



To: Mayor and City Council

From: Douglas C. Mousel, City Manager

Re: February City Manager Report

Date: February 12, 2010

The City Manager's Activity Report summarizes a number of current and pending activities. I sincerely appreciate the patience and support that the City Council has provided as I continue to organize the City's records and familiarize myself with various contracts and agreements that impact the City (solid waste, animal control, UTRWD, etc.), work with the Director of Finance and auditor to bring clarity to the City's finances, organize the City's personnel files and update the City's personnel manual, and simply reestablish basic operational policies and procedures.

Infrastructure

City Hall - I am in the process of preparing a report that will outline options and cost estimates for City Hall facilities. Most recently, I have discussed the condition of City Hall with an architectural firm, a civil engineer, and a remediation company. Because City staff's recommendation is contingent upon the City's financial standing and fund availability, the report will not be produced until the City's auditor has determined the City's fund balances. Once the report is complete, an agenda item will be scheduled so that the City Council can review and discuss the report and begin to evaluate the options that are available to the City. *(Updated February 2010)*

Crescent Oaks Drainage – Lee Allison, the City's consulting engineer, has finalized plans to re-grade some of the bar ditches, replace some culverts, and replace the ends of several culverts along portions of Torero Trail and Lamp Post Lane in Crescent Oaks. By accomplishing these maintenance improvements and removing the drainage impediments, it is anticipated that the drainage conditions in the immediate area of the improvements will be improved. None of the improvements planned are expected to address site drainage issues such as water draining across lots through easements, water ponding in yards, difficulty in mowing ditches, etc. While the improvements are expected to improve some areas, the improvements are not expected to relieve other areas. Once the planned improvements are completed, the City will assess the impact of the improvements and evaluate the need for any additional improvements. While the Public Works Department will begin the work after an extended period of dry weather, the inconsistent weather makes it difficult to provide a specific schedule for the completion of the work. *(Updated February 2010)*

Traffic Study at McCormick Road (Shahan Prairie)/FM 720 – On Friday, January 8, I sent a letter to the Texas Department of Transportation (TxDOT) requesting that TxDOT conduct a traffic study of the intersection of McCormick Road (Shahan Prairie)/FM 720 to determine if any type of traffic control is warranted based on the newer traffic counts associated with the increase in students at the Oak Point

Elementary School and the opening of the Lake Lewisville Toll Bridge. The City Council will be informed of TxDOT's response. *(Updated January 2010)*

Widening of FM 720 from Eldorado Parkway to US 380 – Schematic plans for the widening of FM 720 are available on TXDOT's Keep It Moving website <http://www.keepitmovingdallas.com/Various+Projects>. Plans include widening the road to a six-lane divided thoroughfare and providing designated left turn lanes to accommodate several existing intersections. Within the above referenced letter to TxDOT, I requested a schedule for the widening of FM 720 1) through the City of Little Elm to the recently improved section of Eldorado Parkway/Garza Road near Lakewood Village and 2) from Eldorado Parkway/Garza Road to U.S. 380. The City Council will be informed of TxDOT's response. *(Updated January 2010)*

TxDOT Signage Requests – My January 8 letter to TxDOT also included a request to relocate the City limit/population sign along the east side of F.M. 720 near the City's southern boundary to correctly designate the City of Oak Point's city limits to northbound traffic on F.M. 720 and a request to install a City limit/population sign north of Martop Road to inform southbound traffic on F.M. 720 of the northern boundary of its City limits. I have also inquired about directional signs for the City at the intersection of FM 720 and Eldorado Parkway, directional signs for City Hall at the intersection of McCormick Road (Shahan Prairie)/FM 720, and the possibility of placing small City of Oak Point logo signs along FM 720. *(Updated January 2010)*

Jake's Place Improvements – The Public Works Department has staked the proposed location of the second baseball field in a location that is consistent with the master plan for Jake's Place. After the location has been verified by those individuals that have been involved in the planning of the field, the Public Works Department will begin grading the field. The installation of a backstop and fencing will also be coordinated. *(New)*

Hilltown Street Lights – Because the existence of utility poles provides an opportunity to install street lights in the Hilltown subdivision, City staff contacted Oncor Electric to inquire about the cost of installing street lights in Oak Point's portion of the Hilltown subdivision. Oncor has informed the City that there would be no cost to install the street lights. If the street lights are installed, the City would be responsible for the monthly electric costs. Based on the electric bills of other street lights in the City, City staff estimates that the monthly cost to provide street lights in Hilltown would be \$164 per month or \$1,968 annually. The installation of the street lights will not be pursued at this time because the electrical costs are not currently budgeted. However, the costs may be proposed in a future budget proposal. *(New)*

Road Improvements – The City Manager and Public Works Superintendent have driven most streets in the City of Oak Point and are preparing a list of proposed street repairs. The list of proposed street repairs will be structured to include the location, type, and estimated cost of the repairs. City staff will then prioritize the repairs and present its recommendations to the City Council. After the prioritized list is endorsed by the City Council, City staff will initiate the street repairs. City staff will be recommending that the City use the revenue collected from its street maintenance sales tax to fund the repairs. *(New)*

Financial

Budget – The Director of Finance and I are in the process of reviewing the revenue and expenditure projections contained within the FY2009-2010 budget. I am also in the process of reformatting the FY2009-2010 budget to better distinguish between the different funds. City staff plans to present an amended FY2009-2010 budget to the City Council at their regular meeting in March. *(Updated February 2010)*

Audit - The City has commenced with its financial audit for FY2008-2009. Several recommendations from the FY2007-2008 audit were not implemented, including the posting of end of year adjustments. For this reason, the auditor requested that a third party accountant be retained by the City to make the adjustments and, due to her familiarity with the City's finances, I engaged Carol Roberts to perform the adjustments. Carol's work is nearly complete and the auditor will begin field work next week. *(Updated February 2010)*

Financial Reports / Accounting Software – City staff desires to provide more detailed financial reports to the City Council. Additionally, the City's auditor recommended in March 2009 that the City "purchase a new accounting software package specifically designed for governmental fund accounting". Last year, the City purchased, but did not implement, mBudget software. However, the capabilities of the mBudget software are limited to budget and financial planning purposes only. Because funds were included in the FY2009-2010 budget for financial and court software, City staff met with representatives of Tyler Technologies (Incode) on February 9, 2009. Incode offers financial software as well as software modules for other municipal functions including court and utility billing. City staff anticipates that a proposal will be brought to the City Council, concurrently with the amended FY2009-2010 budget, to acquire the software. *(Updated February 2010)*

City Fee Schedule – It is my understanding that there have been some previous discussions about updating the City's fee schedule. As time permits, I will prepare a comparison of the City's fees and the fees of other area cities for the City Council's review. *(Updated January 2010)*

Sales Tax – The Texas state sales and use tax rate is 6.25%, but local taxing jurisdictions may also impose sales and use tax up to 2% for a total maximum combined rate of 8.25%. The City of Oak Point collects only 1.75%. The 1.75% is allocated to the general fund (1%), the 4B EDC (½ %), and a street fund (¼ %). Per direction received from the City Council at their special called meeting on Tuesday, January 5th, City staff has initiated the process to allow voters at the May election to consider continuing the ¼% street maintenance sales tax. The issue of collecting an additional ¼ % sales tax was deferred and will be discussed again in the future. *(Updated January 2010)*

State Energy Conservation Office (SECO) Grant – The City Council recently approved a resolution authorizing an Energy Efficiency and Conservation Block Grant Application through SECO. The City has been notified that it is eligible for a grant of up to \$23,030. A grant application was submitted based on a project to install solar panels on the roof of the DPS/Public Works building. Between the grant proceeds and incentives from Oncor Electric, the project should not involve any additional funding from the City. It is estimated that the installation of the solar panels will save the City over \$2,100 in electrical costs on an annual basis. The City Council will be informed if and when the SECO grant and Oncor incentive are awarded. *(Updated February 2010)*

Policy and Procedure

Rules of Order and Procedure – The Rules of Order and Procedures document requested at the November City Council meeting was tabled at the December 21 and January 18 City Council meetings. The document has been scheduled for discussion and action at the February 15 City Council meeting. *(Updated February 2010)*

Wastewater Billing – The outstanding balance associated with delinquent wastewater bills is significant. An item has been scheduled for the February 15 City Council meeting to discuss the collection of the City's delinquent wastewater accounts. *(Updated February 2010)*

Organization of Files – Most documents have now been removed from the “old” City Hall building. Some of the documents have been moved to the current offices; others are temporarily located in the Community Room until the documents are moved to the current offices or prepared for storage. *(Updated January 2010)*

Subdivision Ordinance – In September 2009, the City of Oak Point entered into an agreement to have Dannenbaum Engineering prepare an update to the City’s Subdivision Ordinance. The tentative schedule for completion of the project is as follows.

Submit Draft to City for First Review: Friday, January 15
Review by City staff: Friday, January 15 - Friday, February 12
Revisions Complete: Friday, February 19
Review by Planning & Zoning Commission: Tuesday, March 2
Revisions Complete: Friday, March 26
Approval by Planning & Zoning Commission: Tuesday, April 6
Review by City Council: Monday, April 19
Revisions Complete: Friday, May 7
Approval by City Council: Monday, May 17

As stated above, the schedule is tentative and subject to change. *(Updated January 2010)*

Standard Operating Procedures/Guidelines – It appears that there are limited standard operating procedures/guidelines in place for most functions at City Hall. In the near future, I will be tasking employees at City Hall with preparing standard operating procedures/guidelines to define their responsibilities at City Hall. Besides improving internal controls, the creation of standard operating procedures/guidelines will better prepare the City for any future transitions in staff. *(Updated January 2010)*

Human Resources / Personnel

Personnel Files – During the last month, I spent a significant amount of time verifying salary, leave balances, and insurance elections and deductions of all employees. The above referenced Incode software would greatly enhance the City’s ability to document this information. I am in the process of preparing separate folders for each employee’s personnel and medical information. Job descriptions and salary ranges still need to be verified and/or prepared. *(Updated February 2010)*

Work Plan/Performance Goals – As required by my employment contract, a list of performance goals was presented to and approved by the City Council at their January 18 meeting. The performance goals will serve as a work plan and will assist the City Council with my performance review. *(Updated February 2010)*

HR Procedures – In the coming weeks, I will be evaluating leave request and leave tracking procedures and updating timesheets. *(Updated February 2010)*

Social Security - I received an update from the previous City Manager on the issues associated with social security. My understanding is that the City never adopted the agreement required by the State to initiate social security benefits for the City of Oak Point employees. While the City can still choose to opt into the program, my understanding is that the City has chosen not to at this time. Employees were reimbursed for their social security payments made in the first and second quarters of 2009. However,

no refunds have been issued for social security payments made prior to 2009. I will make an effort to seek reimbursements for the payments made prior to 2009. *(Updated January 2010)*

Personnel – The DPS hired Adam Gouge to fill the vacant firefighter position. The use of the temporary employees at City Hall will need to be discontinued in the near future. While the work load in City Hall supports the addition of a fourth full-time position, I do not intend to fill the fourth full-time position until I am completely satisfied that the FY2009-2010 budget will accommodate the additional position. *(Updated February 2010)*

Personnel Policy – While a proposed personnel policy was presented to the City Council at their November meeting, I have chosen to prepare a policy that is more comprehensive and formatted in a manner that will allow the policy to be readily amended. The policy that I have selected to emulate has been distributed to select members of the City staff (including Chief Shackelford). After the policy is reviewed by City staff and revised, I will schedule the policy for review and consideration by the City Council. Due to the length of the policy, I anticipate presenting portions of the policy to the City Council until the entire policy is reviewed and approved. *(Updated February 2010)*

Open Meetings and Public Information Training – Effective January 1, 2006, elected and appointed officials are required to receive mandatory open meeting and public information training. More specifically, the law requires at least two hours of open government training, consisting of a one-hour educational course on the Open Meetings Act and one-hour educational course on the Texas Public Information Act. Videos fulfilling these training requirements may be viewed at:

<http://www.oag.state.tx.us/media/videos/play.php?image=2005openmeetings&id=149>
<http://www.oag.state.tx.us/media/videos/play.php?image=2005openrecords&id=150>

I am asking that the City Council watch these videos. After viewing the videos, access codes will be made available to you. After watching the videos, each City Council member should forward your access codes to me. I will then print your certificates and maintain the certificates at City Hall to demonstrate the City's compliance with the training requirements. If you have already fulfilled the training requirements, please forward copies of your certificates to me so that I can maintain the certificates at City Hall. Additional information on these requirements can be found at http://www.oag.state.tx.us/open/og_training.shtml#22. *(Updated January 2010)*

Employment Posters – Employment posters that are required by the state and federal government have been temporarily been posted in City offices. The temporary posters will soon be replaced by permanent posters. *(New)*

Boards and Commissions

Board and Commission Appointments – At their January 18 City Council meeting, the City Council made appointments to the Economic Development Corporation and appointed six of the seven regular members of the Planning & Zoning Commission. An item has been scheduled for the February 15 City Council meeting to appoint one additional regular member to the Planning & Zoning Commission. An additional item has been scheduled for the February 15 City Council meeting to discuss the membership and responsibilities of the Oak Point Empowering Neighbors (OPEN) Commission. *(Updated February 2010)*

Economic Development Corporation – Regular meetings of the Economic Development Corporation are generally scheduled for the second Tuesday of the month. On Tuesday, March 9, a joint meeting of the City Council and Economic Development Corporation will be scheduled. Topics will include discussions

on the role and responsibilities of the Economic Development Corporation and the City Council's expectations of the Economic Development Corporation. *(New)*

Agreements

Development Agreements – An amended consent agreement for WCID1 and a reimbursement agreement for the common-to-all line were approved by the City Council at a special called meeting on January 5. After the associated conveyance documents and deeds are prepared, the agreements will be executed. The past legal fees have been paid by the developer. The pending WCID2 amended consent agreement will likely be scheduled for the March 15 City Council meeting. *(Updated February 2010)*

Upper Trinity Regional Water District (UTRWD) – I met with Jason Pierce of the UTRWD on January 14 to discuss open issues associated with the City's agreement(s) with the UTRWD. These issues include conveyance of the common-to-all-line to the UTRWD and two pending amendments to contracts between the City and UTRWD. *(Updated January 2010)*

Boundary Agreements – I am working with representatives of Little Elm and Lakewood Village to prepare any necessary agreements to document the ETJ and City limits of each of the cities. Little Elm's GIS Department is mapping existing boundary agreements to facilitate this effort. *(Updated February 2010)*

Meetings

ISDs – A healthy relationship between the City and the School Districts is important. I met with Kent Crutsinger, Interim Superintendent of the Little Elm ISD, on January 14. I intend to schedule a similar meeting with a representative of the Denton ISD in the near future to discuss any plans for the development of schools in the Oak Point vicinity. *(Updated January 2010)*

Denton County – I met with Denton County Commissioner Hugh Coleman on Monday, January 25 to facilitate a relationship with the County. Amongst other topics, we discussed the County's willingness to assist cities with road projects and the pending improvements to FM 720. *(New)*

Other Municipalities – In an effort to foster relationships with other surrounding municipalities, I will am making an effort to meet with officials of surrounding municipalities. I met with Ivan Langford, City Manager for the Town of Little Elm, on Monday, January 25 and I met with the Mayor and Mayor Pro-Tem of Lakewood Village on Thursday, February 4. *(New)*

Public Relations / Special Events

Newsletter – Council Member Cameron has agreed to assist City staff with the preparation of the Spring newsletter. Most advertisers have renewed their financial commitment to the newsletter for 2009-2010. The City Council discussed topics for the newsletter at their January 18 meeting. The remaining tasks and the tentative schedule associated with the Spring newsletter are: *(Updated February 2010)*

Final Submissions	Thursday, February 11
Proof due to Staff/Council	Thursday, February 18
Edits due to Editor	Monday, February 22
Release to Press	Monday, March 1
Mail Date	Friday, March 5
In Mailboxes	Friday, March 12

Website – Because the City’s website is need of significant updates and the EDC has expressed interest in establishing a website, I feel that it may be prudent to combine City and EDC efforts. I have met with a website designer and I am in the process of securing a cost estimate to upgrade the City’s website. After I understand the cost implications, I will discuss this issue with the City Council and EDC. *(Updated January 2010)*

SpringFest – Easter falls on Sunday, April 4. While my initial understanding was that SpringFest would occur on Saturday, April 3 (the day before Easter), last year’s SpringFest was scheduled on the Saturday the week before Easter. To better accommodate Easter travel schedules, SpringFest will be scheduled for Saturday, March 27. The OPEN Commission will meet Tuesday, February 26 to begin their planning for SpringFest. *(Updated February 2010)*

Oak Point City Wide Garage Sale - The City of Oak Point will be sponsoring a City Wide Garage Sale on Saturday, April 10, 2010 from 8:00 a.m. until 2:00 p.m. Residents are encouraged to participate by having a garage sale at their home. The City will advertise the City Wide Garage Sale in area newspapers and on the City’s website. On the morning of the event, a map with a list of the garage sale locations will be distributed at the intersection of McCormick Road and Naylor Road. Residents that are interested in having their garage sale listed on the map will need to register their address with the City Secretary by completing a 2010 Community Wide Garage Sale Registration Form and paying a \$3.00 registration fee. The Form and fee will be due to City Hall no later than Friday, April 2, 2010 at 5:00 p.m. Unsold items that residents wish to dispose of after their garage sale may be discarded in dumpsters placed at the Spring Clean-up. *(New)*

Spring Clean Up – The annual Spring Clean Up, allowing residents of Oak Point to conduct their spring cleaning and dispose of their solid waste in dumpsters placed near City Hall. Spring Clean Up is scheduled for Saturday, April 17 from 8:00 a.m. to 4:00 p.m. or until the dumpsters are full. *(Updated February 2010)*

Summary of Upcoming Meetings and Special Events

Meetings

Tuesday, February 26	-	OPEN Commission Meeting
Tuesday, March 2	-	Planning & Zoning Commission Meeting
Tuesday, March 9	-	Joint Meeting of City Council and Economic Development Corporation
Monday, March 15	-	City Council Meeting

Special Events

Saturday, March 27	-	SpringFest
Saturday, April 10	-	City Wide Garage Sale
Saturday, April 17	-	Spring Clean Up