



Shannon Burke –President
Donald Zuckero, Position 1
Craig O’Sullivan, Position 2
George Pinder, Position 3

Dianna Taylor, Position 4
Ray Landers, Position 5
Bob Hotten, Position 6

CALL TO ORDER

NEW BUSINESS

1. Presentation of a plaque to Shannon Burke in recognition of service as a member of the CCPD Board of Directors, including serving as President of the Board. [PRE 18-003](#)
Recommended Action: Present the plaque to Shannon Burke in recognition of her service as a member of the CCPD Board of Directors, including serving as President of the Board.
2. Election of President of the CCPD Board of Directors. [OFC 18-001](#)
Recommended Action: Elect a new president who shall serve the remainder of the Mrs. Burke's term as President of the Board, which is October 2018.
3. Approval of minutes of regular meeting on October 16, 2017. [MIN 18-011](#)
Recommended Action: Approval
Attachments: [CD_MR_101617](#)
4. Presentation of the Quarterly Financial Report for the FY 2017-2018 First Quarter ending December 31, 2017. [RPT 18-003](#)
Recommended Action: Accept the quarterly financial report for the FY 2017-2018 first quarter ended December 31, 2017.
Department: Finance Director Todd
Attachments: [CCPD - 2018 1Q Financials](#)

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.

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. [POL 17-003](#)
- Recommended Action:** Review and adopt the Investment Policy.
- Department:** Finance
- Attachments:** [CCPD Investment Policy - 2017](#)
[CCPD Investment Policy Review - 01.15.18](#)
6. Consideration of and action on a quarterly plan for expenditures for the period of January 1, 2018, through March 31, 2018. [ACT 18-002](#)
- Attachments:** [1st quarter 2018 ccpd](#)
7. Discussion of proposed FY 2018-2019 CCPD Budget Schedule. [BUD 18-001](#)
- Recommended Action:** Discuss the proposed schedule.
- Department:** City Manager's Office
- Attachments:** [BudgetCalendarFY2018-2019_council+boards](#)
8. Discussion of 2018 CCPD Board of Directors Meeting schedule. [DIS 18-005](#)
- Recommended Action:** Discussion the meeting schedule.

ADJOURN

Shannon Bennett, TRMC
City Secretary

Posted on Bulletin Board
January 12, 2018

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive 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 #: PRE 18-003 **Version:** 1 **Name:**
Type: Presentation **Status:** Agenda Ready
File created: 1/11/2018 **In control:** Crime Control District
On agenda: 1/15/2018 **Final action:**
Title: Presentation of a plaque to Shannon Burke in recognition of service as a member of the CCPD Board of Directors, including serving as President of the Board.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/15/2018	1	Crime Control District		

Presentation of a plaque to Shannon Burke in recognition of service as a member of the CCPD Board of Directors, including serving as President of the Board.

Summary:

Board president Shannon Burke and her family have recently relocated outside the city limits of the City of Deer Park. Since State law (Chapter 363 of the Texas Local Government Local - the Crime Control and Prevention District Act) requires that board members be residents of the district, Mrs. Burke has resigned from the board.

Shannon Burke was appointed to the Crime District Board by Ordinance #3525 dated September 18, 2012, and has served on the board from that time through 2017. Mrs. Burke has served as President of the Board since October 17, 2016.

Fiscal/Budgetary Impact:

N/A

Present the plaque to Shannon Burke in recognition of her service as a member of the CCPD Board of Directors, including serving as President of the Board.



Legislation Details (With Text)

File #: OFC 18-001 **Version:** 1 **Name:**
Type: Election of Officers **Status:** Agenda Ready
File created: 1/11/2018 **In control:** Crime Control District
On agenda: 1/15/2018 **Final action:**
Title: Election of President of the CCPD Board of Directors.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/15/2018	1	Crime Control District		

Election of President of the CCPD Board of Directors.

Summary:

Board president Shannon Burke and her family have recently relocated outside the city limits of the City of Deer Park. Since State law (Chapter 363 of the Texas Local Government Local - the Crime Control and Prevention District Act) requires that board members be residents of the district, Mrs. Burke has resigned from the board.

Sec. 363.103.of the Crime Control and Prevention District Act states the following:

OFFICERS. (a) The board shall elect from among its members a president and vice president. The board shall appoint a secretary. The secretary need not be a director. The person who performs the duties of auditor for the political subdivision shall serve as treasurer for the district.

(b) Each officer of the board serves for a term of one year.

(c) A vacancy in a board office shall be filled for the unexpired term by the board.

Therefore, the board should elect a new president who shall serve the remainder of the Mrs. Burke's term as President of the Board, which is October 2018.

Fiscal/Budgetary Impact:

N/A

Elect a new president who shall serve the remainder of the Mrs. Burke's term as President of the Board, which is October 2018.



Legislation Details (With Text)

File #: MIN 18-011 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 1/6/2018 **In control:** Crime Control District
On agenda: 1/15/2018 **Final action:**
Title: Approval of minutes of regular meeting on October 16, 2017.
Sponsors:
Indexes:
Code sections:
Attachments: [CD_MR_101617](#)

Date	Ver.	Action By	Action	Result
1/15/2018	1	Crime Control District		

Approval of minutes of regular meeting on October 16, 2017.

Summary:

Fiscal/Budgetary Impact:

None

Approval

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 16, 2017 BEGINNING AT 5:15 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

CRAIG O’SULLIVAN	VICE PRESIDENT
SHANNON BENNETT	BOARD SECRETARY
DONNA TODD	TREASURER
DONALD ZUCKERO	MEMBER
GEORGE PINDER	MEMBER
DIANNA TAYLOR	MEMBER
RAY LANDERS	MEMBER
BOB HOTTEN	MEMBER

1. MEETING CALLED TO ORDER – Vice President Craig O’Sullivan called the meeting to order at 5:15 p.m.
2. ANNOUNCEMENT OF THE NEXT REGULAR CRIME CONTROL PREVENTION BOARD MEETING ON JANUARY 15, 2018 – Motion was made by Dianna Taylor and seconded by Ray Landers to approve the date of the next regular meeting on January 15, 2018. Motion carried unanimously.
3. CONSIDERATION OF AND ACTION ON ELECTION OF OFFICERS FOR 2017-2018 – Motion was made by Bob Hotten and seconded by Donald Zuckero to approve the slate of Officers to remain the same. Motion carried unanimously.
4. APPROVAL OF MINUTES – Motion was made by Bob Hotten and seconded by Dianna Taylor to approve the minutes of the public hearing on July 10, 2017. Motion carried unanimously.
5. APPROVAL OF MINUTES OF JOINT MEETING WITH CITY COUNCIL ON AUGUST 15, 2017 – Motion was made by Dianna Taylor and seconded by George Pinder to approve the minutes of the joint meeting with City Council on August 15, 2017.

6. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2016-2017 FOURTH QUARTER ENDED SEPTEMBER 30, 2017 – Treasurer Donna Todd presented the Financial Report and highlighted the statement of revenues and expenditures. (Exhibit A)

Motion was made by George Pinder and seconded by Craig O’Sullivan to accept the Financial Report as presented. Motion carried unanimously.

7. CONSIDERATION OF AND ACTION ON A QUARTERLY PLAN FOR EXPENDITURES FOR THE PERIOD OF OCTOBER 1, 2017 THROUGH DECEMBER 31, 2017 – Captain Wade Conner commented, “I sent out a list of our budget items, the reason I did it this way is because some things are ordered in one quarter, but are not received until the following quarter before we actually pay for them. The fleet was reevaluated, after the Hurricane, we lost some cars and we had some totaled. The lieutenant over Patrol has requested to order five Tahoes and three unmarked vehicles. By agreeing to that, we will actually save \$64,000. The unmarked vehicles are needed much more than the Tahoes.” Mr. Conner also spoke of the gun range and the problem that occurred during Hurricane Harvey with the berms not being able to withstand the rain. “The cause is unknown. There will need to be hired personnel from GeoTech to find out reasons why the berms fell. The sides have been cleaned out, where now, there is a four foot opening on each side. The mud has been removed from the bullet trap and baffles. Action Target is currently out working on it and will be for 14 to 17 days.”

Mr. O’Sullivan asked, “Did this incur additional cost because Action Target will be spending more time to complete?”

Captain Conner responded, “No. Action Target is contracted by us to take care of the bullet traps and baffles. They had to work with IKLO, the contractor, in order to schedule the installment. The head guy for Action Target, since they were out here last, has been around the world three times putting in bullet traps and baffles and that has been since July. He is good at this. They just now got us back on the schedule to do what needs to be done.”

Mr. Hotten asked, “Do the berms have to be rebuilt?”

Mr. Conner responded, “We do not know yet. It sounds like it is going to be almost impossible by what I have been told. The bottom line is, we do not know who is responsible to pay for it if they did collapse. We don’t know the cause of the collapse. We do know that there will be a fee for the GeoTech to look at the situation and do a survey in the back of the berms. We were told that once the survey is done and if we have to sue, GeoTech will represent us on the expert testimony, but it is a minimum of \$250,000. It just depends on what we have to do to fix it and what we agree on. At this point, I don’t know how much money that will be or how much the GeoTech is going to cost.”

Mr. Zuckero asked, “The GeoTech cost for the survey is separate from their testimony?”

Captain Conner responded, “Yes. IKLO could hire GeoTech to come out, but whoever they do hire, will most likely say it is not their fault. The City can hire a third party or TNT can hire someone that is non-biased to the whole thing to tell us what happened; whether it was hydro mulching, or rain or the design.”

Mr. O'Sullivan commented, "I know there was some concern that was brought up in the last joint meeting of IKLO's workmanship in general. Unfortunately, we had Hurricane Harvey and it is hard to say if that is what caused it. I know it surely didn't help."

Captain Conner commented, "In regard to their workmanship, the job was supposed to be done in 180 days, the architect wrote it in the contract for 360 days. We are now over 500 days. They are not very quick at picking up the pace. We keep seeing glimmers, there will be people working out there and we get to thinking we might have a gun range before long. It is frustrating."

Mr. O'Sullivan asked, "Did they give any indication of a completion date?"

Captain Conner commented, "No. Even if they did, I wouldn't believe it now."

Mr. O'Sullivan asked, "Did anything ever come about firing them and hiring someone else to complete the job?"

Captain Conner commented, "We did talk about that, but then the hurricane happened. We do not want it to have to be claimed on our insurance. We want to figure out what caused the berms to collapse."

Mr. O'Sullivan asked, "Is it part of the study?"

Captain Conner responded, "They have been given a preliminary punch list to correct some issues that we knew of. We went out there one day to do a punch list and we basically walked off because they had not even fixed the prior problems they were already aware of."

Mr. Zuckero asked, "Is it almost completed except for the berm issue now?"

Captain Conner responded, "No, they are still doing the grade on the side. The building itself is almost done. They will have to repaint and redo grout because they used two different colors. Also, build another cabinet to fix the bow in the wall. If they got after it, they would be in and out of the building in less than a week. It is just the getting after it part is where I get frustrated. As far as the berms, I do not anticipate that complete any time soon. I do not know the last time you all have been out there, but if you go to the 100 yard mark and look down, it looks beautiful. It has cross walks, shooting lanes and the baffles and the bullet traps down, it is just not done. "

Ms. Taylor asked, "Right now is it just a wait and see what GeoTech is going to tell us?"

Captain Conner responded, "GeoTech came out last week just to get a visual of it. We are supposed to hire one, but we are waiting on a cost. We do not know the cost as of yet."

Motion was made by Bob Hotten and seconded by George Pinder to accept the quarterly plan for expenditures for the period of October 1, 2017 through December 31, 2017. Motion carried unanimously.

8. CONSIDERATION OF AND ACTION ON AN AMENDMENT TO THE AGREEMENT WITH THE CITY OF DEER PARK FOR CCPD PERSONNEL, VEHICLES, FACILITIES, EQUIPMENT AND INVESTMENTS – Assistant City Manager, Gary Jackson spoke on the process of amending the annual agreement for all the administrative services and duties performed by the City for FY 2017-2018 on behalf of the District.

Motion was made by Ray Landers and seconded by Dianna Taylor to amend the agreement for personnel, vehicles, facilities, equipment and investments for FY 2017-2018. Motion carried unanimously.

9. CONSIDERATION OF AND ACTION ON APPROVING AN AMENDMENT TO THE FY 2017-2018 CRIME CONTROL AND PREVENTION DISTRICT BUDGET FOR THE FIRING RANGE AND TRAINING FACILITY – Finance Director, Donna Todd commented, “The amendment made in 2016-17 for the cost of the firing range and training facility totaled \$2,731,100.00. There have been issue with contractors, Hurricane Harvey and the damaged berms. The work was not finished in FY 2016-17. This means we need to amend the current FY 2017-18 for the expected expenditures to be incurred in this budget year. When this amendment was developed, we believed we had about \$516,000 remaining to spend and I added \$84,000 as an additional contingency for other issues that may arise like the cost of the GeoTech testing or anything else as a result of the hurricane. The total budget amendment for \$600,000 is what’s proposed for your consideration. If we end up in any kind of litigation and would have \$250,000 of cost for testimony, we will have to amend the budget again because that amount is not contemplated in the \$600,000.”

Mr. Landers asked, “Does this mean we have to have a special meeting?”

Ms. Todd responded, “I do not think that expenditure will happen anytime soon, so we can just approve it at the next scheduled meeting.”

Mr. O’Sullivan asked, “Would the \$84,000 be used for the GeoTech testing?”

Ms. Todd responded, “Yes.”

Motion was made by Donald Zuckero and seconded by Ray Landers to approve the amendment to the FY 2017-2018 Crime Control Prevention District budget. Motion carried unanimously.

10. ADJOURN – Vice President Craig O’Sullivan adjourned the meeting at 5:35 p.m.

ATTEST:

APPROVED:

Shannon Bennett, TRMC
Board Secretary

Craig O’Sullivan
Vice President



Legislation Details (With Text)

File #: RPT 18-003 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 1/9/2018 **In control:** Crime Control District
On agenda: 1/15/2018 **Final action:**
Title: Presentation of the Quarterly Financial Report for the FY 2017-2018 First Quarter ending December 31, 2017.
Sponsors: Donna Todd
Indexes:
Code sections:
Attachments: [CCPD - 2018 1Q Financials](#)

Date	Ver.	Action By	Action	Result
1/15/2018	1	Crime Control District		

Presentation of the Quarterly Financial Report for the FY 2017-2018 First Quarter ending December 31, 2017.

Summary: Review and discussion of the preliminary and unaudited quarterly financial report for the District's FY 2017-2018 first quarter ended December 31, 2017.

Total Revenue - \$144,793

Total Expenditures - \$333,479, including \$205,591 of capital outlay

Total Assets - \$4,467,777

Total revenue includes sales tax revenue collected in October 2017 and paid in December 2017. Expenditures include operating expenditures of \$127,888 and capital expenditures of \$205,591. Operating expenditures include salaries and benefits, software, equipment rental, small tools and equipment for the new vehicles, and miscellaneous operating costs. Capital expenditures include \$198,280 for five new vehicles, including the in-car video systems, and \$7,311 on the firing range. Due to construction delays, this project was not completed last fiscal year and a budget amendment was approved in October 2017 to include an additional \$600,000 in the fiscal year 2017-2018 budget.

Fiscal/Budgetary Impact:

N/A.

Accept the quarterly financial report for the FY 2017-2018 first quarter ended December 31, 2017.

CITY OF DEER PARK
 CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
 FISCAL YEAR 2018
 December 31, 2017

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.

BALANCE SHEET (UNAUDITED)

<u>Assets</u>	
Cash	\$ 1,235,525.18
Accounts Receivable	-
Due To/Due From	203.37
Capital Assets	1,726,101.50
Depreciation	(1,117,754.16)
Construction-In-Progress	2,512,206.50
Deferred Outflows (Pension - GASB 68)	111,494.20
Total Assets	\$ 4,467,776.59
<u>Liabilities & Equity</u>	
Payables	\$ 85,429.30
Capital Leases Payable	-
Net Pension Obligation (GASB 68)	168,980.39
Due To/Due From	345.22
Total Liabilities	254,754.91
<u>Fund Equity</u>	
Fund Balance	4,401,707.48
Revenues Over/(Under) Expenditures	(188,685.80)
Total Fund Equity	4,213,021.68
Total Liabilities & Equity	\$ 4,467,776.59

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

	<u>Q1</u> <u>12/31/17</u>	<u>Q2</u> <u>03/31/18</u>	<u>Q3</u> <u>06/30/18</u>	<u>Q4</u> <u>09/30/18</u>	<u>YTD</u> <u>Total</u>	<u>Amended</u> <u>Budget</u>	<u>Remaining</u> <u>Budget</u>
<u>Revenues</u>							
Sales Tax Revenue	\$ 144,488.08				\$ 144,488.08	\$ 1,366,800.00	\$ 1,222,311.92
Investment Revenue	304.99				304.99	-	(304.99)
Prior Year Revenue (Reserves)	-				-	675,296.00	675,296.00
Total Revenue	144,793.07				144,793.07	2,042,096.00	1,897,302.93
<u>Expenditures</u>							
Salaries & Benefits	55,364.30				55,364.30	693,739.00	638,374.70
Services	64,568.34				64,568.34	105,294.00	40,725.66
Supplies	7,954.86				7,954.86	180,826.00	172,871.14
Other - Salary Contingency	-				-	15,000.00	15,000.00
Sub-total Operating Expenditures	127,887.50				127,887.50	994,859.00	866,971.50
Capital Expenditures	205,591.37				205,591.37	1,047,237.00	841,645.63
Total Expenditures	333,478.87				333,478.87	2,042,096.00	1,708,617.13
Revenue Over/(Under) Expenditures	\$ (188,685.80)				\$ (188,685.80)	\$ -	\$ 188,685.80

CCPD FY 2017-2018 Sales Tax Revenue Comparison

<u>G/L</u>	<u>Actual</u>		
Oct 2017	\$ -		
Nov 2017	-		
Dec 2017	144,488.08		
Jan 2018			
Feb 2018			
Mar 2018			
Apr 2018			
May 2018			
Jun 2018			
Jul 2018			
Aug 2018			
Sep 2018			
YTD Total	\$ 144,488.08	Budget	% of Budget
Annual	\$ 144,488.08	\$ 1,366,800.00	10.57%

CCPD Sales Tax Revenue History

<u>Month</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2016</u>	<u>FY 2015</u>
Oct	\$ -	\$ -	\$ -	\$ -
Nov	-	-	-	-
Dec	144,488.08	144,617.78	130,668.90	116,792.74
Jan	-	129,898.74	130,881.95	111,141.87
Feb	-	164,199.36	141,347.47	139,476.02
Mar	-	103,194.16	121,029.34	106,445.57
Apr	-	118,942.19	128,214.52	105,133.86
May	-	168,849.74	142,313.64	124,611.02
Jun	-	120,858.58	138,994.62	119,163.37
Jul	-	137,048.43	146,669.87	131,549.29
Aug	-	133,256.62	192,621.50	136,548.35
Sep *	-	387,025.09	415,998.23	442,191.55
Annual	\$ 144,488.08	\$ 1,607,890.69	\$ 1,688,740.04	\$ 1,533,053.64
YTD Total	\$ 144,488.08	\$ 144,617.78	\$ 130,668.90	\$ 116,792.74

* Sales taxes are deposited to the CCPD two months after collection. Collections in October, for example, are deposited in December. Because of this timing difference, the amount recorded in September will include the deposit for the month of July collections and an accrual at fiscal year end for the months of August and September that will be deposited in October and November, respectively.



Legislation Details (With Text)

File #: POL 17-003 **Version:** 1 **Name:**
Type: Policy **Status:** Agenda Ready
File created: 10/17/2017 **In control:** Crime Control District
On agenda: 1/15/2018 **Final action:**
Title: 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.
Sponsors: Finance
Indexes:
Code sections:
Attachments: [CCPD Investment Policy - 2017](#)
[CCPD Investment Policy Review - 01.15.18](#)

Date	Ver.	Action By	Action	Result
1/15/2018	1	Crime Control District		

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.

Summary: 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 2016.

The District, having entered into an agreement with the City of Deer Park (the "City") 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 include recent legislative changes, consolidate or improve policy language, remove duplicate references, etc. These changes have been incorporated in the District's investment policy and are summarized on the attached CCPD Investment Policy Review.

Fiscal/Budgetary Impact: N/A.

Review and adopt the Investment Policy.

ORDER NO. _____

AN ORDER TO REVIEW AND ADOPT THE DEER PARK CRIME CONTROL AND PREVENTION DISTRICT INVESTMENT POLICY.

THE BOARD OF DIRECTORS OF THE DEER PARK CRIME CONTROL AND PREVENTION DISTRICT hereby reviews and adopts the following Investment Policy, which conforms with all current State and Federal regulations:

I. POLICY

It is the policy of the Deer Park Crime Control and Prevention District (the "District") to invest funds in a manner that will ensure the preservation of capital, meet the daily cash flow needs of the District, conform to all applicable state statutes and provide reasonable investment returns.

The Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the "Act") prescribes that each city shall adopt rules to govern its investment practices and to define the authority of the investment officer(s). The City of Deer Park (the "City") has adopted a policy in accordance with the Act to address the methods, procedures, and practices established to ensure effective and judicious fiscal management of the City's funds worthy of the public trust. The District, having entered into an agreement with the City whereby the City shall perform administrative services for the District, including cash and investment management, hereby elects to comply with the Act and to establish a policy comparable to the investment policy of the City.

II. SCOPE

This investment policy shall apply to all financial assets and funds under control of the District, other than those expressly excluded herein or by applicable law or valid agreement. These funds include tax revenues, charges for services, and interest earnings.

The overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The Board of Directors of the District (the "Board") and the investment officers shall recognize that the investment activities of the District are a matter of public record.

III. OBJECTIVES AND STRATEGY

The District strives to invest funds in a manner where the rate of return is secondary to safety and liquidity. To accomplish this, the District's principal investment objectives, in priority order, are as follows:

- A. *Suitability.* Each investment must be in conformance with all Federal regulations, state statutes, and other legal requirements—including any order or resolution of the Board and this investment policy.
- B. *Preservation and safety of principal.* Investments of the District shall be handled in a manner that seeks to ensure the preservation of capital and the protection of investment principal in the overall portfolio. All participants in the investment process shall act responsibly as custodians of the public trust.
- C. *Liquidity.* The District's investment portfolio will remain sufficiently liquid to enable the District to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by maintaining appropriate cash equivalent balances, matching investment maturities

with forecasted cash flow requirements, and investing in securities with active secondary markets.

- D. *Marketability.* The District's policy is to buy and hold investments until maturity; however, marketability is of great importance should the need arise to liquidate an investment before maturity.
- E. *Diversification.* Investments shall be diversified, as appropriate, by type and maturity to eliminate the risk of loss resulting from the concentration of assets in a specific maturity, a specific issuer or a specific class of securities. While investments of the District shall be selected to provide for stability of income and reasonable liquidity, the investments shall be structured to meet the projected cash flow needs of the District first, and then to enhance interest income. The stated maturity of any investment in the District's portfolio shall not exceed one year and the weighted average maturity of the District's portfolio shall not exceed 180 days.
- F. *Yield.* The District's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the District's risk constraints and the cash flow characteristics of the portfolio. Given this strategy, the basis used to determine whether reasonable yields are being achieved shall be the rolling average yield of the three-month U.S. Treasury Bill or such other index that most closely matches the average maturity of the portfolio.

IV. AUTHORIZATION

The authority of the District to manage the investment program is derived from Local Government Code, Chapter 363, Crime Control and Prevention Districts. Management responsibility for the investment program is hereby delegated to the Director of Finance of the City of Deer Park, including responsibility for all investment transactions and the related system of controls to regulate the activities of subordinate officials. The City's Director of Finance shall serve as the primary investment officer for the District and shall invest District funds in legally authorized and adequately secured investments in accordance with this policy and the Act. The City Manager and Assistant City Manager of the City of Deer Park shall also serve as investment officers of the District. The investment officers shall be bonded.

V. RESPONSIBILITY AND CONTROL

Investments shall be made with judgment and care, under prevailing circumstances that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of capital and the income to be derived.

In determining whether investment decisions were made exercising prudence, consideration shall be given to the following: the investment of all funds, or funds under the District's control, taken as a whole, rather than the prudence of a single investment; and whether the investment decision is consistent with the written investment policy of the District at that time. Occasional measured losses are inevitable and must be considered within the context of the overall portfolio's return.

An investment officer acting as a "prudent person" exercising due diligence in accordance with written procedures and the investment policy shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse market effects.

The written procedures for the operations of the City's investment program shall also be consistent with this investment policy and shall apply to the investment of District funds. No person may

engage in an investment transaction except as provided under the terms of this policy or these established procedures.

VI. ETHICS AND CONFLICTS OF INTEREST

In addition to any other requirements of law, the investment officers shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. An investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the District or who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the District shall file a statement with the District's Board of Directors and with the Texas Ethics Commission disclosing that relationship.

An investment officer has a personal business relationship with a business organization if the investment officer owns 10 percent (10%) or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization, the investment officer receives funds from the business organization exceeding 10 percent (10%) of the investment officer's gross income for the previous year, or the investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

VII. INVESTMENT TRAINING

The investment officers shall attend at least one training session relating to the investment officers' responsibilities under the Act within 12 months after taking office or assuming the duties of investment officer and accumulate not less than 10 hours of instruction relating to investment responsibilities under the Act. Further, an investment officer shall attend at least one investment training session not less than once in a two-year period (beginning on the first day of the District's fiscal year and consisting of the two consecutive fiscal years after that date) and accumulate not less than 8 hours of instruction relating to investment responsibilities under the Act.

Designated training sponsored by any of the following organizations is approved:

- A. Government Finance Officers Association of Texas
- B. Government Treasurer's Organization of Texas
- C. Texas Municipal League
- D. The University of North Texas Center for Public Management

Training must include education in investment controls, security risks, strategy risks, market risks, diversification of the investment portfolio, and compliance with the Act.

VIII. AUTHORIZED INVESTMENTS

In accordance with Federal and state laws, including Section 2256.005(b) of the Act, the following are authorized investments:

- A. Obligations of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
- B. Direct obligations of the State of Texas or its agencies and instrumentalities;
- C. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the FDIC or by the explicit full faith and credit of the United States;
- D. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
- E. A certificate of deposit, or other form of deposit that is placed and secured in accordance with Section 2256.010 of the Act;
- F. An investment pool to the extent and manner provided by law if the District by rule, order or resolution authorizes investment in the particular pool and if the investment pool conforms to the requirements of the Act. To maintain eligibility, an investment pool must conform to the requirements of the Act. Further, the investment pool must be continuously rated no lower than AAA or AAA-m or its equivalent by at least one nationally recognized rating service and must post on their website the specific disclosures required by the Act.

Currently, the following investment pools are approved: TexPool, TexSTAR, and Texas CLASS.

IX. PROHIBITED INVESTMENTS

The following are not authorized investments and are prohibited under this investment policy:

- A. Obligations for which the payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal (interest only bond);
- B. Obligations for which the payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest (principal only bond);
- C. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years;
- D. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index (inverse floaters);
- E. A securities lending program of the nature permitted by Section 2256.0115 of the Act; and
- F. Commercial paper, including pools which invest in commercial paper.

X. EXISTING INVESTMENTS AND MINIMUM RATING REQUIREMENTS

Investments held on the effective date of this investment policy that are no longer authorized investments under the Act and/or this investment policy do not need to be liquidated before the final stated maturity of the investment. An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. The investment officers shall take all prudent measures that are consistent with this investment policy to liquidate any investment that becomes a prohibited investment (e.g., through a rating downgrade after the purchase of the investment). In the event that the credit rating of any investment is publicly placed under review by the credit rating agency maintaining the rating, the primary investment officer shall closely monitor the investment and take such action as he/she deems prudent to protect the value of the investment.

XI. INVESTMENT ADVISORS

The City may from time to time employ qualified individuals or firms as an Investment Advisor to assist the investment officers in carrying out the investment program and complying with the requirements of this investment policy and the Act. Given the City's agreement with the District whereby the City shall perform administrative services for the District, including cash and investment management, the District's funds may also be subject to review by this Investment Advisor. Discretionary control over the District's investments shall remain with the investment officers.

XII. INVESTMENT LIMITS AND DIVERSIFICATION

The asset allocation in the portfolio should be flexible and responsive to the outlook for the economy and the securities markets. Risk management shall be addressed through portfolio diversification, as appropriate, by:

- A. Limiting investments to avoid over concentration by credit risk and maturity;
- B. Limiting investments in issuers that have higher credit risks;
- C. Investing in varying maturities; and
- D. Maintaining a minimum 10 percent (10%) of the total portfolio in cash equivalent instruments to meet ongoing obligations.

XIII. INVESTMENT MANAGEMENT

The investment officers shall exhibit prudence and discretion in the selection and management of investments in order that no individual or group of transactions undertaken shall jeopardize the total capital of the portfolio. The District will not allow speculation (e.g., anticipating an appreciation of capital through changes in market interest rates) in the selection of any investments. The investment officers shall monitor financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise.

The investment officers are authorized to solicit quotes for investments orally, in writing, electronically, or in any combination of these methods. Each investment transaction – exclusive of cash equivalent transactions – must be based upon quotations received from multiple qualified financial institutions or authorized broker/dealers. Competing broker/dealers may not have access to the same securities in the secondary market. Therefore, competitive offerings may be evaluated for similar investments and/or a target maturity period rather than for a specific investment or maturity date.

While the District primarily utilizes a buy and hold strategy, active portfolio management may from time to time dictate the sale of securities to better position the overall portfolio. The City Manager or Assistant City Manager must approve the sale of any security prior to maturity or any sale of a security for less than the book value of the security.

XIV. QUALIFIED FINANCIAL INSTITUTIONS AND BROKER/DEALERS

Qualified financial institutions shall include financial institutions, broker/dealers, and other business organizations (e.g., investment pools and discretionary investment management firms) doing business in the State of Texas and licensed or otherwise registered and in good standing, as applicable, with the Texas Department of Securities, the Securities and Exchange Commission, the Financial Industry Regulatory Authority, Inc. ("FINRA"), or other applicable state or national regulatory organizations. If otherwise acceptable, the wholly owned subsidiary or affiliated companies of such regulated firms shall also be deemed qualified. Qualified financial institutions must have an office in Texas. Specifically, the District's depository bank, and any wholly owned subsidiary or affiliated company, is a qualified and authorized financial institution.

The investment officers shall maintain a list of security broker/dealers authorized by this investment policy. All broker/dealers shall maintain complete records of all transactions conducted on behalf of the District and shall make those records available for inspection at the District's request. At least annually, the investment officers shall review the list of broker/dealers authorized to engage in investment transactions with the District and shall make a recommendation as part of the Board's review of the investment policy. As part of this process, the investment officers shall review the quality of service of each broker/dealer. The investment officers may remove an authorized broker/dealer from the list if, in the opinion of the investment officers, the firm has not performed adequately or its financial condition has become unacceptable.

The following broker/dealers are authorized to engage in investment transactions with the District:

- A. FTN Financial (formerly Coastal Securities, Inc.)
- B. Duncan-Williams, Inc.
- C. Hilltop Securities
- D. Wells Fargo Securities, LLC

Nothing in this section relieves the District of the responsibility for monitoring the investments made by the District to determine that they are in compliance with this investment policy.

XV. REPORTING

The investment officers shall prepare and submit to each member of the Board an investment report describing in detail the investment position of the District, signed by the investment officers, no less than on a quarterly basis. Currently, the District's investment activity is included on the quarterly report prepared for the City. In accordance with the Act, the report contains sufficient information to provide for a comprehensive review of investment activity, current investments and performance for the period, including any variations from the investment strategy. The report also includes a description of each investment, the maturity date, the beginning and ending book and market values, the accrued interest, and the changes during the period as well as a summary by pooled fund group, as applicable. The annual audit shall include a review of the quarterly reports and a compliance audit of management controls on investments and adherence to the District's established investment policy and procedures.

XVI. INTERNAL CONTROLS

The City maintains a system of internal controls designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and management. Controls deemed most important shall include: control of collusion, separation of duties, separation of transaction authority from accounting and recordkeeping, independent safekeeping and custodial duties, avoidance of bearer-form securities, clear delegation of authority, specific limitations regarding securities losses, written confirmation of telephone transactions, and limiting the number of authorized investment officials. These controls shall also be applicable to the District and shall be reviewed by the City's independent audit firm as part of the annual audit.

XVII. DEPOSITORIES

The District maintains a separate depository account in the name of the District. Consistent with the requirements of the Texas Public Funds Collateral Act, Government Code Ch. 2257 as amended ("Public Funds Collateral Act"), the District shall require all depository institution deposits to be federally insured or collateralized with eligible securities. The District is served by the City's depository bank and is covered by the City's depository agreement and all other related documentation, which include these collateralization requirements. The current depository bank is Wells Fargo Bank, N.A.

XVIII. COLLATERAL

Eligible securities for collateralization of deposits are defined by the Public Funds Collateral Act. For pledged securities, the market value of the principal portion of collateral pledged for deposits must at all times be equal to or greater than 102 percent (102%) of the total amount of deposits plus any accrued interest, less the insurance amount provided by the Federal Deposit Insurance Corporation ("FDIC"). For certificates of deposit or other forms of deposit, the District may accept a letter of credit issued by a U.S. Agency or Instrumentality. The value of the letter of credit must be equal to or greater than 100 percent (100%) of the total amount of deposits plus any accrued interest, less the insurance amount provided by the FDIC.

Depository institutions with which the District maintains collateralized deposits shall require the custodian to provide a monthly report of the pledged securities. The investment officers shall monitor collateralization levels to verify market values and total collateral positions. If the value of the securities pledged falls below the required collateral level, the depository institution holding the deposit must pledge additional securities no later than the end of the next succeeding business day.

XIX. CUSTODY AND SAFEKEEPING

To protect against fraud, the deposits and investments of the District shall be secured in accordance with third-party custody and safekeeping procedures approved by the City.

A written collateral or custodial agreement shall be approved by the City with each custodian bank, such custodian being a permitted institution under the Public Funds Collateral Act. The City's agreement with the custodian bank shall also be applicable to the District. Upon receipt of pledged collateral, the custodian bank shall promptly issue and deliver to the District a pledge receipt identifying and evidencing receipt of the collateral.

All security transactions shall be completed on a delivery versus payment ("DVP") basis with the City's safekeeping agent. Securities shall be held with the safekeeping agent until liquidation or maturity.

The investment officers shall maintain the original pledge and safekeeping receipts. The investment officers shall routinely monitor that all securities owned by or collateral pledged to the District are held in an account(s) in the District's name. These records shall also be subject to an annual compliance audit of management controls on investments and adherence to the District's established investment policy and procedures.

XX. PROXY VOTING

The primary investment officer shall execute and deliver any proxies to be voted on behalf of the District based upon his or her judgment, as a prudent investor, as to the outcome of the voting that would be most beneficial to the District.

XXI. CERTIFICATION FORM

A written copy of the investment policy shall be provided to any person or business organization (local investment pool or discretionary investment management firm) offering to engage in investment activities with the District. Every business organization must execute a certificate in favor of the District substantially in a form acceptable to the District and the business organization substantially to the effect that the business organization has:

- A. Received and reviewed the District's investment policy; and
- B. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the District and the organization that are not authorized by the District's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the District's entire portfolio or requires an interpretation of subjective investment standards or relates to investment transactions of the District that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officers may not acquire or otherwise obtain any authorized investment from any business organization until a signed document meeting the above stated requirements (e.g., certification form) has been delivered to the District.

XXII. ANNUAL REVIEW

The Board shall review the investment policy and investment strategies not less than annually and shall adopt a written instrument by order stating that it has reviewed the investment policy and investment strategies. The written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

**Deer Park Crime Control and Prevention District
Annual Investment Policy Review – 2017
Record of Changes**

To comply with the Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the "Act"), the governing body of an investing entity shall (1) review its investment policy and investment strategies not less than annually, and (2) adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies. The written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

The investment policy for the Deer Park Crime Control and Prevention District (the "District") was last reviewed and updated in October 2016.

The District, having entered into an agreement with the City of Deer Park (the "City") 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, remove duplicate references, etc. These changes have been incorporated in the District's investment policy and are summarized below:

VII. Investment Training – This section includes a minor edit changing “the investment officer shall attend an investment training session...” to “an investment officer shall attend at least one investment training session...” in case the required training must be completed in multiple training sessions vs. one (which is acceptable).

VIII. Authorized Investments – This section includes a minor edits. To clarify recent questions involving Federal Home Loan Banks, the language in the Act was updated to specifically identify these banks and the policy language was updated to include these banks as follows: “(A) Obligations of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks.”

To remove redundancy, the phrase “issued by a state or national bank that has its main office or branch office in the State of Texas and” was removed since this is already included in the reference to the Act. Subsection (E) now reads as follows: “(E) A certificate of deposit, or other form of deposit, that is placed and secured in accordance with Section 2256.010 of the Act.”

XIV. Qualified Financial Institutions and Broker/Dealers – This section includes minor edits. In accordance with changes to the Act, business organizations are specifically defined as investment pools and “discretionary investment management firms.” This reference is now included as follows: “Qualified financial institutions...and other business organizations (e.g., investment pools and discretionary investment management firms)”.

While the list of broker/dealers authorized to engage in investment transactions with the City did not change, one firm was part of a merger and has a name change, which will be referenced in this year's policy. The current list of authorized broker/dealers is as follows:

FTN Financial (merged with Coastal Securities, Inc.)
Duncan-Williams, Inc.
Hilltop Securities
Wells Fargo Securities, LLC

XVI. Internal Controls – This section includes a minor edit to clarify that internal controls are part of the annual audit, removing the term “periodically” as it relates to the review. The new language is as follows: “These controls shall be reviewed by the City’s independent audit firm as part of the annual audit.”

XVIII. Collateral – This section includes a minor edit to further explain the insurance amount provided by the Federal Deposit Insurance Corporation (“FDIC”) in relation to letters of credit. This section, as it relates to letters of credit, has been revised as follows: “The value of the letter of credit must be equal to or greater than 100 percent of the total amount of deposits plus any accrued interest, less the insurance amount provided by the FDIC.”

XXI. Certification Form – This section includes revisions related to the change for business organizations. With changes in the Act, a certification form is only required from business organizations (see changes to Section 2-280). The policy now reads that every “business organization” (vs. every “investment provider”) must execute a certificate in favor of the City. Subsection (B) includes additional language to reference agreements with business organizations with discretionary investment authority given that such organizations are now defined as a “business organization”. Note, the City does not give any investment management firm “discretionary” investment authority and must approve any investments prior to execution. The exception in subsection (B) now includes the following: “...or relates to investment transactions of the District that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.”



Legislation Details (With Text)

File #: ACT 18-002 **Version:** 1 **Name:**

Type: Acceptance **Status:** Agenda Ready

File created: 12/27/2017 **In control:** Crime Control District

On agenda: 1/15/2018 **Final action:**

Title: Consideration of and action on a quarterly plan for expenditures for the period of January 1, 2018, through March 31, 2018.

Sponsors:

Indexes:

Code sections:

Attachments: [1st quarter 2018 ccpd](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Consideration of and action on a quarterly plan for expenditures for the period of January 1, 2018, through March 31, 2018.

Consideration of and action on a quarterly plan for expenditures for the period of January 1, 2018, through March 31, 2018.

Summary:

Approval of quarterly plan for expenditures through CCPD budget

Fiscal/Budgetary Impact:

The 2017-18 CCPD budget was reviewed and approved by the CCPD Board of Directors on July 10, 2017. It was further approved by Deer Park City Council on July 11, 2017. Of the approved items in the budget the attached are expected to be purchased or begin being purchased during the second quarter of the 2017-18 fiscal year.

There are still future payments in relationship to the Gun Range and Training Facility. These amount were not available at the time this Granicus entry was made. There have been complications to the facility caused by Hurricane Harvey. The extent of damage and how repairs will be funded is being discussed between Public Works and IKLO at this time. A budget amendment will be introduced at a later date when accurate amounts are known. At this point all CCPD funds are held pending completion of range and determination of repairs for berms. The facility was anticipated to be complete and paid for prior to the 2017-18 budget year.

Furthermore, we will be spending salary amount consistent with personnel assigned to the CCPD budget.

2nd Quarter Projected Expenditures

Rental Vehicle for Pro-Act Team & CID Sergeant	21,600.00
Annual Audit	2,000.00
K-9 Selection & Training expenses	1,410.00
Vehicle Registrations	718.00
Software - Other	79,566.00
OSSI Agency Licensing Fee	46,295.00
OSSI Agency Licensing Fee Paid	-46,047.31
OSSI Consortium Fee	17,500.00
Cellebrite UFED Annual License Renewal	3,999.00
Cellebrite UFED Annual License Renewal	-3,700.00
Extended Warranty on Dispatch Equipment	11,772.00
Extended Warranty on Dispatch Equipment	-11,771.28
Postage	327.00
File cabinets for Records	1,249.00
Scanner for Records	880.00
Desk for new CID office	4,000.00
Equipment for 6 new Tahoes	84,313.00
Plastics Plus Trunk Organizers (6)	14,772.00
Golden Eagle II Mounted Radars (5)	10,190.00
Golden Eagle II Mounted Radars (4)	-7,947.78
K-9 Equipment for replacement Narcotic Dog	5,020.00
Equipment for Firing Range Facility	26,029.00
DVD Recorder for CID	2,000.00
New desk and remodel workspace in Records	3,675.00
New desk and remodel workspace in Records	-3,338.45
Phase 2 of Rifle Vest Purchase	17,229.00
Riot Control Gear for 10 Officers & 1 Supervisor	11,142.00
Capital Outlay Projects:	
Building for weapons cleaning storage at Range	65,000.00
Data Lux Computer System for Patrol Tahoes (6)	42,994.00
K-9 narcotics Detection Dog	9,500.00
Reviver AED Package	15,293.00
WatchGuard In-Car video system	40,716.00
WatchGuard In-Car video system	-30,845.00
Patrol Tahoes (6) & Sedans (2)	273,734.00
Patrol Tahoes (5)	-167,434.70

Red Lettering indicates purchases in 1st quarter and amounts spent



Legislation Details (With Text)

File #: BUD 18-001 **Version:** 1 **Name:**

Type: Budget **Status:** Agenda Ready

File created: 1/11/2018 **In control:** Crime Control District

On agenda: 1/15/2018 **Final action:**

Title: Discussion of proposed FY 2018-2019 CCPD Budget Schedule.

Sponsors: City Manager's Office

Indexes:

Code sections:

Attachments: [BudgetCalendarFY2018-2019_council+boards](#)

Date	Ver.	Action By	Action	Result
1/15/2018	1	Crime Control District		

Discussion of proposed FY 2018-2019 CCPD Budget Schedule.

Summary:

The current fiscal year began on October 1, 2017 and ends on September 30, 2018. The 2018-2019 fiscal year will begin on October 1, 2018. Attached is the proposed FY 2018-2019 Budget schedule. The schedule shows the budget meetings pertaining to the CCPD Board as well as all other budget related workshops, meetings and hearings for the City Council, City staff, the FCPMSD Board, and the Deer Park Community Development Corporation (DPCDC). This schedule was designed to meet the all legal requirements relating to the budget. The key dates for the CCPD are shown below:

- May 14, 2018 at 5:15 PM. CCPD Meeting. The Police Department presents the proposed CCPD budget to CCPD Board. The Board will also schedule a public hearing on the proposed CCPD budget.
- June 11, 2018 at 5:15 PM. Public hearing. The CCPD Board conducts a public hearing on the proposed CCPD budget.
- July 9, 2018 at 5:15 PM. CCPD Meeting to adopt CCPD budget. The budget is then submitted to the City Council.

Also, although it is not shown on the calendar, the CCPD Board may also choose to conduct a budget workshop between the May 14 meeting and the July 9 meeting.

The schedule shows that City Council will hold its public hearing on the CCPD budget on August 21, 2018. Afterward, City Council either approves or rejects the CCPD Budget. If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.

Fiscal/Budgetary Impact:

Discuss the proposed schedule.

CITY OF DEER PARK
BUDGET SCHEDULE FOR FY 2018-2019
(INCLUDES COUNCIL, **CCPD**, **FCPEMSD** & **DPCDC**)

Date	Time	Meeting Description
April 2	1:30 PM	“Budget Kickoff” meeting to discuss FY 2018-2019 budget process and distribute budget materials.
April 23	5:30 PM	DPCDC Board of Directors reviews preliminary FY 2018-2019 DPCDC Budget
April 30 – May 24	TBD	City Manager/Assistant City Manager/Finance Director Meetings with Department Heads to discuss FY 2017-2018 budget estimates and FY 2018-2019 budget requests.
May 14	5:15 PM	CCPD Meeting – PD presents proposed CCPD budget to board. Board schedules public hearing on proposed budget (<i>Note: a P&Z Meeting is scheduled this evening.</i>)
May 14	5:45 PM	FCPEMSD Meeting – FD presents proposed FCPEMSD budget to board. Board schedules a public hearing on budget (<i>Note: a P&Z Meeting is scheduled this evening.</i>)
May 23		Notice for FCPEMSD public hearing on proposed FCPEMSD budget runs in newspaper.
May 23		Notice for CCPD public hearing on proposed CCPD budget runs in newspaper.
June 11	5:15 PM	CCPD public hearing on CCPD budget.
June 11	5:45 PM	FCPEMSD public hearing on FCPEMSD budget.
June 11	After P.H.	FCPEMSD budget workshop – (follows Public Hearing)
June 22	TBD	Distribute FY 2018-2019 Budget Workbooks to Council.
June 25	5:30 PM	City Council Budget Workshop.
June 26	5:30 PM	City Council Budget Workshop (<i>if necessary</i>).
July 9	5:15 PM	CCPD Meeting to adopt CCPD budget. (<i>Board submits budget to Council</i>)
July 9	5:45 PM	FCPEMSD meeting to adopt FCPEMSD budget. (<i>Board submits budget to Council</i>)
July 17	7:30 PM	City Council calls for public hearing on proposed CCPD and FCPEMSD budgets.
July 23	5:30 PM	DPCDC adopts FY 2018-2019 Budget and submits to Council.
July 25		Notice for Council public hearing on CCPD budget runs in newspaper.
July 25		Notice for Council public hearing on FCPEMSD budget runs in newspaper.
August 7	7:30 PM	City Manager presents proposed budget to City Council. Council calls public hearing on proposed City budget.
August 15		Notice for Council public hearing on City budget runs in newspaper.
August 21	7:30 PM	Public Hearing on proposed City budget.
August 21	7:30 PM	Council workshop on FY 2018-2019 DPCDC Budget
August 21	7:30 PM	City Council public hearing on proposed CCPD budget. City Council approves or rejects the CCPD Budget. If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.
August 21	7:30 PM	City Council public hearing on proposed FCPEMSD budget. City Council approves or rejects the FCPEMSD Budget. If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.
August 21	7:30 PM	City Council adopts FY 2018-2019 DPCDC Budget
Sept. 18	7:30 PM	City Council adopts FY 2018-2019 Budget.

CITY OF DEER PARK
BUDGET SCHEDULE FOR FY 2018-2019
(INCLUDES COUNCIL, **CCPD**, **FCPEMSD** & **DPCDC**)

Oct. 1

FY 2018-2019 begins.

DRAFT



Legislation Details (With Text)

File #: DIS 18-005 **Version:** 1 **Name:**
Type: Discussion **Status:** Agenda Ready
File created: 1/11/2018 **In control:** Crime Control District
On agenda: 1/15/2018 **Final action:**
Title: Discussion of 2018 CCPD Board of Directors Meeting schedule.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/15/2018	1	Crime Control District		

Discussion of 2018 CCPD Board of Directors Meeting schedule.

Summary:

The proposed 2018 CCPD Board of Directors Meeting schedule is as follows:

- January 15, 2018: Regular Board Meeting - 1st Quarter
- April 16, 2018: Regular Board Meeting - 2nd Quarter
- May 14, 2018: PD Presents proposed budget
- June 11, 2018: Public hearing on budget
- July 9, 2018: Adopt budget .Also, Regular Board Meeting - 3rd Quarter
- October 15, 2018: Regular Board Meeting - 4nd Quarter

Fiscal/Budgetary Impact:

Discussion the meeting schedule.