



DOUBLE OAK

Town of Double Oak
Town Council –Public Meeting

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

Monday, March 21, 2022
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. Please do not engage in disruptive behavior. For public input during Citizen Comment or public hearings, all speakers will be limited to three minutes each. The Council does not accept public comment by mail or e-mail; speakers must be present, or a written statement must be read into the council's record by a speaker who is present at the meeting, subject to the three-minute limit.

- 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

- 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 March 7, 2021. *

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 establishing fund balance policies.
8. Discussion, consideration, and action on 2020-2021 audit report.*

Presentation:

Town Auditor Carl Deaton

9. Review of February 2022 Y-T-D Financial Report*
Presentation: Town Treasurer Billie Garrett
10. Discussion on homestead exemption for elderly or disabled persons and homestead tax freeze for elderly or disabled persons
Presentation: Town Treasurer Garrett
11. Discussion on the use of CLFRF funds.
Presentation: Mayor Beougher
12. Discussion, consideration, and action on road projects to be submitted to Denton County for the 2022 Denton County Road Bond.
Presentation: Mayor Beougher
13. Discussion, consideration, and action on a request from Sigma Sign Company to allow an exception under the Sign Regulations, Section 3.1302(6)(C)(vi)(2) Maximum Size to allow a larger height of the sign and larger maximum square footage of the sign then allowed in the sign ordinance.*
Presentation: Assistant Town Secretary Lynn Jones
14. Discussion, consideration, and action on a revised quote from All-Out Concrete for repairs to Brittain Lane per town's engineer's recommendations.*
Presentation: Mayor Beougher
15. Discussion, consideration, and action on the purchase of cubicle panels for the Building Inspections/Public Services Coordinator.*
Presentation: Town Secretary Eileen Kennedy
16. Council – staff announcements and comments:
 - May 7, 2022, Municipal Election Day
The following candidates have filed for a place on the ballot:
COUNCIL MEMBER (3 SEATS)
Billie Garrett
Tim Bologna
Patrick Johnson
Jean Hillyer
Connie Schoenrade

17. 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 18, 2022, by 4:00 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://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 Town Council considers the item.

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.

* Backup attached

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 7, 2022, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Von Beougher	Mayor
Billie Garrett	Mayor Pro-Tem
Joe Dent	Council Member
Casey Parsons	Council Member

Council Member Scott Whisenhunt was absent. Also in attendance was Town Secretary Eileen Kennedy and Town Attorney David Berman.

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

Council Member Dent gave the invocation and Council Member Nelson lead the pledge of allegiance to the American and Texas flags.

II. Citizen Comments

Patrick Johnson, 160 Forest Park Drive, raised some concerns about missing election signs.

Phyllis Meyerson, 133 East View Ct., asked Council for a Candidate's Forum for those running for a Council seat in May.

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 7, 2022.

Motion Dent, second Parsons to approve the minutes of February 7, 2022, as written.

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

Motion Carried

IV. Mayor, Council Members and Staff reports:

2. Mayor and Council – Mayor Beougher reported he attended Denton County Judge Andy Eads mayors meeting. Topic of discussion was CLFRF. Mayor Beougher also commented construction on the Waketon Road project will continue through November 2022. Mayor Pro-Tem Garrett commented that Ashley Hart would like to continue placing flags in the park for Memorial Day.
3. Public Works - Code Enforcement – Animal Control – Public Works log is included in the agenda packet. Nothing from Code Enforcement or Animal Control.
4. Administration - Town Secretary Eileen Kennedy informed council that Assistant Town Secretary Lynn Jones is at training for her CE's.
5. Public Safety– DOPD-Mayor Beougher thanked all agencies that participated in the funerals for our Double Oak Police Officers, John Mestas, and Lonnie Sneed.; DOVFD- Mayor Beougher attended the DOVFD's award banquet that was well attended and impressive.
6. Road and Drainage Committee–None

V. New business agenda (consideration and action):

7. Discussion, consideration, and action on applications received for Boards/Commissions alternate position.

Mayor Beougher asked Town Secretary Eileen Kennedy to send E-Subscribers a notice asking for applications.

No action taken.

8. Discussion, consideration, and action on allocating funds to equity accounts on the balance sheet.

A resolution to establish equity accounts will come before Council on March 21, 2022.

No action taken.

9. The Town Council will convene in closed executive session under Texas Government Code, section 551.074 (Personnel matters) and section 551.071 (Consultation with attorney) to discuss and deliberate the appointment, employment, evaluation, reassignment, and duties of Town Administrative Staff personnel and the appointment and employment of a building/public works/code enforcement official, and to receive legal advice from the Town attorney on personnel matters.

Council convened into close session at 7:33 p.m.
Council reconvened at 7:55 p.m.

10. Reconvene into open session and consider action, if any, on items discussed in executive session.

Motion Garrett, seconded by Dent to authorize the Mayor to make an offer of employment for the building/public works/code enforcement official.

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

Motion Carried

11. Council – staff announcements and comments:

- May 7, 2022, Municipal Election Day
The following candidates have filed for a place on the ballot:
COUNCIL MEMBER (3 SEATS)
Billie Garrett
Tim Bologna
Patrick Johnson
Jean Hillyer
Connie Schoenrade
- Town Secretary Eileen Kennedy will celebrate her 16th anniversary with the town on March 15th.

Billie Garrett announced the DOWC Easter Egg Hunt and Pancake Breakfast will be April 9, 2022, in the J.B. Wright Park.

12. Adjournment

With no further business to come before the Council, motion Garrett, Dent second, the meeting was adjourned at 8:00 p.m.

Eileen Kennedy, Town Secretary

Von Beougher, Mayor

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

RESOLUTION 22-01

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

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

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

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

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

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

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

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

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

Mayor

Town Secretary



TOWN OF DOUBLE OAK, TEXAS

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITORS' REPORT

SEPTEMBER 30, 2021

TOWN OF DOUBLE OAK

TABLE OF CONTENTS

	<u>Page No.</u>
Independent Auditors' Report.....	1
Management's Discussion and Analysis	5
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position.....	13
Statement of Activities.....	14
Fund Financial Statements:	
Governmental Fund Financial Statements:	
Balance Sheet	16
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position.....	17
Statement of Revenues, Expenditures and Change in Fund Balance	18
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Change in Fund Balance to the Statement of Activities	19
Statement of Revenues, Expenditures and Change in Fund Balance – Budget and Actual – General Fund	20
Notes to the Basic Financial Statements.....	21
Required Supplementary Information:	
Schedule of Changes in Net Pension Liability and Related Ratios – Texas Municipal Retirement System.....	42
Schedule of Employer Contributions – Texas Municipal Retirement System.....	44
Schedule of Changes in Total OPEB Liability and Related Ratios – Texas Municipal Retirement System	46
Notes to Required Supplementary Information.....	47
Combining Statements:	
Combining Balance Sheet-Special Revenue Funds	50
Combining Statement of Revenues, Expenditures and Change in Fund Balance – Special Revenue Funds.....	52
Combining and Individual Fund Statements and Schedules:	
Statement of Revenues - Budget and Actual – General Fund	56
Statement of Expenditures – Budget and Actual – General Fund.....	57
Schedule of Delinquent Taxes Receivable.....	60
Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.....	61

Members:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC
ACCOUNTANTS
TEXAS SOCIETY OF CERTIFIED
PUBLIC ACCOUNTANTS

**HANKINS, EASTUP, DEATON,
TONN & SEAY**
A PROFESSIONAL CORPORATION
CERTIFIED PUBLIC ACCOUNTANTS

902 NORTH LOCUST
P.O. BOX 977
DENTON, TX 76202-0977
TEL. (940) 387-8563
FAX (940) 383-4746

INDEPENDENT AUDITORS' REPORT

Honorable Mayor and Town Council
Town of Double Oak, Texas

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Double Oak, Texas ("Town"), as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America. This includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standard* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Double Oak, Texas as of September 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis* on pages 5 through 11 and the Texas Municipal Retirement System Schedules on pages 42 through 47 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Double Oak, Texas's basic financial statements. The combining and individual fund statements and schedules listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund statements and schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 22, 2022 on our consideration of the Town of Double Oak, Texas's internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Double Oak, Texas's internal control over financial reporting and compliance.



Hankins, Eastup, Deaton, Tonn & Seay, PC
Denton, Texas

January 22, 2022

MANAGEMENT'S DISCUSSION & ANALYSIS

This page left blank intentionally.

TOWN OF DOUBLE OAK, TEXAS

MANAGEMENT'S DISCUSSION AND ANALYSIS SEPTEMBER 30, 2021

As management of the Town of Double Oak, we offer readers of the Town of Double Oak's financial statements this narrative overview and analysis of the financial activities of the Town of Double Oak for the year ended September 30, 2021. We encourage readers to consider the information presented here in conjunction with the Town's basic financial statements.

Financial Highlights

- The assets and deferred outflows of the Town of Double Oak exceeded its liabilities at September 30, 2021 by \$3,688,205. Of this amount, \$2,490,982 may be used to meet the government's ongoing obligations to citizens and creditors.
- The Town's total net position increased by \$746,640 during the fiscal year from the results of current year operations.
- As of September 30, 2021, the Town of Double Oak's governmental funds reported combined ending fund balances of \$2,629,776, an increase of \$943,180 in comparison with the beginning of the period. Approximately 98% of this total amount, \$2,580,343, is available for spending at the government's discretion (*committed, assigned or unassigned fund balance*).
- At the end of the current period, the general fund fund balance of \$2,210,988 amounted to 140.4%, or approximately 17 months, of total fiscal year 2021 general fund expenditures. The unassigned general fund balance of \$1,040,856 amounted to 66.1%, or approximately 8 months, of fiscal year 2021 general fund expenditures.

Overview of the Financial Statements

The management discussion and analysis are intended to serve as an introduction to the Town of Double Oak's basic financial statements. The Town of Double Oak's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of the Town of Double Oak's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Town of Double Oak's assets, deferred outflows and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town of Double Oak is improving or deteriorating.

The statement of activities presents information showing how the Town's net position changed during the most recent period. All of the current period's revenues and expenses are taken into account regardless of when cash is received or paid. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave). Both the statement of net position and the statement of activities are prepared utilizing the accrual basis of accounting as opposed to the modified accrual basis used in prior reporting models.

TOWN OF DOUBLE OAK, TEXAS

MANAGEMENT'S DISCUSSION AND ANALYSIS SEPTEMBER 30, 2021

In the Statement of Net Position and the Statement of Activities, the Town is divided between two kinds of activities:

- **Governmental activities.** All of the Town's basic services are reported here, including the police, fire, community development, public works, park services, municipal court, and general administration. Property taxes, sales taxes, and franchise fees finance most of these activities.
- **Business-type activities.** The Town may charge a fee to customers to help it cover all or most of the cost of certain services it provides. The Town had no business-type activities during the current period.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund financial statements provide detailed information about the most significant funds, not the Town as a whole. Some funds are required to be established by state law or bond covenants. However, the Town Council may establish other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money. All of the funds of the Town of Double Oak are considered governmental funds.

Governmental Funds. All of the Town's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at period-end that are available for spending. These funds are reported using an accounting method identified as the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general operations and the basic services it provides. Governmental fund information helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. By comparing information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements, readers may better understand the long-term impact of the government's near-term financing decisions. The relationship or differences between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is detailed in a reconciliation following the fund financial statements.

The Town of Double Oak maintains eleven individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and ten special revenue funds.

Fiduciary Funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town of Double Oak's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The Town of Double Oak does not currently have any fiduciary funds.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and funds financial statements.

TOWN OF DOUBLE OAK, TEXAS

MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2021

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information highlighting budgetary information for the general fund.

Government-wide Financial Analysis

The Town's combined net position was \$3,688,205 as of September 30, 2021. The Town implemented GASB Statement No. 34, *Basic Financial Statement – and Management's Discussion and Analysis – for State and Local Governments*, in a prior fiscal year. The following analysis presents both current and prior year data and discusses significant changes in the accounts. This analysis focuses on the net position (Table 1) and general revenues (Table 2) and changes in net position (Table 3) of the Town's governmental activities.

The largest portion of the Town's net position reflects its investment in capital assets (e.g., land, buildings, vehicles, equipment, and infrastructure); less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of any related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Table 1
Net Position

	2021	Governmental Activities 2020	Change
Current and other assets	\$ 2,669,204	\$ 1,722,624	\$ 946,580
Capital assets	1,167,922	1,374,209	(206,287)
Total assets	<u>3,837,126</u>	<u>3,096,833</u>	<u>740,293</u>
Deferred outflows of resources	98,577	101,607	(3,030)
Long-term liabilities	136,464	123,775	12,689
Other liabilities	28,984	26,545	2,439
Total liabilities	<u>165,448</u>	<u>150,320</u>	<u>15,128</u>
Deferred inflows of resources	82,050	106,555	(24,505)
Net position:			
Net investment in capital assets	1,167,922	1,374,209	(206,287)
Restricted for:			
Court security and technology	27,734	17,985	9,749
Police department	1,567	549	1,018
Unrestricted	<u>2,490,982</u>	<u>1,548,822</u>	<u>942,160</u>
Total net position	<u>\$ 3,688,205</u>	<u>\$ 2,941,565</u>	<u>\$ 746,640</u>

TOWN OF DOUBLE, OAK, TEXAS

MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2021

Governmental Activities. The Town's general revenues for governmental activities for the years ended September 30, 2021 and 2020 are detailed below (Table 2).

Table 2
General Revenues

	<u>2021</u>	<u>2020</u>
Property taxes	\$ 1,185,488	\$ 1,173,792
Sales taxes	577,458	500,335
Franchise taxes	183,058	201,705
Investment earnings	17,674	17,232
Miscellaneous	350	344
	<u>\$ 1,964,028</u>	<u>\$ 1,893,408</u>

The following table provides a summary of the Town's operations for the years ended September 30, 2020 and 2021.

Table 3
Changes in Net Position

	<u>2021</u>	<u>2020</u>	<u>Change</u>
Revenues:			
Program revenues:			
Charges for services	\$ 250,354	\$ 194,418	\$ 55,936
Operating grants and contributions	381,091	169,079	212,012
General revenues:			
Property taxes	1,185,488	1,173,792	11,696
Sales taxes	577,458	500,335	77,123
Franchise taxes	183,058	201,705	(18,647)
Interest earnings	17,674	17,232	442
Other	350	344	6
	<u>2,595,473</u>	<u>2,256,905</u>	<u>338,568</u>
Expenses:			
Administration	335,011	339,225	(4,214)
Public works	90,506	98,709	(8,203)
Streets and drainage	266,314	432,072	(165,758)
Police services	915,964	919,681	(3,717)
Municipal court	102,004	101,334	670
Volunteer fire department/ambulance	139,034	137,979	1,055
	<u>1,848,833</u>	<u>2,029,000</u>	<u>(180,167)</u>
Change in net position	746,640	227,905	518,735
Net position – October 1 (beginning)	2,941,565	2,713,660	227,905
Net position – September 30 (ending)	<u>\$ 3,688,205</u>	<u>\$ 2,941,565</u>	<u>\$ 746,640</u>

TOWN OF DOUBLE OAK, TEXAS

MANAGEMENT'S DISCUSSION AND ANALYSIS SEPTEMBER 30, 2021

Financial Analysis of the Government's Funds

Governments Funds. The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unreserved fund balance may serve as a useful measure of government's net resources available for spending at the end of the period.

As of the end of the current period, the Town's governmental funds reported combined ending fund balances of \$2,629,776, an increase of \$943,180 in comparison with the beginning of the period. Approximately 98 percent of this total amount (\$2,580,343) constitutes committed, assigned or unassigned fund balance, which is available for spending at the Town's discretion. The remainder of fund balance is not available for spending at the Town's discretion because it has already been spent on prepaid costs (\$20,132) or is restricted for spending on court security and technology costs (\$27,734) or the police department (\$1,567).

The general fund is the chief operating fund of the Town. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 66.1 percent of total general fund expenditures, while total fund balance represents 140.4 percent of that same amount.

General Fund Budgetary Highlights

During the current year, the Town Council of the Town of Double Oak did not amend the original budget.

The original budget reflected that the activity for the year would result in no change in available fund balance. The available fund balance for the general fund actually increased in the amount of \$619,646. The increase was due to several factors: significantly more sales tax revenue than was expected, anticipated road repair projects not occurring during the year, and budgeted public safety expenditures paid with COVID-related special revenue funds.

Capital Asset and Debt Administration

Capital Assets. The Town's investment in capital assets for its governmental activities as of September 30, 2021, amount to \$1,167,922 (net of accumulated depreciation). This amount represents a net decrease of \$206,487, or 15 percent, below the beginning of the period. The investment in capital assets includes land, buildings, equipment, vehicles and roads.

The primary capital asset additions during the current year consisted of several computer purchases.

TOWN OF DOUBLE OAK, TEXAS

MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2021

Table 4
Capital Assets at Year-end
(Net of Depreciation)

	Governmental Activities
Land	\$ 20,000
Buildings	291,234
Furniture and Equipment	185,674
Streets and Roads	671,014
Totals	<u>\$ 1,167,922</u>

Additional information on the Town's capital assets can be found in Note 5 of this report.

Long-term Debt. At the end of the current period, the Town's only long-term debt was accrued compensated absences of \$30,159. No new debt was incurred during the year.

The Town's total debt increased by \$2,623 during the current period. Additional information on the Town's long-term debt can be found in Note 6 of this report.

Economic Factors and Next Year's Budgets and Rates

The Town finished with a general fund surplus for Fiscal Year 2021; after starting with a balanced budget the Town ended the year with an increase to the fund balance. During 2020-2021, the Town of Double Oak kept a tax rate of \$0.22921/100.

Notable Items that occurred in the Town during 2020-2021:

- In December 2020, the Town of Double Oak was ranked the safest city among 655 cities of all sizes in Texas. The Town appreciates the work of Chief Watson, Captain Rivas and the entire Double Oak Police Department for their continued efforts to keep our Town safe.
- Police Chief Derrick Watson retired from the Town after 11 years of service. After the announcement of Chief Watson's retirement, Town Council unanimously voted to promote Captain Ruben Rivas, a 15-year veteran on the force, to the Chief of Police position.
- The Town hired Cassandra Gaines as the Assistant Police Chief; she has 28 years of experience in law enforcement.
- After a year of postponed or cancelled events due to Covid-19, the Double Oak Women's Club held a successful Easter Egg Hunt and our DOVFD once again held their annual 4th of July parade and picnic.
- The Town along with Flower Mound and Denton County awarded the bid for the Waketon Road project, this project is ongoing with a scheduled completion date of late 2022.
- The Town budgeted the asphalt paving of Double Oaks Drive, with bid approval and construction happening in the 1st quarter of the next fiscal year.

TOWN OF DOUBLE OAK, TEXAS

MANAGEMENT'S DISCUSSION AND ANALYSIS SEPTEMBER 30, 2021

The Town is nearly built out, with 1 or 2 new home builds per year. On the commercial side, the Town saw new tenants complete build out in the Double Oak Great Lakes Center with Tropical Smoothie Café, GoDonuts, Cosmo Nail Lounge and Small Cakes all now open for business. Sherwin Williams is in process of completing their build out.

The Town Council approved a balanced budget for the 2021-2022 fiscal year. The Town Council lowered the property tax rate to \$0.22000/100, one of the lowest rates in Denton County.

A couple of highlights for the upcoming fiscal year budget:

- Paving of Double Oaks Drive
- Asphalt paving of another street
- Opening of Sherwin Williams
- Opening of Braum's Ice Cream & Dairy Store

2021 marked a very positive year for the Town. That said, the Town Council will keep a close watch on the ever-changing local and national economic conditions, as well as actions by the Texas state legislature that may affect property tax valuations in the future.

Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Town of Double Oak, 320 Waketon Road, Double Oak, Texas, 75077.

BASIC FINANCIAL STATEMENTS

TOWN OF DOUBLE OAK, TEXAS

**STATEMENT OF NET POSITION
SEPTEMBER 30, 2021**

	<u>Primary Government</u>
	<u>Governmental Activities</u>
ASSETS	
Cash and Investments	\$ 2,575,902
Receivables (net of allowance for uncollectibles):	
Due from Denton County	6,286
Property taxes	10,444
Sales taxes	44,744
Interest	225
Other	9,471
Deposits	2,000
Prepaid Costs	20,132
Capital Assets:	
Land	20,000
Buildings, net	291,234
Furniture and Equipment, net	185,674
Streets and Roads, net	671,014
Total Assets	<u>3,837,126</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Outflow Related to Pensions	86,268
Deferred Outflow Related to OPEB	12,309
Total Deferred Outflows of Resources	<u>98,577</u>
LIABILITIES	
Accounts Payable	6,209
Accrued Payroll	22,775
Noncurrent Liabilities:	
Compensated Absences	30,159
Net Pension Liability	47,474
Net OPEB Liability	58,831
Total Liabilities	<u>165,448</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred Inflow Related to Pensions	82,050
Total Deferred Inflows of Resources	<u>82,050</u>
NET POSITION	
Net Investment in Capital Assets	1,167,922
Restricted for:	
Court Security and Technology	27,734
Police Department	1,567
Unrestricted Net Position	<u>2,490,982</u>
Total Net Position	<u>\$ 3,688,205</u>

The accompanying notes are an integral part of this statement.

TOWN OF DOUBLE OAK, TEXAS

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2021

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>	
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>
GOVERNMENTAL ACTIVITIES:			
Administration	\$ 335,011	\$ 3,530	\$ 381,091
Public Works	90,506	105,711	-
Street and Drainage	266,314	-	-
Police/Public Safety	915,964	39,109	-
Municipal Court	102,004	102,004	-
Volunteer Fire Department/Ambulance	139,034	-	-
Total Governmental Activities	<u>1,848,833</u>	<u>250,354</u>	<u>381,091</u>
TOTAL PRIMARY GOVERNMENT	<u>\$ 1,848,833</u>	<u>\$ 250,354</u>	<u>\$ 381,091</u>

GENERAL REVENUES:

Taxes:
 Property taxes
 Sales taxes
 Franchise taxes
Investment earnings
Miscellaneous

Total General Revenues

Change in Net Position

NET POSITION, October 1 (beginning)
NET POSITION, September 30 (ending)

The accompanying notes are an integral part of this statement.

Net (Expense) Revenue and
Change in Net Position

Governmental
Activities

\$ 49,610
15,205
(266,314)
(876,855)
-
(139,034)
(1,217,388)

(1,217,388)

1,185,488
577,458
183,058
17,674
350

1,964,028

746,640

2,941,565
\$ 3,688,205

TOWN OF DOUBLE OAK, TEXAS

**BALANCE SHEET – GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021**

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Total Governmental Funds</u>
ASSETS			
Cash and Investments	\$ 2,574,499	\$ 1,403	\$ 2,575,902
Receivables (net of allowances for uncollectibles):			
Due from Denton County	6,286	-	6,286
Property Taxes	10,444	-	10,444
Sales Taxes	44,744	-	44,744
Interest	225	-	225
Other	9,471	-	9,471
Due from Other Funds	-	417,385	417,385
Deposits	2,000	-	2,000
Prepaid Costs	20,132	-	20,132
Total Assets	<u>\$ 2,667,801</u>	<u>\$ 418,788</u>	<u>\$ 3,086,589</u>
LIABILITIES, DEFERRED INFLOWS AND FUND EQUITY			
Liabilities:			
Current Liabilities:			
Accounts Payable	\$ 6,209	\$ -	\$ 6,209
Accrued Payroll	22,775	-	22,775
Due to Other Funds	417,385	-	417,385
Total Current Liabilities	<u>446,369</u>	<u>-</u>	<u>446,369</u>
Deferred Inflows:			
Unavailable Revenue-Property Taxes	10,444	-	10,444
Total Deferred Inflows	<u>10,444</u>	<u>-</u>	<u>10,444</u>
Fund Equity:			
Nonspendable Fund Balance:			
Prepaid Costs	20,132	-	20,132
Restricted Fund Balance:			
Court Security and Technology	-	27,734	27,734
Police Department	-	1,567	1,567
Committed Fund Balance	1,150,000	389,487	1,539,487
Unassigned Fund Balance	1,040,856	-	1,040,856
Total Fund Equity	<u>2,210,988</u>	<u>418,788</u>	<u>2,629,776</u>
Total Liabilities, Deferred Inflows and Fund Equity	<u>\$ 2,667,801</u>	<u>\$ 418,788</u>	<u>\$ 3,086,589</u>

The accompanying notes are an integral part of this statement.

TOWN OF DOUBLE OAK, TEXAS

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE
STATEMENT OF NET POSITION
SEPTEMBER 30, 2021

Total Fund Balances – Governmental Funds	\$ 2,629,776
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund financial statements.	3,732,135
Accumulated depreciation is not reported in the fund financial statements.	(2,564,213)
Compensated absences are not reported in the fund financial statements.	(30,159)
Property tax revenue reported as unavailable revenues in the fund financial statements was recognized as revenue in the government-wide financial statements.	10,444
Included in the items related to debt is the recognition of the Town's net TMRS pension liability required by GASB 68 in the amount of \$47,474, a Deferred Resource Outflow related to pensions in the amount of \$86,268, and a Deferred Resource Inflow related to pensions in the amount of \$82,050. This amounted to a decrease in Net Position in the amount of \$43,256.	(43,256)
Included in the items related to debt is the recognition of the Town's net TMRS OPEB liability required by GASB 75 in the amount of \$58,831, a Deferred Resource Outflow related to OPEB in the amount of \$12,309, and a Deferred Resource Inflow related to OPEB in the amount of \$0. This amounted to a decrease in Net Position in the amount of \$46,522.	<u>(46,522)</u>
Net Position of Governmental Activities	<u>\$ 3,688,205</u>

The accompanying notes are an integral part of this statement.

TOWN OF DOUBLE OAK, TEXAS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Total Governmental Funds</u>
Revenues:			
Taxes	\$ 1,945,043	\$ -	\$ 1,945,043
Fines and forfeitures	117,331	13,132	130,463
Licenses and permits	87,158	-	87,158
Government grants	-	381,091	381,091
Charges for services	18,553	-	18,553
Interest	17,664	10	17,674
Other revenue	3,880	6,000	9,880
Total Revenues	<u>2,189,629</u>	<u>400,233</u>	<u>2,589,862</u>
Expenditures:			
Administrative	307,457	-	307,457
Public works	90,506	-	90,506
Streets and drainage	104,842	-	104,842
Police/public safety	798,211	72,430	870,641
Municipal court	97,735	4,269	102,004
Volunteer fire department/ambulance	139,034	-	139,034
Capital outlay	36,848	-	36,848
Total Expenditures	<u>1,574,633</u>	<u>76,699</u>	<u>1,651,332</u>
Excess of Revenues over Expenditures	<u>614,996</u>	<u>323,534</u>	<u>938,530</u>
Other Financing Sources (Uses):			
Sale of Assets	4,650	-	4,650
Total Other Financing Sources (Uses)	<u>4,650</u>	<u>-</u>	<u>4,650</u>
Net Change in Fund Balance	619,646	323,534	943,180
Fund Balance – October 1 (beginning)	<u>1,591,342</u>	<u>95,254</u>	<u>1,686,596</u>
Fund Balance – September 30 (ending)	<u>\$ 2,210,988</u>	<u>\$ 418,788</u>	<u>\$ 2,629,776</u>

The accompanying notes are an integral part of this statement.

TOWN OF DOUBLE OAK, TEXAS

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGE IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2021

Total Net Change in Fund Balances – Governmental Funds	\$ 943,180
Current year capital outlay is shown as an expenditure in the fund financial statements but are shown as capital assets in the government-wide financial statements.	36,848
Depreciation is not recognized as an expense in governmental funds since it does not require the use of current financial resources. The net effect of the current year's depreciation is to decrease net position in the government-wide financial statements.	(243,135)
Revenues from property taxes are shown as unavailable in the fund financial statements until they are considered available to finance current expenditures, but such revenues are recognized when assessed, net of an allowance for uncollectable amounts, in the government-wide financial statements.	961
Current year compensated absences earned but not used is not recorded in the fund financial statements, but is shown as an increase in long-term debt in the government-wide financial statements.	2,623
The implementation of GASB 68 required that certain expenditures be de-expended and recorded as deferred resource outflows. The contributions made after the measurement date of 12/31/20 caused net position to increase in the amount of \$43,501. Contributions made before the measurement date but during the 2021 FY were also de-expended and recorded as a reduction in the net pension liability for the Town. This also caused an increase in net position in the amount of \$17,586. These contributions were replaced with the Town's pension expense for the year of \$48,718, which caused a decrease in the change in net position. The impact of all of these is to increase net position by \$12,369.	12,369
The implementation of GASB 75 required that certain expenditures be de-expended and recorded as deferred resource outflows. The contributions made after the measurement date of 12/31/20 caused net position to increase in the amount of \$282. Contributions made before the measurement date but during the 2021 FY were also de-expended and recorded as a reduction in the net position liability for the Town. This also caused an increase in net position in the amount of \$94. These contributions were replaced with the Town's OPEB expense for the year of \$6,582, which caused a decrease in the change in net position. The impact of all of these is to decrease net position by \$6,206.	<u>(6,206)</u>
Change in Net Position of Governmental Activities	<u>\$ 746,640</u>

The accompanying notes are an integral part of this statement.

TOWN OF DOUBLE OAK, TEXAS

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL – GENERAL FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

	Budgeted Amounts		Actual Amounts (GAAP BASIS)	Variance with Final Budget
	Original	Final		
Revenues:				
Taxes	\$ 1,783,667	\$ 1,783,667	\$ 1,945,043	\$ 161,376
Fines and forfeitures	68,000	68,000	117,331	49,331
Licenses and permits	28,500	28,500	87,158	58,658
Charges for services	25,000	25,000	18,553	(6,447)
Interest	7,000	7,000	17,664	10,664
Other revenue	2,050	2,050	3,880	1,830
Total Revenues	<u>1,914,217</u>	<u>1,914,217</u>	<u>2,189,629</u>	<u>275,412</u>
Expenditures:				
Administrative	375,856	375,856	307,457	68,399
Public works	107,300	107,300	90,506	16,794
Street and drainage	280,500	280,500	104,842	175,658
Police/public safety	903,818	903,818	798,211	105,607
Municipal court	107,968	107,968	97,735	10,233
Volunteer fire department/ambulance	138,775	138,775	139,034	(259)
Capital outlay	-	-	36,848	(36,848)
Total Expenditures	<u>1,914,217</u>	<u>1,914,217</u>	<u>1,574,633</u>	<u>339,584</u>
Excess of Revenues over Expenditures	<u>-</u>	<u>-</u>	<u>614,996</u>	<u>614,996</u>
Other Resources:				
Sale of assets	-	-	4,650	4,650
Total other Resources	<u>-</u>	<u>-</u>	<u>4,650</u>	<u>4,650</u>
Net Change in Fund Balance	-	-	619,646	619,646
Fund Balance – October 1 (Beginning)	<u>1,591,342</u>	<u>1,591,342</u>	<u>1,591,342</u>	<u>-</u>
Fund Balance – September 30 (Ending)	<u>\$ 1,591,342</u>	<u>\$ 1,591,342</u>	<u>\$ 2,210,988</u>	<u>\$ 619,646</u>

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS SEPTEMBER 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Town of Double Oak (the "Town") are presented in accordance with generally accepted accounting principles applicable to state and local governmental units as set forth by the Governmental Accounting Standards Board ("GASB").

The Town implemented GASB 34 in a prior year. GASB Statement No. 34 established a new financial reporting model for state and local governments that included the addition of management's discussion and analysis, government-wide financial statements, required supplementary information and the elimination of the use of account groups to the already required fund financial statements and notes. GASB Statement No. 37 provides additional guidance in reporting infrastructure, program revenues and major criteria.

The GASB determined that fund accounting has and will continue to be essential in helping governments to achieve fiscal accountability and should, therefore, be retained. The GASB also determined that the government-wide financial statements are needed to allow users of financial reports to assess a government's operational accountability. The new GASB model integrates fund-based financial reporting and government-wide financial reporting as complementary components of a single comprehensive financial reporting model.

The following is a summary of the more significant accounting policies.

A. Reporting Entity

The Town of Double Oak (Town) is a municipal corporation operated as a general-law town governed by an elected mayor and five-member council. The accompanying financial statements present the government and its component units, entities for which the government is considered to be financially accountable. The criteria for including organizations as component units within the Town's reporting entity, as set forth in Section 2100 GASB's Codification of Governmental Accounting and Financial Reporting Standards, include whether:

- the organization is legally separate (can sue and be sued in their own name)
- the Town holds the corporate powers of the organization
- the Town appoints a voting majority of the organization's board
- the Town is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the Town
- there is fiscal dependency by the organization on the Town

Blended component units, although legally separate entities, are, in substance, part of the government's operations. Each discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the Town.

The Town had no component units at September 30, 2021.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS SEPTEMBER 30, 2021

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the Town and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The Town had no business-type activities during the period.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governments funds, proprietary funds, and fiduciary funds, even though the latter are excluded for the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements. The Town had no proprietary funds or fiduciary funds during the period.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS SEPTEMBER 30, 2021

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about Fiduciary Net Position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's Fiduciary Net Position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about Fiduciary Net Position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's Fiduciary Net Position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments are treated as being equal to the employer's yearly contributions for retirees. There are no investments as this is a pay-as-you-go plan.

Property taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual. All other revenue items are considered to be measurable and available only when cash is received by the Town. When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first when appropriate, then unrestricted resources as they are needed.

The Town reports the following major governmental funds:

General Fund – The General fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds – These funds are established to account for funds legally restricted for specified purposes. For funds in this type, project accounting is employed to maintain integrity for the various sources of funds.

Program revenues include: 1) charges to customers or applicants for goods, services, or privileges provided; 2) operating grants and contributions; and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

D. Cash and Investments

The Town's cash consists of cash on hand and demand deposits. The Town's investments consists entirely of bank certificates of deposit.

E. Receivable and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the period are referred to as "due to/from other funds" or "advances to/from other funds." The Town's only interfund activity consists of short-terms loans due to the fact that checking account balances for many governmental funds are pooled into one demand account.

Property tax receivables are shown net of an appropriate allowance for uncollectibles.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

F. Property Taxes

Ad valorem taxes are levied from valuations assessed as of January 1 and recognized as revenue on the date of levy, on October 1. Property tax receivables are recognized when the Town has an enforceable claim against the property owner. In the governmental funds, property tax revenue is recognized in the fiscal period for which the taxes are levied, provided that they become available. Available means collected within the current period, or expected to be collected soon enough thereafter, to be used to pay current liabilities. The Town's availability period is sixty days. Taxes collected prior to the levy date to which they apply are recorded as unavailable revenues and recognized as revenue of the period to which they apply.

Current taxes are due on October 1 and become delinquent if unpaid on February 1. Taxes unpaid as of February 1 are subject to penalty and interest as the Town Council provides by ordinance. On January 1 of each year, a tax lien attaches to property to secure all taxes, penalties and interest ultimately imposed.

For fiscal year 2021, the assessed values were established at 100% of estimated market value. The assessed value for the roll of January 1, 2020, upon which the fiscal year 2021 levy was based, was \$515,453,078. The tax rate to finance general governmental services and road maintenance for the year ended September 30, 2021, was \$0.22921 per \$100.

G. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid in the government-wide and fund financial statements. These items consist primarily of prepaid insurance and maintenance contracts.

H. Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., streets, roads, sidewalks and similar items), are reported in the governmental activities column in the government-wide financial statements. The Town defines capital assets as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the time received. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Net interest incurred during the construction phase of capital assets of governmental activities is not included as part of the capitalized value of the assets constructed.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Depreciation expense is calculated on the straight-line method. Depreciation methods are designed to amortize the cost of the assets over their estimated useful lives. Estimated useful lives of major categories of property are as follows:

<u>Estimated Category</u>	<u>Life</u>
Buildings	40 years
Street infrastructure	15 years
Machinery and equipment	7-10 years
Vehicles	7 years

I. Compensated Absences

It is the Town's policy to permit employees to accumulate certain earned but unused vacation and sick pay benefits. When an employee separates from service with the City, the employee is entitled to receive pay for up to 160 hours of earned but unused vacation pay but no unused sick pay. Earned but unused vacation pay is accrued when incurred in the government-wide financial statements.

J. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

K. Net Position

Net position represents the difference between assets, deferred outflows, deferred inflows and liabilities. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvements of those assets, and adding back unspent proceeds. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

L. Budgets and Budgetary Accounting

Prior to September 1, the Town administration submits to the Town Council a proposed budget for the ensuing fiscal year. At the meeting of the Town Council at which the budget is submitted, the Town Council fixes the time and place of the public hearing on the budget and causes to be published a notice of the budget hearing. After the budget hearing the budget may be adopted by a favorable vote of the majority vote of the Council. Upon adoption the budget is filed with the Town Secretary and the County Clerk of Denton County.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS SEPTEMBER 30, 2021

The Town administration is authorized to transfer budgeted amounts between departments with any fund; however, any revisions that alter the total expenditures of any fund must be approved by the Town Council. Expenditures should not exceed appropriations at the department level, the classification level as reported in the combined financial statements. Unused appropriations lapse at the end of each fiscal year.

The budget for the general fund is adopted on a basis consistent with generally accepted accounting principles (GAAP). The budget is amended at times during the year by the Town Council. Such amendments are reflected in the official minutes of the Council. There was one budget amendment approved by the Town Council during the year ended September 30, 2019.

2. FUND BALANCE

The Town implemented GASB Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions" in a prior year. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balances more transparent.

Fund Balance Classification: The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Town has classified prepaid items as being nonspendable as these items are not expected to be converted to cash.
- Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Court security and technology fees are being restricted because their use is restricted pursuant to the regulations that allow the collection of those fees. Child safety fees and state LEOSE training fees are being restricted because their use is restricted by law in a similar manner to these specific purposes.
- Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Town Council. The Council establishes (and modifies or rescinds) fund balance commitments by passage of a resolution. This can also be done through adoption and amendment of the budget. These amounts cannot be used for any other purpose unless the Council removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. Coronavirus relief funds are shown as committed due to contractual requirements. The Council has also committed resources as of September 30, 2021 for various purposes as detailed below.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

- **Assigned:** This classification includes amounts that are constrained by the Town's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Council or through the Council delegating this responsibility to other individuals in the Town. Under the Town's adopted policy, only the Council may assign amounts for specific purposes. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The Town has not assigned fund balance as of September 30, 2021.
- **Unassigned:** This classification includes all amounts not included in other spendable classifications, including the residual fund balance for the General Fund.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Town considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Town considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Council has provided otherwise in its commitment or assignment actions.

During the current fiscal period, the Council adopted a fund balance policy that expresses an intent to maintain a level of assigned and unassigned fund balance in the general fund equal to 55 to 75 percent of the fund's operating expenditures.

Beginning fund balances for the Town's governmental funds have been restated to reflect the above classifications. The details of the fund balances are included in the Governmental Funds Balance Sheet (page 18) and are described below:

General Fund

The General Fund has unassigned fund balance of \$1,040,856 at September 30, 2021. Prepaid expenditures of \$20,132 are considered nonspendable fund balance. The Council has committed funds for the following purposes:

Road contingencies	\$ 150,000
Streets and drainage	450,000
Stormwater structures fund	100,000
County Road bond project fund	120,000
Police vehicle fund	110,000
TCEQ MS4 (5-year report) fund	20,000
Town Hall technology fund	40,000
Cross Timbers drainage project fund	20,000
Police body cameras project fund	40,000
General contingencies	100,000
Total	<u><u>\$ 1,150,000</u></u>

Special Revenue Funds

The fund balances of the Court Technology Fund and Court Security Fund (totaling \$27,734) are shown as restricted for those purposes. The fund balances of the LEOSE Training Fund, Drug Seizure Fund and Police Grant Fund (totaling \$1,567) are shown as restricted for those purposes also. The fund balances of the DOVFD Golf Tournament, Sewer System Maintenance Fund and Coronavirus Relief Fund (totaling \$389,487) are shown as committed due to Town policy committing those funds to those activities.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS SEPTEMBER 30, 2021

3. DEPOSITS AND INVESTMENTS

The Town's funds are required to be deposited and invested under the terms of a depository agreement. The depository bank deposits for safekeeping and trust with the Town's agent bank approved pledged securities in an amount sufficient to protect Town funds on a day-to-day basis during the period of the agreement. The pledge of approved securities is waived only to the extent of the depository bank's dollar amount of Federal Deposit Insurance Corporation ("FDIC") insurance.

1. Cash Deposits:

At September 30, 2021, the carrying amount of the Town's deposits checking accounts and interest-bearing savings accounts was \$2,575,402 and the bank balance was \$2,654,127. The Town's cash deposits at September 30, 2021 were entirely covered by FDIC insurance or by pledged collateral held by the Town's agent bank in the Town's name.

2. Investments:

The Public Funds Investment Act (Government Code Chapter 2256) contains specific provisions in the areas of investment practices, management reports and establishment of appropriate policies. Among other things, it requires the Town to adopt, implement, and publicize an investment policy. That policy must address the following areas: (1) safety of principal and liquidity, (2) portfolio diversification, (3) allowable investments, (4) acceptable risk levels, (5) expected rates of return, (6) maximum allowable stated maturity of portfolio investments, (7) maximum average dollar-weighted maturity allowed based on the stated maturity date for the portfolio, (8) investment staff quality and capabilities (9) and bid solicitation preferences for certificates of deposit. Statutes authorize the Town to invest in (1) obligations of the U.S. Treasury, certain U.S. agencies, and the State of Texas, (2) certificates of deposit, (3) certain municipal securities, (4) money market savings accounts, (5) repurchase agreements, (6) bankers acceptance, (7) Mutual Funds, (8) Investment pools, (9) guaranteed investment contracts, (10) and common trust funds. The Act also requires the Town to have independent auditors perform test procedures related to investment practices as provided by the Act. The Town is in substantial compliance with the requirements of the Act and with local policies.

In compliance with the Public Funds Investment Act, the Town has adopted a deposit and investment policy. That policy addresses the following risks:

- a. Custodial Credit Risk – Deposits: In the case of deposits, this is the risk that, in the event of a bank failure, the Town's deposits may not be returned to it. As of September 30, 2021, the Town's cash balances totaled \$2,654,127. This entire amount was either collateralized with securities held by the Town's financial institution's agent in the Town's name or covered by FDIC insurance. Thus, the Town's deposits are not exposed to custodial credit risk.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

- b. Custodial Credit Risk – Investments: For an investment, this is the risk that, in the event of the failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At September 30, 2021, the Town's only investment were bank certificates of deposit. The Town is not exposed to custodial credit risk for its certificates of deposit as they are collateralized with securities held by the financial institution's agent.
- c. Credit Risk: This is the risk that an issuer or other counterparty to an investment will be unable to fulfill its obligation. The rating of securities by nationally recognized rating agencies is designed to give an indication of credit risk. The Town's investments are unrated.
- d. Interest Rate Risk: This is the risk that changes in interest rates will adversely affect the fair value of an investment. The Town manages its exposure to declines in fair values by limiting the term of its certificate of deposit purchase and renewals to six months.
- e. Foreign Currency Risk: This is the risk that exchange rates will adversely affect the fair value of an investment. At September 30, 2021, the Town was not exposed to foreign currency risk.
- f. Concentration of Credit Risk: This is the risk of loss attributed to the magnitude of the Town's investment in a single issuer (i.e., lack of diversification). Concentration risk is defined as positions of 5 percent or more in the securities of a single issuer. At September 30, 2021, the Town held 50.80% of its total investments in certificate of deposit at DATCU and 49.20% in certificates of deposit at Independent Bank, Denton, Texas.

The Town's investments at September 30, 2021 are shown below:

Name	<u>Carrying Amount</u>	<u>Market Value</u>
Certificates of Deposit – Independent Bank	\$ 209,326	\$ 209,326
Certificate of Deposit – DATCU	<u>216,137</u>	<u>216,137</u>
Total	<u>\$ 425,463</u>	<u>\$ 425,463</u>

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

4. RECEIVABLES

Government-wide receivables as of September 30, 2021, including the applicable allowances for uncollectible accounts, are as follows:

	<u>General Fund</u>	<u>Total</u>
Receivables:		
Denton County - Waketon Rd.	\$ 6,286	\$ 6,286
Property taxes	10,444	10,444
Sales taxes	44,744	44,744
Franchise taxes	7,912	7,912
Sewage service	1,559	1,559
Interest	225	225
Gross Receivables	<u>71,170</u>	<u>71,170</u>
Less: Uncollectible allowance	-	-
Net Total Receivables	<u>\$ 71,170</u>	<u>\$ 71,170</u>

Governmental funds report unearned revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal period, the unavailable revenue reported in the governmental funds relates to delinquent property taxes.

5. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2021 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 20,000	\$ -	\$ -	\$ 20,000
Total capital assets, not being depreciated	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>20,000</u>
Capital assets, being depreciated:				
Buildings and Improvements	569,434	-	-	569,434
Street and Road Infrastructure	2,550,798	-	-	2,550,798
Furniture, Equipment and Vehicles	587,693	36,848	(32,638)	591,903
Total capital assets, being depreciated	<u>3,707,925</u>	<u>36,848</u>	<u>(32,638)</u>	<u>3,712,135</u>
Less accumulated depreciation for:				
Buildings and Improvements	(262,489)	(15,711)	-	(278,200)
Street and Road Infrastructure	(1,718,312)	(161,472)	-	(1,879,784)
Furniture, Equipment and Vehicles	(372,915)	(65,952)	32,638	(406,229)
Total accumulated depreciation	<u>(2,353,716)</u>	<u>(243,135)</u>	<u>32,638</u>	<u>(2,564,213)</u>
Total capital assets, being depreciated, net	<u>1,354,209</u>	<u>(206,287)</u>	<u>-</u>	<u>1,147,922</u>
Governmental activities capital assets, net	<u>\$ 1,374,209</u>	<u>\$ (206,287)</u>	<u>\$ -</u>	<u>\$ 1,167,922</u>

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:	
Administration	\$ 27,554
Streets and Drainage	161,472
Police/Public Safety	<u>54,109</u>
Total depreciation expense – Governmental activities	<u>\$ 243,135</u>

6. LONG TERM DEBT

Long term debt of the Town at the end of the year consists of compensated absences. All long-term debt represents transactions in the Town's governmental activities.

The following is a summary of the changes in the Town's Long-term Debt for the year ended September 30, 2021:

<u>Description</u>	<u>Amounts Outstanding 10/1/2020</u>	<u>Additions</u>	<u>Retired</u>	<u>Amounts Outstanding 9/30/2021</u>	<u>Due Within One Year</u>
Compensated Absences	<u>\$ 32,782</u>	<u>\$ 22,684</u>	<u>\$ 25,307</u>	<u>\$ 30,159</u>	<u>\$ -</u>
Total Long-Term Debt	<u>\$ 32,782</u>	<u>\$ 22,684</u>	<u>\$ 25,307</u>	<u>\$ 30,159</u>	<u>\$ -</u>

The retirement of all of the Town's long-term debt is provided by financial resources of the General Fund.

7. DEFINED BENEFIT PENSION PLANS

Plan Description

The Town of Double Oak participates as one of 895 plans in the defined benefit cash-balance plan administered by the Texas Municipal Retirement System (TMRS). TMRS is an agency created by the State of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the TMRS Act) as an agent multiple-employer retirement system for municipal employees in the State of Texas. The TMRS Act places the general administration and management of the System with a six-member Governor-appointed Board of Trustees. However, TMRS is not fiscally dependent on the State of Texas. TMRS issues a publicly available comprehensive annual financial report (CAFR) that can be obtained at www.tmr.com.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

All eligible employees of the Town are required to participate in TMRS.

Benefits Provided

TMRS provides retirement, disability, and death benefits. Benefit provisions are adopted by the governing body of the town, within the options available in the state statutes governing TMRS.

At retirement, the benefit is calculated as if the sum of the employee's contributions, with interest, and the town-financed monetary credits with interest were used to purchase an annuity. Members may choose to receive their retirement benefit in one of seven payments options. Members may also choose to receive a portion of their benefit as a Partial Lump Sum Distribution in an amount equal to 12, 24, or 36 monthly payments, which cannot exceed 75% of the member's deposits and interest.

The plan provisions are adopted by the governing body of the Town, within the options available in the state statutes governing TMRS. Plan provisions for the Town were as follows:

	Plan Year 2020	Plan Year 2021
Employee deposit rate	6.0%	7.0%
Employer deposit rate	6.84%	8.61%
Matching ratio (Town to employee)	2 to 1	2 to 1
Years required for vesting	5	5
Service retirement eligibility (expressed as age/years of service)	60/5,0/20	60/5,0/20
Updated Service Credit	0%,	0%,
Annuity Increase (to retirees)	0% of CPI	0% of CPI

Employees covered by benefit terms.

At the December 31, 2020 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	5
Inactive employees entitled to buy not yet receiving benefits	7
Active employees	<u>10</u>
	22

Contributions

The contribution rates for employees in TMRS are either 5%, 6%, or 7% of employee gross earnings, and the town matching percentages are either 100%, 150%, or 200%, both as adopted by the governing body of the town. Under the state law governing TMRS, the contribution rate for each town is determined annually by the actuary, using the Entry Age Normal (EAN) actuarial cost method. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Employees for the Town of Double Oak were required to contribute 6% of their annual gross earnings through December 31, 2019 and 7% beginning January 1, 2020. The contribution rates for the Town of Double Oak were 8.61% and 8.21% in calendar years 2020 and 2021, respectively. The town's contributions to TMRS for the year ended September 30, 2021 were \$61,087, and were equal to the required contributions.

Net Pension Liability

The town's Net Pension Liability (NPL) was measured as of December 31, 2020, and the Total Pension Liability (TPL) used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date.

Actuarial assumptions:

The Total Pension Liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50% per year
Overall payroll growth	2.75% per year, adjusted down for population declines, if any
Investment Rate of Return	6.75%, net of pension plan investment expense, including inflation

Salary increases are based on a service-related table. Mortality rates for active members are based on the PUB(10) mortality tables with the Public Safety table used for males and the General Employee table used for females. Mortality rates for healthy retirees and beneficiaries are based on the Gender-distinct 2019 Municipal Retirees of Texas mortality tables. The rates for actives, healthy retirees and beneficiaries are projected on a fully generational basis by Scale UMP to account for future mortality improvements. For disabled annuitants, the same mortality tables for healthy retirees is used with a 4-year set-forward for males and a 3-year set-forward for females. In addition, a 3.5% and 3.0% minimum mortality rate is applied, for males and females respectively, to reflect the impairment for younger members who become disabled. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

The actuarial assumptions were developed primarily from the actuarial investigation of the experience of TMRS over the four-year period from December 31, 2014 to December 31, 2018. They were adopted in 2019 and first used in the December 31, 2019 actuarial valuation. The post-retirement mortality assumption for Annuity Purchase Rates (APRs) is based on the Mortality Experience Investigation Study covering 2009 through 2011 and dated December 31, 2013. Plan assets are managed on a total return basis with an emphasis on both capital appreciation as well as the production of income, in order to satisfy the short-term and long-term funding needs of TMRS.

TOWN OF DOUBLE OAK, TEXAS

**NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. In determining their best estimate of a recommended investment return assumption under the various alternative asset allocation portfolios, GRS focused on the area between (1) arithmetic mean (aggressive) without an adjustment for time (conservative) and (2) the geometric mean (conservative) with an adjustment for time (aggressive). The target allocation and best estimates of arithmetic real rates of return for each major asset class in fiscal year 2021 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Portfolio Real Rate of Return*
Global	30.0%	5.30%
Core Fixed Income	10.0%	1.25%
Non-Core Fixed Income	20.0%	4.14%
Real Return	10.0%	3.85%
Real Estate	10.0%	4.00%
Absolute Return	10.0%	3.48%
Private Equity	10.0%	7.75%
Total	100.0%	

Discount Rate

The discount rate used to measure the Total Pension Liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rates specified in statute. Based on that assumption, the pension plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Changes in the Net Pension Liability	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) – (b)
Balance at 12/31/2019	\$ 973,524	\$ 928,935	\$ 44,589
Changes for the year:			
Service Cost	105,387	-	105,387
Interest	67,051	-	67,051
Change in benefit terms	-	-	-
Difference between expected and actual experience	15,462	-	15,462
Changes of assumptions	-	-	-
Contributions – employer	-	62,240	(62,240)
Contributions – employee	-	52,618	(52,618)
Net investment income (loss)	-	70,632	(70,632)
Benefit payments, including refunds of employee contributions	(65,731)	(65,731)	-
Administrative expense	-	(456)	456
Other changes	-	(19)	19
Net changes	\$ 122,169	\$ 119,284	\$ 2,885
Balance at 12/31/2020	\$1,095,693	\$1,048,219	\$ 47,474

Sensitivity of the net pension liability to changes in the discount rate:

The following presents the net pension liability of the Town, calculated using the discount rate of 6.75%, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1-percentage-point higher (7.75%) than the current rate:

	1% Decrease in Discount Rate (5.75%)	Discount Rate (6.75%)	1% Increase in Discount Rate (7.75%)
Town's net pension liability (asset)	\$195,907	\$47,474	\$(77,638)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's Fiduciary Net Position is available in a separately-issued TMRS financial report. That report may be obtained on the Internet at www.tmr.com.

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended September 30, 2021, the Town recognized pension expense of \$46,237.

TOWN OF DOUBLE OAK, TEXAS

**NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

At September 30, 2021, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 12,308	\$ 26,856
Changes in actuarial assumptions	2,242	-
Difference between projected and actual investment earnings	28,217	55,194
Contributions subsequent to the measurement date	43,501	-
Total	\$86,268	\$82,050

\$43,501 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability for the year ending September 30, 2022. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended September 30:	
2022	\$ (14,447)
2023	(5,741)
2024	(18,643)
2025	(452)
2026	-
Thereafter	-

8. OTHER POST EMPLOYMENT BENEFITS

Plan Description

The Town also participates in a defined benefit group-term life insurance plan known as the Supplemental Death Benefits Fund (SDBF). This is a voluntary program in which participating member cities may elect, by ordinance, to provide group-term life insurance coverage (Supplemental Death Benefits) for their active members, including or not including retirees.

Benefits Provided

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings for the 12-month period preceding the month of death). The death benefit for retirees is considered an other postemployment benefit (OPEB) and is a fixed amount of \$7,500. As the SDBF covers both active and retiree employees, with no segregation of assets, the SDBF is considered to be an unfunded OPEB plan. Texas Local Government Code Section 177.001 assigns the authority to establish and amend benefit provisions to the Town Council. At the December 31, 2020 valuation and measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	7
Inactive employees entitled to but not yet receiving benefits	3
Active employees	<u>10</u>
Total	20

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

Contributions

The Town contributes to the SDBF program at a contractually required rate. An annual actuarial valuation is performed, and the contractual rate is equal to the cost of providing one-year term life insurance. The premium rate is expressed as a percentage of the covered payroll of members employed by the participating employer. There is a one-year delay between the actuarial valuation that serves as the basis for the employer contribution rate and the calendar year when the rate goes into effect.

The SDBF program is voluntary and employers can cease participation by adopting an ordinance before November 1 of any year to be effective the following January 1. Therefore, the funding policy of the program is to ensure that adequate resources are available to meet all insurance benefit payments for the upcoming year. It is not the intent of the funding policy to pre-fund retiree term life insurance during employees' entire careers. The Town's contribution, which equaled the required contribution, was as follows for the year ended September 30:

	<u>2021</u>
Employer rate	0.29%
Employer contributions	\$ 376

Actuarial Assumptions

The total OPEB liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.5%
Salary increases	3.50% to 11.5%, including inflation
Discount rate	2.00%

Mortality rates for service retirees were based on the 2019 Municipal Retirees of Texas Mortality Tables. The rates are projected on a fully generational basis with Scale UMP.

Mortality rates for disabled retirees were based on the 2019 Municipal Retirees of Texas Mortality Tables with a 4 year set-forward for males and a 3 year set-forward for females. In addition, a 3.5% and 3% minimum mortality rate will be applied to reflect the impairment for younger members who become disabled for males and females, respectively. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

Actuarial assumptions used in the December 31, 2020 valuation were based on the results of actuarial experience studies. The experience study in TMRS was for the period December 31, 2014 through December 31, 2018.

The SDBF program is treated as an unfunded OPEB plan because the SDBF trust covers both actives and retirees and the assets are not segregated for these groups. A discount rate of 2.00% was based on the 20-Year Municipal GO AA Index as of December 31, 2020.

OPEB Liability, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At September 30, 2021, the Town reported a total OPEB liability of \$58,831 measured at December 31, 2020. For the year ended September 30, 2021, the Town recognized OPEB expense of \$6,590.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

There were no changes of assumptions or other inputs that affected measurement of the total OPEB liability during the measurement period.

There were no changes of benefit terms that affected measurement of the total OPEB liability during the measurement period.

Changes in the total OPEB liability for the measurement year ended December 31, 2020 are as follows:

	Total OPEB Liability
Changes in Total OPEB Liability	<u>Liability</u>
Balance at December 31, 2019	\$ 46,404
Changes for the year:	
Service cost	2,481
Interest on total OPEB liability	1,305
Changes of benefit terms	-
Effect of economic/demographic experience	951
Effect of assumption changes or inputs	8,066
Benefit payments*	<u>(376)</u>
Balance as of December 31, 2020	<u>\$ 58,831</u>

*Due to the SDBF being considered an unfunded OPEB plan under GASB 75, benefit payments are treated as being equal to the employer's yearly contributions for retirees.

Discount Rate Sensitivity Analysis

The following presents the total OPEB liability of the Town, calculated using the discount rate of 2.00%, as well as what the Town's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (1.00%) or 1 percentage point higher (3.00%) than the current rate.

	1% Decrease in Discount Rate (1.00%)	Discount Rate (2.00%)	1% Increase in Discount Rate (3.00%)
Total OPEB liability	\$72,895	\$58,831	\$48,429

At December 31, 2020, the Town reported its deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 805	\$ -
Changes in actuarial assumptions	11,222	-
Difference between projected and actual investment earnings	-	-
Contributions subsequent to the measurement date	282	-
Total	\$ 12,309	\$ -

TOWN OF DOUBLE OAK, TEXAS

**NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021**

Deferred outflows of resources related to OPEB resulting from contribution subsequent to the measurement date will be recognized as a reduction of the total OPEB liability for the year ended September 30, 2022 in the amount of \$282. The other net amounts of the employer's balances of deferred outflows and inflows of resources related to OPEB, excluding contributions made subsequent to the measurement date, will be recognized in OPEB expense as follows:

Year ended September 30:	
2022	\$ 2,804
2023	2,804
2024	2,640
2025	2,626
2026	1,153
Thereafter	-

9. LITIGATION AND CONTINGENCIES

The Town participates in some state and Federal grant programs which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Town has not complied with the rules and regulations governing the grants, if any, refunds of any money received may be required and the collectability of any related receivable at September 30, 2021 may be impaired. In the opinion of the Town, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

10. RISK MANAGEMENT

Liability and property insurance coverage is provided by TML Intergovernmental Risk Pool. The Town retains, as a risk only, the deductible amounts for each declaration of coverage. There were no reductions in coverage in the past fiscal year and there were no settlements exceeding insurance coverage in each of the past three fiscal years.

The Town is a member of the Texas Municipal League Intergovernmental Risk Pool. Insurance coverage of the Town is divided into the following types: property, crime, general liability, public official's liability, auto liability, auto physical damage, auto catastrophic, inland marine (mobile equipment), law enforcement liability, and boiler and machinery.

11. SUBSEQUENT EVENTS

Management has reviewed events subsequent to September 30, 2021 through January 22, 2022, which is the date the financial statements were available to be issued. No subsequent events were identified that were required to be recorded or disclosed in the financial statements.

12. INTERFUND BALANCES

Interfund balances at September 30, 2021 consisted of the following receivables and payable:

TOWN OF DOUBLE OAK, TEXAS

NOTES TO THE BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

<u>General Fund</u>	<u>Advances from Other Funds</u>	<u>Advances to Other Funds</u>
Special Revenue Funds:		
Court Technology Fund	\$ 4,787	\$ -
Court Security Fund	22,947	-
DOVFD Golf Tournament	45	-
Police Grants Fund	347	-
Child Safety Fund	25	-
Coronavirus Relief Funds	380,104	-
Sewer System Maintenance	9,130	-
<u>Special Revenue Fund</u>		
General Fund	-	417,385
Total	<u>\$ 417,385</u>	<u>\$ 417,385</u>

All of the above interfund balances are short-term loans due to the fact that checking account balances for many governmental funds are pooled into one demand account. There were no interfund transfers during the year.

13. FAIR VALUE MEASUREMENTS

The Town categorizes its fair value measurements with the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using the net asset value per share (or its equivalent) as a practical expedient are not classified in the fair value hierarchy below.

In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based in the lowest level input that is significantly to the valuation. The Town's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset or liability.

Based on the above hierarchy, the fair value of the Town's investments in certificates of deposit was determined based on Level 2 inputs.

REQUIRED SUPPLEMENTARY INFORMATION

TOWN OF DOUBLE OAK, TEXAS

SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
TEXAS MUNICIPAL RETIREMENT SYSTEM
YEAR ENDED SEPTEMBER 30, 2021

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Total Pension Liability				
Service Cost	\$ 57,538	\$ 65,063	\$ 70,273	\$ 72,619
Interest (on the Total Pension Liability)	27,462	33,075	38,903	44,739
Changes of benefit terms	-	-	-	-
Difference between expected and actual experience	4,776	3,416	(12,172)	(2,909)
Change of assumptions	-	12,901	-	-
Benefit payments, including refunds of employee contributions	<u>(20,814)</u>	<u>(5,906)</u>	<u>(20,517)</u>	<u>(2,921)</u>
Net Change in Total Pension Liability	68,962	108,549	76,487	111,528
Total Pension Liability – Beginning	<u>373,957</u>	<u>442,919</u>	<u>551,468</u>	<u>627,955</u>
Total Pension Liability – Ending (a)	<u>\$ 442,919</u>	<u>\$ 551,468</u>	<u>\$ 627,955</u>	<u>\$ 739,483</u>
Plan Fiduciary Net Position				
Contributions – Employer	\$ 18,397	\$ 33,768	\$ 34,862	\$ 41,222
Contributions – Employee	29,018	33,434	34,246	35,355
Net Investment Income (loss)	21,777	632	33,067	79,122
Benefit payments, including refunds of employee contributions	(20,814)	(5,906)	(20,517)	(2,921)
Administrative Expense	(227)	(385)	(374)	(410)
Other	<u>(19)</u>	<u>(19)</u>	<u>(20)</u>	<u>(22)</u>
Net Change in Plan Fiduciary Net Position	48,132	61,524	81,264	152,346
Plan Fiduciary Net Position – Beginning	<u>380,507</u>	<u>428,639</u>	<u>490,163</u>	<u>571,427</u>
Plan Fiduciary Net Position – Ending (b)	<u>\$ 428,639</u>	<u>\$ 490,163</u>	<u>\$ 571,427</u>	<u>\$ 723,773</u>
Net Pension Liability – Ending (a) – (b)	<u>\$ 14,280</u>	<u>\$ 61,305</u>	<u>\$ 56,528</u>	<u>\$ 15,710</u>
Plan Fiduciary Net Position as a Percentage of Total Pension Liability	96.78%	88.88%	91.00%	97.88%
Covered Employee Payroll	\$ 580,356	\$ 668,681	\$ 684,924	\$ 707,067
Net Pension Liability as a Percentage of Covered Employee Payroll	2.46%	9.17%	8.25%	2.22%

Note: The information from this schedule corresponds with the period covered as of the Plan's measurement dates of December 31. Plan information was unavailable prior to 2014. Ten years will ultimately be displayed.

<u>2019</u>	<u>2020</u>	<u>2021</u>
\$ 87,379	\$ 96,364	\$ 105,387
53,767	60,830	67,051
14,841	12,522	-
(26,181)	(14,381)	15,462
-	3,595	-
<u>(2,921)</u>	<u>(51,774)</u>	<u>(65,731)</u>
126,885	107,156	122,169
<u>739,483</u>	<u>866,368</u>	<u>973,524</u>
<u>\$ 866,368</u>	<u>\$ 973,524</u>	<u>\$ 1,095,693</u>
\$ 42,230	\$ 43,952	\$ 62,240
36,469	39,656	52,618
(21,689)	120,379	70,632
(2,921)	(51,774)	(65,731)
(419)	(679)	(456)
<u>(22)</u>	<u>(20)</u>	<u>(19)</u>
53,648	151,514	119,284
<u>723,773</u>	<u>777,421</u>	<u>928,935</u>
<u>\$ 777,421</u>	<u>\$ 928,935</u>	<u>\$ 1,048,219</u>
<u>\$ 88,947</u>	<u>\$ 44,589</u>	<u>\$ 47,474</u>
89.73%	95.42%	95.67%
\$ 729,043	\$ 660,932	\$ 751,690
12.20%	6.75%	6.32%

TOWN OF DOUBLE OAK, TEXAS

SCHEDULE OF EMPLOYER CONTRIBUTIONS
TEXAS MUNICIPAL RETIREMENT SYSTEM
SEPTEMBER 30, 2021

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Contractually Required Contribution	\$ 31,218	\$ 37,427	\$ 42,273	\$ 43,515
Contribution in Relation to the Contractually Required Contribution	<u>(31,218)</u>	<u>(37,427)</u>	<u>(42,273)</u>	<u>(43,515)</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Town's Covered-Employee Payroll	\$ 649,627	\$ 702,274	\$ 716,853	\$ 719,654
Contributions as a Percentage of Covered-Employee Payroll	4.81%	5.33%	5.90%	6.05%

Note: The information from this schedule corresponds with the Town's fiscal years ended September 30. Plan information was unavailable prior to 2014. Ten years will ultimately be displayed.

<u>2019</u>	<u>2020</u>	<u>2021</u>
\$ 44,471	\$ 58,127	\$ 61,087
<u>(44,471)</u>	<u>(58,127)</u>	<u>(61,087)</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ 669,697	\$ 708,155	\$ 734,104
6.64%	8.21%	8.32%

TOWN OF DOUBLE OAK, TEXAS

SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
TEXAS MUNICIPAL RETIREMENT SYSTEM
SEPTEMBER 30, 2021

	<u>2020</u>	<u>2021</u>
Total OPEB Liability		
Service cost	\$ 1,917	\$ 2,481
Interest on total OPEB liability	1,323	1,305
Changes of benefit terms	-	-
Differences between expected and actual experience	1,396	951
Change of assumptions	7,202	8,066
Benefit payments/refunds of contributions	(264)	(376)
Net change in total OPEB liability	<u>11,574</u>	<u>12,427</u>
Total OPEB liability, beginning	<u>34,830</u>	<u>46,404</u>
Total OPEB liability, ending	<u>\$ 46,404</u>	<u>\$ 58,831</u>
Covered employee payroll	\$ 660,932	\$ 751,690
Net OPEB liability as a percentage of covered payroll	7.02%	7.83%

Note: The information from this schedule corresponds with the period covered as of the Plan's measurement dates of December 31. Plan information was unavailable prior to 2018. Ten years will ultimately be displayed.

No assets are accumulated in a trust as defined by GASB 75. Benefits are on a pay as you go basis.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED SEPTEMBER 30, 2021

Note A – Net Pension Liability – Texas Municipal Retirement System

Valuation Date:

Notes Actuarially determined contribution rates are calculated as of December 31 and become effective in January 13 months later.

Methods and Assumptions Used to Determine Contribution Rates:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll, Closed
Remaining Amortization Period	23 years
Asset Valuation Method	10 Year smoothed market; 12% soft corridor
Inflation	2.5%
Salary Increases	3.50% to 11.5%, including inflation
Investment Rate of Return	6.75%
Retirement Age	Experience-based table of rates that are specific to the Town's plan of benefits. Last updated for the 2019 valuation pursuant to an experience study of the period 2014-2018
Mortality	Post-retirement: 2019 Municipal Retirees of Texas Mortality Tables. The rates are projected on a fully generational basis with Scale UMP. Pre-retirement: PUB(10) mortality tables, with the Public Safety table used for males and the General Employee table used for females. The rates are projected on a fully generational basis with Scale UMP.

Changes of Benefit Terms

None

Changes in the Size or Composition of the Population Covered by the Benefit Terms

There were no changes in the size or composition of the population covered by the benefit terms during the measurement period.

Changes of Assumptions

There were no changes of assumptions or other inputs that affected measurement of the total pension liability during the measurement period.

TOWN OF DOUBLE OAK, TEXAS

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED SEPTEMBER 30, 2021

Note B – Total OPEB Liability – Texas Municipal Retirement System

Valuation Date:

Notes Actuarially determined contribution rates are calculated as of December 31 and become effective in January 13 months later.

Methods and Assumptions Used to Determine Contribution Rates:

Actuarial Cost Method	Entry Age Normal
Inflation	2.5%
Salary Increases	3.50% to 11.5%, including inflation
Discount Rate	2.00%
Retirement Age	Experience-based table of rates that are specific to the Town's plan of benefits. Last updated for the 2019 valuation pursuant to an experience study of the period 2014-2018.
Mortality	2019 Municipal Retirees of Texas Mortality Tables with 4 year set-forward for males and a 3 year set-forward for females. In addition, a 3.5% and 3% minimum mortality rate will be applied to reflect the impairment for younger members who become disabled for males and females, respectively. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.

COMBINING STATEMENTS

TOWN OF DOUBLE OAK, TEXAS

COMBINING BALANCE SHEET
SPECIAL REVENUE FUNDS
SEPTEMBER 30, 2021

	<u>Court Technology Fund</u>	<u>Court Security Fund</u>	<u>LEOSE Training Fund</u>	<u>DOVFD Golf Tournament</u>
ASSETS				
Cash and Investments	\$ -	\$ -	\$ 1,187	\$ -
Due from Other Funds	<u>4,787</u>	<u>22,947</u>	<u>-</u>	<u>45</u>
Total Assets	<u>\$ 4,787</u>	<u>\$ 22,947</u>	<u>\$ 1,187</u>	<u>\$ 45</u>
LIABILITIES AND FUND EQUITY				
Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Fund Equity:				
Fund Balances:				
Restricted/Committed	<u>4,787</u>	<u>22,947</u>	<u>1,187</u>	<u>45</u>
Total Fund Equity	<u>4,787</u>	<u>22,947</u>	<u>1,187</u>	<u>45</u>
Total Liabilities and Fund Equity	<u>\$ 4,787</u>	<u>\$ 22,947</u>	<u>\$ 1,187</u>	<u>\$ 45</u>

<u>Child Safety Fund</u>	<u>Drug Seizure Fund</u>	<u>Park Fund</u>	<u>Police Grants</u>	<u>Coronavirus Relief Funds</u>	<u>Sewer System Maintenance</u>	<u>Total</u>
\$ - 25	\$ 8 -	\$ 208 -	\$ - 347	\$ - 380,104	\$ - 9,130	\$ 1,403 417,385
<u>\$ 25</u>	<u>\$ 8</u>	<u>\$ 208</u>	<u>\$ 347</u>	<u>\$ 380,104</u>	<u>\$ 9,130</u>	<u>\$ 418,788</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
25	8	208	347	380,104	9,130	418,788
<u>25</u>	<u>8</u>	<u>208</u>	<u>347</u>	<u>380,104</u>	<u>9,130</u>	<u>418,788</u>
<u>\$ 25</u>	<u>\$ 8</u>	<u>\$ 208</u>	<u>\$ 347</u>	<u>\$ 380,104</u>	<u>\$ 9,130</u>	<u>\$ 418,788</u>

TOWN OF DOUBLE OAK, TEXAS

**COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGE IN FUND BALANCE
SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

	<u>Court Technology Fund</u>	<u>Court Security Fund</u>	<u>LEOSE Training Fund</u>	<u>DOVFD Golf Tournament</u>
Revenues:				
Fines, fees, and forfeitures	\$ 3,668	\$ 4,350	\$ -	\$ -
Government grants	-	-	987	-
Interest income	-	-	6	-
Other revenue	-	6,000	-	-
Total Revenues	<u>3,668</u>	<u>10,350</u>	<u>993</u>	<u>-</u>
Expenditures:				
Police/Public Safety	-	-	-	-
Municipal court	3,933	336	-	-
Total Expenditures	<u>3,933</u>	<u>336</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	(265)	10,014	993	-
Fund Balance – October 1 (beginning)	<u>5,052</u>	<u>12,933</u>	<u>194</u>	<u>45</u>
Fund Balance – September 30 (ending)	<u>\$ 4,787</u>	<u>\$ 22,947</u>	<u>\$ 1,187</u>	<u>\$ 45</u>

<u>Child Safety Fund</u>	<u>Drug Seizure Fund</u>	<u>Park Fund</u>	<u>Police Grants</u>	<u>Coronavirus Relief Funds</u>	<u>Sewer System Maintenance</u>	<u>Total</u>
\$ 3,988	\$ -	\$ -	\$ -	\$ -	\$ 1,126	\$ 13,132
-	-	-	-	380,104	-	381,091
-	-	4	-	-	-	10
-	-	-	-	-	-	6,000
<u>3,988</u>	<u>-</u>	<u>4</u>	<u>-</u>	<u>380,104</u>	<u>1,126</u>	<u>400,233</u>
3,963	-	-	-	68,467	-	72,430
-	-	-	-	-	-	4,269
<u>3,963</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>68,467</u>	<u>-</u>	<u>76,699</u>
25	-	4	-	311,637	1,126	323,534
-	8	204	347	68,467	8,004	95,254
<u>\$ 25</u>	<u>\$ 8</u>	<u>\$ 208</u>	<u>\$ 347</u>	<u>\$ 380,104</u>	<u>\$ 9,130</u>	<u>\$ 418,788</u>

This page left blank intentionally.

**COMBINING & INDIVIDUAL FUND
STATEMENT & SCHEDULES**

TOWN OF DOUBLE OAK, TEXAS

GENERAL FUND
STATEMENT OF REVENUES
BUDGET AND ACTUAL FOR THE YEAR ENDED SEPTEMBER 30, 2021
PLUS COMPARATIVE AMOUNTS FOR THE YEAR ENDED SEPTEMBER 30, 2020

	2021		Variance Favorable (Unfavorable)	2020 Actual
	Budget	Actual		
Tax Revenue:				
Current Property Taxes – M & O	\$ 1,166,167	\$ 1,176,228	\$ 10,061	\$ 1,167,702
Penalty & Interest	2,500	4,166	1,666	3,799
Prior Year Property Taxes – M & O	2,000	4,133	2,133	1,704
Sales Taxes	430,000	577,458	147,458	500,335
Franchise – Water	20,000	25,332	5,332	23,207
Franchise – Cable TV	35,000	37,531	2,531	41,138
Franchise – Electric	95,000	90,905	(4,095)	99,283
Franchise – Garbage	13,000	14,598	1,598	13,687
Franchise – Gas	14,000	13,074	(926)	15,876
Franchise – Telephone	6,000	1,618	(4,382)	8,514
Total Tax Revenue	<u>1,783,667</u>	<u>1,945,043</u>	<u>161,376</u>	<u>1,875,245</u>
Fines and Forfeitures:				
Court Fines & Fees	68,000	117,331	49,331	109,439
Total Fines and Forfeitures	<u>68,000</u>	<u>117,331</u>	<u>49,331</u>	<u>109,439</u>
Licenses and Permits:				
Fence Permits	1,275	1,277	2	935
Commercial Buildings	3,000	7,193	4,193	5,984
New Homes	4,000	23,742	19,742	7,305
Miscellaneous Construction	12,000	34,586	22,586	20,217
Roof Permits	850	1,785	935	1,275
Septic Permits	3,500	11,040	7,540	8,880
Sprinkler Permits	600	875	275	510
Swimming Pool Permits	1,625	2,610	985	2,600
Water Well Permits	-	-	-	85
Erosion Plan Review Fees	1,650	825	(825)	1,650
Plat & Subdivision Fees	-	3,225	3,225	3,015
Total Licenses and Permits	<u>28,500</u>	<u>87,158</u>	<u>58,658</u>	<u>52,456</u>
Other Revenue:				
Administration Fees	1,500	3,530	2,030	1,572
Lien Release	-	-	-	-
Interest Income	7,000	17,664	10,664	17,224
Animal Control	50	-	(50)	10
Miscellaneous	500	350	(150)	344
Total Other Revenue	<u>9,050</u>	<u>21,544</u>	<u>12,494</u>	<u>19,150</u>
Charges For Services:				
Sewage Service	25,000	18,553	(6,447)	19,861
Total Charges for Services	<u>25,000</u>	<u>18,553</u>	<u>(6,447)</u>	<u>19,861</u>
TOTAL REVENUE	<u>\$ 1,914,217</u>	<u>\$ 2,189,629</u>	<u>\$ 275,412</u>	<u>\$ 2,076,151</u>

TOWN OF DOUBLE OAK, TEXAS

**GENERAL FUND
STATEMENT OF EXPENDITURES
BUDGET AND ACTUAL FOR THE YEAR ENDED SEPTEMBER 30, 2021
PLUS COMPARATIVE AMOUNTS FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	2021		Variance Favorable (Unfavorable)	2020 Actual
	Budget	Actual		
Administrative:				
Advertising	\$ 1,200	\$ 2,022	\$ (822)	\$ 1,664
Archive System	5,000	-	5,000	1,746
Attorney Fees	30,000	11,405	18,595	15,193
Bank Charges	100	50	50	76
Building Repair/Maintenance	10,000	3,461	6,539	7,133
Computer Supplies/Software	13,000	22,874	(9,874)	20,841
Technology Fund	4,000	1,820	2,180	2,142
Contingency	25,517	555	24,962	9,443
Custodial Services	8,000	6,670	1,330	5,050
Denton Central Appraisal Dist.	7,100	6,882	218	6,950
Electricity	5,500	4,409	1,091	3,594
Election Expense	5,500	3,595	1,905	-
Financial Auditors	10,000	9,500	500	9,500
Gas - LP	1,000	1,089	(89)	987
Copier Lease	5,000	5,299	(299)	5,277
Meetings	300	-	300	-
Public Relations	800	301	499	202
Grounds Maintenance	9,000	6,858	2,142	7,711
Insurance - General/Public	3,100	3,173	(73)	2,753
Insurance - Health	16,500	15,648	852	15,477
Lien Filing Expense	100	37	63	227
Membership & Dues	1,500	1,923	(423)	1,584
Ordinance Codification	3,000	1,045	1,955	795
Office Supplies	6,000	6,436	(436)	4,806
Other Professional Services	10,000	1,840	8,160	9,064
Other Supplies	1,000	700	300	864
Postage	2,000	2,072	(72)	1,820
Publications & Subscriptions	300	-	300	180
Printing and Copying	600	-	600	480
Town Secretary	74,263	74,549	(286)	72,729
FICA Tax	11,400	11,335	65	10,964
TMRS Retirement	12,500	12,335	165	11,748
Asst Town Secretary	65,776	66,408	(632)	65,074
Overtime	5,000	4,853	147	3,891
TWC Tax	2,000	1,926	74	1,766
Longevity Pay	1,300	1,300	-	1,180
Incentive Pay	1,500	1,500	-	1,500
Insurance - Workers Comp	700	966	(266)	950
Tax Billing Costs	1,300	1,197	103	1,193
Telephone	10,500	9,403	1,097	9,511
Training Seminars	2,000	390	1,610	1,205
Water	2,500	1,631	869	2,446
Total Administrative	<u>375,856</u>	<u>307,457</u>	<u>68,399</u>	<u>319,716</u>

TOWN OF DOUBLE OAK, TEXAS

GENERAL FUND
STATEMENT OF EXPENDITURES
BUDGET AND ACTUAL FOR THE YEAR ENDED SEPTEMBER 30, 2021
PLUS COMPARATIVE AMOUNTS FOR THE YEAR ENDED SEPTEMBER 30, 2020

	2021		Variance Favorable (Unfavorable)	2020 Actual
	Budget	Actual		
Public Works:				
Animal Control	\$ 17,050	\$ 17,450	\$ (400)	\$ 17,050
Building Inspector	36,000	36,000	-	36,000
Insurance - General/Public	700	680	20	590
Computer Support	3,000	3,859	(859)	3,730
Printing	100	-	100	50
Vehicle Fuel	1,800	1,200	600	1,325
Vehicle Maintenance	500	-	500	2,208
Lot Mowing/Tree Trimming	13,000	2,155	10,845	10,050
Other Professional Services	2,000	2,209	(209)	1,087
Other Supplies	1,000	976	24	-
Mosquito Control Program	150	145	5	-
Inspection Services	5,000	5,160	(160)	5,280
Sewage Services	25,000	20,422	4,578	21,315
Weather Siren	1,000	250	750	-
Training Seminars	1,000	-	1,000	-
Total Public Works	<u>107,300</u>	<u>90,506</u>	<u>16,794</u>	<u>98,685</u>
Streets and Drainage:				
Engineering	40,000	57,740	(17,740)	34,608
Road Repair and Drainage	200,000	40,557	159,443	189,355
Crack Seal and Potholes	30,000	-	30,000	38,818
MS4 Stormwater	7,500	6,124	1,376	5,000
Sign Repair and Replacement	3,000	421	2,579	2,819
Total Streets and Drainage	<u>280,500</u>	<u>104,842</u>	<u>175,658</u>	<u>270,600</u>
Police/Public Safety:				
Computer Equipment/Supplies	33,031	48,296	(15,265)	28,947
Equipment Repair & Maintenance	1,200	200	1,000	641
Minor Equipment	1,600	448	1,152	383
Office Supplies	500	1,030	(530)	313
Traffic Management	500	-	500	-
Publications	400	-	400	359
Printing	350	395	(45)	204
Salaries and Wages	526,483	451,600	74,883	426,821
Incentive Pay	8,700	9,436	(736)	9,413
Longevity Pay	3,575	3,575	-	3,095
Insurance - Health	130,682	113,959	16,723	112,048
FICA Tax	41,060	39,354	1,706	38,802
TMRS Retirement	43,666	43,340	326	41,214
Human Resources	1,500	153	1,347	45
Insurance - General/Public	10,148	11,106	(958)	9,636
Insurance - Workers Comp	22,823	12,875	9,948	12,671
Telephone/Dispatch	14,000	9,854	4,146	11,361
Training Seminars	6,000	5,406	594	4,738
Police Department Contracts	6,000	4,939	1,061	4,118
Criminal Investigations	2,000	378	1,622	975
Ammunition	2,500	1,138	1,362	2,709
Membership & Dues	900	230	670	562
Evidence Room Supplies	500	119	381	42
Public Relations	1,000	1,038	(38)	150
Other Professional Services	-	61	(61)	-

TOWN OF DOUBLE OAK, TEXAS

GENERAL FUND
STATEMENT OF EXPENDITURES
BUDGET AND ACTUAL FOR THE YEAR ENDED SEPTEMBER 30, 2021
PLUS COMPARATIVE AMOUNTS FOR THE YEAR ENDED SEPTEMBER 30, 2020

	2021		Variance Favorable (Unfavorable)	2020 Actual
	Budget	Actual		
Police/Public Safety (cont'd):				
Community Programs	\$ 1,000	\$ 44	\$ 956	\$ 1,067
Patrol Equipment	5,000	4,374	626	5,081
Uniforms	8,000	10,242	(2,242)	9,863
Vehicle Fuel	17,200	17,728	(528)	12,393
Vehicle Maintenance	13,500	6,893	6,607	4,831
Total Police/Public Safety	<u>903,818</u>	<u>798,211</u>	<u>105,607</u>	<u>742,482</u>
Municipal Court:				
Judges Services	10,000	7,050	2,950	4,400
Prosecuting Attorney	10,000	6,248	3,752	5,847
Jury Services	240	-	240	-
Membership Dues	120	-	120	-
Court Clerk	64,108	64,717	(609)	63,847
Incentive Pay	600	600	-	600
FICA Tax	5,400	4,955	445	4,785
TMRS Retirement	5,600	5,421	179	5,166
Insurance - Health	8,400	7,811	589	7,756
Computer Software, Supplies	3,500	933	2,567	2,583
Total Municipal Court	<u>107,968</u>	<u>97,735</u>	<u>10,233</u>	<u>94,984</u>
Fire and Ambulance Department:				
DOVFD Operations Contribution	100,000	100,000	-	100,000
Ambulance Service	29,075	29,075	-	29,075
Insurance - General/Public	7,200	7,706	(506)	6,687
Insurance - Workers Comp	2,500	2,253	247	2,217
Total Fire Department	<u>138,775</u>	<u>139,034</u>	<u>(259)</u>	<u>137,979</u>
Capital Outlay:				
Vehicles	-	-	-	32,261
Equipment	-	36,848	(36,848)	96,950
Total Capital Outlay	<u>-</u>	<u>36,848</u>	<u>(36,848)</u>	<u>129,211</u>
TOTAL EXPENDITURES	<u>\$ 1,914,217</u>	<u>\$ 1,574,633</u>	<u>\$ 339,584</u>	<u>\$ 1,793,657</u>

TOWN OF DOUBLE OAK, TEXAS

SCHEDULE OF DELINQUENT TAXES RECEIVABLE
SEPTEMBER 30, 2021

<u>Tax Year</u>	<u>Balance September 30, 2020</u>	<u>Current Year Levy</u>	<u>Collections</u>	<u>Supplements/ Adjustments</u>	<u>Balance September 30, 2021</u>
2011	\$ 10	\$ -	\$ -	\$ -	\$ 10
2012	10	-	-	-	10
2013	10	-	-	-	10
2014	10	-	-	-	10
2015	926	-	-	-	926
2016	1,080	-	39	-	1,041
2017	1,128	-	4	-	1,124
2018	2,811	-	1,928	-	883
2019	3,498	-	2,378	(149)	971
2020	-	1,181,470	1,176,011	-	5,459
Total	<u>\$ 9,483</u>	<u>\$ 1,181,470</u>	<u>\$ 1,180,360</u>	<u>\$ (149)</u>	10,444
Less allowance for uncollectible accounts					<u>-0-</u>
					<u>\$ 10,444</u>

Members:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC
ACCOUNTANTS
TEXAS SOCIETY OF CERTIFIED
PUBLIC ACCOUNTANTS

**HANKINS, EASTUP, DEATON,
TONN & SEAY**
A PROFESSIONAL CORPORATION

CERTIFIED PUBLIC ACCOUNTANTS

902 NORTH LOCUST
P.O. BOX 977
DENTON, TX 76202-0977
TEL. (940) 387-8563
FAX (940) 383-4746

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Honorable Mayor and Town Council
Town of Double Oak, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Double Oak, Texas, as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise The Town of Double Oak, Texas's basic financial statements, and have issued our report dated January 22, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control or on compliance. This report is an integral part of the audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Hankins, Eastup, Deaton, Tonn & Seay, PC
Denton, Texas

January 22, 2022

Town of Double Oak
Profit & Loss Budget vs. Actual
 October 2021 through September 2022

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
400000 · Tax Revenue				
401101 · Current Property Taxes-M & O	1,165,962.30	1,221,954.00	-55,991.70	95.4%
401201 · Penalty & Interest	1,339.78	2,500.00	-1,160.22	53.6%
401301 · Prior Year Property Taxes	3,080.74	2,000.00	1,080.74	154.0%
401315 · Sales Taxes	270,648.11	550,000.00	-279,351.89	49.2%
401601 · Franchise-Cross Timbers Water	14,488.79	20,000.00	-5,511.21	72.4%
401701 · Franchise-Cable TV	17,796.53	35,000.00	-17,203.47	50.8%
401801 · Franchise-Electric	96,384.50	95,000.00	1,384.50	101.5%
401805 · Franchise-Garbage	7,161.37	13,000.00	-5,838.63	55.1%
401811 · Franchise-Gas	17,940.19	14,000.00	3,940.19	128.1%
401901 · Franchise-Telephone	224.62	2,000.00	-1,775.38	11.2%
Total 400000 · Tax Revenue	1,595,026.93	1,955,454.00	-360,427.07	81.6%
420000 · Fines and Forfeitures				
420101 · Court Fines	56,272.36	130,000.00	-73,727.64	43.3%
Total 420000 · Fines and Forfeitures	55,672.36	130,000.00	-74,327.64	42.8%
430000 · Licenses and Permits				
430101 · Fences	630.00	1,275.00	-645.00	49.4%
430102 · Commercial Buildings	10,739.25	20,000.00	-9,260.75	53.7%
430103 · Oil and Gas Drilling	0.00	0.00	0.00	0.0%
430201 · New Homes	13,853.50	9,000.00	4,853.50	153.9%
430202 · Erosion Control	0.00	1,650.00	-1,650.00	0.0%
430301 · Misc Construction	11,663.96	12,000.00	-336.04	97.2%
430401 · Roofs	1,785.00	850.00	935.00	210.0%
430501 · Septic Systems	2,210.00	3,500.00	-1,290.00	63.1%
430601 · Sprinkler Systems	85.00	600.00	-515.00	14.2%
430701 · Swimming Pools	1,510.00	1,625.00	-115.00	92.9%
430801 · Water Wells	0.00	0.00	0.00	0.0%
430901 · Plats and Subdivision Fees	250.00	0.00	250.00	100.0%
Total 430000 · Licenses and Permits	42,841.71	50,500.00	-7,658.29	84.8%
440000 · Other Revenue				
440101 · Administration Fees	406.33	1,500.00	-1,093.67	27.1%
440102 · Animal Control Fees	0.00	50.00	-50.00	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	4,213.79	10,000.00	-5,786.21	42.1%
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	4,620.12	11,550.00	-6,929.88	40.0%

Town of Double Oak
Profit & Loss Budget vs. Actual
 October 2021 through September 2022

	Oct '21 - Sep 22	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	115.00	500.00	-385.00	23.0%
440601 · Sewage Service	8,125.78	25,000.00	-16,874.22	32.5%
440701 · Town Hall Rental Fees	0.00	0.00	0.00	0.0%
Total 440300 · Charges for Services	8,270.78	25,500.00	-17,229.22	32.4%
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	1,706,431.90	2,173,004.00	-466,572.10	78.5%
Gross Profit	1,706,431.90	2,173,004.00	-466,572.10	78.5%
Expense				
510000 · Town Administration				
521000 · Town Salary Adjustments	0.00	0.00	0.00	0.0%
521012 · Attorney Fees	4,690.80	20,000.00	-15,309.20	23.5%
521033 · Custodial Services	2,629.98	8,000.00	-5,370.02	32.9%
521041 · Denton Central Appraisal Dist	1,790.44	7,100.00	-5,309.56	25.2%
521050 · Election Expense	0.00	5,500.00	-5,500.00	0.0%
521051 · Electricity	2,179.30	5,500.00	-3,320.70	39.6%
521060 · Financial Auditors	10,000.00	10,000.00	0.00	100.0%
521070 · Natural Gas	789.33	1,500.00	-710.67	52.6%
521073 · Printer Copier	2,558.94	6,000.00	-3,441.06	42.6%
521133 · Ordinance Codification	395.00	3,000.00	-2,605.00	13.2%
521160 · Postage	1,274.53	3,000.00	-1,725.47	42.5%
521200 · Tax Billing Expense	1,207.00	1,300.00	-93.00	92.8%
521201 · Communications	4,349.25	11,000.00	-6,650.75	39.5%
521220 · Water	1,117.14	2,500.00	-1,382.86	44.7%
521230 · Archive System	0.00	5,000.00	-5,000.00	0.0%
521250 · Outdoor Siren	0.00	29,075.00	-29,075.00	0.0%
530050 · Ambulance Service	0.00	0.00	0.00	0.0%
Total 510000 · Town Administration	32,981.71	118,475.00	-85,493.29	27.8%
520000 · Administrative				
521010 · Advertising	0.00	1,600.00	-1,600.00	0.0%
521020 · Bank Charges	49.25	100.00	-50.75	49.3%
521030 · Cleaning Supplies	0.00	0.00	0.00	0.0%
521031 · Computer Supplies/Software	11,764.48	25,000.00	-13,235.52	47.1%
521032 · Council Contingency	0.00	11,407.06	-11,407.06	0.0%
521034 · Technology Fund	0.00	4,000.00	-4,000.00	0.0%
521074 · Meetings	0.00	300.00	-300.00	0.0%
521075 · Goodwill	872.92	500.00	372.92	174.6%
521076 · Incentive Pay	692.28	1,500.00	-807.72	46.2%
521090 · General Liability Insurance	1,777.20	3,200.00	-1,422.80	55.5%
521091 · Health/Dental/Life Insurance	7,968.47	18,080.68	-10,112.21	44.1%
521130 · Membership & Dues	515.00	2,000.00	-1,485.00	25.8%
521131 · Car Maintenance-Fuel-Travel	0.00	0.00	0.00	0.0%
521150 · Office Supplies	2,108.53	7,000.00	-4,891.47	30.1%
521151 · Other Professional Services	843.97	6,000.00	-5,156.03	14.1%
521153 · Other Supplies	24.26	1,000.00	-975.74	2.4%

Profit & Loss Budget vs. Actual

October 2021 through September 2022

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
521161 · Publications & Subscriptions	0.00	300.00	-300.00	0.0%
521162 · Printing and Copying	0.00	600.00	-600.00	0.0%
521170 · Payroll Taxes - FICA	8,407.37	11,970.00	-3,562.63	70.2%
521172 · TWC Unemployment Insurance	3,027.77	2,400.00	627.77	126.2%
521190 · Town Secretary Salary	37,359.96	80,946.67	-43,586.71	46.2%
521191 · Longevity Pay-Administration	1,420.00	1,800.00	-380.00	78.9%
521192 · Worker's Compensation Ins.	425.75	1,300.00	-874.25	32.8%
521194 · Asst Town Secretary Salary	33,994.79	71,688.86	-37,694.07	47.4%
521195 · Overtime	1,395.64	5,000.00	-3,604.36	27.9%
521196 · TMRS-Retirement	5,504.23	13,125.00	-7,620.77	41.9%
521202 · Training Seminars	940.00	2,000.00	-1,060.00	47.0%
Total 520000 · Administrative	119,091.87	272,818.27	-153,726.40	43.7%
530000 · Public Works				
521021 · Building Repair/Remodeling	1,223.22	5,000.00	-3,776.78	24.5%
521025 · Building Expenditures	2,284.20	2,000.00	284.20	114.2%
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	11,256.25	18,000.00	-6,743.75	62.5%
530101 · Public Works Director Salary	0.00	70,000.00	-70,000.00	0.0%
530102 · Public Works Director TMRS	0.00	5,670.00	-5,670.00	0.0%
530103 · Public Works Director FICA	0.00	5,355.00	-5,355.00	0.0%
530104 · Public Works Director (H/D/L)	0.00	2,000.00	-2,000.00	0.0%
530105 · PW Director (TWC/Unempl Ins)	0.00	0.00	0.00	0.0%
530106 · Building Official Overtime	0.00	0.00	0.00	0.0%
530110 · Building Inspectors	30,000.00	0.00	30,000.00	100.0%
530111 · Building Inspectors Phone	129.55	0.00	129.55	100.0%
530115 · Code Enforcement	0.00	0.00	0.00	0.0%
530116 · Code Enforcement Liab Ins-TML	373.84	700.00	-326.16	53.4%
530125 · Council Discretionary Fund	0.00	0.00	0.00	0.0%
530150 · Grounds Maintenance	3,019.20	8,500.00	-5,480.80	35.5%
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	0.00	0.00	0.00	0.0%
530200 · Lot Mowing/Tree Trim Service	1,350.00	9,000.00	-7,650.00	15.0%
530201 · Public Works Training	0.00	1,000.00	-1,000.00	0.0%
530202 · Longevity Pay- Public Works	0.00	0.00	0.00	0.0%
530203 · Vehicle Payment	0.00	0.00	0.00	0.0%
530204 · Vehicle Maintenance	1,507.39	500.00	1,007.39	301.5%
530205 · Vehicle Fuel	493.10	1,800.00	-1,306.90	27.4%
530206 · Uniforms	0.00	0.00	0.00	0.0%
530210 · Membership Dues/Licensing	0.00	0.00	0.00	0.0%
530230 · Other Professional Services	718.68	3,000.00	-2,281.32	24.0%
530231 · Other Supplies	0.00	1,000.00	-1,000.00	0.0%
530235 · Printing	87.99	0.00	87.99	100.0%
530240 · Postage	0.00	0.00	0.00	0.0%
530245 · Computer Support	12,532.21	17,000.00	-4,467.79	73.7%
530250 · Health Inspector	1,090.76	1,000.00	90.76	109.1%
530260 · Septic Inspections	1,950.00	5,000.00	-3,050.00	39.0%
530270 · Sewage Services	10,938.75	25,000.00	-14,061.25	43.8%
530271 · Vehicle Reimbursement	0.00	0.00	0.00	0.0%
530272 · Incentive Pay	0.00	0.00	0.00	0.0%
530273 · Worker's Compensation Ins	74.83	300.00	-225.17	24.9%
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	129.55	700.00	-570.45	18.5%

Profit & Loss Budget vs. Actual

October 2021 through September 2022

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
531020 · Credit Card Convenience Fee	0.00	0.00	0.00	0.0%
531201 · Weather Siren	0.00	7,500.00	-7,500.00	0.0%
Total 530000 · Public Works	79,159.52	190,325.00	-111,165.48	41.6%
540000 · Streets and Drainage				
540019 · Engineering General	4,912.30	40,000.00	-35,087.70	12.3%
540060 · Crack Seal & Potholes	35,612.78	35,000.00	612.78	101.8%
540110 · Current Year Road Repairs	213,938.32	200,000.00	13,938.32	107.0%
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	519.02	3,000.00	-2,480.98	17.3%
Total 540000 · Streets and Drainage	254,982.42	285,500.00	-30,517.58	89.3%
550000 · Police Department				
550120 · Capital Equipment (Auto)	7,493.35	0.00	7,493.35	100.0%
550135 · Computer Equip/Supplies/SW Main	17,048.12	41,500.00	-24,451.88	41.1%
550140 · Equipment Repair & Maintenance	200.00	1,200.00	-1,000.00	16.7%
550145 · Health/Dental/Life Insurance	58,173.38	134,607.15	-76,433.77	43.2%
550219 · Membership Dues	0.00	900.00	-900.00	0.0%
550220 · Minor Equipment	105.57	1,600.00	-1,494.43	6.6%
550230 · Other Professional Services	129.00	100.00	29.00	129.0%
550240 · Office Supplies	235.20	1,000.00	-764.80	23.5%
550248 · Publications	0.00	400.00	-400.00	0.0%
550249 · External Contracts	1,303.00	6,000.00	-4,697.00	21.7%
550250 · Postage	0.00	0.00	0.00	0.0%
550251 · Printing	163.49	900.00	-736.51	18.2%
550252 · Police Chief Salary	45,293.52	98,135.97	-52,842.45	46.2%
550253 · Police Asst. Chief Salary	40,256.76	87,222.89	-46,966.13	46.2%
550254 · Police Officers' Salary	167,452.98	425,440.00	-257,987.02	39.4%
550255 · Administrative Assistant PD	0.00	0.00	0.00	0.0%
550256 · Crossing Guard	2,350.60	7,000.00	-4,649.40	33.6%
550257 · Police Department Overtime	3,304.30	5,000.00	-1,695.70	66.1%
550261 · Criminal Investigations	462.80	2,000.00	-1,537.20	23.1%
550262 · General Liability Insurance	6,105.89	11,000.00	-4,894.11	55.5%
550263 · TWC Unemployment Ins	0.00	0.00	0.00	0.0%
550264 · Incentive Pay	4,193.22	9,600.00	-5,406.78	43.7%
550271 · Salaries Benefits - FICA	17,856.74	46,726.10	-28,869.36	38.2%
550275 · Salaries Benefits - TMRS	19,328.63	49,474.00	-30,145.37	39.1%
550276 · Human Resources	932.90	1,500.00	-567.10	62.2%
550277 · Longevity Pay	3,235.00	3,575.00	-340.00	90.5%
550278 · Worker's Compensation Ins	6,674.40	22,823.00	-16,148.60	29.2%
550280 · Communications	2,173.24	14,000.00	-11,826.76	15.5%
550281 · Training	2,130.31	24,000.00	-21,869.69	8.9%
550286 · Training Ammo	5,335.26	5,000.00	335.26	106.7%
550290 · Uniforms	9,502.33	24,000.00	-14,497.67	39.6%
550291 · Patrol Equipment	1,645.88	7,000.00	-5,354.12	23.5%
550292 · Community Programs	1,740.99	2,000.00	-259.01	87.0%
550293 · Traffic Management	0.00	500.00	-500.00	0.0%
550294 · Evidence Room Supplies	0.00	500.00	-500.00	0.0%
550295 · Goodwill	102.30	1,000.00	-897.70	10.2%
550300 · Vehicle Fuel	8,331.15	25,000.00	-16,668.85	33.3%
550400 · Vehicle Repair & Maintenance	3,212.88	13,500.00	-10,287.12	23.8%
Total 550000 · Police Department	436,473.19	1,074,204.11	-637,730.92	40.6%

Town of Double Oak
Profit & Loss Budget vs. Actual
 October 2021 through September 2022

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
560000 · Municipal Court				
560010 · Judges Services	2,825.00	10,000.00	-7,175.00	28.3%
560015 · Jury Services	0.00	240.00	-240.00	0.0%
560018 · Jail Services	0.00	0.00	0.00	0.0%
560020 · Prosecuting Attorney	2,592.50	10,000.00	-7,407.50	25.9%
560025 · Other Professional Services	0.00	0.00	0.00	0.0%
560026 · Court Clerk - Salary	30,065.62	63,594.96	-33,529.34	47.3%
560027 · Court Clerk- FICA	2,298.50	4,386.19	-2,087.69	52.4%
560028 · Court Clerk - TMRS	2,416.55	4,810.04	-2,393.49	50.2%
560029 · Court Clerk Ins (H/D/L)	3,998.73	9,385.43	-5,386.70	42.6%
560030 · Court Clerk - Longevity	845.00	845.00	0.00	100.0%
560031 · Overtime	1,880.26	5,000.00	-3,119.74	37.6%
560035 · Court Supplies,Equip & S/W Main	237.95	13,000.00	-12,762.05	1.8%
560055 · Membership Dues	0.00	120.00	-120.00	0.0%
560076 · Incentive Pay	276.96	600.00	-323.04	46.2%
Total 560000 · Municipal Court	47,437.07	121,981.62	-74,544.55	38.9%
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	4,236.74	7,200.00	-2,963.26	58.8%
570022 · Worker's Compensation Ins	1,168.01	2,500.00	-1,331.99	46.7%
Total 570000 · Double Oak Vol. Fire Departm...	30,404.75	109,700.00	-79,295.25	27.7%
Total Expense	1,000,530.53	2,173,004.00	-1,172,473.47	46.0%
Net Ordinary Income	705,901.37	0.00	705,901.37	100.0%
Net Income	705,901.37	0.00	705,901.37	100.0%

	Mar 18, 22
ASSETS	
Current Assets	
Checking/Savings	
102302 · Independent Bank Money Market	2,140,827.22
102303 · Independent Bank Checking	658,528.84
102304 · Police Lease Training Fund	854.66
102306 · John B. Wright Memorial Fund	560.07
102307 · DO Police Dept Chapter 59	8.67
102400 · Petty Cash	499.21
102450 · DATCU	3,274.04
106101 · Certificate of Deposit	426,238.54
Total Checking/Savings	3,230,791.25
Accounts Receivable	
106100 · Accounts Receivable	24,469.78
Total Accounts Receivable	24,469.78
Other Current Assets	
104100 · Bartonville Water Certificate	2,000.00
106150 · Interest Receivable	225.00
106400 · Employee Receivables	-98.59
106700 · Property Taxes Receivable	10,443.89
106800 · Sales Tax Receiveable	43,118.20
106900 · Prepaid Costs	20,132.44
1499 · Payments Received	-255.67
Total Other Current Assets	75,565.27
Total Current Assets	3,330,826.30
TOTAL ASSETS	3,330,826.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202000 · Accounts Payable	7,881.27
Total Accounts Payable	7,881.27
Other Current Liabilities	
106300 · Allowance for Uncoll Taxes	10,443.89
200000 · Payroll Liabilities	
201500 · TMRS Payable	1,758.33
202507 · Dependant Health Care Cover...	-1,286.52
202508 · AFLAC Deduction	-19.98
202509 · Child Support Withholding Or...	111.85
202513 · Vision Insurance	320.04
202516 · Dependent Life Insurance	-51.42
200000 · Payroll Liabilities - Other	2,625.30
Total 200000 · Payroll Liabilities	3,457.60

Town of Double Oak
Balance Sheet
As of March 18, 2022

	Mar 18, 22
200504 · Town Hall Reservation Deposits	500.00
201250 · Cr Card Fees/Collection Charges	562.77
202250 · Town Hall Renovations	200.00
202501 · Court Fees & Fines Due State	50,162.54
202502 · Technology Fees	6,477.26
202503 · Court Security Fees	24,760.00
202504 · Police LEOSE Training Account	854.66
202506 · Child Safety Fund	3,523.46
202511 · Omnibase Fees Due	198.00
202512 · Court Collections	-30,611.85
202760 · Time Payment Reimbursement F...	240.17
203002 · Park Fund Account	209.10
203006 · CARES - CLFRF Funds	362,943.01
203060 · Waketon Road Reconstruction	-59,481.10
2050000 · Accured Payroll	22,774.04
205555 · Police Grants	347.25
206250 · Sewer System Maintenance	9,536.36
206500 · Police-Chapter 59	8.67
208000 · Golf Tournament	44.85
Total Other Current Liabilities	407,150.68
Total Current Liabilities	415,031.95
Total Liabilities	415,031.95
Equity	
3000 · Fund Balances	609,371.05
3100 · Town Contingency	100,000.00
3150 · Stormwater Structures Fund	100,000.00
3200 · Road Contingency	150,000.00
3250 · Waketon Road Town Project Fund	100,000.00
3450 · IT Server/Software Fund	10,000.00
3550 · TCEQ MS4 (5-year) Fund	10,000.00
3600 · Street and Drainage Fund	200,000.00
3650 · Cross Timbers Drainage Project	20,000.00
3800 · Police Vehicle Fund	20,000.00
3850 · Police Body Camera Project Fund	40,000.00
3900 · Retained Earnings	850,521.93
et Income	705,901.37
Total Equity	2,915,794.35
TOTAL LIABILITIES & EQUITY	3,330,826.30



**TOWN COUNCIL MEETING
AGENDA ITEM #
March 21, 2022**

AGENDA ITEM: Discussion, consideration and action on a request from Sigma Sign Company to allow an exception under the Sign Regulations, Section 3.1302(6)(C)(vi)(2) Maximum Size to allow a larger height of the sign and larger maximum square footage of the sign then allowed in the sign ordinance.

STAFF CONTACT: Lynn

DESCRIPTION: The building wall mounted sign that Sigma Sign Company is requesting is 4.66 feet in height, the ordinance allows 3 feet in height, the total square footage of the sign is 63.28 feet, the ordinance allows a maximum of 40 square feet.

An exception is allowed with the Town Council approval.

ATTACHMENTS: Application for the sign
Picture and dimensions of the sign
The sign regulations regarding this item



DOUBLE OAK

Permit #: 2022038

Permit Date: 03/10/22

Permit Type: Sign

Applicant Name: Robynn Rushing

Applicant Address: 1590 E Hwy 121 Suite B3-100

Applicant City, State, ZIP: Lewisville

Applicant Phone Number: 9723174467

Applicant Email: permits@sigmasignco.com

Description: Install 1 standard lit channel letter set Medical Massage

Square Feet: 0

Accessory Building Size:

Type of Building:

Permanent Foundation:

Utilities:

Utilities to be Disconnected:

Project Size:

Type of Fence:

Fence Material:

Roof Material:

Status: Pending Review

Assigned To: Steve Koehler

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
273087	8401 JUSTIN RD	CROSSROADS BIBLE CHURCH BLK A LOT 4	RJS MARINE INC		Business

Contractors

Contractor	Primary Contact	Phone	Address	Contractor Type	License	License #
Sigma Sign Company	Robynn Rushing	972-317-4467	1590 E Hwy 121 Ste B3-100			

Uploaded Files

Date	File Name
03/10/2022	ca4e249206680e6ed58cfabad55b67d8_aerial_no_building.pdf
03/10/2022	23ebf1574a04045f8e424fb09c12d215_medicalmassage_permit_final.pdf



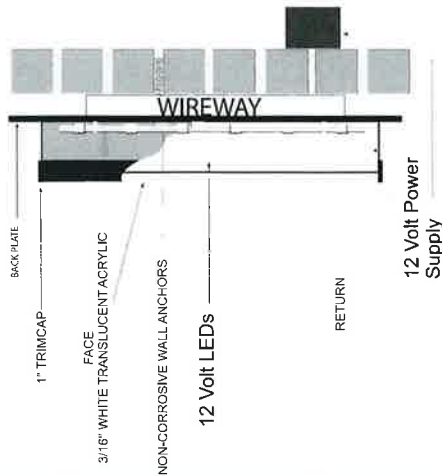
1590 E State Hwy 121 Bus, Ste 3-100, Lewisville, TX 75056
972-317-4467 www.SigmaSignCo.com

Customer:	Medical Massage
Address:	8401 FM 407, Ste 108
City, St. Zip:	Double Oak, TX 75077
Contact:	Jeremy Rauhauser
Designer:	DE Date: 2/8/2022

This drawing is the property of SIGMA Sign Co. which reserves all rights to its reproduction and display.

SIGN DESCRIPTION

"STANDARD-LIT" CHANNEL LETTER WITH BACKPLATE & WIREWAY



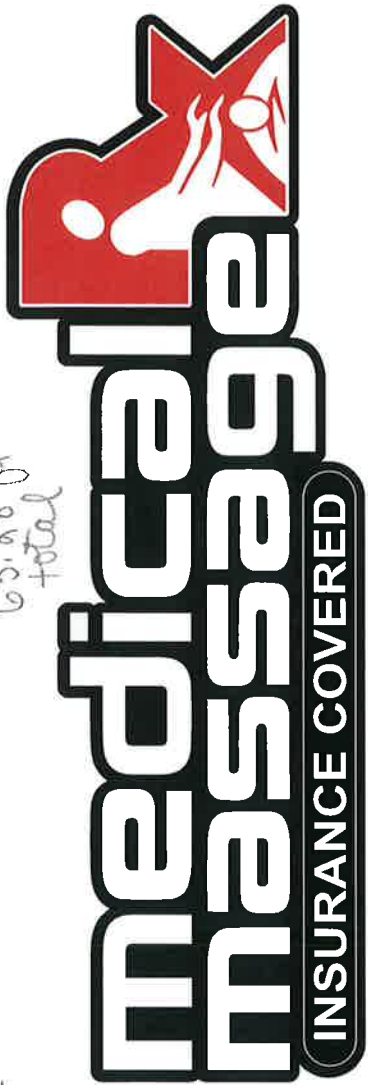
Raceway: black, shape/contour cut



ELECTRICAL NOTES

- Sign Company DOES NOT provide primary electrical to sign.
- Final Electrical Connection WILL BE PROVIDED by certified sign electrician.
- Each sign must have: 1. A minimum of one dedicated 120V / 20A circuit.
- 2. Junction box installed within 6 feet of sign.
- 3. Three wires: Line, Ground, Neutral.

Scale: nts



163" 13.58 ft

Scale: 1 in = 1 ft



ARTICLE 3.1300 SIGN REGULATIONS*

Sec. 3.1302 Classification of Signs

- (6) Permanent - Commercial Class III.
- (C) Structural Types of Signs.
- (vi) Building Wall-Mounted Signs

2. Maximum size. All signs shall be limited to two-thirds (2/3's) of the width of the building (or leased space) frontage or face. A building wall-mounted sign can be no more than 3 feet in height at any point. Building wall-mounted signs shall be limited to a maximum of 40 square feet of building signage as measured by the area of the smallest rectangle that encloses the sign. (Canopies, awnings, or marquees will be included in the maximum 40 square feet allowed.) The building wall-mounted sign may not protrude above the roofline or parapet at any point along the building exterior or project more than 12 inches from the building.

All-Out Concrete

Quote: 345649

01/24/2022

Town of Double Oak
320 Waketon Rd.
Double Oak, TX 75077

Project Location:
Brittain Ln.
Double Oak, TX 75077

Description: Repair Brick Road


Per Engineers upgrade reccomendation	\$2,200
	\$500.00
	Total \$2700

Quote excludes the following: Permits, bonds, labs, barricades, soil stabilization of any kind, signage, sealing, striping, and surveying. All-Out Concrete is not responsible for damage to any unknown and/or underground obstructions (e.g. sprinkler systems). Prices are good for 30 days only. All-Out Concrete extends a one-year warranty on concrete work for unseen damages but does not warranty stress cracks that are due to soil movement or tree roots. Payment due the day concrete is poured.

Customer Signature

Watson Timmons, Owner All-Out Concrete

Brittain Drive

From: Templer, Steve [REDACTED]
To: Bill Izor [REDACTED]
Cc: Eileen Kennedy eileen.kennedy@doubleoak.texas.gov, Lynn Jones
lynn.jones@doubleoak.texas.gov, Von Beougher von.beougher@doubleoak.texas.gov
Date: Mon, Mar 7, 2022, 5:03 PM
 ITEM 301 SUBGRADE, SUBBAASE, AND BASE PREPARATION.PDF 12.5 MB

CAUTION: [EXTERNAL EMAIL]

Bill,

At today's site visit we saw the subgrade is heaving and settling throughout the length of Brittain Drive causing the brick pavers to move quite a bit. There is one spot on Brittain Drive near Colonial Court where the subgrade has obviously failed causing the brick pavers to sink down. This condition has made it difficult for the firetruck to access this roadway. The Town has been in contact with a contractor and has received a bid to perform maintenance at this location. The maintenance entails removing the brick, placing and compacting sand to the correct level and placing the bricks back into place. Although this solution will fix the problem, my concern is it will not fix the subgrade and the bricks will settle. It is impossible to say how long this repair will last and it would be the least expensive repair. My suggestion is to remove the bricks and sand in the area that is failing and place a blend of concrete and sand (6-inch minimum depth). On top of this stabilized sand have the contractor place a 2-inch sand cushion and place the bricks on top of it. The concrete/sand mixture will harden and create a stabilized subgrade that will last much longer than the previous solution.

I am attaching a specification for concrete/sand mix to give to the contractor for pricing. Utilize Item 301.3.3 with a concrete rate of 2-sacks per cubic yard.

Thank you,

Steve Templer, PE

Public Works Senior Project Manager

Half Associates, Inc.

O: (817) 764-7480

301.3.2. Equipment. All equipment necessary to properly prosecute, perform and complete the work within the contract time shall be on the project and shall be approved by the OWNER as to type and condition before the CONTRACTOR shall be permitted to begin construction operations on which the equipment is to be used.

The cement-modified soil layer may be constructed with any machine or combination of machines and auxiliary equipment that shall produce the results meeting the requirements for soil pulverization, cement application, water application, mixing, incorporation of materials, compaction, finishing and curing as specified herein. The CONTRACTOR shall at all times provide sufficient equipment to enable continuous performance of the work and its completion in the required number of working days.

301.3.3. Portland Cement Treatment Construction Methods.

301.3.3.1. General. The primary requirement of this specification is to secure a complete course of treated material containing a uniform Portland cement mixture, free from loose or segregated areas, of uniform density and moisture content, well bound and compacted for its full depth with a smooth surface suitable for placing additional subbase, base or surface courses. It shall be the responsibility of the CONTRACTOR to regulate the sequence of work, to process a sufficient quantity of material so as to provide full depth as shown on plans, to use the proper amount of Portland cement, maintain the work and to rework the courses as necessary to meet the foregoing requirements.

Cement stabilized base shall not be mixed or placed when the air temperature is below 40°F (5°C) and falling, but may be mixed or placed with the air temperature is above 35°F (2°C) and rising, the temperature being taken in the shade and away from artificial heat, and with the further provisions that cement stabilized base shall be mixed or placed only when weather conditions, in the opinion of the OWNER, are suitable.

301.3.3.2. Treatment for Materials-In-Place. Before other construction operations are begun, the roadbed shall be graded and shaped as required to construct the Portland cement treatment for material in place in conformance with the lines, grades, thickness and typical cross sections shown on the plans. Unsuitable soil or material shall be removed and replaced with acceptable soil. The subgrade shall be firm and able to support without displacement the construction equipment and achieve the compaction herein specified. Soft or yielding subgrade shall be corrected and made stable before construction proceeds.

The soil and/or recycled asphalt pavement shall be so pulverized that at the completion of moist-mixing, it meets the gradation in Table 301.3.3.2.(a) Cement Treated Materials-In-Place.

Table 301.3.3.2.(a) Cement Treated Materials-In-Place

Sieve Size	Minimum Passing by Dry Weight ^{1,2}
1-in. (25mm)	100%
No. 4 (4.75mm)	80%

1. Exclusive of gravel or stone retained on these sieves.

2. Recycled asphalt pavement shall be pulverized so that 100-percent shall pass a 2-in. (50mm) sieve.

301.3.3.2.1. Application of Cement to Materials-In-Place. Portland cement shall be spread by an approved dry or slurry method uniformly on the soil at the rate specified on the plans or as determined by preliminary laboratory tests. If a bulk cement spreader is used, it shall be positioned by string lines or other approved method during spreading to insure a uniform distribution of cement. Cement shall be applied only to such an area that all the operations can be continuous and completed in daylight within 6-hours of such application.

The percentage of moisture in the soil at the time of cement application shall not exceed the quantity that shall permit uniform and intimate mixture of soil and cement during dry-mixing operations, and it shall not exceed the specified optimum moisture content for the soil and cement mixture. In the event of high soil-moisture contents, cement may be applied at one-half the specified rate when approved by the Engineer. The remainder of the application rate of cement shall be applied the following day(s), not to exceed 48-hours. The usual construction sequence shall then be resumed.

No equipment, except that used in the spreading and mixing, shall be allowed to pass over the freshly spread cement until it is mixed with the soil.

301.3.3.2.2. Mixing and Processing of Stabilized Materials-In-Place. Any method used to achieve the specified results is acceptable. Mixing shall continue until a homogeneous, friable mixture of the material and cement is obtained, free from all clods or lumps. The mixture shall be kept within moisture tolerances throughout the operation.

301.3.3.2.3. Compaction and Finishing of Stabilized Materials-In-Place. Compaction shall begin after mixing and after gradation and moisture requirements have been met. The material shall be compacted to

Eileen Kennedy

From: Brian Shults
Sent: Thursday, March 17, 2022 3:05 PM
To: Eileen Kennedy; Lynn Jones
Subject: Admin Area Partitions Suggestion

Here's the partitions I thought were good.

Originally, I thought 2 6x6 would be good, but after more thinking I would go with: 6x 4' width, 6' height w/Window, cloud gray color, with clear windows or clear fluted windows (so we can both still see but can have privacy from each other if we needed it). With 6 panels total, we'd link 2 across for 8' between us and the hallway area, then do another 4' for an "L" configuration around the desks. We would need 8 posts for this configuration. This will also help block out some of the echoing sound that's a major problem in that area.

[Hush Panel Configurable Cubicle Partition | Versare Solutions, LLC](#)



Thoughts? The estimate I see without us attempting any government exemptions and such, is \$2214.00.

Brian Shults - brian.shults@doubleoak.texas.gov
 Municipal Town Clerk
 Town of Double Oak - doubleoak.texas.gov
 320 Waketon Road, Double Oak, TX 75077
 T: (972)539-9464 F: (972)539-9613



Home / Shop / Hush Panel™ Configurable Cubicle Sy...

Orders Are Shipping Out Within 3-5 Business Days

Hush Panel™ Configurable Cubicle System



