

**CITY OF DEER PARK
JANUARY 17, 2022 - 5:15 PM
CRIME CONTROL DISTRICT MEETING -
FINAL**

Dianna Taylor, President
Edward Berg, Vice President
Donald Zuckero
Smokey Mather



**COUNCIL CHAMBERS
710 E SAN AUGUSTINE
DEER PARK, TX 77536**

Bob Hotten
George Pinder
Wendell Stanley

On Tuesday, May 18, 2021 Governor Greg Abbott issued Executive Order GA-36 prohibiting government entities from mandating masks or face coverings. Please be advised that effective immediately, the use of masks or face coverings within City of Deer Park facilities is no longer required on the part of visitors.

In order to help prevent the spread of the virus that causes COVID-19, the City of Deer Park continues to encourage the public attending the meeting to:

- 1. Maintain at least 6 feet separation from other individuals.*
- 2. Self-screen before going into the meeting for any of the following new or worsening signs or symptoms of possible COVID-19: (Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, Loss of taste or smell, Diarrhea, Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, Known close contact with a person who is lab confirmed to have COVID-19, Wash or disinfect hands upon entering the building and after any interaction with others in the building.*
- 3. Consider wearing cloth face coverings (over the nose and mouth) when entering the building, or when within 6 feet of another person who is not a member of the individual's household.*

This Executive Order does not prevent visitors from voluntarily continuing to wear face coverings/masks.

CALL TO ORDER

COMMENTS FROM AUDIENCE

1. Approval of minutes of regular meeting on October 18, 2021.

[MIN 22-007](#)

Recommended Action: Approval

Attachments: [CD MR 101821](#)

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.

2. Presentation of the Quarterly Financial Report for the FY 2021-2022 First Quarter ended December 31, 2021. [RPT 22-004](#)

Recommended Action: Accept the quarterly financial report for the FY 2021-2022 first quarter ended December 31, 2021.

Department: Finance Director Todd

Attachments: [CCPD - 2022 1Q Financials](#)

3. Consideration of and action on a quarterly plan for expenditures for the period of January 1, 2022, through March 31, 2022. [QEP 21-055](#)

Recommended Action: Approval of quarterly plan for expenditures through CCPD budget.

Attachments: [CCPD Quarterly expenditure report 2nd 2022](#)

4. Discussion of issues relating to the updated schedule for the design of the Deer Park Emergency Operation Center addition, reconfiguration of the existing EOC and Dispatch Center and expansion of the Records unit at the Deer Park Police Department. [ACT 22-002](#)

Recommended Action: Acceptance of the updated schedule for the design of the Deer Park Emergency Operation Center addition, reconfiguration of the existing EOC and Dispatch Center and expansion of the Records unit at the Deer Park Police Department is recommended

Attachments: [Updated Schedule - City of Deer Park Police Department - EOC--22 0112](#)

5. Announcement of the next regular CCPD Board Meeting on April 18, 2022. [ACT 22-003](#)

Recommended Action: Set the date and time for the next regular CCPD Board Meeting on April 18, 2022 at 5:15 pm.

ADJOURN

/s/Shannon Bennett, TRMC
City Secretary

Posted on Bulletin Board
January 14, 2022

City Hall is wheelchair accessible and accessible parking spaces are available. Hearing assistance devices are available. Requests for accommodations services must be made 72 hours prior to any meeting. Please contact the City Secretary's office at 281-478-7248 for further information.

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.



Legislation Details (With Text)

File #: MIN 22-007 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 1/13/2022 **In control:** Crime Control District
On agenda: 1/17/2022 **Final action:**
Title: Approval of minutes of regular meeting on October 18, 2021.
Sponsors:
Indexes:
Code sections:
Attachments: [CD_MR_101821](#)

Date	Ver.	Action By	Action	Result
1/17/2022	1	Crime Control District		

Approval of minutes of regular meeting on October 18, 2021.

Summary:

Fiscal/Budgetary Impact:

Approval

CITY OF DEER PARK

CCPD 1-252

710 EAST SAN AUGUSTINE STREET

DEER PARK, TEXAS 77536

MINUTES

OF

THE REGULAR MEETING OF THE DEER PARK CRIME CONTROL AND PREVENTION DISTRICT BOARD OF DIRECTORS HELD AT CITY HALL COUNCIL CHAMBERS, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS, ON OCTOBER 18, 2021 BEGINNING AT 5:15 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

GEORGE PINDER	PRESIDENT
DIANNA TAYLOR	VICE PRESIDENT
DONALD ZUCKERO	MEMBER
WENDELL STANLEY	MEMBER
EDWARD BERG	MEMBER
BOB HOTTEN	MEMBER
SONIA ACOSTA	DEPUTY BOARD SECRETARY
DONNA TODD	TREASURER

1. MEETING CALLED TO ORDER – President George Pinder called the meeting to order at 5:15 p.m.
2. COMMENTS FROM AUDIENCE – No comments received.
3. APPROVAL OF MINUTES OF REGULAR MEETING OF JULY 12, 2021 – Motion was made by Bob Hotten and seconded by Wendell Stanley to approve the minutes of the regular meeting on July 12, 2021. Motion carried unanimously.
4. CONSIDERATION OF AND ACTION ON ELECTION OF OFFICERS FOR 2021-2022 – President George Pinder 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 Bob Hotten and seconded by George Pinder to elect Dianna Taylor as President. Motion carried unanimously.

Motion was made by Bob Hotten and seconded by Wendell Stanley to elect Edward Berg as Vice-President. Motion carried unanimously.

President Pinder acknowledged City Secretary Shannon Bennett as Board Secretary and Deer Park Finance Director Donna Todd as Treasurer for FY 2021-2022.

5. 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 gave an overview of the updated Investment Policy in accordance with the Texas Public Funds Investment Act, to include additional clarification to reference letters of credit, the reference to the FDIC has been revised in item “C” to include “Federal Deposit Insurance Corporation” in front of the acronym, reference to one of the financial institutions and Broker/Dealers, “Texas Department of Securities”, has been updated to the Texas State Securities Board. The changes have been incorporated in the District’s policy for 2021. (Exhibit A1)

Motion was made by Dianna Taylor and seconded by Donald Zuckero to adopt the Investment Policy for the Deer Park Crime Control and Prevention District. Motion carried unanimously.

6. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2020-2021 FOURTH QUARTER ENDING SEPTEMBER 30, 2021 – Treasurer, Donna Todd presented the Financial Report and highlighted the statement of revenues and expenditures. (Exhibit B1)

Motion was made by Dianna Taylor and seconded by Donald Zuckero to accept the FY 2020-21 Crime Control Prevention District Budget and submission to City Council. Motion carried unanimously.

7. CONSIDERATION OF AND ACTION ON A QUARTERLY PLAN FOR EXPENDITURES FOR THE PERIOD OF OCTOBER 1, 2021, THROUGH DECEMBER 31, 2021 – Police Chief Grigg highlighted the list of expenditures of services and supplies to the Board that included OSSI Agency Licensing Fee, a new Motorola Records Management System, replacement batteries for handheld radios and a portable radio multi-battery charger. The capital outlay expenditures include the final structural design and construction of the EOC addition, building covers and storage at the firing rang and a self-contained mobile command post. (Exhibit C1-C2)

Motion was made by Edward Berg and seconded by Wendell Stanley to approve the Quarterly plan for expenditures for the period of October 1, 2021, through December 31, 2021. Motion carried unanimously.

8. CONSIDERATION OF AND ACTION ON AMENDMENT NO. 6 TO THE AGREEMENT WITH THE CITY OF DEER PARK FOR CCPD PERSONNEL, VEHICLES, FACILITIES, EQUIPMENT, INVESTMENTS AND GRANT ADMINISTRATION – Assistant City Manager Gary Jackson gave an overview of the sixth amendment to the agreement that incorporates activities the Staff carry out on behalf of the Crime Control Prevention District including the budget for FY 2021-2022.

Motion was made by Donald Zuckero and seconded by Bob Hotten to approve Amendment No. 6 to the agreement with the City of Deer Park for CCPD Personnel, Vehicles, Facilities, Equipment, Investments and Grant Administration. Motion carried unanimously.

9. ANNOUNCEMENT OF THE NEXT REGULAR CCPD BOARD MEETING ON JANUARY 18, 2021 – President Pinder acknowledged the next regular Board meeting on January 17, 2022.
10. ADJOURN – President George Pinder adjourned the meeting at 5:29 p.m.

ATTEST:

APPROVED:

Shannon Bennett, TRMC
Board Secretary

George Pinder
President



Legislation Details (With Text)

File #: RPT 22-004 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 1/12/2022 **In control:** Crime Control District
On agenda: 1/17/2022 **Final action:**
Title: Presentation of the Quarterly Financial Report for the FY 2021-2022 First Quarter ended December 31, 2021.
Sponsors: Donna Todd
Indexes:
Code sections:
Attachments: [CCPD - 2022 1Q Financials](#)

Date	Ver.	Action By	Action	Result
1/17/2022	1	Crime Control District		

Presentation of the Quarterly Financial Report for the FY 2021-2022 First Quarter ended December 31, 2021.

Summary: Review and discussion of the preliminary and unaudited quarterly financial report for the District's FY 2021-2022 first quarter ended December 31, 2021. These preliminary results for the fiscal year are as follows:

Total Revenue - \$150,866

Total Expenditures - \$231,217, including \$0 of capital outlay

Total Assets - \$6,265,010

Total revenue includes sales tax revenue collected through October 2021 (sales taxes are deposited two months after collection).

Fiscal/Budgetary Impact:

N/A.

Accept the quarterly financial report for the FY 2021-2022 first quarter ended December 31, 2021.

CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
FISCAL YEAR 2022

December 31, 2021

Authority for the Deer Park Crime Control Prevention District is provided by Texas Local Government Code, Chapter 363. The purpose of the District is to enhance the capability of law enforcement and further crime prevention programs in the City of Deer Park. The fund was established by a dedicated one-fourth of one percent (0.25%) sales and use tax approved by the voters in May 2011 and effective on October 1, 2011 for a period of five years. In May 2016, voters authorized continuation of the District, including the dedicated 0.25% sales and use tax, for an additional period of 10 years.

BALANCE SHEET (UNAUDITED)

<u>Assets</u>	
Cash	\$ 2,826,724.01
Accounts Receivable	-
Due To/Due From	50,134.73
Capital Assets	5,228,870.28
Depreciation	(1,942,503.78)
Construction-In-Progress	-
Deferred Outflows (Pension - GASB 68)	101,784.98
Total Assets	<u>\$ 6,265,010.22</u>
<u>Liabilities & Equity</u>	
Payables	\$ 44,394.72
Capital Leases Payable	-
Net Pension Obligation (GASB 68)	91,270.19
Total OPEB Liability	269,938.48
Due To/Due From	1,920.20
Deferred Inflows (Pension - GASB 68)	49,247.69
Total Liabilities	<u>456,771.28</u>
<u>Fund Equity</u>	
Fund Balance	5,888,589.62
Revenues Over/(Under) Expenditures	<u>(80,350.68)</u>
Total Fund Equity	<u>5,808,238.94</u>
Total Liabilities & Equity	<u>\$ 6,265,010.22</u>

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

	Q1 <u>12/31/21</u>	Q2 <u>03/31/22</u>	Q3 <u>06/30/22</u>	Q4 <u>09/30/22</u>	YTD <u>Total</u>	Adopted <u>Budget</u>	Remaining <u>Budget</u>
<u>Revenues</u>							
Sales Tax Revenue	\$ 142,885.12				\$ 142,885.12	\$ 1,550,000.00	\$ 1,407,114.88
Investment Revenue	1,181.23				1,181.23	2,500.00	1,318.77
Insurance Reimbursement	6,800.00				6,800.00	-	(6,800.00)
Prior Year Revenue (Reserves)	-				-	4,943,197.00	4,943,197.00
Total Revenue	<u>150,866.35</u>				<u>150,866.35</u>	<u>6,495,697.00</u>	<u>6,344,830.65</u>
<u>Expenditures</u>							
Salaries & Benefits	153,068.91				153,068.91	769,032.00	615,963.09
Services	71,573.12				71,573.12	550,935.00	479,361.88
Supplies	275.00				275.00	8,162.00	7,887.00
Repairs & Maintenance	6,300.00				6,300.00	41,708.00	35,408.00
Other - Salary Contingency	-				-	-	-
Sub-total Operating Expenditures	<u>231,217.03</u>				<u>231,217.03</u>	<u>1,369,837.00</u>	<u>1,138,619.97</u>
Capital Expenditures	-				-	5,125,860.00	5,125,860.00
Total Expenditures	<u>231,217.03</u>				<u>231,217.03</u>	<u>6,495,697.00</u>	<u>6,264,479.97</u>
Revenue Over/(Under) Expenditures	<u>\$ (80,350.68)</u>				<u>\$ (80,350.68)</u>	<u>\$ -</u>	<u>\$ 80,350.68</u>

CCPD FY 2021-2022 Sales Tax Revenue Comparison

<u>G/L</u>	<u>Actual</u>		
Oct 2021	\$ -		
Nov 2021	-		
Dec 2021	142,885.12		
Jan 2022			
Feb 2022			
Mar 2022			
Apr 2022			
May 2022			
Jun 2022			
Jul 2022			
Aug 2022			
Sep 2022			
YTD Total	<u>\$ 142,885.12</u>	<u>Budget</u>	<u>% of Budget</u>
Annual	<u>\$ 142,885.12</u>	<u>\$ 1,550,000.00</u>	9.22%

CCPD Sales Tax Revenue History

<u>Month</u>	<u>FY 2022</u>	<u>FY 2021</u>	<u>FY 2020</u>	<u>FY 2019</u>
Oct	\$ -	\$ -	\$ -	\$ -
Nov	-	-	-	-
Dec	142,885.12	135,642.54	163,018.74	129,313.70
Jan	-	122,715.25	144,631.06	127,484.11
Feb	-	155,004.29	163,511.53	151,307.00
Mar	-	115,004.15	120,671.77	128,543.72
Apr	-	135,724.76	175,830.68	135,404.16
May	-	183,971.50	154,444.50	180,386.84
Jun	-	145,133.32	134,712.08	175,976.00
Jul	-	142,167.70	133,400.76	154,921.14
Aug	-	164,098.63	153,295.58	155,830.94
Sep *	-	429,219.29	409,418.57	470,780.71
Annual	<u>\$ 142,885.12</u>	<u>\$ 1,728,681.43</u>	<u>\$ 1,752,935.27</u>	<u>\$ 1,809,948.32</u>
YTD Total	\$ 142,885.12	\$ 135,642.54	\$ 163,018.74	\$ 129,313.70



Legislation Details (With Text)

File #: QEP 21-055 **Version:** 1 **Name:**
Type: Quarterly Expenditure Plan **Status:** Agenda Ready
File created: 12/14/2021 **In control:** Crime Control District
On agenda: 1/17/2022 **Final action:**
Title: Consideration of and action on a quarterly plan for expenditures for the period of January 1, 2022, through March 31, 2022.

Sponsors:

Indexes:

Code sections:

Attachments: [CCPD Quarterly expenditure report 2nd 2022](#)

Date	Ver.	Action By	Action	Result
1/17/2022	1	Crime Control District		

Consideration of and action on a quarterly plan for expenditures for the period of January 1, 2022, through March 31, 2022.

Consideration of and action on a quarterly plan for expenditures for the period of January 1, 2022, through March 31, 2022.

An explanation of the status of these items will be provided in the presentation.

Summary:

Approval of the quarterly plan for expenditures through the CCPD budget.

Fiscal/Budgetary Impact:

The 2021-22 CCPD budget was reviewed and approved by the CCPD Board of Directors on July 12, 2021. It was further approved by Deer Park City Council on August 17, 2021. Of the approved items in the budget the attached are expected to be purchased or begin being purchased during the second quarter of the 2021-22 fiscal year. We will be spending salary amount consistent with personnel assigned to the CCPD budget.

Items related to the construction of a new EOC will be funded from the CCPD Capital Improvements Budget for the construction of the EOC.

Approval of quarterly plan for expenditures through CCPD budget.

42310	Equipment Rental		
	Six Rental Vehicles for Pro-Act & Investigations	31,400.00	Ongoing
42520	Dues & Fees		
	Vehicle Registrations for PD Fleet	708.00	
	Leads on Line	4,748.00	
	Lexis Nexus (Accurint)	5,972.00	Ongoing
42790	Software - Other		
	OSSI Agency Licensing Fee (RMS)	52,000.00	Paid
	OSSI Consortium Fee	30,441.00	
	Cellebrite UFED Annual License Renewal	4,599.00	
	Extended Warranty for Dispatch Equipment	3,427.00	
	IA Pro & Blue Team software maintenance	2,040.00	Paid
	Cellular service for ProAct Covert Camera Modem	600.00	Paid
	Motorola Records Management Systems (RMS)	400,000.00	
42900	Contract Labor		
	ERAD Enterprise Service - Fraud Detection	3,000.00	
	Specialized Counsel, Search Warrants, Subpoenas	10,000.00	
SERVICES BALANCE			

43000 - SUPPLIES

43050	Election equipment, supplies & staffing		
43070	Postage		
43080	Small tools & Minor Equipment		
	Portable radio multi-battery charger	1,050.00	
	Replacement batteries for handheld radios	1,845.00	
	Surface Go2 Tablets for Investigators	2,215.00	
43140	Protective Clothing		
	Rifle vests for new officers (3)	2,725.00	

SUPPLIES BALANCE

44000 - Maintenance

44020	Equipment Maintenance		
	Datalux Tracer Maintenance	1,500.00	
44090	A/C Maintenance		
	A/C Maintenance	10,208.00	
44120	Grounds Maintenance		
	Grounds maintenance for Firing Range	30,000.00	Ongoing

49000 - CAPITAL OUTLAY

49020	Building		
	EOC Construction	4,710,000.00	
	EOC Final Structural Design	181,000.00	Ongoing

49030	Improvements Other Than Buildings		
	Building Covers and Storage at the Firing Range	150,000.00	
49060	Vehicles		
	28' Self Contained Mobile Command Post	84,860.00	Ongoing



Legislation Details (With Text)

File #: ACT 22-002 **Version:** 1 **Name:**
Type: Acceptance **Status:** Agenda Ready
File created: 1/14/2022 **In control:** Crime Control District
On agenda: 1/17/2022 **Final action:**
Title: Discussion of issues relating to the updated schedule for the design of the Deer Park Emergency Operation Center addition, reconfiguration of the existing EOC and Dispatch Center and expansion of the Records unit at the Deer Park Police Department.

Sponsors:

Indexes:

Code sections:

Attachments: [Updated Schedule - City of Deer Park Police Department - EOC--22_0112](#)

Date	Ver.	Action By	Action	Result
1/17/2022	1	Crime Control District		

Discussion of issues relating to the updated schedule for the design of the Deer Park Emergency Operation Center addition, reconfiguration of the existing EOC and Dispatch Center and expansion of the Records unit at the Deer Park Police Department.

Summary:

In 2021, the Architectural Firm PGAL was hired to design of the Deer Park Emergency Operation Center addition, reconfiguration of the existing EOC and Dispatch Center and expansion of the Records unit at the Deer Park Police Department. The planning and architectural design has been underway and PGAL has submitted the attached updated project schedule.

Fiscal/Budgetary Impact:

Funding is included in the 2021-2022 CCPD budget.

Acceptance of the updated schedule for the design of the Deer Park Emergency Operation Center addition, reconfiguration of the existing EOC and Dispatch Center and expansion of the Records unit at the Deer Park Police Department is recommended

City of Deer Park Police Department EOC & Dispatch Addition & Training Room Renovation

Updated - 1/12/2022

ID	Task Name	Duration	Start	Finish	<div><div></div><div>Feb 14, '21</div><div>S</div><div>M</div><div>T</div><div>W</div><div>T</div><div>F</div><div>S</div><div>S</div><div>Nov 14, '21</div><div>M</div><div>Feb 13, '22</div><div>T</div><div>W</div><div>May 15, '22</div><div>T</div><div>F</div><div>Aug 14, '22</div><div>S</div><div>S</div><div>Nov 13, '22</div><div>M</div><div>T</div></div>
1	City of Deer Park EOC Project	507 days	Tue 2/16/21	Fri 1/27/23	
2	Council Approval	0 days	Tue 2/16/21	Tue 2/16/21	◆ 2/16
3	Notice to Proceed	0 days	Tue 2/23/21	Tue 2/23/21	◆ 2/23
4	Project Kickoff Meeting	0 days	Wed 2/24/21	Wed 2/24/21	◆ 2/24
5	Design Development	38 days	Thu 2/25/21	Mon 4/19/21	
6	Design Development Stakeholder Meeting	0 days	Fri 3/19/21	Fri 3/19/21	◆ 3/19
7	Design Development Cost Estimate	12 days	Fri 4/2/21	Mon 4/19/21	
8	Design Development Owner Review & Stakeholder Meeting	0 days	Fri 4/23/21	Fri 4/23/21	◆ 4/23
9	50% Construction Documents	15 wks	Mon 4/26/21	Fri 8/6/21	
10	50% Construction Documents Cost Estimate Update	2.2 wks	Mon 8/9/21	Mon 8/23/21	
11	50% Construction Documents Review Meeting	0 days	Wed 8/25/21	Wed 8/25/21	◆ 8/25
12	90% Construction Documents	3.6 wks	Mon 8/30/21	Wed 9/22/21	
13	90% Construction Documents Review Meeting	1 day	Thu 9/23/21	Thu 9/23/21	
14	- Owner Review and Comments	16 days	Thu 9/23/21	Thu 10/14/21	
15	- Owner Directive for Detached Building Re-Design	45 days	Fri 10/15/21	Mon 12/20/21	
16	- 12/17 Progress Set - Re-Design	0 days	Fri 12/17/21	Fri 12/17/21	◆ 12/17
17	- Owner Review and Comments	17 days	Sat 12/18/21	Sat 1/8/22	
18	- 12/17 Progress Set Review Meeting	0 days	Tue 1/11/22	Tue 1/11/22	◆ 1/11
19	- Estimate of Detached Design	15 days	Mon 1/17/22	Fri 2/4/22	
20	100% Construction Documents	4.4 wks	Wed 1/12/22	Thu 2/10/22	
21	Bidding	16 days	Tue 2/15/22	Tue 3/8/22	
22	Bids Due	0 days	Tue 3/8/22	Tue 3/8/22	◆ 3/8
23	Bid Evaluation / Contract Negotiation	21 days	Wed 3/9/22	Wed 4/6/22	
24	Contract Award	0 days	Tue 4/12/22	Tue 4/12/22	◆ 4/12
25	Construction	204 days	Tue 4/19/22	Fri 1/27/23	



Legislation Details (With Text)

File #: ACT 22-003 **Version:** 1 **Name:**
Type: Acceptance **Status:** Agenda Ready
File created: 1/14/2022 **In control:** Crime Control District
On agenda: 1/17/2022 **Final action:**
Title: Announcement of the next regular CCPD Board Meeting on April 18, 2022.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
1/17/2022	1	Crime Control District		

Announcement of the next regular CCPD Board Meeting on April 18, 2022.

Summary:

The next regular CCPD Board Meeting will be on April 18, 2022 at 5:15 pm.

Fiscal/Budgetary Impact:

N/A

Set the date and time for the next regular CCPD Board Meeting on April 18, 2022 at 5:15 pm.