

DOUBLE OAK TOWN COUNCIL
PUBLIC NOTICE
320 WAKETON ROAD
March 16, 2020
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 amendment to minutes of January 21, 2020
2. Consideration and action on minutes of February 3, 2020
3. Discussion, consideration and action on work order authorization agreement with Halff & Associates to prepare the TCEQ MS4 Annual Report (Year 1) FY 2020

IV. Mayor, Council Members and Staff reports:

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

V. New business agenda (consideration and action):

9. Discussion, consideration and action on the certification of unopposed candidates by the Town Secretary

Presentation:

Eileen Kennedy, Town Secretary

10. Discussion, consideration and action on an ordinance canceling a general election to be held on May 2, 2020 for the purpose of electing three town council members, and ordering a special election to elect one council member to fill a vacancy in office to serve for the remainder of the unexpired term of office.

Presentation: Eileen Kennedy, Town Secretary

11. Update on Waketon Road widening improvement project

Presentation: Halff Engineering

12. Discussion, consideration and action on March 2020 year-to-date financial report.

Presentation: Billie Garrett, Town Treasurer

13. Discussion on quote for audio-video improvements at Town Hall.

Presentation: Brian Shults, Administrative Clerk

14. Citizens comments

15. Council – staff announcements and comments:

- Town Secretary Eileen Kennedy celebrated her 14th anniversary with the town on March 15th.
- DOWC Casino Night fundraiser is Saturday, March 28th, 7:00 p.m.-10:00 p.m. at the DOVFD Fire Station.
- DOWC Pancake Breakfast and Easter Egg Hunt Saturday, April 4th, 9:00 a.m.-11:00 a.m., Easter Egg Hunt 10:30 a.m.

16. 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 March at 4:00 p.m.

Eileen Kennedy

Town Secretary

PUBLIC PARTICIPATION

If you wish to address the Council, please sign the "CITIZENS WHO WISH TO SPEAK TO THE TOWN COUNCIL" sheet before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Council during the Citizen Comments portion of the meeting or when the item is considered by the Town Council.

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.

AMENDED

STATE OF TEXAS
COUNTY OF DENTON
TOWN OF DOUBLE OAK

The Double Oak Town Council met in a regular session at 7:00 p.m. January 21, 2020 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
Billie Garrett	Council Member
Von Beougher	Council Member

Also, in attendance were Town Secretary Eileen Kennedy, Administration Town Clerk Brian Shults and Police Chief Derrick Watson.

Mayor Donnelly called the meeting to order at 7:01 p.m.

Mayor Pro-Tem Whisenhunt gave the invocation and Council member Nelson led the pledge of allegiance to the American and Texas flags.

II. Citizens comments

None

III. Consent Agenda

1. Consideration and action on an invoice from ASC in the amount of \$7,252.38 for the balance on the outdoor weather siren located at DOVFD.

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

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

MOTION PASSED

IV. Mayor, Council Members and Staff reports:

2. Mayor and Council

Mayor Donnelly recognized Council member Von Beougher and his company, McAdams, for being featured in the *Cross Timbers Gazette*.

Council member Beougher gave a brief history of G&A Consultants and how the McAdams merger with G&A came about.

3. Public Works - Code Enforcement – Animal Control

Mayor Donnelly reported 1-2-Tree would be trimming up trees around town and some of the cost of the trimming along Waketon will be shared with Bridlewood. Mayor Donnelly thanked Gary Garrett for helping with trash pickup around town and filling some potholes.

Animal Control report was included in the agenda packet.

4. Administration

Town Secretary Eileen Kennedy reported a pre con meeting was held on the retail center and a building permit has been issued.

5. Public Safety

DOVFD-Chief Scott Whisenhunt reported a record number of calls in 2019, 198 calls.

DOPD-None

6. Road and Drainage Committee

A Roads & Drainage meeting will be held in February or March

V. New business agenda (consideration and action):

7. Discussion, consideration and action on Solid Waste Collection Agreement between the Town and Republic Services.

Jeri Harwell, Republic Services discussed the contract proposal and looking to renew on October 1, 2020. Ms. Harwell pointed out that penalty language was left out of the draft contract. Ms. Harwell also mentioned they would be increasing the number of free hauls during the year and the rate level would remain at the current level. Mayor Donnelly commented that the town attorney, David Berman, has given his approval of the contract.

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

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

MOTION PASSED

8. Discussion, consideration and action on an ordinance ordering a General Election to be held on May 2, 2020 for the purpose of electing three Town Council members and ordering a Special Election to elect one Town Council member to fill a vacancy in office and to serve a one-year term for the remainder of the unexpired term of office.

Motion Beougher, second Nelson to approve the contract with Republic Services contingent upon the town's attorney approval after adding penalty language and the senior discount and authorize the Mayor to sign.

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

MOTION PASSED

9. Discussion, consideration and action on approving revised town zoning map.

Motion Nelson, second Garrett to approve the revised town zoning map* as presented.

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

MOTION PASSED

10. Discussion, consideration and action on website design and hosting.

Administrative Town Clerk Brian Shults talked about the necessity of a new website and discussed the advantages of going with a third party instead of in-house. Brian recommended CivicPlus and noted that several of the surrounding towns used them for their websites. The general consensus of the Council is to go with Civic Plus. No action was taken, and the Mayor asked for action at the next council meeting, February 3.

11. Discussion, consideration and action on authorizing the purchase of a new police vehicle and associated equipment.

Police Chief Watson distributed quotes for a new police vehicle plus equipment*.

*copy attached and made a part of these minutes

Motion Beougher, second Nelson to approve the purchase of a new police vehicle plus equipment in an amount not to exceed \$48,000.

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

MOTION PASSED

12. Discussion, consideration and action on first quarter 2019-2020 financials

Town Secretary Eileen Kennedy and Town Treasurer Billie Garrett asked the council for questions regarding the 1st quarter financials. There were none.

Motion Dent, second Nelson to accept the 1st quarter 2019-2020 financial report as presented in the agenda packet.

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

MOTION PASSED

13. Discussion, consideration and action on an Interlocal Cooperative Agreement (ICA) between the Town of Double Oak and the Town of Flower Mound for the Waketon Road Improvement Project.

Steve Templer, Halff & Associates emailed earlier in the day an explanation of ICA* between Denton County and the Town. Mayor Donnelly commented that the Town may have to \$10-\$15K for prescriptive right of ways.

No action taken.

14. Discussion, consideration and action on audio and visual improvements for Double Oak Town Hall.

Administrative Town Clerk Brian Shults went over the information that was included in the agenda packet.

No action taken.

15. Citizens comments

None

*copy attached and made a part of these minutes

16. Council – staff announcements and comments:

- Lynn Jones celebrated her 6-year anniversary with Double Oak on January 20
- May 2, 2020 municipal election day

Terms expiring are: Council Members Anita Nelson, Joe Dent, Billie Garrett and Von Beougher

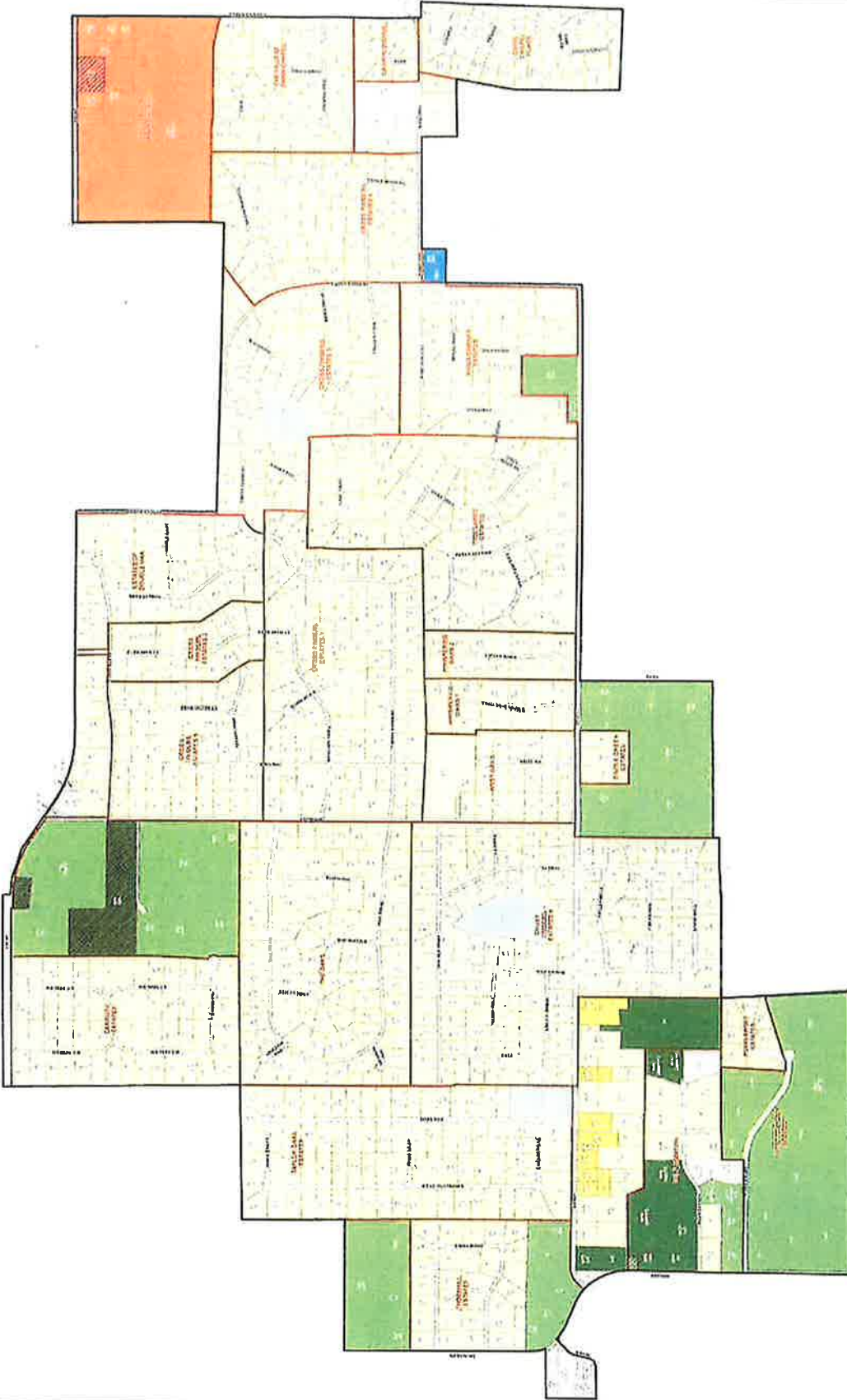
First day to file for a place on the ballot was January 15, 2020
Last day to file is February 14, 2020

16. Adjournment

With no further business to come before Council, Whisenhunt motion, Beougher second, the meeting adjourned at 8:54 p.m.

Town Secretary

Mayor



new Draft



Disclaimer
 These data are to be used for general information only. The accuracy of any data is not guaranteed. The user assumes all responsibility for the use of the data. The user agrees to hold the Town of Double Oak harmless from any and all claims, damages, or liabilities, including reasonable attorneys' fees, arising from the use of the data.

TOWN OF DOUBLE OAK Zoning January 2020

- City Limit
- Station
- Address
- Lot Number
- "R1" - Rural Estates
- "SR" - Single Family
- "B" - Business District
- "S1" - Specific Use Permit
- "C" - Unknown
- "AG-1" - Agriculture 1
- "AG-2" - Agriculture 2
- "C" - Cmc
- "C" - Unknown



DODGE CITY

GRAB LIFE!!

321 NORTH CENTRAL SUITE# 240
MCKINNEY, TX. 75070
PHONE : 972-569-9650



QUOTE

DATE: 10/21/2019

INVOICE #

Bill To:

DOUBLE OAK

Ship To:

Comments or Special Instructions:

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	STATE ORDER #	TERMS
JEFF Y			Best Way		
QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
1	2020 DODGE DURANGO PURSUIT			\$30,886.00	\$30,886.00
1	BLACK LEFT SPOT LIGHT			\$550.00	\$550.00
1	SPARE TIRE			\$0.00	\$0.00
1	BLACK VINYL FLOOR COVERING			\$675.00	\$675.00
1	HEAVY DUTY CLOTH SEATS			\$0.00	\$0.00
				SUBTOTAL	\$ 32,111.00
				TAX RATE	0.00%
				SALES TAX	-
				SHIPPING AND HANDLING	150.00
				TOTAL	\$ 32,261.00

DODGE CITY

GRAB LIFE!!

321 NORTH CENTRAL SUITE# 240
MCKINNEY, TX. 75070
PHONE : 972-569-9650



QUOTE

DATE: 9/26/2019

INVOICE #

Bill To:

Ship To:

SCOTT BEAL

Dana Safety Supply, Inc.
4809 Koger Blvd.
Greensboro, NC 27407

Comments or Special Instructions:

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	STATE ORDER #	TERMS
JEFF Y			Best Way		
QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
1	2020 DODGE DURANGO AWD PURSUIT V-8			\$31,009.00	\$31,009.00
1	BLACK LEFT SPOT LIGHT			\$550.00	\$550.00
1	SPARE TIRE			\$0.00	\$0.00
1	VIYNL FLOOR COVERING			\$725.00	\$725.00
1	HEAVY DUTY CLOTH FRONT AND REAR SEATS			\$0.00	\$0.00

Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	302373-C
Customer No.	MISC

Bill To

DOUBLE OAK POLICE DEPT,
 320 WAKETON RD
 DOUBLE OAK, TX 75077
 USA

Ship To

Contact: LT. RUBEN RIVAS

Telephone: 972-434-5500

E-mail: RUBEN.RIVAS@DOUBLE-OAK.COM

Contact:

Telephone:

E-mail:

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
08/26/19	GROUND		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By	Resale Number	
Scott Beal			Scott Beal Forth Worth	Lt. Ruben Rivas		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
0	0	N	INFO BUYBOARD CONTRACT 524-17 Warehouse: DROP Vin #:		0.0000	0.00
1	1	Y	TINT Vehicle Window Tint Per Customers Specs - TWO FRONT Warehouse: DROP Vin #:		85.0000	85.00
1	1	Y	CCSRN3 WHELEN REMOTE SIREN & 18-BUTTON CONTROL SYSTEM Warehouse: DROP Vin #: REPLACES CCSRN2 CENCOM GOLD SIREN/SWITCH (DISCONTINUED) INCLUDES: AMP/RELAY MODULE, CONTROL HEAD, MIC, 20' MICROPHONE EXTENSION AND CABLES *****		872.5000	872.50
1	1	Y	SAK54 WEC SA315P SPEAKER BRACKET - 2013+ DURANGO Warehouse: DROP Vin #:		25.6300	25.63
10	10	Y	TLI2J WEC ION T-SERIES LINEAR DUO R/B Warehouse: DROP Vin #: MOUNTED TO UPPER CENTER GRILL, IN SMALL GRILL OPENING ABOVE FOG LAMP, CARGO WINDOWS, LICENSE PLATE, REAR HATCH EDGES - TWO FACING REAR AND TWO FACING SIDES		103.6200	1,036.20

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Contact: LT. RUBEN RIVAS
Telephone: 972-434-5500

E-mail: RUBEN.RIVAS@DOUBLE-OAK.COM

Contact:
Telephone:

E-mail:

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method
08/26/19	GROUND		QUOTED FREIGHT		NET30
Entered By			Salesperson	Ordered By	Resale Number
Scott Beal			Scott Beal Forth Worth	Lt. Ruben Rivas	
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	Y	TIONBKT1 WEC ION T-SERIES UNIVERSAL MOUNTING BRACKET Warehouse: DROP Vin #:	14.0000	28.00
1	1	Y	CARGO WINDOW T-IONS TIONBKT2 WEC UNIVERSAL ADJUSTABLE T-ION LICENSE PLATE BRACKET Warehouse: FTWO Vin #:	23.9400	23.94
1	1	Y	BRACKET WILL MOUNT 2 T-ION HEADS ***** 425-6655 JOTTO, Dodge Durango PPV (2019+) 12" Console Warehouse: DROP Vin #:	373.1200	373.12
1	1	Y	425-3704 JOTTO DUAL INTERNAL CUP HOLDER Warehouse: DROP Vin #:	36.3700	36.37
1	1	Y	425-6260 JOTTO SIDE MOUNTED CONSOLE ARM REST Warehouse: DROP Vin #:	44.8800	44.88
1	1	Y	425-6164 JOTTO DOUBLE CIGAR OUTLET W/ USB OUTLETS Warehouse: DROP Vin #:	67.6700	67.67

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
08/26/19	GROUND		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By	Resale Number	
Scott Beal			Scott Beal Forth Worth	Lt. Ruben Rivas		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	425-6295 JD EQUIPMENT BRACKET FOR CONSOLE Warehouse: DROP Vin #:		0.0000	0.00
1	1	Y	425-6101 JOTTO FACEPLATE WEC CENCOM Warehouse: DROP Vin #:		0.0000	0.00
2	2	Y	C-MCB HAV CONSOLE MICROPHONE CLIP BRACKET Warehouse: DROP Vin #:		24.9500	49.90
2	2	Y	EM001 PG EASY MIC MAGNETIC SYSTEM Warehouse: DROP Vin #:		34.9500	69.90
1	1	Y	MISC PRO-GARD PVS4714UINT20A VIPER SHIELD PARTITION Warehouse: DROP Vin #:		2,950.5000	2,950.50
1	1	Y	MISC PRO-GARD S4702UINT200SB SEAT W/ OUTBOARD BELTS Warehouse: DROP Vin #:		1,276.5000	1,276.50
1	1	Y	GVPM4713D-H PRO GARD Vertical Partition Mount Dual Weapon Tri-Lock Warehouse: DROP Vin #:		401.2500	401.25

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Contact:
Telephone:
E-mail:

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
08/26/19	GROUND		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By	Resale Number	
Scott Beal			Scott Beal Forth Worth	Lt. Ruben Rivas		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	FEN-H-2209 FENIEX 12 DIODE HID-A-WAY LED HEAD W/FLSHR Blue/White Warehouse: DROP Vin #:		75.0000	75.00
1	1	Y	PASS. REVERSE LIGHT FEN-H-2209 FENIEX 12 DIODE HID-A-WAY LED HEAD W/FLSHR Red/White Warehouse: DROP Vin #:		75.0000	75.00
1	1	Y	DRIVER REVERSE LIGHT MISC CUSTOMER SUPPLIED EQUIPMENT FOR INSTALLATION Warehouse: DROP Vin #:		0.0000	0.00
1	1	Y	RADAR RADIO WATCHGUARD CAMERA SYSTEM COMPUTER STAND AND DOCK 5025 BLUE SEA 6-CIRCUIT ST BLADE FUSE BLOCK WITH COVER Warehouse: DROP Vin #:		40.0000	40.00
1	1	Y	5026 BLUESEA BLUE SEA 12-CIRCUIT ST BLADE FUSE BLOCK WITH COVER Warehouse: DROP Vin #:		45.0000	45.00

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Ship To

Contact: LT. RUBEN RIVAS
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Contact:
Telephone:
E-mail:

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
08/26/19	GROUND		QUOTED FREIGHT		NET30	
Entered By		Salesperson		Ordered By	Resale Number	
Scott Beal		Scott Beal Forth Worth		Lt. Ruben Rivas		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: DROP Vin #: LOOM, WIRE, HARDWARE, CONNECTORS, ETC *****		125.0000	125.00
1	1	Y	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: DROP Vin #: Approved By: _____ <input type="checkbox"/> Approve All Items & Quantities Quote Good for 30 Days		2,240.0000	2,240.00

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Subtotal	9,941.36
Freight	400.00
Order Total	10,341.36

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Interlocal Cooperation Agreement (ICA) between Denton County and Town of Double Oak

December 29, 2009

Denton County Commissioners Court approved an ICA between Denton County and the Town of Double Oak in the amount of \$192,237.40 for Professional Design Services related to Waketon Road.

April 4, 2017

Denton County Commissioners Court approved an amendment to the original ICA for Waketon Road. This amendment provides contributions from Denton County which shall not exceed \$2,966, 904.87 for the construction of Waketon Road.

Interlocal Cooperation Agreement (ICA) between Town of Double Oak and Town of Flower Mound

Background:

The Town of Double Oak and Flower Mound agreed to bid their Waketon Road improvements together as one package. This will improve the overall mobility of Waketon Road and provide opportunity for lower bids due to economy of scale.

Reason for ICA between the two Towns:

There needs to be an agreement between the Towns since these projects are being bid together as one project. The ICA between the two towns defines the following:

- Flower Mound will manage the construction of the project.
- Each intentity will be responsible for the cost in their portion of the project. This means:
 - o Flower Mound will be responsible for decisions and paying for all items within their project limits.
 - o Double Oak, through Denton County, will be responsible for decisions and paying for all items within their project limits.
 - o Common bid items such as mobilization and traffic control will be split proportionately between the two towns. The ICA states that Double Oak is responsible for 61% of these shared costs. This is based on the ratio of the individual towns cost estimates in respect to the overall project cost.
 - o Neither town will be responsible for the other towns cost.

Next Steps:

The ICA between Double Oak and Flower Mound needs to be executed. Steps to complete this task:

- The Town of Flower Mound has provided comments regarding the ICA. The Town of Flower Mound is in the process of reviewing these comments.
- Halff Associates Inc will set a meeting between the two entities and their legal advisors to further discuss the language in the ICA.
- Once the language has been agreed upon then the ICA is to be brought before Council and voted on.

Anticipated Project Schedule

- Advertisement: March 2020
- Bid: April 2020
- Award: May 2020
- Begin Construction: June 2020

UNAPPROVED-NOT FOR PUBLICATION

STATE OF TEXAS
COUNTY OF DENTON
TOWN OF DOUBLE OAK

The Double Oak Town Council met in a regular session at 7:00 p.m. February 3, 2020 at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

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

Mayor Pro-Tem Scott Whisenhunt was absent. Also, in attendance were Town Secretary Eileen Kennedy, Assistant Town Secretary Lynn Jones, Administration Town Clerk Brian Shults, Police Chief Derrick Watson, Town Attorney David Berman and Town Engineer Brian Haynes.

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

Deputy Mayor Pro-Tem Joe Dent gave the invocation and Council member Billie Garrett led the pledge of allegiance to the American and Texas flags.

II. Citizens comments

None

III. Consent Agenda

1. Consideration and action on minutes of December 16, 2019
2. Consideration and action on minutes of January 21, 2020

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

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

MOTION PASSED

Mayor Pro-Tem Scott Whisenhunt entered the meeting at 7:03 p.m.

IV. Mayor, Council Members and Staff reports:

3. Mayor and Council

None

4. Public Works - Code Enforcement – Animal Control

Mayor Donnelly reported 1-2-Tree lifted up trees along Waketon/Bridlewood, Kings/Lusk, and Kings to McMakin. The shared cost of the trimming along Waketon/Bridlewood went from approx. \$8,000 to \$4,000. Mayor Donnelly commented the partnership meeting with Flower Mound, Halff Associates, and Denton County on the Waketon Road Reconstruction Project went well.

The Mayor complimented Administrative Town Clerk Brian Shults on the good job sending out Code Enforcement letters and receiving great responses from our residents.

5. Administration

Assistant Town Secretary Lynn Jones reported on the Election Law Seminar she attended in Frisco.

6. Public Safety

DOVFD-Chief Scott Whisenhunt reported on an assisted call to a structure fire in Lantana.

DOPD-Police Chief Derrick Watson went over the racial profiling report that was included in the agenda packet.

7. Road and Drainage Committee

A Roads & Drainage meeting is pending.

V. New business agenda (consideration and action):

At this time the Mayor move to item 12. in the agenda order.

12. Discussion, consideration and action on a presentation by Double Oak resident Ashley Hart on honoring military veterans for Memorial Day in the J B Wright Park

Ashley Hart, 6206 Pepperport, wants to honor our veterans on Memorial Day, May 26, 2020 with flags in the Towns park. Ms. Hart passed out a flyer of the Memorial Day Flag Display, May 15th – May 26th, 2020. *

*a copy is attached and made a part of these minutes

Motion Nelson, second Beougher to approve the use of the Town's property, J. B. Wright Park, to display flags honoring veterans May 16th – May 26th, 2020.

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

MOTION PASSED

The Mayor returned to the regular agenda order.

8. Discussion, consideration and action on 2018-2019 audit report

Carl Deaton of Hankins, Eastup, Deaton, Tonn & Seay, the Town's auditor, gave the 2018/2019 fiscal year audit report. The Town remains financially solid.

Motion Whisenhunt, second Nelson to accept the 2018-2019 fiscal year audit report.

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

MOTION PASSED

9. Discussion, consideration and action on an Interlocal Cooperative Agreement (ICA) between the Town of Double Oak and the Town of Flower Mound for the Waketon Road Improvement Project.

Brian Haynes, Halff & Associates, distributed a flow chart* showing how the payment process for the Waketon Road Improvement Project will go. Flower Mound is to administer the project.

Motion Whisenhunt, second Nelson to approve the Interlocal Cooperative Agreement (ICA) between the Town of Double Oak and the Town of Flower Mound for the Waketon Road Improvement Project and authorize the Mayor to sign.

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

MOTION PASSED

The Mayor skipped to agenda items 13, 11.

* a copy is attached and made a part of these minutes

13. Discussion, consideration and action on approval of invoice from Midway Sealcoating & Striping Company in the amount of \$38,758.00 for crack sealing on Shady Oaks Lane, Brown Cliff, Pepperport, Plantation Lane, Kings Road and Oakview.

Motion Nelson, second Beougher to recommend approval of invoice from Midway Sealcoating & Striping Company in the amount of \$38,758.00 for crack sealing on Shady Oaks Lane, Brown Cliff, Pepperport, Plantation Lane, Kings Road and Oakview.

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

MOTION PASSED

11. Discussion, consideration and action on Backup/Fail Over and Disaster Recovery with Cloud Data Storage.

Lee Wise, datamax, gave an overview of the Backup/Fail Over and Disaster Recovery with Cloud Data Storage.

Motion Garrett, second Whisenhunt, to approve the Backup/Fail Over and Disaster Recovery with Cloud Data Storage for a monthly charge of \$1,069 and a one-time charge of \$4,500.

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

MOTION PASSED

The Mayor returned to the regular agenda order.

10. Discussion, consideration and action on an Interlocal Cooperative Contract Failure to Appear (FTA) Program (ICA) between the Town of Double Oak and the Texas Department of Public Safety.

Assistant Town Secretary Lynn Jones explained that when unpaid citations are sent to DPS/Omni holds are placed on defendant's driver licenses.

Motion Garrett, second Dent to approve the Interlocal Cooperative Contract Failure to Appear (FTA) Program (ICA) between the Town of Double Oak and the Texas Department of Public Safety.

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

MOTION PASSED

14. Discussion, consideration and action on approval of CivicPlus as the website developer and host of the Town's website. The first-year investment is \$9,000 with an option to spread all costs over 3 years at \$4,334 per year.

Administrative Town Clerk Brian Shults talked about the necessity of a new website and discussed the advantages of going with a third party instead of in-house.

Motion Whisenhunt, second Beougher to approve CivicPlus as the website developer and host for the Town's website for \$7,000 year one and \$2,000 annually for the next two years.

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

MOTION PASSED

15. Citizens comments

Dave Nelson, 345 Oak Trail, relayed to Council that a lady named Melanie Byrd takes retired flags, washes, folds and gives them to retired veterans with PTSD.

16. Council – staff announcements and comments:

- Town Hall will be closed for the President's Day holiday, Monday, February 17th therefore, the second council meeting in February will be Tuesday, February 18th.
- March 3, 2020 Election Day voting for the 2020 Primary Election will be at Town Hall. The assigned Republican and Democratic party precincts will vote at Town Hall.
- May 2, 2020 municipal election day

17. Adjournment

With no further business to come before Council, Whisenhunt motion, Garrett second, the meeting adjourned at 8:35 p.m.

Town Secretary

Mayor



Memorial Day Flag Display

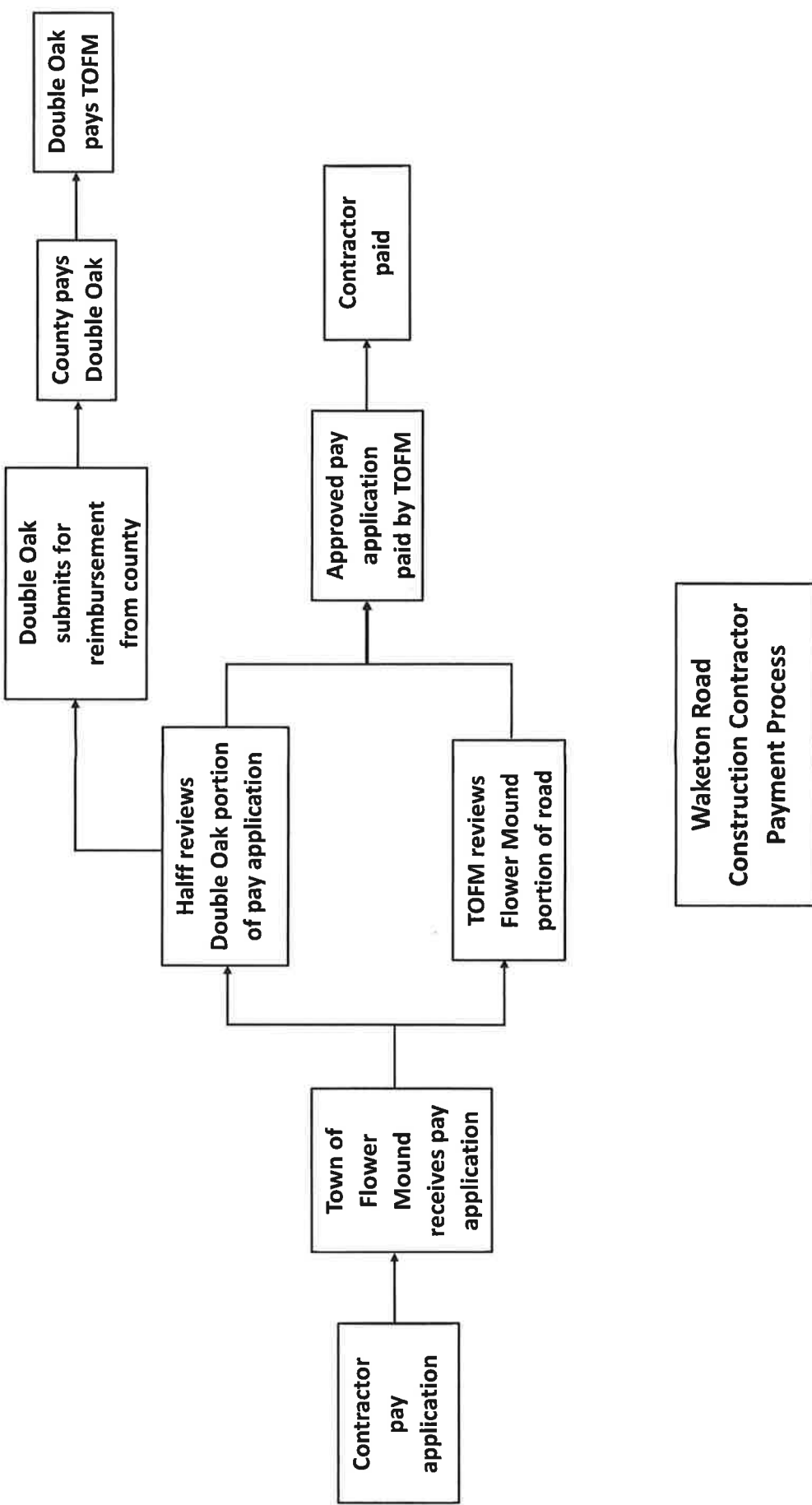
May 16th - May 26th, 2020

Memorial Day is a time to remember and honor the military personnel who made the ultimate sacrifice while serving our country.

As a sincere token of appreciation, Ashley Hart, on behalf of the Town of Double Oak, invites you to participate by placing a flag in honor of your friend, family member, or neighbor at Town Hall during this time.

A national moment of remembrance will take place at 3pm on Monday, May 25th. Refreshments will be served immediately following.

**Contact Ashley Hart by April 30th to reserve your flag.
ashleyhart@kw.com*



**Waketon Road
Construction Contractor
Payment Process**

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

TCEQ MS4 Permit Annual Report (Year 1)
FY 2020 Work Order Authorization
February 14, 2020

Scope of Work:	<p>Halff's proposed services will include assisting the town in the development of a Year 1 Annual Report in compliance with the TCEQ MS4 storm water rules and regulations referred to in draft TPDES General Permit No. TXR040000.</p> <p><u>Year 1 Annual Report</u></p> <ol style="list-style-type: none">1. Gather information from town staff2. Prepare checklist and timeline for following year SWMP implementation3. Provide information for self-training and other training opportunities.4. Prepare and submit Annual Report for submittal to TCEQ.5. This task includes one (1) revision to the Annual Report to be submitted to TCEQ. <p><u>Scope Exclusions:</u></p> <ol style="list-style-type: none">1. Implementation of the SWMP activities. City Staff shall implement the SWMP activities and goals.2. Year 2 annual report assistance to be provided in the future upon written approval from the City.
Deliverables:	<ol style="list-style-type: none">1. Year 1 Annual Report (One revision and re-submittal to TCEQ)
Items Furnished by Town:	<ol style="list-style-type: none">1. To be coordinated during Data Collection task.
Schedule:	Complete and submit to TCEQ by March 31, 2020.

Fees:	<u>Tasks (Authorized to begin work upon signed Work Order):</u>
	Year 1 MS4 Annual Report (FY 2020) <u>\$5,0000.00</u> Total Fee: \$5,000.00 This is a Lump Sum Fee and will be billed monthly based on percent complete. A separate fee will be charged for each future annual report.

Approved:

TOWN OF DOUBLE OAK, TEXAS


Signature

Signature

MIKE DONNELLY

Printed Name

Mayor

Title

02/24/2020

Date _____

MONTHLY REPORT JANUARY 2020

010120: Patrol from 11:20 until 13:20. No Activity.

010220: Patrol from 15:30 until 17:30. No Activity.

010320: Animal in private trap at 125 Ridgebriar. Relocated.

010420: Patrol from 13:10 until 15:10. No Activity.

010620: Reset trap @ 125 Ridgebriar.
Injured wildlife reported 400 block Kings Road (Emergency Call Out).
Impounded & Euthanized.

010720: Patrol from 11:00 until 13:00. No Activity.

010820: Animal in private trap at 125 Ridgebriar. Relocated.

011020: Patrol from 09:00 until 11:00. No Activity.

011120: Patrol from 13:10 until 15:10. No Activity.

011320: Patrol from 10:45 until 12:45.
Owner Surrender Pet @ 121 Oakview Drive. Impounded.

011520: Patrol from 11:30 until 13:30. No Activity.

011720: Patrol from 09:00 until 11:00. No Activity.

012120: Animal in private trap @ 240 McMakin Road. Impounded.

012220: Patrol from 09:00 until 11:00. No activity.

012320: Patrol from 14:15 until 16:15.
Animal in private trap @ 240 McMakin Road. Impounded.

012520: Patrol from 10:15 until 12:15. No Activity.

012920: Patrol from 14:30 until 16:30. No Activity.

013020: Patrol from 09:00 until 11:00. No Activity.

013120: Patrol from 15:45 until 17:45. No Activity.

SUMMARY

Total calls received: 6 By Double Oak residents: 6 Initiated by NTACA: 0
Animals impounded: Dogs: 0 Puppies: 0 Cats: 0 Kittens: 0 Other: 3 Deceased: 0
Verbal Warnings issued: 0 Written Warnings issued: 0 Citations: 0

MONTHLY REPORT FEBRUARY 2020

02/03: Private trap service 6700 Hawk Road. Impounded.

02/06: Patrol from 09:00 until 11:00.
Dead wildlife reported at 306 Highland Court. Removed.

02/07: Patrol from 10:30 until 12:30. No activity.

02/08: Private trap service 240 McMakin Road. Impounded.

02/10: Patrol from 10:15 until 12:15. No activity.

02/12: Patrol from 15:50 until 17:50.
Private trap service 6700 Hawk Road. Impounded.

02/13: Private trap service 240 McMakin Road. Impounded.

02/14: Patrol from 12:30 until 14:30.
Private trap service 240 McMakin Road. Impounded.
Stray dog initiated 231 Cedarcrest Lane. 2XCitation.

02/15: Patrol from 10:00 until 12:00.
Private trap service 240 McMakin Road. Impounded.

02/18: Patrol from 13:30 until 15:30. No activity.

02/23: Rabies exposure investigation @ 105 LaVista Lane. CSO.

02/24: Private trap service 240 McMakin Road. Impounded.

02/25: Patrol from 14:00 until 16:00.
Private trap service 240 McMakin Road. Impounded.

02/26: Private trap service 240 McMakin Road. Impounded.

02/27: Patrol from 15:00 until 17:00.
Private trap service 240 McMakin Road. Impounded.

SUMMARY

Total calls received: 13 By Double Oak residents: 12 Initiated by NTACA: 1
Animals impounded: Dogs: 0 Puppies: 0 Cats: 0 Kittens: 0 Other: 10 Deceased: 2
Verbal Warnings issued: 0 Written Warnings issued: 0 Citations: 2

**CERTIFICATION OF UNOPPOSED
CANDIDATES BY THE TOWN SECRETARY**

**STATE OF TEXAS
COUNTY OF DENTON
TOWN OF DOUBLE OAK**

I, the undersigned, certify that I am the Town Secretary of the Town of Double Oak, Texas, and the authority responsible for preparing the ballot for the May 2, 2020 general and special municipal elections. I further certify that no person has made a declaration of write-in candidacy, and all of the following candidates were unopposed:

<u>Anita Nelson</u>	- Council Member, for a term of two (2) years
<u>Joe Dent</u>	- Council Member, for a term of two (2) years.
<u>Billie Garrett</u>	- Council Member, for a term of two (2) years.
<u>Von Beougher</u>	- Council Member, for a term of one (1) year.

WITNESS MY HAND AND SEAL OF OFFICE in Double Oak, Texas, this **16th** day of **March, 2020.**

Town Secretary
Town of Double Oak, Texas

SEAL:

ORDINANCE NO. 20-_____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF DOUBLE OAK, TEXAS, CANCELING A GENERAL ELECTION TO BE HELD ON MAY 2, 2020 FOR THE PURPOSE OF ELECTING THREE CITY COUNCIL MEMBERS, AND ORDERING A SPECIAL ELECTION TO ELECT ONE COUNCILMEMBER TO FILL A VACANCY IN OFFICE TO SERVE FOR THE REMAINDER OF THE UNEXPIRED TERM OF OFFICE; PROVIDING FOR THE PUBLICATION AND POSTING OF NOTICES; PROVIDING FOR EARLY VOTING; PROVIDING FOR THE APPOINTMENT OF ELECTIONS ADMINISTRATORS AND JUDGES; PROVIDING A SEVERABILITY CLAUSE; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Double Oak, Texas, has heretofore called a general election for May 2, 2020, to elect three council members to the Town Council, and a special election to be held in conjunction with the general election on May 2, 2020, to elect one council member at large to fill a vacancy in office, to serve for the remainder of the unexpired term; and

WHEREAS, no opposed race appears on the ballot; and no candidate's name was placed on a list of write-in candidates for any office under applicable law; and

WHEREAS, the Town Secretary has certified that there are only three candidates for seats on the Town Council and one candidate for the vacant seat on the council and that, therefore, each candidate is unopposed for office: and

WHEREAS, the Town Secretary has delivered a certification to the Town Council certifying that no person has made a declaration of write-in candidacy, and that each candidate on the ballot is unopposed for election to office; and

WHEREAS, under these circumstances, Subchapter C, Chapter 2, Texas Election Code, authorizes the Town Council to declare the candidates elected to office and cancel the election. Now, Therefore

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF DOUBLE OAK, TEXAS:

SECTION 1. That the following candidates, who are unopposed in the May 2, 2020 general town election for Council members, be and are hereby declared elected to office at large and to serve a term of office of two years, and shall be issued certificates of election following the time the election would have been canvassed:

Anita Nelson - Council Member, for a term of two (2) years

Joe Dent - Council Member, for a term of two (2) years.

Billie Garrett - Council Member, for a term of two (2) years.

SECTION 2. That the following candidate, who is unopposed in the May 2, 2020 special town election to fill a vacancy on the Town Council, be and is hereby declared elected to office at large and to serve for one year, being the remainder of the unexpired term of office, and shall be issued a certificate of election following the time the election would have been canvassed:

Von Beougher - Council Member, for a term of one (1) year.

SECTION 3. That the May 2, 2020 general town election and special town election be and are hereby canceled, and the Town Secretary is directed to cause a copy of this ordinance or notice of the cancellation ordered herein to be posted during the periods of early voting by personal appearance and on Election Day at each polling place that would have been used in the election. The Town Secretary is directed to issue a Certificate of Election to each of the above-named members of the Town Council following the time the election would have been canvassed. Each person elected must nevertheless qualify for the office in the manner provided by the Texas Constitution and laws of the State of Texas.

SECTION 4. That it is declared to be the intent of the Town Council that the phrases, clauses, sentences, paragraphs, and section of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of the resolution is declared invalid by the judgment or decree of a court of competent jurisdiction, the invalidity shall not affect any of the remaining

phrases, clauses, sentences, paragraphs, or sections of this ordinance since the Town Council would have enacted them without the invalid portion.

SECTION 5. That this ordinance shall take effect immediately from and upon its final passage, as the law in such cases provides.

DULY ADOPTED by the Town Council of the Town of Double Oak, Texas on the **16th** day of **March, 2020.**

APPROVED:

MAYOR

ATTEST:

TOWN SECRETARY

APPROVED AS TO FORM:

/S/_____
TOWN ATTORNEY

Profit & Loss Budget vs. Actual

October 2019 through September 2020

Accrual Basis

	Oct '19 - Sep ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
400000 · Tax Revenue				
401101 · Current Property Taxes-M & O	1,120,923.14	1,154,156.52	-33,233.38	97.1%
401201 · Penalty & Interest	1,398.70	2,500.00	-1,101.30	55.9%
401301 · Prior Year Property Taxes	1,639.93	2,000.00	-360.07	82.0%
401315 · Sales Taxes	202,263.46	355,000.00	-152,736.54	57.0%
401601 · Franchise-Cross Timbers Water	14,352.84	15,000.00	-647.16	95.7%
401701 · Franchise-Cable TV	22,769.42	49,000.00	-26,230.58	46.5%
401801 · Franchise-Electric	99,282.36	93,000.00	6,282.36	106.8%
401805 · Franchise-Garbage	6,375.12	12,000.00	-5,624.88	53.1%
401811 · Franchise-Gas	15,875.55	12,000.00	3,875.55	132.3%
401901 · Franchise-Telephone	7,780.89	5,000.00	2,780.89	155.6%
Total 400000 · Tax Revenue	1,492,661.41	1,699,656.52	-206,995.11	87.8%
420000 · Fines and Forfeitures				
420101 · Court Fines	53,152.94	110,000.00	-56,847.06	48.3%
420112 · Court Fees	6,156.06	10,000.00	-3,843.94	61.6%
Total 420000 · Fines and Forfeitures	59,309.00	120,000.00	-60,691.00	49.4%
430000 · Licenses and Permits				
430101 · Fences	425.00	1,275.00	-850.00	33.3%
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	8,197.72	12,000.00	-3,802.28	68.3%
430401 · Roofs	340.00	850.00	-510.00	40.0%
430501 · Septic Systems	4,555.00	3,500.00	1,055.00	130.1%
430601 · Sprinkler Systems	255.00	600.00	-345.00	42.5%
430701 · Swimming Pools	325.00	1,625.00	-1,300.00	20.0%
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%
Total 430000 · Licenses and Permits	24,736.72	24,675.00	61.72	100.3%
440000 · Other Revenue				
440101 · Administration Fees	1,499.18	1,500.00	-0.82	99.9%
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	4,147.38	5,100.00	-952.62	81.3%
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%
Total 440000 · Other Revenue	5,656.56	6,650.00	-993.44	85.1%
440300 · Charges for Services				
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	8,665.16	24,000.00	-15,334.84	36.1%
440701 · Town Hall Rental Fees	0.00	0.00	0.00	0.0%
Total 440300 · Charges for Services	8,766.32	24,500.00	-15,713.68	35.9%
440400 · Park Funds				
440401A · Gazebo Funds	0.00	0.00	0.00	0.0%
Total 440400 · Park Funds	0.00	0.00	0.00	0.0%

Profit & Loss Budget vs. Actual

October 2019 through September 2020

Accrual Basis

	Oct '19 - Sep ...	Budget	\$ Over Budget	% of Budget
440500 · Carry Over from previous year	0.00	0.00	0.00	0.0%
Total Income	1,591,150.01	1,875,481.52	-284,331.51	84.8%
Gross Profit	1,591,150.01	1,875,481.52	-284,331.51	84.8%
Expense				
510000 · Town Administration				
521000 · Town Salary Adjustments	0.00	0.00	0.00	0.0%
521012 · Attorney Fees	7,558.70	30,000.00	-22,441.30	25.2%
521033 · Custodial Services	2,539.98	5,500.00	-2,960.02	46.2%
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	1,488.36	5,500.00	-4,011.64	27.1%
521060 · Financial Auditors	9,500.00	9,500.00	0.00	100.0%
521070 · Natural Gas	502.42	1,000.00	-497.58	50.2%
521073 · Printer Copier	2,479.21	5,000.00	-2,520.79	49.6%
521133 · Ordinance Codification	795.00	3,000.00	-2,205.00	26.5%
521160 · Postage	784.47	2,000.00	-1,215.53	39.2%
521200 · Tax Billing Expense	1,193.00	1,300.00	-107.00	91.8%
521201 · Communications	4,170.71	10,500.00	-6,329.29	39.7%
521220 · Water	519.42	2,500.00	-1,980.58	20.8%
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%
Total 510000 · Town Administration	65,896.57	120,075.00	-54,178.43	54.9%
520000 · Administrative				
521010 · Advertising	34.60	1,200.00	-1,165.40	2.9%
521020 · Bank Charges	75.42	100.00	-24.58	75.4%
521030 · Cleaning Supplies	0.00	0.00	0.00	0.0%
521031 · Computer Supplies/Software	11,525.88	13,000.00	-1,474.12	88.7%
521032 · Council Contingency	26,977.13	40,920.52	-13,943.39	65.9%
521034 · Technology Fund	0.00	4,000.00	-4,000.00	0.0%
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	1,623.68	2,164.00	-540.32	75.0%
521091 · Health/Dental/Life Insurance	7,575.28	15,650.00	-8,074.72	48.4%
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	2,002.65	6,000.00	-3,997.35	33.4%
521151 · Other Professional Services	2,064.24	10,000.00	-7,935.76	20.6%
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	6,698.22	11,000.00	-4,301.78	60.9%
521172 · TWC Unemployment Insurance	128.59	2,000.00	-1,871.41	6.4%
521190 · Town Secretary Salary	33,236.28	72,100.00	-38,863.72	46.1%
521191 · Longevity Pay-Administration	1,180.00	1,180.00	0.00	100.0%
521192 · Worker's Compensation Ins.	352.92	1,644.00	-1,291.08	21.5%
521194 · Asst Town Secretary Salary	29,277.42	63,860.00	-34,582.58	45.8%
521195 · Overtime	1,036.14	5,000.00	-3,963.86	20.7%
521196 · TMRS-Retirement	4,719.92	12,500.00	-7,780.08	37.8%
521202 · Training Seminars	351.34	7,000.00	-6,648.66	5.0%
Total 520000 · Administrative	130,356.24	275,218.52	-144,862.28	47.4%

Profit & Loss Budget vs. Actual

Accrual Basis

October 2019 through September 2020

	Oct '19 - Sep ...	Budget	\$ Over Budget	% of Budget
530000 · Public Works				
521021 · Building Repair/Remodeling	1,465.27	10,000.00	-8,534.73	14.7%
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	10,656.25	17,050.00	-6,393.75	62.5%
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	18,000.00	36,000.00	-18,000.00	50.0%
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	331.70	700.00	-368.30	47.4%
530125 · Council Discretionary Fund	0.00	0.00	0.00	0.0%
530150 · Grounds Maintenance	2,803.00	8,000.00	-5,197.00	35.0%
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	5,250.00	11,000.00	-5,750.00	47.7%
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	915.95	500.00	415.95	183.2%
530205 · Vehicle Fuel	661.34	250.00	411.34	264.5%
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	388.68	2,000.00	-1,611.32	19.4%
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	1,729.43	3,000.00	-1,270.57	57.6%
530260 · Septic Inspections	1,690.00	5,000.00	-3,310.00	33.8%
530270 · Sewage Services	9,957.18	24,000.00	-14,042.82	41.5%
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	176.46	0.00	176.46	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%
Total 530000 · Public Works	56,199.16	121,850.00	-65,650.84	46.1%
540000 · Streets and Drainage				
540019 · Engineering General	2,384.19	35,000.00	-32,615.81	6.8%
540060 · Crack Seal & Potholes	38,817.88	35,000.00	3,817.88	110.9%
540110 · Current Year Road Repairs	11,175.00	140,000.00	-128,825.00	8.0%
540111 · Prior Year Road Repairs	0.00	0.00	0.00	0.0%
540155 · MS4 Stormwater	0.00	5,000.00	-5,000.00	0.0%
540177 · Public Works Projects Costs	0.00	0.00	0.00	0.0%
540200 · Sign Repair and Replacement	1,173.59	3,000.00	-1,826.41	39.1%
Total 540000 · Streets and Drainage	53,550.66	218,000.00	-164,449.34	24.6%

Profit & Loss Budget vs. Actual

Accrual Basis

October 2019 through September 2020

	Oct '19 - Sep ...	Budget	\$ Over Budget	% of Budget
550000 - Police Department				
550120 - Capital Equipment (Auto)	16,785.00	58,000.00	-41,215.00	28.9%
550135 - Computer Equip/Supplies/SW Main	15,236.23	26,509.00	-11,272.77	57.5%
550140 - Equipment Repair & Maintenance	661.82	1,200.00	-538.18	55.2%
550145 - Health/Dental/Life Insurance	54,097.19	124,630.00	-70,532.81	43.4%
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	207.79	500.00	-292.21	41.6%
550248 - Publications	359.13	300.00	59.13	119.7%
550249 - External Contracts	1,279.43	6,000.00	-4,720.57	21.3%
550250 - Postage	0.00	0.00	0.00	0.0%
550251 - Printing	236.14	300.00	-63.86	78.7%
550252 - Police Chief Salary	40,309.92	87,410.00	-47,100.08	46.1%
550253 - Police Lt. Salary	35,798.84	77,690.00	-41,891.16	46.1%
550254 - Police Officers' Salary	162,008.36	335,338.00	-173,329.64	48.3%
550255 - Administrative Assistant PD	0.00	0.00	0.00	0.0%
550257 - Police Department Overtime	248.22	5,000.00	-4,751.78	5.0%
550261 - Criminal Investigations	960.00	1,000.00	-40.00	96.0%
550262 - General Liability Insurance	5,417.68	9,225.00	-3,807.32	58.7%
550263 - TWC Unemployment Ins	0.00	0.00	0.00	0.0%
550264 - Incentive Pay	4,528.29	8,700.00	-4,171.71	52.0%
550271 - Salaries Benefits - FICA	16,962.28	39,573.00	-22,610.72	42.9%
550275 - Salaries Benefits - TMRS	16,341.03	51,176.00	-34,834.97	31.9%
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	7,058.40	22,823.00	-15,764.60	30.9%
550280 - Communications	8,038.04	14,000.00	-5,961.96	57.4%
550281 - Training	1,750.00	6,000.00	-4,250.00	29.2%
550286 - Training Ammo	1,135.15	2,500.00	-1,364.85	45.4%
550290 - Uniforms	8,349.00	5,000.00	3,349.00	167.0%
550291 - Patrol Equipment	4,715.66	4,800.00	-84.34	98.2%
550292 - Community Programs	216.95	900.00	-683.05	24.1%
550293 - Traffic Management	0.00	300.00	-300.00	0.0%
550294 - Evidence Room Supplies	0.00	500.00	-500.00	0.0%
550295 - Goodwill	0.00	900.00	-900.00	0.0%
550300 - Vehicle Fuel	5,527.49	17,200.00	-11,672.51	32.1%
550400 - Vehicle Repair & Maintenance	6,330.00	13,500.00	-7,170.00	46.9%
Total 550000 - Police Department	418,756.02	928,074.00	-509,317.98	45.1%
560000 - Municipal Court				
560010 - Judges Services	2,200.00	8,500.00	-6,300.00	25.9%
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	3,228.10	10,000.00	-6,771.90	32.3%
560025 - Other Professional Services	0.00	400.00	-400.00	0.0%
560026 - Court Clerk - Salary	26,483.76	54,600.00	-28,116.24	48.5%
560027 - Court Clerk- FICA	1,992.17	4,800.00	-2,807.83	41.5%
560028 - Court Clerk - TMRS	2,002.92	5,600.00	-3,597.08	35.8%
560029 - Court Clerk Ins (H/D/L)	3,832.93	8,000.00	-4,167.07	47.9%
560030 - Court Clerk - Longevity	725.00	725.00	0.00	100.0%
560031 - Overtime	1,504.79	5,000.00	-3,495.21	30.1%
560035 - Court Supplies, Equip & S/W Main	1,196.17	3,000.00	-1,803.83	39.9%
560055 - Membership Dues	0.00	120.00	-120.00	0.0%
560076 - Incentive Pay	692.28	600.00	92.28	115.4%
Total 560000 - Municipal Court	45,027.21	101,585.00	-56,557.79	44.3%

Profit & Loss Budget vs. Actual

October 2019 through September 2020

	<u>Oct '19 - Sep ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
570000 · Double Oak Vol. Fire Department				
570020 · DOVFD Operations Contribution	25,000.00	100,000.00	-75,000.00	25.0%
570021 · General Liability Insurance	3,759.22	5,435.00	-1,675.78	69.2%
570022 · Worker's Compensation Ins	1,235.20	5,244.00	-4,008.80	23.6%
Total 570000 · Double Oak Vol. Fire Department	<u>29,994.42</u>	<u>110,679.00</u>	<u>-80,684.58</u>	<u>27.1%</u>
Total Expense	<u>799,780.28</u>	<u>1,875,481.52</u>	<u>-1,075,701.24</u>	<u>42.6%</u>
Net Ordinary Income	<u>791,369.73</u>	<u>0.00</u>	<u>791,369.73</u>	<u>100.0%</u>
Net Income	<u>791,369.73</u>	<u>0.00</u>	<u>791,369.73</u>	<u>100.0%</u>

Town of Double Oak
Balance Sheet
As of March 12, 2020

	Mar 12, 20
ASSETS	
Current Assets	
Checking/Savings	
102302 · Independent Bank Money Market	1,466,964.90
102303 · Independent Bank Checking	229,741.19
102304 · Police Leose Training Fund	193.67
102306 · John B. Wright Memorial Fund	551.84
102307 · DO Police Dept Chapter 59	8.56
102400 · Petty Cash	499.21
102450 · DATCU	2,840.44
106101 · Certificate of Deposit	441,815.18
Total Checking/Savings	2,142,614.99
Accounts Receivable	
106100 · Accounts Receivable	32,372.00
Total Accounts Receivable	32,372.00
Other Current Assets	
102500 · Returned Checks Receivable	-282.00
104100 · Bartonville Water Certificate	2,000.00
106150 · Interest Receivable	477.62
106400 · Employee Receivables	2,552.68
106700 · Property Taxes Receivable	8,896.25
106800 · Sales Tax Receiveable	-37,060.01
106900 · Prepaid Costs	10,829.87
Total Other Current Assets	-12,585.59
Total Current Assets	2,162,401.40
TOTAL ASSETS	2,162,401.40
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202000 · Accounts Payable	3,237.11
Total Accounts Payable	3,237.11
Other Current Liabilities	
106300 · Allowance for Uncoll Taxes	8,896.25
200000 · Payroll Liabilities	
201200 · FICA/Medicare Withholding	774.66
201500 · TMRS Payable	1,984.26
202507 · Dependant Health Care Cover...	-1,019.70
202508 · AFLAC Deduction	-74.28
202509 · Child Support Withholding Or...	40.00
202513 · Vision Insurance	172.60
202516 · Dependent Life Insurance	41.64
200000 · Payroll Liabilities - Other	6,221.97
Total 200000 · Payroll Liabilities	8,141.15

Town of Double Oak
Balance Sheet
As of March 12, 2020

	Mar 12, 20
200504 · Town Hall Reservation Deposits	600.00
201250 · Cr Card Fees/Collection Charges	252.35
202250 · Town Hall Renovations	150.00
202501 · Court Fees & Fines Due State	21,560.83
202502 · Technology Fees	8,175.01
202503 · Court Security Fees	11,908.64
202504 · Police LEOSE Training Account	306.26
202506 · Child Safety Fund	809.92
202511 · Omnibase Fees Due	250.84
202512 · Court Collections	9,742.35
203002 · Park Fund Account	200.87
2050000 · Accured Payroll	14,620.96
205555 · Police Grants	347.25
206250 · Sewer System Maintenance	7,443.84
206500 · Police-Chapter 59	8.56
208000 · Golf Tournament	44.85
Total Other Current Liabilities	93,459.93
Total Current Liabilities	96,697.04
Total Liabilities	96,697.04
Equity	
3000 · Fund Balances	680,732.31
3100 · Town Contingency	100,000.00
3200 · Road Contingency	150,000.00
3600 · Street and Drainage Fund	200,000.00
3900 · Retained Earnings	180,662.33
et Income	754,309.72
Total Equity	2,065,704.36
TOTAL LIABILITIES & EQUITY	2,162,401.40

**TOWN OF DOUBLE OAK
CERTIFICATES OF DEPOSIT**

February-20

<u>Denton Area Teachers Credit Union</u>	<u>Acct. No.</u>	<u>Current Balance</u>	<u>Date Opened</u>	<u>Term</u>	<u>Maturity Date</u>	<u>Interest Rate</u>
DATCU	540811	210,482.42	04/16/13	24 mo	12/04/20	2.000%

Independent Bank

<u>(formerly Northstar Bank)</u>	<u>Acct. No.</u>	<u>Current Balance</u>	<u>Date Opened</u>	<u>Term</u>	<u>Maturity Date</u>	<u>Interest Rate</u>
Independent Bank	72217	205,623.09	02/18/11	12 mo	02/18/21	1.650
Independent Bank	72410	25,709.67	04/12/11	12 mo	04/12/20	0.600
		<u>231,332.76</u>				
		441,815.18				



5616 Somerville Dr.
Frisco, TX 75034
contact@dfwavpros.com
dfwavpros.com
469-774-5945

Estimate

For: Double Oak Town Hall
320 Waketon Rd,
Double Oak, TX 75077

Estimate No: 498
Date: 09/24/2019

Description	Quantity	Rate	Amount
Atlona AT-UHD-SW-510W Universal Switcher with Wireless Link	1	\$1,974.99	\$1,974.99
Velocity System 5.5" Touch Panel AT-VTP-550	1	\$1,049.99	\$1,049.99
Atlona AT-VGW-HW3 Control Processor for Velocity Control System	1	\$959.99	\$959.99
Atlona AT-HDVS-210H-TX-WP-KIT 4K HDMI over HDBaseT 2x1 Switch Wall Plate Extender Kit	1	\$1,099.99	\$1,099.99
Atlona AT-GAIN-120 Stereo / Mono Power Amplifier - 120 Watts	1	\$779.99	\$779.99
Atlona AT-UHD-EX-70C-RX 4K Ultra HD HDBaseT Receiver - 230 ft	1	\$249.99	\$249.99
Atlona AT-UHD-EX-70C-KIT 4K/UHD HDMI over HDBaseT TX/RX with Control and PoE	2	\$499.99	\$999.98
Epson PowerLite L615U - Laser Light Engine	2	\$3,499.99	\$6,999.98
Dragonfly Motorized 16:9 Matte White Projection Screen DFM-NTT-120-MW	2	\$1,799.99	\$3,599.98
Episode 800 Commercial Series 70-Volt In-Ceiling Speaker with Tile Bridge & 6" Woofer ECS-800-IC-6	8	\$199.99	\$1,599.92
Strong™ Universal Fine Adjust Projector Mount 50 lbs. Weight Capacity - Black SM-PROJ-XL-BLK	2	\$249.99	\$499.98
Binary B4 Series 4K Ultra HD High Speed HDMI® Cable with Ethernet - 1.5m (5 ft) B4-HD-1.5	7	\$29.99	\$209.93
Sense™ UHF Wireless Condenser Microphone SE-350-WT-HAND	1	\$299.99	\$299.99

Description	Quantity	Rate	Amount
Sense UHF Wireless Microphone Receiver SE-350-WR-1CHD	1	\$499.99	\$499.99
Sense 12" Condenser Gooseneck Microphone - Cardioid SE-300-GM12-C	10	\$249.99	\$2,499.90
Audio Extender over Category	2	\$149.99	\$299.98
Sense Universal XLR Desktop Microphone Base SE-300-DMB-BLK	10	\$99.99	\$999.90
Soundcraft Ui16 Remote-controlled Digital Mixer	1	\$449.99	\$449.99
CLEANBox Pro Dual Channel Level Converter ART-CLEANBOXPRO	1	\$64.99	\$64.99
Audio Interconnects	1	\$49.99	\$49.99
Small Conference Room			
Samsung - 65" Class - LED - 7 Series - 2160p - Smart - 4K UHD TV with HDR Model:UN65RU7100FXZA	1	\$699.99	\$699.99
Strong™ Mount Tilt - 36-80" Displays SM-T-L	1	\$149.99	\$149.99
Binary B4 Series 4K Ultra HD High Speed HDMI® Cable with Ethernet - 4m (13.1 ft) B4-HD-4	1	\$39.99	\$39.99
Wirepath HDMI Keystone Jack Pass-Through - White WP-KEY-HD-WHT	1	\$14.99	\$14.99
Miscellaneous Parts/Hardware	1	\$299.99	\$299.99
Listen Technologies Wi-Fi/RF Base System LCS-120-01 ADA Compliance Kit	1	\$1,499.99	\$1,499.99
Installation:	1	\$4,499.99	\$4,499.99*

*Indicates non-taxable item

Subtotal	\$32,394.37
TAX 0%	\$0.00
Total	\$32,394.37

Total	\$32,394.37
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Atlona AT-UHD-SW-510W.jpg



Atlona AT-VGW-250.jpg



Atlona AT-UHD-CAT-2.jpg



Atlona AT-ANC-108D.jpg



Epson Powerlite L6165U.jpg



Dragon Fly dfm-ntt-mw-c.jpg



Listen Tech LCS-120-01-WiFi-RF-base.png



Atlona AT-HDVS-210H-TX-WP-KIT-1600x742.jpg

