

DOUBLE OAK TOWN COUNCIL
PUBLIC NOTICE
320 WAKETON ROAD
July 15, 2019
7:00 P.M.

OUT OF RESPECT FOR ALL THOSE IN ATTENDANCE, PLEASE REFRAIN FROM TALKING TO OTHER MEMBERS OF THE AUDIENCE DURING THE MEETING

- 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 and action on minutes of July 1, 2019
2. Consideration and action on the 2019 Denton County Interlocal Collection Agreement.
3. Consideration and action on annual payment to Tyler Technologies for Public Safety Suite – Maintenance in the amount of \$3,342.64.

IV. Mayor, Council Members and Staff reports:

4. Mayor and Council
5. Public Works and Code Enforcement
6. Administration
7. Public Safety
8. Road and Drainage Committee

V. New business agenda (consideration and action):

9. Discussion, consideration and action on fiscal year 2019-2020 health insurance plan

Presentation:

Town Secretary Eileen Kennedy

10. Discussion, consideration and action on resignation of Council Member Ginger Brittain

Presentation: Mayor Donnelly

11. Discussion, consideration and action on process to fill vacant council seat

Presentation: Mayor Donnelly

12. Discussion, consideration and action on quotes for replacement windows at town hall

Presentation: Mayor Donnelly

13. Discussion, consideration and action on Town Hall – Town property renovations.

Presentation: Mayor Donnelly

14. Discussion, consideration and action on 2019-2020 proposed fiscal year budget and tax rate

Presentation: Mayor Donnelly
Town Treasurer Garrett

15. Citizens comments:

16. Council – staff announcements and comments:

17. 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 on any agenda item listed herein.

Posted this the 12th day of July at 4:00 p.m.

Eileen Kennedy

Town Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Town Secretary's office at 972.539.9464, fax 972.539.9613 or email to ekennedy@double-oak.com for additional information.

1

UNAPPROVED-NOT
FOR PUBLICATION

STATE OF TEXAS
COUNTY OF DENTON
TOWN OF DOUBLE OAK

The Double Oak Town Council met in regular session at 7:00 p.m. July 1, 2019 at the Double Oak Town Hall, located at 320 Waketon Road 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
Ginger Brittain	Council Member
Billie Garrett	Council Member

Also, in attendance were Town Secretary Eileen Kennedy, Assistant Town Secretary Lynn Jones, Police Chief Derrick Watson, and Town Engineer Brian Haynes.

Mayor Donnelly called the meeting to order at 7:00 p.m.

Mayor Pro-Tem Whisenhunt gave the invocation and Council Member Dent led the pledges to the American and Texas flags.

II. CONSENT AGENDA - All consent agenda items listed are 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 and action on minutes of June 17, 2019

Motion Whisenhunt, second Nelson to approve the consent agenda as written.

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

MOTION PASSED

III. Citizens comments

Bill Hoffman, 341 Waketon Road, asked for more information regarding the Waketon Road Reconstruction Project.

Melissa Weaver, 203 North Hill Ct., asked for the proposed elder care residence as a future agenda item.

Simon Webster, 331 Waketon Road, has concerns with storm drainage and homeowners' responsibilities.

Kristy Hughes, 331 Waketon Road, has concerns with flooding causing damage to her property.

Phyllis Meyerson, 133 East View Ct., recommended the town use caution regarding the elder care residence and questions if a SUP would be needed.

Debbie Arrington, 201 North Hill Ct., also expressed concerns with the elder care residence.

IV. Mayor, Council Members and Staff reports:

2. Mayor and Council

Mayor Donnelly reported the Waketon Road Reconstruction Project is still going forward. The County is in the process of obtaining right of way and easement agreements from several residents along Waketon Road.

Mayor Donnelly commented on the elder care residence and stated, on the advice of the town's attorney, to wait and see what their plans and location are.

3. Public Works and Code Enforcement

Mayor Donnelly reported we would be getting estimates from Midway for crack sealing of roads recommended by the Roads and Drainage Committee in the next fiscal year. The towns engineers are to proceed getting bids for Cedarcrest repaving.

The Mayor also mention code enforcement letters were going out.

4. Administration

None

5. Public Safety

Fire Chief Whisenhunt commented on the upcoming 4th of July parade and picnic.

Nothing from DOPD

6. Road and Drainage Committee

Various streets have been recommended for crack sealing.

IV. New business agenda (consideration and action):

7. Discussion, consideration and action on work order authorization agreement for professional engineering services with Halff Associates for Storm Water Management Plan (SWMP) FY 2019

Motion Whisenhunt, second Dent to approve the work order authorization agreement with Halff Associates for Storm Water Management Plan (SWMP) FY 2019.

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

MOTION PASSED

8. Discussion on 2019 – 2020 Fiscal Year Budget and Tax Rate

Town Treasure and Council Member Billie Garrett projected the current 2018-2019 budget and working 2019-2020 budget for viewing. The Mayor went line by line through the current budget making suggested changes for the 2019-2020 budget.

No action was taken.

9. Discussion, consideration and action on Town Hall – Town property renovations

Nothing new to report and no action taken.

11. Council – staff announcements and comments:

The Mayor went around to each Council member for comments.

Council Member Ginger Brittain read a letter* to the Council resigning from her seat effective at the close of the meeting. Mayor Donnelly thanked Ms. Brittain for her service.

- DOVFD Parade and Picnic will be on Thursday, July 4th

12. Adjournment

With no further business to come before Council, motion Whisenhunt, second Dent, the meeting adjourned at 8:13 p.m.

Town Secretary

Mayor

2

THE STATE OF TEXAS §

COUNTY OF DENTON §

**INTERLOCAL COOPERATION AGREEMENT FOR PROPERTY TAX
ASSESSMENT AND COLLECTION BETWEEN DENTON COUNTY, TEXAS
AND
CITY/TOWN OF DOUBLE OAK, TEXAS**

INTERLOCAL COOPERATION AGREEMENT –TAX COLLECTION

THIS AGREEMENT is made and entered into by and between **DENTON COUNTY**, a political subdivision of the State of Texas, hereinafter referred to as "**COUNTY**," and **CITY/TOWN OF DOUBLE OAK**, Denton County, Texas, also a political subdivision of the State of Texas, hereinafter referred to as "**MUNICIPALITY**."

WHEREAS, COUNTY and **MUNICIPALITY** mutually desire to be subject to the provisions of V.T.C.A. Government Code, Chapter 791, the Interlocal Cooperation Act, and V.T.C.A., Tax Code, and Section 6.24; and;

WHEREAS, MUNICIPALITY has the authority to contract with the **COUNTY** for the **COUNTY** to act as tax assessor and collector for **MUNICIPALITY** and **COUNTY** has the authority to so act.

NOW THEREFORE, COUNTY and **MUNICIPALITY**, for and in consideration of the mutual promises, covenants, and agreements herein contained, do agree as follows:

I.

The effective date of this Agreement shall be October 1, 2019. The initial term of this Agreement shall be for a period of one year commencing October 1, 2019 and ending September 30, 2020. Following the initial term, this Agreement shall automatically renew for subsequent one-year terms, unless written notice of termination is provided by **COUNTY** or **MUNICIPALITY** no later than one hundred-eighty (180) days prior to the expiration date of the then-current term of the Agreement. If said notice is provided, this Agreement shall terminate at the end of the then-current term. During the initial term of this Agreement, the term "tax year" means tax year 2018 and the term "collection year" means 2019. During each subsequent renewal term, the term "tax year" means the year following the previous term's "tax year", and the term "collection_year" means the year following the previous term's "collection year." For example, during the first renewal term of this Agreement (October 1, 2020 – September 30, 2021), the term "tax year" means tax year 2019 and the term "collection year" means 2020, during the second renewal term of this Agreement (October 1, 2021 – September 30, 2022), the term "tax year" means tax year 2020 and the term "collection year" means 2021, and so on.

II.

For the purposes and consideration herein stated and contemplated, **COUNTY** shall provide the following necessary and appropriate services for **MUNICIPALITY** to the maximum extent authorized by this Agreement, without regard to race, sex, religion, color, age, disability, or national origin:

1. **COUNTY**, by and through its duly qualified tax assessor-collector, shall serve as tax assessor-collector for **Denton and Collin Counties** in the **MUNICIPALITY** for ad valorem tax collection for the tax year. **COUNTY** agrees to perform all necessary ad valorem assessing and collecting duties for **MUNICIPALITY** and **MUNICIPALITY** does hereby expressly authorize **COUNTY** to do and perform all acts necessary and proper to assess and collect taxes for **MUNICIPALITY**. **COUNTY** agrees to collect base taxes, penalties, interest, and attorney's fees.

2. **COUNTY** agrees to prepare and mail all current and delinquent tax statements required by statute, supplemental changes for applicable property accounts, as well as prepare and mail any other mailing as deemed necessary and appropriate by **COUNTY**; provide daily and monthly collection reports to **MUNICIPALITY**; prepare tax certificates; develop and maintain both current and delinquent tax rolls, disburse tax monies to **MUNICIPALITY** daily (business day) based on prior day tax postings, approve and refund overpayment or erroneous payment of taxes for **MUNICIPALITY** pursuant to Texas Property Tax Code Sections 31.11 and 31.12 from available current tax collections of **MUNICIPALITY**; and to meet the requirements of Section 26.04 of the Texas Tax Code; and develop and maintain such other records and forms as are necessary or required by State law, rules, or regulations.

3. **COUNTY** further agrees that it will calculate the effective tax rates and rollback tax rates for **MUNICIPALITY**, however all calculations will be performed using only the Texas State Comptroller's "Truth In Taxation" formulas, and that such calculation will be provided at no additional cost to **MUNICIPALITY**. The information concerning the effective and rollback tax rates will be published in the form prescribed by the

Comptroller of Public Accounts of the State of Texas, and as required by Section 26.04 of V.T.C.A Tax Code. **MUNICIPALITY** shall notify tax assessor-collector no later than July 25th of the collection year that **MUNICIPALITY** wishes publication of forms or notices specified in this section. It is understood and agreed to by the parties that the expense of publication shall be borne by **MUNICIPALITY** and that **COUNTY** shall provide **MUNICIPALITY's** billing address to the newspaper publishing the effective and rollback tax rates. In the event **MUNICIPALITY** requires early calculation based on certified estimate values, **MUNICIPALITY** must notify **COUNTY** no later than May 20th of the collection year that **MUNICIPALITY** wishes publication of forms or notices specified in this section

4. **COUNTY** agrees, upon request, to offer guidance and the necessary forms for posting notices of required hearing and quarter-page notices as required by Sections 26.05 and 26.06 of V.T.C.A. Tax Code, if **MUNICIPALITY** requests such no less than 7 days in advance of the intended publication date. **MUNICIPALITY** must approve all calculations and notices, in the format required by **COUNTY**, before publication may proceed. The accuracy and timeliness of all required notices are the responsibility of **MUNICIPALITY**. This Agreement is subject to and the parties herein shall comply with all applicable provisions of the Texas Property Tax Code and all other applicable Texas statutes. **COUNTY** will submit to **MUNICIPALITY** approval forms of the tax rate calculation and required notices. **MUNICIPALITY** must return executed approval forms to tax assessor/collector before notices may be appropriately submitted to the appraisal **MUNICIPALITY**, newspapers, etc. as required by law.

5. Should **MUNICIPALITY** vote to increase its tax rate above the rollback tax rate the required publication of notices shall be the responsibility of the **MUNICIPALITY**. Should **MUNICIPALITY** roll back the tax rate as a result of Tax Rate Rollback Election, the required publication of notices shall be the responsibility of **MUNICIPALITY**.

6. **COUNTY** agrees to develop and maintain written policies and procedures of its operation. **COUNTY** further agrees to make available full information about the operation of the County Tax Office to **MUNICIPALITY**, and to promptly furnish written reports to keep **MUNICIPALITY** informed of all financial information affecting it.

7. **MUNICIPALITY** agrees to promptly deliver to **COUNTY** all records that it has accumulated and developed in the assessment and collection of taxes, and to cooperate in furnishing or locating any other information and records needed by **COUNTY** to perform its duties under the terms and conditions of this Agreement.

8. **COUNTY** agrees to allow an audit of the tax records of **MUNICIPALITY** in **COUNTY'S** possession during normal working hours with at least 48 hours advance, written notice to **COUNTY**. The expense of any and all such audits shall be paid by **MUNICIPALITY**. A copy of any and all such audits shall be furnished to **COUNTY**.

9. If required by **MUNICIPALITY**, **COUNTY** agrees to obtain a surety bond for the County Tax Assessor/Collector. Such bond will be conditioned upon the faithful performance of the Tax Assessor/Collector's lawful duties, will be made payable to **MUNICIPALITY** and in an amount determined by the governing body of **MUNICIPALITY**. The premium for any such bond shall be borne solely by **MUNICIPALITY**.

10. **COUNTY** agrees that it will post a notice on its website, as a reminder that delinquent tax penalties will apply to all assessed taxes that are not paid by January 31st of the collection year.

11. **COUNTY** agrees that it will post to a secure website collection reports for **MUNICIPALITY** listing current taxes, delinquent taxes, penalties and interest on a daily basis through September 30th of the collection year. **COUNTY** will provide monthly Maintenance and Operation (hereinafter referred to as “MO”), and Interest and Sinking (hereinafter referred to as “IS”) collection reports; provide monthly recap reports; and provide monthly attorney fee collection reports.

12. **MUNICIPALITY** retains its right to select its own delinquent tax collection attorney and **COUNTY** agrees to reasonably cooperate with the attorney selected by **MUNICIPALITY** in the collection of delinquent taxes and related activities.

13. **MUNICIPALITY** will provide **COUNTY** with notice of any change in collection attorney on or before the effective date of the new collection attorney contract.

III.

COUNTY hereby designates the Denton County Tax Assessor/ Collector to act on behalf of the County Tax Office and to serve as Liaison for **COUNTY** with **MUNICIPALITY**. The County Tax Assessor/Collector, and/or his/her designated substitute, shall ensure the performance of all duties and obligations of **COUNTY**; shall devote sufficient time and attention to the execution of said duties on behalf of **COUNTY** in full compliance with the terms and conditions of this Agreement; and shall provide immediate and direct supervision of the County Tax Office employees, agents, contractors,

subcontractors, and/or laborers, if any, in the furtherance of the purposes, terms and conditions of this Agreement for the mutual benefit of **COUNTY** and **MUNICIPALITY**.

IV.

COUNTY accepts responsibility for the acts, negligence, and/or omissions related to property tax service of all **COUNTY** employees and agents, sub-contractors and/or contract laborers, and for those actions of other persons doing work under a contract or agreement with **COUNTY** to the extent allowed by law.

V.

MUNICIPALITY accepts responsibility for the acts, negligence, and/or omissions of all **MUNICIPALITY** employees and agents, sub-contractors and/or contract laborers, and for those of all other persons doing work under a contract or agreement with **MUNICIPALITY** to the extent allowed by law.

VI.

MUNICIPALITY understands and agrees that **MUNICIPALITY**, its employees, servants, agents, and representatives shall at no time represent themselves to be employees, servants, agents, and/or representatives of **COUNTY**. **COUNTY** understands and agrees that **COUNTY**, its employees, servants, agents, and representatives shall at no time represent themselves to be employees, servants, agents, and/or representatives of **MUNICIPALITY**.

VII.

For the services rendered during the tax year, **MUNICIPALITY** agrees to pay **COUNTY** for the receipting, bookkeeping, issuing, and mailing of tax statements as follows:

1. The current tax statements will be mailed by October 10th of the tax year or as soon thereafter as practical. Pursuant to Texas Property Tax Code §26.05(a), the **MUNICIPALITY** must adopt its tax year tax rate before the later of the applicable dates set forth therein. In order to expedite mailing of tax statements, **MUNICIPALITY** shall adopt and then deliver its adopted tax rate to **COUNTY** no later than said adoption deadline. Failure by **MUNICIPALITY** to adopt and then deliver the adopted tax rate to **COUNTY** by the adoption deadline set forth in §26.05(a) may result in delay of processing and mailing **MUNICIPALITY** tax statements. **MUNICIPALITY** agrees to assume the costs for additional delayed tax statements, processing and mailing as determined by **COUNTY**. An additional notice will be sent during the month of March following the initial mailing provided that **MUNICIPALITY** has requested such a notice on or before February 28th of the collection year. During the initial term of this Agreement, the fee for this service will be **\$1.00** per statement. During the first and second renewal terms of this Agreement, the fee for this service will be the per statement rate approved by Commissioners Court for the applicable tax year, provided notice of that rate is provided to **MUNICIPALITY** as described in Paragraph 8 of this Article VII. In the event **COUNTY** does not provide **MUNICIPALITY** with said notice, the rate charged during the preceding term will apply.

2. At least 30 days, but no more than 60 days prior to April 1st of the collection year and following the initial mailing, a delinquent tax statement meeting the requirements of Section 33.11 of the Texas Property Tax Code will be mailed to the owner of each parcel having delinquent taxes.

3. At least 30 days, but no more than 60 days prior to July 1st of the collection year and following the initial mailing, a delinquent tax statement meeting the requirements of Section 33.07 of the Texas Property Tax Code will be mailed to the owner of each parcel having delinquent taxes.

4. For accounts that become delinquent on or after June 1st of the collection year, **COUNTY** shall mail a delinquent tax statement meeting the requirements of Section 33.08 of the Texas Property Tax Code to the owner of each parcel having delinquent taxes.

5. In event of a successful rollback election which takes place after tax bills for **MUNICIPALITY** have been mailed, **MUNICIPALITY** agrees to pay **COUNTY** a programming charge of \$5,000.00. **COUNTY** will, pursuant to Property Tax Code Section 26.07(f), mail corrected statements to the owner of each property. The fee for this service will be the same per statement rate described in Paragraph 2 of this Article VII. When a refund is required per Property Tax Code Section 26.07(g), **COUNTY** will charge a \$.25 processing fee per check, in addition to the corrected statement mailing costs. Issuance of refunds, in the event of a successful rollback election, will be the responsibility of the **COUNTY**. **MUNICIPALITY** will be billed for the refunds, postage and processing fees.

6. **MUNICIPALITY** understands and agrees that **COUNTY** will, no later than January 31st of the tax year, deduct from current collections of **MUNICIPALITY** the "Total Cost" of providing all services described in paragraphs 1-5 above. This "Total Cost"

includes any such services that have not yet been performed at the time of deduction. During the initial term of this Agreement, the "Total Cost" of providing all services described in paragraphs 1-5 above shall be the total of: **\$1.00** (the "per parcel rate") x the total number of parcels listed on **MUNICIPALITY's** preceding tax year Tax Roll on September 30th of the tax year. During the first and second renewal terms of this agreement, the "per parcel rate" will be the per parcel rate approved by Commissioners Court for the applicable tax year, provided notice of that rate is provided to **MUNICIPALITY** as described in Paragraph 7 of this Article VII. In the event **COUNTY** does not provide **MUNICIPALITY** with said notice, the per parcel rate charged during the preceding term will apply.

In the event that a rollback election as described takes place, **COUNTY** shall bill **MUNICIPALITY** for the applicable programming charge, check processing fees, refunds paid, and refund postage costs. **MUNICIPALITY** shall pay **COUNTY** all billed amounts within 30 days of its receipt of said bill. In the event costs for additional delayed tax statements, processing and mailing are incurred as described in paragraph 1, **COUNTY** shall bill **MUNICIPALITY** for such amounts. **MUNICIPALITY** shall pay **COUNTY** all such billed amounts within 30 days of its receipt of said bill.

7. The County Budget Office establishes collection rates annually based on a survey of actual annual costs incurred by the County in performing tax collection services. The collection rate for each tax year is approved by County Commissioners' Court, and all entities are assessed the same per parcel collection rate. Following approval of the collection rate for each tax year, **COUNTY** will, at least sixty (60) days prior to the

expiration date of the then-current term of this Agreement, provide **MUNICIPALITY** with written notice of that rate.

VIII.

COUNTY agrees to remit all taxes, penalties, and interest collected on **MUNICIPALITY's** behalf and to deposit such funds into the **MUNICIPALITY's** depositories, as designated:

1. For deposits of tax, penalties, and interest, payment shall be by wire transfer or ACH to **MUNICIPALITY's** depository accounts only, and segregated into the appropriate MO and IS accounts. Only in the event of failure of electronic transfer protocol will a check for deposits of tax, penalty and interest be sent by mail to **MUNICIPALITY**.

2. If **MUNICIPALITY** uses the same depository as **COUNTY**, the deposits of tax, penalty and interest shall be by deposit transfer.

3. In anticipation of renewal of this Agreement, **COUNTY** further agrees that deposits will be made daily through September 30th of the collection year. It is expressly understood, however, that this obligation of **COUNTY** shall not survive termination of this Agreement, whether by termination by either party or by failure of the parties to renew this Agreement.

4. In event that **COUNTY** experiences shortage in collections as a result of an outstanding tax debt of **MUNICIPALITY**, the **MUNICIPALITY** agrees a payment in the amount of shortage shall be made by check or ACH to **COUNTY** within 15 days after notification of such shortage.

IX.

In the event of termination, the terminating party shall be obligated to make such payments as are required by this Agreement through the balance of the tax year in which notice is given. **COUNTY** shall be obligated to provide services pursuant to this Agreement during such period.

X.

This Agreement represents the entire agreement between **MUNICIPALITY** and **COUNTY** and supersedes all prior negotiations, representations, and/or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the governing bodies of both **MUNICIPALITY** and **COUNTY** or those authorized to sign on behalf of those governing bodies.

XI.

Any and all written notices required to be given under this Agreement shall be delivered or mailed to the listed addresses:

COUNTY:

County Judge of Denton County
110 West Hickory
Denton, Texas 76201
Telephone: 940-349-2820

MUNICIPALITY:

DOUBLE OAK
320 WAKETON ROAD
DOUBLE OAK TX 75077

XII.

MUNICIPALITY hereby designates EILEEN KENNEDY to act on behalf of **MUNICIPALITY**, and to serve as Liaison for **MUNICIPALITY** to ensure the performance of all duties and obligations of **MUNICIPALITY** as stated in this Agreement. **MUNICIPALITY's** designee shall devote sufficient time and attention to the execution of said duties on behalf of **MUNICIPALITY** in full compliance with the terms and conditions of this Agreement; shall provide immediate and direct supervision of the **MUNICIPALITY** employees, agents, contractors, subcontractors, and/or laborers, if any, in the furtherance of the purposes, terms and conditions of this Agreement for the mutual benefit of **MUNICIPALITY** and **COUNTY**.

XIII.

In the event that any portion of this Agreement shall be found to be contrary to law, it is the intent of the parties that the remaining portions shall remain valid and in full force and effect to the extent possible.

XIV.

The undersigned officers and/or agents of the parties are the properly authorized officials and have the necessary authority to execute this agreement on behalf of the parties. Each party hereby certifies to the other that any resolutions necessary for this Agreement have been duly passed and are now in full force and effect.

Executed in duplicate originals this, _____ day of _____
2019.

COUNTY

Denton County Texas
110 West Hickory
Denton, Texas 76201

MUNICIPALITY

DOUBLE OAK

BY: _____
Honorable Andy Eads
County Judge

BY: _____
Name: MIKE DONNELLY
Title: MAYOR

ATTEST:

ATTEST:

BY: _____
Juli Luke
Denton County Clerk

BY: _____
Name: EILEEN KENNEDY
Title: TOWN SECRETARY

APPROVED FORM AND CONTENT:

APPROVED AS TO FORM:

Michelle French
Denton County
Tax Assessor/Collector

Assistant District Attorney



Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
130-7252	07/01/2019	1 of 1

Questions:
Tyler Technologies - Public Safety
Phone: 1-800-772-2260 Press 2, then 5
Email: ar@tylertech.com



Bill To: Town of Double Oak
320 Waketon Rd
Double Oak, TX 75077

Ship To: Town of Double Oak
320 Waketon Rd
Double Oak, TX 75077

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
49111	5460		USD	NET30	07/31/2019

Date	Description	Units	Rate	Extended Price
Contract No.: Double Oak, TX				
	Public Safety Suite - Maintenance	1	3,342.64	3,342.64
Maintenance Start: 01/Aug/2019, End: 31/Jul/2020				

Approved _____
PD Account # _____
Check _____
Amount _____

RECEIVED
JUN 27 2019

****ATTENTION****
Order your checks and forms from
Tyler Business Forms at 877-749-2090 or
tylerbusinessforms.com to guarantee
100% compliance with your software.

Subtotal	3,342.64
Sales Tax	0.00
Invoice Total	3,342.64



Rodney Dryden

July 10, 2019

Ms. Eileen Kennedy
Assistant Town Secretary
Town of Double Oak
320 Waketon
Double Oak, Texas 75067

Re: Employee Benefit Renewal & Recommendation

Dear Ms. Kennedy:

The renewal has been received from TML and competitive proposals were requested on behalf of the Town. for medical and dental, life and disability coverage remain under rate guarantee.

The renewal presented by TML represents a reduction of approximately \$1500 in total annual premium. The cost to the Town will increase approximately \$180 annually. The cost of dependent coverage will see a reduction and the cost for employee only coverage will increase. The total annual cost of the current medical plan is \$126,476 with a cost to the Town of \$111,003 and the renewal cost based upon current enrollment is \$124,937 and \$111,182 cost to the Town. Additionally, the TML pool has run well over the past 12 months and a surplus has been achieved and as a result the Town will receive a \$314.42 monthly (\$3773.04 annual) credit over the next 12 months.

The Town currently provides life and disability coverage through MetLife, the current plans remain under rate guarantee until 10/1/2020.

Dental coverage is currently provided by Principal Life. The renewal increase from Principal represents a 5% increase (\$38 per month).

Following our review of the renewals for the medical and dental plans and proposals received from other providers, I am recommending that the Town renew the current TML medical plans, Principal dental and MetLife life and disability.

I appreciate the time and effort that council and staff have dedicated to the process.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Rodney K. Dryden', is written over a circular blue stamp.

Rodney K. Dryden, LHIC
President

July, 1 2019

RECEIVED

JUL 01 2019

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

Residents of Double Oak, Mayor Donnelly, Council and Staff:

I am submitting my resignation as Town Council Member for the Town of Double Oak; effective at the close of tonight's Council meeting, July 1, 2019.

Make no assumption that I arrived at this decision easily. I have given this extensive thought and deliberation and after lengthy discussions with my family, residents of our Town and due to continued circumstances which I cannot control; it is in the best interest for all parties I step down.

While it has been an honor to serve the residents of Double Oak during the past year; it has certainly been a very eye-opening experience for me into how local government works. Perhaps in the future and under different circumstances; I will consider serving our residents in this or another capacity as I truly enjoy being a servant leader – helping our residents and having a beneficial impact in our wonderful town.

Therefore, I hereby resign as Council Member for the Town of Double Oak. Please accept this letter as written notification of my resignation of the position of Council Member for the Town of Double Oak.

Very truly yours,



Ginger Brittain
Council Member
Town of Double Oak

cc: Council Members - Town of Double Oak
Ms. Eileen Kennedy - Town Secretary, Town of Double Oak



Estimate

111743

2019-07-09

PRECISION WINDOWS
400 EARLSTON CT
MCKINNEY TX 75071
precisiondfw@att.net
972-562-8828

MIKE DONNELLY
320 WAKETON RD
DOUBLE OAK TX 75077
mtefm@yahoo.com
214-448-9337

320 WAKETON RD, DOUBLE OAK, TX, 75077

Windows

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>33 15/16" x 64 3/16", Clear, 7/16", Bars 3/4" White 4-2, 1 Front left, 1 front right, [#1]</u>	\$150.00	2.00	\$300.00
<u>33 15/16" x 40 3/16", Clear, 7/16", Bars 3/4" White 2-2, 1 Far front left, 3 back, 1 right side, 1 front right, [#2]</u>	\$95.00	6.00	\$570.00
<u>33 15/16" x 28 3/16", Clear, 7/16", Bars 3/4" White 1-2, Left side lower, [#3]</u>	\$70.00	1.00	\$70.00
		9.00	\$940.00

Misc

<i>Description</i>	<i>Total</i>
<u>Additional Labor</u>	\$0.00
	\$0.00

Vinyl

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Total</i>
<u>Square, White</u>	\$20.00	5.00	\$100.00
4 right side, 1 front right			

CHECK ALL WINDOWS.

<i>Subtotal</i>	\$1,040.00
<i>Tax</i>	\$0.00
<i>Total</i>	\$1,040.00

Warranty. 10 Year Limited Warranty on seal failure. 30 Day Limited Warranty on stress cracks. Labor and installation charges are not included in warranty and are additional. Limited Warranty on seal failure and stress cracks is provided to original owner purchaser of products and is non-transferable.

Vinyl. Precision Windows is not responsible for and there is no warranty on vinyl trim of any type. We are also not responsible for glass breakage or seal failure while replacing vinyl.

Low-E Glass. Precision Windows is not responsible for the finished color of Low-E glass. This is due to variations in manufacturing and the multitude of possible shades of the finished product.

Invoicing & Payment. Invoice will be issued to Client and is due upon completion of work.

Past Due Accounts. Accounts are considered late and past due after 30 days. A late charge in the amount of 1.5% per month (18% per year) in addition to an initial late fee of \$25.00 is due on all balances unpaid 30 days after the invoice date. If client fails to pay on time and PRECISION WINDOWS refers your account(s) to a third party for collection, PRECISION WINDOWS will charge all costs associated with the non-payment, including but not limited to, accumulated late fees, return check fees (\$30.00), insufficient funds fees, collection agency fees (30% of balance due), and any and all court and attorney costs including lien filing fees.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. PRECISION WINDOWS is authorized to do the work as specified. Payment will be made as outlined above.

Custom materials are part of this proposal and once accepted cannot be cancelled for any reason. Customer is responsible for the cost of materials and any costs incurred by PRECISION WINDOWS associated with this project.

Signature _____

Date _____

Accept via Email: Reply to this email to confirm your acceptance of all terms, pricing and materials related to the estimate and project. No signature/date required. The email is a binding contract between the client and PRECISION WINDOWS.

Window Treatments. Precision Windows is not responsible for any damage caused to window treatments. Customer should remove any window treatments including but not limited to: decorative coverings, blinds, curtains, etc. prior to window installation to avoid any possible damage. We do our best to prevent any damage but often times age of treatments and or inadvertent damage during installation of new window glass is unavoidable. Customer is solely responsible for any damage and/or costs incurred. If shutter removal is required customer is responsible for all costs related to removing and reinstalling shutters.

Exterior Grids. Precision Windows is not responsible for any damage caused to exterior grids during removal or replacement as required to replace glass.

Landscaping, Plantings, Shrubbery, Trees Precision Windows is not responsible for any damage caused to landscaping, decorative plantings, shrubbery or trees. Access to windows is required in order to perform work on the home. We will make every attempt to prevent any damage but often times coming into contact is unavoidable. It is recommended that customers clear access prior to the start of work. Customer is solely responsible for any damage and/or costs incurred.

Water Intrusion. Precision Windows is not responsible for any damage caused by water intrusion. Water intrusion is normally caused by the sealant between the window frame and the brick. If customer requests Precision Windows to inspect and it is determined that this is the case and not caused by the sealant of the glass in the frame there will be a \$50 service call for the inspection.

Rescheduling of Installation. We do our best to provide an acceptable install date and time. We also call the day prior to your scheduled installation to confirm. There are times that we will have to reschedule your work date and /or

time due to weather and other factors that are out of our control. Precision Windows is not liable for any costs incurred, material or otherwise that may arise due to a need to reschedule your work for any reason.

Access Access to the work locations is required and is the responsibility of the customer. This includes removing interior and exterior obstructions such as furniture, decorative window treatments, blinds and landscaping and/or any other items that limit access. We do our best to avoid contact with but are not responsible for any damage to items that are obstructing access. Specific to landscaping customers must move, prune back or have someone available to assist technicians in gaining access to the work areas.

Limitations and Exclusions. Normal wear and tear, aging, weathering, or corrosion; lack of product maintenance, misuse, or abuse; interior moisture or condensation. Normal weathering includes the gradual fading, chalking, or darkening of any colored surface. Variances in the finished color of Low-E glass products. • Glass breakage; glass blemishes, scratches, or other imperfections allowable for standard B grade glass under applicable ASTM standards; or reflection of solar energy (sunlight) off of the Product. • Alterations or modifications of the Product or components, application of tints or films, caulk, or paint finishes; installation of security systems or window coverings; or sources of undue stress, pressure, water, heat, or cold. • Power washing or the use of harsh chemicals such as brick wash, acids, salts, abrasive cleaners, or solvents; Acts of God, or any other condition or cause beyond Precision Windows control.

Stucco Exclusion Precision Windows is not responsible for damage to exterior stucco. We take every precaution possible to prevent damage but stucco in particular is very soft and prone to damage easily in our hot climate. Any damage caused to stucco during replacement or repair of the windows is not covered by us. Homeowner is responsible for all costs related to repair or replacement of stucco finish.

Estimate

**LEWISVILLE
GLASS & MIRROR**

502 E. Purnell Rd., Suite #102 Lewisville, TX 75057
(972) 436-4179 • Fax (972) 420-7978
lewisville.glass@verizon.net

ADDRESS
DOUBLE OAK TOWN HALL
320 WAKETON RD
DOUBLE OAK, TX 75077
972-539-9464
214-448-9337

SHIP TO
DOUBLE OAK TOWN HALL
320 WAKETON RD
DOUBLE OAK, TX 75077
972-539-9464

ESTIMATE #	DATE
1103	07/11/2019

ACTIVITY	QTY	RATE	AMOUNT
FOR SUPPLY AND INSTALLATION OF: INSULATED UNIT	1	1,292.00	1,292.00
2- 34 X 64 1/4 CLEAR UNIT W/ BARS			
6- 34 X 40 1/4 CLEAR UNIT W/ BARS			

TOTAL **\$1,292.00**

Accepted By

Accepted Date

Profit & Loss Budget vs. Actual

October 2018 through September 2019

07/12/19

	Oct '18 - Jul 12'19	Budget	\$ Over Budget	2019-2020 Proposed Budget .2300
Ordinary Income/Expense				
Income				
400000 · Tax Revenue				
401101 · Current Property Taxes-M & O	1,083,466.15	1,100,000.00	-16,533.85	1,174,000.00
401201 · Penalty & Interest	3,694.03	2,500.00	1,194.03	2,500.00
401301 · Prior Year Property Taxes	4,340.91	2,000.00	2,340.91	2,000.00
401315 · Sales Taxes	276,571.22	320,000.00	-43,428.78	350,000.00
401601 · Franchise-Cross Timbers Water	15,406.08	20,000.00	-4,593.92	15,000.00
401701 · Franchise-Cable TV	34,134.17	49,000.00	-14,865.83	49,000.00
401801 · Franchise-Electric	97,892.25	90,000.00	7,892.25	93,000.00
401805 · Franchise-Garbage	6,242.12	12,000.00	-5,757.88	12,000.00
401811 · Franchise-Gas	13,403.31	10,000.00	3,403.31	12,000.00
401901 · Franchise-Telephone	17,706.47	25,000.00	-7,293.53	5,000.00
401912 · Prior Year Carry Over	0.00	0.00	0.00	0.00
Total 400000 · Tax Revenue	1,552,856.71	1,630,500.00	-77,643.29	1,714,500.00
420000 · Fines and Forfeitures				
420101 · Court Fines	75,122.73	110,000.00	-34,877.27	115,000.00
420112 · Court Fees	6,673.11	10,000.00	-3,326.89	15,000.00
420113 · Court Forfeitures	0.00	0.00	0.00	0.00
Total 420000 · Fines and Forfeitures	81,795.84	120,000.00	-38,204.16	130,000.00
430000 · Licenses and Permits				
430101 · Fences	1,020.00	1,275.00	-255.00	1,275.00
430102 · Commercial Buildings	6,691.00	0.00	6,691.00	0.00
430103 · Oil and Gas Drilling	0.00	0.00	0.00	0.00
430201 · New Homes	4,886.75	4,000.00	886.75	4,000.00
430202 · Erosion Control	0.00	1,650.00	-1,650.00	1,650.00
430301 · Misc Construction	12,569.00	12,000.00	569.00	12,000.00
430401 · Roofs	170.00	1,530.00	-1,360.00	850.00
430501 · Septic Systems	11,445.00	3,500.00	7,945.00	3,500.00
430601 · Sprinkler Systems	425.00	600.00	-175.00	600.00
430701 · Swimming Pools	3,450.00	1,625.00	1,825.00	1,625.00
430801 · Water Wells	0.00	0.00	0.00	0.00
430901 · Plats and Subdivision Fees	250.00	0.00	250.00	0.00
Total 430000 · Licenses and Permits	40,906.75	26,180.00	14,726.75	25,500.00
440000 · Other Revenue				
440101 · Administration Fees	886.03	1,500.00	-613.97	1,500.00
440102 · Animal Control Fees	20.00	50.00	-30.00	50.00
440103 · Building Contributions	0.00	0.00	0.00	0.00
440150 · FEMA Revenue	0.00	0.00	0.00	0.00
440160 · Capital Lease Proceeds	0.00	0.00	0.00	0.00
440201 · Interest Income	5,589.71	5,100.00	489.71	5,100.00
440203 · Police Dept. Contracts	0.00	0.00	0.00	0.00
440205 · Police Dept. Contributions	0.00	0.00	0.00	0.00
440206 · Police Training Grants	0.00	0.00	0.00	0.00
440210 · Police State Training Funds	0.00	0.00	0.00	0.00
440700 · Insurance Proceeds	0.00	0.00	0.00	0.00
Total 440000 · Other Revenue	6,495.74	6,650.00	-154.26	6,650.00

Profit & Loss Budget vs. Actual

October 2018 through September 2019

07/12/19

	Oct '18 - Jul 12'19	Budget	\$ Over Budget	2019-2020 Proposed Budget .2300
440300 · Charges for Services				
440301 · Lien Release	0.00	0.00	0.00	0.00
440401 · Lot Mowing Fees	0.00	0.00	0.00	0.00
440501 · Misc. Income	372.92	500.00	-127.08	500.00
440601 · Sewage Service	14,065.02	24,000.00	-9,934.98	24,000.00
440701 · Town Hall Rental Fees	0.00	0.00	0.00	0.00
Total 440300 · Charges for Services	14,437.94	24,500.00	-10,062.06	24,500.00
440400 · Park Funds				
440401A · Gazebo Funds	0.00	0.00	0.00	0.00
Total 440400 · Park Funds	0.00	0.00	0.00	0.00
440500 · Carry Over from previous year	0.00	0.00	0.00	0.00
Total Income	1,696,492.98	1,807,830.00	-111,337.02	1,901,150.00
Gross Profit	1,696,492.98	1,807,830.00	-111,337.02	1,901,150.00
Expense				
510000 · Town Administration				
521000 · Town Salary Adjustments	0.00	0.00	0.00	0.00
521012 · Attorney Fees	20,008.66	30,000.00	-9,991.34	30,000.00
521033 · Custodial Services	4,060.03	4,900.00	-839.97	5,200.00
521041 · Denton Central Appraisal Dist	4,899.81	6,350.00	-1,450.19	6,500.00
521050 · Election Expense	0.00	3,500.00	-3,500.00	3,500.00
521051 · Electricity	2,688.55	5,500.00	-2,811.45	5,500.00
521060 · Financial Auditors	9,250.00	9,500.00	-250.00	10,000.00
521070 · Natural Gas	834.02	1,000.00	-165.98	1,000.00
521073 · Printer Copier	6,796.10	6,000.00	796.10	6,500.00
521133 · Ordinance Codification	565.00	1,000.00	-435.00	1,000.00
521160 · Postage	1,091.65	2,750.00	-1,658.35	2,000.00
521200 · Tax Billing Expense	1,190.00	1,200.00	-10.00	1,300.00
521201 · Communications	7,896.81	10,000.00	-2,103.19	10,000.00
521220 · Water	1,254.64	2,300.00	-1,045.36	2,500.00
521230 · Archive System	1,614.00	4,000.00	-2,386.00	4,000.00
530050 · Ambulance Service	29,075.00	29,075.00	0.00	29,075.00
6560 · Payroll Expenses	0.00	0.00	0.00	0.00
Total 510000 · Town Administration	91,224.27	117,075.00	-25,850.73	118,075.00
520000 · Administrative				
521010 · Advertising	101.00	1,200.00	-1,099.00	1,200.00
521020 · Bank Charges	-52.91	100.00	-152.91	100.00
521030 · Cleaning Supplies	0.00	0.00	0.00	0.00
521031 · Computer Supplies/Software	12,906.89	13,000.00	-93.11	13,000.00
521032 · Council Contingency	28,867.12	86,000.00	-57,132.88	103,915.00
521034 · Technology Fund	11,243.92	12,000.00	-756.08	12,000.00
521074 · Meetings	381.93	200.00	181.93	300.00
521075 · Goodwill	697.75	800.00	-102.25	800.00
521076 · Incentive Pay	0.00	0.00	0.00	0.00
521090 · General Liability Insurance	3,609.12	2,333.00	1,276.12	2,500.00
521091 · Health/Dental/Life Insurance	7,268.96	8,000.00	-731.04	10,000.00
521130 · Membership & Dues	450.00	1,500.00	-1,050.00	1,500.00

Profit & Loss Budget vs. Actual

October 2018 through September 2019

07/12/19

	Oct '18 - Jul 12'19	Budget	\$ Over Budget	2019-2020 Proposed Budget .2300
521131 · Car Maintenance-Fuel-Travel	0.00	0.00	0.00	0.00
521150 · Office Supplies	5,018.47	4,000.00	1,018.47	4,000.00
521151 · Other Professional Services	8,618.98	15,000.00	-6,381.02	15,000.00
521153 · Other Supplies	691.98	500.00	191.98	500.00
521161 · Publications & Subscriptions	182.00	300.00	-118.00	300.00
521162 · Printing and Copying	221.00	500.00	-279.00	500.00
521170 · Payroll Taxes - FICA	14,821.21	10,700.00	4,121.21	11,000.00
521172 · TWC Unemployment Insurance	400.78	2,568.00	-2,167.22	2,568.00
521190 · Town Secretary Salary	48,374.95	71,717.00	-23,342.05	72,100.00
521191 · Longevity Pay-Administration	1,765.00	1,765.00	0.00	1,765.00
521192 · Worker's Compensation Ins.	665.28	568.00	97.28	568.00
521194 · Asst Town Secretary Salary	45,398.42	63,386.00	-17,987.58	63,860.00
521195 · Overtime	2,521.26	5,000.00	-2,478.74	5,000.00
521196 · TMRS-Retirement	7,031.26	9,377.00	-2,345.74	9,377.00
521202 · Training Seminars	1,093.36	2,000.00	-906.64	2,000.00
Total 520000 · Administrative	202,277.73	312,514.00	-110,236.27	333,853.00
530000 · Public Works				
521021 · Building Repair/Remodeling	4,716.94	53,000.00	-48,283.06	10,000.00
521025 · Building Expenditures	110.16	2,000.00	-1,889.84	2,000.00
521120 · Lien Filing Expense	0.00	100.00	-100.00	100.00
530025 · Mosquito Control Program	0.00	150.00	-150.00	150.00
530100 · Animal Control Officer	9,341.37	11,600.00	-2,258.63	16,000.00
530101 · Public Works Director Salary	0.00	0.00	0.00	0.00
530102 · Public Works Director TMRS	322.60	0.00	322.60	0.00
530103 · Public Works Director FICA	0.00	0.00	0.00	0.00
530104 · Public Works Director (H/D/L)	0.00	0.00	0.00	0.00
530105 · PW Director (TWC/Unempl Ins)	0.00	0.00	0.00	0.00
530106 · Building Official Overtime	0.00	0.00	0.00	0.00
530110 · Building Inspectors	20,600.00	30,000.00	-9,400.00	35,000.00
530111 · Building Inspectors Phone	0.00	0.00	0.00	0.00
530115 · Code Enforcement	0.00	0.00	0.00	0.00
530116 · Code Enforcement Liab Ins-TML	658.04	523.00	135.04	523.00
530125 · Council Discretionary Fund	0.00	0.00	0.00	0.00
530150 · Grounds Maintenance	4,910.00	7,000.00	-2,090.00	8,000.00
530151 · Grounds Equipment	0.00	0.00	0.00	0.00
530175 · Equipment Repair/Maintenance	0.00	0.00	0.00	0.00
530180 · Minor Equipment	243.96	500.00	-256.04	0.00
530200 · Lot Mowing/Tree Trim Service	6,350.00	8,000.00	-1,650.00	10,000.00
530201 · Public Works Training	85.00	1,500.00	-1,415.00	1,500.00
530202 · Longevity Pay- Public Works	0.00	0.00	0.00	0.00
530203 · Vehicle Payment	0.00	0.00	0.00	0.00
530204 · Vehicle Maintenance	970.70	500.00	470.70	250.00
530205 · Vehicle Fuel	71.26	1,200.00	-1,128.74	250.00
530206 · Uniforms	0.00	0.00	0.00	0.00
530210 · Membership Dues/Licensing	0.00	0.00	0.00	0.00
530230 · Other Professional Services	684.97	6,000.00	-5,315.03	5,000.00
530231 · Other Supplies	454.43	1,500.00	-1,045.57	1,000.00

Profit & Loss Budget vs. Actual

October 2018 through September 2019

07/12/19

	Oct '18 - Jul 12'19	Budget	\$ Over Budget	2019-2020 Proposed Budget .2300
530235 · Printing	107.25	100.00	7.25	100.00
530240 · Postage	24.70	0.00	24.70	0.00
530245 · Computer Support	3,326.00	2,700.00	626.00	1,000.00
530260 · Septic Inspections	3,420.00	5,000.00	-1,580.00	5,000.00
530270 · Sewage Services	15,353.02	24,000.00	-8,646.98	24,000.00
530271 · Vehicle Reimbursement	0.00	0.00	0.00	0.00
530272 · Incentive Pay	0.00	0.00	0.00	0.00
530273 · Worker's Compensation Ins	332.66	0.00	332.66	0.00
530277 · General Liability Insurance	0.00	0.00	0.00	0.00
530280 · Hazardous Waste Disposal	0.00	0.00	0.00	0.00
531020 · Credit Card Convenience Fee	0.00	0.00	0.00	0.00
531201 · Communications-Cell phone	0.00	0.00	0.00	0.00
Total 530000 · Public Works	72,083.06	155,373.00	-83,289.94	119,873.00
540000 · Streets and Drainage				
540019 · Engineering General	24,867.78	35,000.00	-10,132.22	35,000.00
540060 · Crack Seal & Potholes	31,356.69	33,000.00	-1,643.31	30,000.00
540110 · Current Year Road Repairs	28,700.00	70,000.00	-41,300.00	200,000.00
540111 · Prior Year Road Repairs	0.00	0.00	0.00	0.00
540155 · MS4 Stormwater	6,550.58	25,000.00	-18,449.42	5,000.00
540177 · Public Works Projects Costs	0.00	0.00	0.00	0.00
540200 · Sign Repair and Replacement	970.60	3,000.00	-2,029.40	3,000.00
Total 540000 · Streets and Drainage	92,445.65	166,000.00	-73,554.35	273,000.00
550000 · Police Department				
550120 · Capital Equipment (Auto)	-6,275.00	0.00	-6,275.00	17,875.00
550135 · Computer Equip/Supplies/SW Main	23,631.40	45,000.00	-21,368.60	26,500.00
550140 · Equipment Repair & Maintenance	529.45	1,200.00	-670.55	1,200.00
550145 · Health/Dental/Life Insurance	88,264.78	121,000.00	-32,735.22	111,169.00
550219 · Membership Dues	557.09	900.00	-342.91	900.00
550220 · Minor Equipment	617.01	1,600.00	-982.99	1,600.00
550240 · Office Supplies	233.87	500.00	-266.13	500.00
550248 · Publications	177.93	300.00	-122.07	300.00
550249 · External Contracts	5,296.65	6,000.00	-703.35	6,000.00
550250 · Postage	0.00	0.00	0.00	0.00
550251 · Printing	178.59	300.00	-121.41	300.00
550252 · Police Chief Salary	65,920.00	85,696.00	-19,776.00	87,410.00
550253 · Police Lt. Salary	57,461.60	74,701.00	-17,239.40	79,184.00
550254 · Police Officers' Salary	252,675.20	328,600.00	-75,924.80	327,143.00
550255 · Administrative Assistant PD	0.00	0.00	0.00	0.00
550257 · Police Department Overtime	1,531.26	7,000.00	-5,468.74	5,000.00
550261 · Criminal Investigations	595.75	1,000.00	-404.25	1,000.00
550262 · General Liability Insurance	10,748.10	8,998.00	1,750.10	8,998.00
550263 · TWC Unemployment Ins	0.00	0.00	0.00	0.00
550264 · Incentive Pay	7,122.60	8,100.00	-977.40	8,700.00
550271 · Salaries Benefits - FICA	21,794.66	38,830.00	-17,035.34	39,036.00
550275 · Salaries Benefits - TMRS	25,408.58	34,718.00	-9,309.42	28,882.00
550276 · Human Resources	75.00	1,500.00	-1,425.00	1,500.00
550277 · Longevity Pay	3,395.00	3,475.00	-80.00	3,100.00

Profit & Loss Budget vs. Actual

October 2018 through September 2019

07/12/19

	Oct '18 - Jul 12'19	Budget	\$ Over Budget	2019-2020 Proposed Budget .2300
550278 · Worker's Compensation Ins	13,305.58	14,429.00	-1,123.42	14,429.00
550280 · Communications	15,013.51	14,000.00	1,013.51	14,000.00
550281 · Training	4,039.57	3,500.00	539.57	7,100.00
550286 · Training Ammo	918.63	2,500.00	-1,581.37	2,500.00
550290 · Uniforms	6,603.17	4,500.00	2,103.17	5,000.00
550291 · Patrol Equipment	4,313.00	4,000.00	313.00	7,165.00
550292 · Community Programs	268.82	900.00	-631.18	900.00
550293 · Traffic Management	0.00	300.00	-300.00	300.00
550294 · Evidence Room Supplies	310.75	500.00	-189.25	500.00
550295 · Goodwill	350.00	900.00	-550.00	900.00
550300 · Vehicle Fuel	11,168.24	20,000.00	-8,831.76	20,000.00
550400 · Vehicle Repair & Maintenance	6,731.78	15,000.00	-8,268.22	15,000.00
Total 550000 · Police Department	622,962.57	849,947.00	-226,984.43	844,091.00
560000 · Municipal Court				
560010 · Judges Services	4,300.00	7,200.00	-2,900.00	7,200.00
560015 · Jury Services	0.00	240.00	-240.00	240.00
560018 · Jail Services	0.00	0.00	0.00	0.00
560020 · Prosecuting Attorney	5,442.75	10,000.00	-4,557.25	10,000.00
560025 · Other Professional Services	0.00	400.00	-400.00	400.00
560026 · Court Clerk - Salary	42,435.66	49,263.00	-6,827.34	54,600.00
560027 · Court Clerk- FICA	2,794.10	4,250.00	-1,455.90	4,250.00
560028 · Court Clerk - TMRS	3,239.79	3,745.00	-505.21	3,745.00
560029 · Court Clerk Ins (H/D/L)	5,418.77	8,000.00	-2,581.23	8,000.00
560030 · Court Clerk - Longevity	295.00	295.00	0.00	295.00
560031 · Overtime	3,505.05	6,000.00	-2,494.95	6,000.00
560035 · Court Supplies, Equip & S/W Main	2,081.44	3,000.00	-918.56	3,000.00
560055 · Membership Dues	0.00	120.00	-120.00	120.00
560076 · Incentive Pay	1,153.80	1,500.00	-346.20	1,500.00
Total 560000 · Municipal Court	70,666.36	94,013.00	-23,346.64	99,350.00
570000 · Double Oak Vol. Fire Department				
570010 · DOVFD Capital Equip Contributio	0.00	0.00	0.00	0.00
570020 · DOVFD Operations Contribution	78,750.00	105,000.00	-26,250.00	105,000.00
570021 · General Liability Insurance	7,457.92	5,460.00	1,997.92	5,460.00
570022 · Worker's Compensation Ins	2,328.50	2,448.00	-119.50	2,448.00
Total 570000 · Double Oak Vol. Fire Departme	88,536.42	112,908.00	-24,371.58	112,908.00
Total Expense	1,240,196.06	1,807,830.00	-567,633.94	1,901,150.00
Net Ordinary Income	456,296.92	0.00	456,296.92	0.00
Net Income	456,296.92	0.00	456,296.92	0.00



July 2019 Budget Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 <i>Council Meeting discuss Budget / Tax Rate</i>	16	17	18	19	20
21	22	23	24	25 <i>Receive Certified Tax Roll</i>	26	27
28	29	30	31			



August 2019 Budget Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <i>Post agenda</i>	3
4	5 <i><u>COUNCIL</u> Budget Workshop</i>	6	7	8	9	10
11	12	13	14	15	16 <i>Post agenda</i> File Budget with Town Secretary	17
18	19 <i><u>COUNCIL</u> Record vote, set public hearing on tax increase</i>	20 <i>Tax rate & budget notice to paper</i>	21	22	23	24
25 <i>Publish tax rate & budget</i>	26	27	28	29	30 <i>Post agenda</i>	31



September 2019 Budget Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <u>Labor Day</u>	3 <u>COUNCIL</u> 1st public hearing on Proposed budget & tax increase	4	5	6	7
8	9	10	11	12	13 <i>Post agenda</i>	14
15	16 <u>COUNCIL</u> 2nd public hearing on tax increase	17	18	19	20 <i>Post agenda</i>	21
22	23 <u>Special Council</u> Adopt Budget & tax rate	24	25	26	27	28
29	30					