



DOUBLE OAK

Town of Double Oak
Town Council –Public Meeting

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

Monday, September 19, 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

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

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

- II. Citizen Comments

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

1. Consideration, and action on minutes of August 15, 2022. *

- IV. Mayor, Council Members and Staff reports:

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

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

8. The Town Council will convene in executive session pursuant to Section 551.071, Texas Government Code (Legal Consultation) to seek advice and consultation from the Town Attorney on the use and distribution of Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund (SLFRF Funds) under the American Rescue Plan Act.
9. The Town Council may take any appropriate action on matters discussed during the executive session.

10. Presentation of SAFEbuilt by Lee Swain for plan review of services to support Public Works Department.
11. Discussion, consideration, and action of SAFEbuilt vendor and comparison to the contract with Steven Koehler.

Presentation: Deputy Mayor Pro Tem Schoenrade
12. **Public Hearing** on the proposed budget for fiscal year 2022-2023 *

Presentation: Town Treasurer Billie Garrett
13. Discussion on the 2022-2023 fiscal year budget and tax rate.

Presentation: Town Treasurer Billie Garrett
14. Discussion, consideration, and action on salary ranges within the Double Oak Police Department.

Presentation: Police Chief Ruben Rivas
15. Discussion, consideration, and action on base salary adjustments within the Double Oak Police Department.

Presentation: Police Chief Ruben Rivas
16. Council – staff announcements and comments:
17. Adjournment

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the Town Attorney, or on any other item covered under the code, on any agenda item listed herein.

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

I certify that the above notice of meeting was posted by Friday, September 16, 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 item is considered by the Town Council.

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

* Backup attached

UNAPPROVED-NOT FOR PUBLICATION

STATE OF TEXAS
COUNTY OF DENTON
TOWN OF DOUBLE OAK

The Double Oak Town Council met in regular session at 7:00 p.m. August 15, 2022, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

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, Assistant Police Chief Cassandra Gaines, Public Services Randall Anglin, and Assistant Town Secretary Lynn Jones.

Mayor Pro-Tem Johnson called the meeting to order at 7:00 p.m.

Council Member Whisenhunt gave the invocation and Council Member Hillyer lead the pledge of allegiance to the American and Texas flags.

II. CLOSED SESSION

Mayor Pro-Tem Johnson recessed in to closed session at 7:03 p.m.

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.

III. Reconvene Open Meeting

Mayor Pro-Tem Johnson reconvened into open session at 7:31 p.m.

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.

Motion Parsons, second Hillyer to approve the Police Vehicle Connectivity equipment, software, and services through Texas Department of Information Resources cooperative purchasing in an amount not to exceed \$10,000.00.

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

Motion Carried

IV. Citizens comments

Dave Hillyer, 170 Trailing Oak Dr. spoke in support of 24-7 police department and provide competitive wages and benefits.

Kennon Moffitt, 140 Shady Oaks Lane, spoke to the police department minimum wage, health benefits with reasonable copays.

Mary Johnson, 160 Forest Park Dr., voiced concerns about some signage around town sending the wrong message to the community.

Gary & Eileen Loskot, 230 Double Oaks Dr., voiced their support for 24-7 police force with good wages.

V. 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 August 1, 2022.
3. Proclamation in support of United Way of Denton County.

Motion Hillyer, second Whisenhunt to approve the consent agenda with a correction to the minutes to add Randall Anglin was also in attendance.

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

Motion Carried

VI. Mayor, Council Members and Staff reports:

4. Mayor and Council – Deputy Mayor Pro-Tem Schoenrade commended the DOVFD. Council Member Parsons asked about the Denton County Bond program and Mayor Pro-Tem Johnson assured Ms. Parsons that Double Oak is still on the program. Council Member Hillyer reported she had a good visit with Chief Bowen of the DOVFD and would like to be the council liaison.

5. Public Works - Code Enforcement – Animal Control - Randall Anglin, Public Services, talked about the extension of the intersection at Waketon Road and Cross Timbers and the projections for overlay on the West side of road. Mr. Anglin said the overlay would be approximately \$25,000. Mr. Anglin also commented on the striping of the parking lot at Town Hall with the possibility of using the County for the project. Mr. Anglin showed a Power Point presentation of current road repairs.

6. Administration – Town Secretary Eileen Kennedy reported she had communicated with TML regarding the town’s property insurance coverage. Revisions will be submitted, and TML will send updated declarations.

7. Public Safety – Assistant Police Chief Cassandra Gaines reported the loss of another officer, so the department is down three officers. Assistant Chief Gaines said the department is still waiting on the body cameras. Chief Gaines read several emails she received from residents regarding the police department. *

8. Roads and Drainage – Gary Goodman, Chair of the Roads and Drainage committee reported every road would be crack sealed every 5 years. The estimate for crack sealing will be \$40,000 per year.

VIII. New business agenda (consideration and action):

9. Discussion, consideration, and action on fiscal year 2022-2023 health insurance plan.

Pat Wellen, 140 Forest Park Drive, agreed the town should cover employees at 100% and employee dependents between 30-50%.

Motion Schoenrade to approve the Alternate II plan. The motion died for a lack of second.

Motion Parsons, seconded by Whisenhunt to approve Alternate I plan for health insurance.

AYE: Whisenhunt, Hillyer, Parsons, Johnson

NAY: Schoenrade

ABSTAIN: None

Motion Carried 4-1

10. Discussion, consideration, and action on the drainage easement on Park Lane at Shady Hill Lane.

David White, 240 Shady Hill, distributed a drainage/erosion control proposal for 240 Shady Hill Lane to the council.*

No action taken on this item.

11. Discussion, consideration, and action on exterior door replacement at Town Hall.

Motion Schoenrade, seconded by Hillyer to approve the replacement of three exterior doors at Town Hall using money in the Court Security Fund, Building Maintenance, and Council Contingencies.

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

Motion Carried

12. Discussion, action, and consideration for a new Siren to be placed at the corner FM407 and Simmons, \$27597.80 for equipment, installation, and first year preventative maintenance, plus \$3000 estimated for land survey

No action taken.

13. Discussion on an Agreement for Fire Protection Services.

No action taken.

14. Discussion, consideration, and action on an application received from Curtis Glover asking for appointment to the Cross Timbers Water Supply Corporation and an application received from Jean Hillyer asking for appointment to the 50th Anniversary Committee.

Motion Schoenrade, seconded by Hillyer to appoint Curtis Glover as liaison to the Cross Timbers Water Supply Corporation.

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

Motion Carried

No action taken on the application received from Jean Hillyer asking for appointment to the 50th Anniversary Committee.

15. Discussion, consideration, and action to appoint a qualified person to fill a vacancy in the office of mayor for the Town of Double Oak.

Motion Schoenrade to appoint Patrick Johnson to fill a vacancy in the office of mayor for the Town of Double Oak.

Motion failed for lack of a second.

No action taken and item will be moved to a future agenda.

16. Discussion, Consideration and action on Approval or Rejection of the Denton County Appraisal Districts (DCAD) Tax Rates for 2023 for Double Oak in reference to the Resolution of the Denton County Commissioners Courts Resolutions disapproval of the DCAD 2023 budget.

Emer Sanabria, Communication Liaison with the Denton Central Appraisal District, distributed a copy of the Appraisal District's 2023 Budget.*

Motion Hillyer, seconded by Parsons to adopt a resolution disapproving DCAD's 2023 budget.

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

Motion Carried

17. Discussion, consideration, and action on setting the public hearing dates for the proposed budget and tax rate.

Monday, August 22, 2022, at 7:00 p.m. was set as a special called meeting to set the public hearing dates for the proposed budget and tax rate.

Mayor Pro-Tem Johnson recessed the meeting at 10:18 p.m.
The meeting reconvened at 10:28 p.m.

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

Council Member Parsons went over the 2022-2023 budget for the Town Treasurer. There was much discussion and Monday, August 29, 2022, at 7:00 p.m. was set for a budget workshop.

19. Council – staff announcements and comments:

- Town Hall will be closed, Monday, September 5, 2022, in observance of Labor Day.

None

18. Adjournment

With no further business to come before the Council, motion Hillyer, second Parsons, the meeting was adjourned at 11:33 p.m.



Approved:

Patrick Johnson, Mayor Pro-Tem

Attest:

Eileen Kennedy, Town Secretary

Lynn Jones

From: Amy Houston via Double Oak, TX <cmsmailer@civicplus.com>
Sent: Monday, August 15, 2022 6:19 PM
To: Double Oak Town Hall
Subject: Town Concern: Police Department Funding

CAUTION: [EXTERNAL EMAIL]

Submitted on Monday, August 15, 2022 - 6:18pm by user: Anonymous

Submitted values are:

==Your Message Details==

Subject: Town Concern: Police Department Funding

Message:

My name is Amy Houston. My husband, David, and I have lived in Double Oak for the last three years. We are very proud of our community and appreciate the protection provided by our police department.

I have heard that our current police department is no longer receiving insurance benefits and there is a consideration to limit police coverage to citizen patrol at night in order to cut costs.

I feel very strongly that our police deserve to be treated with honor, respect, wages reflective of their service and sacrifice and insurance benefits.

I also feel that our community requires police presence at any time of day should the need arise. I am not comfortable with the idea of calling 911 at night only to have a citizen patrol respond when it's too late. In an emergency, seconds count which is why our first responders are needed.

I respectfully request that a proper salary, health insurance coverage and maintaining a police presence around the clock be the standard for our Double Oak Police Department.

Sincerely,
Amy Houston

==End==

==Your Contact Information==

Name: Amy Houston

E-mail Address: mrsamyhouston@gmail.com

Phone Number:

==Address==

Street:

City: Flower Mound

State: Texas

Zipcode: 75028

Lynn Jones

From: David Houston via Double Oak, TX <cmsmailer@civicplus.com>
Sent: Monday, August 15, 2022 6:20 PM
To: Double Oak Town Hall
Subject: Town Concern: Police Department Funding

CAUTION: [EXTERNAL EMAIL]

Submitted on Monday, August 15, 2022 - 6:20pm by user: Anonymous

Submitted values are:

==Your Message Details:==

Subject: Town Concern: Police Department Funding

Message:

My name is David Houston. My wife, Amy, and I have lived in Double Oak for the last three years. We are very proud of our community and appreciate the protection provided by our police department.

I have heard that our current police department is no longer receiving insurance benefits and there is a consideration to limit police coverage to citizen patrol at night in order to cut costs.

I feel very strongly that our police deserve to be treated with honor, respect, wages reflective of their service and sacrifice and insurance benefits.

I also feel that our community requires police presence at any time of day should the need arise. I am not comfortable with the idea of calling 911 at night only to have a citizen patrol respond when it's too late. In an emergency, seconds count which is why our first responders are needed.

I respectfully request that a proper salary, health insurance coverage and maintaining a police presence around the clock be the standard for our Double Oak Police Department.

Sincerely,
David Houston

==End==

==Your Contact Information:==

Name: David Houston

E-mail Address: mr.davidhouston@gmail.com

Phone Number

==Address:==

Street: -- Street --

City: Flower Mound

State: Texas

Zipcode: 75028

Lynn Jones

From: Laura Dutt via Double Oak, TX <cmsmailer@civicplus.com>
Sent: Monday, August 15, 2022 4:48 PM
To: Double Oak Town Hall
Subject: Town Concern

CAUTION: [EXTERNAL EMAIL]

Submitted on Monday, August 15, 2022 - 4:48pm by user: Anonymous

Submitted values are:

==Your Message Details:==

Subject: Town Concern

Message:

I have been a citizen of Double Oak for the past 20 years, and have always loved the small town atmosphere as well as the safe and secure sense of community. It was brought to my attention that the town was having a hard time recruiting police officers due to the lack of support, insurance benefits, and competitive salary rates.

In emergency situations, it is essential that we have the support of our local police department, and not have to count on our "TOWN CITIZENS", or ourselves to police our town. We all know crime in on the rise, and when word gets out that we do not have police on duty, Double Oak will be a hot spot for crime.

Please consider supporting our safety as well as our local police department!!!

==End==

==Your Contact Information:==

Name: Laura Dutt

E-mail Address: dutt4@verizon.net

Phone Numbe

==Address:==

Street

City: Double Oak

State: Texas

Zipcode: 75028

Lynn Jones

From: Rick and Tina Mound via Double Oak, TX <cmsmailer@civicplus.com>
Sent: Monday, August 15, 2022 8:51 AM
To: Double Oak Town Hall
Subject: Police Department

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: [EXTERNAL EMAIL]

Submitted on Monday, August 15, 2022 - 8:51am by user: Anonymous

Submitted values are:

==Your Message Details:==

Subject: Police Department

Message:

Good evening! Our message to the Town Council is that we do not want Citizen Patrol for Double Oak. We would like the council members to look at the budget and see where money can be taken to give to the budget to hire more police officers with a competitive salary and benefits. Thank you.

Rick and Tina Mound

Double Oak, Texas

==End==

==Your Contact Information:==

Name: Rick and Tina Mound

E-mail Address: Tinamound@aol.com

Phone Number

==Address:==

Street

City: Double Oak

State: Texas

Zipcode: 75077

Drainage/Erosion Control Proposals

For 240 Shady Hill (corner of Park Lane and Shady Hill)

The town of Double Oak is working through the process of re-paving Park Lane. There is a drainage issue at the southeast corner of Park and Shady Hill. The issue is the drainage ditch is several feet deep with very steep sides. The side closest to the road continues to erode and therefore cause the road to erode. (see pictures 1, 2, 3, 4)

The Public Service Coordinator for Double Oak (Randell Anglin) spoke with the home owner David White and indicated that they (the town) needed permission to do work on the ditch. He indicated the plan was to use concrete and rock to create a wall to eliminate erosion of the road. The home owner's wife indicated that she had spoken to him (Randell) and he had indicated that they were going to use riprap to control drainage. This is not what he and the home owner had discussed.

The owner has several different proposals for the council to consider:

- 1) Pipe in the ditch from Shady Hill to the driveway on Park Lane. (see picture #5) **(the homeowner will pay \$1000 toward the cost if this proposal is accepted)**
- 2) Leave the ditch open, but finish the sides and bottom in stone. (see picture #6)
- 3) Leave the ditch open but finish the sides and bottom similar to picture #7.
- 4) Finish the ditch as in picture #8.

The homeowners do not want a riprap structure in the ditch as it will continue to collect dirt and debris from upstream and it will require constant maintenance by the homeowner to keep it clear.



#1



#2

#3



#4



415



416



#7



#8



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

	<u>Oct '21 - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
400000 · Tax Revenue				
401101 · Current Property Taxes-M & O	1,214,009.06	1,221,954.00	-7,944.94	99.3%
401201 · Penalty & Interest	3,684.98	2,500.00	1,184.98	147.4%
401301 · Prior Year Property Taxes	3,080.74	2,000.00	1,080.74	154.0%
401315 · Sales Taxes	576,448.92	550,000.00	26,448.92	104.8%
401601 · Franchise-Cross Timbers Water	24,490.42	20,000.00	4,490.42	122.5%
401701 · Franchise-Cable TV	34,952.87	35,000.00	-47.13	99.9%
401801 · Franchise-Electric	96,384.50	95,000.00	1,384.50	101.5%
401805 · Franchise-Garbage	14,478.26	13,000.00	1,478.26	111.4%
401811 · Franchise-Gas	17,940.19	14,000.00	3,940.19	128.1%
401901 · Franchise-Telephone	780.80	2,000.00	-1,219.20	39.0%
Total 400000 · Tax Revenue	1,986,250.74	1,955,454.00	30,796.74	101.6%
420000 · Fines and Forfeitures				
420101 · Court Fines	109,251.10	130,000.00	-20,748.90	84.0%
Total 420000 · Fines and Forfeitures	107,311.10	130,000.00	-22,688.90	82.5%
430000 · Licenses and Permits				
430101 · Fences	1,650.00	1,275.00	375.00	129.4%
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	24,744.26	12,000.00	12,744.26	206.2%
430401 · Roofs	3,740.00	850.00	2,890.00	440.0%
430501 · Septic Systems	5,810.00	3,500.00	2,310.00	166.0%
430601 · Sprinkler Systems	425.00	600.00	-175.00	70.8%
430701 · Swimming Pools	3,460.00	1,625.00	1,835.00	212.9%
430801 · Water Wells	160.00	0.00	160.00	100.0%
430901 · Plats and Subdivision Fees	500.00	0.00	500.00	100.0%
Total 430000 · Licenses and Permits	69,086.51	50,500.00	18,586.51	136.8%
440000 · Other Revenue				
440101 · Administration Fees	847.96	1,500.00	-652.04	56.5%
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%
Total 440000 · Other Revenue	7,938.29	11,550.00	-3,611.71	68.7%

Profit & Loss Budget vs. Actual

October 2021 through September 2022

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
440300 · Charges for Services				
440301 · Lien Release	0.00	0.00	0.00	0.0%
440401 · Lot Mowing Fees	0.00	0.00	0.00	0.0%
440501 · Misc. Income	195.00	500.00	-305.00	39.0%
440601 · Sewage Service	16,957.73	25,000.00	-8,042.27	67.8%
440701 · Town Hall Rental Fees	50.00	0.00	50.00	100.0%
Total 440300 · Charges for Services	17,238.73	25,500.00	-8,261.27	67.6%
440400 · Park Funds				
440401A · Gazebo Funds	0.00	0.00	0.00	0.0%
Total 440400 · Park Funds	0.00	0.00	0.00	0.0%
440500 · Carry Over from previous year	0.00	0.00	0.00	0.0%
Total Income	2,187,825.37	2,173,004.00	14,821.37	100.7%
Gross Profit	2,187,825.37	2,173,004.00	14,821.37	100.7%
Expense				
510000 · Town Administration				
521000 · Town Salary Adjustments	0.00	0.00	0.00	0.0%
521012 · Attorney Fees	13,621.38	20,000.00	-6,378.62	68.1%
521033 · Custodial Services	5,139.96	8,000.00	-2,860.04	64.2%
521041 · Denton Central Appraisal Dist	7,161.76	7,100.00	61.76	100.9%
521050 · Election Expense	4,063.24	5,500.00	-1,436.76	73.9%
521051 · Electricity	5,666.04	5,500.00	166.04	103.0%
521060 · Financial Auditors	10,000.00	10,000.00	0.00	100.0%
521070 · Natural Gas	1,168.80	1,500.00	-331.20	77.9%
521073 · Printer Copier	5,097.85	6,000.00	-902.15	85.0%
521133 · Ordinance Codification	395.00	3,000.00	-2,605.00	13.2%
521160 · Postage	2,515.97	3,000.00	-484.03	83.9%
521200 · Tax Billing Expense	1,207.00	1,300.00	-93.00	92.8%
521201 · Communications	9,670.72	11,000.00	-1,329.28	87.9%
521220 · Water	1,689.42	2,500.00	-810.58	67.6%
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	29,075.00	29,075.00	0.00	100.0%
Total 510000 · Town Administration	97,184.14	118,475.00	-21,290.86	82.0%
520000 · Administrative				
521010 · Advertising	1,523.10	1,600.00	-76.90	95.2%
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	24,120.17	25,000.00	-879.83	96.5%
521032 · Council Contingency	13,500.00	11,407.06	2,092.94	118.3%
521034 · Technology Fund	2,036.03	4,000.00	-1,963.97	50.9%
521074 · Meetings	101.76	300.00	-198.24	33.9%
521075 · Goodwill	1,261.68	500.00	761.68	252.3%
521076 · Incentive Pay	1,442.25	1,500.00	-57.75	96.2%
521090 · General Liability Insurance	3,521.74	3,200.00	321.74	110.1%
521091 · Health/Dental/Life Insurance	15,385.92	18,080.68	-2,694.76	85.1%
521130 · Membership & Dues	515.00	2,000.00	-1,485.00	25.8%
521131 · Car Maintenance-Fuel-Travel	0.00	0.00	0.00	0.0%
521150 · Office Supplies	4,887.96	7,000.00	-2,112.04	69.8%
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%

Profit & Loss Budget vs. Actual

October 2021 through September 2022

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
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	14,281.61	11,970.00	2,311.61	119.3%
521172 · TWC Unemployment Insurance	3,049.76	2,400.00	649.76	127.1%
521190 · Town Secretary Salary	77,833.25	80,946.67	-3,113.42	96.2%
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	70,143.33	71,688.86	-1,545.53	97.8%
521195 · Overtime	4,290.29	5,000.00	-709.71	85.8%
521196 · TMRS-Retirement	10,968.04	13,125.00	-2,156.96	83.6%
521202 · Training Seminars	1,485.00	2,000.00	-515.00	74.3%
Total 520000 · Administrative	256,052.28	272,818.27	-16,765.99	93.9%
530000 · Public Works				
521021 · Building Repair/Remodeling	2,084.53	5,000.00	-2,915.47	41.7%
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	18,850.00	18,000.00	850.00	104.7%
530101 · Public Works Director Salary	30,707.18	70,000.00	-39,292.82	43.9%
530102 · Public Works Director TMRS	1,870.47	5,670.00	-3,799.53	33.0%
530103 · Public Works Director FICA	2,133.72	5,355.00	-3,221.28	39.8%
530104 · Public Works Director (H/D/L)	5,435.06	2,000.00	3,435.06	271.8%
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	53,500.00	0.00	53,500.00	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-TML	747.68	700.00	47.68	106.8%
530125 · Council Discretionary Fund	0.00	0.00	0.00	0.0%
530150 · Grounds Maintenance	6,784.20	8,500.00	-1,715.80	79.8%
530151 · Grounds Equipment	191.70	0.00	191.70	100.0%
530175 · Equipment Repair/Maintenance	0.00	0.00	0.00	0.0%
530180 · Minor Equipment	458.32	0.00	458.32	100.0%
530200 · Lot Mowing/Tree Trim Service	1,350.00	9,000.00	-7,650.00	15.0%
530201 · Public Works Training	0.00	1,000.00	-1,000.00	0.0%
530202 · Longevity Pay- Public Works	0.00	0.00	0.00	0.0%
530203 · Vehicle Payment	0.00	0.00	0.00	0.0%
530204 · Vehicle Maintenance	1,975.30	500.00	1,475.30	395.1%
530205 · Vehicle Fuel	985.02	1,800.00	-814.98	54.7%
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	1,692.36	3,000.00	-1,307.64	56.4%
530231 · Other Supplies	435.06	1,000.00	-564.94	43.5%
530235 · Printing	184.34	0.00	184.34	100.0%
530240 · Postage	0.00	0.00	0.00	0.0%
530245 · Computer Support	15,429.53	17,000.00	-1,570.47	90.8%
530250 · Health Inspector	1,134.01	1,000.00	134.01	113.4%
530260 · Septic Inspections	4,190.00	5,000.00	-810.00	83.8%
530270 · Sewage Services	18,718.86	25,000.00	-6,281.14	74.9%
530271 · Vehicle Reimbursement	0.00	0.00	0.00	0.0%
530272 · Incentive Pay	276.84	0.00	276.84	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	499.82	700.00	-200.18	71.4%

Profit & Loss Budget vs. Actual

09/16/22

Accrual Basis

October 2021 through September 2022

	Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
531020 · Credit Card Convenience Fee	0.00	0.00	0.00	0.0%
531201 · Weather Siren	0.00	7,500.00	-7,500.00	0.0%
Total 530000 · Public Works	176,327.12	190,325.00	-13,997.88	92.6%
540000 · Streets and Drainage				
540019 · Engineering General	22,805.48	40,000.00	-17,194.52	57.0%
540060 · Crack Seal & Potholes	1,296.81	35,000.00	-33,703.19	3.7%
540110 · Current Year Road Repairs	20,887.38	200,000.00	-179,112.62	10.4%
540111 · Prior Year Road Repairs	0.00	0.00	0.00	0.0%
540155 · MS4 Stormwater	7,500.00	7,500.00	0.00	100.0%
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%
Total 540000 · Streets and Drainage	53,277.62	285,500.00	-232,222.38	18.7%
550000 · Police Department				
550120 · Capital Equipment (Auto)	0.00	0.00	0.00	0.0%
550135 · Computer Equip/Supplies/SW Main	47,157.08	41,500.00	5,657.08	113.6%
550140 · Equipment Repair & Maintenance	200.00	1,200.00	-1,000.00	16.7%
550145 · Health/Dental/Life Insurance	109,513.89	134,607.15	-25,093.26	81.4%
550219 · Membership Dues	270.00	900.00	-630.00	30.0%
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	4,124.20	6,000.00	-1,875.80	68.7%
550250 · Postage	0.00	0.00	0.00	0.0%
550251 · Printing	649.30	900.00	-250.70	72.1%
550252 · Police Chief Salary	94,361.50	98,135.97	-3,774.47	96.2%
550253 · Police Asst. Chief Salary	83,868.25	87,222.89	-3,354.64	96.2%
550254 · Police Officers' Salary	330,150.58	425,440.00	-95,289.42	77.6%
550255 · Administrative Assistant PD	0.00	0.00	0.00	0.0%
550256 · Crossing Guard	4,533.30	7,000.00	-2,466.70	64.8%
550257 · Police Department Overtime	9,658.23	5,000.00	4,658.23	193.2%
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	8,258.44	9,600.00	-1,341.56	86.0%
550271 · Salaries Benefits - FICA	38,290.12	46,726.10	-8,435.98	81.9%
550275 · Salaries Benefits - TMRS	36,964.44	49,474.00	-12,509.56	74.7%
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%
550280 · Communications	12,086.64	14,000.00	-1,913.36	86.3%
550281 · Training	14,926.32	24,000.00	-9,073.68	62.2%
550286 · Training Ammo	5,799.50	5,000.00	799.50	116.0%
550290 · Uniforms	16,861.69	24,000.00	-7,138.31	70.3%
550291 · Patrol Equipment	5,052.17	7,000.00	-1,947.83	72.2%
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	1,648.44	1,000.00	648.44	164.8%
550300 · Vehicle Fuel	11,316.18	25,000.00	-13,683.82	45.3%
550400 · Vehicle Repair & Maintenance	10,351.64	13,500.00	-3,148.36	76.7%
Total 550000 · Police Department	880,472.37	1,074,204.11	-193,731.74	82.0%

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

	<u>Oct '21 - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
560000 · Municipal Court				
560010 · Judges Services	6,250.00	10,000.00	-3,750.00	62.5%
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	4,675.00	10,000.00	-5,325.00	46.8%
560025 · Other Professional Services	170.00	0.00	170.00	100.0%
560026 · Court Clerk - Salary	62,592.15	63,594.96	-1,002.81	98.4%
560027 · Court Clerk- FICA	4,984.00	4,386.19	597.81	113.6%
560028 · Court Clerk - TMRS	4,829.74	4,810.04	19.70	100.4%
560029 · Court Clerk Ins (H/D/L)	7,815.00	9,385.43	-1,570.43	83.3%
560030 · Court Clerk - Longevity	845.00	845.00	0.00	100.0%
560031 · Overtime	4,012.75	5,000.00	-987.25	80.3%
560035 · Court Supplies, Equip & S/W Main	3,515.68	13,000.00	-9,484.32	27.0%
560055 · Membership Dues	0.00	120.00	-120.00	0.0%
560076 · Incentive Pay	600.06	600.00	0.06	100.0%
Total 560000 · Municipal Court	100,289.38	121,981.62	-21,692.24	82.2%
570000 · Double Oak Vol. Fire Department				
570010 · DOVFD Capital Equip Contributio	0.00	0.00	0.00	0.0%
570020 · DOVFD Operations Contribution	100,000.00	100,000.00	0.00	100.0%
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%
Total 570000 · Double Oak Vol. Fire Departm...	110,929.89	109,700.00	1,229.89	101.1%
Total Expense	1,674,532.80	2,173,004.00	-498,471.20	77.1%
Net Ordinary Income	513,292.57	0.00	513,292.57	100.0%
Net Income	513,292.57	0.00	513,292.57	100.0%

Town of Double Oak
Balance Sheet
As of September 16, 2022

	Sep 16, 22
ASSETS	
Current Assets	
Checking/Savings	
102302 · Independent Bank Money Market	1,967,534.34
102303 · Independent Bank Checking	50,947.51
102304 · Police Leose 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
Total Checking/Savings	2,450,840.37
Accounts Receivable	
106100 · Accounts Receivable	42,099.35
Total Accounts Receivable	42,099.35
Other Current Assets	
104100 · Bartonville Water Certificate	2,000.00
106150 · Interest Receivable	225.00
106400 · Employee Receivables	-66.09
106700 · Property Taxes Receivable	10,443.89
106900 · Prepaid Costs	20,132.44
Total Other Current Assets	32,735.24
Total Current Assets	2,525,674.96
TOTAL ASSETS	2,525,674.96
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202000 · Accounts Payable	7,881.27
Total Accounts Payable	7,881.27
Other Current Liabilities	
106300 · Allowance for Uncoll Taxes	10,443.89
200000 · Payroll Liabilities	
201500 · TMRS Payable	6,032.80
202507 · Dependant Health Care Cover...	-1,881.17
202508 · AFLAC Deduction	467.64
202509 · Child Support Withholding Or...	111.85
202513 · Vision Insurance	479.79
202516 · Dependent Life Insurance	448.60
200000 · Payroll Liabilities - Other	-101.64
Total 200000 · Payroll Liabilities	5,557.87

Town of Double Oak
Balance Sheet
As of September 16, 2022

	Sep 16, 22
200504 · Town Hall Reservation Deposits	700.00
201250 · Cr Card Fees/Collection Charges	524.82
202250 · Town Hall Renovations	200.00
202501 · Court Fees & Fines Due State	53,667.41
202502 · Technology Fees	2,519.94
202503 · Court Security Fees	26,788.74
202504 · Police LEOSE Training Account	855.42
202506 · Child Safety Fund	3,673.46
202511 · Omnibase Fees Due	337.43
202512 · Court Collections	-12,698.84
202760 · Time Payment Reimbursement F...	508.15
203002 · Park Fund Account	209.54
203006 · CARES - CLFRF - SLFRF Funds	-3,834.37
203060 · Waketon Road Reconstruction	-17,660.84
203090 · Waketon Road-Town of Double ...	-64,722.17
2050000 · Accrued Payroll	22,774.04
205555 · Police Grants	347.25
206250 · Sewer System Maintenance	9,977.99
206500 · Police-Chapter 59	8.68
208000 · Golf Tournament	44.85
2110 · Direct Deposit Liabilities	-254.37
Total Other Current Liabilities	39,968.89
Total Current Liabilities	47,850.16
Total Liabilities	47,850.16
Equity	
3000 · Fund Balances	209,371.05
3100 · Town Contingency	100,000.00
3150 · Stormwater Structures Fund	100,000.00
3200 · Road Contingency	150,000.00
3250 · Denton County Bond Project Fund	120,000.00
3450 · Town Hall Technology Fund	40,000.00
3550 · TCEQ MS4 (5-year) Fund	20,000.00
3600 · Street and Drainage Fund	210,792.58
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	538,292.57
Total Equity	2,477,824.80
TOTAL LIABILITIES & EQUITY	2,525,674.96

Lynn Jones

From: Connie Schoenrade
Sent: Tuesday, September 6, 2022 6:44 PM
To: Lynn Jones
Subject: FW: SAFEbuilt Plan Review & Inspections for Double Oak
Attachments: Texas Fee Schedule - 55% (HB852).docx; Swain_Lee (5).pdf; Williams_Darren.pdf

Please print for council to review.

From: Lee Swain <lswain@safebuilt.com>
Sent: Tuesday, September 6, 2022 5:29 PM
To: Connie Schoenrade <connie.schoenrade@doubleoak.texas.gov>
Subject: FW: SAFEbuilt Plan Review & Inspections for Double Oak

CAUTION: [EXTERNAL EMAIL]

From: Lee Swain
Sent: Tuesday, September 6, 2022 4:55 PM
To: connie.schoenrade@doubleoak.gov
Subject: SAFEbuilt Plan Review & Inspections for Double Oak

Connie,

Good afternoon, and thank you for the phone call. SAFEbuilt would be very interested in providing our building and plan review services for Double Oak. We currently are providing these services for the Town of Argyle, Town of Northlake, Town of Ponder, City of Newark, Town of Krum, City of Keller, and Southlake.

We do not charge a monthly fee and are only paid for the work that we are assigned. Every inspector and plans examiner is International Code Council certified and the inspectors have the State Plumbing Inspectors license. We have several MCP's on staff which is highest level of certification one can attain. The majority of our staff have worked for cities in their career so they understand the municipal process. We work with so many different cities we can share what works well for some of them and help you integrate that in into the cities day to day operations. We take great pride in providing the best customer service in the industry. Not only to our clients but with the trades and homeowners in the field always trying to come from a place of help. I have attached a sample fee schedule, and inspector resumes for your review. I would love to attend a council meeting to take questions from city staff and council.

For over the permit counter residential trade permits example re-roofs, water heater change outs would be \$70.00 per site visit and commercial trade permits would be \$85.00 per site visit. A new SFR would be \$810.00 for the first 1500sf then \$.33 per sf. The plan review is included in this fee.

We appreciate this opportunity!

Lee Swain, ICC Combination Residential/Commercial Inspector

Texas Business Development Lead

SAFEbuilt/Countywide/Winston Services

c: 214-471-7675

lswain@safebuilt.com

TSBPE 2592

Countywide Inspection Requests: Inspections@CWISTX.com

Winston Services Inspection Requests: Inspections@WinstonServices.com

www.SAFEBuilt.com

TEXAS FEE SCHEDULE – 55%

Commercial and Multi-Family Construction Plan Review	
Project Valuation	Fee
\$1.00 to \$10,000	\$40.00
\$10,001 to \$25,000	\$61.63 for the first \$10,000 plus \$4.76 for each additional \$1,000; or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$133.03 for the first \$25,000 plus \$3.43 for each additional \$1,000; or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$218.88 for the first \$50,000 plus \$2.38 for each additional \$1,000; or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$337.88 for the first \$100,000 plus \$1.90 for each additional \$1,000; or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$1,099.46 for the first \$500,000 plus \$1.62 for each additional \$1,000; or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$1,906.98 for the first \$1,000,000 plus \$1.07 for each additional \$1,000; or fraction thereof

Commercial and Multi-Family Construction Inspection	
Project Valuation	Fee
\$1.00 to \$10,000	\$70.00
\$10,001 to \$25,000	\$99.67 for the first \$10,000 plus \$7.70 for each additional \$1,000; or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$215.19 for the first \$25,000 plus \$5.56 for each additional \$1,000; or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$354.06 for the first \$50,000 plus \$3.85 for each additional \$1,000; or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$546.56 for the first \$100,000 plus \$3.03 for each additional \$1,000; or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$1,778.56 for the first \$500,000 plus \$2.61 for each additional \$1,000; or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$3,084.81 for the first \$1,000,000 plus \$1.73 for each additional \$1,000; or fraction thereof

One & Two Family Residential Construction Plan Review and Inspection	
Square Footage	Fee
0 to 1500 square feet	\$810.00
1501 to 10,000 square feet	\$810.00 for the first 1500 square feet plus \$0.33 for each additional square foot up to and including 10,000 square feet
Over 10,000 square feet	\$3,700.00 for the first 10,000 square feet plus \$0.13 for each additional square foot over 10,000 square feet

Trade Permit Inspection for Commercial Remodel/Addition (Mechanical, Electrical, Plumbing Inspection)	
Service Description	Fee
Commercial Trade Permit	\$85.00 per inspection

Trade Permit Inspection – Examples: water heater replacement, HVAC unit replacement (Mechanical, Electrical, Plumbing Inspection)	
Service Description	Fee
Trade Permits	\$70.00 per inspection

DARREN WILLIAMS

Inspector

Darren has 34 years of experience in the building and construction industry. Several major projects he has performed inspections on include M&H Foods, Sams Wholesale, Wal-Mart, Five Star Ford, and North Hills Mall Expansion. Prior to working with Countywide Inspection Services Darren was a building inspector for North Richland Hills for 18 years.

ICC CERTIFICATIONS

ICC / AACE Property Maintenance
and Housing Inspector
Master Code Professional
Fire Plans Examiner
Building Inspector
Residential Plans Examiner
Combination Inspector
Residential Energy Inspector/Plans
Examiner
Commercial Energy Inspector
Commercial Mechanical Inspector
Electrical Inspector
Accessibility Inspector/Plans
Examiner
Building Plans Examiner
Plumbing Inspector
Mechanical Inspector
Residential Combination Inspector
Residential Mechanical Inspector
Certified Building Official
Commercial Combination Inspector
Plumbing Plans Examiner Building
Code Specialist
Plumbing Code Specialist

STATE OF TEXAS LICENSES

State Plumbing Inspector

PROFESSIONAL ACTIVITIES

International Code Council-Member

WORK EXPERIENCE

- **Inspector, SAFEbuilt, LLC | 2019 to Present**
 - Perform assigned field inspections in accordance with adopted codes.
 - Collaborate with other inspectors to discuss code information and code interpretations to help ensure consistency of inspections.
 - Interpret and enforce the adopted building codes in a consistent manner for each jurisdiction assigned.
 - Document inspection results so that the information is clear, concise, complete, and understandable.
 - Perform inspections for existing client jurisdictions while identifying areas for improvement in customer service levels and implement changes with the approval of the Building Official.
 - Suggest/recommend procedures to improve operations.
 - Answer code related questions from builders and the general public.
 - Schedule/assign inspections, complete/result inspection tickets, generate and print out inspection tickets in jurisdiction relevant software package.
 - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
 - Compensation for attending board and planning meetings after normal work hours is addressed under SAFEbuilt Ambassador Program.
 - Attend scheduled training.
 - Execute sound safety practices in the execution of daily activities and wear proper safety equipment at job sites. Keep safety equipment in proper working condition and notify supervisor of any malfunctioning or missing safety equipment.
- **Independent Project Superintendent for Several Companies | 2004 to 2013**
- **Commercial Inspector, City of North Richland Hills | 1997 to 2004**

LEE SWAIN

Client Liaison/
Building Inspector

LICENSES AND CERTIFICATIONS

TX State Licensed Plumbing Inspector
Texas State Medical Gas Endorsement
Texas State MRFPS Endorsement
Texas State Licensed Residential
Wireman Electrician
Texas State Licensed Code
Enforcement Officer
ICC Residential Combination
Inspector
ICC Residential Electrical Inspector
ICC Residential Plumbing Inspector
ICC Residential Mechanical Inspector
ICC Residential Building Inspector
ICC Residential Energy Inspector/
Plans Examiner
ICC Commercial Combination
Inspector
ICC Commercial Mechanical Inspector
ICC Commercial Plumbing Inspector
ICC Commercial Building Inspector
ICC Commercial Energy Inspector
ICC Commercial Electrical Inspector
ICC Plumbing Plans Examiner
TREC Licensed Residential Inspector
Certified Vocational Instructor

WORK EXPERIENCE

- **Client Liaison/Building Inspector, SAFEbuilt, LLC** | 2018 to Present
 - Work closely with the operations teams to expand client relationships
 - Develop trusted relationships with client leaders that have meaningful impact to their communities.
 - Establish SAFEbuilt and yourself as a credible, trusted advisor on community development services.
 - Create and present market and competitively differentiated solutions that SAFEbuilt can deliver and support by working closely with operations and all departments.
 - Prepare and respond to all target account requests for proposals, company information, and presentations on the company's capabilities that distinguishes SAFEbuilt from competition.
 - Successfully transition new logo client's to operations for effective client service delivery.
 - Maintain client databases and provide reporting and forecasting as required.
 - Perform assigned field inspections in accordance with adopted codes.
 - Collaborate with other inspectors to discuss code information and code interpretations to help ensure consistency of inspections.
 - Interpret and enforce the adopted building codes in a consistent manner for each jurisdiction assigned.
 - Document inspection results so that the information is clear, concise, complete, and understandable.
 - Perform inspections for existing client jurisdictions while identifying areas for improvement in customer service levels and implement changes with the approval of the Building Official.
 - Suggest/recommend procedures to improve operations.
 - Answer code related questions from builders and the general public.
 - Schedule/assign inspections, complete/result inspection tickets, generate and print out inspection tickets in jurisdiction relevant software package.
 - Attend town board meetings, planning meetings or pre-construction meetings as required or requested.
 - Compensation for attending board and planning meetings after normal work hours is addressed under SAFEbuilt Ambassador Program.
 - Attend scheduled training.
 - Execute sound safety practices in the execution of daily activities and wear proper safety equipment at job sites. Keep safety equipment in proper working condition and notify supervisor of any malfunctioning or missing safety equipment.
- **Inspection Services Manager, Business Development Manager, Bureau Veritas** | 2004 to 2018
 - Conducted and completed electrical, mechanical, plumbing, framing, and foundation inspections on residential and commercial projects within assigned areas. Enforced all local ordinances and city codes. Worked with city staff and superintendents in the field to help them build safe structures that met the minimum code standards. Developed relationships with city staff, attended council meetings, educated vendor trades on code compliance to minimize

risk, and made presentations. Promoted to manager in 2010 supervising 6 full-time and 1 part-time inspectors. Assigned their daily routes, conducted performance reviews, scheduled in the field training and conducted business development meetings. Assigned the Building Official duties for the City of Murphy. Handled field inspections, administrative duties, conducted pre-development and pre-construction meetings. Handled all the in house plan review and assist with issuing permits.

- **Code Enforcement Officer**, City of Anna (Part-time) | 2003 to 2010
 - Enforced the property maintenance code which included writing violation letters and making contact with property owners. Advised property owners of violations and negotiated terms to allow reasonable time to cure. Writing citations when property owners failed to comply with violation terms and representing the city on disputes.
- **Building Inspector**, City of Anna | 2003 to 2004
 - Conduct and complete electrical, mechanical, plumbing, framing, and foundation inspections on residential and commercial projects within the city. Enforced local ordinances, and city codes.
- **Building Inspector**, City of Carrollton | 2003 to 2004
 - Conduct and complete electrical, mechanical, plumbing, framing, and foundation inspections on residential and commercial structures throughout the city. Project Manager on numerous commercial, and apartment projects. Additional duties included enforcement of the property maintenance code, making contact with the property owners, and issuing violations.
- **Building Inspector**, City of Frisco | 1999 to 2003
 - Duties included performing inspections in all phases of residential and commercial construction. Working with building superintendents to ensure the projects under construction meet the requirements of the building code. Also worked as a Code Enforcement Officer to ensure existing homes met the minimum standards of the property maintenance code.
- **Home Inspector**, Home Tech Residential Inspections | 1997 to 1999
 - Perform construction inspections on new and older homes. Prepare a computer report of the inspection findings. Look for and report any building defects, safety hazards of code violations. Give the home buyers and real estate agents a verbal and typed report regarding the inspection findings. Make recommendations for repairs.
- **Police Officer**, Fayetteville Police Department | 1993 to 1997
 - Patrol a zone in the city of Fayetteville North Carolina enforcing state laws and city ordinances. Make arrests, book prisoners, prepare cases for court and testify when requested. Served as a member, of the Fayetteville Police Department Emergency Response Team for two years.
- **Detention Deputy**, Wake County Sheriff's Department | 1991 to 1993
 - Employed as a Detention Deputy for the Wake County Sheriff's Department and was responsible for the care, welfare, and supervision of individuals detained in the county jail. Transported individuals to court, and other areas within the jail. Worked in direct supervision of juvenile, and maximum custody inmates for one year.
- **Marine**, United States Marine Corps | 1986 to 1991
 - Served as a Marine Corps Squad Leader. Learned survival and combat battle field tactics. Served in Operation Desert Storm 8/1990 to 4/1991. Received Navy Achievement Medal, combat action ribbon, good conduct medal, and sea service deployment ribbon. Meritoriously promoted to Lance Corporal upon graduation of boot camp and also meritoriously promoted to sergeant at end of Operation Desert Storm.



Denton Central Appraisal District
 3911 Morse Street
 Denton, TX 76208

 (940) 349-3800

 www.dentoncad.com

BUDGET HANDOUT

2023 Budget Information

Total 2023 budget amount - \$17,997,944

Increase to the Denton County Entities - 15.02%

Largest increases - full-time employees (18), ARB Members, technology, seasonal labor

2022 Protest Period Work Completed - April 17 - July 15 (62 business days)

373,883 Accounts Valued and Mailed a Notice	7,310 Business Renditions Processed
80,177 Protests Evaluated & Settled	300 Leased Accounts Processed
23,066 ARB Hearings Held	205 Open Record Requests Answered
1,410 ARB Hearings Rescheduled	4,686 Appointment of Agents Entered
59,305 Phone Calls Received & Answered	18,688 Ownership Changes Made
9,850 Hours of Incoming & Outgoing Calls	6,630 Permits Processed
28,130 Helpdesk Tickets Answered	136 UDI's Created
15,046 People Walked-In Needing Assistance	2,402 Sales Entered
7,497 Homestead Applications Processed	746 New 2023 Accounts Created
2023 Budget	2021 Financial Audit
2022 Monthly Financials	2022 Quarterly Allocations
2022 Appraisal Manual	2023-2024 Reappraisal Plan
2021 Property Value Study	2023 Strategic Plan
Weekly Preliminary Totals	2023 Depository Bid

Over 6,000 hours of overtime was worked by 83 full-time employees, plus 25 temps working 40 hr weeks.

This is NOT for an entire year, this is 62 business days worth of work.

18 full-time employees in 2023 will definitely help us, but still not make us whole.

The International Association of Assessing Officers (IAAO) recommends 3,100 Parcels per Appraiser -

In 2022, DCAD is averaging 11,268 parcels per appraiser (462,000 parcels / 41 appraisers)

In 2023, DCAD will average 9,500 parcels per appraiser (475,000 parcels / 50 appraisers)

In 2021, DCAD had 47-62 less employees than comparable CAD's, plus doing double the work

Comparable CAD's	Fort Bend	Collin	El Paso	Denton	Travis
2021 Parcel Count (smallest to largest)	385,101	392,000	428,250	453,777	461,061
2021 FTE Count	128	143	140	81	129
2021 Budget	\$18,194,846	\$22,759,400	\$18,037,133	\$14,234,603	\$22,786,111

Work Performed

2020-21 Tax Year New Residential Properties	9,415	4,630	4,450	9,235	9,051
2020-21 Tax Year Deeds Processed	39,793	25,100	19,350	42,042	93,652
2020-21 Tax Year Exemptions Processed	23,025	19,000	21,200	42,385	24,831

Last 5 years - DCAD has added \$57 billion dollars to the Denton County Tax Roll

5 Year Comparison	2018	2022	Increase
Total Taxable Value Added to the Roll	\$103,777,440,575	\$160,987,549,629	55%
Total Overall DCAD Budget Amount	\$ 12,195,522	\$ 15,324,294	26%
Total Full Time Employees	75	87	16%

FY Ending September

2023

Ordinary Income/Expense

Income	0.213850
400000 · Tax Revenue	8.85%
401101 · Current Property Taxes-M & O	1,330,095.23
401201 · Penalty & Interest	2,500.00
401301 · Prior Year Property Taxes	2,000.00
401315 · Sales Taxes	600,000.00
401601 · Franchise-Bartonville Water	24,000.00
401701 · Franchise-Cable TV	35,000.00
401801 · Franchise-Electric	95,000.00
401805 · Franchise-Garbage	13,000.00
401811 · Franchise-Gas/TXU/CoServ	17,000.00
401901 · Franchise-Telephone	500.00
Total 400000 · Tax Revenue	2,119,095.23
420000 · Fines and Forfeitures	
420101 · Court Fines & Fees	115,000.00
420112 · Court Fees	0.00
420113 · Court Forfeitures	0.00
Total 420000 · Fines and Forfeitures	115,000.00
430000 · Licenses and Permits	
430101 · Fences	1,275.00
430102 · Commercial Buildings	6,000.00
430103 · Oil and Gas Drilling	0.00
430201 · New Homes	3,000.00
430202 · Erosion Control	0.00
430301 · Misc Construction	20,000.00
430401 · Roofs	1,275.00
430501 · Septic Systems	5,000.00
430601 · Sprinkler Systems	500.00
430701 · Swimming Pools	2,000.00
430801 · Water Wells	0.00
430901 · Plats and Subdivision Fees	0.00
430000 · Licenses and Permits - Other	0.00
Total 430000 · Licenses and Permits	39,050.00
440000 · Other Revenue	
440101 · Administration Fees	1,000.00
440102 · Animal Control	0.00
440201 · Interest Income	9,500.00
440700 · Insurance Proceeds	0.00
Total 440000 · Other Revenue	10,500.00
440300 · Charges for Services	
440301 · Lien Release	0.00
440501 · Misc. Income	250.00
440601 · Sewage Service	25,000.00
440701 · Town Hall Rental Fees	0.00

4403 01 · Charges for Services - Other	0.00
Total 440300 · Charges for Services	25,250.00
440400 · Park Funds	
440401A · Gazebo Funds	0.00
Total 440400 · Park Funds	0.00
440500 · Carry Over from previous year	0.00
Total Income	2,308,895.23

Expense

510000 · Town Administration

521012 · Attorney Fees	25,000.00
521033 · Custodial Services	5,500.00
521041 · Denton Central Appraisal Dist	8,237.00
521050 · Election Expense	4,500.00
521051 · Electricity	6,500.00
521060 · Financial Auditors	10,000.00
521070 · Natural Gas	2,000.00
521073 · Printer Copier	6,000.00
521133 · Ordinance Codification	1,500.00
521160 · Postage	3,000.00
521200 · Tax Billing Expense	1,500.00
521201 · Communications	11,000.00
521220 · Water	2,500.00
521230 · Archive System	5,000.00
521250 · Outdoor Siren	0.00
530050 · Ambulance Service	29,075.00
Total 510000 · Town Administration	121,312.00

520000 · Administrative

521010 · Advertising	2,000.00
521020 · Bank Charges	100.00
521030 · Cleaning Supplies	0.00
521031 · Computer Supplies/Software	25,000.00
521032 · Council Contingency	
521034 · Technology Fund	3,500.00
521074 · Meetings	150.00
521075 · Goodwill	500.00
521076 · Incentive Pay	1,500.00
521090 · General Liability Insurance	4,951.94
521091 · Health/Dental/Life Insurance	17,069.04
521130 · Membership & Dues	1,500.00
521131 · Car Maintenance-Fuel-Travel	0.00
521150 · Office Supplies	6,000.00
521151 · Other Professional Services	2,200.00
521153 · Other Supplies	650.00
521161 · Publications & Subscriptions	200.00
521162 · Printing and Copying	450.00
521170 · Payroll Taxes - FICA	12,456.20
521172 · TWC Unemployment Insurance	2,400.00

521190 · Town Secretary Salary	80,946.67
521191 · Longevity Pay-Administration	1,540.00
521192 · Worker's Compensation Ins.	891.60
521194 · Asst Town Secretary Salary	73,839.53
521195 · Overtime	5,000.00
521196 · TMRS-Retirement	14,009.94
521202 · Training Seminars	2,000.00
66900 · Reconciliation Discrepancies	0.00
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	258,854.92

Total 520000 · Administrative

530000 · Public Works

521021 · Building Repair/Remodeling	0.00
521025 · Building Expenditures	2,000.00
521120 · Lien Filing Expense	100.00
530025 · Mosquito Control Program	200.00
530100 · Animal Control Officer	18,000.00
530101 · Public Works Director Salary	71,750.00
530102 · Public Works Director TMRS	6,229.03
530103 · Public Works Director FICA	5,538.22
530104 · Public Works Director (H/D/L)	13,077.36
530105 · PW Director (TWC/Unempl Ins)	0.00
530106 · Building Official Overtime	0.00
530110 · Building Inspectors	48,000.00
530111 · Building Inspectors Phone	0.00
530115 · Code Enforcement	0.00
530116 · Code Enforcement Liab Ins-TML	1,061.13
530125 · Council Discretionary Fund	0.00
530150 · Grounds Maintenance	9,000.00
530151 · Grounds Equipment	0.00
530175 · Equipment Repair/Maintenance	0.00
530180 · Minor Equipment	0.00
530200 · Lot Mowing/Tree Trim Service	5,500.00
530201 · Public Works Training	2,500.00
530202 · Longevity Pay- Public Works	45.00
530203 · Vehicle Payment	0.00
530204 · Vehicle Maintenance	750.00
530205 · Vehicle Fuel	2,000.00
530206 · Uniforms	0.00
530210 · Membership Dues/Licensing	500.00
530230 · Other Professional Services	2,000.00
530231 · Other Supplies	1,000.00
530235 · Printing	200.00
530240 · Postage	0.00
530245 · Computer Support	12,290.00
530250 · Health Inspector	2,500.00
530260 · Septic Inspections	5,000.00
530270 · Sewage Services	25,000.00
530271 · Vehicle Reimbursement	0.00

530272 · Incentive Pay	600.00
530273 · Worker's Compensation Ins	445.80
530277 · General Liability Insurance	0.00
530280 · Hazardous Waste Disposal	0.00
530650 · Public Works-Cell phone	500.00
531020 · Credit Card Convenience Fee	0.00
531201 · Weather Siren	785.00
Total 530000 · Public Works	236,571.54

540000 · Streets and Drainage	
540019 · Engineering General	50,000.00
540060 · Crack Seal & Potholes	35,000.00
540110 · Current Year Road Repairs	200,000.00
540111 · Prior Year Road Repairs	0.00
540155 · MS4 Stormwater	7,500.00
540177 · Public Works Projects Costs	0.00
540200 · Sign Repair and Replacement	2,000.00
Total 540000 · Streets and Drainage	294,500.00

550000 · Police Department	
550120 · Capital Equipment (Auto)	0.00
550135 · Computer Equip/Supplies/SW Main	41,500.00
550140 · Equipment Repair & Maintenance	1,000.00
550145 · Health/Dental/Life Insurance	126,276.84
550219 · Membership Dues	500.00
550220 · Minor Equipment	1,000.00
550230 · Other Professional Services	100.00
550240 · Office Supplies	700.00
550248 · Publications	400.00
550249 · External Contracts	5,000.00
550250 · Postage	0.00
550251 · Printing	900.00
550252 · Police Chief Salary	98,135.97
550253 · Police Asst. Chief Salary	87,222.89
550254 · Police Officers' Salary	513,517.56
550255 · Administrative Assistant PD	0.00
550256 · Crossing Guard	4,000.00
550257 · Police Department Overtime	5,000.00
550261 · Criminal Investigations	2,000.00
550262 · General Liability Insurance	17,331.79
550263 · TWC Unemployment Ins	0.00
550264 · Incentive Pay	9,600.00
550271 · Salaries Benefits - FICA	55,066.34
550275 · Salaries Benefits - TMRS	61,590.93
550276 · Human Resources	1,500.00
550277 · Longevity Pay	2,345.00
550278 · Worker's Compensation Ins	17,832.00
550280 · Communications	14,000.00

550281 · Training	15,000.00
550286 · Training Ammo	5,000.00
550290 · Uniforms	24,000.00
550291 · Patrol Equipment	7,000.00
550292 · Community Programs	3,000.00
550293 · Traffic Management	100.00
550294 · Evidence Room Supplies	100.00
550295 · Goodwill	1,000.00
550300 · Vehicle Fuel	30,000.00
550400 · Vehicle Repair & Maintenance	10,000.00
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	1,161,719.32

Total 550000 · Police Department

560000 · Municipal Court

560010 · Judges Services	10,000.00
560015 · Jury Services	240.00
560018 · Jail Services	0.00
560020 · Prosecuting Attorney	10,000.00
560025 · Other Professional Services	480.00
560026 · Court Clerk - Salary	65,820.78
560027 · Court Clerk- FICA	5,632.37
560028 · Court Clerk - TMRS	6,334.93
560029 · Court Clerk Ins (H/D/L)	8,534.52
560030 · Court Clerk - Longevity	905.00
560031 · Overtime	6,000.00
560035 · Court Supplies,Equip & S/W Main	6,000.00
560055 · Membership Dues	0.00
560076 · Incentive Pay	900.00
	<hr/>

Total 560000 · Municipal Court 120,847.61

570000 · Fire Department

570010 · DOVFD Capital Asset Contributio	0.00
570020 · DOVFD Operations Contribution	100,000.00
570021 · General Liab. Insurance DOVFD	12,026.14
570022 · Worker's Compensation Ins	3,120.60
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Total 570000 · Fire Department 115,146.74

Total Expense 2,308,952.13

6.3%

Net Income -56.89