



**ADMINISTRATIVE STAFF MEETING  
DECEMBER 3, 2012 3:00 PM  
REPORTING & DISCUSSION ITEMS OUTLINE**

1. MAYOR, COMMISSIONS, COMMITTEES, BOARDS AND TASKFORCES UPDATES
  - A. Forest Hills / Fishtrap Road Improvements Discussion
  - B. Municipal Development District Tax
  - C. Technology & Communications Strategy
  - D. Tree & Sign Ordinance assessment
  - E. Mission Statement
  - F. ETJ Discussion
  - G. ARC Point System & Narrative
  - H. Personnel requirements
2. ADMINISTRATIVE UPDATE – Town Secretary Katherine M. Ritchie  
Professional Services Fees
3. TOWN ENGINEER’S UPDATE – Town Engineer Jason Pool
4. TOWN ATTORNEY QUESTION AND ANSWER SESSION - Attorney David Berman
5. UPDATE MUNICIPAL COURT & CODE ENFORCEMENT – Code Officer Mike Carroll  
Rustic Furniture Compliance Update
6. BUILDING & OPEN RECORDS UPDATE – Building Clerk - J. Moudy

**TIME AND DATE OF NEXT MEETINGS**

Economic Development Board Meeting – Monday, December 3, 2012 7:00 pm

Planning & Zoning Commission Meeting – Tuesday, December 4, 2012, 7:00 pm

**CANCELED** - Park Board Meeting – Tuesday, December 11, 2012,

**CANCELED** - Comprehensive Planning Meeting – Wednesday, December 12, 2012 pm

Road Repair Committee Meeting – Thursday, December 13, 2012 7:00 pm

Council Meeting – Monday, December 17, 2012 7:00 pm

**Town Hall Closed December 24 & 25, 2012 - Christmas Holiday**

Administrative Staff Meeting – Monday, January 7, 2013, 3:00 pm

Economic Development Board Meeting – Monday, January 7, 2013 7:00 pm

**RE-SCHEDULED** - Planning & Zoning Commission Meeting – Tuesday, December 8, 2013, 7:00 pm

**A QUORUM OF COUNCIL MEMBERS MAY OR MAY NOT BE PRESENT. NO ACTION BY THE TOWN COUNCIL WILL BE TAKEN AT THIS MEETING.**

I, the undersigned authority, do hereby certify that his Public Meeting Notice was posted on the official bulletin board, at the Town Hall of the Town of Cross Roads, Texas. As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for seeking confidential legal advice from the Town Attorney on any agenda item listed herein. This facility is wheelchair accessible and accessible parking spaces are available. For requests, please contact Town Hall at (940) 365-9693.

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