

STATE OF TEXAS
COUNTY OF DENTON
TOWN OF DOUBLE OAK

The Double Oak Town Council met in regular session at 7:00 p.m. November 15, 2021, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

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

Also in attendance were Town Secretary Eileen Kennedy, Assistant Town Secretary Lynn Jones, Administration Town Clerk Brian Shults, and Town Attorney David Berman.

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

Council Member Dent gave the invocation and Deputy Mayor Pro-Tem Nelson lead the pledge of allegiance to the American and Texas flags.

II. Citizen Comments

David Graham, 411 Simmons, publicly apologized for comments he made at the previous council meeting and asked more consideration to be given to the Building Inspector and Public Works contracts.

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 November 1, 2021.

Motion Whisenhunt, second Parsons to approve the minutes of November 1, 2021, as written.

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

Motion Carried

IV. Mayor, Council Members and Staff reports:

2. Mayor and Council – Mayor Beougher was pleased at the Veteran's Day programs he attended.
3. Public Works - Code Enforcement – Animal Control – None
4. Administration – Town Secretary Eileen Kennedy reported October's sale and use tax received was \$52,341.58
5. Public Safety– DOPD-None
DOVFD- Santa run will be on Sunday, December 12.
6. Road and Drainage Committee– Mayor Beougher reported the crack sealing on Thornhill Cir, No. & So. Forest, Kings Road and Meadow Knoll has been completed.

V. New business agenda (consideration and action):

7. Discussion, consideration, and action on Cybersecurity.

Justin Huffaker, Datamax, gave an overview of their proposal for TechCare Enhanced Security Services. *

Motion Parsons, second Nelson to approve the implementation of the TechCare Enhanced Security Services with Datamax in an amount not to exceed \$6,500 with a monthly amount of \$538.93.

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

Motion Carried

8. Discussion, consideration, and action on a contract with Steve Koehler.

Motion Nelson, Garrett second to approve the contract with Steve Koehler as presented.

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

Motion Carried

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

9. Discussion, consideration, and action on a contract with Bill Izor.

Motion Nelson, Parsons second to approve the contract with Bill Izor as presented.

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

Motion Carried

The Mayor adjourned the meeting at 8:18 p.m. into executive session.
The Mayor reopened the meeting at 8:29 p.m. to regular session.

10. Discussion, consideration, and action on a request for approval of a site plan for Braum's located at Lot 5, Block A of the Crossroads Bible Church Addition.

Motion Nelson, second Dent to approve the site plan for Braum's located at Lot 5, Block A of the Crossroads Bible Church Addition.

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

Motion Carried

11. Review of 2020-2021 fiscal year unaudited Financial Report.

No action taken.

12. Discussion, consideration, and action on the report from the Investment Committee.

Motion Whisenhunt, Dent second to accept the Investment report.

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

Motion Carried

13. Discussion, consideration, and action on appointments to the Planning & Zoning Commission.

Motion Garrett, second Parsons to appoint Laura Meilinger as an alternate to the Planning & Zoning Commission.

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

Motion Carried

14. Council – staff announcements and comments:

- DOWC Annual Auction on November 16 benefiting DOVFD
- Town Hall will be closed Thursday, November 25 & 26 for Thanksgiving
- Thanksgiving trash service will shift to Saturday, November 27.
- 11th Annual Turkey Trot, Thursday, November 25.
- Christmas Tree lighting is Monday December 6 at 6:00 pm

15. Adjournment

With no further business to come before the Council, motion Garrett, Parsons second, the meeting was adjourned at 8:45 p.m.

Eileen Kennedy
Eileen Kennedy, Town Secretary

Von Beougher
Von Beougher, Mayor

Datamax Professional Services

PROJECT:
TechCare Enhanced
Security Services Proposal
PREPARED FOR:
Town of Double Oak



FINAL
November 5, 2021

www.datamaxarkansas.com
www.datamextexas.com



Project Charter

Statement of Work

Commence implementation of TechCare enhanced security services. Discuss provisions and limitations of TechCare enhanced security services with client project champion. Implement multi-factor authentication for Windows login, Office 365 login, and SonicWall VPN login, commence social-engineered attack education and reinforcement for the end user community, implement increased protection of Window-based end points, enroll in TechCare University and assign the "Security Green Belt" training curriculum for preliminary security awareness education.

Key Assumptions

- ▶ The security infrastructure that will be supported will include up to 36 Windows-based devices, 22 email accounts, and 24 logins
 - ▽ Changes to the number of devices, email accounts, and employees will be regularly reviewed
- ▶ Datamax will install and configure all applications and accounts
- ▶ Datamax will provide an employee-focused general security presentation, either virtually or in-person, at the commencement of the TechCare enhanced security services
 - ▽ Client will provide a list of all employees including first name, last name, email address, and phone numbers
- ▶ Datamax will be included in the client's onboarding and offboarding process associated with employee hiring and employment terminations
 - ▽ In order for proper enrollment in the TechCare enhanced security service, tickets must be submitted to the TechCare support desk for each new employee hired and for each employee whose employment has been terminated within 24 hours (maximum timeframe)
- ▶ Customization of phishing-prevention campaign will involve discussions with the project champion and the Datamax account manager
- ▶ Unless an exception is granted by Datamax leadership, the first year (12 months) of TechCare enhanced security services require 4 partnership reviews (quarterly) to ensure thorough training and coverage
- ▶ It is understood that the TechCare enhanced security services offering does not provide a guarantee against a potential security breach
 - ▽ TechCare clients should review existing business insurance policies for cybersecurity inclusions, exclusions, and coverage levels to clarify expectations (recovery assistance and funding) in the event of a security breach
 - ▽ Recovery from a security breach is not covered by the TechCare agreement and will require separate funding
- ▶ Work is performed during normal business hours (M-F, 8-5). Work performed during non-business hours will require additional fees
- ▶ Deviations from these Key Assumptions, the Statement of Work, and/or the Project Plan may impact the projected budget



Datamax Professional Services

Project Champion

The Project Champion will have the authority to make decisions regarding any issues that arise during project implementation.

Project Plan

1. Conduct TechCare enhanced security services kick off meeting
 - 1.1. Review client onboarding and offboarding procedures – ensure Datamax involvement and ticket submission expectations
 - 1.2. Acquire and review current employee roster
2. Conduct employee-focused general security best practices training presentation
3. Enroll all employees in TechCare University
 - 3.1. Assign TechCare University “Security Green Belt” security awareness training
4. Configure social-engineered attack education and end-user reinforcement campaign
5. Install additional security software at Windows end points
6. Configure and implement strong password requirements
7. Implement multi-factor authentication
8. Configure external email identification and tagging
9. Review SonicWall firewall and confirm that the Advanced Gateway Security Suite (AGSS) is installed and active
 - 9.1. Implementations of Comprehensive Gateway Security Suite (CGSS) must be upgraded
10. Review data backup infrastructure
 - 10.1. Ensure that the data backup process is configured to occur automatically and at appropriate intervals
 - 10.2. Ensure appropriate data, server, and workstation inclusions
 - 10.3. Ensure that automated data backups exist both locally and offsite (preferably in the cloud)
 - 10.4. If local disaster recovery/business continuity options do not exist (local server virtualization and operation), advise the client of limitations, pros & cons.
11. Incorporate enhanced security reporting in regularly-scheduled partnership review documents

Datamax Professional Services

Investment Detail¹

TechCare Enhanced Security Services

TechCare enhanced security monthly service price includes:

- ▶ General security best practices presentation for employees
- ▶ Employee-focused security education and regular reinforcement
- ▶ Improved login security through the Implementation of multi-factor authentication (MFA) for Windows login, Office 365 login, and SonicWall VPN login
- ▶ Windows end point hardening through the Installation of additional security software at Windows end points
- ▶ External email identification and tagging

TechCare enhanced security services monthly fee \$538.83

TechCare enhanced security services implementation \$6,454.80

Project Commencement

Authorization

As indicated by signing below, Datamax is granted the authority to commence procurement and project implementation activities on behalf of the client. 50% of the professional services investment will be invoiced at project commencement; the remaining 50% will be invoiced at project completion.



Signature of Authority



Date



Print Name



Title



Company

Prices quoted above are good for thirty (30) days from the date of this document. The financial statements included within this proposal do not include federal/state/local taxes and fees. Your statement will include (a) initial non-recurring charges, equipment charges, shipping charges, (b) prorated monthly service charges for new services ordered during the month, (c) next month's monthly service charges in advance, (d) usage charges, federal/state/local taxes, and fees, and (e) other charges where applicable. Shipping charges are subject to change and will be calculated at the time the order is placed.



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connectCare

Connectivity, Installation and Training Support Services for Network-Connected Print Devices and Software Enablers

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In-house Leasing Services and Technology Acquisition Strategies

commCare

Managed Services for Secure Cloud-based Unified Business Communications

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Managed Services for Document Management and Workflow Projects

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Managed IT Infrastructure and Applications in the Cloud

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