



**TOWN OF DOUBLE OAK**  
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November 3, 2022

U.S. Department of the Treasury  
1500 Pennsylvania Ave NW  
Washington DC 20220

Attention: State and Local Fiscal Recovery Funds (SLFRF)  
Recipient UEI: JMKYSMPKTUK7  
Recipient TIN: 756244787  
Applicant ID: TX0419

The Town of Double Oak, Texas, submits this written justification letter to substantiate premium pay given to certain Town employees using Coronavirus State and Local Fiscal Recovery Funds (SLFRF).

The Town of Double Oak is a relatively small town located in the southeastern part of Denton County, Texas. The Town employs roughly fourteen personnel. Nine employees were given premium pay from the Town's SLFRF funds for performing essential work during the pandemic and who could not work remotely. No one received more than \$25,000.00. However, three employees of these nine recipients do not automatically qualify as eligible employees under the Treasury's Final Rule, and thus, this written justification is required.

These three employees are the town secretary, the chief of police and the assistant chief of police. Each are FLSA exempt and, when each employee's annual income is combined with the premium pay, each earned more than 150% of the average annual wage rate for Texas and Denton County. The Town submits this written justification to justify that the premium pay was responsive to the employees' performance of essential work during the COVID 19 pandemic.

The chief of police and the assistant chief fulfill overall supervisory duties but given the size of the department, also perform patrol duties and respond to emergency calls. The department's offices are situated in Town Hall, which is a small building shared with all other Town employees. During the pandemic, the chief and assistant chief interacted in close proximity to the general public and to patrol officers who interacted in close proximity to citizens, and used police vehicles and equipment also used by patrol officers. Due to the size and configuration of Town Hall, the chief, the assistant chief, and all Town employees worked in close proximity and all experienced a high risk of contamination. Due to the nature of their jobs, they could not work remotely. They were needed to provide first responder services, respond to emergency calls, and provide police protection to the citizens of the Town and to adjacent cities under mutual aid agreements.

During fiscal year 2021-2022, the police department consisted of a total of 10 personnel (5 patrol officers, one detective, two part-time reserve officers, and the chief and assistant chief). Of these ten people, two died from the Coronavirus. The assistant chief contracted the virus but was able to recover.

The Town Secretary performed administrative and managerial duties during the pandemic. The Town does not employ a town manager or town administrator. The Town Secretary has certain obligations and responsibilities. The Town Secretary oversees the daily affairs of the town at the direction of the mayor. Town Hall was closed to the public for approximately two months during the initial period of the pandemic. The closure and limited access were the norm of government and private buildings across the nation. Town operations did not cease, employees were obliged to report to work to maintain the continuity of local government operations. During the approximate two-month closure and limited access, there were still town employees, contracted employees, vendors, delivery companies, elected officials and town residents who had needs for in person meetings with the Town Secretary, Administrative Staff and Police Department. The Town Secretary was necessarily obligated to interact with members of the public. The Town Secretary, Administrative Staff, Chief of Police, Assistant Chief of Police and Police Officers were all having to handle United States Mail and other documents that came from the public, vendors, and other sources that were possibly hazardous with the virus present. The pandemic is a much longer period than the town hall two-month closure and limited public access. The Town Secretary duties and responsibilities required her in person presence at town hall during the pandemic.

Town Hall is a relatively small building; its administrative offices are in close proximity to the police department's offices and there is regular interaction between town staff and police department personnel. The Town Secretary's age placed her within a high risk category. Although it is not determinative, the Town secretary would otherwise have qualified automatically as an eligible employee were it not for the premium pay since her salary is less than 150% of the average annual wage rate for Texas and Denton County.

The decision to give premium pay was intended to compensate these workers who, by virtue of their employment, were forced to take on additional burdens and make great personal sacrifices because of the COVID-19 pandemic. All three employees experienced an unusually high risk of exposure to COVID-19. As noted above, two police officers died from the virus. The personal attendance of these three employees at Town Hall was required to enable each of them to perform their job duties. They were essential in continuing the operations of local government and protecting public health and safety during the pandemic. The premium pay was responsive, despite the employees' higher income, due to the substantial risks each faced.

The Town submits this written justification as an interim report, and as required by the U. S. Department of the Treasury, the town will submit this required written justification with its annual report due April 30, 2023. Please acknowledge receipt of this written justification and let me know when confirmation is approved by the Treasury Department. If we can provide you with any additional information, please do not hesitate to contact me.

Sincerely,



Mike Donnelly, Mayor  
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