



**CITY OF DOUBLE HORN  
AGENDA  
REGULAR MEETING  
CITY COUNCIL  
THURSDAY, DECEMBER 12, 2024  
7:00PM  
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 24 hours prior to the meeting. Please contact Christina McDonald, City Secretary at (830) – 201-4042.*

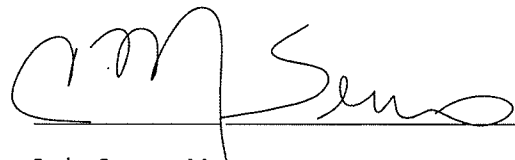
**Citizens will be given an opportunity to provide comments on any item listed on the regular agenda when the agenda item is called. Comments should be limited to (3) three minutes.**

1. Call Meeting to Order
2. Rollcall 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 – November 14, 2024 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: Clarification on Code Enforcement Official Role/Title

- D. Discuss and consider action on Election of a Mayor Pro-Tem
  - E. Discuss and consider action on the renewal of Spicewood Crushed Stone Blasting Permit for 2025  
**Guest Speaker: Mr. Matt Dalrymple, Vice President, Spicewood Crushed Stone LLC**, will provide an update on operations and answer questions
  - F. Flock Safety (cameras) Update:
    - i. Discuss and consider action on adopting a Flock Safety Governance Policy
    - ii. Discuss and consider implementation of additional cameras at West Trail and East Trail (budgeted item)
  - 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 implement a WaterSmart Rebate & Education Program including: Program criteria, application process, featured speakers and funding (budgeted item)
  - H. Discuss and consider action to recruit a City Treasurer
  - I. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm 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 December 9, 2024, by 7PM.

  
Cathy Sereno, Mayor

**November**  
**FINANCIAL AGENDA PACKET**  
**CITY OF DOUBLE HORN**  
**REGULAR MEETING of CITY COUNCIL**  
**12/12/2024**



# City of Double Horn

## Balance Sheet

As of November 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Operating	36,765.57
1005 Property Tax	5,923.84
1010 Reserve Account	22,516.74
<b>Total Bank Accounts</b>	<b>\$65,206.15</b>
<b>Total Current Assets</b>	<b>\$65,206.15</b>
<b>TOTAL ASSETS</b>	<b>\$65,206.15</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	20,392.13
<b>Total Accounts Payable</b>	<b>\$20,392.13</b>
Credit Cards	
2302 Costco CitiBank Credit Card	230.73
<b>Total Credit Cards</b>	<b>\$230.73</b>
Other Current Liabilities	
2171 Accrued Expenses	495.00
<b>Total Other Current Liabilities</b>	<b>\$495.00</b>
<b>Total Current Liabilities</b>	<b>\$21,117.86</b>
<b>Total Liabilities</b>	<b>\$21,117.86</b>
Equity	
3000 Retained Earnings	52,385.66
Net Income	-8,297.37
<b>Total Equity</b>	<b>\$44,088.29</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$65,206.15</b>

# City of Double Horn

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

November 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	5,923.84	7,445.78	-1,521.94	79.56 %
4002 Permits and Fees		0.00	0.00	
<b>Total Income</b>	<b>\$5,923.84</b>	<b>\$7,445.78</b>	<b>\$ -1,521.94</b>	<b>79.56 %</b>
GROSS PROFIT	\$5,923.84	\$7,445.78	\$ -1,521.94	79.56 %
Expenses				
6000 Salaries & Wages	847.53	905.58	-58.05	93.59 %
6010 Taxes - payroll	64.84	69.42	-4.58	93.40 %
6020 Workmen's Comp Insurance		0.00	0.00	
6100 Computer Equipment		100.00	-100.00	
6110 Office Equipment	76.60	0.00	76.60	
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		934.56	-934.56	
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	68.63	75.00	-6.37	91.51 %
6280 Legal & Professional Fees		750.00	-750.00	
6290 Consulting Services		250.00	-250.00	
6300 Accounting	850.00	500.00	350.00	170.00 %
6400 Membership Fees		76.75	-76.75	
6410 Legal Posting	156.00	58.33	97.67	267.44 %
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		2,836.28	-2,836.28	
<b>Total Expenses</b>	<b>\$4,303.10</b>	<b>\$9,373.83</b>	<b>\$ -5,070.73</b>	<b>45.91 %</b>
NET OPERATING INCOME	\$1,620.74	\$ -1,928.05	\$3,548.79	-84.06 %
NET INCOME	\$1,620.74	\$ -1,928.05	\$3,548.79	-84.06 %

# 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	6,438.91	89,349.40	-82,910.49	7.21 %
4002 Permits and Fees		1,000.00	-1,000.00	
<b>Total Income</b>	<b>\$6,438.91</b>	<b>\$90,349.40</b>	<b>\$ -83,910.49</b>	<b>7.13 %</b>
<b>GROSS PROFIT</b>	<b>\$6,438.91</b>	<b>\$90,349.40</b>	<b>\$ -83,910.49</b>	<b>7.13 %</b>
<b>Expenses</b>				
6000 Salaries & Wages	2,252.34	10,866.96	-8,614.62	20.73 %
6010 Taxes - payroll	172.30	833.04	-660.74	20.68 %
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	32.46	1,000.00	-967.54	3.25 %
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		1,114.32	-1,114.32	
6225 Emergency Mgt. Team		1,000.00	-1,000.00	
6230 Website Maintenance		320.86	-320.86	
6240 Rent or Lease of Buildings	3,700.00	22,200.00	-18,500.00	16.67 %
6245 Security Cameras		13,300.00	-13,300.00	
6250 Internet/Phone	281.00	1,740.00	-1,459.00	16.15 %
6260 Insurance - TML	5,282.20	5,390.00	-107.80	98.00 %
6270 Utilities	196.83	900.00	-703.17	21.87 %
6280 Legal & Professional Fees	426.00	9,000.00	-8,574.00	4.73 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	850.00	6,200.00	-5,350.00	13.71 %
6400 Membership Fees		921.00	-921.00	
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		1,426.14	-1,426.14	
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		34,035.33	-34,035.33	
<b>Total Expenses</b>	<b>\$15,247.45</b>	<b>\$124,472.65</b>	<b>\$ -109,225.20</b>	<b>12.25 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -8,808.54</b>	<b>\$ -34,123.25</b>	<b>\$25,314.71</b>	<b>25.81 %</b>
<b>NET INCOME</b>	<b>\$ -8,808.54</b>	<b>\$ -34,123.25</b>	<b>\$25,314.71</b>	<b>25.81 %</b>

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

11/30/2024

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
		\$ 125,439.18		\$ (105,047.05)	Remaining Balance		\$ 20,392.13

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
		\$ 840.00		\$ (840.00)	Remaining Balance		\$ -

ALL LEGAL EXPENSES

Total Legal Fees	\$ 126,279.18	Total Payments	\$ (105,887.05)	Remaining Balance	\$ 20,392.13
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\*\* NOTE: See prior reports for additional start-up legal detail prior to January 2021\*\*

## Automated License Plate Readers

### 1. PURPOSE

The purpose of this order is to establish requirements for the use of Automated License Plate Reader (ALPR) devices and access to ALPR data by the City of Double Horn. The objective is the enhancement of productivity, effectiveness, and officer safety in addition to developing investigative leads for criminal investigations through the collection of license plate data. The data is for official law enforcement purposes consistent with legal and constitutional limitations, privacy concerns, and accepted ethical standards. In addition, data utilized by the city will be restricted to training on a limited basis, statistical data (i.e. vehicle counts) or effectiveness reporting only.

### 2. POLICY

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. ALPRs are used by the City of Double Horn to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance of crime suspects, fleeing suspect interdiction, stolen property recovery and general non-vehicle specific data such as vehicles counts, etc.

The City of Double Horn respects privacy rights and will ensure its use of ALPR technology first and foremost protects those rights.

### 3. DEFINITIONS

**ALPR** – An automated license plate reader scans, captures, and compares optical license plate information to vehicles associated with crimes or criminals. A match to a license plate results in an alert that notifies law enforcement officers. ALPRs can also store the digital image of the license plate, the time, date, location of the image capture, and the capturing camera information. ALPR units are attached to law enforcement vehicles or deployed at fixed locations, where they collect license plate information from vehicles on designated roadways in the City of Double Horn

**ALPR Data** - Data obtained by an ALPR of license plates or other identifying characteristics of a vehicle within public view that are read by the device; including potential images of the plate and vehicle on which it was displayed, and information regarding the location of the vehicle at the time of the LPR read.

**City of Double Horn** – includes any employee, representative (i.e. alderman), and/or Mayor of the City of Double Horn.



Hit - A read matched to a plate that has previously been registered on an agency's "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.

Hot list - License plate numbers of stolen cars, vehicles owned by persons of interest, vehicles used in the commission of crimes or related to identified crime suspects, vehicles associated with AMBER Alerts, etc. that are regularly added to "hot lists" circulated among law enforcement agencies. Hot list information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. Law enforcement agencies can interface their own, locally compiled hot lists to the ALPR system. These lists serve an officer safety function as well as an investigatory purpose.

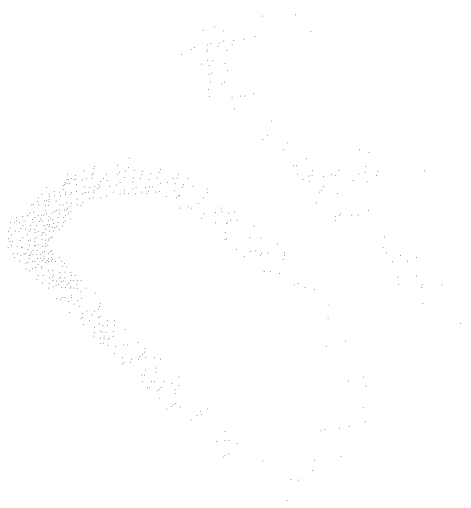
#### 4. ADMINISTRATION

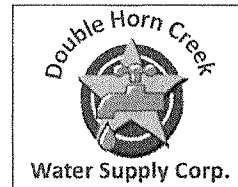
- A. One person shall be given authority to act as an administrator for the City of Double Horn for statistical data or to evaluate effectiveness of the ALPR system. The Administrator for the City of Double Horn will be appointed by a vote of the City Council. The person acting on behalf of the City of Double Horn as an administrator shall be identified and the Burnet County Auto Theft Task Force shall be notified in writing as to their identity.
- B. The City of Double Horn shall remain in an operational agreement (do we have an action item to get this agreement in place?) with the Burnet County Auto Theft Task Force to act as the official law enforcement agency overseeing the ALPR system while the system is in place.
- C. Access to data collected and retained by the ALPR system shall be in accordance with Criminal Justice Information Systems (CJIS) requirements and policies set forth by the Burnet County Auto Theft Task Force.
- D. City of Double Horn Flock Administrator shall be a current councilman of the City of Double Horn, nominated by the Mayor and approved by the City Council, and serve for a term of one year.

#### 5. PROCEDURES

- A. Use of an ALPR is restricted to the purposes outlined herein. City of Double Horn members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose. When logging in to the system, the administrator will provide an accurate description of the intended use for accessing the system.

- B. An ALPR shall only be used for official law enforcement business by law enforcement agencies, or gathering of statistical data only by the City of Double Horn ALPR administrator.
- C. Any non-law enforcement usage of the ALPR data specifically identifying any vehicle and/or person is strictly prohibited, the exception being non-specific traffic count reports. The privacy of the information obtained by the Burnet County Auto Theft Task Force is of the utmost importance. The information obtained using ALPR will not be sold, transferred, or otherwise distributed to any non-law enforcement entities, except in the pursuit of an investigation. Requests for non-law enforcement statistical data shall be made to the current Double Horn Improvement Association President or the current Mayor of the City of Double Horn.
- D. Any Hot List data shall be entered by approved operators of the Burnet County Auto Theft Task Force. No member of the City of Double Horn may enter any information into the ALPR system.
- E. ALPR data that is not flagged by a law enforcement agency linked to a criminal investigation will be retained for a period of 30 days then purged from the ALPR system.





## 2024 City of Double Horn & Double Horn Creek Water Supply Corporation

### WaterSmart Rebate Program *(Proposed)*

December 5, 2024

1. Program Goals: Reduce Outdoor water consumption, Increase awareness of water conservation options, support land stewardship, increase utilization of Metron WaterScope
2. Fund annually through the CDH Budget Process.
  - a. FY2024-2025 Budget Amount \$10,000.00 (Requires City Council Discussion & Vote)
3. Target Audience:
  - a. Residential (includes residents with private wells)
  - b. Commercial (3)
  - c. Industrial (1)
4. Household/Entity Annual Rebate(s) Cap
  - a. Residential \$300 ?
  - b. Commercial \$300 Should this be different?
  - c. Industrial \$300 Should this be different?
5. Qualifying Rebates (labor and taxes excluded):

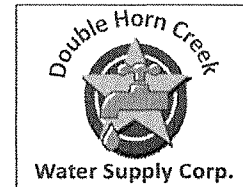
a. Rainwater Harvesting Barrels, Tanks, and Filters	50% Cost Up to \$300
b. Drip Irrigation Equipment/Supplies	50% Cost Up to \$300
c. Manual or Solar Ring Pool Cover	Cost Up to \$100
d. Permanent Mechanical Pool cover	Cost Up to \$300
e. Texas A&M AgriLife Extension Soil Test	Cost Up to \$25
f. Native and Adapted Plants*	Cost Up to \$100
g. Other??	

\*(as documented in *Native & Adapted Landscape Plants* published by Texas AgriLife Extension & City of Austin Watershed Protection)

City of Double Horn, 103 Vista View Trail, Suite 100, Double Horn, TX 78669

Phone: 830-201-4042

Website: <https://doublehorntx.org>



6. Rebate Application Process & Requirements:

- a. Must be a City of Double Horn Taxpayer
- b. Residential & Commercial Property Owners must be a Registered user of Metron WaterScope if a DHCWSC water customer
- c. Complete Application within 90 days of purchase and submit to City Secretary (drop off or mail to City Secretary)
- d. Rebates on a first come first served basis until allotted budget is exhausted
- e. Provide Itemized Receipt(s)
- f. Equipment/Supplies Only, does not include labor or taxes
- g. Photo (Optional, to be used in future promotional messaging, presentations, website etc.)
- h. Application to include the following: Name, address, Average gallons per month used & goal
- i. Host application (form) on City of Double Horn website & DHCWSC website
- j. Completed application & supporting documentation reviewed by City Secretary, rebate issued within 45 days. Incomplete applications returned to applicant with note identifying issue.
- k. City Aldermen, Mayor and DHCWSC Board Members are not eligible until April 1, 2025 (Assumes a January rollout)

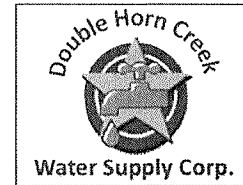
7. WaterSmart Communication Strategy & Promotion Program

- a. Launch at Annual DHIA & DHCWSC Meeting (Jan 2025)
  - i. 5 Minute Introduction
  - ii. Table setup to hand out flyer & answer questions
  - iii. Consider drawing to generate interest (50-gallon rain barrel, estimated cost \$150.00)
- b. Handout: Flyer/Brochure Explaining Program
- c. Poster in all 4 Mailbox Bulletin Boards
- d. DHIA Newsletter Article(s) (Repeat as necessary)
- e. Mailer
- f. Email Blast – City email distribution list
- g. Text Blast (DHCWSC) ?
- h. Bill Stuffer and or Invoice Message (with or on DHCWSC invoice)
- i. New Homeowner Welcome Package (include *Native & Adapted Landscape Plants* Booklet)
- j. Website updates – City & DHCWSC to include application and program details
- k. Integrate with Featured Speaker Series Events sponsored by the City
  - i. Native Plants Kelly Tarla (Burnet County Extension Agent)
  - ii. Rainwater Harvesting TBD
  - iii. How to Setup/Maintain Drip Irrigation TBD
  - iv. How To Setup/Use Your SmartMeter TBD
  - v. Other?

City of Double Horn, 103 Vista View Trail, Suite 100, Double Horn, TX 78669

Phone: 830-201-4042

Website: <https://doublehorn.tx.org>



8. Management Reporting
  - a. Assign Report Owner
  - b. Monthly Report to be reviewed at CDH Council & DHCWSC Meetings
  - c. Monthly Report to include:
    - i. List of Submissions (by address)
    - ii. Number of submissions
    - iii. Property Type: Residential, Commercial, Industrial
    - iv. Qualifying rebate type (product(s))
    - v. Rebate amount requested/Rebate amount paid
    - vi. Current budget balance
    - vii. Monthly & YTD numbers
    - viii. Water Usage Measurement? – Impact of program??