



DOUBLE OAK

Town of Double Oak  
Town Council – Public Online  
Meeting

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

Monday, August 1, 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. Consideration and action on accepting the resignation of Mayor Von Beougher

III. CLOSED SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council will meet in a Closed Executive Session in accordance with the Texas Government Code:

*Texas Government Code Sec. 551.076, Deliberation Regarding Security Devices or Security Audits:*

- a. Police Vehicle Connectivity equipment, software, and services through Texas Department of Information Resources.

IV. Reconvene Open Meeting

1. Consideration and action on approving Police Vehicle Connectivity equipment, software, and services through Texas Department of Information Resources cooperative purchasing in an amount not to exceed \$10,000.00.

V. Citizens comments

- VI. 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.

2. Consideration on minutes of July 18, 2022

VII. Mayor, Council Members and Staff reports:

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

VIII. New business agenda (consideration and action):

8. Discussion, consideration, and action on fiscal year 2022-2023 health insurance plan. \*

Presentation: Rodney Dryden  
Wellspring Insurance Agency

9. Discussion, consideration, and action on an application received from Patricia Wellen asking for appointment to the Master Plan Committee and 50<sup>th</sup> Anniversary Committee. \*

Presentation: Staff

10. Discussion, consideration update on current Town Audit of SLFRF Funds

Presentation: Town Auditor Carl Deaton  
Mayor Pro Tem Johnson

11. Discussion, consideration, and action regarding the Denton County Commissioners County Bond Election for Denton County Road Improvement Program Workshop held by the Commissioners court on Tuesday July 26<sup>th</sup>.

Presentation: Mayor Pro Tem Johnson

12. Discussion, consideration, and action on Kings Road and McMakin road improvements proposed for inclusion in 2022 Denton County Road Bond.

Presentation: Council Member Hillyer

13. Discussion, consideration, and action on a proposal from Midway Sealcoating for crack sealing in the amount of \$25,400. \*

Presentation: Building Inspections/Public Services  
Randall Anglin

14. Discussion and consideration on an Agreement for Fire Protection Services.\*

Presentation: Deputy Mayor Pro Tem  
Connie Schoenrade

15. Discussion and consideration on creating of a Purchasing Policy and Procedures Ordinance to document the following: approval process, signature limits and spending limits of elected officials and town employees and other encompassing documentation regarding bidding and emergency spend of Town Funds as well as relations with vendors.

Presentation: Mayor Pro Tem Johnson

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

Presentation: Town Treasurer Billie Garrett

17. Council – staff announcements and comments:

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, July 29, 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>)

*Eileen Kennedy*

Town Secretary

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

\*Backup attached



**TOWN OF DOUBLE OAK**  
320 WAKETON ROAD  
DOUBLE OAK, TEXAS 75077  
(972) 539-9464

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July 28, 2022

Ms. Eileen Kennedy, Town Secretary  
320 Waketon Road  
Double Oak, Texas 75077

Eileen –

In order for the Council, citizens, and Staff to focus on the essential business of the town during this important budget cycle, I've decided to resign as the Mayor of Double Oak, effectively immediately.

In response to concerns expressed by some Town residents, my decision to use the SLFRF funds for premium pay to the Town's essential workers was made in appreciation for assumption of life-threatening risks to them and their families, and in appreciation of their dedication and commitment to keeping Double Oak up and running during the pandemic, and while the use of the SLFRF funds was squarely within the uses permitted by the Treasury Department, it was made without specific direction from Town Council, and I am truly sorry for the outcry that my decision has created.

Mayor Pro-Tem Johnson has demonstrated his ability to effectively conduct the Town Council meetings, and I wish him, Town Council, Staff, and the citizens of Double Oak the best.

Respectfully Submitted,

Von Beougher, Mayor  
Double Oak, Texas

**Town of Double Oak  
Work Order Authorization Agreement  
For  
Professional Engineering Services with Halff Associates, Inc.  
2022 Road Projects  
FY 2022 Work Order Authorization  
June 2, 2022**

<b>Scope of Work:</b>	<p>Halff's proposed services will include preparing construction documents for the 2022 Road Projects. This year's project is Shady Oaks Lane (1,000'), Park Lane (1,400'), Timberview (1,200'), and Meadow Knoll Drive from Waketon to 1,400' north. All the roadways are a 2-lane asphalt road. The proposed improvements include a 2" overlay with variable depth milling and some base repair.</p> <p>Construction Documents</p> <ol style="list-style-type: none"> <li>1. <u>Construction Plans, Contract Documents and Specifications</u>: Plans would include Cover Sheet, General Notes, Paving Plans (with limits of overlay and pavement repair), and Construction Details. Aerial Image will be used to determine existing conditions. Prepare contract documents and specifications for bidding project.</li> <li>2. <u>Bidding</u>: Includes answering contractor RFI's, Pre-Bid Meeting, Pre-Construction Meeting, Addendum(s), and Bid Tabulations.</li> <li>3. <u>Construction Inspection</u>: Includes construction inspection and reporting during construction. Inspector will coordinate with contractor to perform inspections at construction milestones and on an as needed basis. Construction is assumed to be less than 1 month.</li> </ol> <p><b><u>Scope Exclusions:</u></b></p> <ol style="list-style-type: none"> <li>1. Geotechnical Investigation and Report</li> <li>2. Surveying</li> <li>3. Construction Material Testing (provided by contractor)</li> </ol>
<b>Deliverables:</b>	1. Construction Plans and Contract Documents.
<b>Items Furnished by City:</b>	1. N/A
<b>Schedule:</b>	Complete construction plans and specifications within (20) working days of receiving Notice to Proceed. Bidding process will be approximately 4 weeks. The construction admin and inspection is assuming 4 weeks. If construction is delayed or prolonged by contractor, additional fee may be required.

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

<b>Fees:</b>	Plans, Contracts & Specifications:	\$17,900.00
	Bidding:	\$18,700.00
	<u>Construction Inspection:</u>	<u>\$16,700.00</u>
	<b>Total Fee:</b>	<b>\$53,300.00</b>
	This is an <u>Hourly Not to Exceed</u> Fee and will be billed monthly based on work completed. Above Task breakdown is approximate and dollars may be utilized from one task to another. Hourly costs will be 2.3 x Labor Rate.	

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 37946.422.

Submitted:

**HALFF ASSOCIATES, INC.**

By: David M. Smith

Signature

David M. Smith

Printed Name

Public Works Team Leader

Title

June 2, 2022

Date

Approved:

**TOWN OF DOUBLE OAK, TEXAS**

By: Von Beougher

Signature

Von Beougher

Printed Name

Mayor

Title

06/06/2022

Date

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

	<u>Oct '21 - S...</u>	<u>Budget</u>	<u>\$ Over B...</u>	<u>% of Bud...</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
400000 · Tax Revenue				
401101 · Current Property Taxes-M &...	1,205,254.37	1,221,954.00	-16,699.63	98.6%
401201 · Penalty & Interest	3,153.71	2,500.00	653.71	126.1%
401301 · Prior Year Property Taxes	3,080.74	2,000.00	1,080.74	154.0%
401315 · Sales Taxes	469,535.91	550,000.00	-80,464.09	85.4%
401601 · Franchise-Cross Timbers W...	24,490.42	20,000.00	4,490.42	122.5%
401701 · Franchise-Cable TV	26,460.78	35,000.00	-8,539.22	75.6%
401801 · Franchise-Electric	96,384.50	95,000.00	1,384.50	101.5%
401805 · Franchise-Garbage	10,746.68	13,000.00	-2,253.32	82.7%
401811 · Franchise-Gas	17,940.19	14,000.00	3,940.19	128.1%
401901 · Franchise-Telephone	577.71	2,000.00	-1,422.29	28.9%
<b>Total 400000 · Tax Revenue</b>	<b>1,857,625.01</b>	<b>1,955,454.00</b>	<b>-97,828.99</b>	<b>95.0%</b>
420000 · Fines and Forfeitures				
420101 · Court Fines	88,682.92	130,000.00	-41,317.08	68.2%
<b>Total 420000 · Fines and Forfeitures</b>	<b>86,742.92</b>	<b>130,000.00</b>	<b>-43,257.08</b>	<b>66.7%</b>
430000 · Licenses and Permits				
430101 · Fences	1,395.00	1,275.00	120.00	109.4%
430102 · Commercial Buildings	14,658.75	20,000.00	-5,341.25	73.3%
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	21,054.26	12,000.00	9,054.26	175.5%
430401 · Roofs	3,060.00	850.00	2,210.00	360.0%
430501 · Septic Systems	4,810.00	3,500.00	1,310.00	137.4%
430601 · Sprinkler Systems	340.00	600.00	-260.00	56.7%
430701 · Swimming Pools	2,810.00	1,625.00	1,185.00	172.9%
430801 · Water Wells	160.00	0.00	160.00	100.0%
430901 · Plats and Subdivision Fees	500.00	0.00	500.00	100.0%
<b>Total 430000 · Licenses and Permits</b>	<b>62,641.51</b>	<b>50,500.00</b>	<b>12,141.51</b>	<b>124.0%</b>
440000 · Other Revenue				
440101 · Administration Fees	703.50	1,500.00	-796.50	46.9%
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	7,090.33	10,000.00	-2,909.67	70.9%
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>7,793.83</b>	<b>11,550.00</b>	<b>-3,756.17</b>	<b>67.5%</b>

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

	Oct '21 - S...	Budget	\$ Over B...	% of Bud...
<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	185.00	500.00	-315.00	37.0%
440601 · Sewage Service	14,069.06	25,000.00	-10,930.94	56.3%
440701 · Town Hall Rental Fees	50.00	0.00	50.00	100.0%
<b>Total 440300 · Charges for Services</b>	<b>14,334.06</b>	<b>25,500.00</b>	<b>-11,165.94</b>	<b>56.2%</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>2,029,137.33</b>	<b>2,173,004.00</b>	<b>-143,866.67</b>	<b>93.4%</b>
<b>Gross Profit</b>	<b>2,029,137.33</b>	<b>2,173,004.00</b>	<b>-143,866.67</b>	<b>93.4%</b>
<b>Expense</b>				
<b>510000 · Town Administration</b>				
521000 · Town Salary Adjustments	0.00	0.00	0.00	0.0%
521012 · Attorney Fees	7,781.13	20,000.00	-12,218.87	38.9%
521033 · Custodial Services	3,884.97	8,000.00	-4,115.03	48.6%
521041 · Denton Central Appraisal Dist	5,371.32	7,100.00	-1,728.68	75.7%
521050 · Election Expense	4,063.24	5,500.00	-1,436.76	73.9%
521051 · Electricity	4,586.85	5,500.00	-913.15	83.4%
521060 · Financial Auditors	10,000.00	10,000.00	0.00	100.0%
521070 · Natural Gas	1,104.31	1,500.00	-395.69	73.6%
521073 · Printer Copier	3,788.94	6,000.00	-2,211.06	63.1%
521133 · Ordinance Codification	395.00	3,000.00	-2,605.00	13.2%
521160 · Postage	2,106.39	3,000.00	-893.61	70.2%
521200 · Tax Billing Expense	1,207.00	1,300.00	-93.00	92.8%
521201 · Communications	8,100.73	11,000.00	-2,899.27	73.6%
521220 · Water	1,556.39	2,500.00	-943.61	62.3%
521230 · Archive System	712.00	5,000.00	-4,288.00	14.2%
521250 · Outdoor Siren	0.00	0.00	0.00	0.0%
530050 · Ambulance Service	0.00	29,075.00	-29,075.00	0.0%
<b>Total 510000 · Town Administration</b>	<b>54,658.27</b>	<b>118,475.00</b>	<b>-63,816.73</b>	<b>46.1%</b>
<b>520000 · Administrative</b>				
521010 · Advertising	122.60	1,600.00	-1,477.40	7.7%
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	20,304.79	25,000.00	-4,695.21	81.2%
521032 · Council Contingency	13,500.00	11,407.06	2,092.94	118.3%
521034 · Technology Fund	2,443.83	4,000.00	-1,556.17	61.1%
521074 · Meetings	101.76	300.00	-198.24	33.9%
521075 · Goodwill	1,031.68	500.00	531.68	206.3%
521076 · Incentive Pay	1,269.18	1,500.00	-230.82	84.6%
521090 · General Liability Insurance	3,521.74	3,200.00	321.74	110.1%
521091 · Health/Dental/Life Insurance	12,942.24	18,080.68	-5,138.44	71.6%



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

	Oct '21 - S...	Budget	\$ Over B...	% of Bud...
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	4,363.89	7,000.00	-2,636.11	62.3%
521151 · Other Professional Services	2,625.43	6,000.00	-3,374.57	43.8%
521153 · Other Supplies	414.72	1,000.00	-585.28	41.5%
521161 · Publications & Subscriptions	179.71	300.00	-120.29	59.9%
521162 · Printing and Copying	378.95	600.00	-221.05	63.2%
521170 · Payroll Taxes - FICA	14,937.54	11,970.00	2,967.54	124.8%
521172 · TWC Unemployment Insura...	3,048.89	2,400.00	648.89	127.0%
521190 · Town Secretary Salary	68,493.26	80,946.67	-12,453.41	84.6%
521191 · Longevity Pay-Administration	1,420.00	1,800.00	-380.00	78.9%
521192 · Worker's Compensation Ins.	793.87	1,300.00	-506.13	61.1%
521194 · Asst Town Secretary Salary	61,872.93	71,688.86	-9,815.93	86.3%
521195 · Overtime	3,204.80	5,000.00	-1,795.20	64.1%
521196 · TMRS-Retirement	9,963.77	13,125.00	-3,161.23	75.9%
521202 · Training Seminars	960.00	2,000.00	-1,040.00	48.0%
<b>Total 520000 · Administrative</b>	<b>228,303.29</b>	<b>272,818.27</b>	<b>-44,514.98</b>	<b>83.7%</b>
<b>530000 · Public Works</b>				
521021 · Building Repair/Remodeling	1,969.69	5,000.00	-3,030.31	39.4%
521025 · Building Expenditures	4,485.30	2,000.00	2,485.30	224.3%
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	15,652.50	18,000.00	-2,347.50	87.0%
530101 · Public Works Director Salary	22,630.25	70,000.00	-47,369.75	32.3%
530102 · Public Works Director TMRS	1,430.58	5,670.00	-4,239.42	25.2%
530103 · Public Works Director FICA	1,322.02	5,355.00	-4,032.98	24.7%
530104 · Public Works Director (H/D/L)	3,647.28	2,000.00	1,647.28	182.4%
530105 · PW Director (TWC/Unempl I...	0.00	0.00	0.00	0.0%
530106 · Building Official Overtime	0.00	0.00	0.00	0.0%
530110 · Building Inspectors	47,500.00	0.00	47,500.00	100.0%
530111 · Building Inspectors Phone	189.93	0.00	189.93	100.0%
530115 · Code Enforcement	750.00	0.00	750.00	100.0%
530116 · Code Enforcement Liab Ins-...	747.68	700.00	47.68	106.8%
530125 · Council Discretionary Fund	0.00	0.00	0.00	0.0%
530150 · Grounds Maintenance	6,184.20	8,500.00	-2,315.80	72.8%
530151 · Grounds Equipment	191.70	0.00	191.70	100.0%
530175 · Equipment Repair/Maintena...	0.00	0.00	0.00	0.0%
530180 · Minor Equipment	375.61	0.00	375.61	100.0%
530200 · Lot Mowing/Tree Trim Servi...	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	1,833.92	500.00	1,333.92	366.8%
530205 · Vehicle Fuel	803.89	1,800.00	-996.11	44.7%
530206 · Uniforms	0.00	0.00	0.00	0.0%
530210 · Membership Dues/Licensing	1,009.00	0.00	1,009.00	100.0%
530230 · Other Professional Services	1,207.36	3,000.00	-1,792.64	40.2%
530231 · Other Supplies	235.69	1,000.00	-764.31	23.6%
530235 · Printing	184.34	0.00	184.34	100.0%
530240 · Postage	0.00	0.00	0.00	0.0%
530245 · Computer Support	8,570.51	17,000.00	-8,429.49	50.4%

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

	Oct '21 - S...	Budget	\$ Over B...	% of Bud...
530250 · Health Inspector	1,134.01	1,000.00	134.01	113.4%
530260 · Septic Inspections	2,920.00	5,000.00	-2,080.00	58.4%
530270 · Sewage Services	17,142.71	25,000.00	-7,857.29	68.6%
530271 · Vehicle Reimbursement	0.00	0.00	0.00	0.0%
530272 · Incentive Pay	207.63	0.00	207.63	100.0%
530273 · Worker's Compensation Ins	258.89	300.00	-41.11	86.3%
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	280.47	700.00	-419.53	40.1%
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%
<b>Total 530000 · Public Works</b>	<b>144,215.16</b>	<b>190,325.00</b>	<b>-46,109.84</b>	<b>75.8%</b>
<b>540000 · Streets and Drainage</b>				
540019 · Engineering General	12,928.56	40,000.00	-27,071.44	32.3%
540060 · Crack Seal & Potholes	1,116.73	35,000.00	-33,883.27	3.2%
540110 · Current Year Road Repairs	79.85	200,000.00	-199,920.15	0.0%
540111 · Prior Year Road Repairs	0.00	0.00	0.00	0.0%
540155 · MS4 Stormwater	14,132.45	7,500.00	6,632.45	188.4%
540177 · Public Works Projects Costs	0.00	0.00	0.00	0.0%
540200 · Sign Repair and Replacement	787.95	3,000.00	-2,212.05	26.3%
<b>Total 540000 · Streets and Drainage</b>	<b>29,045.54</b>	<b>285,500.00</b>	<b>-256,454.46</b>	<b>10.2%</b>
<b>550000 · Police Department</b>				
550120 · Capital Equipment (Auto)	0.00	0.00	0.00	0.0%
550135 · Computer Equip/Supplies/S...	42,141.42	41,500.00	641.42	101.5%
550140 · Equipment Repair & Mainte...	200.00	1,200.00	-1,000.00	16.7%
550145 · Health/Dental/Life Insurance	92,085.25	134,607.15	-42,521.90	68.4%
550219 · Membership Dues	40.00	900.00	-860.00	4.4%
550220 · Minor Equipment	887.02	1,600.00	-712.98	55.4%
550230 · Other Professional Services	129.00	100.00	29.00	129.0%
550240 · Office Supplies	301.16	1,000.00	-698.84	30.1%
550248 · Publications	0.00	400.00	-400.00	0.0%
550249 · External Contracts	2,565.20	6,000.00	-3,434.80	42.8%
550250 · Postage	0.00	0.00	0.00	0.0%
550251 · Printing	587.26	900.00	-312.74	65.3%
550252 · Police Chief Salary	83,038.12	98,135.97	-15,097.85	84.6%
550253 · Police Asst. Chief Salary	73,804.06	87,222.89	-13,418.83	84.6%
550254 · Police Officers' Salary	295,255.84	425,440.00	-130,184.16	69.4%
550255 · Administrative Assistant PD	0.00	0.00	0.00	0.0%
550256 · Crossing Guard	3,928.86	7,000.00	-3,071.14	56.1%
550257 · Police Department Overtime	5,659.28	5,000.00	659.28	113.2%
550261 · Criminal Investigations	462.80	2,000.00	-1,537.20	23.1%
550262 · General Liability Insurance	12,211.79	11,000.00	1,211.79	111.0%
550263 · TWC Unemployment Ins	0.00	0.00	0.00	0.0%
550264 · Incentive Pay	7,325.92	9,600.00	-2,274.08	76.3%
550271 · Salaries Benefits - FICA	31,969.78	46,726.10	-14,756.32	68.4%
550275 · Salaries Benefits - TMRS	33,645.15	49,474.00	-15,828.85	68.0%
550276 · Human Resources	1,359.90	1,500.00	-140.10	90.7%
550277 · Longevity Pay	3,235.00	3,575.00	-340.00	90.5%
550278 · Worker's Compensation Ins	14,036.80	22,823.00	-8,786.20	61.5%

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

	Oct '21 - S...	Budget	\$ Over B...	% of Bud...
550280 · Communications	10,482.48	14,000.00	-3,517.52	74.9%
550281 · Training	11,043.36	24,000.00	-12,956.64	46.0%
550286 · Training Ammo	5,799.50	5,000.00	799.50	116.0%
550290 · Uniforms	16,618.71	24,000.00	-7,381.29	69.2%
550291 · Patrol Equipment	2,687.67	7,000.00	-4,312.33	38.4%
550292 · Community Programs	1,806.99	2,000.00	-193.01	90.3%
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	1,528.67	1,000.00	528.67	152.9%
550300 · Vehicle Fuel	11,316.18	25,000.00	-13,683.82	45.3%
550400 · Vehicle Repair & Maintenance	8,604.30	13,500.00	-4,895.70	63.7%
<b>Total 550000 · Police Department</b>	<b>774,757.47</b>	<b>1,074,204.11</b>	<b>-299,446.64</b>	<b>72.1%</b>
<b>560000 · Municipal Court</b>				
560010 · Judges Services	5,250.00	10,000.00	-4,750.00	52.5%
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	3,400.00	10,000.00	-6,600.00	34.0%
560025 · Other Professional Services	0.00	0.00	0.00	0.0%
560026 · Court Clerk - Salary	55,102.49	63,594.96	-8,492.47	86.6%
560027 · Court Clerk- FICA	4,173.41	4,386.19	-212.78	95.1%
560028 · Court Clerk - TMRS	4,413.10	4,810.04	-396.94	91.7%
560029 · Court Clerk Ins (H/D/L)	6,557.30	9,385.43	-2,828.13	69.9%
560030 · Court Clerk - Longevity	845.00	845.00	0.00	100.0%
560031 · Overtime	3,554.15	5,000.00	-1,445.85	71.1%
560035 · Court Supplies, Equip & S/W...	877.91	13,000.00	-12,122.09	6.8%
560055 · Membership Dues	0.00	120.00	-120.00	0.0%
560076 · Incentive Pay	507.76	600.00	-92.24	84.6%
<b>Total 560000 · Municipal Court</b>	<b>84,681.12</b>	<b>121,981.62</b>	<b>-37,300.50</b>	<b>69.4%</b>
<b>570000 · Double Oak Vol. Fire Departm...</b>				
570010 · DOVFD Capital Equip Contr...	0.00	0.00	0.00	0.0%
570020 · DOVFD Operations Contrib...	75,000.00	100,000.00	-25,000.00	75.0%
570021 · General Liability Insurance	8,473.48	7,200.00	1,273.48	117.7%
570022 · Worker's Compensation Ins	2,456.41	2,500.00	-43.59	98.3%
<b>Total 570000 · Double Oak Vol. Fire De...</b>	<b>85,929.89</b>	<b>109,700.00</b>	<b>-23,770.11</b>	<b>78.3%</b>
<b>Total Expense</b>	<b>1,401,590.74</b>	<b>2,173,004.00</b>	<b>-771,413.26</b>	<b>64.5%</b>
<b>Net Ordinary Income</b>	<b>627,546.59</b>	<b>0.00</b>	<b>627,546.59</b>	<b>100.0%</b>
<b>Net Income</b>	<b>627,546.59</b>	<b>0.00</b>	<b>627,546.59</b>	<b>100.0%</b>

	Jul 29, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
102302 · Independent Bank Money Market	2,142,534.34
102303 · Independent Bank Checking	581.13
102304 · Police Lease Training Fund	855.42
102306 · John B. Wright Memorial Fund	560.51
102307 · DO Police Dept Chapter 59	8.68
102400 · Petty Cash	499.21
102450 · DATCU	3,276.50
106101 · Certificate of Deposit	427,158.20
	<hr/>
<b>Total Checking/Savings</b>	<b>2,575,473.99</b>
<b>Accounts Receivable</b>	
106100 · Accounts Receivable	26,673.54
	<hr/>
<b>Total Accounts Receivable</b>	<b>26,673.54</b>
<b>Other Current Assets</b>	
104100 · Bartonville Water Certificate	2,000.00
106150 · Interest Receivable	225.00
106400 · Employee Receivables	226.41
106700 · Property Taxes Receivable	10,443.89
106900 · Prepaid Costs	20,132.44
	<hr/>
<b>Total Other Current Assets</b>	<b>33,027.74</b>
	<hr/>
<b>Total Current Assets</b>	<b>2,635,175.27</b>
	<hr/>
<b>TOTAL ASSETS</b>	<b>2,635,175.27</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
202000 · Accounts Payable	7,881.27
	<hr/>
<b>Total Accounts Payable</b>	<b>7,881.27</b>
<b>Other Current Liabilities</b>	
106300 · Allowance for Uncoll Taxes	10,443.89
200000 · Payroll Liabilities	
201200 · FICA/Medicare Withholding	937.82
201500 · TMRS Payable	3,898.68
202507- · Dependant Health Care Cover...	-271.41
202508- · AFLAC Deduction	258.66
202509 · Child Support Withholding Or...	735.27
202513 · Vision Insurance	354.42
202516 · Dependent Life Insurance	293.62
200000 · Payroll Liabilities - Other	7,290.03
	<hr/>
<b>Total 200000 · Payroll Liabilities</b>	<b>13,497.09</b>

Town of Double Oak  
**Balance Sheet**  
As of July 29, 2022

	Jul 29, 22
200504 · Town Hall Reservation Deposits	550.00
201250 · Cr Card Fees/Collection Charges	1,780.22
202250 · Town Hall Renovations	200.00
202501 · Court Fees & Fines Due State	54,468.16
202502 · Technology Fees	1,802.56
202503 · Court Security Fees	25,913.76
202504 · Police LEOSE Training Account	855.42
202506 · Child Safety Fund	3,598.46
202511 · Omnibase Fees Due	289.43
202512 · Court Collections	-27,149.11
202760 · Time Payment Reimbursement F...	413.57
203002 · Park Fund Account	209.54
203006 · CARES - CLFRF - SLFRF Funds	-3,834.37
203060 · Waketon Road Reconstruction	-26,518.35
203090 · Waketon Road-Town of Double ...	-64,722.17
2050000 · Accured Payroll	22,774.04
205555 · Police Grants	347.25
206250 · Sewer System Maintenance	9,833.53
206500 · Police-Chapter 59	8.68
208000 · Golf Tournament	44.85
2110 · Direct Deposit Liabilities	-254.37
<b>Total Other Current Liabilities</b>	<b>24,552.08</b>
<b>Total Current Liabilities</b>	<b>32,433.35</b>
<b>Total Liabilities</b>	<b>32,433.35</b>
<b>Equity</b>	
3000 · Fund Balances	209,371.05
3100 · Town Contingency	100,000.00
3150 · Stormwater Structures Fund	100,000.00
3200 · Road Contingency	150,000.00
3250 · Denton County Bond Project Fund	120,000.00
3450 · Town Hall Technology Fund	40,000.00
3550 · TCEQ MS4 (5-year) Fund	20,000.00
3600 · Street and Drainage Fund	246,455.68
3650 · Cross Timbers Drainage Project	20,000.00
3800 · Police Vehicle Fund	80,007.67
3850 · Police Body Camera Project Fund	38,839.00
3900 · Retained Earnings	850,521.93
et Income	627,546.59
<b>Total Equity</b>	<b>2,602,741.92</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,635,175.27</b>



**DOVFD Report year 2022**

	Jan	Feb	Mar	Apr	May	June	July to 7.22
Fire Emergencies	2	1	2	0	3	0	1
Medical Emergencies	9	3	3	13	9	20	13
Citizen Assist	5	6	18	7	7	5	3

**Total for 2022**                      **130**

Training Total For 2022              1962.81 hrs                      35 Active Members

- 1 eight hour Training sessions at TCC - Vehicle Extracation
- 2 new members
- Successful July 4th

## Eileen Kennedy

---

**From:** Templer, Steve  
**Sent:** Thursday, July 28, 2022 3:52 PM  
**To:** Eileen Kennedy  
**Cc:** Randall Anglin; Lynn Jones; Von Beougher  
**Subject:** Waketon Road update, traffic switch and road closure

CAUTION: [EXTERNAL EMAIL]

Eileen,

Contractors across the metroplex are having difficulty receiving concrete and as a result many projects are being delayed. There are numerous driveways along the northside of the road that need to have concrete poured in order to finish them but our contractor is having difficulty obtaining the concrete. Instead of pulling crews off the project and delaying the project while they wait for the concrete, our contractor wants to be proactive and keep the project moving forward. They will shift traffic onto the newly constructed roadway and begin the excavation on the southside half of Waketon Road this will keep their crews busy and will keep the project moving forward. They have scheduled concrete and the earliest date is the week of August 8<sup>th</sup>. Once the concrete is available they will focus on getting the driveways poured and operational.

### Traffic switch and road closure

The contractor is planning on shifting traffic onto the newly constructed pavement on Tuesday August 2<sup>nd</sup>. They will need to close the Bridle Wood intersection at Waketon to all traffic for that day while they made a temporary connection between the new pavement and Bridlewood. I anticipate receiving a traffic control plan today or early tomorrow and will send it to you so you can post it on social media.

Please let me know if you have any questions.

Thank you,

Steve

**Steve Templer, PE**  
Public Works Senior Project Manager  
Half Associates, Inc.



[Half.com](#) | [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)



Risk & Insurance | Employee Benefits | Retirement & Private Wealth

# 2022 Employee Benefits Strategic Planning

Town of Double Oak

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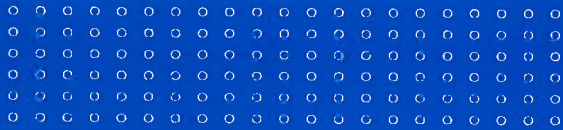


# Agenda

- 1 | Organizational Update & Benefit Program Recap
- 2 | Key Trends & Strategic Benefit Objectives
- 3 | Strategic Plan
- 4 | Next Steps



# 1



## Organizational Update & Benefit Program Recap

Business Goals and Human Resources' Role



# HUB Update



## National



**530+**  
locations in  
North America



**Top 5**  
Global Broker  
based on revenue



**1 Million+**  
clients



**95%**  
client retention



**14,000+**  
employees



**Platinum**  
Status with all  
major carriers

## Regional



The Wellspring Insurance Agency is now fully integrated with HUB International Texas. Our email addresses have changed, and we have a multitude of new resources available through HUB International; however, our service and daily operational practices have not changed. We aim to provide excellent service and support to our clients.

You'll begin to see more compliance updates as well as other resources/tools to provide you and your employees with a better experience as it relates to their employee benefits.

**HUB International can help with other insurance needs too.**

# 2



## Key Trends & Strategic Benefits Objectives

What are you trying to accomplish?





## Key Benefits Trends in 2022

### Employers are rethinking benefits



Employees' needs are changing, with priorities other than compensation.



Employers are evolving to a total rewards approach based on pay, benefits, work arrangements and other factors to build resilience and support well-being.



Through analytics, personalized benefit packages will become the norm.

- Improve how employees engage, access, and experience benefits
- Use HUB Persona Analysis to understand what benefits make sense to specific employee segments

### Medical cost trend projected to be 6.5% in 2022



Increased utilization due to COVID "hangover" and more patient interactions with digital medicine



More employers will turn to captives and other alternative health insurance plans

- Self-funded plans move down market
- EB captives
- Individual coverage health reimbursement arrangements (ICHRA)



New health care delivery channels see wider adoption

- Higher adoption of lower-cost sites of care, like virtual visits, has helped slow cost growth
- Direct primary care models becoming more common

### Focus On Specialty Drugs



Specialty spending continues to drive overall costs—evaluate targeted programs, along with contract terms, clinical programs and benefit design



Gene & cellular therapies, which treat and potentially cure previously untreatable diseases, are an area of concern given their extremely high prices



# Key Benefits Trends in 2022

## Improved Communications Will Be Key



Improved communications will drive well-being and productivity—employers should create a communication action plan



Make benefits information available digitally through internal systems/sites or a benefits-focused mobile app



Communicate often, transparently and empathetically

## COVID-19's Impact On The Workplace



COVID has impacted benefit plan costs and many other areas of operations (expenses, closures, etc.).



"The Great Resignation" is reshaping the workforce



Flexibility in work arrangements is here to stay.

- 76% of employees are interested in alternative work arrangements, *but*
- 90% of employers expect to return to pre-pandemic arrangements once they can.



Technology is critical in enabling resilience and preparedness.

## Compliance Concerns Continue



Attention to COVID-related regulations and policies remains key.



The No Surprises Act should largely put balance-billing to rest.



Employers will need to be locked on absence management and leave policies.

# Key Benefits Trends in 2022



## HR Technology Key To Attract & Retain Employees



Automation and AI are entering recruitment and HR processes.



Manage the remote and hybrid workforce through all-in-one employee management applications.

## The Role Of Diversity, Equity & Inclusion Evolves



Important to identify DEI gaps within your organization, then develop, implement and measure your strategy.



Employees need their employer's support as they support social justice concerns.

## Well-being Programs Need To Evolve



Employees are concerned about well-being, which is impacting productivity.



Employers should address mental and financial well-being in parallel.



Addressing social determinants of health is becoming critical.

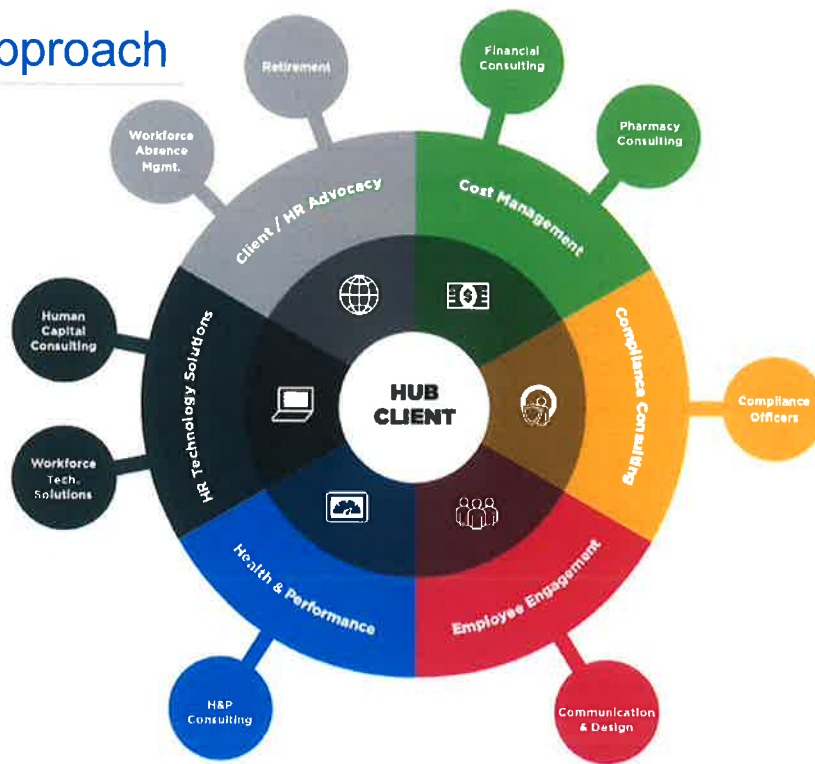
# HUB EB Strategic Approach



## HUB Core Consulting



## HUB Resource / Specialty Practices



## Point Solutions

- **Cost Management**  
 Data analytics  
 Captives  
 RBP (Reference-Based Pricing)  
 Rx Management  
 Individual & Medicare coverage
- **Compliance Consulting**  
 HR support vendor  
 Audits & Education
- **Employee Engagement**  
 Employee communications campaigns  
 Benefit apps  
 Texting/messaging platform
- **Health & Performance**  
 Vendors (Screening, COVID, Flu)  
 Apps & Systems  
 Health, Mental, Financial well-being
- **HR Technology Solutions**  
 HRIS / Payroll solutions  
 Support system connectivity  
 Communication platforms
- **Client/ HR Advocacy**  
 Global Benefits  
 FMLA & Leave Management  
 Global Benefits  
 Executive Benefits





## 2022-2023 Objectives and Priorities

### Cost Management

- Contribution strategies
- Plan design selection
- High-cost claim management
- No cost surgery network/steerage program
- Telemedicine / virtual care programs
- Persona Analysis to drive targeted solutions
- Actionable data analytics
- Self-funded health evaluation, including
  - EB captives
  - Reference-based pricing
- Stop-loss consulting
- Prescription drug consulting
- Specialty drug management programs
- Disease management & carve-outs
  
- Claims audit
- Dependent eligibility audit
- Spousal coverage options & incentives
  
- Dental/vision coverage review
- Group life & disability coverage review
- Individual disability insurance (IDI) coverage evaluation
- Voluntary benefits

### Employee Engagement

- Multi-channel open enrollment support
- Employee communications portal
- App-based engagement, communication and steerage
- Employee advocacy
- Individual & Medicare coverage resources
- Persona Analysis: strategy by demographic

### HR/Benefits Technology

- Benefits admin system evaluation
- HRIS analysis & system selection
- Text (or app) based platform for communications
- Benefits education & decision-support tools

### Compliance Consulting

- Annual notice review
- Compliance review with HUB Compliance Officer—build your fiduciary file
- HIPAA training
- ACA reporting support
- Guidance on OSHA ETS, PPACA , etc.
- Review state-by-state requirements

### Client/HR Advocacy

- HR compliance support & advocacy
- Comprehensive leave review with Workforce Absence Management
- Absence management outsourcing
- HR strategy & planning
- Employee Value Proposition
- Training design & development
- Compensation consulting

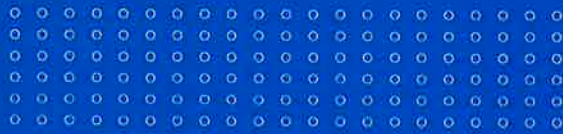
### Health & Performance

- Well-being consulting
- Vendor management
- Health & Performance toolkit
- Incentive design

### Overall Risk Mitigation

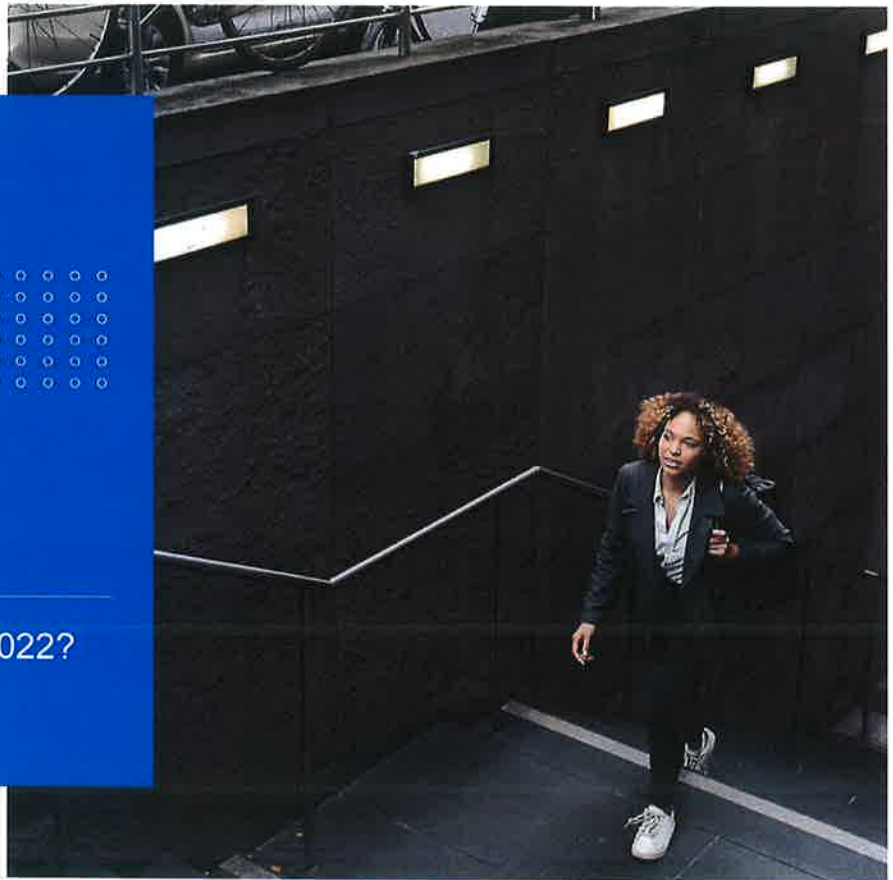
- Include Risk Management in key meetings
- Identify workers' comp crossover
- Cyber liability coverage
- P&C coverage
- Retirement consulting/review
- M&A navigation & diligence support

# 3



## Strategic Plan

How will we achieve your goals in 2022?



# TOWN OF DOUBLE OAK

## Medical Plan Analysis - October 1, 2022



Benefits	CURRENT PLAN	RENEWAL	ALTERNATE 1	ALTERNATE 2	ALTERNATE 3
	TML Copay 1K-3K ER	TML Copay 1K-3K ER	TML Copay 750-5K ER	TML Copay 1500-5KER	TML Copay 3K-7K ER
Annual Deductible (single/family)	\$1,000 / \$2,000	\$1,000 / \$2,000	\$750 / \$1,500	\$1,500 / \$3,000	\$3,000 / \$6,000
Out-of-pocket Maximum	\$3,000 / \$6,000	\$3,000 / \$6,000	\$5,000 / 10,000	\$5,000 / \$10,000	\$7,000 / \$14,000
Coinurance In-Network / Out of Network	80% / 50%	80% / 50%	80% / 50%	80% / 50%	80% / 50%
Copay	\$30	\$30	\$30	\$30	\$30
Specialist Copay	\$45	\$60	\$60	\$60	\$60
Preventive Care	Covered at 100%	Covered at 100%	Covered at 100%	Covered at 100%	Covered at 100%
In-Patient Hospital	20% after Deductible	20% after Deductible	20% after Deductible	20% after Deductible	20% after Deductible
Out-Patient Hospital	20% after Deductible	20% after Deductible	20% after Deductible	20% after Deductible	20% after Deductible
Emergency Room Copay	\$500 Facility Fee + 20% after Deductible	\$500 Facility Fee + 20% after Deductible	\$500 Facility Fee + 20% after Deductible	\$500 Facility Fee + 20% after Deductible	\$500 Facility Fee + 20% after Deductible
Urgent Care Copay	\$75	\$75	\$75	\$75	\$75
Diagnostic Lab/X-Ray w/ office visit	20% after Deductible	20% after Deductible	20% after Deductible	20% after Deductible	20% after Deductible
Pharmacy Services					
Tier 1	\$0 Copay	\$0 Copay	\$0 Copay	\$0 Copay	\$0 Copay
Tier 2	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay	\$10 Copay
Tier 3	\$40 Copay	\$45 Copay	\$45 Copay	\$45 Copay	\$45 Copay
Tier 4	\$70 Copay	\$90 Copay	\$90 Copay	\$90 Copay	\$90 Copay
Tier 5	\$100 Copay	\$150 Copay	\$150 Copay	\$150 Copay	\$150 Copay
Tier 6	\$150 Copay	\$175 Copay *	\$175 Copay *	\$175 Copay *	\$175 Copay *
EMPLOYEE COUNTS:					
Employee Only	6	6	6	6	6
Employee & Spouse	1	1	1	1	1
Employee & Child(ren)	0	0	0	0	0
Employee & Family	4	4	4	4	4
TOTAL EMPLOYEE COUNT	11	11	11	11	11
BILLED PREMIUM:					
Employee Only	\$632.11	\$737.43	\$711.21	\$669.79	\$578.39
Employee & Spouse	\$1,234.77	\$1,448.57	\$1,395.33	\$1,311.27	\$1,125.71
Employee & Child(ren)	\$1,076.77	\$1,262.13	\$1,215.97	\$1,143.09	\$982.21
Employee & Family	\$1,772.99	\$2,083.67	\$2,006.29	\$1,884.13	\$1,614.49
Total Monthly Premium	\$12,119.39	\$14,207.83	\$13,687.75	\$12,866.53	\$11,054.01
Total Annual Premium	\$145,432.68	\$170,493.96	\$164,253.00	\$154,398.36	\$132,648.12
PERCENT OF CHANGE	0%	17%	13%	6%	-9%
Employer Monthly Cost Per Employee based upon current contribution *					
Employee Only	\$632.11	\$737.43	\$711.21	\$669.79	\$578.39
Employee Spouse	\$1,084.11	\$1,270.79	\$1,224.30	\$1,150.90	\$988.88
Employee Child(ren)	\$965.61	\$1,130.96	\$1,089.78	\$1,024.77	\$881.26
Employee Family	\$1,487.77	\$1,747.11	\$1,682.52	\$1,580.55	\$1,355.47
Employer Annual Premium	\$129,934.14	\$152,205.66	\$146,659.68	\$137,901.84	\$118,572.96
Employee Cost Per Month					
Employee Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee Spouse	\$150.67	\$177.79	\$171.03	\$160.37	\$136.83
Employee Child(ren)	\$111.17	\$131.18	\$126.19	\$118.33	\$100.96
Employee Family	\$285.22	\$336.56	\$323.77	\$303.59	\$259.03
Employee Cost Per Pay Period (26pp)					
Employee Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee Spouse	\$69.54	\$82.05	\$78.94	\$74.02	\$63.15
Employee Child(ren)	\$51.31	\$60.54	\$58.24	\$54.61	\$46.59
Employee Family	\$131.64	\$155.34	\$149.43	\$140.12	\$119.55

\*100% of Employee Cost

\*75% of Dependent Cost

\* RX Infusion copay \$30 OV, \$500 IP/OP

TML Telehealth copay plans cost \$0, H.S.A. plan \$44

# TOWN OF DOUBLE OAK



## Medical Plan Analysis - October 1, 2022

Benefits	ALTERNATE 4	ALTERNATE 5	ALTERNATE 6	ALTERNATE 7
	TML Copay H.S.A. 3K-5K E	TML Copay 1500-3KER	TML Copay 2K-4K ER	TML Copay 2K-6K ER
Annual Deductible (single/family)	\$3,000 / \$6,000	\$1,500 / \$3,000	\$2,000 / \$4,000	\$2,000 / \$4,000
Out-of-pocket Maximum	\$5,000 / \$10,000	\$3,000 / \$6,000	\$4,000 / \$8,000	\$6,000 / \$12,000
Coinsurance Network / Out of Network	In- 80% / 50%	80% / 50%	80% / 50%	80% / 50%
Copay	Ded/Coins	\$30	\$30	\$30
Specialist Copay	Ded/Coins	\$60	\$60	\$60
Preventive Care	Covered at 100%	Covered at 100%	Covered at 100%	Covered at 100%
In-Patient Hospital	20% after Deductible	20% after Deductible	20% after Deductible	20% after Deductible
Out-Patient Hospital	20% after Deductible	20% after Deductible	20% after Deductible	20% after Deductible
Emergency Room Copay	20% after Deductible	\$500 Facility Fee + 20% after Deductible	\$500 Facility Fee + 20% after Deductible	\$500 Facility Fee + 20% after Deductible
Urgent Care Copay	Ded/Coins	\$75	\$75	\$75
Diagnostic Lab/X-Ray w/ office visit	20% after Deductible	20% after Deductible	20% after Deductible	20% after Deductible
<b>Pharmacy Services</b>				
Tier 1	Ded/Coins	\$0 Copay	\$0 Copay	\$0 Copay
Tier 2	Ded/Coins	\$10 Copay	\$10 Copay	\$10 Copay
Tier 3	Ded/Coins	\$45 Copay	\$45 Copay	\$45 Copay
Tier 4	Ded/Coins	\$90 Copay	\$90 Copay	\$90 Copay
Tier 5	Ded/Coins	\$150 Copay	\$150 Copay	\$150 Copay
Tier 6	Ded/Coins	\$175 Copay *	\$175 Copay *	\$175 Copay *
<b>EMPLOYEE COUNTS:</b>				
Employee Only	6	6	6	6
Employee & Spouse	1	1	1	1
Employee & Child(ren)	0	0	0	0
Employee & Family	4	4	4	4
<b>TOTAL EMPLOYEE COUNT</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>BILLED PREMIUM:</b>				
Employee Only	\$562.17	\$709.41	\$661.65	\$632.19
Employee & Spouse	\$1,092.77	\$1,391.69	\$1,294.73	\$1,234.93
Employee & Child(ren)	\$953.67	\$1,212.81	\$1,128.75	\$1,076.91
Employee & Family	\$1,566.65	\$2,001.01	\$1,860.11	\$1,773.23
<b>Total Monthly Premium</b>	<b>\$10,732.39</b>	<b>\$13,652.19</b>	<b>\$12,705.07</b>	<b>\$12,120.99</b>
<b>Total Annual Premium</b>	<b>\$128,788.68</b>	<b>\$163,826.28</b>	<b>\$152,460.84</b>	<b>\$145,451.88</b>
<b>PERCENT OF CHANGE</b>	<b>-11%</b>	<b>13%</b>	<b>5%</b>	<b>0%</b>
<b>Employer Monthly Cost Per Employee based upon current contribution *</b>				
Employee Only	\$562.17	\$709.41	\$661.65	\$632.19
Employee Spouse	\$960.12	\$1,221.12	\$1,136.46	\$1,084.25
Employee Child(ren)	\$855.80	\$1,086.96	\$1,011.98	\$965.73
Employee Family	\$1,315.53	\$1,678.11	\$1,560.50	\$1,487.97
<b>Employer Annual Premium</b>	<b>\$115,143.12</b>	<b>\$146,280.24</b>	<b>\$136,180.08</b>	<b>\$129,951.18</b>
<b>Employee Cost Per Month</b>				
Employee Only	\$0.00	\$0.00	\$0.00	\$0.00
Employee Spouse	\$132.65	\$170.57	\$158.27	\$150.69
Employee Child(ren)	\$97.88	\$125.85	\$116.78	\$111.18
Employee Family	\$251.12	\$322.90	\$299.62	\$285.26
<b>Employee Cost Per Pay Period (26pp)</b>				
Employee Only	\$0.00	\$0.00	\$0.00	\$0.00
Employee Spouse	\$61.22	\$78.72	\$73.05	\$69.55
Employee Child(ren)	\$45.17	\$58.08	\$53.90	\$51.31
Employee Family	\$115.90	\$149.03	\$138.28	\$131.66

\* RX Infusion copay \$30 OV, \$500 IP/OP

TML Telehealth copay plans cost \$0, H.S.A. plan \$44

# TOWN OF DOUBLE OAK



## Medical Plan Analysis - October 1, 2022

Benefits	CURRENT PLAN	MARKET 1	MARKET 2	MARKET 3	MARKET 4
	TML Copay 1K-3K ER	Blue Cross G9K8CHC	Humana TX PPO 21 Opt9Slv	Scott & White POS 80 1000	EMI T 1000
Annual Deductible (single/family)	\$1,000 / \$2,000	\$1,000 / \$3,000	\$3000 / \$12,000	\$1,000 / \$2,000	\$1,000 / \$2,000
Out-of-pocket Maximum	\$3,000 / \$6,000	\$6,000 / \$12,000	\$8,550/\$34,200	\$6,500 / \$13,000	\$3,500 / \$7,000
Coinsurance In-Network / Out of Network	80% / 50%	80% / 60%	50% / 50%	80% / 50%	80% / 50%
Copay	\$30	\$45	\$45	\$25	\$30
Specialist Copay	\$45	\$90	\$90	\$60	\$60
Preventive Care	Covered at 100%	Covered at 100%	Covered at 100%	Covered at 100%	Covered at 100%
In-Patient Hospital	20% after Deductible	\$150 a visit + 20% after Deductible	50% after Deductible	20% after Deductible	20% after Deductible
Out-Patient Hospital	20% after Deductible	\$200 a visit + 20% after Deductible	50% after Deductible	20% after Deductible	20% after Deductible
Emergency Room Copay	\$500 Facility Fee + 20% after Deductible	\$500 Facility Fee + 20% after Deductible	50% after Deductible	\$750 Facility Fee	20% after Deductible
Urgent Care Copay	\$75	\$100	\$100	\$75	\$75
Diagnostic Lab/X-Ray w/ office visit	20% after Deductible	20% after Deductible	20% after Deductible	20% after Deductible	20% after Deductible
<b>Pharmacy Services</b>					
Tier 1	\$0 Copay	\$0 Copay	\$5 Copay	\$0 Copay	\$10 Copay
Tier 2	\$10 Copay	\$10 Copay	\$15 Copay	\$15 Copay	\$35 Copay
Tier 3	\$40 Copay	\$50 Copay	\$75 Copay	\$55 Copay	\$150 Copay
Tier 4	\$70 Copay	\$100 Copay	\$150 Copay	\$150 Copay	25% (\$250 Max)
Tier 5	\$100 Copay	\$150 Copay	\$800	\$500	
Tier 6	\$150 Copay	\$250 Copay			
<b>EMPLOYEE COUNTS:</b>					
Employee Only	6	6	6	6	6
Employee & Spouse	1	1	1	1	1
Employee & Child(ren)	0	0	0	0	0
Employee & Family	4	4	4	4	4
<b>TOTAL EMPLOYEE COUNT</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>BILLED PREMIUM:</b>					
Employee Only	\$632.11	\$958.38	\$1,171.60	\$860.27	\$702.24
Employee & Spouse	\$1,234.77	\$1,916.76	\$2,343.20	\$1,720.54	\$1,474.67
Employee & Child(ren)	\$1,076.77	\$1,916.76	\$2,343.20	\$1,720.54	\$1,334.25
Employee & Family	\$1,772.99	\$2,874.14	\$3,514.79	\$2,580.81	\$2,247.13
<b>Total Monthly Premium</b>	<b>\$12,119.39</b>	<b>\$19,163.60</b>	<b>\$23,431.96</b>	<b>\$17,205.40</b>	<b>\$14,676.63</b>
<b>Total Annual Premium</b>	<b>\$145,432.68</b>	<b>\$229,963.20</b>	<b>\$281,183.52</b>	<b>\$206,464.80</b>	<b>\$176,119.56</b>
<b>PERCENT OF CHANGE</b>	<b>0%</b>	<b>58%</b>	<b>93%</b>	<b>42%</b>	<b>21%</b>
<b>Employer Monthly Cost Per Employee based upon current contribution *</b>					
Employee Only	\$632.11	\$958.38	\$1,171.60	\$860.27	\$702.24
Employee Spouse	\$1,084.11	\$1,677.17	\$2,050.30	\$1,505.47	\$1,281.56
Employee Child(ren)	\$965.61	\$1,677.17	\$2,050.30	\$1,505.47	\$1,176.25
Employee Family	\$1,487.77	\$2,395.20	\$2,928.99	\$2,150.68	\$1,860.91
<b>Employer Annual Premium</b>	<b>\$129,934.14</b>	<b>\$204,098.94</b>	<b>\$249,550.44</b>	<b>\$183,237.51</b>	<b>\$155,263.59</b>
<b>Employee Cost Per Month</b>					
Employee Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee Spouse	\$150.67	\$239.60	\$292.90	\$215.07	\$193.11
Employee Child(ren)	\$111.17	\$239.60	\$292.90	\$215.07	\$158.00
Employee Family	\$285.22	\$478.94	\$585.80	\$430.14	\$386.22
<b>Employee Cost Per Pay Period (26pp)</b>					
Employee Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee Spouse	\$69.54	\$110.58	\$135.18	\$99.26	\$89.13
Employee Child(ren)	\$51.31	\$110.58	\$135.18	\$99.26	\$72.92
Employee Family	\$131.64	\$221.05	\$270.37	\$198.52	\$178.26

\*\* 10/1 rates not available yet

\*100% of Employee Cost  
\*75% of Dependent Cost

Cigna LF, UHC LF DTQ  
EMI rates with d.vsn bundling  
Aetna LF rates not underwritten

# TOWN OF DOUBLE OAK



## Medical Plan Analysis - October 1, 2022

Benefits		MARKET 5
		Aetna AFA CPOSII
Annual Deductible (single/family)		\$1,000/\$2000
Out-of-pocket Maximum		\$6,000/\$12,000
Coinsurance	In-Network / Out of Network	80% / 50%
Copay		\$25
Specialist Copay		\$75
Preventive Care		Covered at 100%
In-Patient Hospital		20% after Deductible
Out-Patient Hospital		20% after Deductible
Emergency Room Copay		20% after Deductible
Urgent Care Copay		\$75
Diagnostic Lab/X-Ray w/ office visit		20% after Deductible
Tier 1		\$10 Copay
Tier 2		\$45 Copay
Tier 3		\$75 Copay
Tier 4		20% (\$250 Max)
Tier 5		
Tier 6		
Employee Only		6
Employee & Spouse		1
Employee & Child(ren)		0
Employee & Family		4
<b>TOTAL EMPLOYEE COUNT</b>		<b>11</b>
Employee Only		\$760.77
Employee & Spouse		\$1,913.35
Employee & Child(ren)		\$1,525.66
Employee & Family		\$2,629.72
<b>Total Monthly Premium</b>		<b>\$16,996.85</b>
<b>Total Annual Premium</b>		<b>\$203,962.20</b>
<b>PERCENT OF CHANGE</b>		<b>40%</b>
Employee Only		\$760.77
Employee Spouse		\$1,625.21
Employee Child(ren)		\$1,334.44
Employee Family		\$2,162.48
<b>Employer Annual Premium</b>		<b>\$178,077.06</b>
Employee Only		\$0.00
Employee Spouse		\$288.15
Employee Child(ren)		\$191.22
Employee Family		\$467.24
Employee Only		\$0.00
Employee Spouse		\$132.99
Employee Child(ren)		\$88.26
Employee Family		\$215.65

\*\* 10/1 rates not available yet

Cigna LF, UHC LF DTQ

EMI rates with d.vsn bundling

Aetna LF rates not underwritten

## TOWN OF DOUBLE OAK



### Dental Plan Analysis - October 1, 2022

	CURRENT	RENEWAL	MARKET 1	MARKET 2	MARKET 3	MARKET 4	MARKET 5	MARKET 6
Benefits	MetLife	MetLife	Delta Dental	SunLife	Unum	Guardian	Principal	Beam
Annual Deductible (single/family)	\$50 / \$150	\$50 / \$150	\$50 / \$150	\$50 / \$150	\$50 / \$150	\$50 / \$150	\$50 / \$150	\$50 / \$150
Preventive Care	100%	100%	100%	100%	100%	100%	100%	100%
Basic Services	80%	80%	80%	80%	80%	80%	80%	80%
Major Services	50%	50%	50%	50%	50%	50%	50%	50%
Endodontics / Periodontics	80%	80%	80%	80%	80%	80%	80%	80%
Annual Max Per Member	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Orthodontics Lifetime Max	NA	NA	NA	NA	NA	NA	NA	NA
Out of Network Benefits	90th %	90th %	MAC	90th %	90th %	90th %	90th %	90th %
Rate Guarantee	12 Months	12 Months	12 Months	12 Months	12 Months	24 Months	12 Months	12 Months
<b>EMPLOYEE COUNTS:</b>								
Employee Only	7	7	7	7	7	7	7	7
Employee & Spouse	0	0	0	0	0	0	0	0
Employee & Child(ren)	1	1	1	1	1	1	1	1
Employee & Family	3	3	3	3	3	3	3	3
<b>TOTAL EMPLOYEE COUNT</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>BILLED PREMIUM:</b>								
Employee Only	\$36.84	\$38.68	\$32.76	\$35.82	\$39.15	\$38.44	\$38.18	\$34.97
Employee & Spouse	\$74.21	\$77.92	\$72.76	\$71.28	\$77.55	\$78.04	\$74.57	\$69.95
Employee & Child(ren)	\$78.28	\$82.19	\$69.08	\$82.37	\$97.69	\$93.89	\$88.98	\$87.98
Employee & Family	\$123.32	\$129.49	\$107.78	\$117.83	\$146.94	\$142.01	\$131.44	\$122.96
<b>Total Monthly Premium</b>	<b>\$706.12</b>	<b>\$741.42</b>	<b>\$621.74</b>	<b>\$686.60</b>	<b>\$812.56</b>	<b>\$789.00</b>	<b>\$750.56</b>	<b>\$701.65</b>
<b>Total Annual Premium</b>	<b>\$8,473.44</b>	<b>\$8,897.04</b>	<b>\$7,460.88</b>	<b>\$8,239.20</b>	<b>\$9,750.72</b>	<b>\$9,468.00</b>	<b>\$9,006.72</b>	<b>\$8,419.80</b>
<b>TOTAL % Change in Premium</b>		<b>5%</b>	<b>-12%</b>	<b>-3%</b>	<b>15%</b>	<b>12%</b>	<b>6%</b>	<b>-1%</b>
<b>Employer Monthly Cost Per Employee based upon current contribution *</b>								
Employee Only	\$36.84	\$38.68	\$32.76	\$35.82	\$39.15	\$38.44	\$38.18	\$30.19
Employee Spouse	\$64.87	\$68.11	\$62.76	\$62.42	\$67.95	\$68.14	\$65.47	\$60.08
Employee Child(ren)	\$67.92	\$71.31	\$60.00	\$70.73	\$83.06	\$80.03	\$76.28	\$67.87
Employee Family	\$101.70	\$106.79	\$89.03	\$97.33	\$119.99	\$116.12	\$108.13	\$106.67
<b>Employer Annual Premium</b>	<b>\$3,909.60</b>	<b>\$4,104.87</b>	<b>\$3,471.84</b>	<b>\$3,857.67</b>	<b>\$4,285.26</b>	<b>\$4,189.29</b>	<b>\$4,122.48</b>	<b>\$3,350.40</b>
<b>Employee Cost Per Month</b>								
Employee Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.78
Employee Spouse	\$9.34	\$9.81	\$10.00	\$8.87	\$9.60	\$9.90	\$9.10	\$9.87
Employee Child(ren)	\$10.36	\$10.88	\$9.08	\$11.64	\$14.64	\$13.86	\$12.70	\$20.11
Employee Family	\$21.62	\$22.70	\$18.76	\$20.50	\$26.95	\$25.89	\$23.32	\$16.29
<b>Employee Cost Per Pay Period (26 pay periods)</b>								
Employee Only	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.21
Employee Spouse	\$4.31	\$4.53	\$4.62	\$4.09	\$4.43	\$4.57	\$4.20	\$4.56
Employee Child(ren)	\$4.78	\$5.02	\$4.19	\$5.37	\$6.75	\$6.40	\$5.86	\$9.28
Employee Family	\$9.98	\$10.48	\$8.66	\$9.46	\$12.44	\$11.95	\$10.76	\$7.52

**Employer Contribution 100% of Employee Cost, 75% Dependent Cost**

DTQ: Mutual of Omaha, Lincoln Financial, Standard  
 Unum, Guardian include carryover benefits  
 Metlife in 2 yr 6% rate cap agreement

# TOWN OF DOUBLE OAK

## Vision Plan Analysis - October 1, 2022



	Current Plan	Market 1	Market 2	Market 3	Market 4	Market 5	Market 6
Benefits	TML EyeMed Current RG	Beam	Principal	SunLife	MetLife	Guardian	Unum
Network	EyeMed	VSP	VSP	VSP	VSP	VSP	Unum
Benefit Frequency	12 / 12 / 12	12 / 12 / 12	12 / 12 / 12	12 / 12 / 24	12 / 12 / 24	12 / 12 / 24	12 / 12 / 24
Exam Copay	\$10	\$10	\$10	\$10	\$10	\$10	\$10
Materials Copay	\$15	\$10	\$15	\$25	\$15	\$15	\$25
Frame Allowance	\$175	\$150	\$175	\$130	\$130	\$130	\$150
Contacts Allowance	\$175	\$150	\$175	\$130	\$130	\$130	\$150
Rate Guarantee	4 yrs	2 year	2 year	1 year	2 year	2 year	4 year
<b>EMPLOYEE COUNTS:</b>							
Employee Only	6	6	6	6	6	6	6
Employee & Spouse	0	0	0	0	0	0	0
Employee & Child(ren)	1	1	1	1	1	1	1
Employee & Family	3	3	3	3	3	3	3
<b>TOTAL EMPLOYEE COUNT</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>BILLED PREMIUM:</b>							
Employee Only	\$7.22	\$8.32	\$9.17	\$8.97	\$7.44	\$14.72	\$5.62
Employee & Spouse	\$13.71	\$16.63	\$19.31	\$17.95	\$14.91	\$27.86	\$11.23
Employee & Child(ren)	\$14.43	\$17.79	\$19.90	\$19.74	\$12.62	\$28.39	\$12.45
Employee & Family	\$18.40	\$28.44	\$32.18	\$28.71	\$20.82	\$44.95	\$19.50
<b>Total Monthly Premium</b>	<b>\$112.95</b>	<b>\$153.03</b>	<b>\$171.46</b>	<b>\$159.69</b>	<b>\$119.72</b>	<b>\$251.56</b>	<b>\$104.67</b>
<b>Total Annual Premium</b>	<b>\$1,355.40</b>	<b>\$1,836.36</b>	<b>\$2,057.52</b>	<b>\$1,916.28</b>	<b>\$1,436.64</b>	<b>\$3,018.72</b>	<b>\$1,256.04</b>
<b>TOTAL \$ Change in Premium</b>	<b>\$0.00</b>	<b>\$480.96</b>	<b>\$702.12</b>	<b>\$560.88</b>	<b>\$81.24</b>	<b>\$1,663.32</b>	<b>-\$99.36</b>
<b>TOTAL % Change in Premium</b>	<b>0.0%</b>	<b>35.5%</b>	<b>51.8%</b>	<b>41.4%</b>	<b>6.0%</b>	<b>122.7%</b>	<b>-7.3%</b>
<b>Employee Cost Per Pay Period (26 pay periods)</b>							
Employee Only	\$3.33	\$3.84	\$4.23	\$4.14	\$3.43	\$6.79	\$2.59
Employee Spouse	\$6.33	\$7.68	\$8.91	\$8.28	\$6.88	\$12.86	\$5.18
Employee Child(ren)	\$6.66	\$8.21	\$9.18	\$9.11	\$5.82	\$13.10	\$5.75
Employee Family	\$8.49	\$13.13	\$14.85	\$13.25	\$9.61	\$20.75	\$9.00

Uncompetitive: Mutual of Omaha, Lincoln

\*Unum must be sold w/another line

Guardian must t





## TOWN OF DOUBLE OAK

**BASIC LIFE/ADD/STD/LTD - Effective 10/1/2022**

	Basic Life Rate Per \$1,00	Monthly Premium	AD&D Per \$1,000	Monthly Premium	Ann Total Life/AD&D	STD Rate Per \$10 CP	Monthly Premium	Annual Premium	LTD Rate per \$100 CP	Monthly Premium	Annual Premium	Total Premium	% of Change
MetLife	\$0.342	\$89.95	\$0.033	\$8.68	\$1,183.50	\$0.218	\$142.79	\$1,713.48	0.325	\$168.03	\$2,016.30	\$4,913.28	
<b>Current</b>	Flat \$25,000					60% to \$600 -11 wk benefit period			60% to \$3000, 90 day EP				
MetLife	\$0.369	\$97.05	\$0.033	\$8.68	\$1,268.71	\$0.218	\$142.79	\$1,713.48	0.325	\$168.03	\$2,016.30	\$4,998.49	
<b>Renewal</b>	Flat \$25,000					60% to \$600 -11 wk benefit period			60% to \$3000, 90 day EP				2%
Principal	\$0.289	\$76.01	\$0.034	\$8.94	\$1,019.39							\$1,019.39	
	Flat \$25,000					60% to \$600 -11 wk benefit period			60% to \$3000, 90 day EP				

*Decline Emergency Personnel Guidelines: SunLife, Mutual of Omaha, Unum, Lincoln, Guardian, Principal (STD, LTD)*

## TOWN OF DOUBLE OAK - 2022-2023 PLAN YEAR

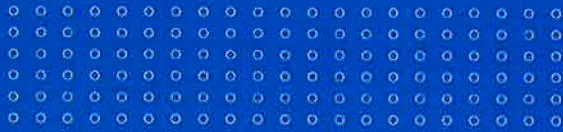


### Voluntary Life / AD&D Plan Analysis

Rates	Current & Renewal	Market 1	Market 2	Market 3
	METLIFE	GUARDIAN	Beam	PRINCIPAL
Employee:	\$10,000 Increments	\$10,000 Increments	\$10,000 Increments	\$10,000 Increments
Maximum Amount	\$500,000	\$500,000	\$350,000	\$350,000
Guaranteed Issue (GI)	\$50,000	\$50,000	\$100,000	\$100,000
Spouse:	\$5,000 increments	\$5,000 Increments	\$5,000 Increments	\$5,000 Increments
Maximum	\$100,000	\$150,000	\$100,000	\$100,000
Not to Exceed	100% of Employee Benefit	100% of Employee Benefit	100% of Employee Benefit	100% of Employee Benefit
Guaranteed Issue (GI)	\$25,000	\$25,000	\$25,000	\$25,000
Dependent Children:	\$1,000 Increments	\$5,000 increments	\$5,000 increments	\$5,000 increments
Children Benefit	Birth to 14 days \$100/ 15 Days to 6 months \$1000/ 6 months to 26 \$1000-\$10000	Birth to 14 days \$500/ 15 Days to 26 YEARS \$10000	Birth to 14 days \$0/ Days to 6 months \$500/ months to 26 \$10000	Birth to 14 days \$0/ 15 Days to 6 months \$500/ 6 months to 26 \$10000
Maximum	\$10,000	\$10,000	\$10,000	\$10,000
Age Brackets	Employee Life Rate per \$1,000	Employee Life Rate per \$1,000	Employee Life Rate per \$1,000	Employee Life Rate per \$1,000
< 25	\$0.106	\$0.119	\$0.150	\$0.119
25 - 29	\$0.106	\$0.119	\$0.150	\$0.119
30 - 34	\$0.130	\$0.134	\$0.160	\$0.134
35 - 39	\$0.153	\$0.201	\$0.230	\$0.201
40 - 44	\$0.191	\$0.310	\$0.310	\$0.310
45 - 49	\$0.278	\$0.498	\$0.480	\$0.498
50 - 54	\$0.437	\$0.797	\$0.750	\$0.797
55 - 59	\$0.713	\$1.233	\$1.160	\$1.233
60 - 64	\$1.058	\$1.887	\$1.690	\$1.887
65 - 69	\$1.895	\$3.101	\$2.650	\$3.101
70 - 74	\$3.340	\$5.277	\$4.600	\$5.277
75 +	\$3.340	\$5.277	\$4.600	\$5.277
AD&D Benefit Amount	Same as Life Amount	Same as Life Amount	Same as Life Amount	Same as Life Amount
AD&D Rate	Included above	Included above	Included above	Included above
Spouse Rate	Rate Based on Employees Age	Rate Based on Employees Age	Rate Based on Employees Age	Rate Based on Employees Age

**Decline Emergency Personnel Guidelines: SunLife, Unum**  
**Uncompetitive: Mutual of Omaha, Standard**

# 4



## Next Steps

Where do we go from here?



## Next Steps

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- Finalize benefit decisions
- Develop action plan for 2022 -2023 plan year and discuss future objectives as needed
- Develop Open Enrollment plans and communication strategy

# Next Steps: Renewal Calendar

## Town of Double Oak



Timeline	Dates
Current Plans and Carriers Effective	October 1, 2022
Review and Finalize All Contracts and SPDs	November – December 2022
Post-Enrollment Meeting	January 2022
Strategic Planning Session	June – July 2022
Follow-up Strategy Session	July 2022
Conduct Marketing Studies	July 2022
Renewal Meeting	August 2022
Finalize Plan Design Changes and Contributions	August 2022
All Decisions Finalized	August 2022 (Town Council Approval)
Employee Communications Developed	August 2022
Employee Communications Distributed	August 2022
Annual Enrollment	August 2022 (No Later Than 9/7/2022)
New Plans and Carriers Effective	October 1, 2022
Post-Enrollment Meeting	January 2023



Risk & Insurance | Employee Benefits | Retirement & Private Wealth

# Employee Engagement

Town of Double Oak



## Strategic Communication Matters Most



- **8<sup>th</sup> grade** is the average U.S. literacy level.
- Millennials are estimated to make up **50%** of the national workforce by 2022.
- The average person remembers about **10%** of what they hear when tested 72 hours later. But when visuals are added into the mix, the figure increases to **65%**.
- **75%** of employees are more likely to watch a video than read text.
- The average human's attention span is **seven** seconds—a goldfish's is **eight**.

For someone with no benefits experience, the "value of medical" is **merely the existence of a medical benefit** (a binary choice).

More important is how you will **help them understand** how to use it when they are ready.

Order matters to a short attention span and we must use technology to put the information that **matters most** to employees in front of them **on-demand**.



**Thank you.**

We appreciate your business.





Town of Double Oak  
 320 Waketon Road  
 Double Oak, Texas 75077  
 Phone 972-539-9464  
 Fax 972-539-9613

RECEIVED JUL 19 2022

**APPLICATION FOR BOARDS/COMMISSIONS/COMMITTEES**

As an applicant for a Board, Commission or Committee, your name, address and telephone number will be available to the press and the public if you elect to disclose this information. All other information will remain confidential.

NAME: Patricia Wellen

ADDRESS: 140 Forest Park Drive

CONTACT PHONE: (469) 236-6725

EMAIL: Pwellen2096@gmail.com

OCCUPATION: *(If retired, please indicate former occupation or profession)*

Research Director, Boy Scouts of America - I conduct primary (survey and focus group) research as well as secondary research - publications and data base mining.

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:

Boy Scouts of America volunteer at all levels - currently Associate Advisor for a Venturing Crew, Double Oak Women's Club - member since 2008 and on the DOWC board for 12 of those years. Stitch house quilting guild - make quilts for youth in foster care.

LIST QUALIFICATIONS YOU FEEL MAKE YOU A GOOD CANDIDATE FOR THIS POSITION AND INCLUDE PREVIOUS VOLUNTEER POSITIONS:

I have the ability to research issues and find solutions. I can help the town conduct and analyze a low cost survey of residents (just the cost of the survey tool). I have worked with volunteer boards for 23 years and understand the board/staff relationship.

REFERENCES:

Bonnie Morrow - 469-471-4261

Joyce Reppert - 214-649-2405

Joann Meyer - 817-929-3100

**BOARDS/COMMISSIONS/COMMITTEES OF INTEREST:** *(Check Interest)*

Board of Adjustments     Planning and Zoning

Committee Master Plan Committee and 50th Anniversary Committee

BY MAIL: ATTN: TOWN SECRETARY

TOWN OF DOUBLE OAK  
 320 WAKETON ROAD  
 DOUBLE OAK, TEXAS 75077

BY FAX: (972) 539-9613

BY E-MAIL: [townhall@doubleoak.texas.gov](mailto:townhall@doubleoak.texas.gov)



P.O. Box 180953 Arlington, TX 76096  
817-467-7003/F817-465-1665  
www.midwaysealcoating.com

## Proposal

July 27, 2022

City of Double Oak  
ATTN: Mike Donnelly  
Double Oak, TX  
214-448-9337  
[von.beougher@doubleoak.Texas.gov](mailto:von.beougher@doubleoak.Texas.gov)

City of Double Oak streets

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### Asphalt Roads

Ridge Briar	\$3,000.00
Meadowknoll Drive	\$6,300.00
Trailing Oaks	\$1,900.00
Shady Hill	\$2,800.00
Green Ridge	\$1,900.00
South Woodland	\$1,500.00
North Woodland	\$5,700.00
Oak Grove Circle	\$2,300.00
<b>Total:</b>	<b>\$25,400.00</b>

*Note:*

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**\*\* PLUS: APPLICABLE SALES TAX / RESALE CERTIFICATE. \*\***

By signing this document, both parties acknowledge to have read, understand & agree to the above.  
I have read and agree with the terms and conditions of this contract.

Signed \_\_\_\_\_ Lawrence Otto \_\_\_\_\_

Accepted \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_



elsewhere herein, for the common good and benefit and to serve the public convenience and necessity the citizens of the TOWN. The AGENCY shall:

- a) provide first responder fire protection, fire prevention and firefighting services within TOWN limits of Double Oak, Texas, Denton County, Texas, and may enter into mutual aid agreements with other fire departments and agencies;
- b) provide first responder ambulance, mobile intensive care unit and patient transport services;
- c) submit statements on the Texas Fire Incident Reporting System standardized forms to the State Department of Insurance, Austin, Texas. The AGENCY will also remain a member in good standing of a certified training agency of the State of Texas, i.e., State Fireman's and Fire Marshal's Association and/or Texas Commission on Fire Protection. AGENCY shall participate in the Texas Fire Chief's Association Best Practices Program and will provide status updates to TOWN;
- d) adopt and implement a hazardous waste disposal program, which shall provide public education and training on the collection, containment and disposal of household hazardous waste;
- e) adopt and implement a home inspection program in which citizens may request home inspections and education on the use and maintenance of home-based fire alarm and suppression systems, fire safety devices and fire alarms;
- f) establish a Rescue Squad, staffed by AGENCY personnel, designed and intended to provide immediate response to medical and non-fire related rescues and emergencies;
- g) acquire, keep and maintain equipment and trained personnel able to effectively accommodate and suppress electric motor vehicle fires and explosions;
- h) cooperate with TOWN on the adoption and implementation of a registration program whereby electric vehicles owned by residents will be registered with the AGENCY or TOWN in order to assist in identifying locations of special fire hazards and where special firefighting equipment or techniques will be required;
- i) provide reports to the TOWN's governing body, at least monthly, showing:
  - a. estimated call response times by call nature;
  - b. call volumes;
  - c. training accomplishments;
  - d. equipment purchases; and
  - e. storm clean-up updates and progress reports; and
- j) continue to actively participate in the TOWN's annual July 4<sup>th</sup> parade/picnic and Santa Claus programs.

3. Facilities and Public Service Programs. It is further agreed that the TOWN provides the AGENCY use of real property at 1110 Cross Timbers, Double Oak, Texas by which the AGENCY has built and improved a facility (fire station) therein, which real property is accepted for use by AGENCY as is and with all faults. AGENCY assumes all risk, responsibility and liabilities arising from its use and occupancy of the real property and agrees to indemnify and hold harmless TOWN from and against any and all claims, demands, losses, damages and liabilities arising from its use and occupancy of the real property. Alcohol and non-prescription drugs shall be prohibited on the premises.

It is recognized that the officers and members of AGENCY's Fire Department have duties and responsibilities which include the rendition of fire protection services, and it shall be the responsibility and within the sole discretion of the officers and members of said Fire Department to determine priorities in the dispatching and use of such equipment and personnel, and the judgment of any such officer or member as to any such matter shall be the final determination.

4. Compensation. For the services hereinabove stated, TOWN agrees to pay the AGENCY for the full performance of this Agreement amounts budgeted annually by the TOWN subject to appropriations. The annual budgeted amount may be remitted to AGENCY in quarterly payments, the first such quarterly payment due within 30 days of September 1, 2022. AGENCY understands and agrees that payment by TOWN to the AGENCY shall be made in accordance with the normal and customary processes and business procedures of the TOWN, and conformance with the applicable state law, subject to proper budget appropriations. The amount to be paid by TOWN in any future year shall be subject to the TOWN's budget appropriations and may but need not exceed the amount due for the first year of this Agreement.

The TOWN further agrees that it shall provide and maintain workers compensation and comprehensive general liability coverage for AGENCY.

It is further agreed that the AGENCY shall use other means of fundraisers, solicitations and events as required in the TOWN to further raise funds for operations.

5. Liaisons. The TOWN shall designate the Mayor to act on behalf of the TOWN and to serve as "Liaison Officer" between TOWN and AGENCY. The Mayor or his designated substitute shall insure the performance of all duties and obligations of the TOWN herein stated, and devote sufficient time and attention to the execution of said duties on behalf of the TOWN in full compliance to the terms and conditions of this agreement and provide supervision of the TOWN's employees, agents, contractors, sub-contractors and/or laborers, if any, in the furtherance of the purposes, terms and conditions of the agreement for the mutual benefit of TOWN and AGENCY.

The AGENCY shall designate the Fire Chief to act on behalf of the AGENCY and to serve as the "Liaison Officer" between AGENCY and TOWN. The Fire Chief or his designated substitute shall ensure the performance of all duties and obligations of AGENCY as hereinafter stated, devote sufficient time and attention to the execution of said duties on behalf of AGENCY in full compliance with the terms and conditions of this agreement and shall provide immediate and direct supervision of the AGENCY employees, agents, contractors, sub-contractors and and/or

laborers, if any, in the furtherance of the purposes, terms and conditions of this agreement for the mutual benefit of AGENCY and TOWN.

6. Liability. TOWN agrees to and accepts full responsibility for the acts, negligence, and/or omissions of all TOWN officers, employees, and agents. AGENCY agrees to and accepts full responsibility for the acts, negligence, and/or omissions of all AGENCY officers, employees, and agents. TOWN and AGENCY understand and agree that liability under this Agreement is governed by the applicable provisions of the Texas Government Code and the Texas Local Government Code, as well as governmental, sovereign, official and qualified immunities. In providing services under this Agreement, AGENCY is fulfilling a governmental function of the TOWN.

7. Default and Termination. In event of any default in any of the covenants herein contained, this Agreement may be forfeited and terminated at either party's discretion if such default continues for a period of thirty (30) days. Written notice of such default and intention to declare this agreement terminated, shall be given to the other party at least thirty (30) days prior to the effective date of termination. Unless the default is cured within the thirty-day time, this Agreement shall terminate as if that were the day originally fixed herein for the expiration of this Agreement. This agreement may be terminated any time by either party giving ninety (90) days advance written notice to the other party. In the event of termination by either party, AGENCY shall be compensated pro rata for all services performed to termination date. Acceptance of such compensation shall not constitute a waiver of any claim that may otherwise arise out of this agreement.

8. Governmental Function. The fact that TOWN and AGENCY accept certain responsibilities related to the rendition of fire protection services under this agreement as part of their responsibility for providing protection for the public health makes it imperative that the performance of these vital services be recognized as a governmental function and that the doctrine of government immunity shall be and is hereby invoked to the extent possible under the law. Neither the AGENCY nor TOWN waives nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising from the exercise of government powers and functions. Nothing in this Agreement shall be construed so as to grant or confer any right or interest in any person not a party to this Agreement.

9. Entire Agreement. This agreement represents the entire and integrated agreement between AGENCY and TOWN and supersedes all prior negotiations, representations and/or agreements, either written or oral. This agreement may be amended only by written instruments signed by both AGENCY and TOWN.

10. Governing Law. This agreement and all of its terms and provisions, as well as the rights and duties of the parties hereto, shall be governed by the laws of the State of Texas. Exclusive venue of any action arising under this Agreement shall be in the courts of appropriate jurisdiction of Denton County, Texas.

11. Severability. In the event that any provision or portion of this Agreement may be determined to be invalid or unenforceable, it is the intent of the parties hereto that the remaining provisions shall remain valid and in full force and effect to the extent possible.

12. Authority. The undersigned officer and/or agents of the parties hereto are the properly authorized officials and have the necessary authority to execute this agreement on behalf of the parties hereto, and each party hereby certifies to the other that any necessary resolutions extending said authority have been duly passed and are now in full force and effect.

EXECUTED in duplicate originals, this the \_\_\_\_ day of \_\_\_\_\_, 2022.

TOWN OF DOUBLE OAK, TEXAS

DOUBLE OAK VOLUNTEER FIRE  
DEPARTMENT

By \_\_\_\_\_  
\_\_\_\_\_, Mayor

By \_\_\_\_\_  
\_\_\_\_\_, its \_\_\_\_\_

ATTEST:

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

DRAFT

## Town of Double Oak Approval / Check Signature Authorization Levels

<b>Expense Category</b>	<b>Check Signature Authorization Limits for Budgeted</b>	<b>Commitment / Approval Authorization Limits for Budgeted</b>
<b>Expense Category</b>	<b>Items <sup>1</sup></b>	<b>Items <sup>2</sup></b>
<b>Labor &amp; Related Benefits</b>	\$2,000	\$2,000
<b>Purchased Services</b>		
Legal Fees	\$4,500	\$4,500
Denton Appraisal District	Billed Amount	Billed Amount
Town Accountant	Billed Amount	Billed Amount
Building & Sanitation Insp.	\$2,000	\$2,000
Software Maintenance Agreements	\$3,000	\$3,000
Oil & Gas Well Insp.	\$8,500	\$8,500
Pipeline Insp.	\$7,500	\$7,500
All Other	\$2,000	\$2,000
<b>Streets &amp; Drainage</b>		
Professional Engineering Services	\$4,500	\$4,500
All Other	\$2,000	\$2,000
<b>Maintenance &amp; Operations</b>		
Utilities (Gas, Elect, Water, Tele)	Billed Amount	Billed Amount
All Items	\$2,000	\$2,000
<b>Supplies &amp; Printing</b>		
All Items	\$2,000	\$2,000
<b>Due, Subscriptions &amp; Training</b>		
All Items	\$2,000	\$2,000
<b>Vehicles &amp; Maintenance</b>		
Fuel	Billed Amount	Billed Amount
All Items	\$2,000	\$2,000
<b>Council Approved Expenditures</b>		
All Items	Amt. Specified	Amt. Specified <sup>5</sup>
<b>Other</b>		
Auto - Lease and Loan Payments	per Apprvd. Lease	per Apprvd. Lease
Advertising	\$2,000	\$2,000
Insurance - General Public	\$10,000	\$10,000
UTRWD Services	Billed Amount	Billed Amount
DOVFD	amount budgeted	amount budgeted per quarter
Petty Cash	\$500	\$500
All Other	\$2,000	\$2,000
<b>All Budgeted Purchases Including Credit Cards: <sup>3</sup></b>		
Training Expenses		\$2,000
All Other		\$2,000
Town Financial Investments	Unlimited for Investment Official(s) per Town Ordinances <sup>4</sup>	



Excluding any utility bill more than twice the average monthly bill for the preceeding 12-month period, any invoice where delaying payment would result in higher costs to the Town may be approved but will be distributed as part of the Consent Agenda at the next meeting.

All Other Budgeted Items are limited to \$2,000 for Commitment and Check Approval.

All Unbudgeted Items require Town Council Approval.

Emergency expenditures are limited to \$2,000 without Town Council Approval.

Two signatures required on all checks.

**Note 1 Approval Levels apply to the:**

**Mayor, Town and Assistant Town Secretaries and Town Treasurer**

**Note 2 Approval Levels apply to the:**

**Mayor, Town Secretary, Police Chief or their designees**

**Note 3 Approval Levels for:**

**Department Managers or their Designees.**

**Note 4 Requires Co-signature of Assistant Town Secretary**

**Note 5 Unless otherwise stated in motion, check does not have to come back to council for a second approval**

**However, contracts that are payable in installment payments with minimum payments or average payments of \$10,000 or more must.**

**Resolution amendment approved on 11-07-11**

**Resolution-amendment approved on 09-15-08**

**Resolution-amendment approved on 04-21-08**

**Resolution-amendment approved on 01-22-07**

## Expenditure Guidelines

- **Credit card use is limited to the amounts specified in the Expense Authorization Matrix (Matrix) and may not cause a budgeted line item to exceed the amount authorized in the currently approved Budget at any time during the year except as authorized by Ordinance. Use of any Credit Card is limited to its individual Line Of Credit and may not be exceeded independent of the Matrix.**
- **Individual authorized to use Town Credit Cards is limited to the Mayor, Department Heads and those individuals designated in an Authorization Memo signed by the Mayor or Department Head. The timeframe of the authorization shall be noted in the memo.**
- **All expenditures which will require a reimbursement by the Town to either an employee or other individual can be approved by the Mayor or Department Head and must be done so in advance. In no case shall the amount exceed the authorization levels indicated in the Matrix. Appropriate receipts must be presented to be eligible for a reimbursement.**
- **Any expenditure which will cause the Approved Budget to be exceeded or is above**

**the approval amounts indicated in the Matrix must be approved by the Town Council before any financial commitment is made except as allowed by Town Ordinances.**

- **All Travel related expenses and requests for reimbursement must be submitted on the Town Travel Reimbursement Form. Travel must be approved in advance by a level authorized to commit the Town to the total expenditure amount.**
- **Except for those expenditures authorized by Town Ordinances, the Individual making the commitment cannot be the authorizing individual. It must be approved by the level above the individual making the commitment. If the Mayor is making the commitment it must be approved by the Council.**
- **All checks written and Petty Cash Reimbursements will require an explanation of the expenditure, the name of the Requestor and the Approver either on the check stub (within the Town's Bookkeeping software) or on the Petty Cash receipt.**