



**ADMINISTRATIVE STAFF MEETING  
FEBRUARY 4, 2013 3:00 PM  
REPORTING & DISCUSSION ITEMS OUTLINE**

1. 3:00 PM - **MAYOR ANNOUNCEMENTS** – Mayor Steve Smith
2. 3:05 PM - **ADMINISTRATIVE UPDATE** – Town Administrator Katherine M. Ritchie
3. 3:10 PM - **BUILDING & OPEN RECORDS UPDATE** – Deputy Town Secretary – Becky Ross
4. 3:15 PM - **MUNICIPAL COURT & CODE ENFORCEMENT UPDATE** – Code Enforcement Officer Mike Carroll
5. 3:30 PM - **TOWN ENGINEER'S UPDATE** – Town Engineer Jason Pool
6. 3:45 PM – **MAYOR, COMMISSIONS, COMMITTEES, BOARDS AND TASKFORCES UPDATES**
  - A. **Municipal Development District Tax**
  - B. **Technology & Communications Strategy**
  - C. **Tree & Sign Ordinance assessment**
  - D. **Mission Statement – Pre Council Workshop March 18, 2013 – 6:00 PM**
  - E. **Personnel update**
  - F. **Personnel manual update**
  - G. **Town Hall Expansion Options**
  - H. **General Funds Distribution**
  - I. **Volunteer Dinner - April 6<sup>th</sup> or April 13<sup>th</sup>**
7. 4:15PM – **TEXAS COMPTROLLER MDD TAX QUESTION AND ANSWER SESSION** – Mr. Russell Callahan
8. 4:45PM - **TOWN ATTORNEY QUESTION AND ANSWER SESSION** - Attorney David Berman

**TIME AND DATE OF NEXT MEETINGS**

4<sup>th</sup> Municipal Development Citizen Information Meeting – Monday, February 4, 2013 6:00 PM, Council Chamber  
Economic Development Committee Meeting – Monday, February 4, 2013, 7:00 PM, Conference Room  
Planning & Zoning Commission Meeting – Tuesday, February 5, 2013, 3:00 PM, 7:00 PM Council Chamber  
Park Board Meeting – Tuesday, February 12, 2013, 7:00 PM, Conference Room  
Comprehensive Planning Meeting – Wednesday, February 13, 2013 7:00 PM, Council Chamber  
Road Repair Committee Meeting – Thursday, February 14, 2013 7:00 PM, Council Chamber  
5<sup>th</sup> Municipal Development Citizen Information Meeting – Monday, February 18, 2013 6:00 PM, Council Chamber  
Town Council Meeting – Monday, February 18, 2013, 7:00 PM, Council Chamber  
Administrative Staff Meeting – Monday, March 4, 2013, 3:00 PM, Council Chamber

**A QUORUM OF COUNCIL MEMBERS MAY OR MAY NOT BE PRESENT. NO ACTION BY THE TOWN COUNCIL WILL BE TAKEN AT THIS MEETING. TIMES LISTED FOR EACH TOPIC ARE ONLY ESTIMATES AND WILL VARY.**

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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