



**CITY OF DOUBLE HORN
AGENDA
REGULAR MEETING
CITY COUNCIL
THURSDAY, JUNE 12, 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 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.

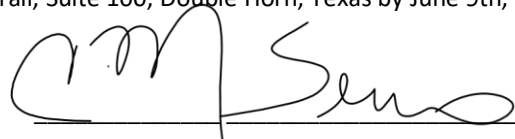
1. Call Meeting to Order
2. Roll Call to Confirm Quorum
3. Invocation
4. Pledge of Allegiance – U.S. & Texas
Texas Pledge: *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
5. Approval of Minutes – May 8, 2025 Regular Meeting
6. Citizen Comments – This 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. Budget Planning Schedule
 - B. Emergency Management Team Update
 - i. Discuss and consider request to purchase a storage cabinet for emergency management supplies

- 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
 - ii. Discuss and consider request to donate \$2000 to DHIA, a one-third share of the expense to connect rainwater harvest tank to drip irrigation system to support a demonstration garden at Vista View gate
 - iii. City Council & DHCWSC Board eligibility
- F. TXDOT 2026 Project, SH71 Spur to Double Horn Creek (Right hand turn lanes for East Trail & High Plains Trail):
 - i. Status update on Project 070001048 provided by TXDOT
 - ii. ADA & Title VI Policies Requirement
- G. Discuss update and consider purchasing smart monitor/projector for city meeting room (budgeted item)
- H. Discuss and consider refurbishing the Little Library located at Double Horn Pavilion. (Update)
- I. Discuss and consider de-installing the seismic monitor located in the city office (Raspberry Shake)
- 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 June 9th, 2025, by 7PM.



Cathy Sereno, Mayor

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

On the 8th day of May 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, Stafford and Schmitz present.
- 3. Invocation.** Mayor Sereno gave the invocation.
- 4. Pledge of Allegiance – U.S. & Texas.** Mayor Sereno led the pledges.
- 5. Approval of Minutes – April 10, 2025, Regular Meeting.** Alderman Rathe moved to approve the minutes, seconded by Alderman Kimber. The minutes were approved by a unanimous vote (4-0).
- 6. Citizen Comments.** There were no citizen comments.
- 7. Regular Agenda.**
 - A. Treasurer's Report:**
 - i. Monthly Financial Reports.** Mayor Sereno presented the April financials. Alderman Schmitz moved to transfer \$2,480.04 from the Property Tax Account to the Operating Account, seconded by Alderman Stafford. The motion passed unanimously (4-0).
 - B. Emergency Management Team Update.** No update was provided.
 - C. Zoning & Ordinance Committee.** No report was provided.
 - D. Flock Safety (security cameras) Update.** Alderman Stafford provided the update and Council reviewed vehicle counts.

- 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 of WaterSmart Rebate Financial Status Report.** The Council reviewed the status report. No action was taken.
 - ii. Discuss and consider action to communicate the WaterSmart Rebate & Education Program via mass mailing.** Mailing of information to the residents of Double Horn was discussed.
 - iii. Discuss and consider request to donate \$2,000 to DHIA, a one-third share of the expense to connect rainwater harvest tank to drip irrigation system at Vista View gate.** Council discussed participation in the project. No action was taken.
- F. TXDOT 2026 Project, SH71 Spur to Double Horn Creek (right-hand turn lanes for East Trail & High Plains Trail):**
- i. Discussion and possible action to approve TxDOT AFA Agreement and city expenditure of \$10,000 related to Project 070001048.** Alderman Rathe moved to approve the Agreement with an expenditure of \$10,000 related to Project 070001048. Alderman Schmitz seconded the motion. The motion carried by a unanimous vote (4-0).
- G. Discuss and consider purchasing smart monitor for city meeting room (budgeted item).** Alderman Schmitz stated he would research the purchase of a smart monitor for the city meeting room.
- H. Discussion and consider refurbishing the Little Library located at Double Horn Pavilion.** Council discussed volunteers refurbishing the Little Library.
- I. Update on status of professional building and City Offices.** Mayor Sereno provided an update on the sale of the professional building where the City offices are located. No action was taken.
- J. Discuss and consider action to recruit a City Treasurer.** Mayor Sereno stated the city is still in need of a City Treasurer.
- K. Distribute Monthly Office Hours Sign Up Sheet & DHIA/DHCWSC Meeting Sign Up Sheet – Confirm assignments.** City Secretary Christina McDonald confirmed office coverage for May.

- L. **Discuss and consider other matters for inclusion on the agenda for the next regular meeting of the City Council.** Mayor Sereno stated the next regular meeting is scheduled for June 12, 2025.
8. **Adjournment.** There being no further business to discuss, Alderman Rathe moved to adjourn. Alderman Schmit seconded the motion. The meeting was adjourned at 8:10 pm.

Cathy Sereno, Mayor

ATTEST:

Christina McDonald, City Secretary

MAY
FINANCIAL AGENDA PACKET
CITY OF DOUBLE HORN
REGULAR MEETING of CITY COUNCIL
6/12/2025



City of Double Horn

Balance Sheet
As of May 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Operating	75,078.64
1005 Property Tax	1,354.69
1010 Reserve Account	22,516.74
1012 SH71 Safety Fund	10,000.00
Total 1010 Reserve Account	32,516.74
Total Bank Accounts	\$108,950.07
Other Current Assets	
1100 Uncategorized Asset	0.00
1150 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$108,950.07
TOTAL ASSETS	\$108,950.07
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts payable	17,392.13
Total Accounts Payable	\$17,392.13
Credit Cards	
2301 TCM Bank Visa Credit Card	0.00
2302 Costco CitiBank Credit Card	391.01
Total Credit Cards	\$391.01
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	99.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$99.00
Total Current Liabilities	\$17,882.14
Total Liabilities	\$17,882.14
Equity	
3000 Retained Earnings	52,385.66
3001 Opening Balance Equity	0.00
Net Income	38,682.27
Total Equity	\$91,067.93
TOTAL LIABILITIES AND EQUITY	\$108,950.07

City of Double Horn

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

May 2025

	ACTUAL	BUDGET	TOTAL	
			OVER BUDGET	% OF BUDGET
Income				
4000 Ad Valorem Taxes				
4002 Permits and Fees	1,354.69	7,445.78	-6,091.09	18.19 %
Total Income	\$1,354.69	\$7,445.78	\$-6,091.09	18.19 %
GROSS PROFIT	\$1,354.69	\$7,445.78	\$-6,091.09	18.19 %
Expenses				
6000 Salaries & Wages	719.82	905.58	-185.76	79.49 %
6010 Taxes - payroll	55.06	69.42	-14.36	79.31 %
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	183.97	83.33	100.64	220.77 %
6140 Software	206.99	166.67	40.32	124.19 %
6205 Cleaning Service	75.00	150.00	-75.00	50.00 %
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	150.58	145.00	5.58	103.85 %
6260 Insurance - TML		0.00	0.00	
6270 Utilities	56.46	75.00	-18.54	75.28 %
6280 Legal & Professional Fees		750.00	-750.00	
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	367.90	833.33	-465.43	44.15 %
Total Expenses	\$4,265.78	\$8,439.26	\$-4,233.48	49.84 %
NET OPERATING INCOME	\$-2,851.09	\$-993.48	\$-1,857.61	286.98 %
NET INCOME	\$-2,851.09	\$-993.48	\$-1,857.61	286.98 %

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	86,941.56	89,349.40	-2,407.84	97.31 %
4002 Permits and Fees	1,000.00	1,000.00	0.00	100.00 %
Total Income	\$87,941.56	\$90,349.40	\$-2,407.84	97.33 %
GROSS PROFIT	\$87,941.56	\$90,349.40	\$-2,407.84	97.33 %
Expenses				
6000 Salaries & Wages	7,418.79	10,866.96	-3,448.17	68.27 %
6010 Taxes - payroll	567.53	833.04	-265.51	68.13 %
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	608.75	1,000.00	-391.25	60.88 %
6140 Software	1,094.71	2,000.00	-905.29	54.74 %
6205 Cleaning Service	1,200.00	1,800.00	-600.00	66.67 %
6220 Email Maintenance	1,187.86	1,114.32	73.54	106.60 %
6225 Emergency Mgt. Team		1,000.00	-1,000.00	
6230 Website Maintenance	339.43	320.86	18.57	105.79 %
6240 Rent or Lease of Buildings	14,800.00	22,200.00	-7,400.00	66.67 %
6245 Security Cameras	4,878.08	13,300.00	-8,421.92	36.68 %
6250 Internet/Phone	1,144.16	1,740.00	-595.84	65.76 %
6260 Insurance - TML	5,282.20	5,390.00	-107.80	98.00 %
6270 Utilities	598.41	900.00	-301.59	66.49 %
6280 Legal & Professional Fees	853.50	9,000.00	-8,146.50	9.48 %
6290 Consulting Services		3,000.00	-3,000.00	
6300 Accounting	4,035.00	6,200.00	-2,165.00	65.08 %
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	706.46	1,426.14	-719.68	49.54 %
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	1,467.90	10,000.00	-8,532.10	14.68 %
Total Expenses	\$49,703.66	\$124,472.65	\$-74,768.99	39.93 %
NET OPERATING INCOME	\$38,237.90	\$-34,123.25	\$72,361.15	-112.06 %
NET INCOME	\$38,237.90	\$-34,123.25	\$72,361.15	-112.06 %

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

5/31/2025

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
		\$ 125,439.18		\$ (108,047.05)	Remaining Balance		\$ 17,392.13

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
25415	2/6/2025	\$ 51.00	Messer Fort		\$ 51.00		
	2/11/2025			\$ (51.00)	\$ -	2440	Operating Account
26177	4/8/2025	\$ 217.50	Messer Fort		\$ 217.50		
	4/8/2025			\$ (217.50)	\$ -	2455	Operating Account
		\$ 1,267.50		\$ (1,267.50)	Remaining Balance		\$ -

ALL LEGAL EXPENSES

Total Legal Fees	\$ 126,706.68	Total Payments	\$ (109,314.55)	Remaining Balance	\$ 17,392.13
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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

DOUBLE HORN WATERSMART REBATE PROGRAM

5/31/2025

No.	Application Date	Applicant	Applicant Address	Amount Requested	Category	Date Approved	Amount Approved	Status	Remaining Budget
1	02/20/25	Glen Zoerner	111 Flowing Spring	\$ 300.00	Rainwater Harvesting	03/05/25	\$ 300.00	Paid	\$ 10,000.00
2	03/08/25	Scott Brasher	400 West Trl	\$ 100.00	Native Plants	03/13/25	\$ 100.00	Paid	\$ 9,700.00
3	03/25/25	R.G. Carver	402 Vista View Trl	\$ 300.00	Rainwater Harvesting	03/28/25	\$ 300.00	Paid	\$ 9,600.00
4	04/10/25	R. Farwagi/B Spice	613 Vista View Trl	\$ 300.00	Rainwater Harvesting	04/14/25	\$ 300.00	Paid	\$ 9,300.00
5	04/24/25	John Gary	605 Vista View Trl	\$ 100.00	Solar Pool Cover	04/24/25	\$ 100.00	Paid	\$ 9,000.00
6	05/14/25	Pam Maddock	108 Creekside Trl	\$ 154.44	Native Plants	05/14/25	\$ 67.90	Paid	\$ 8,900.00
7	05/23/25	Dean Morgan	117 Oak Meadow Trl	\$ 100.00	Solar Pool Cover	05/27/25	\$ 100.00	Paid	\$ 8,832.10
8	05/28/25	Scott Brasher	400 West Trl	\$ 300.00	Rainwater Harvesting	05/31/25	\$ 200.00	Paid	\$ 8,732.10

				\$ 1,654.44			\$ 1,467.90		\$ 8,532.10
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