

CITY OF DEER PARK  
710 EAST SAN AUGUSTINE STREET  
DEER PARK, TEXAS 77536

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MINUTES

OF

A MEETING OF THE DEER PARK CRIME CONTROL DISTRICT BOARD OF DIRECTORS HELD AT CITY HALL COUNCIL CHAMBERS, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS, ON OCTOBER 17, 2016 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

RAY LANDERS	PRESIDENT
SHANNON BENNETT	ACTING BOARD SECRETARY
DONNA TODD	TREASURER
GEORGE PINDER	MEMBER
DIANNA TAYLOR	MEMBER
SHANNON BURKE	MEMBER
BOB HOTTEN	MEMBER

1. MEETING CALLED TO ORDER – President Landers called the meeting to order at 5:15 p.m.
2. ANNOUNCEMENT OF APPOINTMENTS TO THE BOARD OF DIRECTORS – President Ray Landers acknowledged the passing of former Board Member Roy Roberts and asked for a moment of silence in his honor.
3. CONSIDERATION OF AND ACTION ON ELECTION OF OFFICERS FOR 2016-2017 - President Ray Landers called for nominations for the election of officers for President, Vice President, Secretary and Treasurer for the Crime Control District Board of Directors.

Motion was made by Dianna Taylor and seconded by Bob Hotten to elect Shannon Burke as President. There being no further nominations, Shannon Burke was elected President by acclamation.

Motion was made by George Pinder and seconded by Bob Hotten to elect Craig O’Sullivan as Vice-President. There being no further nominations, Craig O’Sullivan was elected Vice-President by acclamation.

Motion was made by Dianna Taylor and seconded by George Pinder to appoint Sandra Watkins, City Secretary, as Secretary.

President Landers acknowledged Donna Todd, Deer Park Finance Director, as Treasurer.

4. APPROVAL OF MINUTES - Motion was made by Dianna Taylor and seconded by Bob Hotten to approve the minutes of the special meeting on July 11, 2016. Motion carried unanimously.
5. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR FY 2015-2016 FOURTH QUARTER ENDED SEPTEMBER 30, 2016 – Acting Treasurer Donna Todd presented the Financial Report (Exhibit A1- A2).

Motion was made by Shannon Burke and seconded by Dianna Taylor to accept the Financial Report as presented. Motion carried unanimously.

6. CONSIDERATION OF AND ACTION ON A QUARTERLY PLAN FOR EXPENDITURES FOR THE PERIOD OF OCTOBER 1, 2016 THROUGH DECEMBER 31, 2016 – Captain Wade Conner gave a brief summary of the proposed expenditures for the period of October 1, 2016 through December 31, 2016. (Exhibit B)

Motion was made by Dianna Taylor and seconded by Shannon Burke to accept the quarterly plan for expenditures for the period of October 1, 2016 through December 31, 2016. Motion carried unanimously.

7. DISCUSSION OF ISSUES RELATING TO A CLARIFICATION REGARDING THE FY 2016-2017 CCPD BUDGET - Captain Wade Conner advised the Board that after the budget was approved, three PSLO forms were not turned in. They were presented to Finance, but the paperwork was never turned in. Therefore, the dollar amounts went into the Transition Fund, but they were actual budget items.
8. CONSIDERATION OF AND ACTION ON AN AMENDMENT TO THE AGREEMENT WITH THE CITY OF DEER PARK AND THE CCPD FOR PERSONNEL, VEHICLES, FACILITIES, EQUIPMENT AND INVESTMENTS FOR FY 2016-2017 - Assistant City Manager Gary Jackson commented, “The first 5 years of the existence of the board, there was an original agreement that last through the first year and has been amended four times. This is a new agreement that will start off the new ten year period. The agreement is very similar to the original one. This new agreement is included in the FY approved budget and states the services and duties performed by the City on behalf of the District.”

Motion was made by Shannon Burke and seconded by Dianna Taylor to amend the agreement for personnel, vehicles, facilities equipment and investments for FY 2016-2017. Motion carried unanimously.

9. CONSIDERATION OF AND ACTION ON THE ANNUAL REVIEW AND AN ORDER TO ADOPT THE INVESTMENT POLICY FOR THE DEER PARK CRIME CONTROL AND PREVENTION DISTRICT -Treasurer Donna Todd commented, “In compliance with the Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the “Act”), the Board has established an Investment Policy. The Act also requires that the Board, not less than annually, adopt a written instrument stating that it

has reviewed the Investment Policy and investment strategies. The written instrument must record any changes made to the policy or strategies. The District's Investment Policy was last reviewed in October 2015. The District entered into an agreement with the City of Deer Park whereby the City shall perform administrative services for the District, has elected to comply with the Act and has established a policy comparable to the investment policy of the City. The City has recently updated and adopted its investment policy in accordance with the Act making several changes to consolidate or improve policy language and remove duplicate references. These changes have been incorporated in the District's investment policy. The primary change is the addition of the City Manager and Assistant City Manager as Investment Officers.

Motion by Shannon Burke and seconded by Bob Hotten.to adopt the Investment Policy Motion carried unanimously.

10. ADJOURN - President Landers adjourned the meeting at 6:01p.m.

ATTEST:

APPROVED:

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Shannon Bennett, TRMC  
Acting Board Secretary

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Ray Landers  
President

