



## AGENDA

**CITY OF HUDSON OAKS  
CITY COUNCIL  
210 HUDSON OAKS DRIVE  
HUDSON OAKS, TEXAS 76087  
THURSDAY, FEBRUARY 22, 2024**

### **REGULAR CITY COUNCIL SESSION**

Call to order at 7:00 p.m.

### **INVOCATION**

### **PLEDGES OF ALLEGIANCE**

1. 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 just for all.
2. Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

### **A. PROCLAMATIONS**

1. Judge Paul A.Conner

### **B. CITIZEN COMMENTS AND ANNOUNCEMENTS**

### **C. 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.

### **D. CONSENT AGENDA**

1. Consideration of the regular City Council meeting minutes for January 25, 2024
2. Consideration of Minute Order 2024-04, accepting the Certification of the City Secretary certifying unopposed candidates for the cancelation of the May 4, 2024 General Election regarding elected officials
3. Consideration of Ordinance 2024-04, canceling the May 4, 2024 General Election regarding elected officials
4. Consideration of Minute Order 2024-05, adopting a Grants Management Policy

### **E. ITEMS FOR INDIVIDUAL CONSIDERATION**

1. Minute Order 2024-06, authorizing the Mayor to enter into an agreement for Contract Services, Municipal Judge and an agreement for Contract Services, Associate Municipal Judge

**F. STAFF/COUNCIL REPORTS**

1. 2023 Annual Racial Profiling
2. 2023 Annual Use of Force Reporting
3. Monthly Police Report
4. Financial Dashboard

**G. 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
  - a. Potential Contract with the City of Willow Park for Wastewater Services
2. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072
  - a. Public Safety Building
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

**H. DISCUSSION/ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION**

**I. FUTURE AGENDA ITEMS**

**J. ADJOURNMENT**

I, Shelley Scazzero, City Secretary, do hereby certify that notice of the above meeting was posted on the front window of the City Hall of the City of Hudson Oaks, a place readily accessible to the public at all times, on the 16<sup>th</sup> day of February, 2024 on or before 7:00 p.m. and remained continuously posted for at least 72 hours preceding 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 48 hours prior to this meeting. Please contact Shelley Scazzero at 682-229-2400 or email [shelley.major@hudsonoaks.com](mailto:shelley.major@hudsonoaks.com) for more information.

Shelley Scazzero  
City Secretary

# City Council Meeting Staff Agenda Report



Consideration of the regular City Council meeting minutes for January 25, 2024

<b>Meeting date:</b> February 22, 2024	<b>Agenda Item #:</b> D1	<b>Action being considered:</b> Adoption of January, 2024 Minutes
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**Staff Recommendation:**

Review and adopt the minutes of the January 25, 2024 City Council meeting.

**Prior Board or Council Action:**

No previous action taken.

**Background Information/Analysis:**

Meeting was held at 7:00 p.m. on Thursday, January 25, 2024 at Hudson Oaks City Hall.

**Attachments:**

DRAFT Minutes

**Staff Contact:**

Shelley Scazero, City Secretary

682-229-2411

[shelley.major@hudsonoaks.com](mailto:shelley.major@hudsonoaks.com)



**CITY OF HUDSON OAKS  
CITY COUNCIL  
REGULAR MEETING  
THURSDAY, JANUARY 25, 2024**

**STATE OF TEXAS           §  
  §  
COUNTY OF PARKER   §**

**REGULAR SESSION**

**Call to order/announce a quorum is present**

Mayor Tom Fitzpatrick called the meeting to order at 7:00 p.m. in the Council Chamber, Hudson Oaks City Hall, 210 Hudson Oaks Drive, Hudson Oaks, Texas, 76087.

Present:       Tom Fitzpatrick       Mayor  
                  Daniel Cross           Mayor Pro-Tem, Place 5  
                  Tom Marquardt       Place 1  
                  Marty Schrantz       Place 3  
                  Sean Cannon           Place 4

Absent:        Brian Lixey           Place 2

Staff Present: Sterling Naron       City Administrator  
                  Hayden Brodowsky    Director of Operations  
                  Shelley Scazero      City Secretary  
                  Dustin Kennedy      Police Sergeant  
                  Rob Allibon          City Attorney

**A. CITIZEN COMMENTS AND ANNOUNCEMENTS**

No citizen comment.

**B. ITEMS OF COMMUNITY INTEREST**

Sterling Naron, City Administrator gave an update on the following:

1. Cohoho Christmas event was recapped.
2. New website will be launching in February.
3. New businesses opening in Hudson Oaks; including Jack In The Box, Sherwin Williams, Care Now, Chuy's and Jersey Mikes.

### C. CONSENT AGENDA

1. Consideration of the regular City Council meeting minutes October 26, 2023.
2. Consideration of Minute Order 2024-01, excusing Council Member Sean Cannon from the regular City Council meeting on October 26, 2023.
3. Consideration of Resolution 2024-01, calling the May 4, 2024 General Election to elect officers, designating polling places; appointing election judges; providing procedures for the conduct of an election; approving a joint election with Parker County, and approving an effective date.
4. Consideration of Minute Order 2024-02, approving the purchase of a public works vehicle.

**ACTION:** Motion made by Council Member Marquardt and seconded by Council Member Schrantz to approve the consent agenda with the change to Item C3, to correct the election date in Attachment "A" to May 4, 2024. The motion passed unanimously (4-0).

### D. ITEMS FOR INDIVIDUAL CONSIDERATION

1. Oncor Service Update Presentation was given by Michael Dimas, Oncor Area Manager.

No action taken.

2. Consideration of Ordinance 2024-01, vacating and abandoning two portions of the existing ten foot (10') utility easement on Lot 2R, Block 1, Oakridge Addition, commonly known as 150 Inspiration Drive.

**ACTION:** Motion made by Council Member Marquardt and seconded by Mayor Pro-Tem Cross to approve Ordinance 2024-01. The motion passed unanimously (4-0).

3. Consideration of Ordinance 2024-02, amending Section 13.03.032(a) of the Hudson Oaks Code of Ordinance by amending commercial sewer rates.

**ACTION:** Motion made by Mayor Pro-Tem Cross and seconded by Council Member Schrantz to approve Ordinance 2024-02. The motion passed unanimously (4-0).

4. Consideration of Minute Order 2024-03, approving an Interlocal Agreement for operation of wastewater treatment plant with the Aledo Independent School District.

**ACTION:** Motion made by Council Member Marquardt and seconded by Mayor Pro-Tem Cross to approve Minute Order 2024-03. The motion passed unanimously (4-0).

### E. PUBLIC HEARINGS AND RELATED ITEMS

1. Public hearing and consideration of Ordinance 2024-03, to amend the Comprehensive Zoning Ordinance of the City of Hudson Oaks, Texas, by amending the land use definitions and land use table regarding "Day-Care Center, Child, Day-Care Center, Adult, and Nursery School."

Mayor Fitzpatrick opened public hearing at 7:48 p.m.

No citizen comment.

Mayor Fitzpatrick closed public hearing closed at 7:48 p.m.

**ACTION:** Motion made by Council Member Schrantz and seconded by Council Member Cannon to approve Ordinance 2024-03. The motion passed unanimously (4-0).

#### **F. STAFF AND COUNCIL REPORTS**

1. Monthly police report and 2024 Statistics Review presented by Sergeant Dustin Kennedy.
2. Financial Dashboard presented by Sterling Naron.

Executive Session convened at 8:02 p.m.

#### **G. 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 the meeting to receive legal advice from its attorney on any posted agenda items 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. Potential Contract with the City of Willow Park for Wastewater Services
2. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072.
  - a. Public Safety Building
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.

Regular Session reconvened at 8:37 p.m.

#### **H. DISCUSSION/ACTION ON ITEM DISCUSSED IN EXECUTIVE SESSION**

**A1. ACTION:** Motion made by Council Member Schrantz and seconded by Council Member Marquardt to approve an Agreement for funding, construction, and maintenance of wastewater treatment facilities between the City of Hudson Oaks and the City of Willow Park, subject to final negotiations and approval of the City Administrator. The motion passed unanimously (4-0).

**I. FUTURE AGENDA ITEMS**

No future agenda items.

**J. ADJOURNMENT**

There being no further business Mayor Fitzpatrick adjourned the Regular meeting of the City Council at 8:40 p.m., on Thursday, January 25, 2024.

\_\_\_\_\_  
Tom Fitzpatrick, Mayor

ATTEST:

\_\_\_\_\_  
Shelley Scazzero, City Secretary

DRAFT

# City Council Meeting Staff Agenda Report



**Consideration Minute Order 2024-04, accepting the Certification of the City Secretary certifying unopposed candidates for the cancelation of the May 4, 2024 General Election regarding elected officials.**

<b>Meeting date:</b> February 22, 2024	<b>Agenda Item #:</b> D2	<b>Action being considered:</b> Approval of Minute Order 2024-04
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## **Staff Recommendation:**

Approve Minute Order 2024-04, accepting the Certification of the City Secretary certifying unopposed candidates for the cancelation of the May 4, 2024 General Election regarding elected officials.

## **Prior Board or Council Action:**

No previous action taken.

## **Background Information/Analysis:**

There are three City Council seats eligible for election this year. Each seat has drawn only one candidate. These are:

- Mayor – Tom Fitzpatrick
- Council Member Place 1 – Tom Marquardt
- Council Member Place 3 – Marty Schrantz

State law allows for the cancelation of the municipal election if no races are contested. The deadline to file as a write-in candidate is Tuesday, February 20, 2024. If a write-in candidate files, this item will be pulled from the agenda.

## **Financial Considerations:**

None

## **Attachments:**

DRAFT Certification of the City Secretary

- Pending the write-in candidate deadline, the signed certification will be presented to the Mayor at the meeting.

## **Staff Contact:**

Shelley Scazzero, City Secretary

682-229-2411

[shelley.major@hudsonoaks.com](mailto:shelley.major@hudsonoaks.com)





## **CERTIFICATION OF THE CITY SECRETARY**

I, Shelley Scazzero, hereby certify that I am the City Secretary of the City of Hudson Oaks, Texas, and the authority responsible for having the official ballot prepared for the General Municipal Election on May 4, 2024. I further hereby certify, pursuant to Section 2.052, Texas Election Code, that the candidates are unopposed for election to the office to be on the ballot in the May 4, 2024, General Municipal Election, as follows:

Tom Fitzpatrick is unopposed to the office of Mayor;

Thomas C. Marquardt is unopposed to the office of Council Member Place 1;

Marty Schrantz is unopposed to the office of Council Member Place 3;

I further certify that no candidate's name is to be placed on a list of write-in candidates for the position of Mayor, Council Member Place 1, and Council Member Place 3 to appear on the ballot in the May 4, 2024, General Municipal Election.

To certify which, witness my hand and seal of the City of Hudson Oaks, Texas. Dated this the 22<sup>th</sup> day of February, 2024.

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Shelley Scazzero  
City Secretary  
City of Hudson Oaks, Texas

# City Council Meeting Staff Agenda Report



<b>Consideration Ordinance 2024-04, canceling the May 4, 2024 General Election regarding elected officials</b>		
<b>Meeting date:</b> February 22, 2024	<b>Agenda Item #:</b> D3	<b>Action being considered:</b> Approval of Ordinance 2024-04

**Staff Recommendation:**

Approve Ordinance 2024-04, canceling the May 4, 2024 General Election regarding elected officials.

**Prior Board or Council Action:**

No previous action taken.

**Background Information/Analysis:**

There are three City Council seats eligible for election this year. Each seat has drawn only one candidate. These are:

- Mayor – Tom Fitzpatrick
- Council Member Place 1 – Tom Marquardt
- Council Member Place 3 – Marty Schrantz

State law allows for the cancelation of the municipal election if no races are contested. The deadline to file as a write-in candidate is Tuesday, February 20, 2024. If a write-in candidate files, this item will be pulled from the agenda.

**Financial Considerations:**

None

**Attachments:**

DRAFT Ordinance

**Staff Contact:**

Shelley Scazzero, City Secretary  
682-229-2411

[shelley.major@hudsonoaks.com](mailto:shelley.major@hudsonoaks.com)

**ORDINANCE NO. 2024-04**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUDSON OAKS, TEXAS, DECLARING THE UNOPPOSED CANDIDATE FOR THE OFFICE OF CITY COUNCIL MAYOR, CITY COUNCIL MEMBER PLACE 1, & CITY COUNCIL MEMBER PLACE 3 AS ELECTED; PROVIDING THAT THE MAY 4, 2024, GENERAL MUNICIPAL ELECTION FOR MAYOR, CITY COUNCIL MEMBER PLACE 1, & CITY COUNCIL MEMBER PLACE 3 SHALL NOT BE HELD; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES ON CONFLICT; FINDING AND DETERMINING THAT THE MEETING AT WHICH THE ORDINANCE WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Hudson Oaks, Texas City Council ordered on January 25, 2024 that a general municipal election be held on May 4, 2024, for the purpose of electing three officials of the City, to wit: Mayor and two City Council Members; and

**WHEREAS**, pursuant to Sections 143.007 and 146.054, Texas Election Code, the deadline for filing applications for a place on the ballot and declaration of write-in candidacy for the City's general municipal election has expired; and

**WHEREAS**, the City Secretary, in accordance with Section 2.052, Texas Election Code, has certified in writing to the City Council that **Tom Fitzpatrick** is unopposed for election to the office of Mayor, **Thomas C. Marquardt** is unopposed for election to the office of Council Member Place 1, and **Marty Schrantz** is unopposed for election to the office of Council Member Place 3; and

**WHEREAS**, the City Council hereby finds and determines that the candidate whose name is to appear on the ballot in said election for Mayor is unopposed, for Council Member Place 1 is unopposed, and for Council Member Place 3 is unopposed, there are no declared write-in candidates;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUDSON OAKS, THAT:**

**1.**

The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

**2.**

In accordance with Section 2.053(a), Texas Election Code, the following unopposed candidates are hereby declared duly elected to the respective office shown and shall be issued a certificate of election following the date on which the general municipal election for Mayor, Council Member Place 1, & Council Member Place 3 was to have been held:

Mayor – **Tom Fitzpatrick**  
Council Member Place 1 – **Thomas C. Marquardt**  
Council Member Place 3 – **Marty Schrantz**

3.

Pursuant to Section 2.053(b), Texas Election Code, the general municipal election for heretofore called and ordered by the City Council, for May 4, 2024 shall not be held and is hereby canceled.

4.

The City Secretary is hereby directed to cause a copy of the Order of Cancellation to be posted on election day, same being May 4, 2024, at the polling place(s) that would have been used in such election.

5.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

6.

Should any section, paragraph, sentence, clause, phrase or word of this ordinance be declared unconstitutional or invalid for any purpose by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby, and to this end the provisions of this ordinance are declared to be severable.

7.

It is hereby found and determined that the meeting at which this ordinance was passed was open to the public as required by Section 551.001 et seq., Texas Government Code, and that advance public notice of the time, place, and purpose of said meeting was given.

8.

This ordinance shall take effect immediately upon its first and only reading.

**PRESENTED AND GIVEN** first and only reading, passed and approved this 22<sup>nd</sup> day of February, 2024, by a vote of \_\_\_\_\_ayes and \_\_\_\_\_nays at the regular meeting of the City Council of the City of Hudson Oaks, Texas.

**ATTESTED:**

**CITY OF HUDSON OAKS**

\_\_\_\_\_  
Shelley Scazzero, City Secretary

\_\_\_\_\_  
Tom Fitzpatrick, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Rob Allibon, City Attorney

# City Council Meeting Staff Agenda Report



<b>Consideration of Minute Order 2024-05, adopting a Grants Management Policy</b>		
<b>Meeting date:</b> February 22, 2024	<b>Agenda Item #:</b> D4	<b>Action being considered:</b> Approve Minute Order 2024-05

**Staff Recommendation:**

Approve Minute Order 2024-05.

**Prior Board or Council Action:**

No previous action taken on this item.

**Background Information/Analysis:**

The Texas Department of Emergency Management (TDEM) expects the City to adopt a grants management policy to direct how grants are administered in the City. This is necessary before receiving TDEM grants and is best practice. This policy provides proper guidance for City staff for handling and processing any future grants awarded to the City.

**Strategy:**

Prudent grant management practices include the identification of available grants, managing received grants, grant accounting, and closeout of grants. Such policies ensure compliance with grant requirements and demonstrate the City follows an established standard.

**Financial Consideration:**

None

**Attachments:**

PROPOSED Grants Management Policy

**Staff Contact:**

Michael R. Baldwin, Chief of Police  
682-229-2421  
[michael.baldwin@hudsonoaks.com](mailto:michael.baldwin@hudsonoaks.com)

Sterling Naron, City Administrator  
682-229-2408  
[sterling.naron@hudsonoaks.com](mailto:sterling.naron@hudsonoaks.com)



## **GRANT POLICY DRAFT**

### **I. Authority**

The Hudson Oaks City Council is responsible for legislating, formulating policy, and setting the overall direction of City government. This includes the approval of financial policies which establish and direct the operations of the City of Hudson Oaks (“the City”).

The City Administrator is responsible for carrying out the policy directives of the City Council and managing the day-to-day operations of the city. This policy shall be administered on behalf of the City Administrator by the Chief Financial Officer.

### **II. Purpose**

- A. Define practices and provide the guiding principles for grant management, including the application, approval, set up, management, accounting, and reporting of grant activity performed by the City.
- B. Ensure that City personnel seek and apply for federal, state and other grants that address the City’s current priorities and policy objectives and administer them in accordance with applicable federal and state laws and regulations, City policies, and contractual obligations.
- C. Establish controls to maintain and enforce a sound system of operational procedures in accordance with industry best practices and internal control objectives. These controls address the operational nature of the processes associated with grant management.
- D. Require procedures related to the grant management process be in conformance with this policy.

### **III. Applicability and Scope**

All employees of the City having grant management or accounting responsibilities shall conduct all related activities in compliance with the rules and guidelines set forth by this policy.

### **IV. Policy**

#### **a. Grant Identification, Application, Acceptance**

- i Each respective department of the City may research and identify grant opportunities that facilitate the City’s overall goals, mission, and initiatives and provide supplemental or alternative funding sources to either capital expenses/expenditures or operating programs.
- ii If grant opportunities are identified, departments are responsible for obtaining relevant approval from the City Administrator or Assistant City Administrator.



- iii Grant opportunities shall be evaluated for administrative burden and compliance costs, when identified. If the amount likely to be awarded exceeds the cost of applying for and administering the grant, the City should not seek the grant.
- iv Prior to application, the requestor shall: Create a Staff Action Report to the City Council, requesting application and acceptance approval and shall include the following components:
  - a. Name of grant,
  - b. Grantor,
  - c. Dollar award of grant along with the identification of required matching funds,
  - d. Overview of the grant program, including how the City will use the funds,
  - e. Required appropriation ordinances and language, and
  - f. Dollar value of indirect costs being applied for in the grant, calculated based on known information at the time.
- v After City Council approval the requestor, in coordination with the Finance/Budget Manager, shall prepare all documents required in the application process and submit the same to the granting agency.
- vi Applications shall include a budget for all indirect costs allowable under the grant.
- vii It is acknowledged that grant application deadlines may not allow for approval by the City Council prior to being due.

The Staff Action report as listed in Item # 4 will include information that due to deadlines, the grant was applied for with City Administrator approval, and staff are now seeking City Council approval before any grant is awarded.
- viii Once a grant is awarded, the requestor or Finance/Budget Manager is responsible for accepting the award and, in concert with the City Attorney, seeing that the corresponding contract is correct and fully executed. ix. In instances where the City needs to further evaluate whether a grant meets the City’s objectives, mission, goals, and initiatives, it is acceptable to submit a Staff Action Report for approval to apply for the grant only. In these instances, a supplemental Staff Action Report is required in order to accept the grant.

**b. Grant Management**

- i The requestor and Finance/Budget Manager shall manage awards in accordance with 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, applicable State laws and/or regulations, and corresponding contractual agreements.
- ii If the grant has subrecipients:
  - 1. The requestor, with assistance and support from the Chief Financial Officer, shall perform a risk assessment for each subrecipient before passing along awarded funds, in accordance with 2 Code of Federal Regulations (“CFR”) §200.331, “Requirements for pass-through entities,” and formulate a risk mitigation plan based on identified risk factors.



2. The requestor, with assistance and support from the Chief Financial Officer and/or Finance/Budget Manager, shall perform subrecipient monitoring in accordance with §200.330, “Subrecipient and Contractor Determinations,” and §200.331, “Requirements for PassThrough Entities,” and document such monitoring.
- iii The requestor shall monitor contractors to ensure compliance with all contract provisions.
- iv All grant-related procurement activities must be conducted in accordance with all applicable City policies and State and federal laws and regulations.
  1. For federal grants, no local purchasing preference can be given.
  2. For federal grants, cost plus a percentage of cost and percentage of construction cost methods are prohibited.
  3. The City is responsible for full compliance with the procurement regulations contained in 2 CFR 200 (200.317-200.326).
  4. Vendors shall be checked against the list of debarred/suspended vendors on SAM.gov prior to awarding any contract and annually thereafter at a minimum.
- v The requestor and/or Finance/Budget Manager shall submit project status reports in accordance with the award agreement.
- vi The requestor and/or Finance/Budget Manager shall create and maintain adequate documentation for all program operations and expenditures (invoices, purchase orders, receipt documentation, etc.).
- vii The requestor creates and maintain all pertinent award-related documentation in accordance with §200.333 Retention Requirements for Records and applicable State law as specified in City records management policies and provide these when requested by authorized grant monitors.
- viii Chief Financial Officer will ensure awards are accounted for in accordance with 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, applicable State regulations, and City policies and procedures.
- viii The requestor and/or Finance/Budget Manager shall, at a minimum, review and analyze grant financials monthly. This review will include a process to verify that all costs are allowable and appropriate and that all revenues earned have been recognized.
- ix Other roles and responsibilities for the requestor:
  1. 1. Ensure funding is managed according to the terms and conditions of the award,
  2. Request award extension and/or agreement amendments, if necessary,
  3. Prepare Staff Action Reports for grant amendments, if necessary, and
  4. Monitor grant terms and conditions for any changes throughout the performance period, with support from the Finance/Budget Manager.
- x Other roles and responsibilities for Chief Financial Officer and /or Finance/Budget Manager:
  1. Ensure that all appropriate grant documentation is maintained.
  2. Review grant amendment-related Staff Action Reports for completeness and correctness,





3. Serve as point of contact for financial matters and grant questions.

**c. Grant Accounting**

- i Direct and indirect costs should be clearly identified and separated.
- ii City contributions (matching) and grantor funds should be clearly identified and separated.
- iii The requestor and Finance/Budget Manager are responsible for submitting all financial reports required by grantor agencies.
- iv The requestor and Finance/Budget Manager must be aware of the particular requirements of reimbursement, advance payment, or fee-for- service grants as they apply to each award.
- v The requestor, with support from the Finance/Budget Manager, must be familiar with, comply with, and document compliance with all contractual requirements for applicable grants.
- vi Expenditures/Expenses:
  1. The requestor in conjunction with the Finance/Budget Manager shall ensure that all grant-related procurement is handled in accordance with City financial management policies, purchasing policy and all applicable state and/or federal grant regulations and contractual requirements.
  2. The requestor and Finance/Budget Manager is responsible for ensuring that grant-related funds are only obligated/expended when there is budgetary authority to do so.
  3. The requestor is responsible for monitoring grant budget status to ensure that necessary budget modifications are made before expenditures are needed.
  4. The requestor, with support from the Finance/Budget Manager, is responsible for ensuring that all expenditures are necessary, reasonable, allowable, and appropriately allocated.
  5. The Chief Financial Officer is responsible for ensuring that all disbursements are correct, and that any required retainage is accounted for properly.
  6. Revenues:
- vii The requestor must provide the Chief Financial Officer and/or Finance/Budget Manager copies of a request for reimbursement (RFR) or withdraw request each time they are submitted.
  1. Finance/Budget Manager is responsible for monitoring bank account activity, and, when deposits hit the appropriate bank account, making entries to reflect the sums received.
  2. Finance/Budget Manager is responsible for reconciling receivables and payments.
  3. The Chief Financial Officer will serve as the point of contact for the annual Single Audit and coordinate and provide responses to the City's external auditors.



4. The Chief Financial Officer will prepare the annual Schedule of
5. Expenditures of Federal Awards (SEFA) and Schedule of Expenditures of State Awards (SESA), and will coordinate with the City's external auditors to file the results with the Federal Audit Clearinghouse (FAC).

**d. Closeout**

- i After completion of all required performance period activities, requestor
- ii and Finance/Budget Manager shall perform grant closeout tasks in accordance with §200.343 Closeout or corresponding State regulations, City policies, and contractual requirements.
- iii The requestor and Finance/Budget Manager shall ensure property purchased, donated, or constructed in relation with grant funding is accounted for in accordance with §200.310 - §200.316 and §200.329.
- iv The requestor and Finance/Budget Manager is responsible for final performance reports required by the terms and conditions of the award.
- v The requestor and Finance/Budget Manager are responsible for final financial reports required by the terms and conditions of the award and are responsible for collecting and maintaining all appropriate back up documentation for financial reports.
- vi The requestor shall ensure the final reimbursement request is submitted. The Finance/Budget Manager shall verify that final reimbursement has been received.
- vii The requestor and Finance/Budget Manager shall ensure that all financial activities are recorded, that revenues balance to expenditures, and that revenues and expenditures balance to budget figures.

**e. Post-Close**

- i The requestor and Finance/Budget Manager are responsible for ensuring that their records are maintained in accordance with applicable City policy, State law, and federal regulations.
- ii The requestor is responsible for any programmatic reporting required by the grant, regardless of performance period.
- iii The requestor, Finance/Budget Manager and Chief Financial Officer are responsible for responding to and cooperating with auditors, monitors, and other grantor personnel, as well as the City's.

# City Council Meeting Staff Agenda Report



<b>Consideration of Minute Order 2024-06, authorizing the Mayor to enter into an agreement for Contract Services, Municipal Judge and an agreement for Contract Services, Associate Municipal Judge</b>		
<b>Meeting date:</b> February 22, 2024	<b>Agenda Item #:</b> E1	<b>Action being considered:</b> Approve Minute Order 2024-06

**Staff Recommendation:**

Approve Minute Order 2024-06.

**Prior Board or Council Action:**

The City Council approved an ILA for municipal court services with Justice of the Peace Parker County Precinct 4.

**Background Information/Analysis:**

Historically the city has operated its court with a very light docket. This was an expense to the city and tied up staff time and resources to operate. Recently, the city has entered into an agreement with the JP 4 court to hear and consider Hudson Oaks cases. The only exception to this are local Hudson Oaks ordinance cases that may come through the court and Hudson Oaks responsibility for rotation in magistrate duties.

Judge Conner has been the long standing judge for the Hudson Oaks municipal court and has retired which has prompted the city to seek a new judge to handle potential ordinance cases and magistrate.

Judge Tim Gilbreath and Associate Judge Marie Ornelas currently serve the City of Weatherford and have agreed to serve Hudson Oaks as well. The hourly rates for service are the same rates Hudson Oaks was paying Judge Conner for the same services.

**Financial Consideration:**

Funds currently budgeted

**Attachments:**

DRAFT Agreements

**Staff Contact:**

Sterling Naron, City Administrator

682-229-2408

[sterling.naron@hudsonoaks.com](mailto:sterling.naron@hudsonoaks.com)

**AGREEMENT FOR CONTRACT SERVICES  
MUNICIPAL JUDGE**

This Agreement is made by and between Hudson Oaks, Texas and Robert T. Galbreath (“Galbreath”), for the purpose of documenting the terms and conditions under which Galbreath will serve as municipal judge for the Municipal Court of Hudson Oaks, Texas.

**Recitations:**

1. Hudson Oaks desires to contract with Galbreath, as an independent contractor to provide services as municipal judge.

**Agreements:**

2. Galbreath, while serving as municipal judge, shall have all the powers and discharge all the duties of the municipal judge, and shall serve at the pleasure of the Hudson Oaks City Council. Galbreath is expected to work the hours necessary to fulfill the obligations of the municipal judge in order to operate the municipal court in an efficient manner. The essential functions of the municipal court include, but are not limited to:
  - a. presiding over code enforcement hearings and trials;
  - b. conducting arraignments and performing the duties of a magistrate under state law.

**Serving As Municipal Judge:**

3. Hudson Oaks agrees to pay Galbreath \$50 per hour for all municipal judge and magisterial services or activities. Galbreath shall periodically submit an invoice for the number of hours worked and the services provided, which the city shall promptly process for payment.

**Terms:**

4. Galbreath agrees that he is an independent contractor and is not entitled to any city benefits, such as health insurance, vacation, travel, training or retirement.
5. This agreement and any renewals hereof may be terminated by either party without cause upon fifteen (15) days written notice to the other party. Upon termination, neither party shall have any further obligation to the other under such agreement. It shall terminate immediately should the municipal judge become permanently disabled or disqualified from performing such services.
6. This agreement is made contingent upon appropriations for the funding hereof.
7. This agreement supersedes all other agreements, whether oral or written, between the parties with respect to the employment of the municipal judge.

8. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

9. This agreement shall be performed in and is enforceable in Parker County, Texas.

This agreement shall commence and be effective on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**ROBERT T. GALBREATH**

**HUDSON OAKS, TEXAS**

By: \_\_\_\_\_  
Robert T. Galbreath

By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
City Secretary

## **AGREEMENT FOR CONTRACT SERVICES ASSOCIATE MUNICIPAL JUDGE**

This Agreement is made by and between Hudson Oaks, Texas and Marie E. Ornelas (“Ornelas”), for the purpose of documenting the terms and conditions under which Ornelas will serve as associate municipal judge for the Municipal Court of Hudson Oaks, Texas.

### **Recitations:**

1. Hudson Oaks desires to contract with Ornelas, as an independent contractor to provide services as associate municipal judge when the municipal judge is unable to serve.

### **Agreements:**

2. Ornelas, while serving as associate municipal judge, shall have all the powers and discharge all the duties of the municipal judge, and shall serve at the pleasure of the Hudson Oaks City Council. Ornelas is expected to work the hours necessary to fulfill the obligations of the municipal judge in order to operate the municipal court in an efficient manner. The essential functions of the municipal court include, but are not limited to:
  - a. presiding over code enforcement hearings or trials;
  - b. conducting arraignments and performing the duties of a magistrate under state law;

### **Serving As Municipal Judge:**

3. Hudson Oaks agrees to pay Ornelas \$50 per hour for all municipal judge and magisterial services or activities. Ornelas shall periodically submit an invoice for the number of hours worked and the services provided, which the city shall promptly process for payment.

### **Terms:**

4. Ornelas agrees that she is an independent contractor and is not entitled to any city benefits, such as health insurance, vacation, travel, training or retirement.
5. This agreement and any renewals hereof may be terminated by either party without cause upon fifteen (15) days written notice to the other party. Upon termination, neither party shall have any further obligation to the other under such agreement. It shall terminate immediately should the municipal judge become permanently disabled or disqualified from performing such services.
6. This agreement is made contingent upon appropriations for the funding hereof.
7. This agreement supersedes all other agreements, whether oral or written, between the parties with respect to the employment of the municipal judge.

8. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

9. This agreement shall be performed in and is enforceable in Parker County, Texas.

This agreement shall commence and be effective on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**MARIE E. ORNELAS**

**HUDSON OAKS, TEXAS**

By: \_\_\_\_\_  
Marie E. Ornelas

By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
City Secretary

# City Council Meeting Staff Agenda Report



<b>Police Department Annual Racial Profiling Report</b>		
<b>Meeting date:</b> February 22, 2024	<b>Agenda Item #:</b> F1	<b>Action being considered:</b> None

**Staff Recommendation:**

None.

**Prior Board or Council Action:**

None.

**Background Information/Analysis:**

On September 2, 2001, the Texas Legislature enacted Articles 2.131-2.134 of the Texas Code of Criminal Procedure which prohibited racial profiling and established certain criteria and reporting requirements.

The Hudson Oaks Police Department collects and reports data for identifying and addressing any areas of concerns regarding racial profiling. The department is committed to providing exemplary service to our citizens and visitors, and we hope that the finding of this report reflects our commitment to comply with the Texas Racial Profiling statutes.

**Financial Consideration:**

None

**Attachments:**

2023 Racial Profiling Report

**Staff Contact:**

Michael R. Baldwin, Chief of Police  
682-229-2421  
[michael.baldwin@hudsonoaks.com](mailto:michael.baldwin@hudsonoaks.com)

Sterling Naron, City Administrator  
682-229-2408  
[sterling.naron@hudsonoaks.com](mailto:sterling.naron@hudsonoaks.com)



# Racial Profiling Report | Full

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Agency Name: HUDSON OAKS POLICE DEPARTMENT  
Reporting Date: 01/09/2024  
TCOLE Agency Number: 367209

Chief Administrator: MICHAEL R. BALDWIN

Agency Contact Information:  
Phone: (682) 229-2421  
Email: michael.baldwin@hudsonoaks.com

Mailing Address:  
150 N OAKRIDGE DR  
HUDSON OAKS, TX 76087-7760

This Agency filed a full report

HUDSON OAKS POLICE DEPARTMENT has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the HUDSON OAKS POLICE DEPARTMENT from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the HUDSON OAKS POLICE DEPARTMENT if the individual believes that a peace officer employed by the HUDSON OAKS POLICE DEPARTMENT has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the HUDSON OAKS POLICE DEPARTMENT who, after an investigation, is shown to have engaged in racial profiling in violation of the HUDSON OAKS POLICE DEPARTMENT policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
  - a. the race or ethnicity of the individual detained;
  - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
  - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
  - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
  - e. the location of the stop;
  - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
  - a. the Commission on Law Enforcement; and
  - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The HUDSON OAKS POLICE DEPARTMENT has satisfied the statutory data audit requirements as prescribed in

Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: Michael Baldwin  
Police Chief

Date: 01/09/2024

# Total stops: 476

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## Street address or approximate location of the stop

City street	120
US highway	234
County road	2
State highway	105
Private property or other	15

## Was race or ethnicity known prior to stop?

Yes	9
No	467

## Race / Ethnicity

Alaska Native / American Indian	2
Asian / Pacific Islander	12
Black	44
White	321
Hispanic / Latino	97

## Gender

<b>Female</b>	<b>165</b>
Alaska Native / American Indian	1
Asian / Pacific Islander	2
Black	19
White	121
Hispanic / Latino	22
<b>Male</b>	<b>311</b>
Alaska Native / American Indian	1
Asian / Pacific Islander	10
Black	25
White	200
Hispanic / Latino	75

## Reason for stop?

<b>Violation of law</b>	<b>6</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3

Hispanic / Latino	2
<b>Preexisting knowledge</b>	<b>5</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	1
<b>Moving traffic violation</b>	<b>207</b>
Alaska Native / American Indian	1
Asian / Pacific Islander	7
Black	19
White	134
Hispanic / Latino	46
<b>Vehicle traffic violation</b>	<b>258</b>
Alaska Native / American Indian	1
Asian / Pacific Islander	5
Black	23
White	181
Hispanic / Latino	48
<b>Was a search conducted?</b>	
<b>Yes</b>	<b>29</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	6
White	14
Hispanic / Latino	9
<b>No</b>	<b>447</b>
Alaska Native / American Indian	2
Asian / Pacific Islander	12
Black	38
White	307
Hispanic / Latino	88
<b>Reason for Search?</b>	
<b>Consent</b>	<b>11</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	7

Hispanic / Latino	3		
<b>Contraband</b>	<b>1</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	1		
Hispanic / Latino	0		
<b>Probable</b>	<b>14</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	5		
White	4		
Hispanic / Latino	5		
<b>Inventory</b>	<b>2</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	1		
Hispanic / Latino	1		
<b>Incident to arrest</b>	<b>1</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	1		
Hispanic / Latino	0		
<b>Was Contraband discovered?</b>			
<b>Yes</b>	<b>18</b>	<b>Did the finding result in arrest?</b>	
		(total should equal previous column)	
Alaska Native / American Indian	0	Yes 0	No 0
Asian / Pacific Islander	0	Yes 0	No 0
Black	4	Yes 1	No 3
White	7	Yes 1	No 6
Hispanic / Latino	7	Yes 2	No 5
<b>No</b>	<b>11</b>		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	2		
White	7		
Hispanic / Latino	2		

<b>Description of contraband</b>	
<b>Drugs</b>	<b>14</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	4
White	5
Hispanic / Latino	5
<b>Weapons</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	1
<b>Currency</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Alcohol</b>	<b>5</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	2
Hispanic / Latino	3
<b>Stolen property</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Other</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Result of the stop</b>	
Verbal warning	<b>429</b>

Alaska Native / American Indian	2
Asian / Pacific Islander	12
Black	38
White	295
Hispanic / Latino	82
<b>Written warning</b>	<b>26</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	3
White	18
Hispanic / Latino	5
<b>Citation</b>	<b>15</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	6
Hispanic / Latino	7
<b>Written warning and arrest</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	0
<b>Citation and arrest</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Arrest</b>	<b>5</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	2
Hispanic / Latino	2
<b>Arrest based on</b>	
<b>Violation of Penal Code</b>	<b>4</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	1
White	3
Hispanic / Latino	0
<b>Violation of Traffic Law</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	1
<b>Violation of City Ordinance</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Outstanding Warrant</b>	<b>1</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	1

**Was physical force resulting in bodily injury used during stop?**

<b>Yes</b>	<b>0</b>
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
<b>Resulting in Bodily Injury To:</b>	
Suspect	0
Officer	0
Both	0
<b>No</b>	<b>476</b>
Alaska Native / American Indian	2
Asian / Pacific Islander	12
Black	44
White	321
Hispanic / Latino	97



**Number of complaints of racial profiling**

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

**Comparative Analysis**

Use TCOLE's auto generated analysis	<input type="checkbox"/>
Use Department's submitted analysis	<input checked="" type="checkbox"/>

**Optional Narrative**

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

# City Council Meeting Staff Agenda Report



Police Department Annual Use of Force Reporting		
Meeting date:	Agenda Item #:	Action being considered:
February 22, 2024	F2	None

**Staff Recommendation:**

None.

**Prior Board or Council Action:**

None.

**Background Information/Analysis:**

Police Department General Orders state:

**301.07 REPORTING USE OF FORCE INCIDENTS**

A. Officers shall report and identify as "Use of Force" all use of force incidents which:

- 1) Result in injury to any person;
- 2) Officer used a physical control method that includes a strike or the grounding/takedown of a subject; or
- 3) Officer used any type of control device; or
- 4) Officer discharges a firearm except in training or recreational situations.

NOTE: The proper use of handcuffs; or the use of a firm grip to direct the subject's movement shall not be identified as Use of Force.

In calendar year 2023, the Hudson Oaks Police Department had one Use of Force incident reported that met these criteria:

- 1) The Use of Force was a Conducted Electrical Weapon (CEW) deployment to gain control of a fleeing and uncooperative male. Officers were dispatched to a local retail business regarding a person being held by store personnel, whom they believed was attempting to commit theft. Once the officers engaged the subject the found he was wanted on warrants. When officers attempted to arrest the subject, he took off running. The subject fell after colliding with a motorized cart, yet got to his feet and started running again. Officers advised the subject if he did not stop they would deploy the conductive electrical weapon. The subject continued to run towards the parking lot and one officer deployed the CEW, but the probes did not properly contact skin and was ineffective. A second deployment was also ineffective. The subject then tripped and fell on the asphalt and officers were able to take him into custody for felony warrants and evading arrest. The subject as treated and released at a local hospital for minor injuries received during the fall.

This use of force incident was investigated and found to be in compliance with the police department's policy and procedures.

# City Council Meeting Staff Agenda Report



**Financial Consideration:**

None

**Attachments:**

None

**Staff Contact:**

Michael R. Baldwin, Chief of Police  
682-229-2421  
[michael.baldwin@hudsonoaks.com](mailto:michael.baldwin@hudsonoaks.com)

Sterling Naron, City Administrator  
682-229-2408  
[sterling.naron@hudsonoaks.com](mailto:sterling.naron@hudsonoaks.com)

# City Council Meeting Staff Agenda Report



<b>Police Department monthly report</b>		
<b>Meeting date:</b> February 22, 2024	<b>Agenda Item #:</b> F3	<b>Action being considered:</b> None

**Staff Recommendation:**

None.

**Prior Board or Council Action:**

None.

**Background Information/Analysis:**

None

**Financial Consideration:**

None

**Attachments:**

Monthly Activity Reports for January 2024

**Staff Contact:**

Michael R. Baldwin, Chief of Police  
682-229-2421

[michael.baldwin@hudsonoaks.com](mailto:michael.baldwin@hudsonoaks.com)

Sterling Naron, City Administrator  
682-229-2408

[sterling.naron@hudsonoaks.com](mailto:sterling.naron@hudsonoaks.com)

**Hudson Oaks Police Department**  
**Monthly Activity Report**  
**January 2024**

Calls Dispatched	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
FY 18-19	183	142	146	135	124	157	159	153	162	176	156	145	1,838
FY 19-20	171	167	157	133	120	138	102	144	159	151	117	140	1,699
FY 20-21	NA	NA	NA	NA	NA	NA	109	169	208	180	190	182	1,038
FY 21-22	161	168	144	126	141	132	144	179	153	170	172	191	1,881
FY 22-23	186	145	186	154	154	161	168	190	188	148	125	116	1,921
FY 23-24	154	145	145	131									575

Self-Initiated Calls	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
FY 18-19	308	360	394	440	407	366	372	413	389	411	526	535	4,921
FY 19-20	488	490	508	438	398	327	215	252	197	173	340	395	4,221
FY 20-21	NA	NA	NA	NA	NA	NA	265	134	244	150	314	211	1,318
FY 21-22	146	140	213	193	119	213	247	156	145	84	93	185	1,934
FY 22-23	119	74	78	73	97	115	152	138	199	204	182	147	1,578
FY 23-24	94	93	100	215									502

Incidents Reported	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
FY 18-19	26	14	20	17	11	23	11	13	13	22	9	15	194
FY 19-20	9	9	16	17	6	8	16	6	13	13	20	10	143
FY 20-21	25	26	29	19	26	51	62	36	58	35	41	29	437
FY 21-22	37	51	47	29	29	44	72	63	68	53	59	54	606
FY 22-23	66	39	56	38	30	64	54	48	51	62	55	48	611
FY 23-24	43	46	46	41									176

Arrests Made	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
FY 18-19	7	4	4	8	3	9	7	6	3	3	1	6	61
FY 19-20	7	3	3	3	1	3	4	1	2	1	4	3	35
FY 20-21	13	4	9	1	4	10	12	5	6	3	5	1	73
FY 21-22	10	5	3	3	1	6	6	4	4	3	6	1	52
FY 22-23	5	3	2	2	1	6	4	6	7	6	6	5	53
FY 23-24	2	5	5	6									18

Accidents Worked	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
FY 18-19	20	16	18	10	12	12	13	27	12	10	25	12	187
FY 19-20	18	26	12	7	18	10	9	24	18	21	10	12	185
FY 20-21	21	20	19	12	13	21	15	20	29	21	19	16	226
FY 21-22	9	11	17	13	12	17	13	30	26	22	18	25	213
FY 22-23	21	28	21	23	10	20	26	26	20	29	23	17	264
FY 23-24	31	29	25	18									103

Code Enforcement	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
FY 18-19	1	0	0	1	2	0	0	2	3	2	3	1	15
FY 19-20	0	0	0	0	0	2	2	0	2	1	1	0	8
FY 20-21	0	1	1	0	0	2	2	2	2	1	1	2	14
FY 21-22	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 22-23	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 23-24	0	0	0	0									0

Monthly Call/Incident Frequency		
Call Type	December	January
Alarms	22	15
Animals	2	3
Disturbances	10	15
DWI	3	0
Assault	1	0
Burglary	3	2
Drug Offense	1	1
Agency Assist	16	50
Animal Shelter	6	4

Community Outreach/Public Education Programs Held

NA = Not Available as Parker County Communications data was corrupted.

Jan

Business Checks: 674

Residential Checks: 341

# City Council Meeting Staff Agenda Report



<b>Staff report on the City's Financial Dashboard</b>		
<b>Meeting date:</b> February 22, 2024	<b>Agenda Item #:</b> F4	<b>Action being considered:</b> None

**Attachments:**

Financial Dashboard for the month of January 2024.

**Staff Contact:**

Sterling Naron, City Administrator

682-229-2408

[sterling.naron@hudsonoaks.com](mailto:sterling.naron@hudsonoaks.com)



# City of Hudson Oaks FY24 Dashboard

Financial Overview: General Fund  
 Period Ending: January 31, 2024

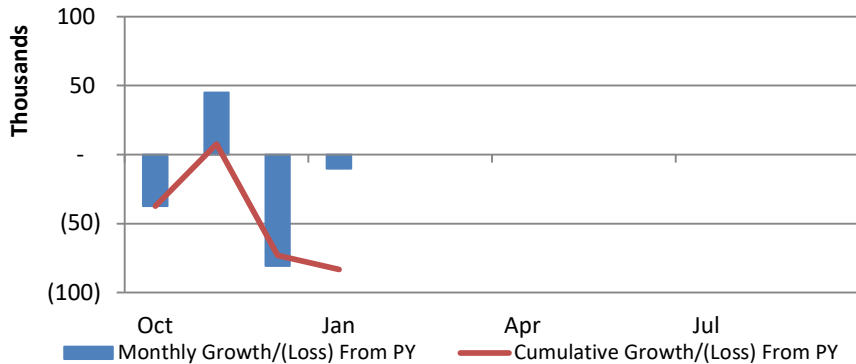
## Revenue Summary

Past 12 Months	Budget	YTD	% of budget
Administration	\$ 5,545,754	\$ 1,619,534	29%
Municipal Court	\$ 7,500	1,215	16%
Parks & Recreation	\$ -	-	0%
Planning & Development	\$ 277,875	171,685	62%
Public Safety	\$ 67,100	16,005	24%
<b>Total Revenue</b>	<b>5,898,229</b>	<b>1,808,439</b>	<b>31%</b>

## Expenditure Summary

Past 12 Months	Budget	YTD	% of budget
Administration	\$ 1,776,603	\$ 427,521	24%
Mayor & Council	\$ 30,500	-	0%
Municipal Court	\$ 3,100	3,557	115%
Parks & Recreation	\$ 200,663	44,442	22%
Planning & Development	\$ 193,000	22,483	12%
Public Safety	\$ 2,021,222	805,888	40%
Public Works	\$ 1,665,641	139,943	8%
<b>Total Expenditures</b>	<b>5,890,729</b>	<b>1,443,835</b>	<b>25%</b>

## Sales Tax Summary



## Key Revenue Sources

Past 12 Months	YTD	Budget	% of budget
Local Sales & Use Tax	\$ 1,502,663	\$ 4,715,901	32%
Franchise Fees	27,110	200,000	14%
Court Fines & Fees	1,215	7,500	16%
Licenses & Permits	169,212	270,125	63%

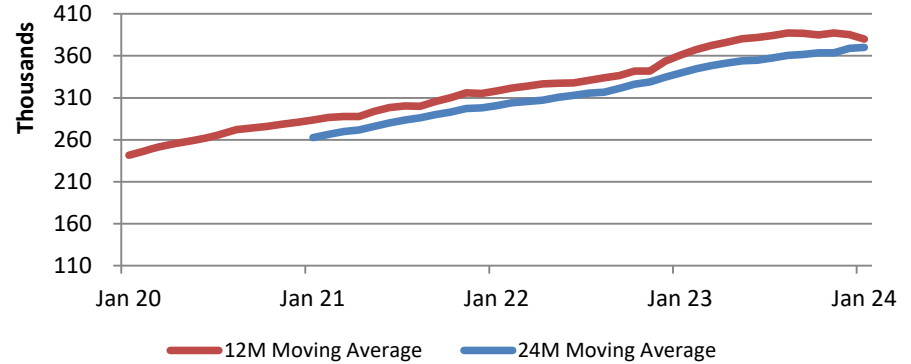
## Moving Average Comparisons

12 Month Moving Average	Jan 2024	Jan 2023	% Change
Local Sales & Use Tax	\$ 379,850	\$ 360,890	5%
Franchise Fees	19,492	11,166	74.6%
Court Fines & Fees	641	573	11.9%
Licenses & Permits	62,372	41,106	51.7%

## Permit Summary

Past 12 Months	FY24	FY23	Five Year Average
Residential	0	0	0
Commercial	1	2	3

## Sales Tax Historical Moving Averages





# City of Hudson Oaks FY24 Dashboard

Financial Overview: Enterprise Fund  
 Period Ending: January 31, 2024

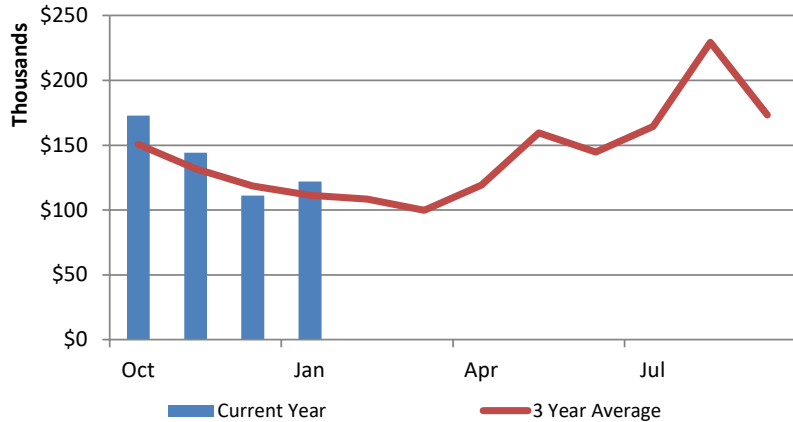
## Revenue Summary

Past 12 Months	Budget	YTD	% of budget
Water Sales	\$ 1,625,000	\$ 550,089	34%
Charges for Services	\$ 224,500	17,204	8%
Wastewater Charges	\$ 500,000	173,416	35%
Other Wastewater	\$ -	2,677	0%
Transfers In/Misc	\$ 156,900	-	0%
<b>Total Revenue</b>	<b>2,349,500</b>	<b>743,386</b>	<b>32%</b>

## Expenses Summary

Past 12 Months	Budget	YTD	% of budget
Personal & Professional	\$ 427,071	\$ 120,567	28%
Supplies	\$ 109,692	24,956	23%
Operations	\$ 725,100	213,419	29%
Maintenance & Repairs	\$ 123,500	37,749	31%
Debt Service/Capital	\$ 996,427	-	0%
<b>Total Expenditures</b>	<b>2,381,790</b>	<b>396,691</b>	<b>17%</b>

## Historical Water Sales



## Key Indicators Summary

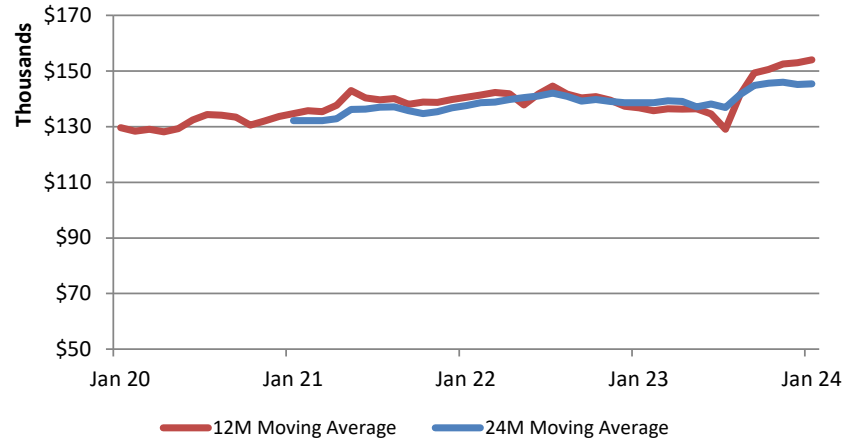
Past 12 Months	YTD	Three Year Hist Average	% Change
Water Sales	\$ 550,089	\$ 511,983	7%
Wastewater Charges	\$ 173,443	\$ 161,241	8%
Gallons Pumped*	40,660,600	53,283,633	-24%
Gallons Sold	50,408,900	46,017,054	10%

*\*The gallons pumped YTD will be affected by the ability to purchase off Fort Worth*

## Moving Average Comparisons

12 Month Moving Average	Jan 2024	Jan 2023	% Change
Water Sales	\$ 154,021	\$ 136,767	13%
Sewer Sales	\$ 38,901	\$ 49,576	-22%
Gallons Pumped*	12,020,492	13,702,646	-12%
Gallons Sold	14,596,838	13,304,880	10%
Water Loss	21%	-3%	

## Water Sales Historical Moving Averages







# City of Hudson Oaks FY24 Dashboard

Financial Overview: Dyegard Fund & Stormwater Fund

Period Ending: January 31, 2024

## Dyegard Fund

### Revenue Summary

Past 12 Months	Budget	YTD	% of budget
Water Sales	\$ 270,000	\$ 95,238	35%
Charges for Services	\$ 3,000	943	31%
<b>Total Revenue</b>	<b>273,000</b>	<b>96,181</b>	<b>35%</b>

### Expenditure Summary

Past 12 Months	Budget	YTD	% of budget
Professional Services	\$ 9,000	\$ 12,623	140%
Supplies	\$ 4,000	-	0%
Operations	\$ 13,100	15,615	119%
Maintenance & Repairs	\$ 21,000	-	0%
Debt Service	\$ 146,363	-	0%
<b>Total Expenditures</b>	<b>193,463</b>	<b>28,238</b>	<b>15%</b>

## Stormwater Fund

### Revenue Summary

Past 12 Months	Budget	YTD	% of budget
Stormwater Sales	\$ 200,000	\$ 67,415	34%
Charges for Services	-	-	0%
Grant Revenue	-	-	0%
<b>Total Revenue</b>	<b>200,000</b>	<b>67,415</b>	<b>34%</b>

### Expenditure Summary

Past 12 Months	Budget	YTD	% of budget
Professional Services	\$ -	\$ -	-
Supplies	-	-	-
Operations	-	-	-
Maintenance & Repairs	140,000	-	0%
Debt Service	83,875	-	0%
<b>Total Expenditures</b>	<b>223,875</b>	<b>-</b>	<b>0%</b>



HUDSON OAKS

# City of Hudson Oaks FY24 Dashboard

Financial Overview: Investment Report

Period Ending: January 31, 2024

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## Investment Report

<b>Reserve Funds</b>	Beginning	Interest	Ending
Reserve	Balance	Earned	Balance
TexPool General Reserve	\$ 111,106	\$ 504	\$ 111,610
TexPool Sales Tax Reserve	179,631	816	180,446
TexPool Enterprise Reserve	99,130	450	99,580
TexStar General Reserve	3,054,617	13,800	3,068,417
TexStar Capital Projects Reserve	31	0	31
TexStar 2023 General Cap CO	1,565,997	7,075	1,573,072
TexStar Water Projects Reserve	857,569	3,874	861,443
TexStar Wastewater Reserve	180,795	817	181,612
<i>Total</i>	<i>6,048,875</i>	<i>27,336</i>	<i>6,076,211</i>

## Investments

Vehicle	Principle	Rate	Balance
Plains Capital CD	\$ 231,480	1.20%	\$ 231,480
<i>Total</i>	<i>231,480</i>		<i>231,480</i>