



DOUBLE OAK

Town of Double Oak
Town Council –Public Meeting

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

Monday, March 20, 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 February 21, 2023. *

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 Committee

V. New business agenda (consideration and action):

7. Presentation from the Children’s Advocacy Center.

Presentation: Police Chief Ruben Rivas

8. Discussion, consideration, and action an estimate from Dobie Supply, LLC for street signs.

Presentation: Public Services Randall Anglin

9. Discussion, consideration, and action on SLFRF update.

Presentation: Deputy Mayor Pro Tem Connie Schoenrade
Mayor Pro Tem Patrick Johnson

10. Discussion, consideration, and action on accepting the Investment Inventory Report at December 31, 2022.

Presentation: Town Treasurer Billie Garrett

VI. Old business agenda (consideration and action):

11. Council – staff announcements and comments:

- Saturday, May 6, 2023, Municipal Election Day.

Seats up for election:

Mayor seat
Two Council seats

Candidates as they will appear on the ballot are:

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

- Double Oak Candidate Forum sponsored by *Cross Timbers Gazette*, will be Wednesday, April 12, 2023, at 7:00 p.m. Double Oak Town Hall will open at 6:00 p.m. for meet and greet with the candidates.

12. 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, March 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>)



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.

**UNAPPROVED-NOT FOR
PUBLICATION**

STATE OF TEXAS
COUNTY OF DENTON
TOWN OF DOUBLE OAK

The Double Oak Town Council met in regular session at 7:00 p.m. March 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 and Police Chief Ruben Rivas.

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 February 21, 2023.

Move to approve the minutes of February 21, 2023 as corrected by Council Member Hillyer, seconded by Mayor Pro Tem Johnson.

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

Motion Carried 5-0-0

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 Committee

V. **New business agenda (consideration and action):**

7. Discussion, consideration, and action on a resolution agreeing to accept a grant from the Office of the Governor, Public Safety Office, Criminal Justice Division for body camera and associated components.

Presentation: Police Chief Ruben Rivas

Move to accept the resolution by Council Member Parsons, seconded by Mayor Pro Tem Johnson.

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

Motion carried 4-0-1

8. Discussion, consideration, and action on funding and contracting with Denton County Elections for early voting and election day voting for the May 6, 2023, general election.

Presentation: Town Secretary Eileen Kennedy

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

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

Motion carried 5-0-0

9. Discussion, consideration, and action on approval of funds for the March 2, 2023, storm damage clean-up.

Presentation: Mayor Mike Donnelly

Move to approve in an amount not to exceed \$4,000 by Council Member Hillyer, seconded by Mayor Pro Tem Johnson.

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

Motion carried 5-0-0

VI. Old business agenda (consideration and action):

10. Council – staff announcements and comments:

- Eileen Kennedy will celebrate her 17-year anniversary with Double Oak on March 15.

- Randall Anglin will celebrate his 1-year anniversary with Double Oak on March 28.
- Saturday, May 6, 2023, Municipal Election Day.

Seats up for election:

Mayor seat

Two Council seats

Candidates as they will appear on the ballot are:

Patrick Johnson Mayor

Jean Hillyer Mayor

Mike Gwartney Council Member

Ginger Brittain Council Member

Pat Wellen Council Member

Lisa Miller Council Member

11. Adjournment

With no further business to come before the Council, motion Hillyer, second Schoenrade, the meeting was adjourned at 08:13 p.m.

Approved:

Mike Donnelly, Mayor

Attest:

Eileen Kennedy, Town Secretary



Double Oak Police Department Activity Log

Date Range: 2/1/2023 - 2/28/2023 Times: All Times

CALL TYPE	#
ABANDONED VEHICLE	1
ADMINISTRATIVE DUTY	0
AGENCY ASSIST	14
ALARM	2
ALARM COMMERCIAL FIRE	0
ALARM HOLDUP PANIC SILENT	0
ALARM MEDICAL	0
ANIMAL BITE REPORT	0
ANIMAL COMPLAINT	0
ANIMAL CRUELTY REPORT	0
ASSAULT	0
ASSAULT SEXUAL	0
BUILDING CHECK	331
BREATHING PROBLEMS	0
BURGLARY	1
CARBON MONOXIDE OR HAZMAT	0
CARDIAC OR RESP ARREST	0
CHEST PAIN	0
CHILD CUSTODY	0
CLOSE PATROL	78
CONVULSIONS SEIZURES	1
CRIMINAL MISCHIEF	0
CRIMINAL TRESPASS	0
DEADLY CONDUCT	0
DISTURBANCE	0
DISTURBANCE DOMESTIC	1
EMERGENCY MESSAGE	0
ENTRAPMENTS	0
ESCORT COURTESY	0
FALLS	0
FIRE GRASS	0
FIRE ILLEGAL BURN	0
FIRE STRUCTURE	1
FIRE UNKNOWN	0
FIREWORKS COMPLAINT	0
FOLLOW UP INVESTIGATION	2
FORGERY FRAUD	1
FOUND PROPERTY	0
GUN SHOTS HEARD	0
HANG UP 911	6

CALL TYPE	#
HARASSMENT	1
HEMORRHAGE LACERATIONS	1
ILLEGAL DUMPING	0
INTOXICATED PERSON	1
JUVENILE COMPLAINT	1
LOOSE LIVESTOCK	0
MEET COMPLAINANT	5
MISSING PERSON	1
MOTOR/BOATER ASSIST	2
NARCOTICS	1
NEAR DROWNING	0
NOISE COMPLAINT	0
OPEN DOOR	4
ORDINANCE VIOLATION	1
OVERDOSE POISONING	0
PERSON WITH A GUN	0
PSYCH OR SUICIDE ATTEMPT	0
PRISONER TRANSFER	0
RECKLESS DRIVER/BOATER	2
ROAD BLOCKAGE HAZARD	3
ROBBERY	0
SAFETY INSPECTION	0
SEARCH AND RESCUE	0
SICK PERSON	1
SPECIAL PATROL	2
SUSP PERSON/VEHICLE/ACTIVITY	8
TERRORISTIC THREAT	0
THEFT	0
TRAFFIC	311
TRAFFIC COMPLAINT	2
TRAFFIC TRANSPORT INCIDENT	3
UNCONSCIOUS FAINTING	0
VEHICLE CHECK	0
VEHICLE COMPLAINT	1
VACATION WATCH	97
WALK THRU	0
WARRANT SERVICE	0
WATER MAIN BREAK	0
WELFARE CONCERN	4

TOTAL CALLS FOR SERVICE: 891



TRAFFIC STOPS	#
WRITTEN CITATIONS	91
WRITTEN WARNINGS	213
TRAFFIC CLEARED N1	0
TRAFFIC CLEARED N8	6
TRAFFIC CLEARED UTC	1
TOTAL STOPS:	311

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

**Comprehensive Drainage Plan (ICM)
FY 2023 Work Order Authorization
March 3, 2023**

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.

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

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.

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

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

Task	Description	Total
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.

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

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.

Halff Associates is performing the services above under the terms and conditions described in the **Agreement for Professional Engineering Services**, dated October 7, 2008, between Halff Associates and the Town of Double Oak. Halff Associates will bill the above described services under AVO 37946.

Submitted:

Approved:

HALFF

TOWN OF DOUBLE OAK, TEXAS

By: Scott A. Rushing
Signature

By: Mike Donnelly
Signature

Scott Rushing, PE, CFM
Printed Name

Mike Donnelly

Water Resources Team Leader
Title

Mayor
Title

March 3, 2023
Date

March 3, 2023
Date

Profit & Loss Budget vs. Actual

October 2022 through September 2023

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
400000 · Tax Revenue				
401101 · Current Property Taxes-M & O	1,180,360.44	1,235,201.96	-54,841.52	95.6%
401201 · Penalty & Interest	762.37	2,500.00	-1,737.63	30.5%
401301 · Prior Year Property Taxes	926.61	2,000.00	-1,073.39	46.3%
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	16,411.65	35,000.00	-18,588.35	46.9%
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	364.15	500.00	-135.85	72.8%
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	1,614,539.94	2,074,201.96	-459,662.02	77.8%
420000 · Fines and Forfeitures				
420101 · Court Fines	41,190.45	120,000.00	-78,809.55	34.3%
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	41,190.45	120,000.00	-78,809.55	34.3%
430000 · Licenses and Permits				
430101 · Fences	850.00	1,275.00	-425.00	66.7%
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	13,610.00	23,000.00	-9,390.00	59.2%
430401 · Roofs	2,095.00	1,275.00	820.00	164.3%
430501 · Septic Systems	3,725.00	5,000.00	-1,275.00	74.5%
430601 · Sprinkler Systems	255.00	500.00	-245.00	51.0%
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	750.00	0.00	750.00	100.0%
Total 430000 · Licenses and Permits	21,810.00	42,050.00	-20,240.00	51.9%
440000 · Other Revenue				
440101 · Administration Fees	406.76	1,000.00	-593.24	40.7%
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	28,305.98	9,500.00	18,805.98	298.0%
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	28,712.74	10,500.00	18,212.74	273.5%

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	8,135.46	25,000.00	-16,864.54	32.5%
440701 · Town Hall Rental Fees	0.00	0.00	0.00	0.0%
Total 440300 · Charges for Services	8,141.46	25,250.00	-17,108.54	32.2%
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	1,714,394.59	2,272,001.96	-557,607.37	75.5%
Gross Profit	1,714,394.59	2,272,001.96	-557,607.37	75.5%
Expense				
510000 · Town Administration				
521000 · Town Salary Adjustments	0.00	0.00	0.00	0.0%
521012 · Attorney Fees	11,139.89	25,000.00	-13,860.11	44.6%
521033 · Custodial Services	2,509.98	5,500.00	-2,990.02	45.6%
521041 · Denton Central Appraisal Dist	3,537.48	8,237.00	-4,699.52	42.9%
521050 · Election Expense	0.00	4,500.00	-4,500.00	0.0%
521051 · Electricity	2,219.73	6,500.00	-4,280.27	34.1%
521060 · Financial Auditors	12,000.00	10,000.00	2,000.00	120.0%
521070 · Natural Gas	894.78	2,000.00	-1,105.22	44.7%
521073 · Printer Copier	2,478.37	6,000.00	-3,521.63	41.3%
521133 · Ordinance Codification	522.38	1,500.00	-977.62	34.8%
521160 · Postage	1,045.60	3,000.00	-1,954.40	34.9%
521200 · Tax Billing Expense	1,256.00	1,500.00	-244.00	83.7%
521201 · Communications	3,361.57	11,000.00	-7,638.43	30.6%
521220 · Water	617.64	2,500.00	-1,882.36	24.7%
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	70,927.32	121,312.00	-50,384.68	58.5%
520000 · Administrative				
521010 · Advertising	29.10	2,000.00	-1,970.90	1.5%
521020 · Bank Charges	-67.74	100.00	-167.74	-67.7%
521030 · Cleaning Supplies	0.00	0.00	0.00	0.0%
521031 · Computer Supplies/Software	11,833.30	25,000.00	-13,166.70	47.3%
521032 · Council Contingency	1,257.68	849.00	408.68	148.1%
521034 · Technology Fund	5,798.53	3,500.00	2,298.53	165.7%
521074 · Meetings	0.00	150.00	-150.00	0.0%
521075 · Goodwill	39.96	500.00	-460.04	8.0%
521076 · Incentive Pay	692.28	1,500.00	-807.72	46.2%
521090 · General Liability Insurance	2,949.58	5,513.20	-2,563.62	53.5%
521091 · Health/Dental/Life Insurance	9,267.12	17,069.04	-7,801.92	54.3%
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	1,533.10	6,000.00	-4,466.90	25.6%
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	8,924.45	12,580.05	-3,655.60	70.9%
521172 · TWC Unemployment Insurance	119.41	2,400.00	-2,280.59	5.0%
521190 · Town Secretary Salary	38,107.20	82,565.60	-44,458.40	46.2%
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	34,336.61	73,839.53	-39,502.92	46.5%
521195 · Overtime	3,061.30	5,000.00	-1,938.70	61.2%
521196 · TMRS-Retirement	5,355.86	14,149.24	-8,793.38	37.9%
521202 · Training Seminars	1,220.00	2,000.00	-780.00	61.0%
Total 520000 · Administrative	127,973.37	262,147.26	-134,173.89	48.8%
530000 · Public Works				
521021 · Building Repair/Remodeling	9,886.45	0.00	9,886.45	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	33,115.44	71,750.00	-38,634.56	46.2%
530102 · Public Works Director TMRS	2,974.14	6,229.03	-3,254.89	47.7%
530103 · Public Works Director FICA	2,179.19	5,538.22	-3,359.03	39.3%
530104 · Public Works Director (H/D/L)	7,092.21	13,077.36	-5,985.15	54.2%
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	22,000.00	0.00	22,000.00	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	5,175.94	9,000.00	-3,824.06	57.5%
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	1,675.00	5,500.00	-3,825.00	30.5%
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	718.68	2,000.00	-1,281.32	35.9%
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	3,088.66	12,290.00	-9,201.34	25.1%
530250 · Health Inspector	750.00	2,500.00	-1,750.00	30.0%
530260 · Septic Inspections	3,580.00	5,000.00	-1,420.00	71.6%
530270 · Sewage Services	9,070.56	25,000.00	-15,929.44	36.3%
530271 · Vehicle Reimbursement	0.00	0.00	0.00	0.0%
530272 · Incentive Pay	276.84	600.00	-323.16	46.1%
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	710.60	500.00	210.60	142.1%

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	111,110.84	188,691.81	-77,580.97	58.9%
540000 · Streets and Drainage				
540019 · Engineering General	10,031.22	50,000.00	-39,968.78	20.1%
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	10,491.36	294,500.00	-284,008.64	3.6%
550000 · Police Department				
550120 · Capital Equipment (Auto)	0.00	0.00	0.00	0.0%
550135 · Computer Equip/Supplies/SW Main	13,837.57	41,500.00	-27,662.43	33.3%
550140 · Equipment Repair & Maintenance	0.00	1,000.00	-1,000.00	0.0%
550145 · Health/Dental/Life Insurance	49,825.49	126,276.84	-76,451.35	39.5%
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	895.00	5,000.00	-4,105.00	17.9%
550250 · Postage	0.00	0.00	0.00	0.0%
550251 · Printing	200.75	900.00	-699.25	22.3%
550252 · Police Chief Salary	46,199.40	100,098.70	-53,899.30	46.2%
550253 · Police Asst. Chief Salary	41,061.84	88,967.35	-47,905.51	46.2%
550254 · Police Officers' Salary	153,312.48	513,517.56	-360,205.08	29.9%
550255 · Administrative Assistant PD	0.00	0.00	0.00	0.0%
550256 · Crossing Guard	2,854.30	4,000.00	-1,145.70	71.4%
550257 · Police Department Overtime	5,172.50	5,000.00	172.50	103.5%
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	3,499.11	9,600.00	-6,100.89	36.4%
550271 · Salaries Benefits - FICA	16,642.51	55,349.94	-38,707.43	30.1%
550275 · Salaries Benefits - TMRS	18,636.37	61,909.90	-43,273.53	30.1%
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	2,512.76	14,000.00	-11,487.24	17.9%
550281 · Training	3,502.80	15,000.00	-11,497.20	23.4%
550286 · Training Ammo	74.95	5,000.00	-4,925.05	1.5%
550290 · Uniforms	6,531.34	24,000.00	-17,468.66	27.2%
550291 · Patrol Equipment	22,438.00	7,000.00	15,438.00	320.5%
550292 · Community Programs	2,046.00	3,000.00	-954.00	68.2%
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	6,858.22	30,000.00	-23,141.78	22.9%
550400 · Vehicle Repair & Maintenance	1,266.75	10,000.00	-8,733.25	12.7%
Total 550000 · Police Department	425,697.62	1,167,993.49	-742,295.87	36.4%

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	2,700.00	10,000.00	-7,300.00	27.0%
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	2,775.00	10,000.00	-7,225.00	27.8%
560025 · Other Professional Services	510.00	480.00	30.00	106.3%
560026 · Court Clerk - Salary	30,690.80	65,820.78	-35,129.98	46.6%
560027 · Court Clerk- FICA	2,388.12	5,632.37	-3,244.25	42.4%
560028 · Court Clerk - TMRS	2,869.52	6,334.93	-3,465.41	45.3%
560029 · Court Clerk Ins (H/D/L)	4,642.41	8,534.52	-3,892.11	54.4%
560030 · Court Clerk - Longevity	905.00	905.00	0.00	100.0%
560031 · Overtime	2,254.35	6,000.00	-3,745.65	37.6%
560035 · Court Supplies,Equip & S/W Main	6,609.90	6,000.00	609.90	110.2%
560055 · Membership Dues	0.00	0.00	0.00	0.0%
560076 · Incentive Pay	415.32	900.00	-484.68	46.1%
Total 560000 · Municipal Court	58,240.42	120,847.60	-62,607.18	48.2%
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	838,862.11	2,272,001.96	-1,433,139.85	36.9%
Net Ordinary Income	875,532.48	0.00	875,532.48	100.0%
Net Income	875,532.48	0.00	875,532.48	100.0%

	<u>Mar 17, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
102302 · Independent Bank Money Market	2,754,454.16
102303 · Independent Bank Checking	544,829.96
102304 · Police Leose 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	3,280.21
106101 · Certificate of Deposit	428,102.12
	<hr/>
Total Checking/Savings	3,732,616.35
Accounts Receivable	
106100 · Accounts Receivable	17,728.32
	<hr/>
Total Accounts Receivable	17,728.32
Other Current Assets	
104100 · Bartonville Water Certificate	2,000.00
106150 · Interest Receivable	280.95
106400 · Employee Receivables	671.26
106700 · Property Taxes Receivable	19,263.24
106800 · Sales Tax Receiveable	-45,980.84
106900 · Prepaid Costs	32,274.55
	<hr/>
Total Other Current Assets	8,509.16
	<hr/>
Total Current Assets	3,758,853.83
	<hr/>
TOTAL ASSETS	3,758,853.83
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202000 · Accounts Payable	9,802.85
	<hr/>
Total Accounts Payable	9,802.85
Other Current Liabilities	
106300 · Allowance for Uncoll Taxes	19,263.24
200000 · Payroll Liabilities	
201500 · TMRS Payable	2,666.85
202507- · Dependant Health Care Cover...	-1,692.23
202508- · AFLAC Deduction	-232.68
202509 · Child Support Withholding Or...	111.85
202513 · Vision Insurance	432.87
202516 · Dependent Life Insurance	-34.61
200000 · Payroll Liabilities - Other	-178.88
	<hr/>
Total 200000 · Payroll Liabilities	1,073.17

	<u>Mar 17, 23</u>
200504 · Town Hall Reservation Deposits	500.00
201250 · Cr Card Fees/Collection Charges	547.60
202250 · Town Hall Renovations	200.00
202501 · Court Fees & Fines Due State	18,209.21
202502 · Technology Fees	4,227.23
202503 · Court Security Fees	17,725.32
202504 · Police LEOSE Training Account	8.59
202506 · Child Safety Fund	3,943.29
202511 · Omnibase Fees Due	146.68
202512 · Court Collections	8,681.81
202760 · Time Payment Reimbursement F...	208.79
203002 · Park Fund Account	219.78
203006 · CLFRF - SLFRF Funds	373,762.27
203060 · Waketon Road Reconstruction	27,650.59
203090 · Waketon Road-Town of Double ...	-27,650.29
2050000 · Accrued Payroll	26,301.77
205555 · Police Grants	347.25
206250 · Sewer System Maintenance	10,474.15
206500 · Police-Chapter 59	8.84
208000 · Golf Tournament	44.85
Total Other Current Liabilities	<u>485,894.14</u>
Total Current Liabilities	<u>495,696.99</u>
Total Liabilities	495,696.99
Equity	
3000 · Fund Balances	1,062,624.36
3100 · Town Contingency	150,000.00
3125 · Town 50th Anniversary Fund	10,000.00
3150 · Stormwater Structures Fund	100,000.00
3200 · Road Contingency	150,000.00
3250 · Denton County Bond Project Fund	190,000.00
3450 · Town Hall Technology Fund	100,000.00
3550 · TCEQ MS4 (5-year) Fund	25,000.00
3600 · Street and Drainage Fund	450,000.00
3800 · Police Vehicle Fund	110,000.00
3850 · Police Body Camera Project Fund	40,000.00
et Income	875,532.48
Total Equity	<u>3,263,156.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,758,853.83</u></u>



601 Commercial Drive
Buda, TX 78610

Estimate

Date	Estimate #
3/7/2023	42376

Name / Address
City of Double Oak 320 Waketon Road Double Oak, TX 75077 Brian Shults

Ship To
City of Double Oak 320 Waketon Road Double Oak, TX 75077 Brian-972-539-9464

P.O. No.	Terms	Rep
	Net 30	AC

Qty	Item	Description	U/M	Rate	Total
10.00	SF08018242122	18"x24" HIM printed sign with UV overlay on .080 aluminum (10) R2-1-30PMH		32.00	320.00
22.00	SF08012181122	12"x18" HIM printed sign with UV overlay on .080 aluminum White/Black (4) NO OUTLET (4) NOT A THROUGH STREET Yellow/Black (10) W9-12 SLOW CHILDREN White/Red (4) NO PARKING OR STANDING FIRE LANE		16.00	352.00
20.00	SF08030302122	30"x30" HIM printed sign with UV overlay on .080 aluminum (4) W14-2 NO OUTLET (4) W11-103 HIDDEN DRIVEWAY (4) W2-2L SIDE ROAD INTERSECTION (4) W5-2a ROAD NARROWS (4) W14-1 DEAD END		70.00	1,400.00
15.00	SF08030303120	30" STOP HIP R1-1 .080 aluminum screened	ea	42.00	630.00

Signature	Total
------------------	--------------

Phone #	Fax #	E-mail	Web Site
5124376499	512-444-0796	accounting@dobiesupply.com	www.dobiesupply.com



601 Commercial Drive
Buda, TX 78610

Estimate

Date	Estimate #
3/7/2023	42376

Name / Address
City of Double Oak 320 Waketon Road Double Oak, TX 75077 Brian Shults

Ship To
City of Double Oak 320 Waketon Road Double Oak, TX 75077 Brian-972-539-9464

P.O. No.	Terms	Rep
	Net 30	AC

Qty	Item	Description	U/M	Rate	Total
1.00	Delivery Fee	Shipping & Handling	ea	80.00	80.00

Signature _____	Total	\$2,782.00
-----------------	--------------	------------

Phone #	Fax #	E-mail	Web Site
5124376499	512-444-0796	accounting@dobiesupply.com	www.dobiesupply.com



DOUBLE OAK

**Investment Inventory Report
@ December 31, 2022**

PURCHASE DATE MATURITY DATE

CERTIFICATE OF DEPOSIT

04/16/13 12/04/22 DATCU
02/18/13 02/18/23 INDEPENDENT BANK

CD TOTAL

Demand Accounts

Independent Bank - Money Market
Independent Bank - Checking
Independent Bank - Police LEOSE
Independent Bank - John B. Wright Park Fund
Independent Bank - Police Chapter 59
Independent Bank - Petty Cash
DATCU

YIELD	BEGINNING BOOK	BALANCE @ 09/30/22	EARNINGS @ END 12/31/22	BALANCE @ 12/31/22	% of TOTAL PORTFOLIO
3.900%	200,133	217,982	477	218,459	
0.100%	201,855	209,643	317	209,643	
	401,988	427,625	794	428,102	13%

YIELD	BALANCE @ 09/30/22	Change	BALANCE @ 12/31/22	% of TOTAL PORTFOLIO
2.920%	1,984,695	19,759	2,004,454	
3.050%	267,329	529,851	797,180	
2.930%	863	8	871	
2.920%	565	6	571	
2.640%	9	0	9	
0.000%	499	0	499	
0.200%	3,278	2	3,280	
	2,257,238	549,626	2,806,864	87%

	2,684,863	550,420	3,234,966	100%
--	------------------	----------------	------------------	-------------

This report is in compliance with the Investment Policy and strategies as approved and the Public Funds Investment Act.

Treasurer

Town Secretary