



Town of Double Oak
Town Council –Public Meeting
Double Oak Town Hall
320 Waketon Road, Double Oak
TX 75077
Thursday, December 21, 2023
7:00 p.m.

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

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

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

II. Citizen Comments-Non-Agenda Subjects

- III. Consent Agenda** - All consent agenda items listed are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member 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 December 4, 2023. *
2. Waketon Road final paperwork closure.*

IV. Mayor, Council Members, and Staff reports:

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

V. New business agenda (consideration and action):

9. Discussion, consideration, and action on a Resolution appointing an Emergency Management Coordinator for the town.

Presentation: Mayor Johnson

10. Discussion, consideration, and action on a list of roads for possible crack sealing in the fiscal year 2023-2024, including putting the projects out to bid.

Presentation: Gary Goodman, Roads Committee Chair

11. Presentation from the 50th Birthday Committee. (This is a presentation update only without inquiries from the council or citizens).

Presentation: Bonnie Morrow, Committee Chair

12. Discussion, consideration, and action on committee and liaison appointments.

Presentation: Deputy Mayor Pro Tem Wellen

13. Discussion, consideration, and action on approval for the town banquet.

Presentation: Mayor Johnson
Assistant Chief Gaines

14. Discussion, consideration, and action regarding the Double Oak holiday schedule.

Presentation Mayor Pro Tem Mike Gwartney

VI. Old business agenda (consideration and action):

15. Council - staff announcements and comments:

16. Adjournment

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into a 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 Monday, December 18, 2023, by 2:00 p.m. on:

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

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 accommodation 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.

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. Monday, December 4, 2023, at the Double Oak Town Hall, located at 320 Waketon Road with the following members present to-wit:

Patrick Johnson	Mayor
Mike Gwartney	Deputy Mayor Pro-Tem
Jean Hillyer	Council Member
Mark Dieterich	Council Member
Khourschid Favero	Council Member

Council Member Pat Wellen was absent. Also in attendance were Town Secretary Eileen Kennedy, Public Services Randal Anglin, and Police Chief Ruben Rivas.

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

II. Citizen Comments Non-Agenda Subjects

Mary Anne Dority, 340 Valley View Trail, gave kudos to Asst. Police Chief Gaines for her help.

Jim Carter, Halff Associates, introduced Edgar Molina as the town's new Engineer.

- 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 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 November 6, 2023. *
2. Consideration and action on minutes of November 13, 2023. *
3. Consideration, and action on a resolution finding that CoServ Gas, Ltd.'s statement of intent to increase rates within the town should be denied; finding that the town's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and the town's legal counsel.
4. Consideration and action to approve use of SLFRF funds for the Pavilion speaker upgrade.

Council Member Hillyer had two corrections to the minutes of November 6, 2023, and asked that Item 2 be moved from the Consent Agenda. Motion Hillyer, seconded by Dieterich to approve Items 1,3, and 4 of the consent agenda.

AYE: Hillyer, Favero, Gwartney, Dieterich
NAY: None
ABSTAIN: None

Motion carried 4-0-0

Motion Gwartney, seconded by Dieterich to approve Item 2 of the consent agenda.

AYE: Gwartney, Dieterich, Favero
NAY: Hillyer
ABSTAIN: None

Motion carried 3-1-0

IV. Mayor, Council Members, and Staff reports:

5. Mayor and Council
6. Public Works - Code Enforcement – Animal Control
7. Administration
8. Public Safety
9. Roads Committee
10. Drainage Committee

V. New business agenda (consideration and action):

Mayor Johnson skipped Item 11.

12. Discussion, consideration, and action on approving the June 30, 2023, and the September 30, 2023, Investment Reports

Motion Hillyer seconded by Dieterich to accept the June 30, 2023, and September 30, 2023, Investment Reports.

AYE: Favero, Dieterich, Gwartney, Hillyer
NAY: None
ABSTAIN: None

Motion carried 4-0-0

13. Discussion, consideration, and action on selection of Mayor Pro-Tem.

Motion Dieterich, seconded by Favero to appoint Mike Gwartney as Mayor Pro-Tem.

AYE: Dieterich, Gwartney, Favero
NAY: Hillyer
ABSTAIN: None

Motion carried 3-1-0

14. CONTINGENT ITEM ONLY: Discussion, consideration, and action on selection of Deputy Mayor Pro-Tem (This is a contingent item only regarding if the current Deputy Mayor Pro-Tem is voted into the Mayor Pro-Tem position, will council act on this item)

Motion Gwartney, seconded by Dieterich to appoint Pat Wellen as Deputy Mayor Pro Tem.

AYE: Hillyer, Dieterich, Gwartney Wellen
NAY: None
ABSTAIN: None

Motion carried 4-0-0

Mayor Johnson went back to the regular agenda.

11. Discussion, consideration, and action on a Resolution casting votes to DCAD Board of Directors. Double Oak gets 2 votes.

Motion Gwartney to cast votes for David Johnson and Alex Buck to DCAD Board of Directors.

The motion died for lack of second.

Motion Dieterich, seconded by Favero to cast two votes for Alex Buck to DCAD Board of Directors.

AYE: Dieterich, Gwartney, Hillyer, Favero
NAY: None
ABSTAIN: None

Motion carried 4-0-0

VI. Old business agenda (consideration and action):

15. Council - staff announcements and comments:

- Congratulations to Crossing Guard Vicki Leinweber on her 2-year anniversary with the Town on December 6.
- Congratulations to Officer Summer Housmans on her 1-year anniversary with the Town on December 9.
- DOWC Annual Winter Children's Event will be Saturday, December 9th from 1:00 p.m. to 4:00 p.m.
- DOVFD Santa Around Town will be on Sunday, December 10th.

16. Adjournment

With no further business to come before the Council the meeting was adjourned at 8:18p.m.

Approved:

Patrick Johnson, Mayor

Attest:

Eileen Kennedy, Town Secretary





Denton Central Appraisal District
3911 Morse Street
Denton, TX 76208

 (940) 349-3800
 www.dentoncad.com

December 15, 2023

Denton County Taxing Units:

In accordance with SEC 6.03(k) of the Texas Property Tax Code, I have made a diligent effort to ascertain all votes cast before today, December 15, 2023, in order to declare the five candidates receiving the largest cumulative vote totals for the Denton Central Appraisal District Board of Directors for the 2024 tax year. We received votes from 36 of the 61 taxing units that are entitled to vote. I have included an attachment with the total votes recorded. The 2024 Board of Directors is as follows:

- | | |
|--------------------|-----------|
| • Roy Atwood | 999 Votes |
| • Charles Stafford | 897 Votes |
| • Alex Buck | 714 Votes |
| • David Terre | 650 Votes |
| • Ann Pomykal | 622 Votes |

On January 18, 2024, we will hold our first board meeting and the members will take their oath of office and officers will be selected. I truly appreciate your continued support and your participation in the process. If you have any questions, do not hesitate to contact me. I pray you all have a safe and blessed Christmas and I look forward to the next year and the continued opportunity to serve you all.

Thank you,

A handwritten signature in black ink, appearing to read 'Don Spencer'.

Don Spencer
Chief Appraiser

DENTON COUNTY COMMISSIONERS COURT

12/05/2023

Month Day Year
23 01 04

Court Order Number

14. A.

THE ORDER:

Approval of Amendment No. 3 to the Interlocal Cooperation Agreement between Denton County, Texas, and the Town of Double Oak, Texas, for the Waketon Road Project, with the County agreeing to contribute an amount which shall not exceed \$3,670,068.87, by increasing County funds in the amount of \$203,164.00 to come from Judge Discretionary, TRIP-22, Auditor Line Item #89-7437-90-30, and to be transferred to Waketon Road, Auditor Line Item #89-7373-90-20, and any appropriate action. Commissioner Precinct #4.

Motion by Edmondson

Seconded by Eads

County Judge
Andy Eads

Yes
Abstain ___
No ___
Absent ___

Commissioner Pct No 1 Yes
Ryan Williams Abstain ___
No ___
Absent ___

Commissioner Pct No 2 Yes
Kevin Falconer Abstain ___
No ___
Absent ___

Commissioner Pct No 3 Yes
Bobbie J. Mitchell Abstain ___
No ___
Absent ___

Commissioner Pct No 4 Yes
Dianne Edmondson Abstain ___
No ___
Absent ___

Motion Carried 5-0-0

Other Action: Pulled from Consent ___ No Action ___ Postponed ___

BY ORDER OF THE COMMISSIONERS COURT

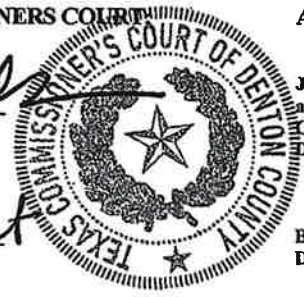
ATTEST:

Andy Eads
Presiding Officer

Jul Luke, County Clerk
and Ex-Officio Clerk of the
Commissioners Court of
Denton County, Texas

APPROVED AS TO FORM:

John Teldt
Assistant District Attorney



BY: Wants
Deputy County Clerk

Memo

To: *Town of Double Oak*
ATTN: *Ms. Eileen Kennedy*
320 Waketon Road
Double Oak, TX 85077

From: *Vianka Romero Corral*
Date: *December 5, 2023*
Re: *Agreement*

Enclosed is one original of the above referenced documents approved by Denton County Commissioners Court December 5, 2023

Thank you.

Vianka Romero Corral
Denton County Clerk
1450 East McKinney
Denton, TX 76209

THE STATE OF TEXAS §
 §
COUNTY OF DENTON §

**AMENDMENT NO. 3 TO INTERLOCAL COOPERATION AGREEMENT BETWEEN
DENTON COUNTY, TEXAS, AND THE TOWN OF DOUBLE OAK, TEXAS**

THIS AMENDMENT NO. 3 to the Interlocal Cooperation Agreement is made and entered into by and between Denton County, Texas, hereinafter “the County”; and the Town of Double Oak, Texas, hereinafter “the Town.” The County and the Town are collectively referred to herein as “the Parties.”

WHEREAS, on December 29, 2009, the Parties entered into an Interlocal Cooperation Agreement under Denton County Commissioners Court Order Number 09-0967, hereinafter “the original Agreement,” for the purpose of providing for Professional Design Services associated with the reconstruction of Waketon Road from a 2-lane roadway to a 2-lane concrete roadway from Cross Timbers Road east to Chinn Chapel Road (“the Project”) located within the corporate limits of the Town and located in Denton County Commissioner Precinct #4, and

WHEREAS, under the terms of the original Agreement, the County and Town agreed that the County would contribute an amount which shall not exceed ONE HUNDRED NINETY-TWO THOUSAND TWO HUNDRED THIRTY-SEVEN AND 40/100 DOLLARS (\$192,237.40) toward satisfactory completion of the Project, and

WHEREAS, on April 4, 2017, the County and Town entered into Amendment No. 1 to the Interlocal Cooperation Agreement, under Denton County Commissioners Court Order Number 17-0281, for the design, construction, right-of-way acquisition, and drainage improvements for a 3-lane, undivided roadway (2-lane with center turn lane) on Waketon Road from Cross Timbers Road east to Chinn Chapel Road with the County agreeing to contribute an additional amount of TWO MILLION SEVEN HUNDRED SEVENTY-FOUR THOUSAND SIX HUNDRED SIXTY-SEVEN AND 47/100 DOLLARS (\$2,774,667.47) toward satisfactory completion of the Project, and

WHEREAS, on August 17, 2021, the County and Town entered into Amendment No. 2 to the Interlocal Cooperation Agreement, under Denton County Commissioners Court Order Number 21-0626, for the design, construction, right-of-way acquisition, and drainage improvements for a 3-lane, undivided roadway (2-lane with center turn lane) on Waketon from

Cross Timbers Road east to Chinn Chapel Road with the County agreeing to contribute an additional amount of FOUR HUNDRED THOUSAND AND NO/100 DOLLARS (\$400,000.00) toward satisfactory completion of the Project, and

WHEREAS, under the Amendment No. 2, the Town agreed to contribute an amount which shall not exceed ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00).

WHEREAS, the Parties to the original Agreement now intend to amend the Agreement, in order to reflect an increase in total estimated Project cost and an increase in the financial contribution of the County toward satisfactory completion of the Project, which shall be memorialized in this document as Amendment No. 3 to the original Agreement and Amendments No. 1 and No. 2 between the County and the Town; and

NOW, THEREFORE, the County and the Town for the mutual covenants and agreements contained in the original Agreement and as contained herein, and for the other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, agree to amend Section II and Section III of the original Agreement to reflect the change in the Project estimate and an increase in the County's contribution toward satisfactory completion of the Project. All other terms and conditions of the original Agreement are hereby affirmed by the Parties. The amended portions of the original Agreement are as follows:

AMENDED SECTION II

The County and the Town hereby agree that Amendment No. 3 will revise the Project estimate from THREE MILLION FOUR HUNDRED SIXTY-SIX THOUSAND NINE HUNDRED FOUR AND 87/100 DOLLARS (\$3,466,904.87), to THREE MILLION SIX HUNDRED SEVENTY THOUSAND SIXTY-EIGHT AND 87/100 DOLLARS (\$3,670,068.87).

AMENDED SECTION III

The County and the Town hereby agree that Amendment No. 3 will amend the original Agreement to increase the County contribution toward satisfactory completion of the Project from THREE MILLION THREE HUNDRED SIXTY-SIX THOUSAND NINE HUNDRED FOUR AND 87/100 DOLLARS (\$3,366,904.87) to an amount which shall not exceed THREE MILLION FIVE HUNDRED SEVENTY THOUSAND SIXTY-EIGHT AND 87/100 DOLLARS (\$3,570,068.87), for an increased County contribution toward satisfactory completion of the

Project of TWO HUNDRED THREE THOUSAND ONE HUNDRED SIXTY-FOUR AND NO/100 DOLLARS (\$203,164.00).

This Amendment to the original Agreement shall replace and supersede Section II and Section III of the original Agreement, Amendment No. 1, and Amendment No. 2 between the Parties. **All other provisions of the original Agreement shall remain in full force and effect unless modified by subsequent written amendment signed by both of the Parties to the original Agreement.**

This Agreement may be executed in multiple counterparts, attached to the original Agreement, and shall collectively constitute an Amendment to the original Agreement. All other terms and conditions of the original Agreement are hereby affirmed by the Parties.

Executed this 16 day of October, 2023.

DENTON COUNTY, TEXAS
1 Courthouse Drive, Suite 3100
Denton, Texas 76209

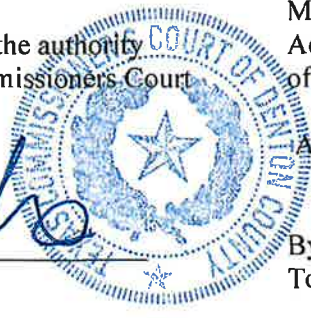
TOWN OF DOUBLE OAK, TEXAS
320 Waketon Road
Double Oak, Texas 75077

By: Andy Eads
Honorable Andy Eads
Denton County Judge
Acting by and on behalf of the authority
of the Denton County Commissioners Court

By: Patrick Johnson
Honorable Patrick Johnson
Mayor of the Town of Double Oak, Texas
Acting by and on behalf of the authority
of the Town of Double Oak, Texas

ATTEST:

By: [Signature]
Denton County Clerk



ATTEST:

By: [Signature]
Town Secretary

COUNTY AUDITOR'S CERTIFICATE

I hereby certify funds are available to accomplish and pay the obligation of Denton County, Texas, under this Agreement.


Denton County Auditor

**APPROVAL OF AMENDMENT NO. 3 TO INTERLOCAL COOPERATION
AGREEMENT BETWEEN DENTON COUNTY, TEXAS, AND THE TOWN OF
DOUBLE OAK, TEXAS**

Denton County, Texas, acting by and through the Denton County Commissioners Court, having been advised of the Project, hereby agrees to amend Section II and Section III of the Interlocal Cooperation Agreement, which was approved on December 29, 2009, under Denton County Commissioners Court Order Number 09-0967, Amendment No. 1, which was approved on April 4, 2017, under Denton County Commissioners Court Order Number 17-0281, and Amendment No. 2, which was approved on August 17, 2021, under Denton County Commissioners Court Order Number 21-0626.


Amendment No. 3 will amend the original Agreement and Amendments No. 1 and No. 2 to provide additional funding by the County toward satisfactory completion of the Project in the amount of TWO HUNDRED THREE THOUSAND ONE HUNDRED SIXTY-FOUR AND NO/100 DOLLARS (\$203,164.00). The scope of the Project shall continue to be to provide for the design, right-of-way acquisition, construction, and drainage improvements for a 3-lane, undivided roadway (2-lane with center turn lane) on Waketon Road from Cross Timbers Road east to Chinn Chapel Road. The total increased Denton County commitment toward satisfactory completion of the Project shall be in an amount which shall not exceed THREE MILLION FIVE HUNDRED SEVENTY THOUSAND SIXTY-EIGHT AND 87/100 DOLLARS (\$3,570,068.87).

All other provisions of the original Agreement shall remain in full force and effect unless modified by subsequent written amendment signed by both of the Parties to the original Agreement.

Denton County, Texas, hereby gives its specific written approval of the Parties prior to beginning the Project in satisfaction of the requirements of the Interlocal Cooperation Act, Texas Government Code Chapter 791.

By vote on this date, the Denton County Commissioners Court has approved the Project identified above and authorized execution of this document by the presiding officer of the Denton County Commissioners Court.

Date: 12/5/23

By: 
Presiding Officer of the Denton
County Commissioners Court

Profit & Loss Budget vs. Actual

October 2023 through September 2024

5

	<u>Oct '23 - Sep 24</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	110,910.36	1,234,374.02	-1,123,463.66	9.0%
401201 · Penalty & Interest	799.14	2,950.82	-2,151.68	27.1%
401301 · Prior Year Property Taxes	3,284.70	2,053.68	1,231.02	159.9%
401315 · Sales Taxes	106,486.56	664,426.16	-557,939.60	16.0%
401601 · Franchise-Cross Timbers Water	0.00	36,897.88	-36,897.88	0.0%
401701 · Franchise-Cable TV	7,525.91	32,167.06	-24,641.15	23.4%
401801 · Franchise-Electric	0.00	137,129.32	-137,129.32	0.0%
401805 · Franchise-Garbage	3,719.41	14,656.86	-10,937.45	25.4%
401811 · Franchise-Gas	0.00	22,715.79	-22,715.79	0.0%
401901 · Franchise-Telephone	163.55	583.37	-419.82	28.0%
Total 400000 · Tax Revenue	232,889.63	2,147,954.96	-1,915,065.33	10.8%
420000 · Fines and Forfeitures				
420101 · Court Fines	27,149.89	129,385.63	-102,235.74	21.0%
420113 · Court Forfeitures	0.00	0.00	0.00	0.0%
Total 420000 · Fines and Forfeitures	27,149.89	129,385.63	-102,235.74	21.0%
430000 · Licenses and Permits				
430101 · Fences	340.00	2,941.68	-2,601.68	11.6%
430102 · Commercial Buildings	0.00	0.00	0.00	0.0%
430103 · Oil and Gas Drilling	0.00	0.00	0.00	0.0%
430201 · New Homes	0.00	0.00	0.00	0.0%
430202 · Erosion Control	0.00	0.00	0.00	0.0%
430301 · Misc Construction	4,865.00	25,879.74	-21,014.74	18.8%
430401 · Roofs	6,970.00	6,375.00	595.00	109.3%
430501 · Septic Systems	100.00	10,413.30	-10,313.30	1.0%
430601 · Sprinkler Systems	85.00	840.48	-755.48	10.1%
430701 · Swimming Pools	325.00	1,606.80	-1,281.80	20.2%
430801 · Water Wells	0.00	0.00	0.00	0.0%
430901 · Plats and Subdivision Fees	0.00	927.00	-927.00	0.0%
Total 430000 · Licenses and Permits	12,685.00	48,984.00	-36,299.00	25.9%
440000 · Other Revenue				
440101 · Administration Fees	165.64	989.38	-823.74	16.7%
440102 · Animal Control Fees	0.00	0.00	0.00	0.0%
440103 · Building Contributions	0.00	0.00	0.00	0.0%
440150 · FEMA Revenue	0.00	0.00	0.00	0.0%
440160 · Capital Lease Proceeds	0.00	0.00	0.00	0.0%
440201 · Interest Income	20,624.04	145,000.00	-124,375.96	14.2%
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	20,789.68	145,989.38	-125,199.70	14.2%

Profit & Loss Budget vs. Actual

October 2023 through September 2024

	Oct '23 - Sep 24	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	159.26	710.70	-551.44	22.4%
440601 · Sewage Service	3,312.69	25,750.00	-22,437.31	12.9%
440701 · Town Hall Rental Fees	0.00	0.00	0.00	0.0%
Total 440300 · Charges for Services	3,471.95	26,460.70	-22,988.75	13.1%
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	296,986.15	2,498,774.67	-2,201,788.52	11.9%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	296,986.15	2,498,774.67	-2,201,788.52	11.9%
Expense				
510000 · Town Administration				
521000 · Town Salary Adjustments	0.00	0.00	0.00	0.0%
521012 · Attorney Fees	5,400.00	25,000.00	-19,600.00	21.6%
521033 · Custodial Services	1,314.99	5,260.00	-3,945.01	25.0%
521041 · Denton Central Appraisal Dist	0.00	8,141.00	-8,141.00	0.0%
521050 · Election Expense	0.00	7,500.00	-7,500.00	0.0%
521051 · Electricity	1,085.29	5,662.65	-4,577.36	19.2%
521060 · Financial Auditors	0.00	12,500.00	-12,500.00	0.0%
521070 · Natural Gas	168.73	2,000.00	-1,831.27	8.4%
521073 · Printer Copier	1,287.93	5,751.72	-4,463.79	22.4%
521133 · Ordinance Codification	0.00	4,000.00	-4,000.00	0.0%
521160 · Postage	387.79	2,000.00	-1,612.21	19.4%
521200 · Tax Billing Expense	0.00	1,552.42	-1,552.42	0.0%
521201 · Communications	1,162.60	10,000.00	-8,837.40	11.6%
521220 · Water	746.37	1,809.96	-1,063.59	41.2%
521230 · Archive System	0.00	4,500.00	-4,500.00	0.0%
521250 · Outdoor Siren	0.00	0.00	0.00	0.0%
530050 · Ambulance Service	29,500.00	59,000.00	-29,500.00	50.0%
Total 510000 · Town Administration	41,053.70	154,677.75	-113,624.05	26.5%
520000 · Administrative				
521010 · Advertising	1,425.19	2,000.00	-574.81	71.3%
521020 · Bank Charges	70.02	100.00	-29.98	70.0%
521030 · Cleaning Supplies	0.00	0.00	0.00	0.0%
521031 · Computer Supplies/Software	4,367.55	36,209.79	-31,842.24	12.1%
521032 · Council Contingency	108.05	7,183.10	-7,075.05	1.5%
521034 · Technology Fund	3,588.00	12,000.00	-8,412.00	29.9%
521074 · Meetings	0.00	150.00	-150.00	0.0%
521075 · Goodwill	0.00	200.00	-200.00	0.0%
521076 · Asst. Town Sec. - Incentive Pay	346.14	1,500.00	-1,153.86	23.1%
521090 · General Liability Insurance	1,421.22	9,300.00	-7,878.78	15.3%
521091 · Health/Dental/Life Insurance	5,609.34	23,650.00	-18,040.66	23.7%

Profit & Loss Budget vs. Actual

October 2023 through September 2024

	Oct '23 - Sep 24	Budget	\$ Over Budget	% of Budget
521130 · Membership & Dues	545.00	1,983.48	-1,438.48	27.5%
521131 · Car Maintenance-Fuel-Travel	0.00	0.00	0.00	0.0%
521150 · Office Supplies	838.76	4,351.89	-3,513.13	19.3%
521151 · Other Professional Services	251.33	1,500.00	-1,248.67	16.8%
521153 · Other Supplies	0.00	400.00	-400.00	0.0%
521161 · Publications & Subscriptions	0.00	147.08	-147.08	0.0%
521162 · Printing and Copying	267.15	350.00	-82.85	76.3%
521170 · Payroll Taxes - FICA	5,605.07	13,037.11	-7,432.04	43.0%
521172 · TWC Unemployment Insurance	10.94	154.46	-143.52	7.1%
521190 · Town Secretary Salary	19,053.60	85,042.57	-65,988.97	22.4%
521191 · Longevity Pay-Administration	1,660.00	2,625.00	-965.00	63.2%
521192 · Worker's Compensation Ins.	293.09	1,300.00	-1,006.91	22.5%
521194 · Asst Town Secretary Salary	17,407.85	76,054.72	-58,646.87	22.9%
521195 · Asst. Town Secretary - Overtime	2,209.46	5,823.71	-3,614.25	37.9%
521196 · TMRS-Retirement	2,999.62	15,500.00	-12,500.38	19.4%
521202 · Training Seminars	600.00	1,854.00	-1,254.00	32.4%
560026 · Technology Admin. - Salary	15,377.04	67,795.40	-52,418.36	22.7%
560027 · Technology Admin. - FICA	1,149.13	5,955.46	-4,806.33	19.3%
560028 · Technology Admin. - TMRS	1,327.22	6,833.88	-5,506.66	19.4%
560029 · Technology Admin. Ins (H/D/L)	2,806.44	11,012.28	-8,205.84	25.5%
560030 · Technology Admin. - Longevity	965.00	1,118.58	-153.58	86.3%
560031 · Technology Admin. - Overtime	1,115.31	6,335.34	-5,220.03	17.6%
560076 · Technology Admin. Incentive Pay	207.66	941.12	-733.46	22.1%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total 520000 · Administrative	91,625.18	402,408.97	-310,783.79	22.8%
530000 · Public Works				
521021 · Building Repair/Remodeling	179.31	1,525.81	-1,346.50	11.8%
521025 · Building Expenditures	0.00	12,519.67	-12,519.67	0.0%
521120 · Lien Filing Expense	0.00	100.00	-100.00	0.0%
530025 · Mosquito Control Program	0.00	200.00	-200.00	0.0%
530100 · Animal Control Officer	3,143.75	15,324.86	-12,181.11	20.5%
530101 · Public Works Director Salary	16,557.72	73,902.50	-57,344.78	22.4%
530102 · Public Works Director TMRS	1,232.22	6,750.00	-5,517.78	18.3%
530103 · Public Works Director FICA	993.64	5,704.63	-4,710.99	17.4%
530104 · Public Works Director (H/D/L)	6,630.21	14,764.80	-8,134.59	44.9%
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	10,000.00	0.00	10,000.00	100.0%
530111 · Building Inspectors Phone	0.00	0.00	0.00	0.0%
530115 · Code Enforcement	0.00	0.00	0.00	0.0%
530116 · Code Enforcement Liab Ins-TML	304.55	1,266.47	-961.92	24.0%
530125 · Council Discretionary Fund	0.00	0.00	0.00	0.0%
530150 · Grounds Maintenance	1,060.00	9,190.82	-8,130.82	11.5%
530151 · Grounds Equipment	0.00	0.00	0.00	0.0%
530175 · Equipment Repair/Maintenance	0.00	0.00	0.00	0.0%
530180 · Minor Equipment	307.66	661.99	-354.33	46.5%
530200 · Lot Mowing/Tree Trim Service	105.00	6,095.61	-5,990.61	1.7%
530201 · Public Works Training	600.00	2,000.00	-1,400.00	30.0%
530202 · Longevity Pay- Public Works	105.00	105.00	0.00	100.0%
530203 · Vehicle Payment	0.00	0.00	0.00	0.0%
530204 · Vehicle Maintenance	110.99	951.18	-840.19	11.7%
530205 · Vehicle Fuel	904.37	988.21	-83.84	91.5%
530206 · Uniforms	0.00	0.00	0.00	0.0%
530210 · Membership Dues/Licensing	0.00	92.70	-92.70	0.0%
530230 · Other Professional Services	194.34	2,166.73	-1,972.39	9.0%
530231 · Other Supplies	84.54	83.02	1.52	101.8%

Profit & Loss Budget vs. Actual

October 2023 through September 2024

	Oct '23 - Sep 24	Budget	\$ Over Budget	% of Budget
530235 · Printing	0.00	200.00	-200.00	0.0%
530240 · Postage	0.00	0.00	0.00	0.0%
530245 · Computer Support	922.92	11,000.00	-10,077.08	8.4%
530250 · Health Inspector	0.00	2,966.40	-2,966.40	0.0%
530260 · Septic Inspections	100.00	9,121.68	-9,021.68	1.1%
530270 · Sewage Services	4,652.70	25,750.00	-21,097.30	18.1%
530271 · Vehicle Reimbursement	0.00	0.00	0.00	0.0%
530272 · Incentive Pay	138.42	627.32	-488.90	22.1%
530273 · Worker's Compensation Ins	146.55	674.19	-527.64	21.7%
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 · Communication Equipment	285.88	1,700.00	-1,414.12	16.8%
531020 · Credit Card Convenience Fee	0.00	0.00	0.00	0.0%
531201 · Weather Siren	0.00	0.00	0.00	0.0%
Total 530000 · Public Works	48,759.77	206,433.59	-157,673.82	23.6%
540000 · Streets and Drainage				
540019 · Engineering General	4,646.32	31,209.37	-26,563.05	14.9%
540060 · Crack Seal & Potholes	0.00	55,000.00	-55,000.00	0.0%
540110 · Current Year Road Repairs	0.00	242,630.67	-242,630.67	0.0%
540111 · Prior Year Road Repairs	0.00	0.00	0.00	0.0%
540155 · MS4 Stormwater	0.00	9,264.28	-9,264.28	0.0%
540177 · Public Works Projects Costs	0.00	0.00	0.00	0.0%
540200 · Sign Repair and Replacement	245.27	3,486.14	-3,240.87	7.0%
Total 540000 · Streets and Drainage	4,891.59	341,590.46	-336,698.87	1.4%
550000 · Police Department				
550120 · Capital Equipment (Auto)	0.00	0.00	0.00	0.0%
550135 · Computer Equip/Supplies/SW Main	5,537.56	43,579.20	-38,041.64	12.7%
550140 · Equipment Repair & Maintenance	969.17	1,000.00	-30.83	96.9%
550145 · Health/Dental/Life Insurance	46,343.22	147,948.36	-101,605.14	31.3%
550219 · Membership Dues	0.00	600.00	-600.00	0.0%
550220 · Minor Equipment	185.27	1,000.00	-814.73	18.5%
550230 · Other Professional Services	0.00	0.00	0.00	0.0%
550240 · Office Supplies	202.55	700.00	-497.45	28.9%
550248 · Publications	0.00	400.00	-400.00	0.0%
550249 · External Contracts	2,179.80	5,000.00	-2,820.20	43.6%
550250 · Postage	0.00	0.00	0.00	0.0%
550251 · Printing	-41.90	900.00	-941.90	-4.7%
550252 · Police Chief Salary	23,496.26	103,101.66	-79,605.40	22.8%
550253 · Police Asst. Chief Salary	20,897.08	95,195.06	-74,297.98	22.0%
550254 · Police Officers' Salary	123,007.63	546,896.20	-423,888.57	22.5%
550255 · Administrative Assistant PD	0.00	0.00	0.00	0.0%
550256 · Crossing Guard	1,561.47	5,943.66	-4,382.19	26.3%
550257 · Police Department Overtime	1,325.82	6,000.00	-4,674.18	22.1%
550261 · Criminal Investigations	713.90	2,000.00	-1,286.10	35.7%
550262 · General Liability Insurance	4,974.25	20,943.67	-15,969.42	23.8%
550263 · TWC Unemployment Ins	0.00	0.00	0.00	0.0%
550264 · Incentive Pay	2,489.82	8,737.05	-6,247.23	28.5%
550271 · Salaries Benefits - FICA	10,907.89	59,035.59	-48,127.70	18.5%
550275 · Salaries Benefits - TMRS	12,746.62	68,579.75	-55,833.13	18.6%
550276 · Human Resources	351.00	1,500.00	-1,149.00	23.4%
550277 · Longevity Pay	2,350.00	2,200.00	150.00	106.8%
550278 · Worker's Compensation Ins	5,861.80	23,436.08	-17,574.28	25.0%
550280 · Communications	6,706.97	16,866.20	-10,159.23	39.8%
550281 · Training	2,955.00	20,000.00	-17,045.00	14.8%

Profit & Loss Budget vs. Actual

October 2023 through September 2024

	Oct '23 - Sep 24	Budget	\$ Over Budget	% of Budget
550286 · Training Ammo & Supplies	0.00	5,000.00	-5,000.00	0.0%
550290 · Uniforms	2,362.37	16,157.33	-13,794.96	14.6%
550291 · Patrol Equipment	959.00	8,000.00	-7,041.00	12.0%
550292 · Community Programs	702.22	7,200.00	-6,497.78	9.8%
550293 · Traffic Management	0.00	100.00	-100.00	0.0%
550294 · Evidence Room Supplies	0.00	100.00	-100.00	0.0%
550295 · Goodwill	0.00	1,500.00	-1,500.00	0.0%
550298 · Awards & Recognitions	0.00	0.00	0.00	0.0%
550300 · Vehicle Fuel	4,326.87	18,038.53	-13,711.66	24.0%
550400 · Vehicle Repair & Maintenance	704.74	10,000.00	-9,295.26	7.0%
Total 550000 · Police Department	284,776.38	1,247,658.34	-962,881.96	22.8%
560000 · Municipal Court				
560010 · Judges Services	1,000.00	7,000.00	-6,000.00	14.3%
560015 · Jury Services	0.00	0.00	0.00	0.0%
560018 · Jail Services	190.00	2,200.08	-2,010.08	8.6%
560020 · Prosecuting Attorney	740.00	6,692.94	-5,952.94	11.1%
560025 · Other Professional Services	170.00	2,040.00	-1,870.00	8.3%
560035 · Court Supplies, Equip & S/W Main	279.26	9,000.00	-8,720.74	3.1%
560055 · Membership Dues	0.00	0.00	0.00	0.0%
Total 560000 · Municipal Court	2,379.26	26,933.02	-24,553.76	8.8%
570000 · Double Oak Vol. Fire Department				
570010 · DOVFD Capital Equip Contributio	0.00	0.00	0.00	0.0%
570020 · DOVFD Operations Contribution	0.00	100,000.00	-100,000.00	0.0%
570021 · General Liability Insurance	3,451.53	14,353.22	-10,901.69	24.0%
570022 · Worker's Compensation Ins	1,025.82	4,719.32	-3,693.50	21.7%
Total 570000 · Double Oak Vol. Fire Departm...	4,477.35	119,072.54	-114,595.19	3.8%
Total Expense	477,963.23	2,498,774.67	-2,020,811.44	19.1%
Net Ordinary Income	-180,977.08	0.00	-180,977.08	100.0%
Net Income	-180,977.08	0.00	-180,977.08	100.0%

Town of Double Oak
Balance Sheet
As of December 15, 2023

	<u>Dec 15, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
102302 · Independent Bank Money Market	1,974,501.05
102303 · Independent Bank Checking	222,242.40
102304 · Police Leose Training Fund	1,853.79
102306 · John B. Wright Memorial Fund	598.35
102307 · DO Police Dept Chapter 59	9.39
102400 · Petty Cash	499.21
102450 · DATCU	3,290.03
106101 · Certificate of Deposit	434,485.94
	<hr/>
Total Checking/Savings	2,637,480.16
Accounts Receivable	
106100 · Accounts Receivable	19,169.20
	<hr/>
Total Accounts Receivable	19,169.20
Other Current Assets	
104100 · Bartonville Water Certificate	2,000.00
106150 · Interest Receivable	280.95
106400 · Employee Receivables	-66.04
106700 · Property Taxes Receivable	19,263.24
106900 · Prepaid Costs	32,274.55
	<hr/>
Total Other Current Assets	53,752.70
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Total Current Assets	2,710,402.06
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TOTAL ASSETS	2,710,402.06
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LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202000 · Accounts Payable	9,802.85
	<hr/>
Total Accounts Payable	9,802.85
Other Current Liabilities	
106300 · Allowance for Uncoll Taxes	19,263.24
200000 · Payroll Liabilities	
201200 · FICA/Medicare Withholding	1,140.82
201500 · TMRS Payable	2,805.53
202507 · Dependant Health Care Cover...	-2,495.70
202508 · AFLAC Deduction	550.36
202509 · Child Support Withholding Or...	306.04
202513 · Vision Insurance	500.15
202516 · Dependent Life Insurance	-123.02
200000 · Payroll Liabilities - Other	8,864.37
	<hr/>
Total 200000 · Payroll Liabilities	11,548.55

Town of Double Oak
Balance Sheet
 As of December 15, 2023

	<u>Dec 15, 23</u>
200504 · Town Hall Reservation Deposits	700.00
201250 · Cr Card Fees/Collection Charges	-1,467.07
202250 · Town Hall Renovations	200.00
202501 · Court Fees & Fines Due State	42,785.17
202502 · Technology Fees	2,600.62
202503 · Court Security Fees	22,444.38
202504 · Police LEOSE Training Account	991.28
202506 · Child Safety Fund	6,308.65
202511 · Omnibase Fees Due	430.40
202512 · Court Collections	14,411.39
202760 · Time Payment Reimbursement F...	883.37
203002 · Park Fund Account	247.38
203006 · CLFRF - SLFRF Funds	316,899.62
203008 · 50th Birthday fund	1,032.11
203060 · Waketon Road Reconstruction	-16,598.39
203090 · Waketon Road-Town of Double ...	-27,650.29
2050000 · Accrued Payroll	26,301.77
205555 · Police Grants	347.25
206250 · Sewer System Maintenance	11,209.98
206500 · Police-Chapter 59	9.39
208000 · Golf Tournament	44.85
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Total Other Current Liabilities	432,943.65
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Total Current Liabilities	442,746.50
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Total Liabilities	442,746.50
Equity	
3000 · Fund Balances	1,082,624.36
3100 · Town Contingency	130,000.00
3125 · Town 50th Anniversary Fund	10,000.00
3150 · Stormwater Structures Fund	100,000.00
3200 · Road Contingency	150,000.00
3250 · Denton County Bond Project Fund	190,000.00
3450 · Town Hall Technology Fund	100,000.00
3550 · TCEQ MS4 (5-year) Fund	25,000.00
3600 · Street and Drainage Fund	193,555.83
3800 · Police Vehicle Fund	110,000.00
3850 · Police Body Camera Project Fund	40,000.00
3900 · Retained Earnings	317,452.45
et Income	-180,977.08
	<hr/>
Total Equity	2,267,655.56
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TOTAL LIABILITIES & EQUITY	2,710,402.06
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Double Oak Police Department



ACTIVITY LOG 11/16/23- through 12/15/23

11/16/2023-Theft/Follow up/100-Blk N Forest Ln-follow up to theft that occurred in the mid-2000's.

11/16/2023-Welfare Concern/100-Blk Fox Trot-caller saw male lying on the street. Officer arrived and all was good.

11/17/2023-Suspicious Person/100-Blk Shady Oaks Trl-2 males seen walking in the area. Officer was UTL males.

11/17/2023-Disturbance/100-Blk Twin Lakes Dr-verbal disturbance in between father and son. Nothing physical.

11/18/2023-Open door/300-Blk Cedarcrest Ln- open door, all good, notice left.

11/18/2023- Suspicious Person/4000-Blk Justin Rd-Juveniles getting ready to go toilet paper a house. Juveniles were taken back to their father's house.

11/18/2023-Disturbance/100-Blk Kyle Ct—verbal disturbance.

11/18/2023-Traffic Accident-FMPD/Waketon RD/Chinn Chapel Rd-assisted FMPD on traffic accident.

11/18/2023-Traffic Complaint/Kings Rd/Forest Lane-people parking on road causing a traffic hazard.

11/18/2023-Road Blockage/5600-Blk Chinn Chapel Rd—no notes listed in the call.

11/19/2023-Found Property/Chinn Chapel Rd/Waketon Rd-Found bike.

11/20/2023-Suspicious Person/8100-Blk Justin Rd-abandoned car. Located owner who was letting dogs run around.

11/20/2023-Traffic Complaint/Chapel Hill Dr/Chinn Chapel Rd-Dirt bike ride popping wheelies on the road. UTL.

11/20/2023-Meet Complainant/300-Blk Waketon Rd-subject had question about an accident that occurred back in January.



Double Oak Police Department



ACTIVITY LOG 11/16/23- through 12/15/23

11/21/2023-Welfare Concern/300-Blk Oakview Dr-Complainant hadn't seen their neighbor in a week. The neighbor was checked on and was ok.

11/21/2023-Traffic Accident/FM 407-Tanglewood Dr-Traffic accident.

11/22/2023-Traffic Accident/Justin Rd/Terracina Blvd—Traffic accident.

11/23/2023-Disturbance/100-Blk Oak Grove Circle—Disturbance/arrest.

11/24/2023-Disturbance/100-Blk Fox Trot Lane-Disturbance/no arrest.

11/24/2023-Animal Complaint/100-Blk Thornhill Circle-animal bite report.

11/24/2023-Meet Complainant-300-Blk Waketon RD-Met with subject who advised she lost her keys and wallet.

11/27/2023-Open Door/8300-Blk Justin Rd-open door.

11/27/2023-Ordinance Violation/6000-Blk Pepperport Lane-dog leash complaint-ordinance violation.

11/27/2023-Forgery/6100-Blk Plantation Lane-Caller was scammed out of money.

11/27/2023-Meet Complainant/300-Blk Waketon Rd-Related to forgery call.

11/27/2023-Prisoner Transfer/Plano PD-Local warrant.

11/28/2023-Meet Complainant/300-Blk Waketon Rd—caller had questions over a traffic stop.

11/28/2023 Follow Up/100-Blk Oak Grove Circle-Follow up regarding disturbance call.

11/29/2023-Meet Complainant/300-Blk Waketon Rd-question about a traffic stop.

12/1/2023-Meet Complainant/300-Blk Waketon Rd-caller had questions about a citation.

12/1/2023-Animal Complaint/5800-Blk Pepperport Ct-caller had concerns about a large dog coming onto their property.

12/1/2023-Meet Complainant/300-Blk Waketon Rd-Caller had questions on how to obtain a permit.



Double Oak Police Department



ACTIVITY LOG 11/16/23- through 12/15/23

12/2/2023-Agency Assist Denton PD/Scripture/St-Ponder Ave-Agency assist with Spanish translation.

12/2/2023-Reckless Driver/Dixon Ln/Chinn Chapel Rd-Caller thought someone was trying to push someone out of the car. Contact was made with both passenger and driver. The passenger was trying to throw trash out of the window and the driver was trying to stop her.

12/2/2023-Meet Complainant/400-Blk Brown Cliff Ct-Caller had concerns over an incident that occurred in FM.

12/3/2023-Motorist Assist/3000-Blk Justin RD-Stalled car in the middle of the road. Assisted in pushing it off the roadway and into a parking lot.

12/04/2023-Traffic Stop-Disgruntled subject/100-Blk Kyle Ct-Driver being belligerent to officers. Cursed and followed officers.

12/05/2023-Traffic Stop/Warrant Arrest/300-Blk Waketon Rd-Traffic stop/driver had warrant out of another agency. Arrest was made.

12/06/2023-Agency Assist FD/100-Blk W Carruth Ln-assisted FD on medical call.

12/06/2023-Follow Up/400-Blk Cross Timbers Rd-follow up on a stolen gun report. Gun was located.

12/06/2023-Meet Complainant/3900-Blk Dendron Dr-caller had questions about court.

12/07/2023-Agency Assist FMPD/500-Blk Cross Timbers Dr-assist FMPD on a call. Disregarded shortly afterward.

12/08/2023-Agency Assist FD/100-Blk Chinn Chapel Rd-assisted FD on a medical call.

12/09/2023-Disturbance/400-Blk Simmons Rd-disturbance, nothing physical. Parties left prior to officers' arrival.

12/09/2023-Traffic Stop/Poss. of Marijuana/100-Blk Chinn Chapel Rd-Traffic stop that lead into finding marijuana in the car.

12/10/2023-Traffic Complaint/8300-Blk Justin Rd- Vehicles parked in the handicap spot.

12/10/2023-Animal Complaint/100-Blk High Oak Dr-loose dog.



Double Oak Police Department



ACTIVITY LOG 11/16/23- through 12/15/23

12/11/2023-Terroristic Threat/6000-Blk Kings Rd-callers daughter received a threat via phone.

12/12/2023-Vehicle Complaint/100-Blk Timberleaf Ct- cars parked illegally on the street.

12/12/2023-Vehicle Complaint/100-Blk Timberleaf Ct-cars parked illegally on the street.

12/12/2023-Suspicious Vehicle/Cedarcrest Ln-Timberleaf Ct- suspicious car. Spoke to the driver who felt sleepy and pulled off the road to take a nap.

12/13/2023-Meet Complainant/100-Blk Timberleaf Ct-Caller had questions about parking on the roadway.

RESOLUTION 23-11

BE HEREBY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DOUBLE OAK, TEXAS, that Erik Eichinger, Double Oak Volunteer Fire Department Chief, is appointed to serve as Emergency Management Coordinator for the Town of Double Oak, to serve as assistant to the Mayor for Emergency Management purposes.

PASSED AND APPROVED THIS 18th DAY OF December 2023.

Mayor Patrick Johnson

ATTEST:

Eileen Kennedy, Town Secretary

APPROVED AS TO LEGAL FORM

/s/

To Double Oak Town Council:

The proposed roads for Csing in FY23 are shown below.
 The Roads Committee has chosen to not evaluate roads for CSing. We are submitting all these roads for getting bids and recommend that all these roads be CSed in FY23.

Note 1: two roads are on both the RO and CS lists; if these roads are ROed in this FY, then they need to be removed from the CS list.

Note 2: if Council decides to not approve all these roads then Brown Trail Ct and Forest Oaks Ct should be dropped, in that order.

List of roads for possible Crack Sealing (CS) in FY23-24

ROAD	Last RO	Last CS	Comments
Cedarcrest Ln	FY18	FY13	Recently Overlaid
Timberleaf Dr	FY19	FY13	Recently Overlaid
Double Oaks Dr	FY20	na	Recently Overlaid
Lake Trail Dr	MS16	FY16	ON BOTH LISTS
Lake Trail Ct	MS16	FY14	ON BOTH LISTS
Whispering Oaks	FY17	na	
High Oaks Dr	FY13	FY16	
Willow Oak Ct	FY12	FY16	
Meadow Oak Ct	FY12	FY16	
Hollow Oak Ct	FY12	FY16	
Forest Oaks Ct	FY12	FY17	
Greenridge Dr		FY15	
Brown Trail Ct		FY15	Drop this one, if necessary
Kings Road (parts)	90	FY16	CSed parts in FY16

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, committee, etc. To facilitate communication between Council and entity without prejudice.

DEPARTMENTS/ORGANIZATION

LIAISON

Double Oak Volunteer Fire Department	Johnson
Double Oak Police Department	Wellen
Upper Trinity Regional Water District	Dave Nelson
Cross Timers Water Supply Corporation	Curtis Glover
School Districts/Denton County/Neighboring Towns	Johnson

TOWN COMMISSIONS AND BOARDS

COUNCIL LIAISON

TOWN MEMBERS/STAFF

Planning & Zoning Commission	Gwartney	Andrew Weaver Wayne Atkins Gary Goodman Donna Gilliam Bonnie Morrow Laura Meilinger Ed Mehlhaff Dan McCormick Cassandra Shrimp Thomas Meyer
Board of Adjustment	Dieterich	Phyllis Meyerson Candy Lamel Marty Robbins Karen Smith Jeff Graves Dirk Meilinger Richard (Dick) Ulrich Sam Rogers

STANDING COMMITTEES

<u>COMMITTEE</u>	<u>COUNCIL LIAISON</u>	<u>TOWN MEMBERS/STAFF</u>
Investment Committee	Johnson	Eileen Kennedy Town Treasurer
Development Review Committee	Johnson	Joe Dent Jack Smith Brandon Miller
Ordinance Review Committee	Favero	Karen Smith Sam Rogers
Information Technology Committee	Dietrich	Brian Shults
Roads Committee	Hillyer	Nan Bowen Jeff Crannell Gary Goodman Kathy Heimerdinger Anita Nelson Chris Ernst
Drainage Committee	Gwartney	Randall Anglin Chris Ernst
50 th Birthday Committee	Wellen	Stephanie Gorman Mary Johnson Laura Meilinger Bonnie Morrow



EVENT INVOICE
Town of Double Oak
Lantana Golf Club

Lantana, TX 76226
amorrisette@arcisgolf.com
P: (940) 784-6920
F:

Primary Contact	Address	Email Address	Telephone
Cassandra Gaines	320 Waketon Rd. Double Oak, Texas 75077	cassandra.gaines@doubleoak.texas.gov	M: (469) 597-5019

Double Oak Police Department Banquet					
Date	Time	Location	Function	#	Set
Sun, 12/17/2023	5:00pm-9:00pm	Ballroom	Banquet	44	44

Event Charges

Banquet			
Description	Qty	Price	Total
Build Your Own Buffet	44	\$45.00	\$1,980.00

Charges	\$1,980.00
Service Charge	\$396.00
Subtotal	\$2,376.00
Balance Due	\$2,376.00

Crown Trophy

701 South Old Orchard, Suite A
 Lewisville, Tx. 75067
 Ph. 972-219-4677 Fax 972-219-4678

Invoice

DATE	INVOICE #
12/14/2023	73068

BILL TO
Town of Double Oak Cassandra Gaines

P.O. NUMBER	TERMS
	Net 30

QTY.	DESCRIPTION	PRICE EACH	AMOUNT
1	Magnitude Glass Award - Medium	80.00	80.00
1	Logo Run Charge Per Item	4.00	4.00
93	Engraving Over Minimum (40 Characters Free)	0.25	23.25
1	Sand Carving	15.00	15.00
1	7" Monument Rockwell Acrylic	55.00	55.00
1	Logo Run Charge Per Item	4.00	4.00
19	Engraving Over Minimum (40 Characters Free)	0.25	4.75

CROWN TROPHY
 701 S. OLD ORCHID SUITE A
 LEWISVILLE, TX 75067
 972-219-4677

Bank ID: 2547
 Merchant ID: 3037
 Term ID: 002

Sale

XXXXXXXXXXXX0187
 MASTERCARD

Entry Method: Chip

Total: \$ 186.00

12/14/23 13:18:01
 Inv #: 000002 Appr Code: 01476E
 Appr'd: Online Batch#: 347002
 Retrieval Ref.#: 39918046

Mastercard
 AID: A0000000041010
 TSI: E000
 TVR: 0000000000

Customer Copy

Invoice. No statement will be sent.	Total	\$186.00
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Nothing Bundt Cakes
3634 Long Prairie Rd, #114
Flower Mound, TX 75022
972-539-8282

Pick Up - BALANCE DUE

CASSANDRA GAINES 469-597-5019

Server: Haleigh W
Check #67
Ordered: 12/16/23 3:28 PM
Due: 12/16/23 4:00 PM

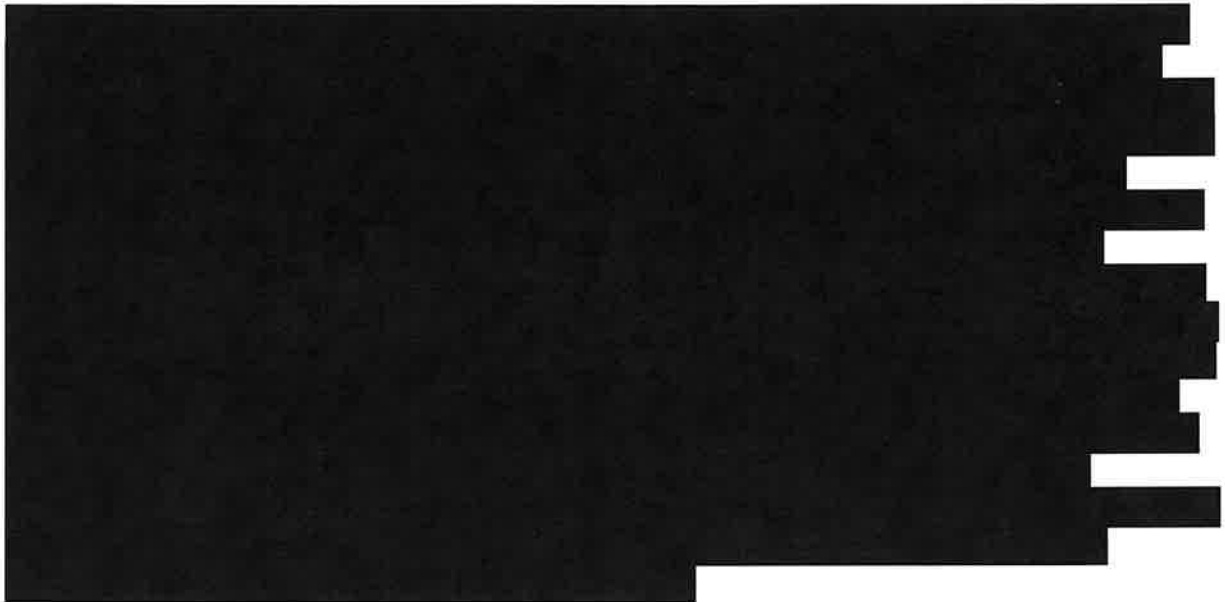
3 Signature Assortment Bundtinis	\$81.00
3 PMC FF Assortment Bundtinis	\$81.00
Subtotal	\$162.00
Total	\$162.00

Tell us about your experience and get a
BUY ONE BUNDTLET, GET ONE FREE
coupon for your next in-bakery purchase!
Visit <https://NbCvisit.smg.com> in the
next 3 days and enter survey code below.
Coupon will be emailed within 24 hours.

Survey Code
753602000164111

Sign up for our eClub at
<https://www.nothingbundtcakes.com/eclub>

Receive special offers, bakery news
AND a Free Bundtlet for your birthday!



Section 5.4 - Holidays

The following days will be observed as paid Town holidays for all full-time employees:

- | | |
|-----------------------------|-------------------------------|
| New Year's Day | Columbus Day |
| Martin Luther King, Jr. Day | Veteran's Day |
| President's Day | Thanksgiving Day |
| Good Friday | Friday after Thanksgiving Day |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | New Year's Eve |

5.4.1 – Procedures: As many employees as possible shall be given each holiday off consistent with the maintenance of essential Town functions, as scheduled by the Department.

- A. When an observed holiday falls on a Saturday, the holiday is observed on the preceding Friday, and if a holiday falls on Sunday, the following Monday shall be observed.
- B. When holidays fall on a regular scheduled day off for employees on a rotating shift, they may take the previous day or the day after as the holiday at the supervisor's discretion.

- C. An employee who fails to report to work on the last scheduled work day preceding the holiday, or the first scheduled work day following a holiday, shall not be eligible for holiday pay unless he/she is on a pre-approved vacation, sick, or leave of absence.
- D. An employee on paid leave status will normally be paid holiday pay in lieu of the leave status pay they would ordinarily receive at the time of the holiday.
- E. Employees may request an approved absence to celebrate a religious holiday that is not a scheduled Town holiday. The request should be submitted no later than 30 days prior to the date of the holiday. The employee must charge the time to vacation, compensatory time, or an excused absence without pay.
- F. An employee will not be eligible for Holiday pay for any Holiday which is recognized or occurs after the employee's last day worked.

5.4.2 - Holiday Worked: Regular Full-Time employees working on a scheduled holiday will be paid for hours worked at regular rate of pay. Each holiday shall constitute an (8) hour day. To receive holiday pay, an employee shall have worked his or her last scheduled day before and the day after the holiday unless excused by the appropriate supervisor.

Part-time Plus employees working on a scheduled holiday will be paid for hours worked at regular rate of pay. Each holiday shall constitute an (7) hour day. To receive holiday pay, an employee shall have worked his or her last scheduled day before and the day after the holiday unless excused by the appropriate supervisor.

Public Safety employees (Police Department) will receive 8 hours of holiday pay for each holiday whether they are actually on duty that day or not. The 8 hours will be paid in the pay period in which it occurs. Non-exempt and exempt Public Safety (Police Department) employees who work a regular shift on a holiday will be paid for the actual hours worked that shift in addition to the 8 hours of holiday pay.

All holiday hours accrued by Public Safety employees prior to the approval of revisions to this policy shall be taken at the employee's request and the supervisor's discretion. Payment for any unused accrued holiday hours is not guaranteed should the Public Safety employee terminate.

RESOLUTION NO. 98-001

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DOUBLE OAK, TEXAS, DECLARING HOLIDAYS WHEN TOWN HALL WILL BE CLOSED.

WHEREAS, the Town of Double Oak chooses to declare certain days as holidays on which days Town Hall will be closed; and

WHEREAS, the Town of Double Oak employs a full-time staff, including but not limited to, the Town Secretary and officers and employees within the Double Oak Police Department.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DOUBLE OAK, TEXAS:

SECTION 1. That the following days shall be observed by the Town of Double Oak by closing Town Hall and shall be paid holidays for full-time employees only:

1. New Years Day
2. Presidents Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veteran's Day
7. Thanksgiving Day
8. Day after Thanksgiving
9. Christmas Eve
10. Christmas Day

SECTION 2. Permanent full-time employees shall be paid for, or shall accrue the equivalent of one eight-hour day, time off for paid Town holidays, provided the employee is not on unpaid leave of absence immediately preceding and following the holiday. If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. If a holiday falls on Sunday, the following Monday will be observed as the holiday.

SECTION 3. Permanent full-time Town employees doing shift work, for example, the Police Department, will continue working the schedule as provided by the Chief of Police or other supervisor, but shall be entitled to take or accrue the equivalent time off for holidays.


SECTION 4. The Employee Benefit Policy, a copy of which is attached hereto as Exhibit "A" and which is, by this reference, incorporated herein and made a part hereof for all purposes, shall be and is hereby adopted as the Employee Benefit Policy of the Town of Double Oak and shall be applicable to all permanent full-time non-probationary employees.

SECTION 5. Nothing contained herein or in the Employee Benefit Policy adopted hereby shall be construed as creating or conferring substantive rights on any employee and shall not be construed to preclude or modify in any way the at-will employment status of any and all employees.

SECTION 6. This Resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

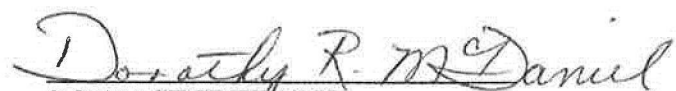
DULY PASSED AND APPROVED by the Town Council of the Town of Double Oak, Texas, on the 3rd day of March, 1998.

APPROVED:



MAYOR

ATTEST:



TOWN SECRETARY (16840)

EMPLOYEE BENEFIT POLICY

AT-WILL EMPLOYMENT

The Town of Double Oak, Texas, is an at-will employer and the following guidelines are simply recommended guidelines. Nothing in this Policy is intended to confer substantive rights on any employee and nothing in this Policy shall be or is intended to abrogate the at-will employment of any employee or the at-will employment position of the City.

PROBATION PERIOD:

All employees for the Town of Double Oak shall be on a probation period for ninety (90) days. Prior to the end of the probationary period, or as soon thereafter as is practical, a job review shall be given by the Mayor or his designee.

HOLIDAYS:

The following are paid holidays:

1. New Years Day
2. Presidents Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veteran's Day
7. Thanksgiving Day
8. Day after Thanksgiving
9. Christmas Eve
10. Christmas Day

SICK DAYS:

Sick days will be accumulated on a monthly basis at the rate of one day per month. Although sick days will accrue, no paid sick days can be taken during an employee's probation period. Sick days may not be accumulated from year to year (year = fiscal year). No employee may take sick leave unless the employee is in fact sick and unable to perform their normal job duties. After the third (3rd) consecutive day of sick leave, a doctor's certificate will be required.

COMP TIME:

When an employee is instructed by Council to attend seminars, training, or other job related activities on a non-scheduled work day, no overtime will be paid. However, the employee will receive equal time compensation.

VACATIONS:

Vacation days will be accrued by permanent full-time employees but may not be taken until the completion of one (1) year of service. A vacation week is defined as five (5) working days. Vacation days will accrue as follows:

- 1 Year Service.....1 week
- 2-5 Years Service.....2 weeks
- 6 or more Years Service.....3 weeks

Vacation time may not be accumulated from year to year. Vacation days may not be redeemed for pay.

MILEAGE:

Employees using their own vehicles for Town business must submit on a bi-monthly basis a mileage report stating: date, to and from destination, mileage, and department charged against. Employee will be paid the amount allowed by I.R.S.

SALARY REVIEW:

All employees will receive an annual job review in March by the Mayor or his designee. Based on this review, employees may receive a pay increase.

NOTE: THIS POLICY IS SUBJECT TO CHANGE

PART-TIME EMPLOYEES:

All part-time, temporary or seasonal employees will be hired on an hourly basis based on recommendation of the Town Secretary with the approval of the Mayor.