



DOUBLE OAK

Town of Double Oak
Town Council –Public Meeting

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

Monday, September 20, 2021
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. New business agenda (consideration and action):

- 1. **Public Hearing** on the proposed budget for fiscal year 2021-2022

Presentation: Town Treasurer Billie Garrett

- 2. Discussion, consideration, and action on an ordinance adopting the 2021-2022 fiscal year budget.

Presentation: Town Treasurer Billie Garrett

- 3. Discussion, consideration, and action on ratification of the vote on the fiscal year 2021-2022 annual budget which results in more revenues from ad valorem taxes than the previous year.

Presentation: Town Treasurer Billie Garrett

- 4. **Public Hearing** on a proposal to increase total tax revenues from properties on the tax roll in the preceding tax year and to consider a tax rate of \$0.229210 per \$100 assessed valuation.

Presentation: Town Treasurer Billie Garrett

- 5. Discussion, consideration, and action on an ordinance levying ad valorem taxes at the tax rate of \$0.229210 per \$100 for tax year 2021-2022.

Presentation: Town Treasurer Billie Garrett

6. Discussion, consideration, and action on an ordinance designating an official newspaper of record for the fiscal year 2021-2022.

Presentation: Town Secretary Eileen Kennedy

7. Discussion, consideration, and action on authorizing the town treasurer and staff to make year-end budget amendments.

Presentation: Mayor Von Beougher

8. Discussion, consideration, and action on appointments to Board of Adjustment *

Presentation: Staff

9. Discussion, consideration, and action on appointments to the Planning & Zoning Commission *

Presentation: Staff

- IV. 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.

10. Consideration, and action on minutes of September 7, 2021. *

11. Consideration on fiscal year 2021-2022 contract with Cox Cleaning for cleaning services at Town Hall. *

- V. Mayor, Council Members and Staff reports:

12. Mayor and Council
13. Public Works - Code Enforcement – Animal Control
14. Administration
15. Public Safety
16. Road and Drainage Committee

17. Council – staff announcements and comments:

- National Night Out, Tuesday October 5, 202, from 5:30 p.m. – 7:30 p.m.

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, September 17, 2021, by 4:00 p.m. on:

- 1) Bulletin boards located in the Town Hall Parking Lot at 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

Updated: 08/20/2021

Town of Double Oak, Texas Proposed Annual Budget

2021-2022

SUBMITTED TO TOWN SECRETARY 08/20/2021



Presented by:

Von Beougher, Mayor

Billie Garrett, Mayor Pro-Tem/Treasurer

Anita Nelson Deputy Mayor Pro-Tem

Scott Whisenhunt, Council Member

Joe Dent, Council Member

Casey Garrison-Parsons, Council Member

Eileen Kennedy, Town Secretary

320 Waketon Road

Double Oak TX 75077

972-539-9464



Double Oak TEXAS

FY 2021-2022

PROPOSED BUDGET

This budget will raise more total property taxes than last year's budget by \$106,943 which is an 9.1704 percent increase from last year's budget, and of that amount \$14,189 is tax revenue to be raised from new property added to the tax roll this year.

Property Tax Rate Comparison, per \$100 of taxable value:

Tax Rates:	FY20-21	FY21-22
Proposed Rate	\$0.229210	\$0.229210
No New Revenue Rate	\$0.229212	\$0.214596
Voter Approval Rate	\$0.237832	\$0.231256
Di Minimis Rate	\$0.327314	\$0.305125

This page is included to comply with the Local Government Code Section 102.005, Subsection (b) The Town's tax rate is remaining at \$0.229210

VISIT OUR WEBSITE AT:

WWW.DOUBLEOAK.TEXAS.GOV

TOWN OF DOUBLE OAK, TEXAS

**Town of Double Oak
2021-2022
Proposed Budget**

	<u>2021-2022</u>
Ordinary Income/Expense	Proposed
Income	Budget
400000 · Tax Revenue	
401101 · Current Property Taxes-M & O	1,273,109.90
401201 · Penalty & Interest	2,500.00
401301 · Prior Year Property Taxes	2,000.00
401315 · Sales Taxes	550,000.00
401601 · Franchise-Cross Timbers Water	20,000.00
401701 · Franchise-Cable TV	35,000.00
401801 · Franchise-Electric	95,000.00
401805 · Franchise-Garbage	13,000.00
401811 · Franchise-Gas	14,000.00
401901 · Franchise-Telephone	2,000.00
401912 · Prior Year Carry Over	0.00
400000 · Tax Revenue - Other	0.00
Total 400000 · Tax Revenue	<u>2,006,609.90</u>
420000 · Fines and Forfeitures	
420101 · Court Fines	130,000.00
420113 · Court Forfeitures	0.00
420000 · Fines and Forfeitures - Other	0.00
Total 420000 · Fines and Forfeitures	<u>130,000.00</u>
430000 · Licenses and Permits	
430101 · Fences	1,275.00
430102 · Commercial Buildings	20,000.00
430103 · Oil and Gas Drilling	0.00
430201 · New Homes	9,000.00
430202 · Erosion Control	1,650.00
430301 · Misc Construction	12,000.00
430401 · Roofs	850.00
430501 · Septic Systems	3,500.00
430601 · Sprinkler Systems	600.00
430701 · Swimming Pools	1,625.00
430801 · Water Wells	0.00
430901 · Plats and Subdivision Fees	0.00
Total 430000 · Licenses and Permits	<u>50,500.00</u>
440000 · Other Revenue	
440101 · Administration Fees	1,500.00
440102 · Animal Control Fees	50.00
440103 · Building Contributions	0.00
440150 · FEMA Revenue	0.00
440160 · Capital Lease Proceeds	0.00
440201 · Interest Income	10,000.00
440203 · Police Dept. Contracts	0.00
440205 · Police Dept. Contributions	0.00

440206 · Police Training Grants	0.00
440210 · Police State Training Funds	0.00
Total 440000 · Other Revenue	11,550.00
440300 · Charges for Services	
440301 · Lien Release	0.00
440401 · Lot Mowing Fees	0.00
440501 · Misc. Income	500.00
440601 · Sewage Service	25,000.00
440701 · Town Hall Rental Fees	0.00
Total 440300 · Charges for Services	25,500.00
440400 · Park Funds	
440401A · Gazebo Funds	0.00
Total 440400 · Park Funds	0.00
440500 · Carry Over from previous year	0.00
Total Income	2,224,159.90
Gross Profit	2,224,159.90

Expense

510000 · Town Administration

521000 · Town Salary Adjustments	0.00
521012 · Attorney Fees	20,000.00
521033 · Custodial Services	8,000.00
521041 · Denton Central Appraisal Dist	7,100.00
521050 · Election Expense	5,500.00
521051 · Electricity	5,500.00
521060 · Financial Auditors	10,000.00
521070 · Natural Gas	1,500.00
521073 · Printer Copier	6,000.00
521133 · Ordinance Codification	3,000.00
521160 · Postage	3,000.00
521200 · Tax Billing Expense	1,300.00
521201 · Communications	11,000.00
521220 · Water	2,500.00
521230 · Archive System	5,000.00
530050 · Ambulance Service	29,075.00

Total 510000 · Town Administration 118,475.00

520000 · Administrative

521010 · Advertising	1,600.00
521020 · Bank Charges	100.00
521030 · Cleaning Supplies	0.00
521031 · Computer Supplies/Software	25,000.00
521032 · Council Contingency	52,562.24
521034 · Technology Fund	4,000.00
521074 · Meetings	300.00
521075 · Goodwill	500.00
521076 · Incentive Pay	1,500.00
521090 · General Liability Insurance	3,200.00

521091 · Health/Dental/Life Insurance	18,080.68
521130 · Membership & Dues	2,000.00
521131 · Car Maintenance-Fuel-Travel	0.00
521150 · Office Supplies	7,000.00
521151 · Other Professional Services	6,000.00
521153 · Other Supplies	1,000.00
521161 · Publications & Subscriptions	300.00
521162 · Printing and Copying	600.00
521170 · Payroll Taxes - FICA	11,970.00
521172 · TWC Unemployment Insurance	2,400.00
521190 · Town Secretary Salary	80,946.67
521191 · Longevity Pay-Administration	1,800.00
521192 · Worker's Compensation Ins.	1,300.00
521194 · Asst Town Secretary Salary	71,688.86
521195 · Overtime	5,000.00
521196 · TMRS-Retirement	13,125.00
521202 · Training Seminars	2,000.00
Total 520000 · Administrative	313,973.45
530000 · Public Works	
521021 · Building Repair/Remodeling	15,000.00
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 Superintendent Salary	70,000.00
530102 · Public Works Director TMRS	5,670.00
530103 · Public Works Director FICA	5,355.00
530104 · Public Works Director (H/D/L)	2,000.00
530105 · PW Director (TWC/Unempl Ins)	0.00
530106 · Building Official Overtime	0.00
530110 · Building Inspectors	0.00
530111 · Building Inspectors Phone	0.00
530115 · Code Enforcement	0.00
530116 · Code Enforcement Liab Ins-TML	700.00
530125 · Council Discretionary Fund	0.00
530150 · Grounds Maintenance	8,500.00
530151 · Grounds Equipment	0.00
530175 · Equipment Repair/Maintenance	0.00
530180 · Minor Equipment	0.00
530200 · Lot Mowing/Tree Trim Service	9,000.00
530201 · Public Works Training	1,000.00
530202 · Longevity Pay- Public Works	0.00
530203 · Vehicle Payment	0.00
530204 · Vehicle Maintenance	500.00
530205 · Vehicle Fuel	1,800.00
530206 · Uniforms	0.00
530210 · Membership Dues/Licensing	0.00

530230 · Other Professional Services	3,000.00
530231 · Other Supplies	1,000.00
530235 · Printing	0.00
530240 · Postage	0.00
530245 · Computer Support	17,000.00
530250 · Health Inspector	1,000.00
530260 · Septic Inspections	5,000.00
530270 · Sewage Services	25,000.00
530271 · Vehicle Reimbursement	0.00
530272 · Incentive Pay	0.00
530273 · Worker's Compensation Ins	300.00
530277 · General Liability Insurance	0.00
530280 · Hazardous Waste Disposal	0.00
531020 · Credit Card Convenience Fee	0.00
Cell Phone	700.00
531201 · Weather Siren	7,500.00
Total 530000 · Public Works	200,325.00
540000 · Streets and Drainage	
540019 · Engineering General	40,000.00
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	3,000.00
Total 540000 · Streets and Drainage	285,500.00
550000 · Police Department	
550120 · Capital Equipment (Auto)	0.00
550135 · Computer Equip/Supplies/SW Main	41,500.00
550140 · Equipment Repair & Maintenance	1,200.00
550145 · Health/Dental/Life Insurance	134,607.15
550219 · Membership Dues	900.00
550220 · Minor Equipment	1,600.00
550230 · Other Professional Services	100.00
550240 · Office Supplies	1,000.00
550248 · Publications	400.00
550249 · External Contracts	6,000.00
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	425,440.00
550255 · Administrative Assistant PD	0.00
550256 · Crossing Guard	7,000.00
550257 · Police Department Overtime	5,000.00
550261 · Criminal Investigations	2,000.00

550262 · General Liability Insurance	11,000.00
550263 · TWC Unemployment Ins	0.00
550264 · Incentive Pay	9,600.00
550271 · Salaries Benefits - FICA	46,726.11
550275 · Salaries Benefits - TMRS	49,474.71
550276 · Human Resources	1,500.00
550277 · Longevity Pay	3,575.00
550278 · Worker's Compensation Ins	22,823.00
550280 · Communications	14,000.00
550281 · Training	24,000.00
550286 · Training Ammo	5,000.00
550290 · Uniforms	24,000.00
550291 · Patrol Equipment	7,000.00
550292 · Community Programs	2,000.00
550293 · Traffic Management	500.00
550294 · Evidence Room Supplies	500.00
550295 · Goodwill	1,000.00
550300 · Vehicle Fuel	25,000.00
550400 · Vehicle Repair & Maintenance	13,500.00
Total 550000 · Police Department	1,074,204.83
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	0.00
560026 · Court Clerk - Salary	63,594.96
560027 · Court Clerk- FICA	4,386.19
560028 · Court Clerk - TMRS	4,810.04
560029 · Court Clerk Ins (H/D/L)	9,385.43
560030 · Court Clerk - Longevity	845.00
560031 · Overtime	5,000.00
560035 · Court Supplies, Equip & S/W Main	13,000.00
560055 · Membership Dues	120.00
560076 · Incentive Pay	600.00
Total 560000 · Municipal Court	121,981.62
570000 · Double Oak Vol. Fire Department	
570020 · DOVFD Operations Contribution	100,000.00
570021 · General Liability Insurance	7,200.00
570022 · Worker's Compensation Ins	2,500.00
Total 570000 · Double Oak Vol. Fire Department	109,700.00
Total Expense	2,224,159.90
Net Ordinary Income	(0.00)
Net Income	(0.00)

ORDINANCE NO. 21-06

AN ORDINANCE OF THE TOWN OF DOUBLE OAK, TEXAS APPROVING AND ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; APPROPRIATING AND SETTING ASIDE THE NECESSARY FUNDS OUT OF THE GENERAL AND OTHER REVENUES FOR SAID FISCAL YEAR FOR THE MAINTENANCE AND OPERATION OF THE VARIOUS DEPARTMENTS AND FOR VARIOUS ACTIVITIES AND IMPROVEMENTS OF THE TOWN; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, an annual budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022, has been duly created by the budget officer of the Town of Double Oak, Texas, in accordance with Chapter 102 of the Texas Local Government Code; and

WHEREAS, the budget officer for the Town has filed the proposed budget in the office of the Town Secretary and the proposed budget was made available for public inspection in accordance with Chapter 102 of the Local Government Code; and

WHEREAS, a public hearing was held by the Town in accordance with Chapter 102 of the Local Government Code, following due publication of notice thereof, at which time all citizens and parties in interest were given the opportunity to be heard regarding the proposed budget; and

WHEREAS, after full and final consideration, it is the opinion of the Town Council that the 2021 - 2022 fiscal year budget as hereinafter set forth should be approved and adopted. Now, Therefore

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

SECTION 1. That the proposed budget of the revenue and expenditures necessary for conducting the affairs of the Town of Double Oak, Texas for the fiscal year beginning October 1, 2021, and ending September 30, 2022, as submitted to the Town Council, attached hereto as Exhibit "A", be and the same is hereby adopted and approved as the

budget of the Town of Double Oak, Texas for the fiscal year beginning October 1, 2021, and ending September 30, 2022.

SECTION 2. That the expenditures during the fiscal year beginning October 1, 2021, and ending September 30, 2022, shall be made in accordance with the budget by departmental allocation approved by this ordinance unless otherwise authorized by a duly enacted ordinance of the Town of Double Oak, Texas.

SECTION 3. That all budget amendments and transfers of appropriations budgeted from one account or activity to another within any individual activity for the prior fiscal year are hereby ratified, and the budget Ordinance for the prior fiscal year, heretofore enacted by the Town Council, be and the same is hereby amended to the extent of such transfers and amendments for all purposes.

SECTION 4. Upon approval of the budget, the budget officer shall file a true and certified copy thereof with the County Clerk of Denton County, Texas.

SECTION 5. That all provisions of the Ordinances of the Town of Double Oak, Texas in conflict with the provisions of this ordinance be and the same are hereby repealed, and all other provisions of the Ordinances of the Town of Double Oak, Texas not in conflict with the provisions of this Ordinance shall remain in full force and effect.

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

SECTION 7. That this Ordinance shall take effect immediately from and after its passage as the law in such cases provides.

DULY PASSED by the Town Council of the Town of Double Oak, Texas, on the
20th day of September, 2021.

APPROVED:

MAYOR

ATTEST:

TOWN SECRETARY

APPROVED AS TO FORM:

/S/

TOWN ATTORNEY

ORDINANCE NO. 21-05

AN ORDINANCE OF THE TOWN OF DOUBLE OAK, TEXAS LEVYING AD VALOREM TAXES FOR TAX YEAR 2021 AT \$ 0.229210 PER ONE HUNDRED DOLLARS ASSESSED VALUATION OF ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS TO PROVIDE REVENUES FOR CURRENT EXPENSES AND INTEREST AND SINKING FUND REQUIREMENTS; PROVIDING TAXES FOR MAINTENANCE AND OPERATIONS; PROVIDING DUE AND DELINQUENT DATES, PENALTIES AND INTEREST; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, following public notice duly posted and published in all things as required by law, public hearings were held, by and before the Town Council of the Town of Double Oak, the subject of which was the proposed tax rate for the Town's Fiscal Year 2021-2022; and

WHEREAS, the Town Council, upon full consideration of the matter, is of the opinion that the tax rate hereinafter set forth is proper and should be approved and adopted. Now, Therefore

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

SECTION 1. That there be and is hereby levied and assessed for tax year 2021 on all taxable property, real, personal, and mixed, situated within the corporate limits of the Town of Double Oak, Texas and not exempt by the Constitution of the State and valid State laws, a tax of \$0.229210 on each one hundred dollars (\$100.00) assessed value of taxable property, which shall be apportioned and distributed as follows:

- (a) For the purpose of defraying the current expenses of the municipal government of the Town, and for maintenance and operations of the municipal government of the Town, a tax of \$0.229210 on each One Hundred Dollars (\$100.00) assessed value of all taxable property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 6.80 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$14.61.

SECTION 2. All ad valorem taxes shall become due and payable on October 1, 2021, and all ad valorem taxes for the year shall become delinquent if not paid prior to February 1, 2022.

There shall be no discount for payment of taxes prior to February 1, 2022. A delinquent tax shall incur all penalty, interest and collection costs authorized and allowed by law.

SECTION 3. The Town shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this ordinance.

SECTION 4. The tax roll as presented to the Town Council, together with any supplements thereto, be and the same are hereby approved.

SECTION 5. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance which shall remain in full force and effect.

SECTION 6. All ordinances of the Town of Double Oak, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed; provided, however, that all other provisions of said ordinances not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 7. This ordinance shall take effect immediately from and after its passage, as the law and charter in such cases provide.

DULY PASSED by the Town Council of the Town of Double Oak, Texas, on this the 20th day of September, 2021.

APPROVED:

MAYOR

ATTEST:

TOWN SECRETARY

APPROVED AS TO FORM:

/S/

TOWN ATTORNEY

ORDINANCE NO. 21-07

AN ORDINANCE OF THE TOWN OF DOUBLE OAK, TEXAS, DESIGNATING AN OFFICIAL NEWSPAPER FOR THE TOWN OF DOUBLE OAK FOR THE FISCAL YEAR 2021-2022; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND, PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 52, Subchapter A, Section 52.004(a) of the Texas Local Government Code provides that the governing body of a municipality shall designate an Official Newspaper for the Town and, in accordance therewith, the Town desires to designate its official newspaper for fiscal year 2021-2022. Now, Therefore

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

SECTION 1. That the Denton Record-Chronicle is hereby designated as the Official Newspaper for the Town of Double Oak, Texas, for Fiscal Year 2021-2022. The Town Secretary is hereby directed to publish all Fiscal Year 2021-2022 notices and advertisements in the **DENTON RECORD-CHRONICLE NEWSPAPER** in accordance with law.

SECTION 2. That any provisions of the ordinances of the Town of Double Oak in conflict with the provisions of this ordinance be and same are hereby repealed and any provisions not so in conflict shall remain in force and effect.

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision hereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

SECTION 4. That this ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

DULY PASSED by the Town Council of the Town of Double Oak, Texas, on the 20th
day of September, 2021.

APPROVED:

MAYOR

ATTEST:

TOWN SECRETARY

APPROVED AS TO FORM:

/S/

TOWN ATTORNEY

2020 - 2021 BOARD OF ADJUSTMENT

<u>NAME</u>	<u>TERM EXPIRES</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
1. Phyllis Meyerson-Chair 133 East View Court Double Oak, TX 75077 H (972) 539-0370 phyllismeyerson@gmail.com	9-22	<u>ALTERNATES</u>	
		6. Jeff Hardgrave 335 Thornhill Circle Double Oak, TX 75077 (469) 261-1662 jhardgrave@verizon.net	9-21
2. Candy Lamel 210 Cedarcrest Lane Double Oak, TX 75077 H (817) 567-1381 C (214) 686-1822 candylamel@aol.com	9-22	7. Jeff Graves 250 Simmons Road Double Oak, TX 75077 (817) 845-5383 jgraves13@aol.com	9-21
3. Marty Robbins 801 Cross Timbers Dr Double Oak, TX 75077 (972) 948-9159 martin.g.robbins@gmail.com	9-21	8. Curtis Glover 170 Double Oaks Dr Double Oak, TX 75077 (972) 743-6743 curtis.glover@verizon.net	9-22
4. Art Fleming 190 Highview Drive Double Oak, TX 75077 H (972) 539-0168 art.t.fleming@gmail.com	9-21	9. Dirk Meilinger 315 Lake Trail Ct. Double Oak, TX 75077 (214) 926-8537 dirk@meilinger.com	9-21
5. Karen Smith 168 Meadowknoll Double Oak, TX 75077 (214) 763-1892 Kdsmith516@gmail.com	9-22	10. Richard (Dick) Ulrich 420 Simmons Road Double Oak, TX 75077 rvulrich@verizon.net	9-22
		11. Devin Gorman 501 Cross Timbers Dr. Double Oak, TX 75077 (909)754-5434 Dman1013@dslextreme.com	9-22

BoA



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

APPLICATION FOR BOARDS/COMMISSIONS

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: JEFF GRAVES

ADDRESS: 250 SIMMONS RD

CONTACT PHONE: 817 215 5383

EMAIL: JGRAVES13@AOL.COM

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

OWNER OF A FINANCIAL SERVICES FIRM, FIRST FINANCIAL EQUITY CORP

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:

MEMBER BOVD DEALERS OF AMERICA

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

ALTERDATE ON BOARD A CORPORATION, BUSINESS OWNER, LONG TIME RESIDENT, SET GOAL MULTIPLE BOARDS

REFERENCES:

MIKE DOWNEY

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

Board of Adjustments

Planning and Zoning

SEND COMPLETED FORM TO:

BY MAIL: ATTN: TOWN SECRETARY
TOWN OF DOUBLE OAK
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077

BY FAX: (972) 539-9613

BY E-MAIL: gileen.kennedy@doubleoak.texas.gov
lynn.iones@doubleoak.texas.gov

RECEIVED

AUG 26 2021



DATE: 26-Aug-2021

DoA

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

APPLICATION FOR REAPPOINTMENT TO BOARDS/COMMISSION

NAME: John Jeffrey Hardgrave (please call me Jeff)

ADDRESS: 335 Thornhill Cir., Double Oak, TX 75077-7331

HOME PHONE: _____ **WORK PHONE:** 469-261-1662

EMAIL ADDRESS: jhardgrave@verizon.net

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU CURRENTLY SERVE

BOARD/COMMISSION/COMMITTEE	DATES SERVED
BOARD OF ADJUSTMENT	<u>2019-2021</u>
PLANNING AND ZONING COMMISSION	_____

ARE YOU WILLING TO BE CONSIDERED FOR REAPPOINTMENT FOR ANOTHER TERM:

YES

NO

AREA OF EXPERTISE, i.e., LONG TIME RESIDENT, REAL ESTATE, ARCHITECT, ETC. Extensive experience in municipal government development services.

MAIL COMPLETED FORM TO: **TOWN OF SECRETARY
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077**

OR FAX / E-MAIL TO: **FAX (972) 539-9613
E-MAIL town_secretary@double-oak.com**

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

B.O.A

APPLICATION FOR BOARDS/COMMISSIONS

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: DIRK MEILINGER
ADDRESS: 315 LAKE TRAIL CT, DO TX
CONTACT PHONE: 214-926-8537
EMAIL: DIRK@MEILINGER.COM

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

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:

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

PREVIOUS BOARD MEMBER

REFERENCES:

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

Board of Adjustments

Planning and Zoning

SEND COMPLETED FORM TO:

BY MAIL: ATTN: TOWN SECRETARY
TOWN OF DOUBLE OAK
320 WAKETON ROAD
DOUBLE OAK, TEXAS 75077
BY FAX: (972) 539-9613
BY E-MAIL: eileen.kennedy@doubleoak.texas.gov
lynn.jones@doubleoak.texas.gov



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

APPLICATION FOR BOARDS/COMMISSIONS

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: Martin (Marty) Robbins

ADDRESS: 801 Cross Timbers Dr. Double Oak, TX 75077

CONTACT PHONE: 972-948-6159

EMAIL: martin.robins@gmail.com

OCCUPATION: *(If retired, please indicate former occupation or profession)*
Entrepreneur, Marketing Executive, Mechanical Engineer

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:
Board of directors Canadian VMA, Board of directors Artography Group, Volunteer Boy Scouts of America, The Church of Jesus Christ volunteer, President Cross Timbers Artists' Guild.

LIST QUALIFICATIONS YOU FEEL MAKE YOU A GOOD CANDIDATE FOR THIS POSITION AND INCLUDE PREVIOUS VOLUNTEER POSITIONS:
I have been on the Board of Adjustments since 2016, my engineering and building contractor experience is ideal for this board.

REFERENCES:
Nathan Myres 231 Oakview Dr. Double Oak, TX 75077 940-765-2215
J.D. Stacey 130 Shady Oaks Double Oak, TX 75077 702-606-9374
Mike Olsen 200 Forest Park Dr. Double Oak, TX 75077 972-489-8533

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

Board of Adjustments Planning and Zoning

SEND COMPLETED FORM TO:

BY MAIL: ATTN: TOWN SECRETARY
 TOWN OF DOUBLE OAK
 320 WAKETON ROAD
 DOUBLE OAK, TEXAS 75077

BY FAX: (972) 539-9613

BY E-MAIL: eileen.kennedy@doubleoak.texas.gov
lynn.jones@doubleoak.texas.gov

RECEIVED

SEP 15 2021

2020 - 2021 PLANNING AND ZONING COMMISSION

<u>NAME</u>	<u>TERM EXPIRES</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
1. Georgette Cook 170 Oak Trail Double Oak, Texas 75077 (H) (817) 430-1427 (C) (214) 801-5587 georgettecook@tx.rr.com	9-21	7. Mike Fickling 5301 Chinn Chapel Rd Double Oak, Texas 75077 C (972) 948-0660 mikefickling@verizon.net	9-21
2. Gary Goodman 131 Trailing Oaks Drive Double Oak, Texas 75077 H (817) 491-3940 garyindoubleoak@verizon.net	9-21		
		<u>ALTERNATES</u>	
3. Donna Gilliam 221 Waketon Extension Double Oak TX 75077 H (972) 355-1630 C (972) 822-7149 donna7m7G@gmail.com	9-22	8. Bonnie Morrow 105 N. Forest Double Oak, Texas 75077 H (817) 430-3536 C (469) 471-4261 bonnie4asl@outlook.com	9-22
4. Martha Holman 235 North Forest Lane Double Oak, Texas 75077 H (817) 430-3768 C (214) 215-3585 marthaholman1@yahoo.com	9-21	9. Kristin Harris 310 Oak Trail Dr Double Oak TX 75077 C (919)630-4625 kristin@missiontoclose.com	9-22
5. Wayne Atkins 120 Hawk Crest Lane Double Oak, Texas 75077 C (214) 636-5064 wayne@sterlingbrookhomes.com	9-22	10. Patrick Johnson 160 Forest Park Dr Double Oak TX 75077 C (469)586-9644 patrick@johnson_1z@verizon.net	9-22
6. Andrew Weaver, Chair 203 N. Hill Court Double Oak, Texas 75077 C (214) 532-6832 do.197328@yahoo.com	9-21	11. VACANT	9-22

PZ
9



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

APPLICATION FOR BOARDS/COMMISSIONS

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: Robert Gary Goodman

ADDRESS: 131 Trailing Oaks Dr

CONTACT PHONE: 817-491-3940

EMAIL: garyindoubleoak@verizon.net

OCCUPATION: *(If retired, please indicate former occupation or profession)*
Retired, taught Computer Science at UNT for 6 years, previously Senior System Architect at Mototola

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:

LIST QUALIFICATIONS YOU FEEL MAKE YOU A GOOD CANDIDATE FOR THIS POSITION AND INCLUDE PREVIOUS VOLUNTEER POSITIONS:
21 year resident, Chair of P&Z Mar 2018 to Mar 2021, Chair of Road and Drainage Committee

REFERENCES:
Mike Donnelly
Gary Garrett
Anita Nelson

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

- Board of Adjustments Planning and Zoning

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P+Z



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APPLICATION FOR BOARDS/COMMISSIONS

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: ANDREW WEYER

ADDRESS: _____

CONTACT PHONE: _____

EMAIL: _____

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

RETAIL EXECUTIVE

RETIRED AF OFFICER

ADJUNCT UNIV. PROFESSOR

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES:

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

MEMBER + CHAIR, DOUBLE OAK P+Z

REFERENCES:

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

Board of Adjustments

Planning and Zoning

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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. September 7, 2021, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Von Beougher	Mayor
Billie Garrett	Mayor Pro-Tem
Anita Nelson	Deputy Mayor Pro-Tem
Casey Parsons	Council Member

Council Members Joe Dent and Scott Whisenhunt were absent. Also in attendance were Town Secretary Eileen Kennedy and Police Chief Ruben Rivas.

Mayor Beougher called the meeting to order at 7:00 p.m.

Deputy Mayor Pro-Tem Nelson gave the invocation and Mayor Pro-Tem Garrett lead the pledge of allegiance to the American and Texas flags.

II. Citizen Comments

None

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 16, 2021.
2. Consideration on agreement for demand response transit service (SPAN)

Mayor Beougher pulled the two items off the consent agenda. Mayor Beougher had one correction to the minutes of August 16, 2021 "Mayor Beougher reported will attend a new members roundtable with Senator Ted Cruz." which should have read, will attend a new mayors roundtable with Senator Ted Cruz.

Motion Nelson, second Parsons to approve the minutes of August 16, 2021, as corrected.

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

Motion Carried

Motion Nelson, second Garrett to approve the agreement for demand response transit service (SPAN) as presented.

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

Motion Carried

IV. Mayor, Council Members and Staff reports:

3. Mayor and Council – Mayor Beougher asked to look into the over 65 exemptions for property tax for next fiscal year 2022-2023. Council member Parsons reported work is continuing on the Fee Schedule.
4. Public Works - Code Enforcement – Animal Control – None
5. Administration – Town Secretary Eileen Kennedy reported on HB 1082 that went into effect September 1st, allows elected officials property information to become confidential.
6. Public Safety – Police Chief Rivas reported that our crossing guard, Debbie Schmidt, is still helping out and looking into possible crossing walk signs.
7. Road and Drainage Committee – Mayor Beougher commented that Twin Lakes crack sealing should be on next year’s budget. The Mayor also commented on the Double Oaks Drive pre-bid meeting scheduled for September 15 and bid opening on September 22nd.

V. New business agenda (consideration and action):

8. Discussion, consideration, and action on amending the contract with Halff Associates, Inc. for Professional Engineering Services for the Waketon Road Reconstruction project by \$165,000 to account for construction inspections as amended in the ICA with Denton County and reallocate remaining unbilled monies of \$13,387.91 to the Construction Phase Services.

Motion Parsons, second Garrett to approve amending the contract with Halff Associates, Inc. for Professional Engineering Services for the Waketon Road Reconstruction project by \$165,000 to account for construction inspections as amended in the ICA with Denton County and reallocate remaining unbilled monies of \$13,387.91 to the Construction Phase Services.

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

Motion Carried

9. Discussion, consideration, and action on a resolution establishing a mental health leave policy for police officers.

Motion Garrett, second Nelson to approve a resolution establishing a mental health leave policy for police officers.

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

Motion Carried

10. Discussion, consideration, and action on a request from Braum's to allow an exception under the Sign Regulations, Section 3.1302(6)(C)(ii3) to allow a larger maximum height and length of a monument sign and Section 3.1302(6)(C)(vi) for the number of building wall mounted signs allowed Section 3.1302(6)(C)(vi2) for the maximum size of building wall mounted signs.

Motion Garrett, second Parsons to allow Braum's a larger maximum height and length of a monument sign and Section 3.1302(6)(C)(vi) for the number of building wall mounted signs allowed Section 3.1302(6)(C)(vi2) for the maximum size of building wall mounted signs.

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

Motion Carried

11. Discussion, consideration, and action on setting the proposed tax rate for fiscal year 2021-2022 and setting September 20, 2021, for the public meeting to consider the proposed tax rate.

Motion Parsons, second Nelson to set the proposed tax rate for fiscal year 2021-2022 at \$0.229210.

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

Motion Carried

12. **Public Hearing** on the proposed budget for fiscal year 2021-2022

Mayor Beougher opened the public hearing at 7:38 p.m.

With no public comments, Mayor Beougher closed the public hearing at 7:40 p.m.

13. Discussion, consideration, and action on setting September 21, 2021, for the Public Hearing to consider the proposed 2021-2022 budget and tax rate.

Motion Nelson, second Parsons to set September 21, 2021, for the Public Hearing to consider the proposed 2021-2022 budget and tax rate.

AYE : Parsons, Nelson, Garrett

NAY: None

ABSTAIN: None

Motion Carried

14. Discussion, consideration and action on town council committee and liaison list.

Mayor Beougher asked Dr. Gary Goodman, chair of the Roads & Drainage Committee to contact current members to see if they are willing to serve. The Mayor also asked Town Secretary Eileen Kennedy to send an email blast to all eSubscribers of openings on Boards and Commissions.

15. Council – staff announcements and comments:

- Notice to Bidders for the Double Oaks Drive resurfacing project will publish in the newspaper September 5th and 12th with bid opening at 11:00 a.m. September 27th.

The Mayor announced he will be speaking at the upcoming Double Oak Women's Club meeting.

16. Adjournment

With no further business to come before the Council, motion Dent, Garrett, second the meeting was adjourned at 8:09 p.m.

Eileen Kennedy, Town Secretary

Von Beougher, Mayor



Maintenance Agreement

The "Client" Double Oak Town Hall , accepts the proposal of Cox Cleaning LLC, to provide janitorial services for the premises located at:

Address: 320 Waketon Rd. Double Oak, Texas 75077

Terms

1. Monthly charge will be \$ 5,020.00. per year to perform 1 time per week for general service as outlined in our proposal. No sales tax will be added to the monthly charge. All nightly services will be performed as listed and scheduled per this agreement with the exception of the Memorial Day, Labor Day, Thanksgiving Day, Christmas Day, and New Years Day. There will be no rebate of contract price for a holiday.
2. Any storage space provided by Client for the purpose of storing Cox Cleaning equipment and supplies will be kept clean, neat, and orderly at all times.
3. Cox Cleaning will supply trained, insured and bonded labor as well as any equipment and cleaning chemicals necessary to fulfill the terms of this agreement.
4. Client shall provide all bin liners, restroom soap, hand towels and/or paper products.
5. The length of this agreement will be 12 months beginning on October 1, 2021 and ending on September 30, 2022. This agreement will automatically renew for an additional 12 month period upon each anniversary date. If a party wishes to discontinue the automatic renewal or wishes to change the agreement at the anniversary, the other party needs to be contacted in writing 15 days in advance.
6. If either party fails to perform according to the agreement, performing party will provide in detailed writing the issues and concerns. The non-performing party will have 15 days to correct issues. If these issues are not corrected, the agreement can be terminated with a 30-day written notice.
7. Cox Cleaning will invoice client on the 1st of every month and payment is due no later than the 10th of the following month. Late payments will incur finance charges.
8. If agreement is terminated for any reason, the Client agrees not to solicit employment of any Cox Cleaning labor for 18 months after termination.

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

Cox Cleaning LLC

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

MONTHLY REPORT JULY 2021

- 07/02: Patrol from 14:30 until 16:30.
Wildlife in trap at 575 Whispering Oaks. Relocated.
Nuisance wildlife reported at 300 Whispering Oaks. Trap set.
- 07/03: Lost dog reported 150 High View Drive. Report.
Lost dog reported 105 Twin Lakes Drive. Report.
- 07/06: Patrol from 13:00 until 15:00. No activity.
- 07/07: Lost dog reported 320 Cedarcrest Lane. CSO.
- 07/08: Wildlife in trap at 575 Whispering Oaks (2 animals in 2 traps. Relocated both.
- 07/09: Patrol from 16:00 until 18:00. No activity.
- 07/10: Patrol from 13:00 until 15:00. No activity.
- 07/12: Patrol from 12:00 until 14:00. No activity.
- 07/15: Patrol from 12:15 until 14:15. No activity.
- 07/17: Patrol from 09:15 until 11:15. No activity.
- 07/19: Patrol from 12:00 until 14:00. No activity.
- 07/20: Injured wildlife reported 170 S. Woodland Trail. Impounded.
- 07/21: Patrol from 15:00 until 17:00.
Animal in trap at 575 Whispering Oaks. Relocated.
- 07/22: Patrol from 10:00 until 12:00.
Dead wildlife initiated 6000 blk Kings Road. Removed.
- 07/27: Patrol from 11:00 until 13:00. No activity.
- 07/29: Patrol from 14:45 until 16:45. No activity.
- 07/31: Patrol from 10:30 until 12:30. No activity.

SUMMARY

Total calls received: 9 By Double Oak residents: 8 Initiated by NTACA: 1
Animals impounded: Dogs: 0 Puppies: 0 Cats: 0 Kittens: 0 Other: 0 Deceased: 1
Verbal Warnings issued: 0 Written Warnings issued: 0 Citations: 0

MONTHLY REPORT AUGUST 2021

- 08/02: Patrol from 13:00 until 15:00.
2 stray dogs reported 100 block Lake Trail. UTL.
- 08/05: Patrol from 11:50 until 13:50.
Dead wildlife initiated 500 blk Waketon Road. Removed.
- 08/07: Patrol from 10:00 until 12:00.
Wildlife in trap at 575 Whispering Oaks. Relocated.
- 08/09: Patrol from 08:00 until 10:00.
Stray dog reported at 121 Cedarcrest Lane. Verbal Warning.
- 08/10: Patrol from 10:35 until 12:35. No Activity.
- 08/12: Patrol from 09:30 until 11:30.
Stray dog reported at 325 Kings Road. Written Warning.
- 08/16: Patrol from 08:30 until 10:30. No activity.
- 08/18: Patrol from 17:00 until 19:00. No activity.
- 08/19: Patrol from 16:00 until 18:00.
Nuisance wildlife reported at 130 Timberview Drive. Trap set.
- 08/24: Patrol from 15:00 until 17:00. No activity.
- 08/25: Patrol from 14:00 until 15:00.
Nuisance wildlife reported at 301 Simmons Road. Trap set.
- 08/27: Patrol from 15:00 until 17:00.
Injured wildlife reported area of 215 Lake Trail Drive. UTL.
- 08/30: Patrol from 08:00 until 10:00.
Animal in trap at 301 Simmons Road. Impounded.
Animal in trap at 301 Simmons Road. Relocated.

SUMMARY

Total calls received: 10 By Double Oak residents: 9 Initiated by NTACA: 1
Animals impounded: Dogs: 0 Puppies: 0 Cats: 0 Kittens: 0 Other: 0 Deceased: 1
Verbal Warnings issued: 1 Written Warnings issued: 1 Citations: 0