



**CITY OF DOUBLE HORN
AGENDA
REGULAR MEETING
CITY COUNCIL
Thursday, November 14, 2024
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.

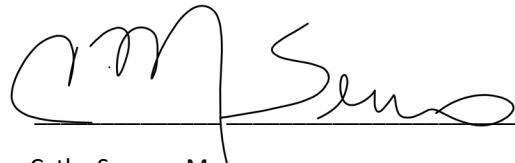
Citizens will be given an opportunity to provide comments on any item listed on the regular agenda when the agenda item is called. Comments should be limited to (3) three minutes.

1. Call Meeting to Order.
2. 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 – October 10, 2024 Regular Council Meeting & October 16, 2024 Special 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. Recognition of Service: Alderman John Osborne
 - B. Issuance of Certificates of Election - November 5, 2024 General Election.
 - C. Administration of Oaths of Office - November 5, 2024 General Election.

- D. Treasurer's Report: Monthly Financial Reports.
 - E. Emergency Management Team Update.
 - F. Zoning & Ordinance Committee: Update on Sign Permit submitted by DHIA.
 - G. Flock Safety (cameras) Update:
 - i. Discuss and consider action on adopting a Flock Safety Governance Policy.
 - H. 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.
 - I. Discuss and consider action to appoint a CAPCOG representative.
 - 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 November 11, 2024, by 7PM.



Cathy Sereno, Mayor

STATE OF TEXAS
COUNTY OF BURNET
CITY OF DOUBLE HORN

On the 10th day of October 2024, the City Council convened at 7:00 pm in the Council Chambers located at 103 Vista View Trail, Suite 100, Double Horn, Texas with notice of meeting giving time, place, date, and subject having 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. **Rollcall to Confirm Quorum.** City Secretary Christina McDonald confirmed a quorum. Mayor Cathy Sereno, Mayor Pro-Tem Millard and Aldermen Bob Schmitz, Laura Rathe and John Osborne were present.
3. **Invocation.** Alderman Osborne gave the invocation.
4. **Pledge of Allegiance – U.S. & Texas.** Mayor Sereno led the pledges.
5. **Approval of Minutes – September 12, 2024 Regular Council Meeting.** Mayor Pro-Tem moved to approve the minutes of the September 12, 2024 regular meeting. Alderman Rathe seconded the motion. The motion carried by a vote of 4-0.
6. **Citizen Comments.** There were no citizen comments.
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.** Mayor Sereno reviewed the September financial report with the Council.
 - B. **Emergency Management Team Update.** Emergency Management Coordinator Harry Brunner provided the update,
 - C. **Zoning & Ordinance Committee:**

Discuss and consider action on Ordinance No. 2024-ORD047 of the City of Double Horn, Texas, Adopting ICC Building Codes. Mayor Pro-Tem Millard presented the proposed Ordinance to the Council. After some discussion, Alderman Rathe moved to approve Ordinance 2024-ORD047 adopting ICC Building Codes. Alderman Osborne seconded the motion. The ordinance was approved by a unanimous vote (4-0).
 - D. **Flock Safety (cameras) Update: Including Insurance coverage & vehicle count reports.** Mayor Sereno stated the update will be moved to the November meeting agenda. Mayor Sereno confirmed the cameras and poles have been added to the City insurance.

- i. **Discuss and consider action on adopting a Flock Safety Governance Policy.** No action was taken.
 - 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. **Discuss and consider action to implement a WaterSmart Rebate & Education Program.**

Adopting a Water Smart Education and Rebate Program was discussed. Alderman Schmitz made a motion to move forward with investigation and development of a plan for a Water Smart Education and Rebate Program for the City of Double Horn.
 - F. **Discuss and consider action on Ordinance No. 2024-ORD048, an ordinance of the City of Double Horn, Texas Cancelling the November 5, 2024, General Election and Declaring Unopposed Candidates Elected.** City Secretary Christina McDonald stated that all candidates (Jim Millard, Glen Stafford, and James H. Kimber) that filed for the November election are unopposed. Alderman Rathe made a motion to approve Ordinance 2024-ORD048 cancelling the November 5, 2024 General Election and declaring unopposed candidates elected. Mayor Pro-Tem Millard seconded the motion which carried by a vote of 4-0.
 - G. **Discuss and consider action on Ordinance No. 2024-ORD049, an ordinance of the City of Double Horn, Texas adopting a Records Management Program.** City Secretary Christina McDonald presented the Ordinance to Council. Ms. McDonald stated that the City would be adopting the Texas State Library and Archives Commission Records Retention Schedules. Mayor Pro-Tem Millard moved to act favorably on Ordinance 2024-ORD049. Alderman Schmitz seconded the motion. The motion carried by a vote of 4-0.
 - H. **Discuss and consider action to appoint a CAPCOG representative.** Mayor Sereno stated that Council needs to appoint a new CAPCOG representative to replace Alderman Osborne as his term on Council ends in November. No action was taken. The item was rescheduled for the November regular meeting.
 - I. **Discuss and consider action to recruit a City Treasurer.** Mayor Sereno stated the City is still recruiting for a City Treasurer.
 - J. **Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet - Confirm assignments.** City Secretary Christina McDonald confirmed office coverage for the month of October.
 - K. **Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council.** Items for the November meeting agenda were discussed.
8. **Adjournment.** There being no further business to discuss, Alderman Rathe moved to adjourn. The motion was seconded by Alderman Schmitz. The meeting was adjourned at 8:15 pm.

Cathy Sereno, Mayor

ATTEST:

Christina McDonald, City Secretary

DRAFT

STATE OF TEXAS
COUNTY OF BURNET
CITY OF DOUBLE HORN

On this the 16th day of October 2024, the City Council convened in special session at 7:00 pm in the Council Chambers located at 103 Vista View Trail, Suite 100, Double Horn, Texas with notice of meeting giving time, place, date, and subject having been posted as described in Chapter 551 of the Texas Government

1. **Call Meeting to Order.** Mayor Sereno called the meeting to order at 7:00 pm.
2. **Rollcall to Confirm Quorum.** City Secretary Christina McDonald confirmed the presence of a quorum. Mayor Sereno, Mayor Pro-Tem Millard and Aldermen Stafford, Rathe, Osborne were in attendance.
3. **Invocation.** Alderman Osborne gave the invocation.
4. **Pledge of Allegiance – U.S. & Texas.**
5. **Citizen Comments.** There were no citizen comments.
6. **Regular Agenda**

Discuss and consider taking action on the Vista View Trail monument sign plans provided by the Double Horn Improvement Association (DHIA) through their attorney, Mr. Edward (Teddy) Holtz. Mayor Sereno opened the agenda item and presented a summary of her discussions with DHIA Board President Lisa Sharp regarding the proposed monument sign plans and city permit application requirement. Mayor Sereno stated the City's concerns were safety and fairness and consistency of ordinance enforcement and she hoped the City and DHIA could work together.

A quorum of the DHIA Board was present and participated in the discussion. The DHIA board stated their concerns were protecting personal property rights. They also stated that they did not agree that the City's sign ordinance applied to the proposed monument sign which is located on DHIA property.

DHIA Board President Ms. Sharp stated the board would place the item on their next meeting agenda for discussion in executive session.

No action was taken.

7. **Adjournment.** There being no further business to discuss, Alderman Rathe moved to adjourn. The motion was seconded by Mayor Pro-Tem Millard. The meeting was adjourned at 8:26 pm.

Cathy Sereno, Mayor

ATTEST:

Christina McDonald, City Secretary

DRAFT

October
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
11/14/2024



City of Double Horn

Balance Sheet

As of October 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	41,895.60
1005 Property Tax	515.07
1010 Reserve Account	22,516.74
Total Bank Accounts	\$64,927.41
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$64,927.41
TOTAL ASSETS	\$64,927.41
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	21,318.13
Total Accounts Payable	\$21,318.13
Credit Cards	
2301 TCM Bank Visa Credit Card	0.00
2302 Costco CitiBank Credit Card	745.73
Total Credit Cards	\$745.73
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	396.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$396.00
Total Current Liabilities	\$22,459.86
Total Liabilities	\$22,459.86
Equity	
3000 Retained Earnings	52,385.66
3001 Opening Balance Equity	0.00
Net Income	-9,918.11
Total Equity	\$42,467.55
TOTAL LIABILITIES AND EQUITY	\$64,927.41

City of Double Horn

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

October 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes	515.07	7,445.78	-6,930.71	6.92 %
4002 Permits and Fees		0.00	0.00	
Total Income	\$515.07	\$7,445.78	\$-6,930.71	6.92 %
GROSS PROFIT	\$515.07	\$7,445.78	\$-6,930.71	6.92 %
Expenses				
6000 Salaries & Wages	986.85	905.58	81.27	108.97 %
6010 Taxes - payroll	75.49	69.42	6.07	108.74 %
6020 Workmen's Comp Insurance	1,029.00	1,050.00	-21.00	98.00 %
6100 Computer Equipment		100.00	-100.00	
6110 Office Equipment		0.00	0.00	
6130 Office Supplies	32.46	83.33	-50.87	38.95 %
6140 Software	293.72	166.67	127.05	176.23 %
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	5,282.20	5,390.00	-107.80	98.00 %
6270 Utilities	66.96	75.00	-8.04	89.28 %
6280 Legal & Professional Fees	426.00	750.00	-324.00	56.80 %
6290 Consulting Services		250.00	-250.00	
6300 Accounting		700.00	-700.00	
6400 Membership Fees		76.75	-76.75	
6410 Legal Posting		58.33	-58.33	
6411 Advertising/Promotional	100.00	125.00	-25.00	80.00 %
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	\$10,433.18	\$15,079.27	\$-4,646.09	69.19 %
NET OPERATING INCOME	\$-9,918.11	\$-7,633.49	\$-2,284.62	129.93 %
NET INCOME	\$-9,918.11	\$-7,633.49	\$-2,284.62	129.93 %

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	515.07	89,349.40	-88,834.33	0.58 %
4002 Permits and Fees		1,000.00	-1,000.00	
Total Income	\$515.07	\$90,349.40	\$-89,834.33	0.57 %
GROSS PROFIT	\$515.07	\$90,349.40	\$-89,834.33	0.57 %
Expenses				
6000 Salaries & Wages	986.85	10,866.96	-9,880.11	9.08 %
6010 Taxes - payroll	75.49	833.04	-757.55	9.06 %
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		400.00	-400.00	
6130 Office Supplies	32.46	1,000.00	-967.54	3.25 %
6140 Software	293.72	2,000.00	-1,706.28	14.69 %
6205 Cleaning Service	150.00	1,800.00	-1,650.00	8.33 %
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	1,850.00	22,200.00	-20,350.00	8.33 %
6245 Security Cameras		13,300.00	-13,300.00	
6250 Internet/Phone	140.50	1,740.00	-1,599.50	8.07 %
6260 Insurance - TML	5,282.20	5,390.00	-107.80	98.00 %
6270 Utilities	66.96	900.00	-833.04	7.44 %
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		6,200.00	-6,200.00	
6400 Membership Fees		921.00	-921.00	
6410 Legal Posting		700.00	-700.00	
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	
Total Expenses	\$10,433.18	\$124,472.65	\$-114,039.47	8.38 %
NET OPERATING INCOME	\$-9,918.11	\$-34,123.25	\$24,205.14	29.07 %
NET INCOME	\$-9,918.11	\$-34,123.25	\$24,205.14	29.07 %

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

MESSER, FORT, McDONALD (start-up legal w/ payment plan)**

10/31/2024

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
		\$ 125,439.18		\$ (104,547.05)	Remaining Balance		\$ 20,892.13

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				
		\$ 840.00		\$ (414.00)	Remaining Balance		\$ 426.00

ALL LEGAL EXPENSES

Total Legal Fees	\$ 126,279.18	Total Payments	\$ (104,961.05)	Remaining Balance	\$ 21,318.13
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** NOTE: See prior reports for additional start-up legal detail prior to January 2021**