



**ADMINISTRATIVE STAFF MEETING
OCTOBER 1, 2012 3:00 PM
REPORTING & DISCUSSION ITEMS OUTLINE**

1. **NEWSLETTER EDITORIAL MEETING** – Jeanie Burch Cross Roads Times Editor
2. **MAYOR, COMMISSIONS, COMMITTEES, BOARDS AND TASKFORCES UPDATES**
 - A. **Forest Hills / Fishtrap Road Improvements Discussion**
 - B. **Mill Creek Road Improvements Discussion**
 - C. **Discuss Economic Development Tax vs. Municipal Development District Tax**
 - D. **Technology & Communications Strategy**
 - E. **Tree & Sign Ordinance assessment**
 - F. **Official Population Determination**
 - G. **Mission Statement**
3. **ADMINISTRATIVE UPDATE** – Town Secretary Katherine M. Ritchie
 - A. **Professional Services Fees**
4. **TOWN ENGINEER’S UPDATE** – Town Engineer Jason Pool
Mill Creek
5. **TOWN ATTORNEY QUESTION AND ANSWER SESSION** - Attorney David Berman
6. **UPDATE MUNICIPAL COURT & CODE ENFORCEMENT** – Code Officer Mike Carroll
7. **BUILDING & OPEN RECORDS UPDATE** – Building Clerk - J. Moudy

4:00 PM - New Hope Baptist Church request for exception to the fire sprinkler commercial building requirements

4:45 PM - Aflac Representative Presentation

TIME AND DATE OF NEXT MEETINGS

Planning & Zoning Commission Meeting – Tuesday, October 2, 2012, 7:00 pm

Park Board Meeting – Tuesday, October 9, 2012,

Comprehensive Planning Meeting – Wednesday, October 10, 2012 pm

Road Repair Committee Meeting – Thursday, October 11, 2012 7:00 pm

Council Meeting - Monday, October 15, 2012, 7:00 pm

Administrative Staff Meeting – Monday, November 5, 2012, 3:00 pm

Economic Development Board Meeting – Monday, November 6, 2012 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. **POSTED September 28, 2012, 4:00 PM, BY K. M. RITCHIE**