

Agenda

City of Hudson Oaks
210 North Lakeshore Drive
Hudson Oaks, Texas 76087
Regular City Council Meeting

Wednesday

November 16, 2011

WORKSHOP SESSION 6:30 P.M.

1. Presentation and training on new paperless agenda process

REGULAR SESSION 7:00 P.M. or immediately following the workshop session

Call to order

PLEDGE OF ALLEGIANCE

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all.

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

A. CITIZEN COMMENTS AND ANNOUNCEMENTS

Citizens who have signed a form to speak to the City Council will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the presentation is on the agenda, the city staff and City Council members are prevented from discussing the subject and may respond only with statements of factual information or existing city policy.

B. ITEMS OF COMMUNITY INTEREST

Items of community interest include expressions of thanks, congratulations, or condolence; information regarding holiday schedules; honorary recognitions of city officials, employees or citizens; reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or employee; and announcements involving imminent threats to the public health and safety.

C. CONSENT AGENDA

1. Consideration of the Regular City Council Meeting Minutes for October 27, 2011
2. Consideration of Minute Order 2011-28, excusing Council Member absences

D. STAFF/COUNCIL REPORTS

1. Police Department monthly activity report
2. Financial Dashboard

E. FUTURE AGENDA ITEMS

In compliance with the Texas Open Meetings Act, Council Members may request that matters of public concern be placed on a future agenda. Council Members may not discuss non-agenda items among themselves. In compliance with the Texas Open Meetings Act, city staff members may respond to questions from Council members only with statements of factual information or existing city policy.

F. EXECUTIVE SESSION

Pursuant to Chapter 551, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting to receive legal advice from its attorney on any posted agenda item as permitted by law, or to discuss the following:

1. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071
2. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072
 - a. Hudson Hills Development
3. Deliberation regarding gifts or donations to the City pursuant to Section 551.073
4. Personnel matters pursuant to Section 551.074 (to deliberate the appointment, employment, evaluation, reassignment or duties, discipline or dismissal of a public officer or employee)
 - a. City Administrator annual performance review
5. Deliberation regarding security pursuant to Section 551.076
6. Deliberation regarding economic development negotiations pursuant to Section 551.087
 - a. Hudson Hills Development

G. DISCUSSION/ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

H. ADJOURNMENT

I, Sheila Elmore, hereby certify that notice of the above meeting was posted on the front door of the City Hall of the City of Hudson Oaks, a place readily accessible to the public at all times, on the 10th day of November 2011 at 5:00 p.m., and it remained continuously posted for at least seventy-two 72 hours immediately preceding said meeting, and that said meeting and that said notice was posted in accordance with Chapter 551 of the Texas Government Code.

This facility is wheelchair accessible and accessible parking spaces are available, requests for accommodations or interpretive services must be made forty-eight 48 hours prior to this meeting, please contact the city secretary at 682-229-2425 or fax 682-229-2429 for further information. The city attorney reserves the right to take agenda item(s) into executive session.

Sheila Elmore
City Secretary

City Council Meeting Staff Agenda Report



Items of Community Interest		
Meeting date: November 16, 2011	Agenda Item #: B	Action being considered: None

Staff Recommendation: N/A

Prior Board or Council Action: N/A

Background Information/Analysis:

New State law enables City Council to hear or make announcements regarding “items of community interest,” even if it is not a specifically posted agenda item. The text of the law specifies:

Items of community interest include expressions of thanks, congratulations, or condolence; information regarding holiday schedules; honorary recognitions of city officials, employees or citizens; reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or employee; and announcements involving imminent threats to the public health and safety.

1. **Winter holidays** – The following days are City holidays that will occur before the next regular Council meeting. All City facilities will be closed and all non-emergency operations will be suspended on:
 - a. **November 24 and 25** for the Thanksgiving Holiday. Thanksgiving Day is also a trash and recycling collection holiday. Republic Services will do a “double collection” on the following regular trash day for those residences affected.
 - b. **December 23 and 26** for the Christmas holiday
 - c. **January 2** for the New Year’s Day holiday
 - d. **January 16** for Martin Luther King Jr. Day
2. **December Council Meeting Cancelled** – The Hudson Oaks City Council has cancelled its regular meeting for the month of December and will resume its regular meeting schedule in January.

Financial Considerations:

Attachments:

Staff Contact:

Sheri Campbell-Husband, city administrator
682-229-2407
Sheri.campbell@hudsonoaks.com

Patrick Lawler, asst. city administrator
682-229-2408
Patrick.lawler@hudsonoaks.com

City Council Meeting Staff Agenda Report



Consideration of Minutes of the October 27, 2011 Regular City Council Meeting

Meeting date: November 16, 2011	Agenda Item #: C1	Action being considered: Approval of Minutes
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Staff Recommendation:

Review and approve the minutes of the October 27, 2011 City Council meeting.

Prior Board or Council Action:

Council has not previously acted on this item.

Background Information/Analysis:

Meeting was held at 7:00 p.m. on Thursday, October 27, 2011 at Hudson Oaks City Hall.

Financial Considerations:

None

Attachments:

Minutes of October 27, 2011 City Council Meeting

Staff Contact:

Sheri Campbell-Husband, city administrator
682-229-2407
Sheri.campbell@hudsonoaks.com

Sheila Elmore, city secretary
682-229-2425
Sheila.elmore@hudsonoaks.com

City Council Meeting Staff Agenda Report



Minutes

City of Hudson Oaks
210 North Lakeshore Drive
Hudson Oaks, Texas 76087
Regular City Council Meeting
Thursday
October 27, 2011

REGULAR SESSION 7:00 P.M.

Call to order at **7:02** p.m.

Present were:	Mayor	Pat Deen
	Mayor Pro-Tem	Tom Fitzpatrick
	Council Member	Tom Marquardt
	Council Member	Dan David
Absent were:	Council Member	Paula Wigley
	Council Member	Brian Lixey
Staff:	City Administrator	Sheri Campbell-Husband
	Asst. City Administrator	Patrick Lawler
	City Secretary	Sheila Elmore
	Financial Analyst	Wade Calhoun
	Chief of Police	Brandon Mayberry
	City Attorney	Rob Allibon
Guest:	Miles 4 Mammograms	Kathleen Durham

A. CITIZEN COMMENTS AND ANNOUNCEMENTS

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There were no citizen comments.

Kathleen Durham expressed her thanks and gratitude to the city staff members who gave of themselves to help with Miles 4 Mammograms fundraising event.

B. ITEMS OF COMMUNITY INTEREST

City Council Meeting Staff Agenda Report



Items of community interest include expressions of thanks, congratulations, or condolence; information regarding holiday schedules; honorary recognitions of city officials, employees or citizens; reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or employee; and announcements involving imminent threats to the public health and safety.

- 1. Water conservation reminder**
- 2. Trunk or Treat-HOPD-Lakeshore Baptist Church-Monday, October 31 at 6 p.m.**
- 3. Veterans Day Holiday-Friday, November 11**

C. CONSENT AGENDA

1. Consideration of the Regular City Council Meeting Minutes for September 22, 2011
2. Consideration of Ordinance 2011-15, adopting the City's official newspaper for FY 11-12
3. Consideration of Minute Order 2011-27, rescheduling the November regular meeting and canceling the December regular meeting of the City Council
4. Consideration of Resolution 2011-03, setting the investment policy for FY 2011-12

Council Member Marquardt made a motion to approve the consent agenda. Mayor Pro-Tem Fitzpatrick seconded the motion. All present voted "aye." Motion carried 3-0

D. STAFF/COUNCIL REPORTS

1. Police Department monthly activity report- **given by the chief of police**
2. Financial Dashboard- **given by the financial analyst**
3. Discussion of bulk solid waste services- **given by the assistant city administrator**
4. Update on Comprehensive Plan- **given by the city administrator**

E. FUTURE AGENDA ITEMS

In compliance with the Texas Open Meetings Act, Council Members may request that matters of public concern be placed on a future agenda. Council Members may not discuss non-agenda items among themselves. In compliance with the Texas Open Meetings Act, city staff members may respond to questions from Council members only with statements of factual information or existing city policy.

Update on the bridge project-Tom Fitzpatrick

F. EXECUTIVE SESSION-Adjourned to executive session at 7:53 p.m.

Pursuant to Chapter 551, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this

City Council Meeting Staff Agenda Report



meeting to receive legal advice from its attorney on any posted agenda item as permitted by law, or to discuss the following:

1. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071
 - a. Substandard building at Lakeshore and I-20
2. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072
 - a. Hudson Hills Development
3. Deliberation regarding gifts or donations to the City pursuant to Section 551.073
4. Personnel matters pursuant to Section 551.074 (to deliberate the appointment, employment, evaluation, reassignment or duties, discipline or dismissal of a public officer or employee)
5. Deliberation regarding security pursuant to Section 551.076
6. Deliberation regarding economic development negotiations pursuant to Section 551.087
 - a. Substandard building at Lakeshore and I-20
 - b. Hudson Hills Development

Reconvened to open session at 9:13 p.m.

G. DISCUSSION/ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

1. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071
 - a. Substandard building at Lakeshore and I-20
2. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072
 - a. Hudson Hills Development
6. Deliberation regarding economic development negotiations pursuant to Section 551.087
 - c. Substandard building at Lakeshore and I-20
 - d. Hudson Hills Development

There was no action taken on items discussed in executive session.

H. ADJOURNMENT

Council Member Marquardt made a motion to adjourn. Meeting adjourned at 9:14 p.m.

Pat Deen, Mayor

Sheila Elmore, City Secretary

City Council Meeting Staff Agenda Report



Minute Order 2011-28, excusing Council Members' absences from Regular meetings		
Meeting date: November 16, 2011	Agenda Item #: C2	Action being considered: Adoption of Minute Order 2011-28

Staff Recommendation:

Adopt Minute Order 2011-28, excusing the following Council Members' absences:

- Brian Lixey for the October 27, 2011 Regular meeting (business travel)
- Paula Wigley for the October 27, 2011 Regular meeting (death in family)
- Tom Marquardt for the November 16, 2011 Regular meeting (business conflict)

Prior Board or Council Action:

Background Information/Analysis:

Per Texas Local Government Code, the City Council must take action considering formally excusing absences from meetings for any reason other than a council member's illness.

Financial Considerations:

None

Attachments:

None

Staff Contact:

Sheri Campbell-Husband, city administrator
682-229-2407
Sheri.campbell@hudsonoaks.com

Sheila Elmore, city secretary
682-229-2425
Sheila.elmore@hudsonoaks.com

City Council Meeting Staff Agenda Report



Police Department monthly report

Meeting date: November 16, 2011	Agenda Item #: D1	Action being considered: None
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Staff Recommendation:

None

Prior Board or Council Action:

None

Background Information/Analysis:

Chief of Police Brandon Mayberry and/or his designee will discuss with Council the statistical data attached below regarding calls for service, incidents for response, patrol, and staff training.

The Hudson Oaks Police Department assisted with the Miles 4 Mammograms walk and concert held in Gene Voyles Park on October 1, 2011. The police department assisted with traffic control and security during the walk and concert. The event was successful again this year as in years past; staff did not have any issues arise with traffic or crowd control.

On October 4, 2011, the Hudson Oaks Police Department hosted its annual National Night Out event at three locations within the City of Hudson Oaks. Staff cooked hot dogs and served drinks to residents who were present at each location. Staff had representatives located at all three locations to answer any questions that the residents had in regards to public safety, fire safety, and city services. Staff was pleased with the turnout again this year and has already begun planning for next year's event.

Financial Considerations:

None

Attachments:

- Monthly Activity Report for October 2011
- Monthly Animal Control Report for October 2011

Staff Contact:

Sheri Campbell-Husband, city administrator
682-229-2407
Sheri.campbell@hudsonoaks.com

Brandon Mayberry, Chief of Police
682-229-2421
Brandon.mayberry@hudsonoaks.com

City Council Meeting Staff Agenda Report



Hudson Oaks Police Department Monthly Activity Report October 2011

Definitions

1. Calls for Service - Each activity conducted by an officer is a call for service. This includes dispatched calls and officer-initiated activities.
2. Incident Reported- Anytime a crime is committed and requires investigation an Incident Report is generated.
3. Arrests Made - Refers to the number of times per month when an officer takes someone to jail on any offense.
4. Accident Worked - Any motor vehicle accident to which the HOPD responds, whether on highway or surface street.
5. Agency Assist - The number of Calls for Service in which HOPD officers were responding to requests for assistance from another agency.

Calls for Service	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Total
FY 08-09	720	1,090	1,167	843	777	986	938	874	1,094	961	909	913	11,272
FY 09-10	852	1,102	909	1,044	901	925	845	1,133	1,110	818	1,166	915	11,720
FY 10-11	1,008	1,179	969	967	809	1,226	1,076	1,067	1,001	1,234	996	1,219	12,751
FY 11-12	1,194												1,194

Calls Dispatched	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Total
FY 08-09	53	59	44	55	44	67	81	59	71	68	68	72	741
FY 09-10	91	100	108	82	87	103	129	136	152	159	135	203	1,485
FY 10-11	170	229	187	200	240	187	147	145	160	119	155	170	2,109
FY 11-12	140												140

Incidents Reported	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Total
FY 08-09	35	32	35	31	25	35	40	33	37	44	39	27	413
FY 09-10	29	27	29	37	32	35	29	33	39	54	38	48	430
FY 10-11	28	27	29	23	25	42	30	40	43	27	55	41	410
FY 11-12	36												36

Arrests Made	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Total
FY 08-09	28	16	15	14	16	24	32	29	32	21	27	19	273
FY 09-10	13	18	14	14	23	25	29	21	33	52	47	37	326
FY 10-11	32	22	25	21	21	41	26	40	40	22	44	33	367
FY 11-12	33												33

Accidents Worked	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Total
FY 08-09	5	7	1	1	4	8	8	5	7	6	12	5	69
FY 09-10	10	8	8	5	5	4	7	3	5	7	6	5	73
FY 10-11	8	1	6	1	6	5	4	3	1	5	5	5	50
FY 11-12	4												4

Monthly Call/Incident Frequency			
Call Type	Current Month	Previous Month	% Change
Alarms	11	10	10.0%
Animals	8	7	14.3%
Disturbance	8	6	33.3%
DWI	5	7	-28.6%
Assault	2	2	0.0%
Burglary	5	3	66.7%
Drug Offense	4	2	100.0%
Agency Assist	9	17	-47.1%

Monthly Training Hours			
Course	Total Hrs	# Officers	Comments

Community Outreach/Public Education Programs Held	
October 1 - Miles 4 Mamograms	
October 4 - National Night Out	

City Council Meeting Staff Agenda Report



Weatherford Animal Shelter
City of Hudson Oaks Activity Report

October 2011

Date of incident	Location of incident	Type of incident	Action Taken	Type of Animal Impounded
10/4/2011	210 N. Lakeshore	Stray dog	Picked up animal	Dog
10/5/2011	West of Lakeshore	Deceased animal	Picked up animal	Cat
(date not provided)	102 Red Eagle Trail	Trap request	Set Trap	N/A
10/7/2011	225 Rob Ln	Animal in trap	Picked up animal	Skunk
10/11/2011	109 Cedar Crest Ct	Trap request	Set Trap	Skunk
10/12/2011	101 Juniper	Animal in trap	Picked up animal	Skunk
10/13/2011	101 Juniper	Animal in trap	Picked up trap	Skunk
10/14/2011	101 Juniper	Animal in trap	Picked up trap	Skunk and racoon
10/18/2011	210 N. Lakeshore	Stray dogs	Penned in yard/ spoke to owner	3 Dogs
10/19/2011	101 Juniper	Animal in trap	Picked up animals	2 Opposums
10/20/2011	101 Juniper	Animal in trap	Picked up animal	Raccoon
10/22/2011	101 Juniper	Animal in trap	Picked up animal	Skunk
10/25/2011	101 Juniper	Animal in trap	Picked up animal	Opposum
(date not provided)	156 S. Fork	Trap request	Set Trap	Armadillo
10/29/2011	156 S. Fork	Pick up trap	Picked up	Skunk
<u>Calls Directly to HOPD</u>				
10/6/2011	113 Creighton Dr.	Lost dog reported	notified animal control	
10/9/2011	3001 Gardner Rd.	Stray/aggressive dog	dog not located/talked to owner	
10/16/2011	238 Southview Dr.	Animal bite	reported to animal control	Dog quarantined
10/19/2011	2950 Gardner Rd.	Loose livestock	helped owner recover	
10/21/2011	3204 Oykey Tr.	Loose dogs in traffic	Spoke to owner	
10/25/2011	414 E. I-20	Injured dog reported	dog euthanized	
Total Calls for September		21		
<u>Animals Taken to Shelter</u>				
6 Dogs brought in to shelter		2 racoon (relocated)		
3 Dogs still available for adoption		7 skunk (euthanized)	Total Calls Since April 1, 2011 105 Avg 15 calls/month	
3 Return to owner		3 opposum(relocated)		

City Council Meeting Staff Agenda Report



Staff report on the City's Financial Dashboard		
Meeting date: November 16, 2011	Agenda Item #: D2	Action being considered: None

Staff Recommendation:

None

Prior Board or Council Action:

The financial dashboard is presented to the City Council on a monthly basis.

Background Information/Analysis:

The reported Dashboard is for the period ending October 31, 2011. Staff will give a related report at the City Council meeting.

The Financial Dashboard includes:

- Summary of revenue and expenditures
- Summary of water and wastewater use and revenue
- Summary of economic development and investment activities
- Summary of revenue and expenditures for the Dyegard and Deercreek water systems

Financial Considerations:

None

Attachments:

Dashboard

Staff Contact:

Sheri Campbell-Husband, city administrator
682-229-2407
Sheri.campbell@hudsonoaks.com

Patrick Lawler, asst. city administrator
682-229-2408
Patrick.Lawler@hudsonoaks.com



**CITY OF HUDSON OAKS
FY 2011 - COUNCIL STRATEGIC DASHBOARD**

PERIOD ENDING: October 31, 2011

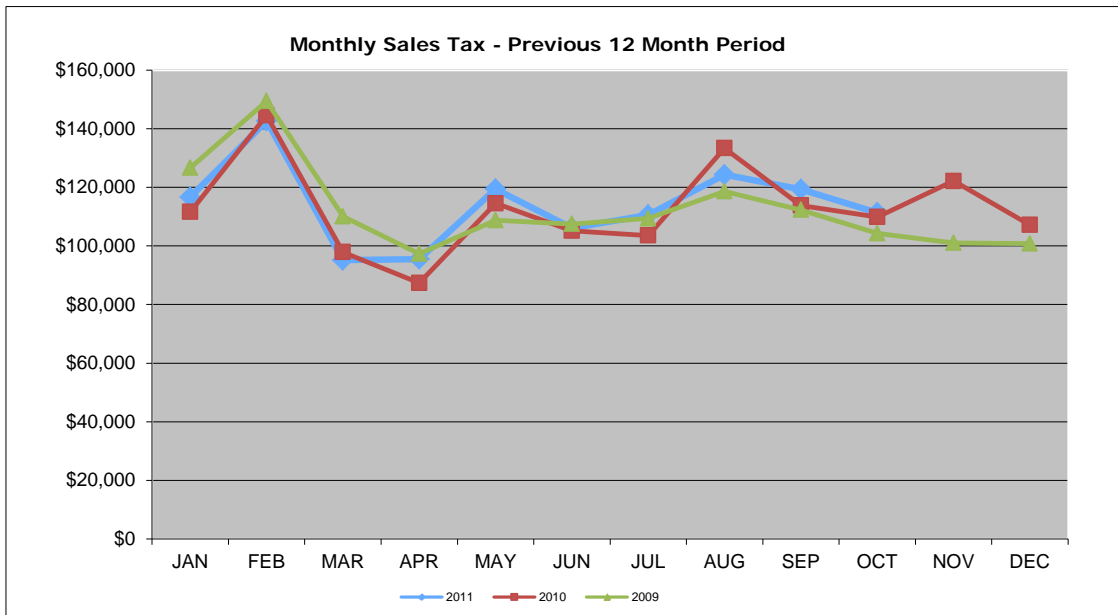
FINANCIAL OVERVIEW

Page 2 of 5

FINANCIAL SUMMARY

DESCRIPTION	BUDGETED REVENUE	YTD ACTUAL REVENUE	% of Budget	BUDGETED EXPENDITURE	YTD ACTUAL EXPENDITURE	% of Budget	REVENUE SOURCE	BUDGETED REVENUE	YTD ACTUAL	% of Budget
General Fund	1,989,694	128,787	6%	1,954,843	177,543	9%	Sales Tax	1,408,150	112,423	8%
Enterprise Fund	-	-	-	-	-	-	Franchise Fees	130,000	207	0%
Water Fund	919,452	84,255	9%	921,618	60,667	7%	Licenses & Permits	192,251	885	0%
Wastewater Fund	216,000	15,128	7%	120,000	-	0%	Court Fines	162,636	10,624	7%
Debt Service Sinking Fund	-	-	-	-	-	-	Water & Wastewater	1,135,452	99,383	9%
Police Seizure Fund	-	-	-	-	-	-				
Court Technology Fund	-	-	-	-	-	-				
Court Security Fund	3,168	157	5%	0	0	0%				
	-	-	-	-	-	-				
TOTAL	\$ 3,128,314	\$ 228,328	7%	\$ 2,996,461	\$ 238,210	8%	TOTAL	\$ 3,028,489	\$ 223,523	7%

KEY REVENUE SOURCES



ACTUAL VS HISTORICAL REVENUE RECEIPT TRENDS

FUND	HISTORICAL	ACTUAL
General	7.18%	6.47%
Water	8.17%	9.16%
Wastewater	7.55%	7.00%

REVENUES COMPARISON YEAR TO DATE VS. YEAR TO DATE LAST YEAR

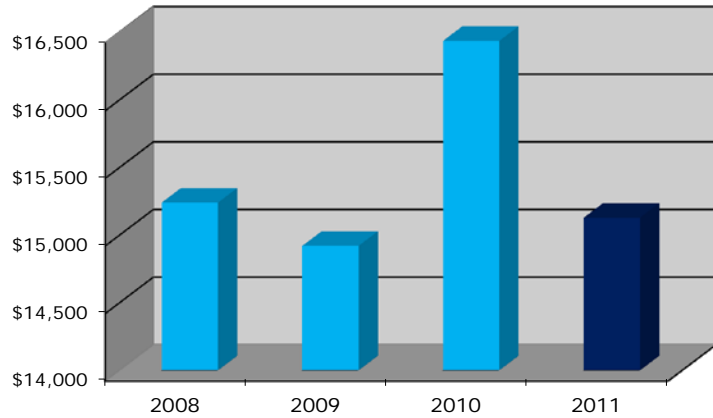




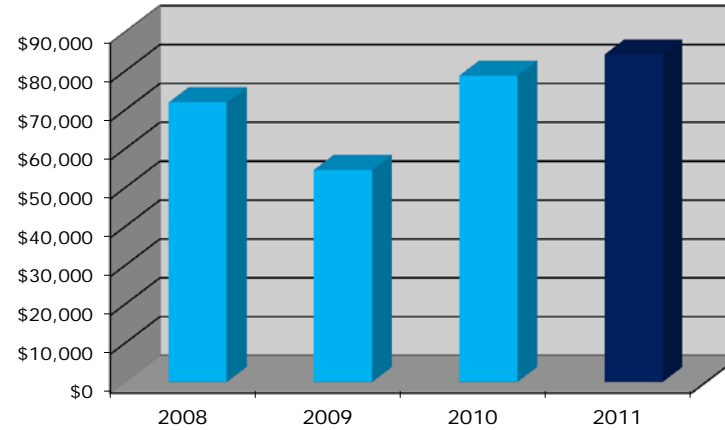
**CITY OF HUDSON OAKS
FY 2011 - COUNCIL STRATEGIC DASHBOARD**

PERIOD ENDING: October 31, 2011

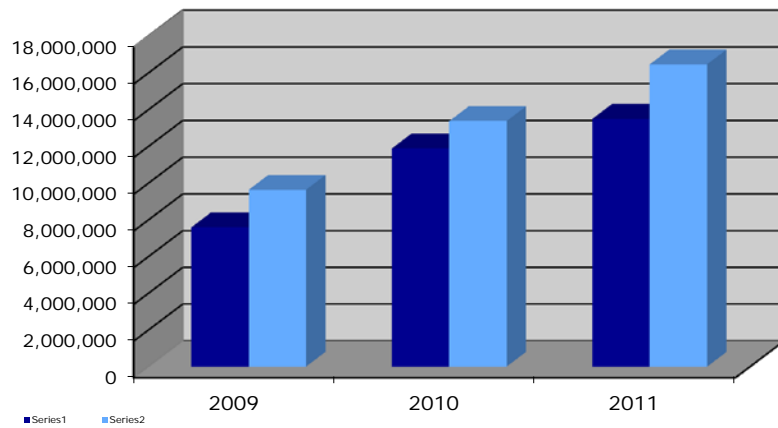
Sewer Revenue for Current Period



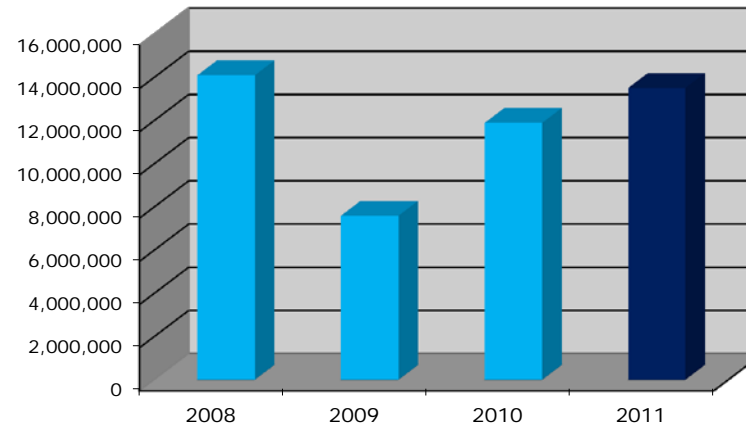
Water Revenue for Current Period



Gallons Sold vs Gallons Pumped for Current Year



Gallons Sold for Current Period

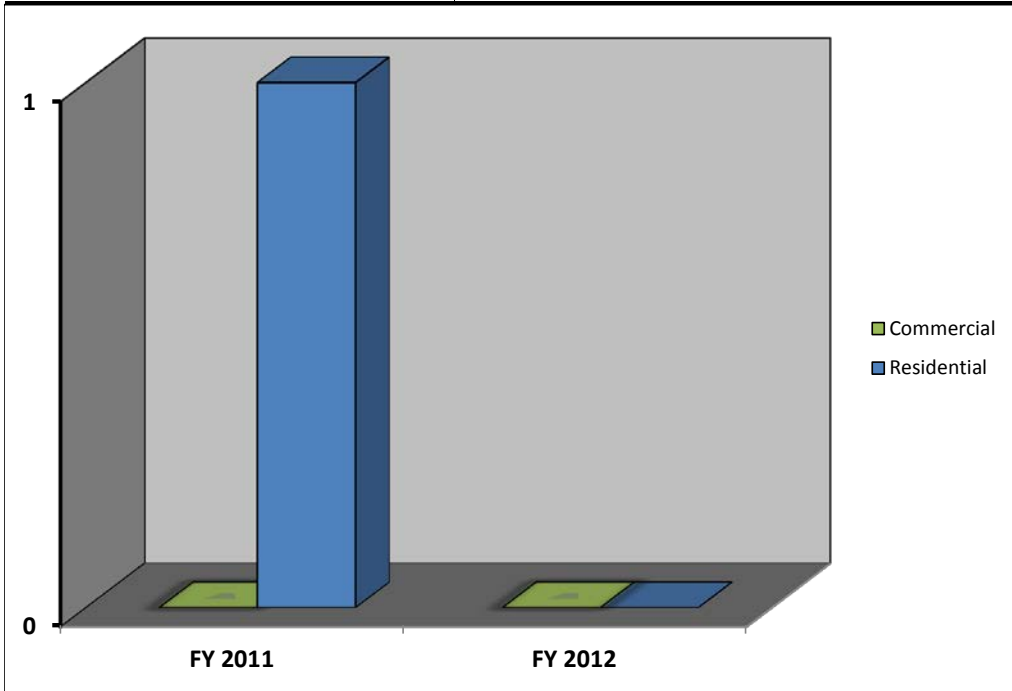




**CITY OF HUDSON OAKS
FY 2011 - COUNCIL STRATEGIC DASHBOARD**

PERIOD ENDING: October 31, 2011

Economic Development and Investment



ACTUAL VS HISTORICAL PERMIT TRENDS YTD			
YEAR	Commercial	Residential	TOTAL PERMITS
FY 2011	0	1	1
FY 2012	0	0	0
VARIANCE	0	-1	-1

TexPool

	Principle	Interest	Balance
General Reserve	\$97,894.75	\$6.95	\$97,901.70
Sales Tax Reserve	\$334,872.52	\$23.86	\$334,896.38
Enterprise Reserve	\$87,342.45	\$6.20	\$87,348.65
Total Reserves			\$520,146.73

Time Deposits

	Principle	Interest	Maturity Balance	Maturity Date
2 Yr Plains Capital CD	\$200,000	1.25%	\$204,427	3-Mar-13



**CITY OF HUDSON OAKS
FY 2011 - COUNCIL STRATEGIC DASHBOARD
DEER CREEK & DYEGARD REVENUES VS. EXPENSES
PERIOD ENDING: October 31, 2011**

FINANCIAL SUMMARY

DESCRIPTION	BUDGETED REVENUE	YTD ACTUAL REVENUE	% of Budget	BUDGETED EXPENDITURE	YTD ACTUAL EXPENDITURE	% of Budget
Dyegard	217,280	22,790	10%	239,350	29,084	12%
Deercreek	217,000	18,083	8%	152,392	12,119	8%

City Council Meeting Staff Agenda Report



Future Agenda Items <i>(Council members may bring up items to be included on future agendas, but the items may not be discussed among Council Members because these topics are not part of the posted agenda for this meeting.)</i>		
Meeting date: November 16, 2011	Agenda Item #: XX	Action being considered: None

Staff Recommendation:

For Council members to advise staff of any issues they would like to have added to an agenda for a future Council meeting and to be advised of the need to schedule related Council workshops or reschedule Regular Council Meetings.

Prior Board or Council Action: N/A

Background Information/Analysis:

At the October 27 regular meeting, Mayor Pro-Tem Fitzpatrick asked for an update regarding the Pass-Through Toll Project, specifically the portion to do with the reconstruction of the Lakeshore Bridge. This information was provided to City Council in a memorandum.

No other items were requested for future agendas.

Staff Contact:

Sheri Campbell-Husband, city administrator
682-229-2407
Sheri.campbell@hudsonoaks.com