



**CITY OF DOUBLE HORN
AGENDA
REGULAR MEETING
CITY COUNCIL
THURSDAY, MARCH 13, 2025
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. 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 – February 13, 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. Annual Audit Process
 - B. Emergency Management Team Update

C. Zoning & Ordinance Committee

- i. Discuss Peddler Ordinance Enforcement

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. Award first WaterSmart rebate check to Double Horn citizen
- ii. Discuss and consider action to communicate the WaterSmart Rebate & Education Program

- F. Discuss and consider action to offer a Notary Public Service free to taxpayers of the City of Double Horn

- G. Discuss and consider action to recruit a City Treasurer

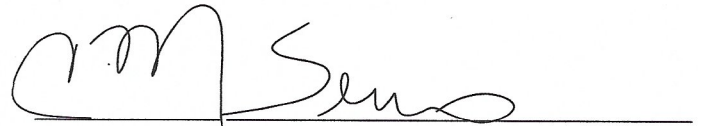
- H. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments.

- I. 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 March 10th, 2025, by 7PM.

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 this 13th day of February 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 7:00 pm.
- 2. Roll call to Confirm Quorum.** City Secretary Christina McDonald confirmed a quorum, with Mayor Sereno and Aldermen Kimber, Rathe, Schmitz and Stafford present.
- 3. Invocation.** Alderman Schmitz gave the invocation.
- 4. Pledge of Allegiance – U.S. & Texas.** Mayor Sereno led the pledges.
- 5. Approval of Minutes – January 9, 2025 Regular Meeting.** Alderman Schmitz moved to approve the minutes, seconded by Alderman Rathe. The motion passed unanimously (4-0).
- 6. Citizen Comments.** There were no citizen comments.
- 7. Regular Agenda.**
 - A. Treasurer's Report: Monthly Financial Reports.** Mayor Sereno presented the January financials. Alderman Schmitz moved to transfer \$41,752.68 from the Property Tax Account to the Operating Account, seconded by Alderman Rathe. The motion passed unanimously (4-0).
 - B. Emergency Management Team Update.** Emergency Management Coordinator Harry Brunner provided an update. Alderman Rathe moved to approve a \$240 expenditure for eight reflective vests, seconded by Alderman Schmitz. The motion passed unanimously (4-0).
 - C. Zoning & Ordinance Committee Update.** No update was provided.
 - D. Vulcan Operations – Update on current operations and address questions of the community.** Darrell Erwin, Vulcan Area Manager provided an update on current operations followed by Chance Ringstaff, Plant Manager and Joe Sisson, Blast

Manager. The Vulcan representatives answered questions from Council and the public.

- E. Flock Safety (cameras) Update regarding adding cameras to West Trail & East Trail entrances.** Alderman Stafford provided the update.
 - F. TXDOT 2026 SH71 Project, Spur 191 to Double Horn Creek, Update (includes 2 right hand turn lanes: East Trail & High Plains Trail).** Mayor Sereno provided the update. Alderman Schmitz moved to transfer \$5,000 from the Operating Fund to the Reserve Fund for the 2026 TxDOT SH 71 Project. Alderman Rathe seconded the motion. The motion passed unanimously vote (4-0).
 - 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.** Mayor Sereno provided an update on the program and encouraged residents to apply for a rebate.
 - H. Discuss and Consider Action to recruit a City Treasurer.** Mayor Sereno stated the City is still seeking a City Treasurer.
 - I. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet and confirm office coverage assignments.** City Secretary Christina McDonald confirmed office coverage for February.
 - J. Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council.** It was noted the next regular meeting will be held on March 13.
- 8. Adjournment.** There being no further business to discuss, Alderman Schmitz moved to adjourn. Alderman Stafford seconded the motion. The meeting was adjourned at 8:34 pm.

Cathy Sereno, Mayor

ATTEST:

Christina McDonald, City Secretary

February
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
3/13/2025



City of Double Horn

Balance Sheet

As of February 28, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	71,641.27
1005 Property Tax	25,732.70
1010 Reserve Account	22,516.74
1012 SH71 Safety Fund	5,000.00
Total 1010 Reserve Account	27,516.74
Total Bank Accounts	\$124,890.71
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$124,890.71
TOTAL ASSETS	\$124,890.71
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	23,770.21
Total Accounts Payable	\$23,770.21
Credit Cards	
2301 TCM Bank Visa Credit Card	0.00
2302 Costco CitiBank Credit Card	333.38
Total Credit Cards	\$333.38
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	\$24,301.59
Total Liabilities	\$24,301.59
Equity	
3000 Retained Earnings	52,385.66
3001 Opening Balance Equity	0.00
Net Income	48,203.46
Total Equity	\$100,589.12
TOTAL LIABILITIES AND EQUITY	\$124,890.71

City of Double Horn

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

February 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	25,732.70	7,445.78	18,286.92	345.60 %
4002 Permits and Fees		0.00	0.00	
Total Income	\$25,732.70	\$7,445.78	\$18,286.92	345.60 %
GROSS PROFIT	\$25,732.70	\$7,445.78	\$18,286.92	345.60 %
Expenses				
6000 Salaries & Wages	801.09	905.58	-104.49	88.46 %
6010 Taxes - payroll	61.29	69.42	-8.13	88.29 %
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	116.91	83.33	33.58	140.30 %
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	4,878.08	0.00	4,878.08	
6250 Internet/Phone	140.50	145.00	-4.50	96.90 %
6260 Insurance - TML		0.00	0.00	
6270 Utilities	59.47	75.00	-15.53	79.29 %
6280 Legal & Professional Fees	51.00	750.00	-699.00	6.80 %
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		2,836.28	-2,836.28	
Total Expenses	\$8,747.34	\$8,439.27	\$308.07	103.65 %
NET OPERATING INCOME	\$16,985.36	\$-993.49	\$17,978.85	-1,709.67 %
NET INCOME	\$16,985.36	\$-993.49	\$17,978.85	-1,709.67 %

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	81,650.79	89,349.40	-7,698.61	91.38 %
4002 Permits and Fees	1,000.00	1,000.00	0.00	100.00 %
Total Income	\$82,650.79	\$90,349.40	\$-7,698.61	91.48 %
GROSS PROFIT	\$82,650.79	\$90,349.40	\$-7,698.61	91.48 %
Expenses				
6000 Salaries & Wages	4,435.02	10,866.96	-6,431.94	40.81 %
6010 Taxes - payroll	339.28	833.04	-493.76	40.73 %
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	188.28	1,000.00	-811.72	18.83 %
6140 Software	689.72	2,000.00	-1,310.28	34.49 %
6205 Cleaning Service	750.00	1,800.00	-1,050.00	41.67 %
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	9,250.00	22,200.00	-12,950.00	41.67 %
6245 Security Cameras	4,878.08	13,300.00	-8,421.92	36.68 %
6250 Internet/Phone	702.50	1,740.00	-1,037.50	40.37 %
6260 Insurance - TML	5,282.20	5,390.00	-107.80	98.00 %
6270 Utilities	314.73	900.00	-585.27	34.97 %
6280 Legal & Professional Fees	636.00	9,000.00	-8,364.00	7.07 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	2,415.00	6,200.00	-3,785.00	38.95 %
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 %
Total Expenses	\$34,447.33	\$124,472.65	\$-90,025.32	27.67 %
NET OPERATING INCOME	\$48,203.46	\$-34,123.25	\$82,326.71	-141.26 %
NET INCOME	\$48,203.46	\$-34,123.25	\$82,326.71	-141.26 %

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

2/28/2025

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
	2/11/2025		Messer Fort	\$ (500.00)	\$ 18,892.13	2441	Operating Account
		\$125,439.18		\$ (106,547.05)		Remaining Balance	\$ 18,892.13

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
		\$ 1,050.00		\$ (1,050.00)		Remaining Balance	\$ -

ALL LEGAL EXPENSES

Total Legal Fees	\$126,489.18	Total Payments	\$ (107,597.05)	Remaining Balance	\$ 18,892.13
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** NOTE: See prior reports for additional start-up legal detail prior to January 2021**