



DOUBLE OAK

Town of Double Oak
Town Council –Public Meeting

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

Monday, November 1, 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. Please do not engage in disruptive behavior. For public input during Citizen Comment or public hearings, all speakers will be limited to three minutes each. The Council does not accept public comment by mail or e-mail; speakers must be present, or a written statement must be read into the council's record by a speaker who is present at the meeting, subject to the three-minute limit.

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

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

II. Citizen Comments

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

1. Consideration, and action on minutes of October 18, 2021. *

IV. Mayor, Council Members and Staff reports:

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

V. New business agenda (consideration and action):

7. Discussion, consideration, and action on a contract with Steve Koehler.

Presentation: Mayor Von Beougher

8. Discussion, consideration, and action on a contract with Bill Izor.

Presentation: Mayor Von Beougher

9. Review of 2020-2021 fiscal year unaudited Financial Report *

Presentation: Town Treasurer Billie Garrett

10. Discussion on town council committee and liaison list. *

Presentation: Town Secretary Eileen Kennedy

11. Council – staff announcements and comments:

- Voting at Town Hall for the November 2, 2021, General and Special Election.
- Town Hall will be closed Thursday, November 11 in observance of Veterans Day
- Congratulations to Brian Shults on his 14-year anniversary with the Town on November 12.
- Congratulations to Clint Murphy on his 7-year anniversary with the Town on November 25.
- DOWC Annual Auction on November 16 benefiting DOVFD

12. 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, October 29, 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>)



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.

Double Oak Town Council
Regular Meeting
November 1, 2021
Page 3

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

1

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. October 18, 2021, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

| | |
|----------------|----------------------|
| Billie Garrett | Mayor Pro-Tem |
| Anita Nelson | Deputy Mayor Pro-Tem |
| Joe Dent | Council Member |
| Casey Parsons | Council Member |

Mayor Von Beougher and Council Member Scott Whisenhunt were absent. Also in attendance were Town Secretary Eileen Kennedy, Police Chief Ruben Rivas, Assistant Town Secretary Lynn Jones, and Administrative Town Clerk Brian Shults.

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

Council Member Dent gave the invocation and Council Member Parsons 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 October 4, 2021.

Motion Parsons, second Dent to approve the minutes of October 4, 2021, as written.

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

Motion Carried

IV. Mayor, Council Members and Staff reports:

2. Mayor and Council – None
3. Public Works - Code Enforcement – Animal Control – None
4. Administration – None
5. Public Safety– None
6. Road and Drainage Committee– None

V. New business agenda (consideration and action):

7. Discussion, consideration, and action on a request from Goodonuts located at 8401 Justin Road Suite 102 to allow an exception under the Sign Regulations to allow a temporary freestanding staked wooden sign sized 48x36 advertising Goodonuts on the property near Justin Road.

Motion Parsons, Nelson second to approve the request from Goodonuts to allow an exception under the Sign Regulations to allow a temporary freestanding staked wooden sign sized 48x36 provided Goodonuts calls Dig Tess to locate any utilities in the area of the sign and to allow the sign to be displayed until December 31, 2021.

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

Motion Carried

8. Discussion, consideration, and action on an estimate from Double Oak Concrete to install new concrete culverts at Park Lane, North Woodland, and North Forest as part of the Double Oaks Drive project.

Motion Nelson, second Dent to approve the estimate from Double Oak Concrete to install new concrete culverts at Park Lane, North Woodland, and North Forest as part of the Double Oaks Drive project in an amount not to exceed \$50,000.

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

Motion Carried

9. Discussion, consideration, and action on the purchase of a 2022 Tahoe in the amount of \$36,680.

Motion Parsons, second Dent to approve the purchase of a 2022 Tahoe plus equipment outfitting in the amount not to exceed \$60,000.

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

Motion Carried

10. Discussion, consideration, and action on the purchase of a Motorola radio in the amount of \$5,141.37.

Motion Dent, second Nelson to approve the purchase of a Motorola radio in the amount in an amount not to exceed \$5,200.

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

Motion Carried

11. Discussion, consideration, and action on Halff Associates preparing 2 new wall maps.

Motion Parsons, second Dent to approve Halff Associates preparing 2 new wall maps in an amount not to exceed \$1,500.

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

Motion Carried

11. Discussion, consideration, and action on adding to Section 5.3 – Sick Leave of the employee policy manual 5.3.5-Quarantine Leave.

Motion Parsons, second Dent to approve adding to Section 5.3 – Sick Leave of the employee policy manual 5.3.5-Quarantine Leave.

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

Motion Carried

12. Discussion, consideration, and action on a proposal from DFW AV PROS to install all weather speakers in the Pavilion.

Motion Nelson, second Dent to approve the proposal from DFW AV PROS to install all weather speakers in the Pavilion in an amount not to exceed \$7,500.

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

Motion Carried

13. Discussion, consideration, and action on a contract with Steve Koehler.

Bill Izor, 107 W. Carruth, spoke on Mr. Koehler's revised contract that added additional job duties and liability insurance.

No action taken.

14. Council – staff announcements and comments:

- Town Hall will be a voting site for the November 2, 2021, General and Special Election.

Billie Garrett, DOWC, announced the date for a movie day, October 24, and November 16 for their annual auction.

15. Adjournment

With no further business to come before the Council, motion Dent, Nelson second, the meeting was adjourned at 7:53 p.m.

Eileen Kennedy, Town Secretary

Billie Garrett, Mayor Pro-Tem

Town of Double Oak
Profit & Loss Budget vs. Actual
 October 2020 through September 2021

UNAUDITED

| | Oct '20 - Sep 21 | Budget | \$ Over Budget | % of Budget |
|---|---------------------|---------------------|-------------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 400000 · Tax Revenue | | | | |
| 401101 · Current Property Taxes-M & O | 1,176,642.46 | 1,166,167.00 | 10,475.46 | 100.9% |
| 401201 · Penalty & Interest | 4,203.57 | 2,500.00 | 1,703.57 | 168.14% |
| 401301 · Prior Year Property Taxes | 4,132.61 | 2,000.00 | 2,132.61 | 206.63% |
| 401315 · Sales Taxes | 577,458.45 | 430,000.00 | 147,458.45 | 134.29% |
| 401601 · Franchise-Cross Timbers Water | 25,331.81 | 20,000.00 | 5,331.81 | 126.66% |
| 401701 · Franchise-Cable TV | 38,348.68 | 35,000.00 | 3,348.68 | 109.57% |
| 401801 · Franchise-Electric | 90,904.53 | 95,000.00 | -4,095.47 | 95.69% |
| 401805 · Franchise-Garbage | 14,795.01 | 13,000.00 | 1,795.01 | 113.81% |
| 401811 · Franchise-Gas | 13,074.19 | 14,000.00 | -925.81 | 93.39% |
| 401901 · Franchise-Telephone | 1,618.48 | 6,000.00 | -4,381.52 | 26.98% |
| 401912 · Prior Year Carry Over | 0.00 | 0.00 | 0.00 | 0.0% |
| 400000 · Tax Revenue - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 400000 · Tax Revenue | 1,946,509.79 | 1,783,667.00 | 162,842.79 | 109.13% |
| 420000 · Fines and Forfeitures | | | | |
| 420101 · Court Fines | 103,013.08 | 68,000.00 | 35,013.08 | 151.49% |
| 420113 · Court Forfeitures | 0.00 | 0.00 | 0.00 | 0.0% |
| 420000 · Fines and Forfeitures - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 420000 · Fines and Forfeitures | 103,013.08 | 68,000.00 | 35,013.08 | 151.49% |
| 430000 · Licenses and Permits | | | | |
| 430101 · Fences | 1,277.55 | 1,275.00 | 2.55 | 100.2% |
| 430102 · Commercial Buildings | 7,193.00 | 3,000.00 | 4,193.00 | 239.77% |
| 430103 · Oil and Gas Drilling | 0.00 | 0.00 | 0.00 | 0.0% |
| 430201 · New Homes | 23,742.50 | 4,000.00 | 19,742.50 | 593.56% |
| 430202 · Erosion Control | 825.00 | 1,650.00 | -825.00 | 50.0% |
| 430301 · Misc Construction | 34,585.77 | 12,000.00 | 22,585.77 | 288.22% |
| 430401 · Roofs | 1,785.00 | 850.00 | 935.00 | 210.0% |
| 430501 · Septic Systems | 11,040.00 | 3,500.00 | 7,540.00 | 315.43% |
| 430601 · Sprinkler Systems | 875.00 | 600.00 | 275.00 | 145.83% |
| 430701 · Swimming Pools | 2,609.75 | 1,625.00 | 984.75 | 160.6% |
| 430801 · Water Wells | 0.00 | 0.00 | 0.00 | 0.0% |
| 430901 · Plats and Subdivision Fees | 3,225.00 | 0.00 | 3,225.00 | 100.0% |
| Total 430000 · Licenses and Permits | 87,158.57 | 28,500.00 | 58,658.57 | 305.82% |
| 440000 · Other Revenue | | | | |
| 440101 · Administration Fees | 1,077.74 | 1,500.00 | -422.26 | 71.85% |
| 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 | 18,221.94 | 7,000.00 | 11,221.94 | 260.31% |

Town of Double Oak
Profit & Loss Budget vs. Actual
 October 2020 through September 2021

UNAUDITED

| | Oct '20 - Sep 21 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|---------------------|-------------------|----------------|
| 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% |
| Total 440000 · Other Revenue | 19,299.68 | 8,550.00 | 10,749.68 | 225.73% |
| 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 | 332.00 | 500.00 | -168.00 | 66.4% |
| 440601 · Sewage Service | 18,553.03 | 25,000.00 | -6,446.97 | 74.21% |
| 440701 · Town Hall Rental Fees | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 440300 · Charges for Services | 18,885.03 | 25,500.00 | -6,614.97 | 74.06% |
| 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 | 2,174,866.15 | 1,914,217.00 | 260,649.15 | 113.62% |
| Gross Profit | 2,174,866.15 | 1,914,217.00 | 260,649.15 | 113.62% |
| Expense | | | | |
| 510000 · Town Administration | | | | |
| 521000 · Town Salary Adjustments | 0.00 | 0.00 | 0.00 | 0.0% |
| 521012 · Attorney Fees | 11,728.45 | 30,000.00 | -18,271.55 | 39.1% |
| 521033 · Custodial Services | 6,669.96 | 8,000.00 | -1,330.04 | 83.38% |
| 521041 · Denton Central Appraisal Dist | 6,812.20 | 7,100.00 | -287.80 | 95.95% |
| 521050 · Election Expense | 3,595.13 | 5,500.00 | -1,904.87 | 65.37% |
| 521051 · Electricity | 4,310.59 | 5,500.00 | -1,189.41 | 78.37% |
| 521060 · Financial Auditors | 9,500.00 | 10,000.00 | -500.00 | 95.0% |
| 521070 · Natural Gas | 1,115.25 | 1,000.00 | 115.25 | 111.53% |
| 521073 · Printer Copier | 5,298.69 | 5,000.00 | 298.69 | 105.97% |
| 521133 · Ordinance Codification | 1,045.00 | 3,000.00 | -1,955.00 | 34.83% |
| 521160 · Postage | 2,317.45 | 2,000.00 | 317.45 | 115.87% |
| 521200 · Tax Billing Expense | 1,197.00 | 1,300.00 | -103.00 | 92.08% |
| 521201 · Communications | 9,403.24 | 10,500.00 | -1,096.76 | 89.56% |
| 521220 · Water | 1,877.79 | 2,500.00 | -622.21 | 75.11% |
| 521230 · Archive System | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 530050 · Ambulance Service | 29,075.00 | 29,075.00 | 0.00 | 100.0% |
| Total 510000 · Town Administration | 93,945.75 | 125,475.00 | -31,529.25 | 74.87% |
| 520000 · Administrative | | | | |
| 521010 · Advertising | 2,022.30 | 1,200.00 | 822.30 | 168.53% |
| 521020 · Bank Charges | 42.49 | 100.00 | -57.51 | 42.49% |
| 521030 · Cleaning Supplies | 0.00 | 0.00 | 0.00 | 0.0% |
| 521031 · Computer Supplies/Software | 20,290.63 | 13,000.00 | 7,290.63 | 156.08% |

Town of Double Oak
Profit & Loss Budget vs. Actual
 October 2020 through September 2021

UNAUDITED

| | Oct '20 - Sep 21 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|-------------------|---------------|
| 521032 · Council Contingency | 555.34 | 25,517.20 | -24,961.86 | 2.18% |
| 521034 · Technology Fund | 4,267.87 | 4,000.00 | 267.87 | 106.7% |
| 521074 · Meetings | 0.00 | 300.00 | -300.00 | 0.0% |
| 521075 · Goodwill | 300.54 | 800.00 | -499.46 | 37.57% |
| 521076 · Incentive Pay | 1,499.94 | 1,500.00 | -0.06 | 100.0% |
| 521090 · General Liability Insurance | 3,173.12 | 3,100.00 | 73.12 | 102.36% |
| 521091 · Health/Dental/Life Insurance | 15,648.49 | 16,500.00 | -851.51 | 94.84% |
| 521130 · Membership & Dues | 1,923.00 | 1,500.00 | 423.00 | 128.2% |
| 521131 · Car Maintenance-Fuel-Travel | 0.00 | 0.00 | 0.00 | 0.0% |
| 521150 · Office Supplies | 6,436.34 | 6,000.00 | 436.34 | 107.27% |
| 521151 · Other Professional Services | 1,850.77 | 10,000.00 | -8,149.23 | 18.51% |
| 521153 · Other Supplies | 700.36 | 1,000.00 | -299.64 | 70.04% |
| 521161 · Publications & Subscriptions | 0.00 | 300.00 | -300.00 | 0.0% |
| 521162 · Printing and Copying | 0.00 | 600.00 | -600.00 | 0.0% |
| 521170 · Payroll Taxes - FICA | 11,335.46 | 11,400.00 | -64.54 | 99.43% |
| 521172 · TWC Unemployment Insurance | 1,926.25 | 2,000.00 | -73.75 | 96.31% |
| 521190 · Town Secretary Salary | 74,263.02 | 74,263.00 | 0.02 | 100.0% |
| 521191 · Longevity Pay-Administration | 1,300.00 | 1,300.00 | 0.00 | 100.0% |
| 521192 · Worker's Compensation Ins. | 965.64 | 700.00 | 265.64 | 137.95% |
| 521194 · Asst Town Secretary Salary | 66,343.12 | 65,775.80 | 567.32 | 100.86% |
| 521195 · Overtime | 4,853.34 | 5,000.00 | -146.66 | 97.07% |
| 521196 · TMRS-Retirement | 12,335.01 | 12,500.00 | -164.99 | 98.68% |
| 521202 · Training Seminars | 390.00 | 2,000.00 | -1,610.00 | 19.5% |
| Total 520000 · Administrative | 232,423.03 | 260,356.00 | -27,932.97 | 89.27% |
| 530000 · Public Works | | | | |
| 521021 · Building Repair/Remodeling | 2,160.69 | 8,000.00 | -5,839.31 | 27.01% |
| 521025 · Building Expenditures | 1,300.00 | 2,000.00 | -700.00 | 65.0% |
| 521120 · Lien Filing Expense | 36.50 | 100.00 | -63.50 | 36.5% |
| 530025 · Mosquito Control Program | 144.84 | 150.00 | -5.16 | 96.56% |
| 530100 · Animal Control Officer | 17,450.00 | 17,050.00 | 400.00 | 102.35% |
| 530101 · Public Works Director Salary | 0.00 | 0.00 | 0.00 | 0.0% |
| 530102 · Public Works Director TMRS | 0.00 | 0.00 | 0.00 | 0.0% |
| 530103 · Public Works Director FICA | 0.00 | 0.00 | 0.00 | 0.0% |
| 530104 · Public Works Director (H/D/L) | 0.00 | 0.00 | 0.00 | 0.0% |
| 530105 · PW Director (TWC/Unempl Ins) | 0.00 | 0.00 | 0.00 | 0.0% |
| 530106 · Building Official Overtime | 0.00 | 0.00 | 0.00 | 0.0% |
| 530110 · Building Inspectors | 36,000.00 | 36,000.00 | 0.00 | 100.0% |
| 530111 · Building Inspectors Phone | 0.00 | 0.00 | 0.00 | 0.0% |
| 530115 · Code Enforcement | 0.00 | 0.00 | 0.00 | 0.0% |
| 530116 · Code Enforcement Liab Ins-TML | 679.96 | 700.00 | -20.04 | 97.14% |
| 530125 · Council Discretionary Fund | 0.00 | 0.00 | 0.00 | 0.0% |
| 530150 · Grounds Maintenance | 6,847.50 | 9,000.00 | -2,152.50 | 76.08% |

Town of Double Oak
Profit & Loss Budget vs. Actual
 October 2020 through September 2021

UNAUDITED

| | Oct '20 - Sep 21 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|--------------------|---------------|
| 530151 · Grounds Equipment | 0.00 | 0.00 | 0.00 | 0.0% |
| 530175 · Equipment Repair/Maintenance | 0.00 | 0.00 | 0.00 | 0.0% |
| 530180 · Minor Equipment | 0.00 | 0.00 | 0.00 | 0.0% |
| 530200 · Lot Mowing/Tree Trim Service | 2,155.00 | 13,000.00 | -10,845.00 | 16.58% |
| 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 | 300.00 | 500.00 | -200.00 | 60.0% |
| 530205 · Vehicle Fuel | 900.00 | 1,800.00 | -900.00 | 50.0% |
| 530206 · Uniforms | 0.00 | 0.00 | 0.00 | 0.0% |
| 530210 · Membership Dues/Licensing | 0.00 | 0.00 | 0.00 | 0.0% |
| 530230 · Other Professional Services | 2,208.61 | 2,000.00 | 208.61 | 110.43% |
| 530231 · Other Supplies | 976.46 | 1,000.00 | -23.54 | 97.65% |
| 530235 · Printing | 0.00 | 100.00 | -100.00 | 0.0% |
| 530240 · Postage | 0.00 | 0.00 | 0.00 | 0.0% |
| 530245 · Computer Support | 3,864.11 | 3,000.00 | 864.11 | 128.8% |
| 530250 · Health Inspector | 150.00 | 0.00 | 150.00 | 100.0% |
| 530260 · Septic Inspections | 5,010.00 | 5,000.00 | 10.00 | 100.2% |
| 530270 · Sewage Services | 20,422.25 | 25,000.00 | -4,577.75 | 81.69% |
| 530271 · Vehicle Reimbursement | 0.00 | 0.00 | 0.00 | 0.0% |
| 530272 · Incentive Pay | 0.00 | 0.00 | 0.00 | 0.0% |
| 530273 · Worker's Compensation Ins | 0.00 | 0.00 | 0.00 | 0.0% |
| 530277 · General Liability Insurance | 0.00 | 0.00 | 0.00 | 0.0% |
| 530280 · Hazardous Waste Disposal | 0.00 | 0.00 | 0.00 | 0.0% |
| 531020 · Credit Card Convenience Fee | 0.00 | 0.00 | 0.00 | 0.0% |
| 531201 · Weather Siren | 250.00 | 1,000.00 | -750.00 | 25.0% |
| Total 530000 · Public Works | 100,855.92 | 126,400.00 | -25,544.08 | 79.79% |
| 540000 · Streets and Drainage | | | | |
| 540019 · Engineering General | 38,184.88 | 40,000.00 | -1,815.12 | 95.46% |
| 540060 · Crack Seal & Potholes | 0.00 | 30,000.00 | -30,000.00 | 0.0% |
| 540110 · Current Year Road Repairs | 40,556.64 | 200,000.00 | -159,443.36 | 20.28% |
| 540111 · Prior Year Road Repairs | 0.00 | 0.00 | 0.00 | 0.0% |
| 540155 · MS4 Stormwater | 6,124.45 | 7,500.00 | -1,375.55 | 81.66% |
| 540177 · Public Works Projects Costs | 0.00 | 0.00 | 0.00 | 0.0% |
| 540200 · Sign Repair and Replacement | 420.50 | 3,000.00 | -2,579.50 | 14.02% |
| Total 540000 · Streets and Drainage | 85,286.47 | 280,500.00 | -195,213.53 | 30.41% |
| 550000 · Police Department | | | | |
| 550120 · Capital Equipment (Auto) | -495.25 | 0.00 | -495.25 | 100.0% |
| 550135 · Computer Equip/Supplies/SW Main | 28,258.39 | 33,031.00 | -4,772.61 | 85.55% |
| 550140 · Equipment Repair & Maintenance | 200.00 | 1,200.00 | -1,000.00 | 16.67% |
| 550145 · Health/Dental/Life Insurance | 112,305.95 | 130,682.00 | -18,376.05 | 85.94% |
| 550219 · Membership Dues | 230.00 | 900.00 | -670.00 | 25.56% |

Town of Double Oak
Profit & Loss Budget vs. Actual
 October 2020 through September 2021

UNAUDITED

| | Oct '20 - Sep 21 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------------|--------------------|---------------|
| 550220 · Minor Equipment | 391.47 | 1,600.00 | -1,208.53 | 24.47% |
| 550230 · Other Professional Services | 61.00 | 0.00 | 61.00 | 100.0% |
| 550240 · Office Supplies | 937.05 | 500.00 | 437.05 | 187.41% |
| 550248 · Publications | 0.00 | 400.00 | -400.00 | 0.0% |
| 550249 · External Contracts | 6,146.83 | 6,000.00 | 146.83 | 102.45% |
| 550250 · Postage | 0.00 | 0.00 | 0.00 | 0.0% |
| 550251 · Printing | 394.85 | 350.00 | 44.85 | 112.81% |
| 550252 · Police Chief Salary | 93,495.87 | 90,033.00 | 3,462.87 | 103.85% |
| 550253 · Police Asst. Chief Salary | 72,326.65 | 80,021.00 | -7,694.35 | 90.39% |
| 550254 · Police Officers' Salary | 275,953.75 | 344,429.00 | -68,475.25 | 80.12% |
| 550255 · Administrative Assistant PD | 0.00 | 0.00 | 0.00 | 0.0% |
| 550256 · Crossing Guard | 1,183.71 | 7,000.00 | -5,816.29 | 16.91% |
| 550257 · Police Department Overtime | 3,874.48 | 5,000.00 | -1,125.52 | 77.49% |
| 550261 · Criminal Investigations | 378.26 | 2,000.00 | -1,621.74 | 18.91% |
| 550262 · General Liability Insurance | 11,105.80 | 10,148.00 | 957.80 | 109.44% |
| 550263 · TWC Unemployment Ins | 0.00 | 0.00 | 0.00 | 0.0% |
| 550264 · Incentive Pay | 9,436.23 | 8,700.00 | 736.23 | 108.46% |
| 550271 · Salaries Benefits - FICA | 39,353.68 | 41,060.00 | -1,706.32 | 95.84% |
| 550275 · Salaries Benefits - TMRS | 43,340.27 | 43,666.00 | -325.73 | 99.25% |
| 550276 · Human Resources | 72.52 | 1,500.00 | -1,427.48 | 4.84% |
| 550277 · Longevity Pay | 3,575.00 | 3,575.00 | 0.00 | 100.0% |
| 550278 · Worker's Compensation Ins | 12,875.20 | 22,823.00 | -9,947.80 | 56.41% |
| 550280 · Communications | 9,751.39 | 14,000.00 | -4,248.61 | 69.65% |
| 550281 · Training | 5,353.43 | 6,000.00 | -646.57 | 89.22% |
| 550286 · Training Ammo | 1,137.98 | 2,500.00 | -1,362.02 | 45.52% |
| 550290 · Uniforms | 10,241.89 | 8,000.00 | 2,241.89 | 128.02% |
| 550291 · Patrol Equipment | 16,565.95 | 5,000.00 | 11,565.95 | 331.32% |
| 550292 · Community Programs | 43.94 | 1,000.00 | -956.06 | 4.39% |
| 550293 · Traffic Management | 0.00 | 500.00 | -500.00 | 0.0% |
| 550294 · Evidence Room Supplies | 118.99 | 500.00 | -381.01 | 23.8% |
| 550295 · Goodwill | 956.87 | 1,000.00 | -43.13 | 95.69% |
| 550300 · Vehicle Fuel | 17,841.21 | 17,200.00 | 641.21 | 103.73% |
| 550400 · Vehicle Repair & Maintenance | 7,355.94 | 13,500.00 | -6,144.06 | 54.49% |
| Total 550000 · Police Department | 784,769.30 | 903,818.00 | -119,048.70 | 86.83% |
| 560000 · Municipal Court | | | | |
| 560010 · Judges Services | 7,050.00 | 10,000.00 | -2,950.00 | 70.5% |
| 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 | 6,290.00 | 10,000.00 | -3,710.00 | 62.9% |
| 560025 · Other Professional Services | 0.00 | 0.00 | 0.00 | 0.0% |
| 560026 · Court Clerk - Salary | 58,935.53 | 58,323.00 | 612.53 | 101.05% |
| 560027 · Court Clerk- FICA | 4,955.42 | 5,400.00 | -444.58 | 91.77% |

Town of Double Oak
Profit & Loss Budget vs. Actual
 October 2020 through September 2021

UNAUDITED

| | Oct '20 - Sep 21 | Budget | \$ Over Budget | % of Budget |
|---|---------------------|---------------------|--------------------|----------------|
| 560028 · Court Clerk - TMRS | 5,421.08 | 5,600.00 | -178.92 | 96.81% |
| 560029 · Court Clerk Ins (H/D/L) | 7,810.50 | 8,400.00 | -589.50 | 92.98% |
| 560030 · Court Clerk - Longevity | 785.00 | 785.00 | 0.00 | 100.0% |
| 560031 · Overtime | 4,854.71 | 5,000.00 | -145.29 | 97.09% |
| 560035 · Court Supplies, Equip & S/W Main | 932.62 | 3,500.00 | -2,567.38 | 26.65% |
| 560055 · Membership Dues | 0.00 | 120.00 | -120.00 | 0.0% |
| 560076 · Incentive Pay | 600.08 | 600.00 | 0.08 | 100.01% |
| Total 560000 · Municipal Court | 97,634.94 | 107,968.00 | -10,333.06 | 90.43% |
| 570000 · Double Oak Vol. Fire Department | | | | |
| 570020 · DOVFD Operations Contribution | 100,000.00 | 100,000.00 | 0.00 | 100.0% |
| 570021 · General Liability Insurance | 7,706.12 | 7,200.00 | 506.12 | 107.03% |
| 570022 · Worker's Compensation Ins | 2,253.16 | 2,500.00 | -246.84 | 90.13% |
| Total 570000 · Double Oak Vol. Fire Department | 109,959.28 | 109,700.00 | 259.28 | 100.24% |
| Total Expense | 1,504,874.69 | 1,914,217.00 | -409,342.31 | 78.62% |
| Net Ordinary Income | 669,991.46 | 0.00 | 669,991.46 | 100.0% |
| Net Income | 669,991.46 | 0.00 | 669,991.46 | 100.0% |

Town of Double Oak
Balance Sheet
UNAUDITED
Sep 30, 2021

ASSETS

Current Assets

Checking/Savings

| | |
|--|-------------------|
| 102302 · Independent Bank Money Market | 1,638,547.25 |
| 102303 · Independent Bank Checking | 505,867.38 |
| 102304 · Police Leose Training Fund | 1,187.85 |
| 102306 · John B. Wright Memorial Fund | 559.23 |
| 102307 · DO Police Dept Chapter 59 | 8.66 |
| 102400 · Petty Cash | 499.21 |
| 102450 · DATCU | 3,272.80 |
| 106101 · Certificate of Deposit | <u>425,463.47</u> |
| Total Checking/Savings | 2,575,405.85 |

Accounts Receivable

| | |
|------------------------------|------------------|
| 106100 · Accounts Receivable | <u>32,382.66</u> |
| Total Accounts Receivable | 32,382.66 |

Other Current Assets

| | |
|--|---------------------|
| 102500 · Returned Checks Receivable | 8.00 |
| 104100 · Bartonville Water Certificate | 2,000.00 |
| 106150 · Interest Receivable | 783.28 |
| 106400 · Employee Receivables | -6.91 |
| 106700 · Property Taxes Receivable | 9,483.45 |
| 106800 · Sales Tax Receiveable | 44,743.77 |
| 106900 · Prepaid Costs | 13,519.29 |
| 1499 · Payments Received | <u>638.74</u> |
| Total Other Current Assets | 71,169.62 |
| Total Current Assets | <u>2,678,958.13</u> |

TOTAL ASSETS 2,678,958.13

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

| | |
|---------------------------|-----------------|
| 202000 · Accounts Payable | <u>1,233.16</u> |
| Total Accounts Payable | 1,233.16 |

Other Current Liabilities

| | |
|--|----------------|
| 106300 · Allowance for Uncoll Taxes | 9,483.45 |
| 200000 · Payroll Liabilities | |
| 202507 · Dependant Health Care Coverage | -324.69 |
| 202508 · AFLAC Deduction | -130.74 |
| 202509 · Child Support Withholding Order | 111.85 |
| 202513 · Vision Insurance | 2.95 |
| 202516 · Dependent Life Insurance | -39.52 |
| 200000 · Payroll Liabilities - Other | <u>-960.81</u> |
| Total 200000 · Payroll Liabilities | -1,340.96 |

Town of Double Oak
Balance Sheet

UNAUDITED
Sep 30, 2021

| | |
|--|-------------------|
| 200504 · Town Hall Reservation Deposits | 900.00 |
| 201250 · Cr Card Fees/Collection Charges | 2,451.96 |
| 202250 · Town Hall Renovations | 100.00 |
| 202501 · Court Fees & Fines Due State | 12,965.70 |
| 202502 · Technology Fees | 4,787.09 |
| 202503 · Court Security Fees | 22,947.42 |
| 202504 · Police LEOSE Training Account | 1,187.85 |
| 202506 · Child Safety Fund | 25.00 |
| 202511 · Omnibase Fees Due | 462.11 |
| 202512 · Court Collections | 73.06 |
| 202760 · Time Payment Reimbursement Fee | 237.81 |
| 203002 · Park Fund Account | 208.26 |
| 203006 · CARES - CLFRF Funds | 380,103.65 |
| 203060 · Waketon Road Reconstruction | 0.30 |
| 2050000 · Accrued Payroll | 21,589.95 |
| 205555 · Police Grants | 347.25 |
| 206250 · Sewer System Maintenance | 9,130.03 |
| 206500 · Police-Chapter 59 | 8.66 |
| 208000 · Golf Tournament | 44.85 |
| Total Other Current Liabilities | <u>465,713.44</u> |
| Total Current Liabilities | <u>466,946.60</u> |
| Total Liabilities | 466,946.60 |

Equity

| | |
|--|----------------------------|
| 3000 · Fund Balances | 560,032.45 |
| 3100 · Town Contingency | 100,000.00 |
| 3150 · Stormwater Structures Fund | 100,000.00 |
| 3200 · Road Contingency | 150,000.00 |
| 3250 · Waketon Road Town Project Fund | 100,000.00 |
| 3450 · IT Server/Software Fund | 10,000.00 |
| 3550 · TCEQ MS4 (5-year Fund | 10,000.00 |
| 3600 · Street and Drainage Fund | 200,000.00 |
| 3650 · Cross Timbers Drainage Project | 20,000.00 |
| 3800 · Police Vehicle Fund | 20,000.00 |
| 3850 · Police Body Camera Project Fund | 40,000.00 |
| 3900 · Retained Earnings | 231,969.68 |
| Net Income | 670,009.40 |
| Total Equity | <u>2,212,011.53</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>2,678,958.13</u></u> |

**TOWN OF DOUBLE OAK
CERTIFICATES OF DEPOSIT**

September-21

| <u>Denton Area Teachers Credit Union</u> | <u>Acct. No.</u> | <u>Current Balance</u> | <u>Date Opened</u> | <u>Term</u> | <u>Maturity Date</u> | <u>Interest Rate</u> |
|--|------------------|------------------------|--------------------|-------------|----------------------|----------------------|
| DATCU | 540811 | 216,137.29 | 04/16/13 | 24 mo | 12/04/22 | 0.850% |

Independent Bank

| <u>(formerly Northstar Bank)</u> | <u>Acct. No.</u> | <u>Current Balance</u> | <u>Date Opened</u> | <u>Term</u> | <u>Maturity Date</u> | <u>Interest Rate</u> |
|----------------------------------|------------------|------------------------|--------------------|-------------|----------------------|----------------------|
| Independent Bank | 72217 | 209,326.18 | 02/18/11 | 12 mo | 02/18/22 | 0.300 |
| | | 209,326.18 | | | | |
| | | 425,463.47 | | | | |

COUNCIL LIAISON APPOINTMENTS

Liaison is defined as to perform as neither an advocate nor an opponent but rather to act as a conduit for organizations, staff, boards, commissions, committees, etc. to facilitate communication between Council and entity without prejudice.

| <u>BOARD/COMMISSION/DEPARTMENT/ORGANIZATION</u> | <u>LIAISON</u> |
|--|-----------------------|
| Double Oak Volunteer Fire Department | Nelson/Garrett |
| Double Oak Police Department | Dent/Nelson |
| Planning & Zoning Commission | Garrett/ |
| Board of Adjustment | Beougher/ |
| Upper Trinity Regional Water District | |
| Cross Timbers Water Supply Corporation | |
| School Districts/Denton County/Neighboring Towns | /Beougher |
| Double Oak Women's Club | Garrett |

STANDING COMMITTEES

| <u>COMMITTEE</u> | <u>COUNCIL LIAISON</u> | <u>MEMBERS</u> |
|--|-------------------------------|---|
| Investment Committee | Dent/ Garrett | Eileen Kennedy Gary Garrett |
| Master Plan Committee | Dent/ | Gary Garrett |
| Ordinance Review Committee | Dent/ Garrett | |
| Information Technology Committee | Dent/ | Brian Shults |
| Town Hall Renovation Committee Town Beautification Committee Conservation/Tree Committee | | |
| Roads/Drainage Committee | Nelson/ Beougher | Jeff Crannell Gary Garrett Steve Templer Gary Goodman Nan Bowen |

THE MAYOR IS AN AUTOMATIC LIAISON TO ALL DEPARTMENTS/ BOARDS/COMMITTEES