



DOUBLE OAK

Town of Double Oak
Town Council –Public Meeting

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

Tuesday, February 21, 2023
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 AND SILENCE CELL PHONES.

- 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. Citizen Comments-Non-Agenda Subjects

- 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 January 17, 2023. *
2. Consideration, and action on minutes of February 6, 2023. *

IV. Mayor, Council Members and Staff reports:

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

V. New business agenda (consideration and action):

8. **Public Hearing** on a request from Laura Anderson to replat 535 Kings Road into two lots.

Open Public Hearing
Close Public Hearing

9. Discussion, consideration, and action on recommendation from the Planning and Zoning Commission on a request by Laura Anderson to replat 535 Kings Road into two lots.

Presentation: Public Services Randall Anglin

10. Discussion, consideration, and action on a request from All Treasurers Estate Sales for an exception to Chapter 3. (b) (1) (B) Estate Sales Signs: to be placed off premises for a total of 4 estate sale signs off site and 1 at the property on Feb. 23-25th 2023.

Presentation: Public Services Randall Anglin

11. Discussion, consideration, and action on presentation, overview, and funds for a Comprehensive Drainage Study and related.

Presentation: Public Services Randall Anglin
Town Engineer Steve Templer

12. Discussion, consideration, and action on fiscal year 2022-2023 mill, overlay, and asphalt paving and authorize Town Engineer to proceed with bid process and identify potential funds, and related.

Presentation: Public Services Randall Anglin
Town Engineer Steve Templer

13. Discussion, consideration, and action on replacement of workgroup printer.

Presentation: Council Member Jean Hillyer

14. Discussion, consideration, and action on addition of names to the flagpole memorial stones and recognition of former Mayor Emeritus Richard (Dick) Cook.

Presentation: Mayor Mike Donnelly

VI. Old business agenda (consideration and action):

15. Council – staff announcements and comments:
- Saturday, May 6, 2023, Municipal Election Day.

Seats up for election:

Mayor seat
Two Council seats

First day to file for a place on the ballot is January 18, 2023
Last day to file for a place on the ballot is February 17, 2023, by 5:00 p.m.

Candidates who have filed:

Pat Wellen	Council Member
Jean Hillyer	Mayor
Lisa Miller	Council Member
Patrick Johnson	Mayor
Mike Gwartney	Council Member
Ginger Brittain	Council Member

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, or on any other item covered under the code, on any agenda item listed herein.

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

I certify that the above notice of meeting was posted by Friday, February 17, 2023, by 5:00 p.m. on:

- 1) Bulletin board located to the right of the front door at Town Hall, 320 Waketon Road, Double Oak, Texas
- 2) On the Town's website (<https://www.doubleoak.texas.gov>)

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 eileen.kennedy@doubleoak.texas.gov for additional information.

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

**UNAPPROVED-NOT FOR
PUBLICATION**

The Double Oak Town Council met in regular session at 7:01 p.m. Tuesday, January 17, 2023, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Mike Donnelly	Mayor
Patrick Johnson	Mayor Pro-Tem
Connie Schoenrade	Deputy Mayor Pro-Tem
Scott Whisenhunt	Council Member
Casey Parsons	Council Member
Jean Hillyer	Council Member

Also in attendance were Town Secretary Eileen Kennedy, Chief of Police Ruben Rivas and Town Engineer Steve Templer.

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

II Citizen Comments Non-Agenda Subjects

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 December 19, 2022

Move to approve by Deputy Mayor Pro-Tem Schoenrade, seconded by Mayor Pro-Tem Johnson.

Motion Carried 5-0-0

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

IV Mayor, Council Members and Staff reports

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

V New business agenda

7. Update on Braum's Development.

No report given.

8. Discussion, consideration, and action on a presentation and overview of the Comprehensive Drainage Plan.

Presentation by the Town Engineer

Move to postpone by Council Member Hillyer, seconded by Deputy Mayor Pro-Tem Schoenrade

Motion Carried 5-0-0

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

9. Discussion, consideration, and action on the 2022-2023 Asphalt, Mill, and Overlay Bid Project.

Move to postpone by Council Member Hillyer, seconded by Deputy Mayor Pro-Tem Schoenrade

Motion Carried 5-0-0

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

10. Discussion, consideration, and action on eCode 360 Premium

Move to approve Council Member Hillyer, seconded by Council Member Parsons.

Motion Carried 5-0-0

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

11. Discussion, consideration, and action on extending Dell warranty with Datamax

Move to approve by Council Member Hillyer, seconded by Mayor Pro-Tem Johnson

Motion Carried 5-0-0

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

12. Discussion, consideration, and action on updating the assigned fund balances for fiscal year-end 2022.

Move to approve by Council Member Hillyer, seconded by Council Member Parsons

Motion Carried 5-0-0

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

13. Discussion, consideration, and action on 2022-2023 first quarter financial report

Move to approve by Council Member Parsons, seconded by Council Member Hillyer

Motion Carried 5-0-0

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

14. Discussion and consideration of developing a possible “Double Oak Citizens Refund Program” for the Cross Timbers Water Supply Backflow project.

No action was taken.

VI Old business agenda

15. Council – staff announcements and comments

- Ruben Rivas celebrated his 17-year anniversary with Double Oak on January 6, 2023.
- Cassandra Gaines celebrated her 2-year anniversary with Double Oak on January 4, 2023.
- Lynn Jones will celebrate her 9-year anniversary with Double Oak on January 20, 2023.
- Saturday, May 6, 2023, Municipal Election Day.

Seats up for election:

Mayor seat
Two Council seats

First day to file for a place on the ballot is January 18, 2023
Last day to file for a place on the ballot is February 17, 2023, by 5:00
p.m.

16. Adjournment

With no further business to come before the Council, motion Whisenhunt, second Johnson, the meeting was adjourned at 10:15 p.m.

Approved:

Mike Donnelly, Mayor

Attest:

Eileen Kennedy, Town Secretary

* The video of this Town Council meeting is available on the Town website



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

**UNAPPROVED-NOT FOR
PUBLICATION**

The Double Oak Town Council met in regular session at 7:00 p.m. Monday, February 6, 2023, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Mike Donnelly	Mayor
Patrick Johnson	Mayor Pro-Tem
Connie Schoenrade	Deputy Mayor Pro-Tem
Scott Whisenhunt	Council Member
Casey Parsons	Council Member
Jean Hillyer	Council Member

Also in attendance were Town Secretary Eileen Kennedy, Chief of Police Ruben Rivas, Public Works Coordinator Randall Anglin and Town Engineer Steve Templer.

- I Opening:** Call to Order
Roll Call
Invocation
Pledge of Allegiance – American Flag
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1. Consideration and action on minutes of January 17, 2023

Move to amend Mayor Pro-Tem Johnson, seconded by Deputy Mayor Pro Tem Schoenrade.

Motion carried 3-2-1

AYE: Johnson, Schoenrade Mayor voted Aye
NAY: Parsons, Hillyer
ABSTAIN: Whisenhunt

Move to postpone Council Member Whisenhunt, seconded by Council Member Parsons.

Motion carried 4-1-0

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

2. Consideration and action on Lantana invoice for the DOPD award banquet

Move to approve by Council Member Parsons, seconded by Council Member Whisenhunt

Motion carried 3-0-2

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

IV Mayor, Council Members and Staff reports:

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

V New business agenda

8. Receive an update on Braum's Development

Helen Pacione, Director of Real Estate for Braum's gave a report on the planned Braum's in Double Oak.

9. Discussion, consideration, and action on a resolution establishing fund balance policies.

Move to approve by Council Member Whisenhunt, seconded by Deputy Mayor Pro-Tem Schoenrade.

Motion carried 5-0-0

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

10. Discussion, consideration, and action on the fiscal year 2021-2022 audit report.

Move to approve by Council Member Hillyer, seconded by Council Member Parsons.

Motion carried 4-0-1

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

11. Discussion, consideration, and action on an ordinance of the Town Council of the Town of Double Oak, Texas, ordering a General Election to be held on May 6, 2023, for the purpose of electing a Mayor and two (2) Council Members at large; 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.

Move to approve by Council Member Hillyer, seconded by Council Member Parsons.

Motion carried 5-0-0

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

12. Discussion, consideration, and action on an Inter-Local Agreement between Denton County and the Town of Double Oak Police and Volunteer Fire Departments for the use of the Denton County Radio Communications systems.

Move to approve by Council Member Parsons, seconded by Council Member Hillyer

Motion carried 5-0-0

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

13. Discussion, consideration, and action on a maturing certificate of deposit.

Move to approve by Council Member Parsons, seconded by Mayor Pro-Tem Johnson

Motion carried 5-0-0

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

14. Receive an update on the Waketon Road Reconstruction project.
The Town Engineer gave an update.
15. Discussion, consideration, and action on a presentation, overview, and funding for a Town comprehensive drainage study.

Postponed to next meeting.

16. Discussion, consideration, and action on fiscal year 2022-2023 Mill and Overlay Project and authorize Town Engineer to proceed with the bid process.

Move to approve by Council Member Hillyer, seconded by Council Member Whisenhunt.

Motion carried 5-0-0

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

VI Old business agenda

17. Council – staff announcements and comments

- Tim Henderson will celebrate his 1-year anniversary with Double Oak on February 15, 2023
- Saturday, May 6, 2023, Municipal Election Day.

Seats up for election:

Mayor seat
Two Council seats

First day to file for a place on the ballot is January 18, 2023
Last day to file for a place on the ballot is February 17, 2023, by 5:00 p.m.

18. Adjournment

With no further business to come before the Council, motion Council Member Whisenhunt, second Council Member Parsons, the meeting was adjourned at 9:45 p.m.

Approved:

Mike Donnelly, Mayor

Attest:

Eileen Kennedy, Town Secretary

*The video of this Town Council meeting is available on the Town website



Town of Double Oak
Profit & Loss Budget vs. Actual
October 2022 through September 2023

5

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
400000 · Tax Revenue				
401101 · Current Property Taxes-M & O	1,038,060.17	1,235,201.96	-197,141.79	84.0%
401201 · Penalty & Interest	513.18	2,500.00	-1,986.82	20.5%
401301 · Prior Year Property Taxes	724.03	2,000.00	-1,275.97	36.2%
401315 · Sales Taxes	229,971.97	650,000.00	-420,028.03	35.4%
401601 · Franchise-Cross Timbers Water	18,715.75	24,000.00	-5,284.25	78.0%
401701 · Franchise-Cable TV	8,890.23	35,000.00	-26,109.77	25.4%
401801 · Franchise-Electric	137,129.32	95,000.00	42,129.32	144.3%
401805 · Franchise-Garbage	7,181.89	13,000.00	-5,818.11	55.2%
401811 · Franchise-Gas	22,715.79	17,000.00	5,715.79	133.6%
401901 · Franchise-Telephone	7,682.02	500.00	7,182.02	1,536.4%
401912 · Prior Year Carry Over	0.00	0.00	0.00	0.0%
400000 · Tax Revenue - Other	0.00	0.00	0.00	0.0%
Total 400000 · Tax Revenue	1,471,584.35	2,074,201.96	-602,617.61	70.9%
420000 · Fines and Forfeitures				
420101 · Court Fines	20,978.13	120,000.00	-99,021.87	17.5%
420113 · Court Forfeitures	0.00	0.00	0.00	0.0%
420000 · Fines and Forfeitures - Other	0.00	0.00	0.00	0.0%
Total 420000 · Fines and Forfeitures	20,978.13	120,000.00	-99,021.87	17.5%
430000 · Licenses and Permits				
430101 · Fences	425.00	1,275.00	-850.00	33.3%
430102 · Commercial Buildings	0.00	6,000.00	-6,000.00	0.0%
430103 · Oil and Gas Drilling	0.00	0.00	0.00	0.0%
430201 · New Homes	0.00	3,000.00	-3,000.00	0.0%
430202 · Erosion Control	0.00	0.00	0.00	0.0%
430301 · Misc Construction	7,815.00	23,000.00	-15,185.00	34.0%
430401 · Roofs	1,360.00	1,275.00	85.00	106.7%
430501 · Septic Systems	3,250.00	5,000.00	-1,750.00	65.0%
430601 · Sprinkler Systems	85.00	500.00	-415.00	17.0%
430701 · Swimming Pools	325.00	2,000.00	-1,675.00	16.3%
430801 · Water Wells	0.00	0.00	0.00	0.0%
430901 · Plats and Subdivision Fees	500.00	0.00	500.00	100.0%
Total 430000 · Licenses and Permits	13,760.00	42,050.00	-28,290.00	32.7%
440000 · Other Revenue				
440101 · Administration Fees	330.45	1,000.00	-669.55	33.0%
440102 · Animal Control Fees	0.00	0.00	0.00	0.0%
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	22,304.08	9,500.00	12,804.08	234.8%
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	22,634.53	10,500.00	12,134.53	215.6%

Town of Double Oak
Profit & Loss Budget vs. Actual
October 2022 through September 2023

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
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	0.00	250.00	-250.00	0.0%
440601 · Sewage Service	6,609.35	25,000.00	-18,390.65	26.4%
440701 · Town Hall Rental Fees	0.00	0.00	0.00	0.0%
Total 440300 · Charges for Services	6,615.35	25,250.00	-18,634.65	26.2%
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%
440500 · Carry Over from previous year	0.00	0.00	0.00	0.0%
Total Income	1,535,572.36	2,272,001.96	-736,429.60	67.6%
Gross Profit	1,535,572.36	2,272,001.96	-736,429.60	67.6%
Expense				
510000 · Town Administration				
521000 · Town Salary Adjustments	0.00	0.00	0.00	0.0%
521012 · Attorney Fees	8,689.89	25,000.00	-16,310.11	34.8%
521033 · Custodial Services	2,091.65	5,500.00	-3,408.35	38.0%
521041 · Denton Central Appraisal Dist	1,768.74	8,237.00	-6,468.26	21.5%
521050 · Election Expense	0.00	4,500.00	-4,500.00	0.0%
521051 · Electricity	1,882.16	6,500.00	-4,617.84	29.0%
521060 · Financial Auditors	12,000.00	10,000.00	2,000.00	120.0%
521070 · Natural Gas	589.36	2,000.00	-1,410.64	29.5%
521073 · Printer Copier	1,631.20	6,000.00	-4,368.80	27.2%
521133 · Ordinance Codification	395.00	1,500.00	-1,105.00	26.3%
521160 · Postage	531.91	3,000.00	-2,468.09	17.7%
521200 · Tax Billing Expense	0.00	1,500.00	-1,500.00	0.0%
521201 · Communications	2,217.85	11,000.00	-8,782.15	20.2%
521220 · Water	541.04	2,500.00	-1,958.96	21.6%
521230 · Archive System	0.00	5,000.00	-5,000.00	0.0%
521250 · Outdoor Siren	0.00	0.00	0.00	0.0%
530050 · Ambulance Service	29,075.00	29,075.00	0.00	100.0%
Total 510000 · Town Administration	61,415.55	121,312.00	-59,896.45	50.6%
520000 · Administrative				
521010 · Advertising	29.10	2,000.00	-1,970.90	1.5%
521020 · Bank Charges	58.78	100.00	-41.22	58.8%
521030 · Cleaning Supplies	0.00	0.00	0.00	0.0%
521031 · Computer Supplies/Software	9,001.61	25,000.00	-15,998.39	36.0%
521032 · Council Contingency	300.00	849.00	-549.00	35.3%
521034 · Technology Fund	1,798.53	3,500.00	-1,701.47	51.4%
521074 · Meetings	0.00	150.00	-150.00	0.0%
521075 · Goodwill	39.96	500.00	-460.04	8.0%
521076 · Incentive Pay	576.90	1,500.00	-923.10	38.5%
521090 · General Liability Insurance	2,949.58	5,513.20	-2,563.62	53.5%
521091 · Health/Dental/Life Insurance	7,844.70	17,069.04	-9,224.34	46.0%
521130 · Membership & Dues	525.00	1,500.00	-975.00	35.0%
521131 · Car Maintenance-Fuel-Travel	0.00	0.00	0.00	0.0%
521150 · Office Supplies	1,358.46	6,000.00	-4,641.54	22.6%
521151 · Other Professional Services	380.00	2,200.00	-1,820.00	17.3%
521153 · Other Supplies	260.19	650.00	-389.81	40.0%

Profit & Loss Budget vs. Actual

October 2022 through September 2023

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
521161 · Publications & Subscriptions	119.00	200.00	-81.00	59.5%
521162 · Printing and Copying	46.26	450.00	-403.74	10.3%
521170 · Payroll Taxes - FICA	11,412.02	12,580.05	-1,168.03	90.7%
521172 · TWC Unemployment Insurance	108.43	2,400.00	-2,291.57	4.5%
521190 · Town Secretary Salary	31,756.00	82,565.60	-50,809.60	38.5%
521191 · Longevity Pay-Administration	1,540.00	1,540.00	0.00	100.0%
521192 · Worker's Compensation Ins.	645.12	891.60	-246.48	72.4%
521194 · Asst Town Secretary Salary	28,658.21	73,839.53	-45,181.32	38.8%
521195 · Overtime	2,369.18	5,000.00	-2,630.82	47.4%
521196 · TMRS-Retirement	4,437.55	14,149.24	-9,711.69	31.4%
521202 · Training Seminars	970.00	2,000.00	-1,030.00	48.5%
Total 520000 · Administrative	107,184.64	262,147.26	-154,962.62	40.9%
530000 · Public Works				
521021 · Building Repair/Remodeling	9,838.96	0.00	9,838.96	100.0%
521025 · Building Expenditures	0.00	2,000.00	-2,000.00	0.0%
521120 · Lien Filing Expense	0.00	100.00	-100.00	0.0%
530025 · Mosquito Control Program	0.00	200.00	-200.00	0.0%
530100 · Animal Control Officer	6,843.75	18,000.00	-11,156.25	38.0%
530101 · Public Works Director Salary	27,596.20	71,750.00	-44,153.80	38.5%
530102 · Public Works Director TMRS	2,362.44	6,229.03	-3,866.59	37.9%
530103 · Public Works Director FICA	1,455.40	5,538.22	-4,082.82	26.3%
530104 · Public Works Director (H/D/L)	6,002.43	13,077.36	-7,074.93	45.9%
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	0.00	18,000.00	100.0%
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	632.05	1,181.40	-549.35	53.5%
530125 · Council Discretionary Fund	0.00	0.00	0.00	0.0%
530150 · Grounds Maintenance	4,641.32	9,000.00	-4,358.68	51.6%
530151 · Grounds Equipment	0.00	0.00	0.00	0.0%
530175 · Equipment Repair/Maintenance	0.00	0.00	0.00	0.0%
530180 · Minor Equipment	361.47	0.00	361.47	100.0%
530200 · Lot Mowing/Tree Trim Service	700.00	5,500.00	-4,800.00	12.7%
530201 · Public Works Training	0.00	2,500.00	-2,500.00	0.0%
530202 · Longevity Pay- Public Works	45.00	45.00	0.00	100.0%
530203 · Vehicle Payment	0.00	0.00	0.00	0.0%
530204 · Vehicle Maintenance	349.70	750.00	-400.30	46.6%
530205 · Vehicle Fuel	187.60	2,000.00	-1,812.40	9.4%
530206 · Uniforms	0.00	0.00	0.00	0.0%
530210 · Membership Dues/Licensing	75.00	500.00	-425.00	15.0%
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	0.00	200.00	-200.00	0.0%
530240 · Postage	0.00	0.00	0.00	0.0%
530245 · Computer Support	2,660.39	12,290.00	-9,629.61	21.6%
530250 · Health Inspector	750.00	2,500.00	-1,750.00	30.0%
530260 · Septic Inspections	2,880.00	5,000.00	-2,120.00	57.6%
530270 · Sewage Services	6,023.80	25,000.00	-18,976.20	24.1%
530271 · Vehicle Reimbursement	0.00	0.00	0.00	0.0%
530272 · Incentive Pay	230.70	600.00	-369.30	38.5%
530273 · Worker's Compensation Ins	322.56	445.80	-123.24	72.4%
530277 · General Liability Insurance	0.00	0.00	0.00	0.0%
530280 · Hazardous Waste Disposal	0.00	0.00	0.00	0.0%
530650 · Public Works-Cell phone	592.21	500.00	92.21	118.4%

Profit & Loss Budget vs. Actual

October 2022 through September 2023

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
531020 · Credit Card Convenience Fee	0.00	0.00	0.00	0.0%
531201 · Weather Siren	0.00	785.00	-785.00	0.0%
Total 530000 · Public Works	92,939.66	188,691.81	-95,752.15	49.3%
540000 · Streets and Drainage				
540019 · Engineering General	7,837.35	50,000.00	-42,162.65	15.7%
540060 · Crack Seal & Potholes	460.14	35,000.00	-34,539.86	1.3%
540110 · Current Year Road Repairs	0.00	200,000.00	-200,000.00	0.0%
540111 · Prior Year Road Repairs	0.00	0.00	0.00	0.0%
540155 · MS4 Stormwater	0.00	7,500.00	-7,500.00	0.0%
540177 · Public Works Projects Costs	0.00	0.00	0.00	0.0%
540200 · Sign Repair and Replacement	0.00	2,000.00	-2,000.00	0.0%
Total 540000 · Streets and Drainage	8,297.49	294,500.00	-286,202.51	2.8%
550000 · Police Department				
550120 · Capital Equipment (Auto)	0.00	0.00	0.00	0.0%
550135 · Computer Equip/Supplies/SW Main	9,650.41	41,500.00	-31,849.59	23.3%
550140 · Equipment Repair & Maintenance	0.00	1,000.00	-1,000.00	0.0%
550145 · Health/Dental/Life Insurance	40,346.27	126,276.84	-85,930.57	32.0%
550219 · Membership Dues	0.00	500.00	-500.00	0.0%
550220 · Minor Equipment	334.26	1,000.00	-665.74	33.4%
550230 · Other Professional Services	0.00	100.00	-100.00	0.0%
550240 · Office Supplies	205.48	700.00	-494.52	29.4%
550248 · Publications	0.00	400.00	-400.00	0.0%
550249 · External Contracts	716.00	5,000.00	-4,284.00	14.3%
550250 · Postage	0.00	0.00	0.00	0.0%
550251 · Printing	84.00	900.00	-816.00	9.3%
550252 · Police Chief Salary	38,499.50	100,098.70	-61,599.20	38.5%
550253 · Police Asst. Chief Salary	34,218.20	88,967.35	-54,749.15	38.5%
550254 · Police Officers' Salary	119,039.33	513,517.56	-394,478.23	23.2%
550255 · Administrative Assistant PD	0.00	0.00	0.00	0.0%
550256 · Crossing Guard	2,249.86	4,000.00	-1,750.14	56.2%
550257 · Police Department Overtime	3,934.64	5,000.00	-1,065.36	78.7%
550261 · Criminal Investigations	0.00	2,000.00	-2,000.00	0.0%
550262 · General Liability Insurance	10,323.51	19,296.20	-8,972.69	53.5%
550263 · TWC Unemployment Ins	0.00	0.00	0.00	0.0%
550264 · Incentive Pay	2,785.17	9,600.00	-6,814.83	29.0%
550271 · Salaries Benefits - FICA	10,274.62	55,349.94	-45,075.32	18.6%
550275 · Salaries Benefits - TMRS	14,461.10	61,909.90	-47,448.80	23.4%
550276 · Human Resources	1,790.27	1,500.00	290.27	119.4%
550277 · Longevity Pay	1,860.00	2,345.00	-485.00	79.3%
550278 · Worker's Compensation Ins	12,902.40	17,832.00	-4,929.60	72.4%
550280 · Communications	2,110.81	14,000.00	-11,889.19	15.1%
550281 · Training	3,397.80	15,000.00	-11,602.20	22.7%
550286 · Training Ammo	74.95	5,000.00	-4,925.05	1.5%
550290 · Uniforms	5,085.26	24,000.00	-18,914.74	21.2%
550291 · Patrol Equipment	0.00	7,000.00	-7,000.00	0.0%
550292 · Community Programs	3,046.00	3,000.00	46.00	101.5%
550293 · Traffic Management	0.00	100.00	-100.00	0.0%
550294 · Evidence Room Supplies	0.00	100.00	-100.00	0.0%
550295 · Goodwill	913.56	1,000.00	-86.44	91.4%
550300 · Vehicle Fuel	2,659.93	30,000.00	-27,340.07	8.9%
550400 · Vehicle Repair & Maintenance	942.84	10,000.00	-9,057.16	9.4%
Total 550000 · Police Department	321,906.17	1,167,993.49	-846,087.32	27.6%

Town of Double Oak
Profit & Loss Budget vs. Actual
 October 2022 through September 2023

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
560000 · Municipal Court				
560010 · Judges Services	2,200.00	10,000.00	-7,800.00	22.0%
560015 · Jury Services	0.00	240.00	-240.00	0.0%
560018 · Jail Services	1,480.00	0.00	1,480.00	100.0%
560020 · Prosecuting Attorney	2,451.25	10,000.00	-7,548.75	24.5%
560025 · Other Professional Services	340.00	480.00	-140.00	70.8%
560026 · Court Clerk - Salary	25,834.06	65,820.78	-39,986.72	39.2%
560027 · Court Clerk- FICA	1,531.10	5,632.37	-4,101.27	27.2%
560028 · Court Clerk - TMRS	2,355.26	6,334.93	-3,979.67	37.2%
560029 · Court Clerk Ins (H/D/L)	3,931.20	8,534.52	-4,603.32	46.1%
560030 · Court Clerk - Longevity	905.00	905.00	0.00	100.0%
560031 · Overtime	1,186.50	6,000.00	-4,813.50	19.8%
560035 · Court Supplies,Equip & S/W Main	6,333.48	6,000.00	333.48	105.6%
560055 · Membership Dues	0.00	0.00	0.00	0.0%
560076 · Incentive Pay	346.10	900.00	-553.90	38.5%
Total 560000 · Municipal Court	48,893.95	120,847.60	-71,953.65	40.5%
570000 · Double Oak Vol. Fire Department				
570010 · DOVFD Capital Equip Contributio	0.00	0.00	0.00	0.0%
570020 · DOVFD Operations Contribution	25,000.00	100,000.00	-75,000.00	25.0%
570021 · General Liability Insurance	7,163.26	13,389.20	-6,225.94	53.5%
570022 · Worker's Compensation Ins	2,257.92	3,120.60	-862.68	72.4%
Total 570000 · Double Oak Vol. Fire Departm...	34,421.18	116,509.80	-82,088.62	29.5%
Total Expense	675,058.64	2,272,001.96	-1,596,943.32	29.7%
Net Ordinary Income	860,513.72	0.00	860,513.72	100.0%
Net Income	860,513.72	0.00	860,513.72	100.0%

Town of Double Oak
Balance Sheet
As of February 17, 2023

	<u>Feb 17, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
102302 · Independent Bank Money Market	2,754,454.16
102303 · Independent Bank Checking	269,282.48
102304 · Police Lease Training Fund	871.10
102306 · John B. Wright Memorial Fund	570.75
102307 · DO Police Dept Chapter 59	8.84
102400 · Petty Cash	499.21
102450 · DATCU	3,278.14
106101 · Certificate of Deposit	427,624.57
Total Checking/Savings	<u>3,456,589.25</u>
Accounts Receivable	
106100 · Accounts Receivable	25,754.84
Total Accounts Receivable	<u>25,754.84</u>
Other Current Assets	
104100 · Bartonville Water Certificate	2,000.00
106150 · Interest Receivable	225.00
106400 · Employee Receivables	818.72
106700 · Property Taxes Receivable	10,443.89
106900 · Prepaid Costs	20,132.44
Total Other Current Assets	<u>33,620.05</u>
Total Current Assets	<u>3,515,964.14</u>
TOTAL ASSETS	<u><u>3,515,964.14</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202000 · Accounts Payable	7,881.27
Total Accounts Payable	<u>7,881.27</u>
Other Current Liabilities	
106300 · Allowance for Uncoll Taxes	10,443.89
200000 · Payroll Liabilities	
201500 · TMRS Payable	1,780.38
202507 · Dependant Health Care Cover...	-2,871.05
202508 · AFLAC Deduction	39.42
202509 · Child Support Withholding Or...	111.85
202513 · Vision Insurance	853.89
202516 · Dependent Life Insurance	-134.90
200000 · Payroll Liabilities - Other	-346.80
Total 200000 · Payroll Liabilities	<u>-567.21</u>

Town of Double Oak
Balance Sheet
As of February 17, 2023

	Feb 17, 23
200504 · Town Hall Reservation Deposits	500.00
201250 · Cr Card Fees/Collection Charges	872.99
202250 · Town Hall Renovations	200.00
202501 · Court Fees & Fines Due State	45,800.91
202502 · Technology Fees	3,627.91
202503 · Court Security Fees	16,996.86
202504 · Police LEOSE Training Account	871.10
202506 · Child Safety Fund	7,409.56
202511 · Omnibase Fees Due	498.70
202512 · Court Collections	-9,255.52
202760 · Time Payment Reimbursement F...	700.14
203002 · Park Fund Account	219.78
203006 · CARES - CLFRF - SLFRF Funds	374,047.19
203060 · Waketon Road Reconstruction	32,891.36
203090 · Waketon Road-Town of Double ...	-92,372.46
2050000 · Accrued Payroll	22,774.04
205555 · Police Grants	347.25
206250 · Sewer System Maintenance	10,397.84
206500 · Police-Chapter 59	8.84
208000 · Golf Tournament	44.85
2110 · Direct Deposit Liabilities	-254.37
Total Other Current Liabilities	426,203.65
Total Current Liabilities	434,084.92
Total Liabilities	434,084.92
Equity	
3000 · Fund Balances	209,371.05
3100 · Town Contingency	100,000.00
3150 · Stormwater Structures Fund	100,000.00
3200 · Road Contingency	150,000.00
3250 · Denton County Bond Project Fund	120,000.00
3450 · Town Hall Technology Fund	38,352.96
3550 · TCEQ MS4 (5-year) Fund	20,000.00
3600 · Street and Drainage Fund	185,392.58
3650 · Cross Timbers Drainage Project	20,000.00
3800 · Police Vehicle Fund	80,007.67
3850 · Police Body Camera Project Fund	16,401.00
3900 · Retained Earnings	1,364,818.50
et Income	677,535.46
Total Equity	3,081,879.22
TOTAL LIABILITIES & EQUITY	3,515,964.14

Estimate

Carlisle's Engraving Co., Inc.

325 E. Main Street Lewisville, Texas 75057
Phone: (972) 436-7219 Fax: (972) 436-7370
e-mail: sales@carlisesengraving.com



11/23/2022

Town of Double Oak

Mike Donnelly
214-448-9337 / mtefm@yahoo.com



Due Date:

QTY	DESCRIPTION	PRICE EACH	EXTENDED
	<i>Turnaround time 10 to 14 working days from the time we receive all approvals</i>		
1	Set of Letters Flat Cut Aluminum Letters Medium Bronze Anodized - Vertical Grain 4" Height / 3/8" Thickness Font: Optima SemiBold Stud Mount Paper Template with Drill Pattern Price Includes Shipping from Vendor to Carlisle's Mayor Richard Cook	\$ 957.68	\$ 957.68
TOTAL FOR ABOVE ORDER			\$ 957.68

Thank you for giving me this opportunity to quote your order
If you have any questions please call or e-mail me.
Michele



**TOWN COUNCIL
FEBRUARY 21, 2023**

AGENDA ITEM: Public hearing on a request from Laura Anderson to replat 535 Kings Road into two lots.

Consideration and action on a request by Laura Anderson to replat 535 Kings Road into two lots.

STAFF CONTACT: Lynn

DESCRIPTION: Laura Anderson acting as the agent for Otto A. Reyes submitted an application for a replat at 535 Kings Road. The applicant is requesting the property be split into two parcels.

ATTACHMENTS: Application for replat
Authorized agent affidavit
Explanation letter
Map showing location of property
Final Plat for the Lindsay Addition
Replat
Approval letter from Town Engineer
Public hearing notice
Newspaper legal ad
Letters to property owners within 200 feet of replat property

The Planning and Zoning Commission recommendation to the Town Council is to approve the replat request by Laura Anderson to replat 535 Kings Road into two lots.
Vote 7-0-0



TOWN OF DOUBLE OAK
 320 Waketon Road
 Double Oak, Texas 75077
 P: 972-539-9464 F: 972-539-9613
 permits@doubleoak.texas.gov

Building Permit Application
 Plat Application

PERMIT #

DATE: 11/4/2023

- Type of Application (check the appropriate box)
- Preliminary Plat
 - Final Plat
 - Minor Plat / Short Form Plat
 - Amended Plat
 - Replat
 - Plat Vacation

General Description of Request (complete the following)

Purpose of Site Plan Application: (Brief description; per "Items Required with Submittal" below, provide separate letter of explanation and justification for application)

TO CREATE TWO PLATS FROM A PLATTED LOT

Subject Property Information: (complete the following)

535 KINGS RD

(General location, street address if known; if not known, provide name of street fronting property and name and distance to nearest cross street)

LINDSAY ADD

(Subdivision Name)

1

(Lot #)

A

(Block #)

3.0

(Area of Property: (gross acreage to nearest one-tenth of an acre))

AG2

(Existing Zoning)

RANCH ESTATE (RE)

(Proposed Zoning)

3.0

(Area of Property, gross acreage to nearest one-tenth of an acre)

Items Required with Submittal: (check the appropriate boxes to indicate items submitted with application)

- Plat Application (1 completed original - signed and notarized)
- Plat (4 copies - 24" x 36" plus electronic file of plat in PDF format)
- Application Fee (plat fee + engineer fees; see fee schedule)
- Explanation Letter (1 original - description and justification for application)
- Plat Checklist (required for all plat applications except plat vacation; 1 completed original)
- Preliminary Engineering Design Plans (required for preliminary plat only; plans shall show preliminary water, wastewater, street, and drainage design; 3 bound sets, 24" x 36" plus electronic file of plans in PDF format)
- Engineering Construction Plans (required for final for final plat; contact staff to see if required for other plats; plans shall show fully-engineered water, wastewater, street, and drainage design; drainage design shall include hydraulic computations/calculations/studies; 3 bound sets of plans & studies plus electronic files of plans & studies in PDF format; plan size shall be 24" x 36", hydraulic computations/calculations/studies may be 8-1/2" x 11" or 11" x 17")
- Other Supporting Documents or Materials (optional)

Pz 2/15/23 Tp
 Council 2/21/23 Tp



TOWN OF DOUBLE OAK
 320 Waketon Road
 Double Oak, Texas 75077
 P: 972-539-9464 F: 972-539-9613
 permits@doubleoak.texas.gov

Building Permit Application
 Plat Application

PERMIT #

DATE: 1/4/2023

Property Owner & Authorization (sign and notarize)

Check one of the following and complete:

I will represent the project myself;

I hereby designate: LAURA ANDERSON to act in the capacity as my agent
(printed name of project representative)
 for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues relative to this request.

I hereby certify that I am the record owner of the property referenced in this application and further certify that the information provided on this application is true and correct.

[Signature]

(Property Owner's Signature)

1/4/2023

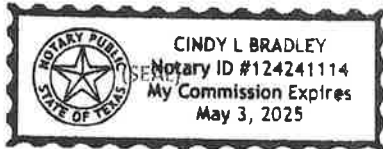
(Date)

State of Texas

County of Dallas

BEFORE ME, a Notary Public, on this day personally appeared Otto A. Reyes the above signed, who,
(printed property owner's name)
 under oath, state the following: "I hereby certify that I am the record owner of the property owner referenced in this application and further certify that all information submitted herein is true and correct."

Sworn to and subscribed before me on this 4th day of January, A.D., 2023.



[Signature]

(Notary Public, State of Texas)

Cindy L. Bradley

(Notary's Printed Name)

May 3, 2025

(Notary Commission Expires)

Project Representative (if owner designates agent, check appropriate box and complete)

Purchaser Tenant Architect Engineer Surveyor Other (specify): CONTRACTOR

LAURA ANDERSON
(Company Name)

LAURA@GAMBINIC.VERIZON.NET
(Email)

233 REDWOOD Da.
(Physical Address)

COPELL
(City)

TX
(State)

75019
(Zip Code)

233 REDWOOD Da.
(Mailing Address)

COPELL
(City)

TX
(State)

75019
(Zip Code)

LAURA ANDERSON
(Contact Name)

469 360 4814
(Phone)

(Fax)

Related Information

- For platting information & requirements please visit our website for town ordinances under Chapter 10 Subdivision Regulations.
- For site plan information & requirements please visit our website for town ordinances under Chapter 3, Article 3.17 Site Plans

January 4th, 2023

Otto Reyes

535 Kings Rd

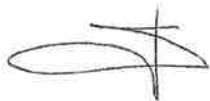
Double Oak, Tx

Re: 535 Kings Rd. - Explanation letter – Plat Application

To whom it may concern:

Currently it is a 3-acre plat lot. I want to partition 1 acre lot of the current 3-acre lot to sale separately.

Thank you,

A handwritten signature in black ink, appearing to be 'Otto Reyes', with a stylized flourish at the end.

Otto Reyes



Property ID: 162130

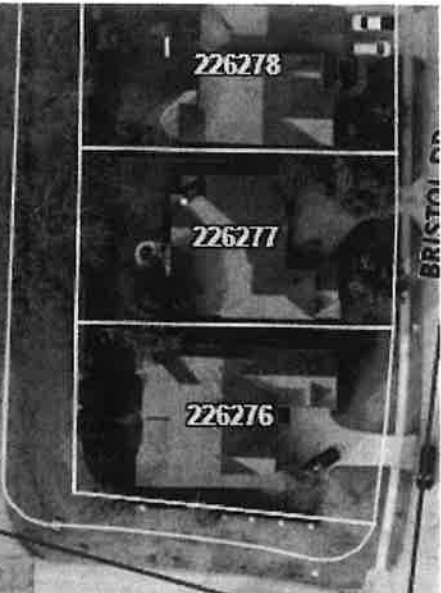
[View Detailed Property Information](#)
[View Plat](#)

Property Information
Legal Description: LINDSAY ADDN BLK 4
1 ACRES 3.0

Property Location
535 KINGS RD
DOUBLE OAK, TX 75077-3028

Ownership Information
REYES, OTTO
656 TIMBERCREST CIR
LEWISVILLE, TX 75077-6409

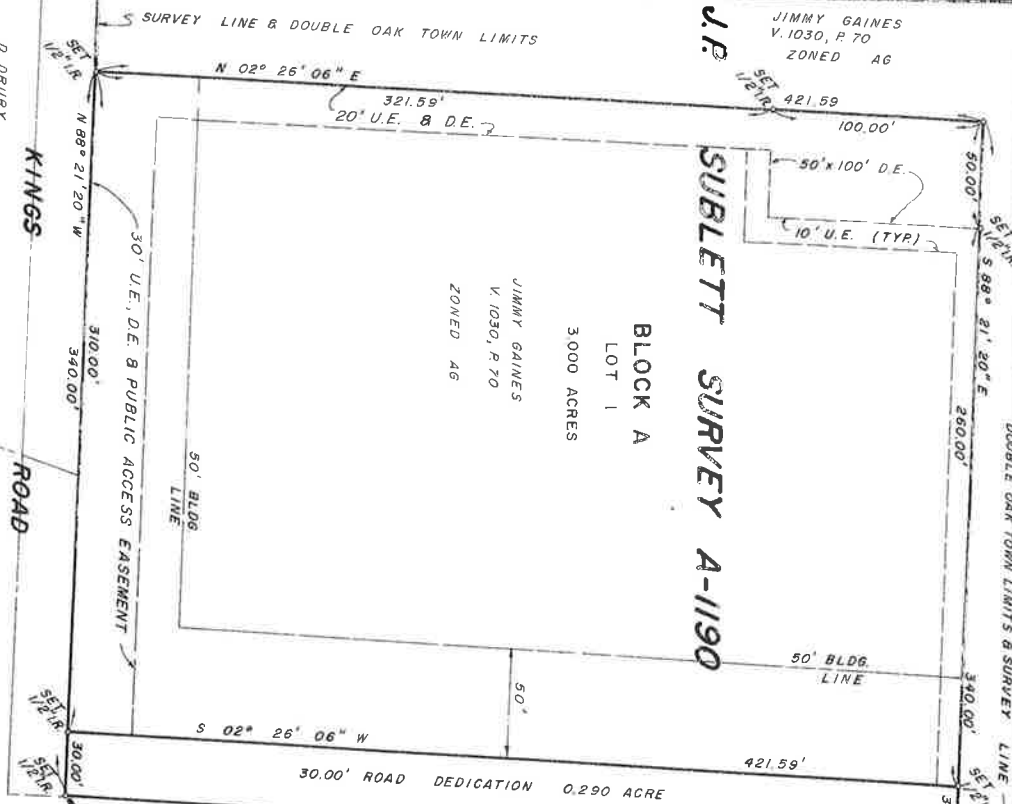
[Zoom to](#)



DOUBLE OAK TOWN LIMITS & SURVEY LINE
 1302.58' TO SEC. LOT 1, BLOCK 13
 CROSS TIMBERS ESTATES THIRD
 SECTION VOL. 9, PG. 7 P.R.D.C.T

JIMMY GAINES
 V. 1030, P. 70
 ZONED AG

J.P. SUBLETT SURVEY A-1190



D. DRURY
 V. 1224, P. 043
 ZONED SF-3

The plat hereon is a true and accurate representation of the property as delineated by the lines and dimensions of said plat on the ground, indicated on the plat. The size, location and line of buildings within the boundaries of the property lines as shown, and the distance from the nearest street or road is as shown on the plat. There are no visible encroachments, on the plat, encroachments or apparent encroachments, except as shown on the plat.

I further certify that no portion of subject property lies within a special flood hazard area according to the Flood Insurance Rate Map for the Town of Double Oak, Texas, Community No. 48315, Panel 0005 C. (Dated March 4, 1987)



J. WATKINS

AR.O.B. SURVEY A-1324



VICINITY MAP
 SCALE 1" = 2000'



GRAPHIC SCALE

APPROVED BY: *James H. Taylor*
 Mayor of the Town of Double Oak

ATTESTED BY: *Patricia Chapman*
 Secretary

OWNER/DEVELOPER:
 Scott K. Lindsay and wife, Robin A. Lindsay
 6007 Pepperport Lane
 Flower Mound, Texas 75028
 (817) 491-1537

SURVEYOR
 Landmark Surveyors, Inc.
 207 West Hickory Street
 Denton, Texas 76201
 (817) 382-4016

FIRST AMERICAN CAPITAL CORP
 V. 1592, P. 149
 ZONED AG

OWNER'S CERTIFICATE AND DEDICATION

STATE OF TEXAS
 COUNTY OF DENTON: HEREBY Scott K. Lindsay and Robin A. Lindsay, as the owners of that certain lot, tract or parcel of land, in the Town of Double Oak, Sublett Survey, Abstract Number 1190, in the Town of Double Oak, Denton County, Texas, being a part of that certain tract of land conveyed by deed from John E. Hayes and wife, Mary L. Hayes to Jimmy F. Gaines and wife, Gracela L. Gaines, recorded in Volume 1030, Page 70, Deed Records, Denton County, Texas, and being more particularly described as follows:
 BEGINNING at an iron rod set for corner at an angle in the southeast corner of said Sublett Survey;
 THENCE N 86° 21' 20" W, 340.00 feet with the north line of said King Road and with the south line of said Gaines tract and with the south line of said Survey to an iron rod set for corner;
 THENCE N 02° 26' 06" E, 421.59 feet to a point for corner;
 THENCE S 88° 21' 20" E, 340.00 feet to an iron rod set for corner in said King Road and in the east line of said Gaines tract, and in the east line of said Survey;
 THENCE S 02° 26' 06" W, 421.59 feet with said King Road and with said east line of said Gaines tract and with said north line of said Survey to a point for corner, of which 0.290 acre is hereby dedicated for public roadway.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS that we, Scott K. Lindsay and Robin A. Lindsay, do hereby adopt this plat designating the hereinabove tract as LINDSAY ADDITION, an addition to the Town of Double Oak, Denton County, Texas, and do hereby dedicate to the public use forever the streets and easements for the purpose and consideration expressed hereon.

Scott K. Lindsay
 Scott K. Lindsay

Robin A. Lindsay
 Robin A. Lindsay

BEFORE ME, the undersigned Notary Public in and for said State on this day personally appeared Scott K. Lindsay and Robin A. Lindsay, known to me to be the persons whose names are subscribed to the following instrument, and acknowledged to me that they executed the same for the purpose and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 17th day of March, 19 91.



FINAL PLAT
 LINDSAY ADDITION
 3290 ACRES

J.P. SUBLETT SURVEY A-1190
 IN THE
 TOWN OF DOUBLE OAK
 DENTON COUNTY, TEXAS

LANDMARK SURVEYORS, INC.
 207 W. HICKORY STREET
 DENTON, TEXAS 76201
 (817) 382-4016

DRAWN BY: J.D.Y. SCALE: 1" = 40' DATE: 17 OCTOBER, 1990 JOB NO.: 901909



535 KINGS ROAD



February 6, 2023
AVO 037946.3

Ms. Eileen Kennedy
Town of Double Oak
320 Waketon Road
Double Oak, TX 75077

**RE: 535 Kings Road Replat of Lot 1 Block A
2nd Review**

Dear Ms. Kennedy:

Halff Associates, Inc. was requested by the Town of Double Oak to provide a first review of the RePlat for 535 Kings Road. The intention of this re-plat is to subdivide the property with the intent to sell a tract. The RePlat was prepared by ARA Surveying and has a time stamp of January 24, 2023.

We have reviewed the replat to subdivide a single lot into two ranch Estate lots. We find it meets the requirements for a Replat as defined in the Town Ordinances and have no additional comments.

Please let me know if you have any questions.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "S.D. Templer".

Steven D. Templer, PE
Senior Project Manager

C: Lynn Jones – Assistant Town Secretary
Attachments: N/A

NOTICE OF PUBLIC HEARING

The Planning and Zoning Commission of the Town of Double Oak, Texas, will hold a public hearing at 7:00 P.M., on Wednesday the 15th day of February, 2023, upon a request from Laura Anderson to replat into two lots, 535 Kings Road, Kings Corner Estates.

The Town Council of the Town of Double Oak, Texas, will hold a public hearing at 7:00 P.M., on Tuesday the 21th day of February, 2023 to consider and act on the request and recommendation from the Planning and Zoning Commission.

Both public hearings will be held at the Double Oak Town Hall at 320 Waketon Road, Double Oak, Texas. All interested persons are invited to attend and participate.

Lynn Jones
Assistant Town Secretary
Town of Double Oak

DENTON RECORD-CHRONICLE
P.O. BOX 369
DENTON TX 76202
(940) 566-6800

ORDER CONFIRMATION (CONTINUED)

Salesperson: Legals Denton

Printed at 01/23/23 15:11 by plaga-dm

Acct #: 18211

Ad #: 50266

Status: New WHOLD WHOI

NOTICE OF PUBLIC HEARING

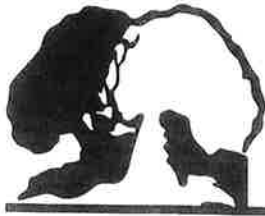
The Planning and Zoning Commission of the Town of Double Oak, Texas, will hold a public hearing at 7:00 P.M., on Wednesday the 15th day of February, 2023, upon a request from Laura Anderson to replat into two lots, 535 Kings Road, Kings Corner Estates.

The Town Council of the Town of Double Oak, Texas, will hold a public hearing at 7:00 P.M., on Tuesday the 21st day of February, 2023 to consider and act on the request and recommendation from the Planning and Zoning Commission.

Both public hearings will be held at the Double Oak Town Hall at 320 Waketon Road, Double Oak, Texas. All interested persons are invited to attend and participate.

Lynn Jones
Assistant Town Secretary
Town of Double Oak

drc 01/26/2023



TOWN OF DOUBLE OAK

320 Waketon Road
Double Oak, Texas 75077
972.539.9464

January 25, 2023

Gregory Corley
307 Highland Court
Double Oak, TX 75077

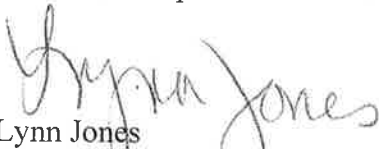
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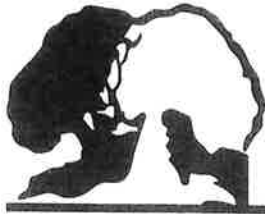
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Both public hearings will be held at Town Hall at 320 Waketon Road, Double Oak, Texas.

Should you have any questions, please call (972) 539-9464.

All interested parties are encouraged to attend.


Lynn Jones
Assistant Town Secretary



TOWN OF DOUBLE OAK

320 Waketon Road
Double Oak, Texas 75077
972.539.9464

January 25, 2023

Carl Griffin
537 Kings Road
Double Oak, TX 75077

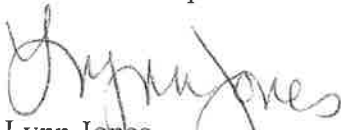
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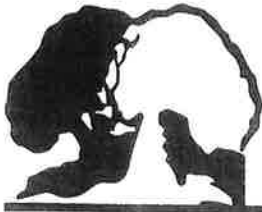
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All interested parties are encouraged to attend.


Lynn Jones
Assistant Town Secretary



TOWN OF DOUBLE OAK

320 Waketon Road
Double Oak, Texas 75077
972.539.9464

January 25, 2023

Kevin Andrews
539 Kings Road
Double Oak, TX 75077

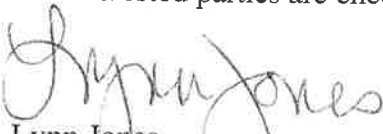
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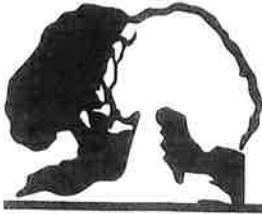
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All interested parties are encouraged to attend.


Lynn Jones
Assistant Town Secretary



TOWN OF DOUBLE OAK

320 Waketon Road
Double Oak, Texas 75077
972.539.9464

January 25, 2023

Tracey Donels
533 Kings Road
Double Oak, TX 75077

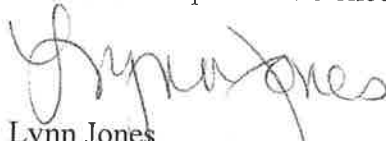
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All interested parties are encouraged to attend.


Lynn Jones
Assistant Town Secretary



TOWN OF DOUBLE OAK

320 Waketon Road
Double Oak, Texas 75077
972.539.9464

January 25, 2023

Otto Reyes
656 Timbercrest Circle
Lewisville, TX 75077

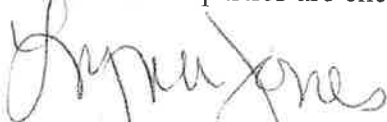
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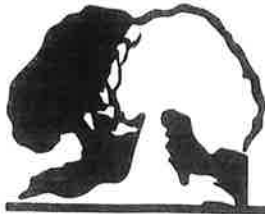
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Both public hearings will be held at Town Hall at 320 Waketon Road, Double Oak, Texas.

Should you have any questions, please call (972) 539-9464.

All interested parties are encouraged to attend.


Lynn Jones
Assistant Town Secretary



TOWN OF DOUBLE OAK

320 Waketon Road
Double Oak, Texas 75077
972.539.9464

January 25, 2023

Roberts Tyson
531 Kings Road
Double Oak, TX 75077

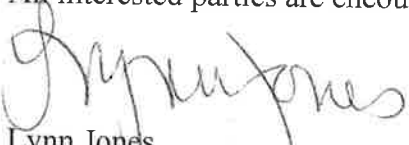
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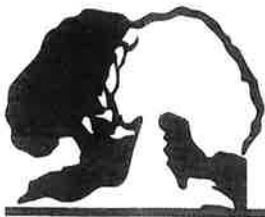
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All interested parties are encouraged to attend.


Lynn Jones
Assistant Town Secretary



TOWN OF DOUBLE OAK

320 Waketon Road
Double Oak, Texas 75077
972.539.9464

January 25, 2023

Timothy Dement
309 Highland Court
Double Oak, TX 75077

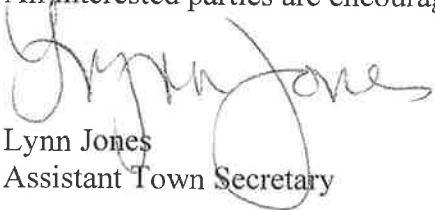
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Both public hearings will be held at Town Hall at 320 Waketon Road, Double Oak, Texas.

Should you have any questions, please call (972) 539-9464.

All interested parties are encouraged to attend.



Lynn Jones
Assistant Town Secretary

Chapter 3. Building Regulations

ARTICLE 3.1300. SIGN REGULATIONS

§ 3.1302. Classification of Signs.

(a) All signs will be classified as temporary or permanent, and further categorized as follows:

(1) Temporary.

(A) Class I - Private use.

(B) Class II - Off-premises public and private use.

(C) Class III - New construction, subdivision development and retail.

(2) Permanent.

(A) Class I - Municipal official use.

(B) Class II - Subdivision identification.

(C) Class III - Commercial.

(D) Class IV - Private advisory.

(b) Permitted purposes for each category is as follows:

(1) Temporary Class I. Intended primarily for the direct benefit and use of private citizens for noncommercial purposes. Such signs may only be posted upon the premises of the location of the property or event. Permitted uses are:

(A) The sale, lease or rental of privately owned real property.

(B) Garage, yard or estate sales.

(C) The sale of a motor vehicle, boat, lawn tractor or trailer or similar private property.

(D) The identification of a privately owned residence for family reunions, birthdays, weddings and similar private social events.

(E) A building contractor's sign while engaged in work for the property owner, for repair, renovation or remodeling, and for which a building permit is required.

(F) Political signs promoting a particular candidate or party.

(2) Temporary Class II. For off-premises display, and for specific short term noncommercial private and public events such as:

(A) Directional signs and/or "arrows" which guide motorists to the site of a for sale "open house," a garage, yard or estate sale, private social event, and similar activity, and which supports the activities authorized under temporary Class I signs. Temporary Class II signage includes signs posted by private organizations such as clubs, teams, and municipal departments whose membership is made up of town residents. The purpose of such signs is to direct and/or invite the citizenry-at-large to participate in or attend a specific short-term public event. Examples include: DOVFD aluminum pickup, DOWC benefit breakfast or similar events, and the mayor's "Pot Hole Day."

(3) Temporary Class III.

(A) Applicable to subdivision developers, new construction, building contractors, representative real estate agents, lending institutions and other persons, firms or activity associated directly or indirectly with a new development or construction, and where a sign is displayed upon such sites identifying such persons or firms, and where the purpose of such signage is to sell the property.

(B) For the owners and/or their agents of undeveloped land with an area of one or more acres, when a sign is displayed upon the property which announces that the property is for sale, lease or rent.

(C) Banner Signs. A permit for a temporary banner sign for commercial advertisements is required and will be valid for a maximum of 14 days. Temporary banner sign permits may be issued a maximum of 12 times per year with at least a 14-day gap between permits for the same business or location. Allowed temporary banner sign materials are either cloth or canvas, may have a maximum square footage of 40 feet, and shall be professionally constructed and designed. Signs must be firmly attached to the building in such a way so as to prevent the sign from moving freely in the wind or detaching under adverse weather conditions. Banners shall not be attached to trees or utility poles. A permit application containing the language as stated on the banner, general design, location and date to be erected and removed shall be required. A permit fee is required.

(4) Permanent - Municipal Class I. For official municipal use to aid in identification and to promote public safety. Such uses are:

(A) Town boundary/location identification.

(B) Town building/facility identity and location.

(C) Street identification.

(D) Motor vehicle traffic control.

(E) And such other signage as the town council may direct to promote the public safety, welfare and convenience.

ALL TREASURES

**ESTATE
SALE**



Attachment A (ICM)

The Town of Double Oak has requested Halff Associates, Inc. (Halff) to provide professional engineering services for a Town-wide Storm Water Master Plan. This proposal includes the Study Objectives, Scope of Work, Exclusions, Project Fees and Schedule.

Study Objectives

1. Assist Capital Improvement Project (CIP) Planning: Evaluate existing flood issues within the Town and develop prioritized list of conceptual flood mitigation alternatives. Local floodplains will be developed using 2D modeling software, InfoWorks ICM, to identify flooding hotspot locations.

Scope of Work

Below is the detailed scope of work for Basic & Special Services.

Basic Services

Task 1 – 2D Rain-on-Mesh Analysis

A. Terrain Preparation

1. Utilize 2019 TNRRIS LiDAR data to develop a Digital Elevation Model (DEM) for the Town.

B. 2D Modeling

1. Develop a 2D Rain-on-Mesh (ROM) hydraulic model using the latest version of InfoWorks ICM. Rainfall data will be based on NOAA Atlas 14 depths and will include the 2-, 5-, 10-, and 100-year storm events. Ultimate land use will be based on Town zoning and Manning's n-value layer will be based on the latest NearMap aerial imagery. Based on existing level of development within the town only ultimate conditions will be considered for this study. Contributing drainage area from the new Toll Brothers development will be simulated using a single basin HEC-HMS hydrologic model and applied as a point discharge at the new concentrated outfall location into the Town of Double Oak.
2. Incorporate significant culvert crossings (up to 25) that impact routing of flood waters during flood events. The culvert crossing geometry will be based on as-built plan data, if available, from the Town. If as-built plan data is not available, Halff will field measure culvert crossings and estimate flowlines. Survey of culvert crossings is not included in this scope of services.
3. Develop GIS floodplain mapping/depth grids based on the 2D ROM model results for the 2-, 5-, 10-, and 100-year storm events based on ultimate conditions. Flood depth boundaries will be limited to depths greater than 0.5 ft.
4. Based on the results of the 2D ROM analysis, identify up to ten (10) flooding hot spots along creeks and channels including overtopped roads and flooded structures.

Attachment A (ICM)

Task 2 – Conceptual Alternative Analysis

A. Conceptual Alternative Analysis

1. Develop conceptual flood mitigation alternatives for up to five (5) locations to reduce flooding problems identified under Task 2.A.1.
2. Summarize the benefits and challenges for each conceptual alternative including metrics on flood reduction.
3. Develop estimates of probable cost for each conceptual alternative.
4. Develop evaluation criteria, in coordination with the Town, to prioritize and rank conceptual alternatives.

Task 3 – Project Management / Deliverables

This scope includes the coordination and communication procedures to be implemented between the Town of Double Oak and Halff in completion of this project.

A. Project Coordination and Management

1. Conduct one (1) project kickoff meeting (Virtual) with the Town of Double Oak.
2. Prepare monthly progress reports for the Town of Double Oak identifying work accomplished, work to be done, and outstanding issues that need attention.

B. Deliverables/Reporting

1. Prepare a brief memorandum summarizing the procedures and results of the study including tables and figures. The draft memorandum will be subject to one review by the Town. One (1) meeting (Virtual) will be scheduled to discuss Town comments.
2. Deliver a digital copy of the final memorandum to the Town of Double Oak with technical data utilized in preparation of the study in digital format, including hydrologic and hydraulic models and a GIS geodatabase with floodplain mapping/depth grids.

Special Services

The services below will be billed on an hourly not to exceed basis:

A. Project Coordination and Meetings

1. Conduct monthly coordination calls with the Town of Double Oak (up to 6 meetings).
2. Conduct three (3) public meetings to receive public input and convey study results.
3. Coordinate with the Town of Flower Mound to understand potential drainage improvements within Flower Mound that may impact the 2D model developed for Double Oak. This scope assumes one (1) virtual meeting with Flower Mound.
4. Evaluate the impact from potential drainage improvements within the Town of Flower Mound using the InfoWorks ICM model.

Attachment A (ICM)

Exclusions

The following services are not included in the scope of work of this proposal. Halff can provide estimated fees for these services, if needed.

- A. Field survey and condition assessment of existing culvert crossings or storm drain infrastructure.
- B. Finish Floor Elevation (FFE) surveys and/or elevation certificates
- C. Council presentations/workshops
- D. Storm Water Utility Fee evaluation

Project Fees:

Basic Services will be on a lump sum basis. Lump sum fee tasks will be billed monthly based on percentage of work that has been completed. Special Services will be billed based on an hourly not to exceed basis and will be billed based on the rates provided in Attachment B - Fee Schedule. A summary of the professional services fees by task is listed in the following table.

FEE SUMMARY

<u>Task</u>	<u>Description</u>	<u>Total</u>
Basic Services		
1.	2D Rain-on-Mesh Analysis & Mapping	\$37,720
2.	Conceptual Alternatives Analysis	\$21,980
3.	Project Management/Deliverables	\$10,739
	SUBTOTAL	\$70,439
Special Services		
1.	Project Coordination and Meetings	\$17,660
	SUBTOTAL	\$17,660
	TOTAL	\$88,099

Direct Costs for expenses such as mileage, copies, scans, etc. are included in the lump sum fees.

Attachment A (ICM)


Schedule:

Halff will complete the scope of within 7 months from written notice to proceed. A detailed schedule will be provided at the project kick-off meeting.

We appreciate the opportunity to be of service to the Town of Double Oak. If you have any questions, please do not hesitate to call me at (817) 764-7487.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in cursive script that reads "Scott A. Rushing".

Scott Rushing, PE, CFM
Water Resources Team Leader

C: Steve Templer, PE

Attachment A (HEC-RAS)

The Town of Double Oak has requested Halff Associates, Inc. (Halff) to provide professional engineering services for a Town-wide Storm Water Master Plan. This proposal includes the Study Objectives, Scope of Work, Exclusions, Project Fees and Schedule.

Study Objectives

1. Assist Capital Improvement Project (CIP) Planning: Evaluate existing flood issues within the Town and develop prioritized list of conceptual flood mitigation alternatives. Local floodplains will be developed using 2D HEC-RAS to identify flooding hotspot locations.

Scope of Work

Below is the detailed scope of work for Basic & Special Services.

Basic Services

Task 1 – 2D Rain-on-Mesh Analysis

A. Terrain Preparation

1. Utilize 2019 TNRIS LiDAR data to develop a Digital Elevation Model (DEM) for the Town.

B. 2D Modeling

1. Develop a 2D Rain-on-Mesh (ROM) hydraulic model using the latest version of HEC-RAS. Rainfall data will be based on NOAA Atlas 14 depths and will include the 2-, 5-, 10-, and 100-year storm events. Ultimate land use will be based on Town zoning and Manning's n-value layer will be based on the latest NearMap aerial imagery. Based on existing level of development within the town only ultimate conditions will be considered for this study. Contributing drainage area from the new Toll Brothers development will be simulated using a single basin HEC-HMS hydrologic model and applied as a point discharge at the new concentrated outfall location into the Town of Double Oak.
2. Incorporate significant culvert crossings (up to 25) that impact routing of flood waters during flood events. The culvert crossing geometry will be based on as-built plan data, if available, from the Town. If as-built plan data is not available, Halff will field measure culvert crossings and estimate flowlines. Survey of culvert crossings is not included in this scope of services.
3. Develop GIS floodplain mapping/depth grids based on the 2D ROM model results for the 2-, 5-, 10-, and 100-year storm events based on ultimate conditions. Flood depth boundaries will be limited to depths greater than 0.5 ft.
4. Based on the results of the 2D ROM analysis, identify up to ten (10) flooding hot spots along creeks and channels including overtopped roads and flooded structures.

Attachment A (HEC-RAS)

Task 2 – Conceptual Alternative Analysis

A. Conceptual Alternative Analysis

1. Develop conceptual flood mitigation alternatives for up to five (5) locations to reduce flooding problems identified under Task 2.A.1.
2. Summarize the benefits and challenges for each conceptual alternative including metrics on flood reduction.
3. Develop estimates of probable cost for each conceptual alternative.
4. Develop evaluation criteria, in coordination with the Town, to prioritize and rank conceptual alternatives.

Task 3 – Project Management / Deliverables

This scope includes the coordination and communication procedures to be implemented between the Town of Double Oak and Halff in completion of this project.

A. Project Coordination and Management

1. Conduct one (1) project kickoff meeting (Virtual) with the Town of Double Oak.
2. Prepare monthly progress reports for the Town of Double Oak identifying work accomplished, work to be done, and outstanding issues that need attention.

B. Deliverables/Reporting

1. Prepare a brief memorandum summarizing the procedures and results of the study including tables and figures. The draft memorandum will be subject to one review by the Town. One (1) meeting (Virtual) will be scheduled to discuss Town comments.
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Special Services

The services below will be billed on an hourly not to exceed basis:

A. Project Coordination and Meetings

1. Conduct monthly coordination calls with the Town of Double Oak (up to 6 meetings).
2. Conduct three (3) public meetings to receive public input and convey study results.
3. Coordinate with the Town of Flower Mound to understand potential drainage improvements within Flower Mound that may impact the 2D model developed for Double Oak. This scope assumes one (1) virtual meeting with Flower Mound.
4. Evaluate the impact from potential drainage improvements within the Town of Flower Mound using the 2D HEC-RAS model.

Attachment A (HEC-RAS)

Exclusions

The following services are not included in the scope of work of this proposal. Half can provide estimated fees for these services, if needed.

- A. Field survey and condition assessment of existing culvert crossings or storm drain infrastructure.
- B. Finish Floor Elevation (FFE) surveys and/or elevation certificates
- C. Council presentations/workshops
- D. Storm Water Utility Fee evaluation

Project Fees:

Basic Services will be on a lump sum basis. Lump sum fee tasks will be billed monthly based on percentage of work that has been completed. Special Services will be billed based on an hourly not to exceed basis and will be billed based on the rates provided in Attachment B - Fee Schedule. A summary of the professional services fees by task is listed in the following table.

FEE SUMMARY

<u>Task</u>	<u>Description</u>	<u>Total</u>
Basic Services		
1.	2D Rain-on-Mesh Analysis & Mapping	\$35,640
2.	Conceptual Alternatives Analysis	\$18,140
3.	Project Management/Deliverables	\$10,739
	SUBTOTAL	\$64,519
 Special Services		
1.	Project Coordination and Meetings	\$17,660
	SUBTOTAL	\$17,660
	TOTAL	\$82,179

Direct Costs for expenses such as mileage, copies, scans, etc. are included in the lump sum fees.

Attachment A (HEC-RAS)

Schedule:

Halff will complete the scope of within 7 months from written notice to proceed. A detailed schedule will be provided at the project kick-off meeting.

We appreciate the opportunity to be of service to the Town of Double Oak. If you have any questions, please do not hesitate to call me at (817) 764-7487.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Scott A. Rushing". The signature is written in a cursive style with a large initial 'S'.

Scott Rushing, PE, CFM
Water Resources Team Leader

C: Steve Templer, PE

Project – 2022 and 2023 Mill & Overlay Project

Task	Due By:
All Documents to Town No Later Than	February 17, 2023
Provide email with Engineer’s Estimate or OPCC to Purchasing No Later Than & Indicate if it should be published	February 17, 2023
Publish Engineer’s Estimate – YES/No	No
Advertising Dates	February 26, 2023 March 5, 2023
Optional Pre-Bid Meeting Town Hall Council Chambers	Wednesday, March 8, 2023 @ 11:00 am
Questions Deadline	March 10, 2023
Issue Addendum with Questions & Clarifications (if applicable)	March 13, 2023
Bid Receipt Date and opening	Thursday, March 16, 2023 at 11:00am CT
Town Council Meeting	April 3, 2023

Advertisement:

The 2022 Mill and Overlay Project consists of mill and overlay of four existing asphalt roadways in the Town of Double Oak. The scope of work includes pavement repair, 2-inch mill and 2-inch overlay for Shady Oaks, Park Lane, Timberview Drive, and Meadow Knoll. The project consists of 4,721 LF of roadway, 11,977 SY of 2-inch milling with 2-inch asphalt overlay, and 2,110 SY of full depth repair.

NOTICE TO BIDDERS

1. Sealed Bids (proposals) addressed to the Town of Double Oak, Texas, will be received at the Town Secretary's Office, Town Hall, 320 Waketon Road, Double Oak, TX 75077, until 11:00 a.m., Thursday, March 16, 2023 for the following project:

2022 and 2023 MILL & OVERLAY PROJECT

At the above time and place the proposals will be publicly opened and read aloud and retained by the Town Secretary's Office for tabulation, checking and evaluation.

2. The 2022 and 2023 Mill and Overlay Project consists of mill and overlay of four existing asphalt roadways in the Town of Double Oak. The scope of work includes pavement repair, 2-inch mill and 2-inch overlay for Shady Oaks, Park Lane, Timberview Drive, and Meadow Knoll. The project consists of 4,721 LF of roadway, 11,977 SY of 2-inch milling with 2-inch asphalt overlay, and 2,110 SY of full depth repair.
3. Bids shall be submitted in sealed envelopes upon the blank form of the proposal furnished. Sealed envelopes shall be marked **"2022 and 2023 Mill and Overlay Project – DO NOT OPEN UNTIL THURSDAY, MARCH 16, 2023 AT 11:00 A.M."**
4. A Bid Bond in the form of a cashier's check, a certified check, or an acceptable bidder's bond made payable without conditions to the "Town of Double Oak, Texas" in an amount of not less than five percent (5%) of the total amount of the bid submitted, must accompany each bid as a guarantee that if awarded the contract, the bidder will promptly enter into a contract and execute such bonds as are required.
5. Plans and Specifications and contract documents may be examined without charge at Town Hall located at 320 Waketon Road, Double Oak, TX 75077.
6. Individual copies of the Plans and Specifications may be obtained from Halff Associates. To register and obtain a link to the plans and specifications email Makalei Douglass at mdouglass@halff.com or call (817) 764-7500. Plans and specifications may also be purchased from Halff Associates, Inc. located at 4000 Fossil Creek Boulevard, Fort Worth, TX 76137 by depositing Sixty dollars (\$60.00) for each set. Checks shall be made out to the "Halff Associates, Inc.". **THE DEPOSIT WILL NOT BE REFUNDED.**
7. Any questions regarding the plans or specifications should be directed to Steve Templer, PE with Halff Associates, Inc. at (817) 847-1422.
8. An **Optional PRE-BID MEETING** will be held on Wednesday, March 8, 2023 at 11:00 a.m. at the Town of Double Oak Town Hall, 320 Waketon Road, Double Oak, TX 75077.
9. The Town reserves the right to accept the bid which, in its judgment is the lowest responsible bid; to reject any or all bids; and to waive irregularities or informalities in any bid submitted. Bids received after the specified time of closing will be returned unopened. Conditional or qualified bids will not be accepted. No bid may be withdrawn within One-Hundred Twenty (120) days after the date on which bids are opened.

TOWN OF DOUBLE OAK

By _____

Town Secretary – Eileen Kennedy

ADVERTISEMENT DATES:

Denton Record Chronicle:

February 26, 2023 and March 5, 2023

Workgroup Printer/Copier/Scanner/Fax

Replacement Option

Current Workgroup

Monthly lease & service (60 months) 4,893.60 407.80/mo

Proposed Workgroup

5,151.72 429.31/mo

Notes:

1. Current lease expires May 25, 2023
2. If proposal is approved Datamax will add device to Double Oak network at no additional charge.
3. Sourced by Datamax from the Texas State DIR contract: <https://dir.texas.gov/it-solutions-and-services/buying-through-dir>
4. Includes pickup of old equipment, delivery, installation, networking, and end-user training on new equipment
5. Lease includes equipment & all-inclusive service plan (service calls, preventive maintenance calls, electrical and mechanical parts, fuser oil, drums, staples and toner at no additional charge.
6. Annual cost increase is \$258.12