b>	<b>\$7,445.78</b>	<b>\$34,306.90</b>	<b>560.76 %</b>
<b>Expenses</b>				
6000 Salaries & Wages	1,172.61	905.58	267.03	129.49 %
6010 Taxes - payroll	89.70	69.42	20.28	129.21 %
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	38.91	83.33	-44.42	46.69 %
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		0.00	0.00	
6250 Internet/Phone	140.50	145.00	-4.50	96.90 %
6260 Insurance - TML		0.00	0.00	
6270 Utilities	58.43	75.00	-16.57	77.91 %
6280 Legal & Professional Fees	39.00	750.00	-711.00	5.20 %
6290 Consulting Services		250.00	-250.00	
6300 Accounting	1,025.00	500.00	525.00	205.00 %
6400 Membership Fees	651.00	76.75	574.25	848.21 %
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	1,041.29	83.33	957.96	1,249.60 %
6460 Election Fees		6.25	-6.25	
6500 Training and Travel		41.67	-41.67	
6610 City Improvement Projects	139.99	2,836.28	-2,696.29	4.94 %
<b>Total Expenses</b>	<b>\$6,495.43</b>	<b>\$8,439.27</b>	<b>\$-1,943.84</b>	<b>76.97 %</b>
<b>NET OPERATING INCOME</b>	<b>\$35,257.25</b>	<b>\$-993.49</b>	<b>\$36,250.74</b>	<b>-3,548.83 %</b>
<b>NET INCOME</b>	<b>\$35,257.25</b>	<b>\$-993.49</b>	<b>\$36,250.74</b>	<b>-3,548.83 %</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
<b>Income</b>				
4000 Ad Valorem Taxes	55,918.09	89,349.40	-33,431.31	62.58 %
4002 Permits and Fees	1,000.00	1,000.00	0.00	100.00 %
<b>Total Income</b>	<b>\$56,918.09</b>	<b>\$90,349.40</b>	<b>\$-33,431.31</b>	<b>63.00 %</b>
<b>GROSS PROFIT</b>	<b>\$56,918.09</b>	<b>\$90,349.40</b>	<b>\$-33,431.31</b>	<b>63.00 %</b>
<b>Expenses</b>				
6000 Salaries & Wages	3,633.93	10,866.96	-7,233.03	33.44 %
6010 Taxes - payroll	277.99	833.04	-555.05	33.37 %
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	71.37	1,000.00	-928.63	7.14 %
6140 Software	590.72	2,000.00	-1,409.28	29.54 %
6205 Cleaning Service	600.00	1,800.00	-1,200.00	33.33 %
6220 Email Maintenance	996.24	1,114.32	-118.08	89.40 %
6225 Emergency Mgt. Team		1,000.00	-1,000.00	
6230 Website Maintenance	23.17	320.86	-297.69	7.22 %
6240 Rent or Lease of Buildings	7,400.00	22,200.00	-14,800.00	33.33 %
6245 Security Cameras		13,300.00	-13,300.00	
6250 Internet/Phone	562.00	1,740.00	-1,178.00	32.30 %
6260 Insurance - TML	5,282.20	5,390.00	-107.80	98.00 %
6270 Utilities	255.26	900.00	-644.74	28.36 %
6280 Legal & Professional Fees	585.00	9,000.00	-8,415.00	6.50 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	1,875.00	6,200.00	-4,325.00	30.24 %
6400 Membership Fees	651.00	921.00	-270.00	70.68 %
6410 Legal Posting	156.00	700.00	-544.00	22.29 %
6411 Advertising/Promotional	100.00	1,500.00	-1,400.00	6.67 %
6430 Tax Collection Fees	353.23	1,426.14	-1,072.91	24.77 %
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	34,035.33	-33,895.34	0.41 %
<b>Total Expenses</b>	<b>\$25,699.99</b>	<b>\$124,472.65</b>	<b>\$-98,772.66</b>	<b>20.65 %</b>
<b>NET OPERATING INCOME</b>	<b>\$31,218.10</b>	<b>\$-34,123.25</b>	<b>\$65,341.35</b>	<b>-91.49 %</b>
<b>NET INCOME</b>	<b>\$31,218.10</b>	<b>\$-34,123.25</b>	<b>\$65,341.35</b>	<b>-91.49 %</b>

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

1/31/2025

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
	1/25/2024		Messer Fort	\$ (500.00)	\$ 25,392.13	2349	Operating Account
	2/16/2024		Messer Fort	\$ (500.00)	\$ 24,892.13	2357	Operating Account
	3/1/2024		Messer Fort	\$ (500.00)	\$ 24,392.13	2361	Operating Account
	4/10/2024		Messer Fort	\$ (500.00)	\$ 23,892.13	2372	Operating Account
	5/7/2024		Messer Fort	\$ (500.00)	\$ 23,392.13	2378	Operating Account
	6/13/2024		Messer Fort	\$ (500.00)	\$ 22,892.13	2385	Operating Account
	7/3/2024		Messer Fort	\$ (500.00)	\$ 22,392.13	2390	Operating Account
	8/7/2024		Messer Fort	\$ (500.00)	\$ 21,892.13	2401	Operating Account
	9/12/2024		Messer Fort	\$ (500.00)	\$ 21,392.13	2408	Operating Account
	10/1/2024		Messer Fort	\$ (500.00)	\$ 20,892.13	2413	Operating Account
	11/1/2024		Messer Fort	\$ (500.00)	\$ 20,392.13	2419	Operating 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
		\$125,439.18		\$ (106,047.05)	Remaining Balance		\$ 19,392.13

## 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
		\$ 999.00		\$ (999.00)	Remaining Balance		\$ -

## ALL LEGAL EXPENSES

Total Legal Fees	\$126,438.18	Total Payments	\$ (107,046.05)	Remaining Balance	\$ 19,392.13
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\*\* NOTE: See prior reports for additional start-up legal detail prior to January 2021\*\*