



DOUBLE OAK

Town of Double Oak  
Town Council – Public Meeting

Double Oak Town Hall  
320 Waketon Road, Double Oak  
TX 75077

Monday, June 1, 2020  
7:00 p.m.

- I. Opening:
- Call to Order
  - Roll Call
  - Invocation
  - Pledge of Allegiance – American Flag
  - Pledge of Allegiance – Texas Flag

*"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*

II. Citizens comments

- III. Consent Agenda - All consent agenda items listed are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.

1. Consideration on minutes of May 18, 2020

IV. Mayor, Council Members and Staff reports:

2. Mayor and Council
3. Public Works - Code Enforcement – Animal Control
4. Administration
5. Public Safety
6. Road and Drainage Committee

V. New business agenda (consideration and action):

7. Discussion, consideration, and action on Villa Creek Road quote.

Presentation: Staff

8. Discussion, consideration, and action on Work Order Authorization Agreement with Halff Associates for Timberleaf Drive Paving Project.

Presentation: Staff

9. Report on Waketon Road Improvement Project

Presentation: Staff

10. Discussion on preparation of 2020-2021 Fiscal Year Budget

Presentation: Staff

11. Citizens comments

12. Council – staff announcements and comments:

- Police Chief Derrick Watson will celebrate his 11<sup>th</sup> anniversary with the Town on June 22<sup>nd</sup>.

13. Adjournment

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the Town Attorney, or on any other item covered under the code, on any agenda item listed herein.

The Town of Double Oak reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

I certify that the above notice of meeting was posted by Friday, May 29, 2020 by 4:00 p.m. on:

- 1) Bulletin boards located in the Town Hall Parking Lot at Lot at 320 Waketon Road, Double Oak, Texas
- 2) On the Town's website (<https://doubleoak.texas.gov>)

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Town Secretary

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**UNAPPROVED – NOT FOR  
PUBLICATION**

STATE OF TEXAS  
COUNTY OF DENTON  
TOWN OF DOUBLE OAK

The Double Oak Town Council met in an online regular session at 7:00 p.m. May 18, 2020 with the following members present to-wit:

Mike Donnelly	Mayor
Scott Whisenhunt	Mayor Pro-Tem
Joe Dent	Deputy Mayor Pro-Tem
Anita Nelson	Council Member
Billie Garrett	Council Member
Von Beougher	Council Member

Also, in attendance were Town Secretary Eileen Kennedy, Assistant Town Secretary Lynn Jones, Municipal Town Clerk Brian Shults and Police Chief Derrick Watson.

Mayor Donnelly called the meeting to order at 7:04 p.m.

Rev. Charlie Ridenour, pastor of Crossroads Bible Church gave the invocation. Mayor Donnelly led the pledge of allegiance to the American and Texas flags.

After the invocation, the Mayor asked for a moment of silence in honor and remembrance of former Mayor Pro Tem Jerry Lamel.

II. Citizens comments

None

III. Consent Agenda

1. Consideration on minutes of April 20, 2020
2. Consideration on nominating Jim Carter to Denco 9-1-1 Board of Managers

Motion Beougher, second Nelson to approve the consent agenda as presented.

AYE: Garrett, Dent, Nelson, Beougher, Whisenhunt  
ABSTAIN: None  
NAY: None

MOTION PASSED

IV. Recognition of Honored Guests

Andy Eads, Denton County Judge  
Dianne Edmondson, Denton County Commissioner Precinct 4  
Tan Parker, State of Texas Representative House District 63  
Patricia Robinson, Chief of Staff for Tan Parker  
Adam Burrus, Staff member for Texas State Senator Jane Nelson

V. New business agenda (consideration and action):

Town Secretary, Eileen Kennedy administered the oath of office to the following newly elected Council Members:

3. Anita Nelson
4. Joe Dent
5. Billie Garrett
6. Von Beougher

7. Discussion, consideration, and action on selection of Mayor Pro-Tem

Motion Nelson, second Garrett to select Joe Dent as Mayor Pro-Tem.

AYE: Beougher, Garrett, Whisenhunt, Nelson  
ABSTAIN: Dent  
NAY: None

MOTION PASSED

10. Discussion, consideration, and action on selection of Deputy Mayor Pro-Tem

Motion Beougher, second Dent to select Billie Garrett as Deputy Mayor Pro-Tem

AYE: Dent, Whisenhunt, Nelson, Beougher  
ABSTAIN: Garrett  
NAY: None

MOTION PASSED

11. Citizens comments-None

12. Council – staff announcements and comments:

Scott Whisenhunt, DOVFD, commented the second weather siren should be up by the end of the month. He also mentioned that DOVFD along with Argyle FD would be conducting a blood drive at the Lantana Center by Kroger on June 6<sup>th</sup> from 9:00a.m. to 3:00 p.m. Chief Whisenhunt said the DOVFD is moving forward with the annual 4<sup>th</sup> of July picnic and parade but waiting on action from the Governor to open more.

Mr. Dent thanked all involved running the Zoom meeting.

17. Adjournment

With no further business to come before Council, Dent motion, Beougher second, the meeting adjourned at 7:50 p.m.

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Town Secretary

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Mayor

## MONTHLY REPORT APRIL 2020

04/04/20: Patrol from 16:00 until 18:00. No activity.  
04/05/20: Patrol from 09:00 until 11:00. No activity.  
04/10/20: Patrol from 14:00 until 16:00. No activity.  
04/11/20: Patrol from 11:00 until 13:00. No activity.  
04/13/20: Patrol from 15:40 until 17:40. No activity.  
04/14/20: Patrol from 13:30 until 15:30. No activity.  
04/17/20: Patrol from 13:20 until 15:20. No activity.  
04/21/20: Patrol from 11:15 until 13:15. No activity.  
04/22/20: Patrol from 09:30 until 11:30. No activity.  
04/22/20: Patrol from 15:30 until 17:30.  
Stray dog reported 800 block Cross Timbers. RTO.  
Stray dog reported 800 block Cross Timbers. RTO.  
Stray dog complaint initiated 820 Cross Timbers. 2XCitation.  
Courtesy inspection for wildlife issues @ 175 Creekside. CSO.  
04/28/20: Patrol from 08:30 until 10:30. No activity.  
04/30/20: Patrol from 15:10 until 17:10. No activity.

## SUMMARY

Total calls received: 4 By Double Oak residents: 3 Initiated by NTACA: 1  
Animals impounded: Dogs: 0 Puppies: 0 Cats: 0 Kittens: 0 Other: 0 Deceased: 0  
Verbal Warnings issued: 0 Written Warnings issued: 0 Citations: 2

Note: Citations were issued by PD.

**Profit & Loss Budget vs. Actual**

October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>400000 - Tax Revenue</b>				
401101 - Current Property Taxes-M & O	1,143,656.86	1,154,156.52	-10,499.66	99.1%
401201 - Penalty & Interest	2,456.54	2,500.00	-43.46	98.3%
401301 - Prior Year Property Taxes	1,672.35	2,000.00	-327.65	83.6%
401315 - Sales Taxes	278,485.63	355,000.00	-76,514.37	78.4%
401601 - Franchise-Cross Timbers Water	14,352.84	15,000.00	-647.16	95.7%
401701 - Franchise-Cable TV	22,853.91	49,000.00	-26,146.09	46.6%
401801 - Franchise-Electric	99,282.36	93,000.00	6,282.36	106.8%
401805 - Franchise-Garbage	9,711.82	12,000.00	-2,288.18	80.9%
401811 - Franchise-Gas	15,875.55	12,000.00	3,875.55	132.3%
401901 - Franchise-Telephone	7,790.68	5,000.00	2,790.68	155.8%
<b>Total 400000 - Tax Revenue</b>	<b>1,596,138.54</b>	<b>1,699,656.52</b>	<b>-103,517.98</b>	<b>93.9%</b>
<b>420000 - Fines and Forfeitures</b>				
420101 - Court Fines	63,204.69	110,000.00	-46,795.31	57.5%
420112 - Court Fees	7,515.87	10,000.00	-2,484.13	75.2%
<b>Total 420000 - Fines and Forfeitures</b>	<b>70,720.56</b>	<b>120,000.00</b>	<b>-49,279.44</b>	<b>58.9%</b>
<b>430000 - Licenses and Permits</b>				
430101 - Fences	510.00	1,275.00	-765.00	40.0%
430102 - Commercial Buildings	3,672.00	0.00	3,672.00	100.0%
430103 - Oil and Gas Drilling	0.00	0.00	0.00	0.0%
430201 - New Homes	5,727.00	4,000.00	1,727.00	143.2%
430202 - Erosion Control	0.00	825.00	-825.00	0.0%
430301 - Misc Construction	11,842.72	12,000.00	-157.28	98.7%
430401 - Roofs	595.00	850.00	-255.00	70.0%
430501 - Septic Systems	6,830.00	3,500.00	3,330.00	195.1%
430601 - Sprinkler Systems	340.00	600.00	-260.00	56.7%
430701 - Swimming Pools	1,625.00	1,625.00	0.00	100.0%
430801 - Water Wells	0.00	0.00	0.00	0.0%
430901 - Plats and Subdivision Fees	1,125.00	0.00	1,125.00	100.0%
<b>Total 430000 - Licenses and Permits</b>	<b>32,381.72</b>	<b>24,675.00</b>	<b>7,706.72</b>	<b>131.2%</b>
<b>440000 - Other Revenue</b>				
440101 - Administration Fees	1,826.08	1,500.00	326.08	121.7%
440102 - Animal Control Fees	10.00	50.00	-40.00	20.0%
440103 - Building Contributions	0.00	0.00	0.00	0.0%
440150 - FEMA Revenue	0.00	0.00	0.00	0.0%
440160 - Capital Lease Proceeds	0.00	0.00	0.00	0.0%
440201 - Interest Income	8,570.47	5,100.00	3,470.47	168.0%
440203 - Police Dept. Contracts	0.00	0.00	0.00	0.0%
440205 - Police Dept. Contributions	0.00	0.00	0.00	0.0%
440206 - Police Training Grants	0.00	0.00	0.00	0.0%
440210 - Police State Training Funds	0.00	0.00	0.00	0.0%
440700 - Insurance Proceeds	0.00	0.00	0.00	0.0%
<b>Total 440000 - Other Revenue</b>	<b>10,406.55</b>	<b>6,650.00</b>	<b>3,756.55</b>	<b>156.5%</b>
<b>440300 - Charges for Services</b>				
440301 - Lien Release	0.00	0.00	0.00	0.0%
440401 - Lot Mowing Fees	0.00	0.00	0.00	0.0%
440501 - Misc. Income	98.16	500.00	-401.84	19.6%
440601 - Sewage Service	13,142.42	24,000.00	-10,857.58	54.8%
440701 - Town Hall Rental Fees	0.00	0.00	0.00	0.0%
<b>Total 440300 - Charges for Services</b>	<b>13,263.58</b>	<b>24,500.00</b>	<b>-11,236.42</b>	<b>54.1%</b>
<b>440400 - Park Funds</b>				
440401A - Gazebo Funds	0.00	0.00	0.00	0.0%
<b>Total 440400 - Park Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

**Profit & Loss Budget vs. Actual**

Accrual Basis

October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
440500 · Carry Over from previous year	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>1,722,910.95</b>	<b>1,875,481.52</b>	<b>-152,570.57</b>	<b>91.9%</b>
<b>Gross Profit</b>	<b>1,722,910.95</b>	<b>1,875,481.52</b>	<b>-152,570.57</b>	<b>91.9%</b>
<b>Expense</b>				
510000 · Town Administration				
521000 · Town Salary Adjustments	0.00	0.00	0.00	0.0%
521012 · Attorney Fees	10,241.20	30,000.00	-19,758.80	34.1%
521033 · Custodial Services	3,751.64	5,500.00	-1,748.36	68.2%
521041 · Denton Central Appraisal Dist	3,544.72	6,700.00	-3,155.28	52.9%
521050 · Election Expense	0.00	3,500.00	-3,500.00	0.0%
521051 · Electricity	2,247.86	5,500.00	-3,252.14	40.9%
521060 · Financial Auditors	9,500.00	9,500.00	0.00	100.0%
521070 · Natural Gas	720.77	1,000.00	-279.23	72.1%
521073 · Printer Copier	3,550.42	5,000.00	-1,449.58	71.0%
521133 · Ordinance Codification	795.00	3,000.00	-2,205.00	26.5%
521160 · Postage	993.46	2,000.00	-1,006.54	49.7%
521200 · Tax Billing Expense	1,193.00	1,300.00	-107.00	91.8%
521201 · Communications	5,890.21	10,500.00	-4,609.79	56.1%
521220 · Water	678.95	2,500.00	-1,821.05	27.2%
521230 · Archive System	1,745.58	5,000.00	-3,254.42	34.9%
530050 · Ambulance Service	29,075.00	29,075.00	0.00	100.0%
<b>Total 510000 · Town Administration</b>	<b>73,927.81</b>	<b>120,075.00</b>	<b>-46,147.19</b>	<b>61.6%</b>
520000 · Administrative				
521010 · Advertising	34.60	1,200.00	-1,165.40	2.9%
521020 · Bank Charges	75.68	100.00	-24.32	75.7%
521030 · Cleaning Supplies	0.00	0.00	0.00	0.0%
521031 · Computer Supplies/Software	14,203.35	13,000.00	1,203.35	109.3%
521032 · Council Contingency	27,477.13	40,920.52	-13,443.39	67.1%
521034 · Technology Fund	450.98	4,000.00	-3,549.02	11.3%
521074 · Meetings	0.00	300.00	-300.00	0.0%
521075 · Goodwill	127.36	800.00	-672.64	15.9%
521076 · Incentive Pay	0.00	1,500.00	-1,500.00	0.0%
521090 · General Liability Insurance	2,397.64	2,164.00	233.64	110.8%
521091 · Health/Dental/Life Insurance	10,174.84	15,650.00	-5,475.16	65.0%
521130 · Membership & Dues	275.00	1,500.00	-1,225.00	18.3%
521131 · Car Maintenance-Fuel-Travel	0.00	0.00	0.00	0.0%
521150 · Office Supplies	3,262.55	6,000.00	-2,737.45	54.4%
521151 · Other Professional Services	2,545.80	10,000.00	-7,454.20	25.5%
521153 · Other Supplies	434.05	1,000.00	-565.95	43.4%
521161 · Publications & Subscriptions	180.00	300.00	-120.00	60.0%
521162 · Printing and Copying	480.12	500.00	-19.88	96.0%
521170 · Payroll Taxes - FICA	10,407.10	11,000.00	-592.90	94.6%
521172 · TWC Unemployment Insurance	131.69	2,000.00	-1,868.31	6.6%
521190 · Town Secretary Salary	47,101.68	72,100.00	-24,998.32	65.3%
521191 · Longevity Pay-Administration	1,180.00	1,180.00	0.00	100.0%
521192 · Worker's Compensation Ins.	529.38	1,644.00	-1,114.62	32.2%
521194 · Asst Town Secretary Salary	41,526.72	63,860.00	-22,333.28	65.0%
521195 · Overtime	1,243.37	5,000.00	-3,756.63	24.9%
521196 · TMRS-Retirement	6,554.56	12,500.00	-5,945.44	52.4%
521202 · Training Seminars	435.34	7,000.00	-6,564.66	6.2%
<b>Total 520000 · Administrative</b>	<b>171,228.94</b>	<b>275,218.52</b>	<b>-103,989.58</b>	<b>62.2%</b>



**Profit & Loss Budget vs. Actual**

October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
<b>530000 - Public Works</b>				
521021 - Building Repair/Remodeling	1,990.51	10,000.00	-8,009.49	19.9%
521025 - Building Expenditures	1,997.82	2,000.00	-2.18	99.9%
521120 - Lien Filing Expense	126.00	100.00	26.00	126.0%
530025 - Mosquito Control Program	0.00	150.00	-150.00	0.0%
530100 - Animal Control Officer	13,213.75	17,050.00	-3,836.25	77.5%
530101 - Public Works Director Salary	0.00	0.00	0.00	0.0%
530102 - Public Works Director TMRS	0.00	0.00	0.00	0.0%
530103 - Public Works Director FICA	0.00	0.00	0.00	0.0%
530104 - Public Works Director (H/D/L)	0.00	0.00	0.00	0.0%
530105 - PW Director (TWC/Unempl Ins)	0.00	0.00	0.00	0.0%
530106 - Building Official Overtime	0.00	0.00	0.00	0.0%
530110 - Building Inspectors	24,000.00	36,000.00	-12,000.00	66.7%
530111 - Building Inspectors Phone	0.00	0.00	0.00	0.0%
530115 - Code Enforcement	0.00	0.00	0.00	0.0%
530116 - Code Enforcement Liab Ins-TML	497.55	700.00	-202.45	71.1%
530125 - Council Discretionary Fund	0.00	0.00	0.00	0.0%
530150 - Grounds Maintenance	4,444.00	8,000.00	-3,556.00	55.6%
530151 - Grounds Equipment	0.00	0.00	0.00	0.0%
530175 - Equipment Repair/Maintenance	0.00	0.00	0.00	0.0%
530180 - Minor Equipment	0.00	0.00	0.00	0.0%
530200 - Lot Mowing/Tree Trim Service	7,425.00	11,000.00	-3,575.00	67.5%
530201 - Public Works Training	0.00	1,000.00	-1,000.00	0.0%
530202 - Longevity Pay- Public Works	0.00	0.00	0.00	0.0%
530203 - Vehicle Payment	0.00	0.00	0.00	0.0%
530204 - Vehicle Maintenance	2,207.89	500.00	1,707.89	441.6%
530205 - Vehicle Fuel	1,024.67	250.00	774.67	409.9%
530206 - Uniforms	0.00	0.00	0.00	0.0%
530210 - Membership Dues/Licensing	0.00	0.00	0.00	0.0%
530230 - Other Professional Services	545.68	2,000.00	-1,454.32	27.3%
530231 - Other Supplies	0.00	1,000.00	-1,000.00	0.0%
530235 - Printing	50.08	100.00	-49.92	50.1%
530240 - Postage	0.00	0.00	0.00	0.0%
530245 - Computer Support	2,323.43	3,000.00	-676.57	77.4%
530260 - Septic Inspections	1,700.00	5,000.00	-3,300.00	34.0%
530270 - Sewage Services	14,696.96	24,000.00	-9,303.04	61.2%
530271 - Vehicle Reimbursement	0.00	0.00	0.00	0.0%
530272 - Incentive Pay	0.00	0.00	0.00	0.0%
530273 - Worker's Compensation Ins	264.69	0.00	264.69	100.0%
530277 - General Liability Insurance	0.00	0.00	0.00	0.0%
530280 - Hazardous Waste Disposal	0.00	0.00	0.00	0.0%
531020 - Credit Card Convenience Fee	0.00	0.00	0.00	0.0%
531201 - Communications-Cell phone	0.00	0.00	0.00	0.0%
<b>Total 530000 - Public Works</b>	<b>76,508.03</b>	<b>121,850.00</b>	<b>-45,341.97</b>	<b>62.8%</b>
<b>540000 - Streets and Drainage</b>				
540019 - Engineering General	8,763.62	35,000.00	-26,236.38	25.0%
540060 - Crack Seal & Potholes	38,817.88	35,000.00	3,817.88	110.9%
540110 - Current Year Road Repairs	12,675.00	140,000.00	-127,325.00	9.1%
540111 - Prior Year Road Repairs	0.00	0.00	0.00	0.0%
540155 - MS4 Stormwater	5,000.00	5,000.00	0.00	100.0%
540177 - Public Works Projects Costs	0.00	0.00	0.00	0.0%
540200 - Sign Repair and Replacement	2,336.09	3,000.00	-663.91	77.9%
<b>Total 540000 - Streets and Drainage</b>	<b>67,592.59</b>	<b>218,000.00</b>	<b>-150,407.41</b>	<b>31.0%</b>

**Profit & Loss Budget vs. Actual**

Accrual Basis

October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
<b>550000 - Police Department</b>				
550120 - Capital Equipment (Auto)	16,785.00	58,000.00	-41,215.00	28.9%
550135 - Computer Equip/Supplies/SW M...	19,825.39	26,509.00	-6,683.61	74.8%
550140 - Equipment Repair & Maintenance	661.82	1,200.00	-538.18	55.2%
550145 - Health/Dental/Life Insurance	72,939.28	124,630.00	-51,690.72	58.5%
550219 - Membership Dues	300.00	900.00	-600.00	33.3%
550220 - Minor Equipment	682.98	1,600.00	-917.02	42.7%
550240 - Office Supplies	270.17	500.00	-229.83	54.0%
550248 - Publications	359.13	300.00	59.13	119.7%
550249 - External Contracts	1,936.93	6,000.00	-4,063.07	32.3%
550250 - Postage	0.00	0.00	0.00	0.0%
550251 - Printing	236.14	300.00	-63.86	78.7%
550252 - Police Chief Salary	57,119.52	87,410.00	-30,290.48	65.3%
550253 - Police Lt. Salary	50,739.04	77,690.00	-26,950.96	65.3%
550254 - Police Officers' Salary	225,828.18	335,338.00	-109,509.82	67.3%
550255 - Administrative Assistant PD	0.00	0.00	0.00	0.0%
550257 - Police Department Overtime	628.95	5,000.00	-4,371.05	12.6%
550261 - Criminal Investigations	960.00	1,000.00	-40.00	96.0%
550262 - General Liability Insurance	8,126.52	9,225.00	-1,098.48	88.1%
550263 - TWC Unemployment Ins	0.00	0.00	0.00	0.0%
550264 - Incentive Pay	6,487.19	8,700.00	-2,212.81	74.6%
550271 - Salaries Benefits - FICA	22,802.16	39,573.00	-16,770.84	57.6%
550275 - Salaries Benefits - TMRS	22,957.56	51,176.00	-28,218.44	44.9%
550276 - Human Resources	120.00	1,500.00	-1,380.00	8.0%
550277 - Longevity Pay	3,095.00	3,100.00	-5.00	99.8%
550278 - Worker's Compensation Ins	10,587.60	22,823.00	-12,235.40	46.4%
550280 - Communications	9,381.94	14,000.00	-4,618.06	67.0%
550281 - Training	2,025.00	6,000.00	-3,975.00	33.8%
550286 - Training Ammo	1,729.54	2,500.00	-770.46	69.2%
550290 - Uniforms	8,760.62	5,000.00	3,760.62	175.2%
550291 - Patrol Equipment	5,266.51	4,800.00	466.51	109.7%
550292 - Community Programs	1,381.95	900.00	481.95	153.6%
550293 - Traffic Management	0.00	300.00	-300.00	0.0%
550294 - Evidence Room Supplies	42.39	500.00	-457.61	8.5%
550295 - Goodwill	0.00	900.00	-900.00	0.0%
550300 - Vehicle Fuel	7,797.75	17,200.00	-9,402.25	45.3%
550400 - Vehicle Repair & Maintenance	8,361.34	13,500.00	-5,138.66	61.9%
<b>Total 550000 - Police Department</b>	<b>568,195.60</b>	<b>928,074.00</b>	<b>-359,878.40</b>	<b>61.2%</b>
<b>560000 - Municipal Court</b>				
560010 - Judges Services	2,700.00	8,500.00	-5,800.00	31.8%
560015 - Jury Services	0.00	240.00	-240.00	0.0%
560018 - Jail Services	0.00	0.00	0.00	0.0%
560020 - Prosecuting Attorney	4,155.10	10,000.00	-5,844.90	41.6%
560025 - Other Professional Services	0.00	400.00	-400.00	0.0%
560026 - Court Clerk - Salary	37,375.77	54,600.00	-17,224.23	68.5%
560027 - Court Clerk- FICA	2,715.31	4,800.00	-2,084.69	56.6%
560028 - Court Clerk - TMRS	2,822.07	5,600.00	-2,777.93	50.4%
560029 - Court Clerk Ins (H/D/L)	5,135.66	8,000.00	-2,864.34	64.2%
560030 - Court Clerk - Longevity	725.00	725.00	0.00	100.0%
560031 - Overtime	2,117.54	5,000.00	-2,882.46	42.4%
560035 - Court Supplies, Equip & S/W Main	2,365.26	3,000.00	-634.74	78.8%
560055 - Membership Dues	0.00	120.00	-120.00	0.0%
560076 - Incentive Pay	980.73	600.00	380.73	163.5%
<b>Total 560000 - Municipal Court</b>	<b>61,092.44</b>	<b>101,585.00</b>	<b>-40,492.56</b>	<b>60.1%</b>

1:54 PM

Town of Double Oak

05/29/20

**Profit & Loss Budget vs. Actual**

Accrual Basis

October 2019 through September 2020

	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
570000 - Double Oak Vol. Fire Department				
570020 - DOVFD Operations Contribution	50,000.00	100,000.00	-50,000.00	50.0%
570021 - General Liability Insurance	5,638.83	5,435.00	203.83	103.8%
570022 - Worker's Compensation Ins	1,852.80	5,244.00	-3,391.20	35.3%
<b>Total 570000 - Double Oak Vol. Fire Depart...</b>	<b>57,491.63</b>	<b>110,679.00</b>	<b>-53,187.37</b>	<b>51.9%</b>
<b>Total Expense</b>	<b>1,076,037.04</b>	<b>1,875,481.52</b>	<b>-799,444.48</b>	<b>57.4%</b>
<b>Net Ordinary Income</b>	<b>646,873.91</b>	<b>0.00</b>	<b>646,873.91</b>	<b>100.0%</b>
<b>Net Income</b>	<b>646,873.91</b>	<b>0.00</b>	<b>646,873.91</b>	<b>100.0%</b>

May 8, 2020 at 11:29:54 AM CDT

**Grading of Villa Creek Road:**

3 options

#1 Regrade road and add 80 yard 1.5" flex base material graded out over road.  
watered while grading.  
Total \$6,294.00

#2 Regrade road and add 40 yards 1.5" flex base material topped off with 40 yards 1" rock.  
watered while grading.  
Total \$7,272.00

#3 Regrade road and add 100 yards crushed asphalt material graded out over road.  
watered while grading.  
Total \$8,290.00

City of Double Oak will need to furnish water supply close by.  
City will furnish all permits if required.

Optional Rolled, additional \$2,500.00

Thank You,  
Mike Wells Sand and Tractor Service

8

**Town of Double Oak  
Work Order Authorization Agreement  
For  
Professional Engineering Services with Halff Associates, Inc.**

**2020 Road Projects  
FY 2020 Work Order Authorization  
April 2, 2020**

<b>Scope of Work:</b>	<p>Halff's proposed services will include preparing construction documents for the 2020 Road Projects. This year's project is Timberleaf Drive which 1,650' long 2-lane asphalt road. The proposed improvements include a 2" overlay with edge milling on the sides.</p> <p><b><u>Construction Documents:</u></b></p> <ol style="list-style-type: none"><li>1. <b><u>Construction Plans, Contract Documents and Specifications:</u></b> Plans would include Cover Sheet, General Notes, Paving Plans (horizontal alignment only), and Construction Details. Aerial Image will be used to determine existing conditions. Prepare contract documents and specifications for bidding project.</li><li>2. <b><u>Bidding:</u></b> Includes answering contractor RFI's, Pre-Bid Meeting, Pre-Construction Meeting, Addendum(s), and Bid Tabulations.</li><li>3. <b><u>Construction Administration:</u></b> Includes answering contractor request for information (RFI's) and an estimated two (2) site visits.</li><li>4. <b><u>Construction Inspection:</u></b> Includes construction inspection and reporting during construction. Inspector will coordinate with contractor to perform inspections at construction milestones and on an as needed basis. Construction is assumed to be less than 1 month.</li></ol> <p><b><u>Scope Exclusions:</u></b></p> <ol style="list-style-type: none"><li>1. Geotechnical Investigation and Report</li><li>2. Surveying</li><li>3. Construction Material Testing (provided by contractor)</li></ol>
<b>Deliverables:</b>	<ol style="list-style-type: none"><li>1. Construction Plans and Contract Documents.</li></ol>
<b>Items Furnished by City:</b>	<ol style="list-style-type: none"><li>1. N/A</li></ol>
<b>Schedule:</b>	<p>Complete construction plans and specifications within (20) working days of receiving Notice to Proceed. Bidding process will be approximately 4 weeks. If construction is delayed or prolonged by contractor, additional fee may be required.</p>

**Town of Double Oak  
Work Order Authorization Agreement  
For  
Professional Engineering Services with Halff Associates, Inc.**

<b>Fees:</b>	Plans, Contracts & Specifications:	\$7,500.00
	Bidding:	\$5,000.00
	Construction Administration:	\$1,500.00
	<u>Construction Inspection:</u>	<u>\$7,500.00</u>
	<b>Total Fee:</b>	<b>\$21,500.00</b>
This is an <u>Hourly Not to Exceed</u> Fee and will be billed monthly based on percent complete. Hourly costs will be 2.3 x Labor Rate.		

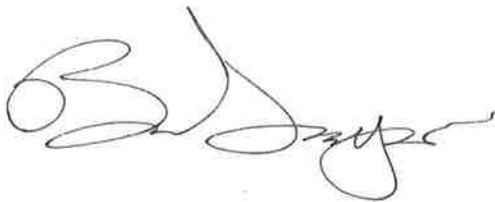
Halff Associates is performing the services above under the terms and conditions described in the **Agreement for Professional Engineering Services**, dated October 7, 2008, between Halff Associates and the Town of Double Oak. Halff Associates will bill the above described services under AVO 37946.002.

Submitted:

**HALFF ASSOCIATES, INC.**

Approved:

**TOWN OF DOUBLE OAK, TEXAS**



By: \_\_\_\_\_  
Signature

Brian Haynes  
Printed Name

Vice President  
Title

April 2, 2020  
Date

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date