

STATE OF TEXAS  
COUNTY OF DENTON  
TOWN OF DOUBLE OAK

The Double Oak Town Council met in regular meeting and budget workshop at 7:00 p.m. September 19, 2022, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Patrick Johnson	Mayor Pro-Tem
Scott Whisenhunt	Council Member
Casey Parsons	Council Member
Jean Hillyer	Council Member

Deputy Mayor Pro Tem Connie Schoenrade was absent. Also in attendance were Town Secretary Eileen Kennedy, Police Chief Ruben Rivas, and Town Attorney David Berman.

Mayor Pro-Tem Johnson called the meeting to order at 7:00 p.m.

Council Member Whisenhunt gave the invocation and Council Member Hillyer led the pledges to the American and Texas flags.

II. Citizens comments

Cynthia Ray, 170 Whistling Duck, showed interest in the open Mayors seat.

Pat Wellen, 140 Forest Park Drive, spoke on the SLFRF.

Allison Hulchanski, 220 Forest Park Drive, spoke on hiring practices helpful in recruiting and hiring employees.

Candy Lamel, 210 Cedarcrest Lane, feels that anyone running for a council seat should take the legal training our Town Attorney provides.

Jill Glover, 170 Double Oak Drive, spoke on the SLFRF. Asked for employees to return money.

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 August 15, 2022.

Motion Hillyer, seconded by Parsons to approve the minutes from August 15, 2022, as presented.

AYE:	Hillyer, Johnson, Parsons Whisenhunt
NAY:	None
ABSTAIN:	None

Motion Carried

IV. Mayor, Council Members and Staff reports:

3. Mayor and Council-Council Member Hillyer reported on several inquiries she had received regarding the tax rates of the Town of Bartonville compared to Double Oak. Ms. Hillyer pointed out that although Bartonville proposes to keep their current tax rate at \$0.173646 which is lower than our No New Revenue Rate of \$0.198067, Bartonville imposes a tax rate from the Denton County Emergency Services District #1 of \$0.093330 which makes their total tax rate \$0.266976.

Mayor Pro Tem Johnson thanked all the residents that signed the petitions going around town.

4. Public Works - Code Enforcement – Animal Control – None

5. Administration – None

6. Public Safety – Peter Malik of the DOVFD presented an overview of the department.\* Police Chief Ruben Rivas announced National Night Out will be Tuesday, October 4<sup>th</sup> from 5:30 p.m. to 7:30 p.m. Chief Rivas also commented the police department has only received one application in two weeks.

7. Road and Drainage Committee – Gary Garrett, 120 Trailing Oaks Drive, reported that scheduling of crack sealing is still being formatted.

V. New business agenda (consideration and action):

8. The Town Council will convene in executive session pursuant to Section 551.071, Texas Government Code (Legal Consultation) to seek advice and consultation from the Town Attorney on the use and distribution of Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund (SLFRF Funds) under the American Rescue Plan Act.

Mayor Pro Tem Johnson closed the meeting at 7:34 p.m.

Mayor Pro Tem Johnson reconvened the meeting at 7:54 p.m.

9. The Town Council may take any appropriate action on matters discussed during the execute session.

Town Attorney David Berman explained three options in managing the SLFRF.

1. Ask for the money back – not a good choice
2. Budget adjustment from the Fund Balance
3. Written justification to the Treasury Department on funds allocated.

Mr. Berman also stated that the Town Auditor needs to make an amendment to his previous report with the latest information brought to the council's attention by Council Member Parsons.

Motion Hillyer, seconded by Parsons to postpone further discussion until an updated report is received from the Town Auditor.

AYE: Parsons, Hillyer, Johnson, Whisenhunt  
NAY: None  
ABSTAIN: None

Motion Carried

10. Presentation of SAFEbuilt by Lee Swain for plan review of services to support Public Works Department.
11. Discussion, consideration, and action of SAFEbuilt vendor and comparison to the contract with Steven Koehler.

Motion Hillyer, seconded by Whisenhunt to postpone the discussion.

AYE: Johnson, Whisenhunt, Hillyer, Parsons  
NAY: None  
ABSTAIN: None

Motion Carried

12. **Public Hearing** on the proposed budget for fiscal year 2022-2023

Mayor Pro Tem Johnson opened the public hearing at 8:32 p.m.

Billie Garrett, 103 W. Carruth, clarified some misconceptions that she is a paid Treasurer, which she is not.

Jill Glover, 170 Double Oak Drive, asked the council to spend money wisely.

Pat Wellen, 140 Forest Park Drive, asked to use funds on the Balance Sheet.

Cynthia ray, 170 Whistling Duck, talked about Fund Accounting.

Mayor Pro Tem Johnson closed the public hearing at 8:45 p.m.

13. Discussion on the 2022-2023 fiscal year budget and tax rate.

Mayor Pro Tem Johnson showed a Power Point presentation he prepared on the tax rate and budget. \*

Kennon Moffitt, 140 Shady Oaks Lane, asked to educate the residents on keeping sales in Double Oak.

Jill Glover, 170 Double Oak Drive, asked the council to reconsider raises for employees because of the \$25k received in SLFRF.

14. Discussion, consideration, and action on salary ranges within the Double Oak Police Department.

Police Chief Rivas explained the importance of salary ranges especially during the hiring process. Council Member Hillyer commented she does believe the increases the Chief has proposed will get us in the middle of salary ranges of other agencies. Council Member Whisenhunt addressed the petition that went around town supporting the DOPD even if doing so would increase their taxes. Mr. Whisenhunt thanked Town Treasurer Garrett for getting to the numbers needed.

15. Discussion, consideration, and action on base salary adjustments within the Double Oak Police Department.

Dr. William Wood, 140 Lake Trail Drive, spoke on how important the DOPD is and the affects they have made on him personally. He supports the DOPD and voiced the need of new officers and keeping the ones we have.

Gary Garrett, 120 Trailing Oaks Drive, told the council how much he respects the DOPD. Mr. Garrett also commented on the signs around town had a positive effect.

Motion Parsons, seconded by Whisenhunt, to ratify the salary ranges presented and increase the salary line item on the budget to \$513,517.56

AYE: Whisenhunt, Hillyer, Parsons, Johnson

NAY: None

ABSTAIN: None

Motion Carried

16. Council – staff announcements and comments - None

17. ADJOURN

With no further business to come before the Council, motion Parsons, second Hillyer, the meeting was adjourned at 9:41 p.m.

Approved:

\_\_\_\_\_  
Patrick Johnson, Mayor Pro-Tem

Attest:

\_\_\_\_\_  
Eileen Kennedy, Town Secretary



\*a copy is attached to these minutes

Good Evening “Mayor Pro Tem”, Councilmembers and Citizens of Double Oak. My name is Peter Malik, 1110 Cross Timbers, DO, TX.

I am here to provide the town an overview of the Double Oak Volunteer Fire Department. As a 30 plus member department, we are considered and accounted as a top tier department in Training and Fire/EMS Response. Let me give you an overview of numbers.

From January to August of this year, our Department has answered

150 Emergency Calls

Accumulated over 2,014 hours of training

And provided at no cost to the citizens over 4,210 hours of station duty time to continue our excellent response time for those in need.

Our department, as a team, has trained at various Fire College's throughout the Dallas Fort Worth Area, specifically, Tarrant County Community, where we trained in Commercial and Apartment Fires, Vehicle Fires, Extrication, Modern Vehicle Extrication and Swift Water Training.

Our members hold certifications in Firefighter I and II, Wildland Firefighting, EMT, and even Paramedic certification.

With all the previous hours that I just informed you of... we even had members of our department deploy to various areas of Texas, weeks at a time, to assist in Wildland Firefighting. They answered the call in addition to providing all this dedicated time to the department. With our department there is no "I" in TEAM.

Our department continually fosters team relationships with Flower Mound and Denton County ESD1 with training and ride alongs. Several of our members also put personal time to train with Denton County ESD to improve their skills in Emergency Care and latest firefighting techniques.

All of this is great news and we continue to provide updates to our citizens on social media platforms, so they know we are 100% committed to the town.

The Department's highlight was last year's recent ISO certification.

**EXPLAIN Insurance Services Office.**

Fire was in the TOP 3 choices, but since Natural Disaster, tornado, hurricanes, hail, etc has pushed Fire down a few notches.



Every 5 years departments paid and volunteer go through an arduous paper drill and inspection of their department. Response times, certifications, equipment, etc. The lower ratings are considered the best where higher numbers require additional equipment, training, and resources.

There are roughly 50,000 fire departments nationwide. Currently out of this number, 74 agencies in Texas were rated as an ISO Class 1 rating, which is the highest ranking one can achieve.

Double Oak received an ISO 2 rating.. just 1 point shy of an ISO 1. What area did we not meet our expectations. The Fire Department was not centrally located in the middle of the town.

Out of the 50K, only 749 departments were rated an ISO 2 rating. Based on our score, Double Oak was placed in the top 1.6%. Ironically, our score is one of the highest in the DFW area.

What does this all mean. DOVFD is considered a top performer in the Nation and will continue to strive to provide excellent service to our citizens. Thank you.



# 2022-2023 Budget Presentation

Presentation

By

Patrick Johnson-Mayor Pro-Tem

Double Oak Town Council

9/19/2022

Double Oak Town Council

# Appropriate Fund Balance Levels



- Per the Government Finance Officers Association (GFOA) recommends a minimum fund balances no less than 60 days or two months (about 16.5%-16.7%) of operating expenditures for the general fund and 45 days (about 12.3%) for the enterprise (utility) funds.
- Most town governments carry fund balances around 25% to 32%
- Double Oak keeps 50% to 75% in their fund balances
- Double Oak has excess in their funds balances and can afford the use of the funds for items identified as adjustments to budget for 2022-2023

Double Oak Town Council

TOWN OF DOUBLE OAK  
COUNTY OF DENTON  
STATE OF TEXAS

RESOLUTION 22-01

## RESOLUTION OF THE TOWN OF DOUBLE OAK TOWN COUNCIL ESTABLISHING FUND BALANCE POLICIES AS REQUIRED BY GASB 54

WHEREAS, the Governmental Accounting Standards Board ("GASB") has adopted Statement 54 ("GASB 54"), a new standard for governmental fund balance reporting and governmental fund type definitions that became effective in governmental fiscal years starting after June 15, 2010; and

WHEREAS the Town of Double Oak elects to implement GASB 54 requirements, and to apply such requirements to its financial statements beginning with the current October 1, 2021-September 30, 2022, fiscal year; and

NOW THEREFORE BE IT RESOLVED that the Town of Double Oak commits the following portions of its September 30, 2021, anticipated general fund balance as follows:

\$150,000 is committed for road contingencies.  
\$450,000 is committed for streets and drainage.  
\$100,000 is committed for stormwater structure.  
\$120,000 is committed for county road bond project.  
\$110,000 is committed for police vehicles.  
\$ 20,000 is committed for TCEQ MS4.  
\$ 40,000 is committed for Town Hall technology.  
\$ 20,000 is committed for Cross Timbers drainage project.  
\$ 40,000 is committed for police body cameras.  
\$100,000 is committed for general contingencies.

BE IT ALSO RESOLVED that the Town of Double Oak Town Council commits the revenues generated in various activities reported in the Special Revenue Funds to projects related to those activities.

BE IT ALSO RESOLVED that in circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance and lastly, unassigned fund balance.

AND BE IT RESOLVED that the Town of Double Oak's financial goal is to have a sufficient balance in the general fund with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The Town shall strive to maintain a yearly assigned and unassigned fund balance in the general fund of 55 percent to 75 percent of the total operating expenditures.

The above Resolution is adopted this 21st day of March 2022.

Mayor

Town Secretary

# What Are Double Citizens Asking Of The Town Council



## **Not in any particular order:**

- **Tax Rate at the No New Revenue Rate (NNR) of .198067**
  - Gap in budget from 9/6/2022 Meeting was \$108K @ .21385 rate
  - Gap in budget from 9/18/2022 work is \$51K @ .206239 rate
    - The computation on this is \$46 per household for Double Oak homeowners
- **Fully Funded Double Oak Police Force**
  - Double Oak Police Dept budget request of \$513K for officer salaries
    - Included in full amount in budgeted items
- **24 Hour Police Coverage for Double Oak**
  - Chief of Police is responsible for staffing of town officers

# How Does the Town Council Make This Happen?



**Utilize the fund balance to ensure the No New Revenue Rate (NNR) can be met**

- Provide Double Oak Police Department their 100% budgeted request
- Adjust Services contracts to 50% for budget year 2022-2023
- Pay percentage of Engineering Services from General Fund
- Forgo all pay increase for Town Staff for 2022-2023 budget year
- Use General Fund for Building Repairs & Remodel
- Increase Revenues for Misc. Construction and Roofs both budgeted below 5-Year Average

Double Oak Town Council

FY Ending September	2022		2023		5 year Avg		5-Year Avg		Bty		
	Actuals		Actuals		Actuals		Actuals		Actuals		
Ordinary Income/Expense											
Income											
400000 - Tax Revenue	0.22000	0.19067	4.8%	0.8%							
401101 - Current Property Taxes-All & O	1,221,954.00	1,231,928.79	1,137,056.00				1,093,042.00	1,211,345.01			
401201 - Penalty & Interest	2,500.00	2,500.00	2,500.00				3,833.00	3,402.86			
401301 - Prior Year Property Taxes	2,000.00	2,000.00	1,680.00				3,384.00	3,680.74			
401315 - Sales Taxes	550,000.00	600,000.00	375,500.00				402,886.00	469,535.91			
401601 - Franchise-Baronsville Water	20,000.00	24,000.00	19,000.00				22,769.00	24,490.42			
401701 - Franchise-Cable TV	35,000.00	35,000.00	43,400.00				46,080.00	34,952.87			
401801 - Franchise-Electric	95,000.00	95,000.00	92,400.00				93,079.00	96,384.50			
401805 - Franchise-Garbage	13,000.00	13,000.00	12,400.00				12,753.00	14,478.26			
401811 - Franchise-Gas/FX/CO Serv	14,000.00	17,000.00	12,000.00				12,302.00	17,940.19			
401901 - Franchise-Telephone	2,000.00	500.00	12,500.00				16,374.00	778.06			
Total 400000 - Tax Revenue	1,955,454.00	2,020,928.79	1,708,656.00				1,708,702.00	1,876,586.62			
420000 - Fines and Forfeitures	130,000.00	115,000.00	115,600.00				141,510.00	99,586.89			
420101 - Court Fines & Fees	0.00	0.00	0.00				0.00	0.00			
420112 - Court Fees	0.00	0.00	0.00				0.00	0.00			
420113 - Court Forfeitures	0.00	0.00	0.00				0.00	0.00			
Total 420000 - Fines and Forfeitures	130,000.00	115,000.00	115,600.00				141,510.00	99,586.89			
430000 - Licenses and Permits	1,275.00	1,275.00	1,275.00				1,242.00	1,850.00			
430101 - Fences	20,000.00	6,000.00	4,600.00				8,718.00	14,658.75			
430102 - Commercial Buildings	0.00	0.00	0.00				0.00	0.00			
430103 - Oil and Gas Drilling	9,000.00	3,000.00	5,000.00				11,400.00	13,653.50			
430201 - New Homes	1,650.00	0.00	1,485.00				660.00	0.00			
430202 - Erosion Control	12,000.00	23,000.00	12,000.00				23,063.00	24,744.26			
430301 - Misc Construction	850.00	3,000.00	1,122.00				3,995.00	3,740.00			
430401 - Roofs	3,500.00	5,000.00	3,500.00				9,560.00	5,318.00			
430501 - Septic Systems	600.00	500.00	600.00				532.00	425.00			
430601 - Sprinkler Systems	1,625.00	2,000.00	1,625.00				2,677.00	3,460.00			
430701 - Swimming Pools	0.00	0.00	0.00				51.00	160.00			
430801 - Water Wells	0.00	0.00	0.00				0.00	0.00			
430901 - Signs and Substations	0.00	0.00	0.00				0.00	0.00			

# How Does the Town Council Make This Happen?



Expense Side of Balance Sheet	Budget Amt	50% Amount
521033 · Custodial Services	5,500	2,750
530100 · Animal Control Officer	18,000	9,000
530150 · Grounds Maintenance	9,000	4,500
530200 · Lot Mowing/Tree Trim Service	5,500	2,750
540019 · Engineering General	50,000	20,112
521190 · Town Secretary Salary		
521194 · Asst Town Secretary Salary		
530101 · Public Works Director Salary		
550252 · Police Chief Salary		
550253 · Police Asst. Chief Salary		
560026 · Court Clerk - Salary		
Expense Reduction		50,077

Use General Funds for these items

(Combined  
Including FICA  
& TMRS)

10,965

Revenue Side of Balance Sheet		
430301 · Misc. Construction	20,000	3,000
430401 · Roofs	1,275	1,725
Revenue Increase		4,725

Double Oak Town Council

# Challenge to the Town Council

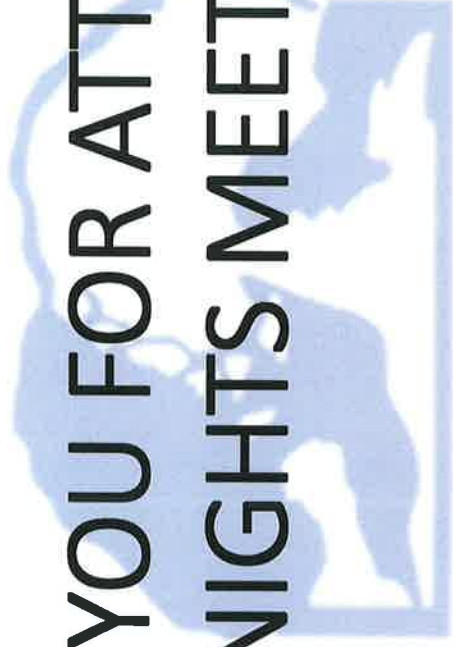


- Everyone is facing inflation
- Within the budgeting process inflation has been accounted for
- Double Oak has a significant balance in their fund to afford a budget with NNR and combat inflation for its citizens
- Let the citizens keep their \$46/year because the Town will survive without it
- However, \$46 could be very meaningful to our Town Citizens
- At this point in our negotiations of the budget, it is a *petty* move to add the additional tax levy to the taxpayers of the town
- Town Council my “ASK” is to get to NNR tonight so it can be approved at Thursday’s meeting





# THANK YOU FOR ATTENDING TONIGHTS MEETING



Double Oak  
TEXAS

Double Oak Town Council