



DOUBLE OAK

Town of Double Oak  
Town Council –Public Meeting  
Double Oak Town Hall  
320 Waketon Road, Double Oak  
TX 75077  
Monday, April 3, 2023  
7:00 p.m.

*OUT OF RESPECT FOR ALL THOSE IN ATTENDANCE, PLEASE REFRAIN FROM TALKING TO OTHER MEMBERS OF THE AUDIENCE DURING THE MEETING AND SILENCE CELL PHONES.*

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

*“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”*

**II. Citizen Comments-Non-Agenda Subjects**

- III. Consent Agenda** - All consent agenda items listed are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.

1. Consideration, and action on minutes of March 6, 2023. \*

**IV. Mayor, Council Members and Staff reports:**

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

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

7. Presentation by Denton Central Appraisal District (DCAD) Chief Appraiser Don Spencer and Denton County Tax Assessor-Collector Michelle French on an overview of their agencies.

Presentation: DCAD Chief Appraiser Don Spencer  
Denton County Tax Assessor-Collector Michelle French

8. Discussion, consideration, and action on the adoption of a residential homestead exemption from the Town's Ad Valorem tax.

Presentation: Mayor Mike Donnelly  
Mayor Pro Tem Patrick Johnson

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

Presentation: Public Services Randall Anglin

10. Discussion and consideration on current status of SLFRF funds and action on ratifying the application of SLFRF funds and (if necessary) approval of past expenditures per the governance rules of Type A General Law cities.

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

11. Discussion, consideration, and action on preparation of second annual State and Local Fiscal Recovery Funds (SLFRF) report.

Presentation: Town Secretary Eileen Kennedy

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

Presentation: Town Treasurer Billie Garrett

13. Discussion, consideration, and action on ratifying hiring of current school crossing guard for compliance with Town Personnel Handbook 2.6.2-Disallowed Relationship.

Presentation: Police Chief Ruben Rivas

14. Discussion, consideration, and action on fiscal year 2022-2023 mill, overlay, and asphalt paving bid award recommendation from Town Engineer.

Presentation: Public Services Randall Anglin  
Town Engineer Steve Templer

15. Discussion, consideration, and action on a request from Ginger Brittain to allow an exception to Chapter 3. (b) (1) (B) Estate Sales Signs for additional signage for an estate sale at 45 Kings Road on April 28 & 29, 2023.

Presentation: Public Services Randall Anglin

16. Discussion, consideration, and action on Deputy Mayor Pro-Tem, Connie Schoenrade's December 5<sup>th</sup> Financial Transparency agenda item.

Presentation: Council Member Jean Hillyer

17. Discussion, consideration and action on Double Oak Town website ADA compliance and one-time discounted renewal of Archive Social and ADA compliance for the coming budget year.

Presentation: Council Member Jean Hillyer

**VI. Old business agenda (consideration and action):**

17. Council – staff announcements and comments:

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

Seats up for election:

Mayor seat

Two Council seats

Candidates as they will appear on the ballot are:

Patrick Johnson Mayor  
Jean Hillyer Mayor

Mike Gwartney Council Member  
Ginger Brittain Council Member  
Pat Wellen Council Member  
Lisa Miller Council Member

- Double Oak Candidate Forum sponsored by *Cross Timbers Gazette*, will be Wednesday, April 12, 2023, at 7:00 p.m. Double Oak Town Hall will open at 6:00 p.m. for meet and greet with the candidates.
- Officer Scott Trepinski will celebrate his 4th anniversary with the Double Oak Police Department on April 21<sup>st</sup>.
- Fallen Double Oak Police Officer Lonnie Sneed name will be added to the Texas Law Enforcement Memorial Wall in Austin, Texas on April 30, 2023
- Fallen Double Oak Police Officers John Mestas and Lonnie Sneed names will be added to the National Law Enforcement Memorial Wall in Washington, D.C. on May 15, 2023


18. 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 31, 2023, by 5:00 p.m. on:

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



Town Secretary

**PUBLIC PARTICIPATION** If you wish to address the Council, please sign the “CITIZENS WHO WISH TO SPEAK TO THE TOWN COUNCIL” sheet before the meeting begins. Pursuant to Section 551.007 of the Texas Government Code, citizens wishing to address the Council for items listed as public hearings will be recognized when the public hearing is opened. For citizens wishing to speak on a non-public hearing item, they may either address the Council during the Citizen Comments portion of the meeting or when the item is considered by the Town Council.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Town Secretary's office at 972.539.9464, fax 972.539.9613 or email to [eileen.kennedy@doubleoak.texas.gov](mailto:eileen.kennedy@doubleoak.texas.gov) for additional information.

**UNAPPROVED-NOT FOR  
PUBLICATION**

STATE OF TEXAS  
COUNTY OF DENTON  
TOWN OF DOUBLE OAK

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

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

Also in attendance were Town Secretary Eileen Kennedy and Police Chief Ruben Rivas.

**II. Citizen Comments – Non-Agenda Subjects**

**III. Consent Agenda -** All consent agenda items listed are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.

1. Consideration, and action on minutes of February 21, 2023.

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

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

Motion Carried 5-0-0

**IV. Mayor, Council Members and Staff reports:**

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

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

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

Presentation: Police Chief Ruben Rivas

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

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

Motion carried 4-0-1

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

Presentation: Town Secretary Eileen Kennedy

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

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

Motion carried 5-0-0

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

Presentation: Mayor Mike Donnelly

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

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

Motion carried 5-0-0

**VI. Old business agenda (consideration and action):**

10. Council – staff announcements and comments:
  - Eileen Kennedy will celebrate her 17-year anniversary with Double Oak on March 15.

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

Seats up for election:

Mayor seat  
Two Council seats

Candidates as they will appear on the ballot are:

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

11. Adjournment

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

Approved:

\_\_\_\_\_  
Mike Donnelly, Mayor

Attest:

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



\* a copy is attached to these minutes

## Profit &amp; Loss Budget vs. Actual

October 2022 through September 2023

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>400000 · Tax Revenue</b>				
401101 · Current Property Taxes-M & O	1,189,239.49	1,235,201.96	-45,962.47	96.3%
401201 · Penalty & Interest	1,209.35	2,500.00	-1,290.65	48.4%
401301 · Prior Year Property Taxes	926.61	2,000.00	-1,073.39	46.3%
401315 · Sales Taxes	275,952.81	650,000.00	-374,047.19	42.5%
401601 · Franchise-Cross Timbers Water	18,715.75	24,000.00	-5,284.25	78.0%
401701 · Franchise-Cable TV	16,411.65	35,000.00	-18,588.35	46.9%
401801 · Franchise-Electric	137,129.32	95,000.00	42,129.32	144.3%
401805 · Franchise-Garbage	7,181.89	13,000.00	-5,818.11	55.2%
401811 · Franchise-Gas	22,715.79	17,000.00	5,715.79	133.6%
401901 · Franchise-Telephone	364.15	500.00	-135.85	72.8%
401912 · Prior Year Carry Over	0.00	0.00	0.00	0.0%
400000 · Tax Revenue - Other	0.00	0.00	0.00	0.0%
<b>Total 400000 · Tax Revenue</b>	<b>1,669,846.81</b>	<b>2,074,201.96</b>	<b>-404,355.15</b>	<b>80.5%</b>
<b>420000 · Fines and Forfeitures</b>				
420101 · Court Fines	41,190.45	120,000.00	-78,809.55	34.3%
420113 · Court Forfeitures	0.00	0.00	0.00	0.0%
420000 · Fines and Forfeitures - Other	0.00	0.00	0.00	0.0%
<b>Total 420000 · Fines and Forfeitures</b>	<b>41,190.45</b>	<b>120,000.00</b>	<b>-78,809.55</b>	<b>34.3%</b>
<b>430000 · Licenses and Permits</b>				
430101 · Fences	850.00	1,275.00	-425.00	66.7%
430102 · Commercial Buildings	0.00	6,000.00	-6,000.00	0.0%
430103 · Oil and Gas Drilling	0.00	0.00	0.00	0.0%
430201 · New Homes	0.00	3,000.00	-3,000.00	0.0%
430202 · Erosion Control	0.00	0.00	0.00	0.0%
430301 · Misc Construction	14,545.00	23,000.00	-8,455.00	63.2%
430401 · Roofs	2,180.00	1,275.00	905.00	171.0%
430501 · Septic Systems	3,725.00	5,000.00	-1,275.00	74.5%
430601 · Sprinkler Systems	255.00	500.00	-245.00	51.0%
430701 · Swimming Pools	650.00	2,000.00	-1,350.00	32.5%
430801 · Water Wells	0.00	0.00	0.00	0.0%
430901 · Plats and Subdivision Fees	750.00	0.00	750.00	100.0%
<b>Total 430000 · Licenses and Permits</b>	<b>23,155.00</b>	<b>42,050.00</b>	<b>-18,895.00</b>	<b>55.1%</b>
<b>440000 · Other Revenue</b>				
440101 · Administration Fees	406.76	1,000.00	-593.24	40.7%
440102 · Animal Control Fees	0.00	0.00	0.00	0.0%
440103 · Building Contributions	0.00	0.00	0.00	0.0%
440150 · FEMA Revenue	0.00	0.00	0.00	0.0%
440160 · Capital Lease Proceeds	0.00	0.00	0.00	0.0%
440201 · Interest Income	48,292.15	9,500.00	38,792.15	508.3%
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%
<b>Total 440000 · Other Revenue</b>	<b>48,698.91</b>	<b>10,500.00</b>	<b>38,198.91</b>	<b>463.8%</b>



**Profit & Loss Budget vs. Actual**

October 2022 through September 2023

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
<b>440300 · Charges for Services</b>				
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	20.00	250.00	-230.00	8.0%
440601 · Sewage Service	8,135.46	25,000.00	-16,864.54	32.5%
440701 · Town Hall Rental Fees	0.00	0.00	0.00	0.0%
<b>Total 440300 · Charges for Services</b>	<b>8,161.46</b>	<b>25,250.00</b>	<b>-17,088.54</b>	<b>32.3%</b>
<b>440400 · Park Funds</b>				
440401A · Gazebo Funds	0.00	0.00	0.00	0.0%
<b>Total 440400 · Park Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>440500 · Carry Over from previous year</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>1,791,052.63</b>	<b>2,272,001.96</b>	<b>-480,949.33</b>	<b>78.8%</b>
<b>Gross Profit</b>	<b>1,791,052.63</b>	<b>2,272,001.96</b>	<b>-480,949.33</b>	<b>78.8%</b>
<b>Expense</b>				
<b>510000 · Town Administration</b>				
521000 · Town Salary Adjustments	0.00	0.00	0.00	0.0%
521012 · Attorney Fees	11,139.89	25,000.00	-13,860.11	44.6%
521033 · Custodial Services	2,509.98	5,500.00	-2,990.02	45.6%
521041 · Denton Central Appraisal Dist	3,537.48	8,237.00	-4,699.52	42.9%
521050 · Election Expense	0.00	4,500.00	-4,500.00	0.0%
521051 · Electricity	2,549.88	6,500.00	-3,950.12	39.2%
521060 · Financial Auditors	12,000.00	10,000.00	2,000.00	120.0%
521070 · Natural Gas	894.78	2,000.00	-1,105.22	44.7%
521073 · Printer Copier	2,478.37	6,000.00	-3,521.63	41.3%
521133 · Ordinance Codification	522.38	1,500.00	-977.62	34.8%
521160 · Postage	1,045.60	3,000.00	-1,954.40	34.9%
521200 · Tax Billing Expense	1,256.00	1,500.00	-244.00	83.7%
521201 · Communications	3,361.57	11,000.00	-7,638.43	30.6%
521220 · Water	703.97	2,500.00	-1,796.03	28.2%
521230 · Archive System	0.00	5,000.00	-5,000.00	0.0%
521250 · Outdoor Siren	0.00	0.00	0.00	0.0%
530050 · Ambulance Service	29,075.00	29,075.00	0.00	100.0%
<b>Total 510000 · Town Administration</b>	<b>71,343.80</b>	<b>121,312.00</b>	<b>-49,968.20</b>	<b>58.8%</b>
<b>520000 · Administrative</b>				
521010 · Advertising	29.10	2,000.00	-1,970.90	1.5%
521020 · Bank Charges	-67.74	100.00	-167.74	-67.7%
521030 · Cleaning Supplies	0.00	0.00	0.00	0.0%
521031 · Computer Supplies/Software	13,283.54	25,000.00	-11,716.46	53.1%
521032 · Council Contingency	1,827.68	849.00	978.68	215.3%
521034 · Technology Fund	5,798.53	3,500.00	2,298.53	165.7%
521074 · Meetings	0.00	150.00	-150.00	0.0%
521075 · Goodwill	39.96	500.00	-460.04	8.0%
521076 · Incentive Pay	749.97	1,500.00	-750.03	50.0%
521090 · General Liability Insurance	2,949.58	5,513.20	-2,563.62	53.5%
521091 · Health/Dental/Life Insurance	9,267.12	17,069.04	-7,801.92	54.3%
521130 · Membership & Dues	525.00	1,500.00	-975.00	35.0%
521131 · Car Maintenance-Fuel-Travel	0.00	0.00	0.00	0.0%
521150 · Office Supplies	1,533.10	6,000.00	-4,466.90	25.6%
521151 · Other Professional Services	380.00	2,200.00	-1,820.00	17.3%
521153 · Other Supplies	260.19	650.00	-389.81	40.0%

**Profit & Loss Budget vs. Actual**

October 2022 through September 2023

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
521161 · Publications & Subscriptions	119.00	200.00	-81.00	59.5%
521162 · Printing and Copying	46.26	450.00	-403.74	10.3%
521170 · Payroll Taxes - FICA	11,665.16	12,580.05	-914.89	92.7%
521172 · TWC Unemployment Insurance	122.06	2,400.00	-2,277.94	5.1%
521190 · Town Secretary Salary	41,282.80	82,565.60	-41,282.80	50.0%
521191 · Longevity Pay-Administration	1,540.00	1,540.00	0.00	100.0%
521192 · Worker's Compensation Ins.	645.12	891.60	-246.48	72.4%
521194 · Asst Town Secretary Salary	37,175.82	73,839.53	-36,663.71	50.3%
521195 · Overtime	3,141.16	5,000.00	-1,858.84	62.8%
521196 · TMRS-Retirement	5,355.86	14,149.24	-8,793.38	37.9%
521202 · Training Seminars	1,220.00	2,000.00	-780.00	61.0%
<b>Total 520000 · Administrative</b>	<b>138,889.33</b>	<b>262,147.26</b>	<b>-123,257.93</b>	<b>53.0%</b>
<b>530000 · Public Works</b>				
521021 · Building Repair/Remodeling	9,886.45	0.00	9,886.45	100.0%
521025 · Building Expenditures	0.00	2,000.00	-2,000.00	0.0%
521120 · Lien Filing Expense	0.00	100.00	-100.00	0.0%
530025 · Mosquito Control Program	0.00	200.00	-200.00	0.0%
530100 · Animal Control Officer	6,843.75	18,000.00	-11,156.25	38.0%
530101 · Public Works Director Salary	35,875.06	71,750.00	-35,874.94	50.0%
530102 · Public Works Director TMRS	2,974.14	6,229.03	-3,254.89	47.7%
530103 · Public Works Director FICA	2,179.19	5,538.22	-3,359.03	39.3%
530104 · Public Works Director (H/D/L)	7,092.21	13,077.36	-5,985.15	54.2%
530105 · PW Director (TWC/Unempl Ins)	0.00	0.00	0.00	0.0%
530106 · Building Official Overtime	0.00	0.00	0.00	0.0%
530110 · Building Inspectors	22,000.00	0.00	22,000.00	100.0%
530111 · Building Inspectors Phone	0.00	0.00	0.00	0.0%
530115 · Code Enforcement	0.00	0.00	0.00	0.0%
530116 · Code Enforcement Liab Ins-TML	632.05	1,181.40	-549.35	53.5%
530125 · Council Discretionary Fund	0.00	0.00	0.00	0.0%
530150 · Grounds Maintenance	5,175.94	9,000.00	-3,824.06	57.5%
530151 · Grounds Equipment	0.00	0.00	0.00	0.0%
530175 · Equipment Repair/Maintenance	0.00	0.00	0.00	0.0%
530180 · Minor Equipment	361.47	0.00	361.47	100.0%
530200 · Lot Mowing/Tree Trim Service	1,675.00	5,500.00	-3,825.00	30.5%
530201 · Public Works Training	0.00	2,500.00	-2,500.00	0.0%
530202 · Longevity Pay- Public Works	45.00	45.00	0.00	100.0%
530203 · Vehicle Payment	0.00	0.00	0.00	0.0%
530204 · Vehicle Maintenance	349.70	750.00	-400.30	46.6%
530205 · Vehicle Fuel	247.95	2,000.00	-1,752.05	12.4%
530206 · Uniforms	0.00	0.00	0.00	0.0%
530210 · Membership Dues/Licensing	75.00	500.00	-425.00	15.0%
530230 · Other Professional Services	718.68	2,000.00	-1,281.32	35.9%
530231 · Other Supplies	0.00	1,000.00	-1,000.00	0.0%
530235 · Printing	0.00	200.00	-200.00	0.0%
530240 · Postage	0.00	0.00	0.00	0.0%
530245 · Computer Support	3,516.93	12,290.00	-8,773.07	28.6%
530250 · Health Inspector	750.00	2,500.00	-1,750.00	30.0%
530260 · Septic Inspections	3,580.00	5,000.00	-1,420.00	71.6%
530270 · Sewage Services	9,070.56	25,000.00	-15,929.44	36.3%
530271 · Vehicle Reimbursement	0.00	0.00	0.00	0.0%
530272 · Incentive Pay	299.91	600.00	-300.09	50.0%
530273 · Worker's Compensation Ins	322.56	445.80	-123.24	72.4%
530277 · General Liability Insurance	0.00	0.00	0.00	0.0%
530280 · Hazardous Waste Disposal	0.00	0.00	0.00	0.0%
530650 · Public Works-Cell phone	710.60	500.00	210.60	142.1%

**Profit & Loss Budget vs. Actual**

October 2022 through September 2023

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
531020 · Credit Card Convenience Fee	0.00	0.00	0.00	0.0%
531201 · Weather Siren	0.00	785.00	-785.00	0.0%
<b>Total 530000 · Public Works</b>	<b>114,382.15</b>	<b>188,691.81</b>	<b>-74,309.66</b>	<b>60.6%</b>
<b>540000 · Streets and Drainage</b>				
540019 · Engineering General	10,031.22	50,000.00	-39,968.78	20.1%
540060 · Crack Seal & Potholes	567.09	35,000.00	-34,432.91	1.6%
540110 · Current Year Road Repairs	0.00	200,000.00	-200,000.00	0.0%
540111 · Prior Year Road Repairs	0.00	0.00	0.00	0.0%
540155 · MS4 Stormwater	0.00	7,500.00	-7,500.00	0.0%
540177 · Public Works Projects Costs	0.00	0.00	0.00	0.0%
540200 · Sign Repair and Replacement	0.00	2,000.00	-2,000.00	0.0%
<b>Total 540000 · Streets and Drainage</b>	<b>10,598.31</b>	<b>294,500.00</b>	<b>-283,901.69</b>	<b>3.6%</b>
<b>550000 · Police Department</b>				
550120 · Capital Equipment (Auto)	0.00	0.00	0.00	0.0%
550135 · Computer Equip/Supplies/SW Main	16,044.73	41,500.00	-25,455.27	38.7%
550140 · Equipment Repair & Maintenance	0.00	1,000.00	-1,000.00	0.0%
550145 · Health/Dental/Life Insurance	49,825.49	126,276.84	-76,451.35	39.5%
550219 · Membership Dues	0.00	500.00	-500.00	0.0%
550220 · Minor Equipment	334.26	1,000.00	-665.74	33.4%
550230 · Other Professional Services	0.00	100.00	-100.00	0.0%
550240 · Office Supplies	205.48	700.00	-494.52	29.4%
550248 · Publications	0.00	400.00	-400.00	0.0%
550249 · External Contracts	1,044.00	5,000.00	-3,956.00	20.9%
550250 · Postage	0.00	0.00	0.00	0.0%
550251 · Printing	441.44	900.00	-458.56	49.0%
550252 · Police Chief Salary	50,049.35	100,098.70	-50,049.35	50.0%
550253 · Police Asst. Chief Salary	44,483.66	88,967.35	-44,483.69	50.0%
550254 · Police Officers' Salary	169,734.32	513,517.56	-343,783.24	33.1%
550255 · Administrative Assistant PD	0.00	0.00	0.00	0.0%
550256 · Crossing Guard	3,022.20	4,000.00	-977.80	75.6%
550257 · Police Department Overtime	5,172.50	5,000.00	172.50	103.5%
550261 · Criminal Investigations	5.40	2,000.00	-1,994.60	0.3%
550262 · General Liability Insurance	10,323.51	19,296.20	-8,972.69	53.5%
550263 · TWC Unemployment Ins	0.00	0.00	0.00	0.0%
550264 · Incentive Pay	3,856.08	9,600.00	-5,743.92	40.2%
550271 · Salaries Benefits - FICA	16,642.51	55,349.94	-38,707.43	30.1%
550275 · Salaries Benefits - TMRS	18,636.37	61,909.90	-43,273.53	30.1%
550276 · Human Resources	1,790.27	1,500.00	290.27	119.4%
550277 · Longevity Pay	1,860.00	2,345.00	-485.00	79.3%
550278 · Worker's Compensation Ins	12,902.40	17,832.00	-4,929.60	72.4%
550280 · Communications	2,512.76	14,000.00	-11,487.24	17.9%
550281 · Training	5,072.80	15,000.00	-9,927.20	33.8%
550286 · Training Ammo	2,106.64	5,000.00	-2,893.36	42.1%
550290 · Uniforms	6,587.23	24,000.00	-17,412.77	27.4%
550291 · Patrol Equipment	22,593.40	7,000.00	15,593.40	322.8%
550292 · Community Programs	2,046.00	3,000.00	-954.00	68.2%
550293 · Traffic Management	0.00	100.00	-100.00	0.0%
550294 · Evidence Room Supplies	0.00	100.00	-100.00	0.0%
550295 · Goodwill	913.56	1,000.00	-86.44	91.4%
550300 · Vehicle Fuel	6,858.22	30,000.00	-23,141.78	22.9%
550400 · Vehicle Repair & Maintenance	3,177.95	10,000.00	-6,822.05	31.8%
<b>Total 550000 · Police Department</b>	<b>458,242.53</b>	<b>1,167,993.49</b>	<b>-709,750.96</b>	<b>39.2%</b>

**Profit & Loss Budget vs. Actual**

October 2022 through September 2023

	<u>Oct '22 - Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>560000 · Municipal Court</b>				
560010 · Judges Services	2,700.00	10,000.00	-7,300.00	27.0%
560015 · Jury Services	0.00	240.00	-240.00	0.0%
560018 · Jail Services	1,480.00	0.00	1,480.00	100.0%
560020 · Prosecuting Attorney	2,775.00	10,000.00	-7,225.00	27.8%
560025 · Other Professional Services	510.00	480.00	30.00	106.3%
560026 · Court Clerk - Salary	33,222.00	65,820.78	-32,598.78	50.5%
560027 · Court Clerk- FICA	2,388.12	5,632.37	-3,244.25	42.4%
560028 · Court Clerk - TMRS	2,869.52	6,334.93	-3,465.41	45.3%
560029 · Court Clerk Ins (H/D/L)	4,642.41	8,534.52	-3,892.11	54.4%
560030 · Court Clerk - Longevity	905.00	905.00	0.00	100.0%
560031 · Overtime	2,918.79	6,000.00	-3,081.21	48.6%
560035 · Court Supplies,Equip & S/W Main	6,609.90	6,000.00	609.90	110.2%
560055 · Membership Dues	0.00	0.00	0.00	0.0%
560076 · Incentive Pay	449.93	900.00	-450.07	50.0%
<b>Total 560000 · Municipal Court</b>	<b>61,470.67</b>	<b>120,847.60</b>	<b>-59,376.93</b>	<b>50.9%</b>
<b>570000 · Double Oak Vol. Fire Department</b>				
570010 · DOVFD Capital Equip Contributio	0.00	0.00	0.00	0.0%
570020 · DOVFD Operations Contribution	25,000.00	100,000.00	-75,000.00	25.0%
570021 · General Liability Insurance	7,163.26	13,389.20	-6,225.94	53.5%
570022 · Worker's Compensation Ins	2,257.92	3,120.60	-862.68	72.4%
<b>Total 570000 · Double Oak Vol. Fire Departm...</b>	<b>34,421.18</b>	<b>116,509.80</b>	<b>-82,088.62</b>	<b>29.5%</b>
<b>Total Expense</b>	<b>889,347.97</b>	<b>2,272,001.96</b>	<b>-1,382,653.99</b>	<b>39.1%</b>
<b>Net Ordinary Income</b>	<b>901,704.66</b>	<b>0.00</b>	<b>901,704.66</b>	<b>100.0%</b>
<b>Net Income</b>	<b>901,704.66</b>	<b>0.00</b>	<b>901,704.66</b>	<b>100.0%</b>

	<u>Mar 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
102302 · Independent Bank Money Market	2,772,011.21
102303 · Independent Bank Checking	515,728.96
102304 · Police Lease Training Fund	1,781.52
102306 · John B. Wright Memorial Fund	575.09
102307 · DO Police Dept Chapter 59	8.91
102400 · Petty Cash	499.21
102450 · DATCU	3,280.21
106101 · Certificate of Deposit	428,327.65
Total Checking/Savings	<u>3,722,212.76</u>
Accounts Receivable	
106100 · Accounts Receivable	18,009.56
Total Accounts Receivable	<u>18,009.56</u>
Other Current Assets	
104100 · Bartonville Water Certificate	2,000.00
106150 · Interest Receivable	280.95
106400 · Employee Receivables	597.53
106700 · Property Taxes Receivable	19,263.24
106900 · Prepaid Costs	32,274.55
Total Other Current Assets	<u>54,416.27</u>
Total Current Assets	<u>3,794,638.59</u>
<b>TOTAL ASSETS</b>	<b><u>3,794,638.59</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
202000 · Accounts Payable	9,802.85
Total Accounts Payable	<u>9,802.85</u>
Other Current Liabilities	
106300 · Allowance for Uncoll Taxes	19,263.24
200000 · Payroll Liabilities	
201500 · TMRS Payable	5,201.96
202507 · Dependant Health Care Cover...	-464.08
202508 · AFLAC Deduction	-106.62
202509 · Child Support Withholding Or...	111.85
202513 · Vision Insurance	479.82
202516 · Dependent Life Insurance	-0.91
200000 · Payroll Liabilities - Other	-77.23
Total 200000 · Payroll Liabilities	<u>5,144.79</u>

	Mar 31, 23
200504 · Town Hall Reservation Deposits	500.00
201250 · Cr Card Fees/Collection Charges	-91.57
202250 · Town Hall Renovations	200.00
202501 · Court Fees & Fines Due State	18,209.21
202502 · Technology Fees	4,227.23
202503 · Court Security Fees	17,725.32
202504 · Police LEOSE Training Account	919.01
202506 · Child Safety Fund	3,943.29
202511 · Omnibase Fees Due	146.68
202512 · Court Collections	13,947.11
202760 · Time Payment Reimbursement F...	208.79
203002 · Park Fund Account	224.12
203006 · CLFRF - SLFRF Funds	373,762.27
203060 · Waketon Road Reconstruction	27,650.59
203090 · Waketon Road-Town of Double ...	-27,650.29
2050000 · Accrued Payroll	26,301.77
205555 · Police Grants	347.25
206250 · Sewer System Maintenance	10,474.15
206500 · Police-Chapter 59	8.91
208000 · Golf Tournament	44.85
<b>Total Other Current Liabilities</b>	<b>495,506.72</b>
<b>Total Current Liabilities</b>	<b>505,309.57</b>
<b>Total Liabilities</b>	<b>505,309.57</b>
<b>Equity</b>	
3000 · Fund Balances	1,062,624.36
3100 · Town Contingency	150,000.00
3125 · Town 50th Anniversary Fund	10,000.00
3150 · Stormwater Structures Fund	100,000.00
3200 · Road Contingency	150,000.00
3250 · Denton County Bond Project Fund	190,000.00
3450 · Town Hall Technology Fund	100,000.00
3550 · TCEQ MS4 (5-year) Fund	25,000.00
3600 · Street and Drainage Fund	450,000.00
3800 · Police Vehicle Fund	110,000.00
3850 · Police Body Camera Project Fund	40,000.00
et Income	901,704.66
<b>Total Equity</b>	<b>3,289,329.02</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,794,638.59</b>

## Double Oak Police Department Activity Log

Date Range: 1/1/2023 - 3/30/2023 Times: All Times

CALL TYPE	Jan	Feb	Mar	CALL TYPE	Jan	Feb	Mar
ABANDONED VEHICLE	0	1	1	HARASSMENT	0	1	3
ADMINISTRATIVE DUTY	0	0	2	HEMORRHAGE LACERATIONS	0	1	0
AGENCY ASSIST	31	14	26	ILLEGAL DUMPING	0	0	0
ALARM	4	2	6	INTOXICATED PERSON	0	1	1
ALARM COMMERCIAL FIRE	0	0	0	JUVENILE COMPLAINT	0	1	0
ALARM HOLDUP PANIC SILENT	0	0	0	LOOSE LIVESTOCK	2	0	1
ALARM MEDICAL	0	0	0	MEET COMPLAINANT	5	5	10
ANIMAL BITE REPORT	0	0	0	MISSING PERSON	0	1	0
ANIMAL COMPLAINT	3	0	1	MOTOR/BOATER ASSIST	3	2	0
ANIMAL CRUELTY REPORT	0	0	0	NARCOTICS	1	1	0
ASSAULT	0	0	0	NEAR DROWNING	0	0	0
ASSAULT SEXUAL	0	0	0	NOISE COMPLAINT	0	0	1
BUILDING CHECK	395	331	363	OPEN DOOR	9	4	7
BREATHING PROBLEMS	0	0	0	ORDINANCE VIOLATION	0	1	0
BURGLARY	0	1	2	OVERDOSE POISONING	0	0	0
CARBON MONOXIDE OR HAZMAT	0	0	0	PERSON WITH A GUN	0	0	1
CARDIAC OR RESP ARREST	0	0	0	PSYCH OR SUICIDE ATTEMPT	1	0	0
CHEST PAIN	0	0	0	PRISONER TRANSFER	0	0	0
CHILD CUSTODY	0	0	0	RECKLESS DRIVER/BOATER	2	2	1
CLOSE PATROL	59	78	115	ROAD BLOCKAGE HAZARD	1	3	2
CONVULSIONS SEIZURES	0	1	0	ROBBERY	0	0	0
CRIMINAL MISCHIEF	0	0	0	SAFETY INSPECTION	0	0	0
CRIMINAL TRESPASS	0	0	1	SEARCH AND RESCUE	0	0	0
DEADLY CONDUCT	0	0	0	SICK PERSON	0	1	0
DISTURBANCE	1	0	0	SPECIAL PATROL	3	2	1
DISTURBANCE DOMESTIC	0	1	1	SUSP PERSON/VEHICLE/ACTIVITY	13	8	10
EMERGENCY MESSAGE	0	0	0	TERRORISTIC THREAT	0	0	0
ENTRAPMENTS	0	0	0	THEFT	2	0	1
ESCORT COURTESY	0	0	0	TRAFFIC	263	311	465
FALLS	0	0	0	TRAFFIC COMPLAINT	0	2	2
FIRE GRASS	0	0	0	TRAFFIC TRANSPORT INCIDENT	3	3	2
FIRE ILLEGAL BURN	0	0	1	TRAUMATIC INJURIES	1	0	0
FIRE SMOKE INVESTIGATION	0	0	1	UNCONSCIOUS FAINTING	1	0	0
FIRE STRUCTURE	0	1	1	VEHICLE CHECK	0	0	0
FIRE UNKNOWN	0	0	1	VEHICLE COMPLAINT	0	1	1
FIREWORKS COMPLAINT	0	0	0	VACATION WATCH	101	97	137
FOLLOW UP INVESTIGATION	13	2	3	WALK THRU	1	0	2
FORGERY FRAUD	1	1	5	WARRANT SERVICE	0	0	2
FOUND PROPERTY	1	0	0	WATER MAIN BREAK	0	0	0
GUN SHOTS HEARD	1	0	1	WELFARE CONCERN	3	4	2
HANG UP 911	1	6	0				

	Jan	Feb	Mar
<b>TOTAL CALLS FOR SERVICE:</b>	925	891	1183
<b>QUARTER TOTAL:</b>	2999		



TRAFFIC STOPS	Jan	Feb	Mar
WRITTEN CITATIONS	104	91	161
WRITTEN WARNINGS	150	213	295
TRAFFIC CLEARED N1	0	0	0
TRAFFIC CLEARED N8	9	6	10
TRAFFIC CLEARED UTC	0	1	0
<b>TOTAL STOPS:</b>	263	311	466
<b>QUARTER TOTAL:</b>	1040		

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

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

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

**Study Objectives**

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

**Scope of Work**

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

**Basic Services**

**Task 1 – 2D Rain-on-Mesh Analysis**

**A. Terrain Preparation**

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

**B. 2D Modeling**

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



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

**Task 2 – Conceptual Alternative Analysis**

**A. Conceptual Alternative Analysis**

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

**Task 3 – Project Management / Deliverables**

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

**A. Project Coordination and Management**

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

**B. Deliverables/Reporting**

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

**Special Services**

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

**A. Project Coordination and Meetings**

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

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

**Exclusions**

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

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

**Project Fees:**

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

**FEE SUMMARY**

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

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

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

**Schedule:**

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

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

Submitted:

Approved:

**HALFF**

**TOWN OF DOUBLE OAK, TEXAS**

By: Scott A. Rushing  
Signature

By: Mike Donnelly  
Signature

Scott Rushing, PE, CFM  
Printed Name

Mike Donnelly

Water Resources Team Leader  
Title

Mayor  
Title

March 3, 2023  
Date

March 3, 2023  
Date

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF DOUBLE OAK, TEXAS, ADOPTING AN ADDITIONAL RESIDENCE HOMESTEAD EXEMPTION FOR TAXES ASSESSED BY THE TOWN ON RESIDENCE HOMESTEADS; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Double Oak, Texas, finds it to be in the public interest to adopt an exemption from a portion of the assessed value of a residence homestead as authorized by Texas Tax Code §11.13. Now Therefore

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF DOUBLE OAK, TEXAS:**

**SECTION 1.** That pursuant to Texas Tax Code, sec. 11.13(n), the amount of      [not to exceed 20%] \_\_\_\_\_ percent of the assessed value of a residence homestead shall be exempt from ad valorem taxes assessed and imposed by the Town of Double Oak if the owner of the residence homestead, or one of the spouses if the residence homestead is owned by a married couple, files an exemption application with the Denton County Appraisal District in accordance with the Texas Tax Code and is determined by the District to qualify for this exemption. If the percentage set forth herein results in an exemption of less than \$5,000.00 when applied to the particular residence homestead of a qualifying taxpayer, the qualifying taxpayer shall nevertheless be entitled to an exemption of \$5,000.00 from the appraised value of the residence homestead.

**SECTION 2.** That the residence homestead exemption provided for herein shall be in addition to, and not in lieu of, any other ad valorem tax exemptions allowed by law for residence homesteads.

**SECTION 3.** That any person who makes a false affidavit in claiming a residence homestead exemption provided by this ordinance and who was determined to be qualified for said exemption based on the false information shall be subject to all penalties, interest, and attorney

fees that may accrue for the failure to timely pay ad valorem taxes to the Town pursuant to the Texas Tax Code, in addition to other applicable criminal and civil penalties.

**SECTION 4.** That for purposes of this ordinance, “residence homestead” shall have the meaning set forth in Texas Tax Code sec. 11.13(j)(1), as amended.

**SECTION 5.** That the homestead exemption provided for herein shall be available to qualified taxpayers commencing in tax year 2023 for taxes assessed and imposed in that year and all tax subsequent years until and unless this exemption is decreased, increased or repealed.

**SECTION 6.** That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance, or any part or provision hereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Town’s ordinances as a whole.

**SECTION 7.** That this ordinance shall take effect immediately from and after its passage and the publication of the caption as the law in such cases provides.

**DULY PASSED** by the Town Council of the Town of Double Oak, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Secretary



601 Commercial Drive  
Buda, TX 78610

# Estimate

Date	Estimate #
3/7/2023	42376

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

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

P.O. No.	Terms	Rep
	Net 30	AC

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

<b>Signature</b>	<b>Total</b>
------------------	--------------

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



601 Commercial Drive  
Buda, TX 78610

# Estimate

Date	Estimate #
3/7/2023	42376

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

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

P.O. No.	Terms	Rep
	Net 30	AC

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

Signature _____	<b>Total</b>	\$2,782.00
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Phone #	Fax #	E-mail	Web Site
5124376499	512-444-0796	accounting@dobiesupply.com	www.dobiesupply.com

# SLFRF Compliance Report - TX0419-P&E Report-Q1 2022

## Report Period : Annual March 2022

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### Recipient Profile

#### Recipient Information

Recipient UEI	JMKYSMPKTUK7
Recipient TIN	756244787
Recipient Legal Entity Name	Double Oak
Recipient Type	Metro City or County
FAIN	
CFDA No./Assistance Listing	
Recipient Address	320 Waketon Rd
Recipient Address 2	
Recipient Address 3	
Recipient City	Double Oak
Recipient State/Territory	TX
Recipient Zip5	75077
Recipient Zip+4	3020
Recipient Reporting Tier	Tier 5. Metropolitan cities and counties with a population below 250,000 residents which received less than \$10 million in SLFRF funding
Discrepancies Explanation	
Is the Recipient Registered in SAM.Gov?	Yes



## Project Overview

Does your jurisdiction have projects to report as of this reporting period?

My jurisdiction has projects to report

### Project Name: SLFRF

Project Identification Number	SLFRF2022
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	
Total Cumulative Obligations	\$760,207.29
Total Cumulative Expenditures	\$63,432.85
Current Period Obligations	
Current Period Expenditures	
Project Description	SLFRF funds for essential workers salaries, enhance cybersecurity, improvements to park and failing infrastructure.

# Report

## Revenue Replacement

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	Yes
Revenue Loss Due to Covid-19 Public Health Emergency	\$760,207.29
Were Fiscal Recovery Funds used to make a deposit into a pension fund?	No
Please provide an explanation of how revenue replacement funds were allocated to government services	Funds used to pay essential workers, enhance cybersecurity, upgrade sound system in the park, and replace deteriorating infrastructure.

<u>SLFRF</u>	<u>Amt. Rec'd 08/23/2021</u>	<u>Spent</u>	<u>To Expend Amt. to Receive</u>	<u>Total SLFRF</u>
	<u>380,103.65</u>		<u>316,670.80</u>	<u>380,103.65</u>
Premium Pay				
Premium Pay FICA				
Employer portion TMRS				
iWorQ		10,000.00		
Future Roads/Drainage				
Culverts-DO Dr.		49,875.00		
Culverts-Misc				
Culverts-Meadow Knoll				
Brittain Lane				
Paving-DOVFD parking lot				
Cybersecurity -Datamax		495.00		
Cybersecurity -Datamax backup battery				
Fogging-Cox Cleaning		570.00		
PPE-Amazon		112.94		
Audio/Visual-Park		7,313.34		
Laptop for Public Services				
Police Car				
Payroll-COVID		-4,933.43		
Workers Comp-reimbursement		<u>63,432.85</u>	<u>0.00</u>	
Balance		316,670.80	63,432.85	696,774.45

Town of Double Oak  
**Account QuickReport**  
 August 23, 2022-March 31, 2023

Date	Name	Memo	Amount
<u>1ST TRANCHE</u>			
08/23/2021	Texas Emergency Management	1st Tranche of SLFRF	380,103.65
10/07/2021	iWorkQ	Inv#196306-permit/code enforcement software	-10,000.00
12/03/2021	Double Oak Concrete LLC	Inv#1806-culverts for Double Oaks Drive re-paving project	-49,875.00
01/07/2022	DFW AV Pros	Inv#517-audio/visual system for Council chambers	-7,313.34
01/12/2022	datamax	Inv#LQ07192045-cybersecurity for emails	-495.00
01/27/2022	Mestas, John P	Direct Deposit	-2,158.80
01/27/2022	Sneed, Lonnie P	Direct Deposit	-271.40
01/27/2022	Wyman, Michael A	Direct Deposit	-1,800.60
01/27/2022	Amazon Capital Services	Inv#1M69-9MJXXRM-N95 PPE	-112.94
02/10/2022	Mestas, John P	Direct Deposit	-2,158.80
02/10/2022	Sneed, Lonnie P	Direct Deposit	-2,279.76
02/11/2022	Cox Cleaning	Germicidal fogging-Jan 2022	-190.00
02/11/2022	Cox Cleaning	Germicidal fogging-Feb 2022	-380.00
03/11/2022	US Treasury	adjustment	751.21
<u>2nd TRANCHE</u>			
03/14/2022	Michael Wyman	Michael Wyman	715.18
04/08/2022	TML Intergovernmental Risk Pool	Lonnie Sneed	3,020.75
05/05/2022	Reliable Chevrolet	Inv#367543-2022 Tahoe	-37,859.00
05/13/2022	Gaines, Cassandra K	Premium pay	-225,000.00
05/13/2022		Premium pay FICA	-17,212.50
05/18/2022	All-Out Concrete	Inv#345649-repairs to Brittain Lane	-2,700.00
06/08/2022	Texas Municipal Retirement	Employer portion	-16,200.00
06/10/2022	LandS Commercial LLC	Inv#1149-replace culvert/asphat on Meadow Knoll	-8,300.00
06/15/2022	datamax	Inv#2028632-backup battery for server	-3,366.81
09/26/2022	Texas Emergency Management	2nd tranche of SLFRF	380,854.85
12/13/2022	Mestas, John P	Premium pay	-3,724.50
12/13/2022		Premium pay FICA	-284.92
			<u>373,762.27</u>
			<u>373,762.27</u>

Date	Name	Memo	Amount
08/23/2021	Texas Emergency Management	1st Tranche of SLFRF	380,103.65
10/07/2021	iWorkQ	Inv#196306-permit/code enforcement software	-10,000.00
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03/11/2022	US Treasury	adjustment	751.21
03/14/2022	Michael Wyman	Michael Wyman	715.18
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12/13/2022		Premium pay FICA	-284.92
			<u>373,762.27</u>
			<u>373,762.27</u>

**Town of Double Oak  
Account QuickReport  
As of March 31, 2023**

Expenses to report @ 04/30/2023

04/08/2022	TML Intergovernmental Risk Pool	Lonnie Sneed	3,020.75
05/05/2022	Reliable Chevrolet	Inv#367543-2022 Tahoe	-37,859.00
05/13/2022	Gaines, Cassandra K	Premium pay	-225,000.00
05/13/2022		Premium pay FICA	-17,212.50
05/18/2022	All-Out Concrete	Inv#345649-repairs to Brittain Lane	-2,700.00
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06/15/2022	datamax	Inv#2028632-backup battery for server	-3,366.81
12/13/2022	Mestas, John P	Premium pay	-3,724.50
12/13/2022		Premium pay FICA	-284.92
			-311,626.98



## Investment Inventory Report @ December 31, 2022

**PURCHASE DATE**      **MATURITY DATE**

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

**CERTIFICATE OF DEPOSIT**

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

**Demand Accounts**

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

YIELD	BALANCE @ 09/30/22	Change	BALANCE @ 12/31/22	% of TOTAL PORTFOLIO
2.920%	1,984,695	19,759	2,004,454	
3.050%	267,329	529,851	797,180	
2.930%	863	8	871	
2.920%	565	6	571	
2.640%	9	0	9	
0.000%	499	0	499	
0.200%	3,278	2	3,280	
	<b>2,257,238</b>	<b>549,626</b>	<b>2,806,864</b>	<b>87%</b>
	<b>2,684,863</b>	<b>550,420</b>	<b>3,234,966</b>	<b>100%</b>

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

Treasurer

Town Secretary

H. Roommates are anyone sharing the same residence in a non-sexual relationship.

**2.6.2 - Disallowed Relationships:**

- A. An applicant/employee related by blood or marriage within the second degree according to common law to the Mayor or any member of the Town Council shall not be employed by the Town.
- B. Under no circumstances will an applicant/employee be employed in a department or position in which the employee may directly or indirectly supervise or be supervised by a relative, cohabitant or roommate on an ongoing basis,
- C. The employees' relationship must not create a conflict of interest between employee/Town interests; and
- D. There must be no interdependence or relationship between the jobs of the individuals concerned which could be potentially detrimental to the interests of the Town.

Relatives will not normally be permitted to work in the same department with each other without prior written authorization from the Town Council. In addition, written authorization must also be obtained from the Town Council to employ any relative of a current Town employee.

	Consanguinity (Blood )	Affinity (Marriage)
First Degree	Mother	Wife
	Father	Husband
	Son	Son-in-law
	Daughter	Daughter-in-law
		Parent's-in-law
		Stepparents
		Stepchildren
Second Degree	Brother	Brother-in-law
	Sister	Sister-in-law
	Grandparents	Spouse's Grandparent



	Grandchildren	Spouse's Grandchildren
		Grandchild's Spouse
		Grandparent's Spouse
Third Degree	Great Grandparents	
	Great Grandchildren	
	Nephew	
	Niece	
	Uncle	
	Aunt	

**2.6.3 – Promotion:** In the event of a proposed promotion to a position that would create a disallowed relationship described in Section 2.6.2 any employed family member of a person considering promotion must agree to immediately tender written, conditional resignation before the candidate will be formally considered for the proposed promotion. If the candidate is selected for and chooses to accept the promotion, the conditional resignation becomes final. Normally, once final, any such resignation will not become effective until ninety (90) days after the promotion takes effect.

**2.6.4 – Reorganization:** In the event of a reorganization, or any other situation (other than a promotion) giving rise to a relationship disallowed by Section 2.6.2 of this directive, the lower ranking employee will be required to immediately resign employment. If both employees are of an equal rank, one of them will be required to immediately resign employment. In the event that the employees do not decide which will resign the employee with the least seniority will be deemed to have resigned. Normally, any such resignation will not be effective until ninety (90) days after the engagement, reorganization, etc. occurs.

**2.6.5 - Marriage of Current Employees:** In the event of a marriage between two Town employees creating a relationship disallowed by Section 2.6.2 of this policy, one or both affected employees must immediately seek a transfer to another available position within the Town for which the employee is qualified and that meets the requirements of Section 2.6.2 of this policy. If a suitable transfer cannot be made within ninety (90) days of the event giving rise to a relationship prohibited



March 27, 2023  
AVO 52570.001

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

Re: 2022 and 2023 Mill and Overlay Project  
Recommendation for Award

Dear Ms. Kennedy,

Bids were opened on the above-referenced project on Thursday, March 16, 2023, at the Town of Double Oak. Six (6) bids were received. The Engineers Opinion of Probable Cost was \$761,375.56. Below is a summary of the bids:

CONTRACTOR	BASE BID
Peachtree Construction	\$593,087.75
Pavecon Public Works	\$642,297.49
Reynolds Asphalt and Construction	\$647,373.30
Eurovia Atlantic Coast LLC (Sunmount Paving)	\$651,706.55
Texas Bit	\$648,870.12
SPI Asphalt	Withdrew Bid

Peachtree Construction was the low bidder for this project. Regarding the Contractors qualifications and experience, the contract documents state "Bidders who have performed similar work for the Town of Double Oak within the past 5 years are not required to complete this information". As such Peachtree did not provide references. Peachtree Construction has performed worked on numerous projects within the Town of Double Oak and the Town has been pleased with their work. Their latest project was Timberleaf Drive in 2020.

Section 252.043 in the Local Government Code states if competitive sealed bids are received, the contract must be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality. After considering the purchase price, reputation of the bidder, quality of the bidders' services, verifying the bidders' bonding and the bidders' past work experience on similar projects within Double Oak, Halff has determined that Peachtree Construction is the lowest responsible bidder.

If you have any questions or need additional information, please do not hesitate to call me at (817) 764 7480.

Sincerely,  
HALFF

Steven D. Templer, P.E.  
Senior Project Manager

## Double Oak Financial Transparency

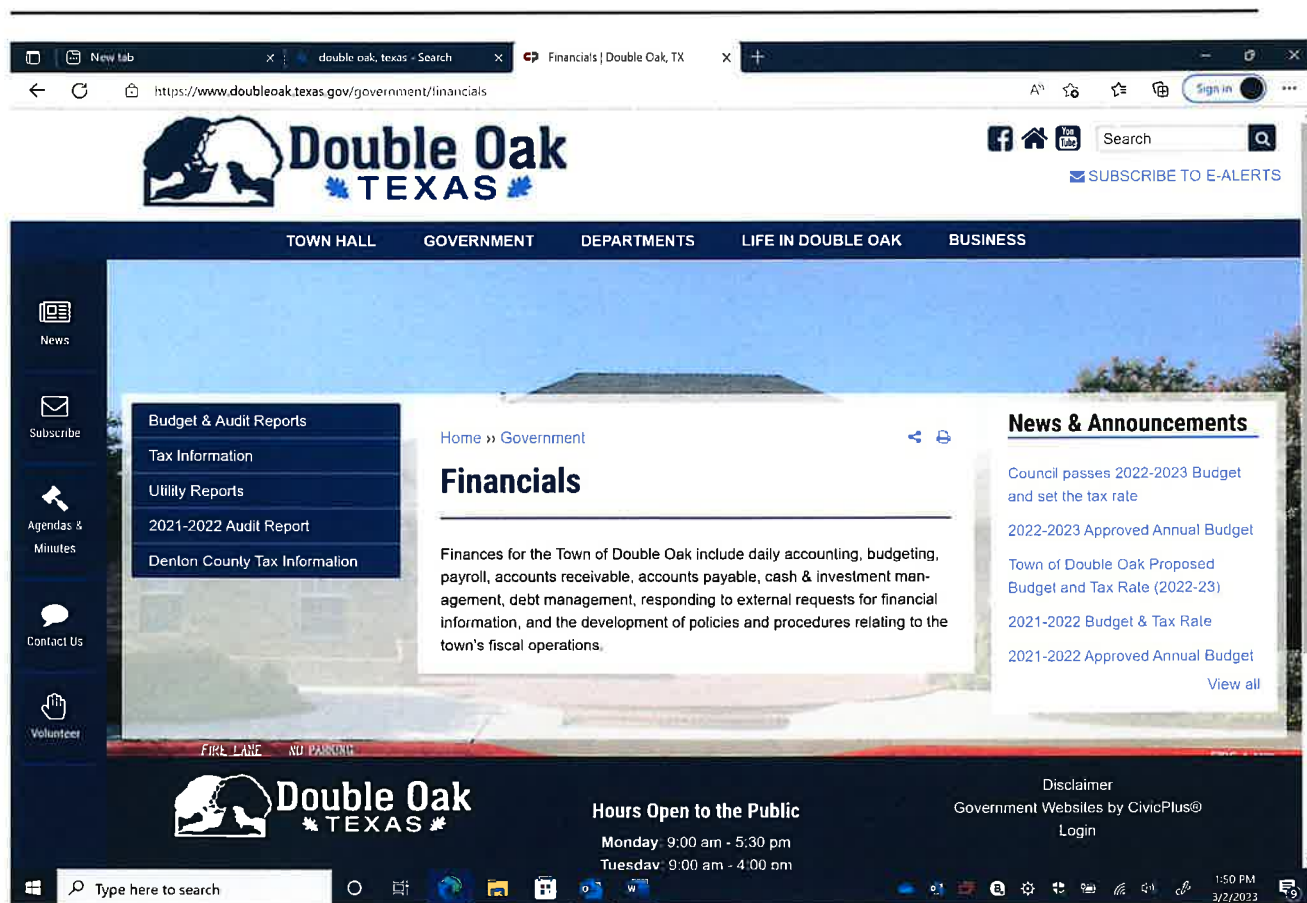
### Request

Request from Connie Schoenrade to examine Double Oak financial transparency during discussion of agenda item # 14 on the December 5, 2022 meeting.

Following up with Connie Schoenrade for specifics resulted in specifying comparison to Northlake, Bartonville, Argyle, Copper Canyon, Krumboltz, and Pilot Point specifying:

- Annual budgets (as currently available)
- Check register (monthly)
- Balance Sheet and P&L statement (monthly)
- Investment Statements (quarterly per the investment policy)

“I do think that we should explore and move forward where we can on a financial page of the website”



Double Oak posts financials on the Town website [Financials | Double Oak, TX \(texas.gov\)](https://www.doubleoak.texas.gov/government/financials)

## **Texas Comptroller Transparency Stars Recommendations [finances-checklist \(1\).pdf](#)**

### Dedicated Webpage or Section of Website

- General narrative overview of the transparency area; and
- Three (3) clicks or less from the homepage.

### Documents

- Budgets for last five fiscal years; and
- CAFRs/AFRs for last five fiscal years

## **Findings as of February 21, 2023**

### **Pilot Point [Finance | Pilot Point, TX \(cityofpilotpoint.org\)](#)**

- Audit report Sept 3A, 2021 (most recent)
- Budget FY 2022-2023 adopted budget (most recent)
- Investment report – 3rd quarter 2019 (most recent)
- Monthly finance report – FY20 April (most recent)
- Most recent financial report appears on Dec. 8th, 2022, agenda packet (FY22 September Finance Report-Pilot Point)

### **Bartonville [Finance | Bartonville, TX \(townofbartonville.com\)](#)**

- Annual budgets posted
- Annual audits posted
- Monthly Financial reports – unable to locate anything current (2016-17)
- Check registers – nothing newer than 2016
- Monthly Financial Report in Feb 21 Agenda Packet (Bartonville Monthly Financial Report Jan 31, 2023)

### **Argyle [Finance | Argyle, TX \(argyletx.com\)](#)**

- Adopted budgets – 2020 most recent, 2023 proposed is posted
- Audited financials – 2021 most recent
- Budget books – 2020 most recent
- Debt capacity analysis for 2022
- Monthly Financial Report in Feb 21 Agenda Packet (Argyle Monthly Financial Report Feb 21, 2023)

### **Copper Canyon [Finance | Copper Canyon, TX \(coppercanyon-tx.org\)](#)**

- Approved operating budget – 2021-2022 most recent (must register to gain access to view)
- Annual audit – 2017 most recent available
- Financial Report on Dec 12, 2022, Council Agenda Packet (Copper Canyon Financial Report 12-12-2022)

**Krum** [Financial Transparency | Krum, TX. \(cityofkrum.com\)](#)

- Audit – 2019 most recent
- Budget – 2021 most recent posted
- Tax rates – 2021 most recent posted
- FY Check registers – 2020 most recently posted
- Monthly Financial Report – July 2020 most recent
- Monthly Financial Report – January 19, 2023, agenda packet (Krum Finance Report Jan 19 2023)
- Monthly Financial Report December 5, 2022, agenda packet (Krum Monthly Financial Report Sept 2022 in Dec 5 agenda packet)

**Northlake** [Finance Department | Northlake, TX](#)

- Budget – 2023 most recent posted
- Annual Financial Report – 2021 most recent posted
- Quarterly Financial Report – December 2022 most recent posted. It looks like this financial report (chart) is updated monthly) (Northlake Monthly Report Dec 2022)
- Quarterly Investment Report – 2021 Q1 most recently posted
- Tax Information – current

**Double Oak** [Budget & Audit Reports | Double Oak, TX \(texas.gov\)](#)

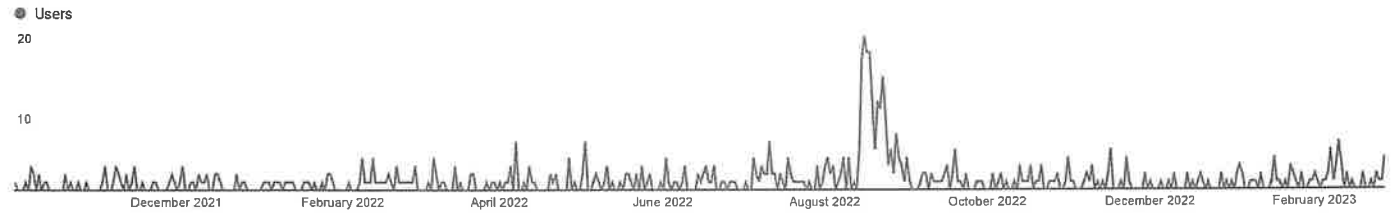
- Approved budget 2022-2023
  - Audit 2021-2022
  - Tax information (nicely formatted chart)
  - Utility reports (great information here)
  - Denton County Tax Information – link for property tax information
-

Financials

Oct 1, 2021 - Feb 27, 2023

All Users  
1.03% Users

Report Tab



Page	Users
	529 % of Total 1.03 (51,256)
1. /government/financials/pages/denton-county-tax-information	259 (36.89%)
2. /government/financials/pages/tax-information	160 (22.79%)
3. /government/financials/pages/budget-audit-reports	115 (16.38%)
4. /government/financials	65 (9.26%)
5. /government/financials/pages/utility-reports	45 (6.41%)
6. /government/financials/news/2021-2022-approved-annual-budget	20 (2.85%)
7. /government/financials/news/town-double-oak-proposed-budget-and-tax-rate-2022-23	13 (1.85%)
8. /government/financials/news/2021-2022-budget-tax-rate	9 (1.28%)
9. /government/financials/news/notice-public-hearing-tax-increase	8 (1.14%)
10. /government/financials/news/2021-2022-proposed-annual-budget	4 (0.57%)
11. /government/financials/news/2022-2023-approved-annual-budget	3 (0.43%)
12. /government/financials/news/council-passes-2022-2023-budget-and-set-tax-rate	1 (0.14%)

Rows 1 - 12 of 12



Monsido LLC  
PO Box 3330  
Durham, NC 27702

A web governance platform that helps you maintain your site through accessibility, QA, SEO, content policies and more!

# Account Order Form

**Current Date:** Mar 14, 2023

**Expiration Date:** April 5, 2023

**Prepared by:** Deanna White, deanna.white@optimere.com

**Customer** Town of Double Oak, TX  
320 Waketon Road  
Double Oak, TX 75077

**Term Start Date** April 4, 2023  
**Invoicing Date** April 4, 2023 (Net 30)  
**Renewal Date** Oct 4, 2023

**Primary Contact** Brian Shults  
brian.shults@doubleoak.texas.gov

**Invoicing Contact** Brian Shults  
brian.shults@doubleoak.texas.gov

PRO-RATED TERM	PRICE (USD)	QTY	SUBTOTAL
Monsido Platform - Economy New <u>Web Scanning:</u> 2500 pages + docs <u>Accessibility PDF Scanning:</u> 100 credits <u>Users:</u> Unlimited <u>Features:</u> Accessibility, Mobile Accessibility, PDF Accessibility, Site Inventory, Quality Assurance, Heartbeat, Policies, SEO, Statistics, Training & Support	\$290.00	6	\$1,740.00
Monsido One Time Provisioning Fee This one time fee is for account activation and set up. This will not be charged upon renewal of the Monsido subscription.	\$696.00	1	\$696.00
April Promotion- Monsido Platform - Service Credit Special promotion to concede the one-time-provisioning fee, credit of \$696. (Credit applied pending receipt of executed order form by 4/04/2023)	-\$696.00	1	-\$696.00
<b>Total (USD)</b>			<b>\$1,740.00</b>

## Acceptance

Acceptance of this Account Order Form is subject to the Monsido Terms of Service and includes acceptance of the following; Monsido's maximum liability in performance of the Services to the Customer listed above is limited to the total amount of fees received during the 12 month period immediately preceding the event giving rise to such liability, except that this limitation of liability will not apply to Monsido's indemnification obligations, if any, for



Monsido LLC  
PO Box 3330  
Durham, NC 27702

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intellectual property infringement or personal injury, for which the maximum indemnification liability in aggregate shall be \$1,000,000.



A web governance platform that helps you maintain your site through accessibility, QA, SEO, content policies and more!

# Account Order Form

**Current Date:** Mar 16, 2023

Expiration Date: Sept 30, 2023

**Prepared by:** Deanna White, deanna.white@optimere.com

**Customer** Town of Double Oak, TX  
 320 Waketon Road  
 Double Oak, TX 75077

**Term Start Date** Oct 4, 2023  
**Invoicing Date** Oct 4, 2023 *(Net 30)*  
**Renewal Date** Oct 4, 2024

**Primary Contact** Brian Shults  
 brian.shults@doubleoak.texas.gov

**Invoicing Contact** Brian Shults  
 brian.shults@doubleoak.texas.gov

NAME	PRICE (USD)	QTY	SUBTOTAL
<b>Monsido Platform - Economy New</b> <u>Web Scanning:</u> 2500 pages + docs <u>Accessibility PDF Scanning:</u> 100 credits <u>Users:</u> Unlimited <u>Features:</u> Accessibility, Mobile Accessibility, PDF Accessibility, Site Inventory, Quality Assurance, Heartbeat, Policies, SEO, Statistics, Training & Support	\$290.00	12	\$3,480.00
<b>ArchiveSocial - Economy Plan</b> Social Media Archiving Subscription (\$349/month) - Up to 12 Social Media Accounts & Up to 1.6k Records Per Month	\$349.00	12	\$4,188.00
<b>Special Promotion - Product Bundle Credit</b> Credit of \$50/month applied for multiple service bundle to honor old ArchiveSocial pricing at \$299/month for the initial term. <i>(Monsido + ArchiveSocial)</i>	-\$50.00	12	-\$600.00
<b>Total (USD)</b>			<b>\$7,068.00</b>

## Acceptance

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OVERVIEW

# Protecting the Town of Double Oak with Social Media Archiving



# Why do we need to archive?

"With the public records law in Massachusetts, it is critical to capture all of the records produced by social media. You are protecting your community, your employees and complying with the law."



**NICHOL FIGUEIREDO**  
*Public Information Records  
Access Officer & Webmaster  
Framingham, MA*

## ▶ Our social media is creating public records.



Open records laws maintain that we need to be able to produce social media records—**both from our own content, and from content our constituents create**—in response to records requests.



Social media is a mission-critical part of our communication strategy, and our constituents are creating, editing, and deleting records on a daily basis.

## ▶ If we do not preserve our social media records, we are potentially out of compliance with state records regulations.

## ▶ Beyond public records responsibilities, we will increasingly need to produce records for a variety of other types of requests.



Requests from internal stakeholders



E-discovery requests

# Texas Social Media Records Guidance



## Texas Public Information Act

- ▶ The general forms in which the media containing public information exist include a book, paper, letter, document, **e-mail, internet posting, text message, instant message, other electronic communication**, printout, photograph, film, tape, microfiche, microfilm, photostat, sound recording, map, and drawing and a voice, data, or video representation held in computer memory.

## Guidance - Texas State Library and Archives Commission

- ▶ The use of social media applications may create public records. **Any content (messages, posts, photographs, videos, etc.) created or received using a social media application may be considered records and should be managed appropriately.** The retention of social media records is based on content and function.

Source: *Local Schedule GR, Retention Schedule for Records Common to All Local Governments*  
[https://www.tsl.texas.gov/sirm/localretention/schedule\\_gr#p1](https://www.tsl.texas.gov/sirm/localretention/schedule_gr#p1)

## Guidance - Texas Department of Information Resources

- ▶ Content posted by the agency or the public on an agency's social media website is a state record (Government Code, Section 441.180(11)), and is **subject to State Records Retention requirements** in Government Code Chapter 441, Subchapter L, 441.180-205.

Excerpt from *DIR Social Media Resource Guide, page 14*

<http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/Social%20Media%20Resource%20Guide.pdf>

# Texas Social Media Records Guidance



## Senate Bill 944

Legislation Summary: <https://legiscan.com/TX/bill/SB944/2019>

- ▶ Texas Senate Bill 944 is an amendment to the Texas Public Information Act (PIA) and became effective on September 1, 2019.
- ▶ The bill introduces a new term - “**temporary custodian**” - which clarifies the the personnel responsibility to maintain public records.
- ▶ Public records created on personal devices or **private accounts** are still subject to the Public Information Act and therefore those records **must be maintained** in their original form until provided to the agency’s PIO.

## Excerpt from TML Q&A

- ▶ **With regard to social media, a city official can:** (1) copy and paste social media post into a word processing program or taking screen shots of content; or (2) **purchase software that captures social media records**

Link to publication: <https://www.tml.org/DocumentCenter/View/1306/Senate-Bill-944-QA-9419>

# Why do we need an archiving solution – is there another way to do this?

"Facebook has no records management capability."



JERRY  
LUCENTE-KIRKPATRICK  
Formerly State Records  
Analyst  
State of Arizona

## Other methods don't capture the content we need.

- ▶ We cannot rely on the social networks to archive for us.



The social networks do not provide user comments or revisions to content (edited, deleted, and hidden content) in their download features



The social networks are not bound to public records laws, and have no legal obligation to retain records

- ▶ We cannot rely on "manual" archiving, or screenshots



Screenshots are only a snapshot in time, do not capture deleted or revised content, and are not searchable



Screenshots have no metadata attached to them, and are not effective in court

- ▶ We cannot just make our social media "one-way"



There's no way to consistently block users from generating content on our social media pages



For example, on Facebook, we cannot disable users' ability to comment on our posts

# What Others Are Doing - Dripping Springs

-The small city of Dripping Springs, TX received four records request for social media in the first half of 2018

-Before ArchiveSocial, they were using screenshots for recordkeeping

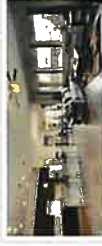
-They knew they could be missing content, especially if a citizen deleted something

-Even as a smaller city, they justified the purchase as they were growing more active on social media

## ! Dripping Springs OKs software to archive social media posts

BY OSCAR ARGUELLO ON APRIL 25, 2018

COMMUNITY, DRIPPING SPRINGS NEWS



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Software that allows the city of Dripping Springs to archive posts on its own social media pages was given the green light April 17.

Archive Social, a program that allows entities to archive social media posts, even if those posts have been deleted, will allow Dripping Springs to monitor its six city Facebook pages and two Twitter pages. However, the program will not collect data from pages that are not managed or owned by the city.

This will allow the city to not only archive posts for open records, but to archive any citizen comments or concerns, according to city staff.

By state law, cities are required to provide its citizens access to public records and information, and the laws are enforced by the Attorney General's office. This includes physical and digital copies of any legislation, meetings, citizen comments, development plans and other city records.

"This year alone we have had around four people ask, through an open records request, for social media posts on the city's pages," said Andrea Cunningham, city secretary for the city of Dripping Springs. "This allows us to archive that information and stay on top of our duty to be transparent for our citizens."

But in light of security concerns stemming from data breaches, a national disconnect between elected officials and social media corporations still looms.

At the council meeting, Mayor Pro Tem Bill Foulds asked city staff if this program is typical for a city with a population the size of Dripping Springs.

Archive Social, a program that allows entities to archive social media posts, even if those posts have been deleted, will allow Dripping Springs to monitor its six city Facebook pages and two Twitter pages.

# How much does it cost, and what is involved with implementation?

"I can't even begin to explain how much simpler and easier ArchiveSocial has made things. It's not something I even have to think about now."



SGT. CHRISTOPHER  
FULCHER  
Chief Technology Officer  
*Vineland, NJ Police  
Department*

- ▶ Pricing is fully transparent and designed to fit into discretionary budgets.



90% of agencies are priced under \$5000 per year



The pricing is based on average monthly record counts

- ▶ Most agencies fully connect in 20 minutes.



The system is cloud-based, and all it requires is connecting our social media accounts



No IT resources are required

- ▶ ArchiveSocial never has access to our social network passwords, and can only "read" our content.



# Why should we do this now?

"If you don't have something like ArchiveSocial for your social media, you're playing Russian roulette with your daily public records responsibilities — and that's not a good idea."



REBECCA MEDINA  
STEWART  
Director of Public Affairs and  
Marketing  
*City of Deerfield Beach, FL*

- ▶ It gives us confidence that we are in compliance with state records laws, and can easily respond to records requests.
- ▶ Without it, we are losing records daily, through deleted and edited content.
- ▶ As engagement on our social media increases, it gives us insurance in case of unexpected events.



It gives us confidence to moderate content in accordance with our social media policy, confident that we have the records to defend ourselves



It gives us the ability to conduct reviews, if needed for internal stakeholders or external parties

# Why ArchiveSocial?

"ArchiveSocial's functionality, ease-of-use, compliance, and reporting features are better than their competitors. I was impressed by how simple it was to add accounts and to pull up records. Brilliant!"



DAVID BRAUHN  
Communications Manager  
*City of Walla Walla, WA*

- ▶ The industry leader- working with more than 7,000 agencies nationwide.



From small towns to the largest cities, including **Dallas, Austin, and San Antonio**



Currently working with more than 200 agencies throughout Texas, including **City of Highland Village, City of Lewisville, City of Coppell, Town of Bartonville, and Town of Flower Mound**

- ▶ It gives us the highest level of compliance.



ArchiveSocial preserves more content than any other solution



Search and replay features that enable us to easily respond to records requests

- ▶ They are in the top 1% of customer satisfaction scores for software companies, with a US-based customer support team ready to assist us.



# Scale the mountain with Monsido

Stop juggling multiple accounts, different user interfaces, and conflicting data sets

We'll help you keep these key elements in check:

- **Quality assurance**
- **ADA Compliance + Accessibility**
- **Enforce Consistency: Meet your brand & style guidelines**
- **Website analytics: Make data-informed decisions**
- **Search Engine Optimization (SEO)**
- **Real-time notifications for website downtime**

Ensure every visitor has a positive experience



# What makes us different

Our commitment to provide the best customer experience

**The Industry leader-** working with more than 2000 agencies.

- Currently working with agencies around you such as the **City of Highland Village, City of Lewisville, City of Coppell, Town of Northlake, and Town of Little Elm**

**Superior customer service** that is all-inclusive in the price and includes **under 5 minute in-app chat support and 1:1 trainings.**

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- Accessibility Fast Track®
- PDF remediation provided via a unique partnership with CommonLook, considered to be the best on the market

**Government leader** with our parent company **CivicPlus** offering bundled packaging for:

- Social Media Public Records Compliance with **ArchiveSocial**
- Streamline and simplify records requests with **NextRequest**

