



Craig O'Sullivan, President
Donald Zuckero, Position 1
Smokey Mather, Position 2
George Pinder, Vice President

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

CALL TO ORDER

1. Approval of minutes of regular meeting on July 9, 2018.

[MIN 18-140](#)

Recommended Action: Approval

Attachments: [CD_MR_70918](#)

NEW BUSINESS

2. Consideration of and action on Election of Officers for 2018-2019.

[OFC 18-005](#)

Recommended Action: Elect Officers.

3. 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 18-006](#)

Recommended Action: Review and adopt the Investment Policy.

Department: Finance

Attachments: [CCPD Investment Policy - 2018](#)
[CCPD Investment Policy Review - 10.15.18](#)

4. Presentation of the Quarterly Financial Report for the FY 2017-2018 Fourth Quarter ending September 30, 2018.

[RPT 18-039](#)

Recommended Action: Accept the quarterly financial report for the FY 2017-2018 fourth quarter ended September 30, 2018.

Department: Finance Director Todd

Attachments: [CCPD - 2018 4Q Financials](#)

5. Consideration of and action on a quarterly plan for expenditures for the period of October 1, 2018, through December 31, 2018.

[AUT 18-075](#)

Recommended Action: Approval of Plan

Attachments: [ccpd granicus](#)

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.

6. Consideration of and action on an amendment to the agreement with the City of Deer Park for CCPD Personnel, Vehicles, Facilities, Equipment, and Investments.

[AGR 18-030](#)

Recommended Action: Approve the amendment to the agreement.

Department: City Manager's Office

Attachments: [Agreement-City CCPD-AMENDMENT #2 FY 2018-2019](#)
[Exhibit A - CCPD FY 2018-2019 Budget](#)

7. Discussion of CCPD Board of Directors meeting dates for FY 2018-2019.

[DIS 18-147](#)

Recommended Action: Discuss the Board of Directors meeting dates for FY 2018-2019.

ADJOURN

Shannon Bennett, TRMC
City Secretary

Posted on Bulletin Board
October 11, 2018

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 18-140 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 10/10/2018 **In control:** Crime Control District
On agenda: 10/15/2018 **Final action:**
Title: Approval of minutes of regular meeting on July 9, 2018.
Sponsors:
Indexes:
Code sections:
Attachments: [CD_MR_70918](#)

| Date | Ver. | Action By | Action | Result |
|------------|------|------------------------|--------|--------|
| 10/15/2018 | 1 | Crime Control District | | |

Approval of minutes of regular meeting on July 9, 2018.

Summary:

Fiscal/Budgetary Impact:

Approval

CITY OF DEER PARK

CCPD 1-147

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 JULY 09, 2018 BEGINNING AT 5:15 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

| | |
|------------------|----------------|
| CRAIG O’SULLIVAN | PRESIDENT |
| GEORGE PINDER | VICE PRESIDENT |
| DIANNA TAYLOR | MEMBER |
| BOB HOTTEN | MEMBER |
| SMOKEY MATHER | MEMBER |
| SHANNON BENNETT | SECRETARY |
| DONNA TODD | TREASURER |

1. MEETING CALLED TO ORDER – President Craig O’Sullivan called the meeting to order at 5:15 p.m.
2. APPROVAL OF MINUTES OF REGULAR MEETING OF APRIL 16, 2018 – Motion was made by Dianna Taylor and seconded by Bob Hotten to approve the minutes of the regular meeting on April 16, 2018. Motion carried unanimously.
3. APPROVAL OF MINUTES OF REGULAR MEETING ON MAY 14, 2018– Motion was made by Dianna Taylor and seconded by George Pinder to approve the minutes of the regular meeting on May 14, 2018. Motion carried unanimously.
4. APPROVAL OF MINUTES OF PUBLIC HEARING ON JUNE 11, 2018– Motion was made by Dianna Taylor and seconded by Bob Hotten to approve the minutes of the public hearing meeting on June 11, 2018. Motion carried unanimously.
5. CONSIDERATION OF AND ACTION ON APPROVING THE FY 2018-19 DEER PARK CRIME CONTROL AND PREVENTION DISTRICT BUDGET AND SUBMISSION TO CITY COUNCIL – Finance Director, Donna Todd, gave an overview of some minor changes to the budget. There was an additional \$12,941 for the OSSI Consortium fees. An additional \$30,000 has been included in the proposed budget for these maintenance services for the berms and grounds of the new firing range. An estimated adjustment for the District is \$14,396 due to a compensation study, which includes the recommendation for a 1.8 percent across-the-board salary adjustment for ongoing competitiveness based on “cost of labor” rather than “cost of living.” Employees of the District are paid on the same pay scale as the City, so this increase would affect the District. (Exhibit A1- A8)

Captain Wade Conner commented, “I would like to explain the fees that were added on. Frank Hart and I have gone out there and cleaned the place up a bit. It is going to require continual maintenance. The berms are going to have to be handled by hand until they are rebuilt. IKLO has been paid off and are no longer in contract with us. We are trying to get it up and running and hoping to have a ribbon cutting very soon. That is the explanation for the \$30,000 maintenance addition.”

Ms. Dianna Taylor asked, “Have we already found a contractor for the maintenance?”

Mr. Conner responded, “We have for the berms. He will probably be the contractor for the whole project.”

Motion was made by Bob Hotten and seconded by George Pinder to approve the FY 2018-19 CCPD Budget and submission to City Council.

6. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2017-2018 THIRD QUARTER ENDED JUNE 30, 2018 – Treasurer Donna Todd presented the Financial Report and highlighted the statement of revenues and expenditures. (Exhibit B1-B2)

Motion was made by George Pinder and seconded by Bob Hotten to accept the Financial Report as presented. Motion carried unanimously.

7. CONSIDERATION OF AND ACTION ON THE ELECTION OF VICE-PRESIDENT OF THE CRIME CONTROL AND PREVENTION (CCPD) BOARD OF DIRECTORS – Motion was made by Bob Hotten and seconded by Dianna Taylor to nominate George Pinder as Vice-President of the Crime Control and Prevention Board of Directors.

8. ADJOURN – President Craig O’Sullivan adjourned the meeting at 5:25 p.m.

ATTEST:

APPROVED:

Shannon Bennett, TRMC
Board Secretary

Craig O’Sullivan
President



Legislation Details (With Text)

File #: OFC 18-005 **Version:** 1 **Name:**
Type: Election of Officers **Status:** Agenda Ready
File created: 10/10/2018 **In control:** Crime Control District
On agenda: 10/15/2018 **Final action:**
Title: Consideration of and action on Election of Officers for 2018-2019.

Sponsors:

Indexes:

Code sections:

Attachments:

| Date | Ver. | Action By | Action | Result |
|------------|------|------------------------|--------|--------|
| 10/15/2018 | 1 | Crime Control District | | |

Consideration of and action on Election of Officers for 2018-2019.

Summary:

State law states the following:

- The Board shall elect from among its members a president and vice president.
- The board shall appoint a secretary.
- The person who performs the duties of auditor for the municipality shall serve as treasurer of the district.
- Each officer of the board serves for a term of one year.
- A vacancy in a board office shall be filled by the board for the unexpired term.

Current officers are:

President - Craig O'Sullivan

Vice-President - George Pinder

Secretary - Shannon Bennett

Treasurer - Donna Todd

Fiscal/Budgetary Impact:

N/A

Elect Officers.



Legislation Details (With Text)

File #: POL 18-006 **Version:** 1 **Name:**
Type: Policy **Status:** Agenda Ready
File created: 10/2/2018 **In control:** Crime Control District
On agenda: 10/15/2018 **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 - 2018](#)
[CCPD Investment Policy Review - 10.15.18](#)

| Date | Ver. | Action By | Action | Result |
|------------|------|------------------------|--------|--------|
| 10/15/2018 | 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 January 2018.

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 minor changes, including further clarification of the 2017 legislative changes incorporated in the last update. 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 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. Duncan-Williams, Inc.
- B. FTN Financial
- 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 Chapter 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 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 – 2018
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 January 2018.

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 minor changes, including further clarification of the 2017 legislative changes incorporated in the last update. These changes have been incorporated in the District's investment policy and are summarized below:

VIII. Authorized Investments – In subsection (E) the security for a certificate of deposit or any other deposit is "in accordance with Section 2256.010 of the Act." The specific reference to Section 2256.010 has been deleted to convey the broader perspective of the Act as a whole.

XIV. Qualified Financial Institutions and Broker/Dealers – Last year, one of the authorized broker/dealers was part of a merger and had a name change, which was reflected in the list of broker/dealers authorized to engage in investment transactions with the City as "FTN Financial (formerly Coastal Securities, Inc.)." Since the former name of the firm is no longer germane, it has been deleted. The current list of authorized broker/dealers is as follows:

Duncan-Williams, Inc.
FTN Financial
Hilltop Securities
Wells Fargo Securities, LLC

XVII. Depositories – The abbreviated "Ch." was spelled out as "Chapter" in reference to Chapter 2257, which is the Public Funds Collateral Act.

XXI. Certification Form – With the 2017 changes to the Act, a certification form is only required from business organizations. This section still had a reference to any "person or business organization" but should only reference "business organization" so the phrase "person or" has been deleted.



Legislation Details (With Text)

File #: RPT 18-039 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 10/2/2018 **In control:** Crime Control District
On agenda: 10/15/2018 **Final action:**
Title: Presentation of the Quarterly Financial Report for the FY 2017-2018 Fourth Quarter ending September 30, 2018.
Sponsors: Donna Todd
Indexes:
Code sections:
Attachments: [CCPD - 2018 4Q Financials](#)

| Date | Ver. | Action By | Action | Result |
|------------|------|------------------------|--------|--------|
| 10/15/2018 | 1 | Crime Control District | | |

Presentation of the Quarterly Financial Report for the FY 2017-2018 Fourth Quarter ending September 30, 2018.

Summary: Review and discussion of the preliminary and unaudited quarterly financial report for the District's FY 2017-2018 fourth quarter ended September 30, 2018.

Total Revenue - \$1,375,755

Total Expenditures - \$1,120,916, including \$529,417 of capital outlay

Total Assets - \$4,916,856

Note: total revenue includes sales tax revenue collected through July 2018 as the August and September collections will not be paid to the City until October and November 2018, respectively. Those revenues will be accrued for fiscal year 2017-2018.

Fiscal/Budgetary Impact:

N/A.

Accept the quarterly financial report for the FY 2017-2018 fourth quarter ended September 30, 2018.

**CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
FISCAL YEAR 2018**

September 30, 2018 PRELIMINARY

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 | \$ 1,706,194.29 |
| Accounts Receivable | - |
| Due To/Due From | - |
| Capital Assets | 1,726,101.50 |
| Depreciation | (1,117,754.16) |
| Construction-In-Progress | 2,512,206.50 |
| Deferred Outflows (Pension - GASB 68) | 90,108.00 |
| Total Assets | <u>\$ 4,916,856.13</u> |
| <u>Liabilities & Equity</u> | |
| Payables | \$ 96,498.59 |
| Capital Leases Payable | - |
| Net Pension Obligation (GASB 68) | 171,984.84 |
| Due To/Due From | - |
| Total Liabilities | <u>268,483.43</u> |
| <u>Fund Equity</u> | |
| Fund Balance | 4,389,010.45 |
| Deferred Inflows (Pension - GASB 68) | 4,523.60 |
| Revenues Over/(Under) Expenditures | 254,838.65 |
| Total Fund Equity | <u>4,648,372.70</u> |
| Total Liabilities & Equity | <u>\$ 4,916,856.13</u> |

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

| | Q1 <u>12/31/17</u> | Q2 <u>03/31/18</u> | Q3 <u>06/30/18</u> | Q4 <u>09/30/18</u> | YTD <u>Total</u> | Amended <u>Budget</u> | Remaining <u>Budget</u> |
|-----------------------------------|------------------------|-----------------------|-----------------------|-----------------------|----------------------|--------------------------|----------------------------|
| <u>Revenues</u> | | | | | | | |
| Sales Tax Revenue | \$ 144,488.08 | \$ 421,466.95 | \$ 436,537.76 | \$ 366,892.28 | \$ 1,369,385.07 | \$ 1,366,800.00 | \$ (2,585.07) |
| Investment Revenue | 304.99 | 133.76 | 246.97 | 5,683.91 | 6,369.63 | - | (6,369.63) |
| Prior Year Revenue (Reserves) | - | - | - | - | - | 675,296.00 | 675,296.00 |
| Total Revenue | <u>144,793.07</u> | <u>421,600.71</u> | <u>436,784.73</u> | <u>372,576.19</u> | <u>1,375,754.70</u> | <u>2,042,096.00</u> | <u>666,341.30</u> |
| <u>Expenditures</u> | | | | | | | |
| Salaries & Benefits | 55,364.30 | 76,213.59 | 86,848.96 | 99,477.26 | 317,904.11 | 693,739.00 | 375,834.89 |
| Services | 64,568.34 | 8,219.00 | 3,735.75 | 29,085.20 | 105,608.29 | 105,294.00 | (314.29) |
| Supplies | 7,954.86 | 57,555.26 | 21,633.36 | 76,493.36 | 163,636.84 | 180,826.00 | 17,189.16 |
| Maintenance | - | - | - | 4,350.00 | 4,350.00 | - | (4,350.00) |
| Other | - | - | - | - | - | 15,000.00 | 15,000.00 |
| Sub-total Operating Expenditures | <u>127,887.50</u> | <u>141,987.85</u> | <u>112,218.07</u> | <u>209,405.82</u> | <u>591,499.24</u> | <u>994,859.00</u> | <u>403,359.76</u> |
| Capital Expenditures | <u>205,591.37</u> | <u>44,018.33</u> | <u>278,221.76</u> | <u>1,585.35</u> | <u>529,416.81</u> | <u>1,047,237.00</u> | <u>517,820.19</u> |
| Total Expenditures | <u>333,478.87</u> | <u>186,006.18</u> | <u>390,439.83</u> | <u>210,991.17</u> | <u>1,120,916.05</u> | <u>2,042,096.00</u> | <u>921,179.95</u> |
| Revenue Over/(Under) Expenditures | <u>\$ (188,685.80)</u> | <u>\$ 235,594.53</u> | <u>\$ 46,344.90</u> | <u>\$ 161,585.02</u> | <u>\$ 254,838.65</u> | <u>\$ -</u> | <u>\$ (254,838.65)</u> |

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 | 144,324.10 | | |
| Feb 2018 | 164,039.91 | | |
| Mar 2018 | 113,102.94 | | |
| Apr 2018 | 162,426.63 | | |
| May 2018 | 148,330.87 | | |
| Jun 2018 | 125,780.26 | | |
| Jul 2018 | 120,073.33 | | |
| Aug 2018 | 131,921.80 | | |
| Sep 2018 | 114,897.15 | | |
| YTD Total | <u>\$ 1,369,385.07</u> | <u>Budget</u> | <u>% of Budget</u> |
| Annual | <u>\$ 1,369,385.07</u> | <u>\$ 1,366,800.00</u> | 100.19% |

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 | 144,324.10 | 129,898.74 | 130,881.95 | 111,141.87 |
| Feb | 164,039.91 | 164,199.36 | 141,347.47 | 139,476.02 |
| Mar | 113,102.94 | 103,194.16 | 121,029.34 | 106,445.57 |
| Apr | 162,426.63 | 118,942.19 | 128,214.52 | 105,133.86 |
| May | 148,330.87 | 168,849.74 | 142,313.64 | 124,611.02 |
| Jun | 125,780.26 | 120,858.58 | 138,994.62 | 119,163.37 |
| Jul | 120,073.33 | 137,048.43 | 146,669.87 | 131,549.29 |
| Aug | 131,921.80 | 133,256.62 | 192,621.50 | 136,548.35 |
| Sep * | 114,897.15 | 387,025.09 | 415,998.23 | 442,191.55 |
| Annual | <u>\$ 1,369,385.07</u> | <u>\$ 1,607,890.69</u> | <u>\$ 1,688,740.04</u> | <u>\$ 1,533,053.64</u> |
| YTD Total | \$ 1,369,385.07 | \$ 1,607,890.69 | \$ 1,688,740.04 | \$ 1,533,053.64 |

* 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.

This preliminary report does not reflect the current year's accrued sales tax revenue for the months of August and September.



Legislation Details (With Text)

File #: AUT 18-075 **Version:** 1 **Name:**
Type: Authorization **Status:** Agenda Ready
File created: 9/24/2018 **In control:** Crime Control District
On agenda: 10/15/2018 **Final action:**
Title: Consideration of and action on a quarterly plan for expenditures for the period of October 1, 2018, through December 31, 2018.
Sponsors:
Indexes:
Code sections:
Attachments: [ccpd granicus](#)

| Date | Ver. | Action By | Action | Result |
|------------|------|------------------------|--------|--------|
| 10/15/2018 | 1 | Crime Control District | | |

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

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

Budget for these expenditures was adopted on September 25, 2018.

Summary:

Approval of quarterly plan for expenditures through CCPD budget

Fiscal/Budgetary Impact:

Approximately \$632,353 excluding salaries. See attached.

Approval of Plan

| | |
|---|--------|
| Rental Vehicles for ProAct Team & CID Sergeant | 21,600 |
| Annual Audit | 2,000 |
| Accreditation Manager Training - on line | 675 |
| Train & re-certify Investigator in Cellebrite | 1,295 |
| Vehicle Registrations for PD Fleet | 671 |
| Leads on Line | 4,748 |
| Lexis Nexis | 5,025 |
| OSSI Agency Licensing Fee | 46,295 |
| OSSI Consortium Fee | 30,441 |
| Cellebrite UFED Annual License Renewal | 3,999 |
| Extended Warranty for Dispatch Equipment | 12,379 |
| ADOBE Software to convert training files to PDF | 750 |
| IA Pro Professional Standards Software | 13,385 |
| LPR License Agreement (Vigilant) | 6,000 |
| SolarWinds Serv-U License for Records | 3,024 |
| Installation of new modems & antennas in fleet | 5,271 |

SUPPLIES

| | |
|---|--------|
| Postage | 327 |
| Media & Presentation Curtain | 539 |
| Modems & Antennas for fleet | 13,047 |
| AED Package/ Ambu Bags/ Trauma Kits | 7,700 |
| DataLux Tracer systems (5) w/printer, DL Swipe, puck | 30,661 |
| Equipment for 5 new Tahoes | 66,706 |
| Golden Eagle II Radars (6) | 11,731 |
| Laptop Computer for Training Facility | 1,700 |
| LED Monitors & Stands for Records (3) | 831 |
| New refrigerator for Employee breakroom, Dispatch & EOC | 3,465 |
| Plastics Plus Trunk organizers (5) | 12,459 |
| Projector for Briefing Room | 800 |
| Replace 20 chairs at PD | 8,204 |
| Stop Stick (7) | 3,337 |
| Wind & water tight storage container | 2,785 |
| Equipment for firing range & training facility | 30,000 |
| Riot Gear for new member & repairs to equipment | 2,000 |
| SWAT Gas Masks & filters | 1,413 |
| Replace 7 Tactical carriers | 10,752 |

Maintenance

| | |
|-------------------------------------|-------|
| Datalux Tracer Maintenance/ Repairs | 1,500 |
|-------------------------------------|-------|

| | |
|---|--------|
| Paint Sally port & Juvenile detainee cell | 27,762 |
| Re-cover lobby furniture at the PD | 2,326 |
| Tune & Align radios not under warranty | 5,163 |
| HVAC Shutdown to connect AHU-2 & AHU-3 | 2,695 |

CAPITAL OUTLAY

| | |
|--|---------|
| Gun Range Remaining Construction Costs | 414,000 |
| Building for weapons cleaning storage at range | 65,000 |
| Watch Guard In-Car Video System (5) | 32,942 |
| Cellebrite | 69,500 |
| Crisis Throw Phone | 19,700 |
| Replace A/C in EOC & Dispatch | 18,135 |
| Replace Server/hardware for Higher Ground System | 19,521 |
| VHF equipment for Crossing Guard Channel | 6,365 |
| Patrol Tahoes (5) | 184,179 |



Legislation Details (With Text)

| | | | | | |
|-----------------------|---|----------------------|---|------------------------|--|
| File #: | AGR 18-030 | Version: | 1 | Name: | |
| Type: | Agreement | Status: | | Agenda Ready | |
| File created: | 10/10/2018 | In control: | | Crime Control District | |
| On agenda: | 10/15/2018 | Final action: | | | |
| Title: | Consideration of and action on an amendment to the agreement with the City of Deer Park for CCPD Personnel, Vehicles, Facilities, Equipment, and Investments. | | | | |
| Sponsors: | City Manager's Office | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | Agreement-City CCPD-AMENDMENT #2 FY 2018-2019 Exhibit A - CCPD FY 2018-2019 Budget | | | | |

| Date | Ver. | Action By | Action | Result |
|------------|------|------------------------|--------|--------|
| 10/15/2018 | 1 | Crime Control District | | |

Consideration of and action on an amendment to the agreement with the City of Deer Park for CCPD Personnel, Vehicles, Facilities, Equipment, and Investments.

Summary:

In May of 2011 the citizens of Deer Park voted to create the Deer Park Crime Control Prevention District (CCPD). In November of 2011 the City Council and the CCPD Board of Directors entered into an agreement for Personnel, Vehicles, Facilities and Equipment. The CCPD has no staff and rather than duplicate services, the City and CCPD entered into this agreement, whereby, the City performs administrative services for the district such as purchasing and hiring and supervising employees. The original agreement was for the 2011-2012 fiscal year but contained a provision allowing the parties to amend the agreement. The agreement was amended four times as follows: in 2012 for FY 2012-2013, in 2013 for FY 2013-2014, in 2014 for FY 2014-2015, in 2015 for FY 2015-2016.

In May of 2016 the citizens of Deer Park voted to continue the CCPD for a period of ten (10) years. In October 2016 a new agreement between the City and the CCPD was approved rather than continuing to amend the original agreement each year. For FY 2017-2018, an amendment to the agreement was approved. At this time, a second amendment is being proposed to cover the 2018-2019 fiscal year. The adopted FY 2018-2019 Budget is also attached as Exhibit A. Funding comes from the dedicated 1/4% sales and use tax.

Fiscal/Budgetary Impact:

The cost of all of the CCPD's programs for FY 2018-2019 will come from the dedicated CCPD 1/4% sales and use tax.

Approve the amendment to the agreement.

AMENDMENT NO. 2 TO THE AGREEMENT FOR PERSONNEL, VEHICLES, FACILITES AND EQUIPMENT

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, an Agreement for Personnel, Vehicles, Facilities and Equipment (the “Agreement”) was executed in October 2016, by and between the CITY OF Deer Park, a municipal corporation located in Harris County, Texas, (the “City”) and the DEER PARK CRIME CONTROL AND PREVENTION DISTRICT, a crime control and prevention district created under Chapter 363 of the Texas Local Government Code, as amended, (the “Act”) and located in Harris County, Texas, (the “District”).

WHEREAS, Section 5 of said Agreement provides that term of the Agreement shall be October 1, 2016, and ending one year after the date the District first levies taxes for District purposes, unless sooner terminated by either party hereto pursuant to the terms hereof or unless the District is dissolved prior to such time). The agreement further provides that it may be extended by mutual consent of the governing bodies of both parties. Any such extension or amendment of this agreement will be in writing.

WHEREAS, in 2017 Amendment No. 1 to the agreement was approved, wherein, it was agreed by the City and the District that the Agreement be extended for one additional year, beginning on October 1, 2017, and ending one year after the date the District first levies taxes for District purposes, unless sooner terminated by either party hereto pursuant to the terms hereof or unless the District is dissolved prior to such time. It was further agreed that this Agreement may be further extended by mutual consent of the governing bodies of both parties, and that any such extension or amendment will be in writing.

WHEREAS, for and in consideration of the mutual covenants herein contained, it is agreed by the City and the District that the Agreement shall be extended for one additional year, beginning on October 1, 2018, and ending one year after the date the District first levies taxes for District purposes, unless sooner terminated by either party hereto pursuant to the terms hereof or unless the District is dissolved prior to such time. It is further agreed that this Agreement may be further extended by mutual consent of the governing bodies of both parties, and that any such extension or amendment will be in writing.

WHEREAS, the Agreement is hereby amended to include the following additional provisions:

1. Funds to be provided by the District.

For and in consideration of the services to be provided by the City in furtherance of the District’s programs, the District shall provide the funds to the City for the actual costs of such programs for FY 2018-2019. A summary of the funds to be provided by the District for FY 2018-2019 is below. The adopted budget for FY 2018-2019 is included in the attached Exhibit A.

| Type of Expenditure | Amount |
|------------------------------|------------------------|
| Personnel & Related | \$ 686,418.00 |
| Services | \$ 157,558.00 |
| Supplies | \$ 208,457.00 |
| Repairs & Maintenance | \$ 69,446.00 |
| Other Operating Expenditures | \$ 14,396.00 |
| Capital Outlay | \$ 829,342.00 |
| Transition Fund | \$ 0.00 |
| Total Expenditures | \$ 1,965,617.00 |

Unless otherwise provided, all payments required to be made herein shall be payable on or before 30 days after the District receives the sales and use tax levied pursuant to the provisions of the Act from the State comptroller. While the District receives such funds from the State on a monthly basis, the District's obligations under this Agreement are on a yearly basis. As such, any funds received by the District during an agreement year and/or any prior year shall be applied to the actual expenses incurred during each year, regardless of when they are received.

The City understands and agrees that the District's obligation for payment under this Agreement shall at no time exceed the amount of sales and use tax revenue received by the District in any agreement year. If adequate funds are not received, the District shall have the obligation to pay the revenues actually received and the City shall be obligated to expend only to the extent that such revenues cover the programs enumerated hereinabove.

All other provisions of the Agreement shall remain in full force and effect.

The officers executing this Agreement on behalf of the parties hereby represent that such officers have full authority to execute this Agreement and to bind the party he/she represents.

IN WITNESS WHEREOF, the parties have made and executed this contract in multiple copies, each of which shall be an original.

CITY OF DEER PARK

**DEER PARK CRIME CONTROL AND
PREVENTION DISTRICT**

JERRY MOUTON, JR., Mayor

_____, President

ATTEST:

ATTEST:

SHANNON BENNETT, City Secretary

SHANNON BENNETT, Secretary

Date Signed: _____

Date Signed: _____

CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
2018-2019 ANNUAL BUDGET

REVENUE SUMMARY

| DESCRIPTION | ACTUAL 16-17 | BUDGET 17-18 | ESTIMATED 17-18 | REQUESTED 18-19 | PROJECTED 18-19 |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Tax Revenue | \$ 1,607,891 | \$ 1,366,800 | \$ 1,525,700 | \$ 1,435,200 | \$ 1,435,200 |
| Other Revenue | 41,707 | - | 10,800 | 11,000 | 11,000 |
| Prior Year Revenue | <u>1,052,897</u> | <u>75,296</u> | <u>-</u> | <u>462,080</u> | <u>519,417</u> |
| Total Revenue | <u>\$ 2,702,495</u> | <u>\$ 1,442,096</u> | <u>\$ 1,536,500</u> | <u>\$ 1,908,280</u> | <u>\$ 1,965,617</u> |

**CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
2018-2019 ANNUAL BUDGET**

| DESCRIPTION | ACTUAL 16-17 | BUDGET 17-18 | ESTIMATED 17-18 | REQUESTED 18-19 | PROJECTED 18-19 |
|----------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>3100 TAX REVENUE</u> | | | | | |
| 3120 Sales Tax Revenue | \$ 1,607,891 | \$ 1,366,800 | \$ 1,525,700 | \$ 1,435,200 | \$ 1,435,200 |
| Total Tax Revenue | <u>1,607,891</u> | <u>1,366,800</u> | <u>1,525,700</u> | <u>1,435,200</u> | <u>1,435,200</u> |
| <u>3600 OTHER REVENUE</u> | | | | | |
| 3614 Sale of Surplus Material | 6,761 | - | 10,000 | 10,000 | 10,000 |
| 3620 Investment Revenue | 1,596 | - | 800 | 1,000 | 1,000 |
| 3630 Insurance Reimbursement | <u>33,350</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total Other Revenue | <u>41,707</u> | <u>-</u> | <u>10,800</u> | <u>11,000</u> | <u>11,000</u> |
| Prior Year Revenue | <u>1,052,897</u> | <u>75,296</u> | <u>-</u> | <u>462,080</u> | <u>519,417</u> |
| TOTAL REVENUE | <u>\$ 2,702,495</u> | <u>\$ 1,442,096</u> | <u>\$ 1,536,500</u> | <u>\$ 1,908,280</u> | <u>\$ 1,965,617</u> |

**CITY OF DEER PARK
2018-2019 ANNUAL BUDGET
CRIME CONTROL AND PREVENTION DISTRICT EXPENDITURE SUMMARY**

| DEPARTMENT | ACTUAL 16-17 | BUDGET 17-18 | ESTIMATED 17-18 | REQUESTED 18-19 | PROPOSED 18-19 |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Total Police Services | \$ 2,702,495 | \$ 1,442,096 | \$ 1,131,519 | \$ 1,908,280 | \$ 1,965,617 |
| TOTAL EXPENDITURES | \$ 2,702,495 | \$ 1,442,096 | \$ 1,131,519 | \$ 1,908,280 | \$ 1,965,617 |

**CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
2018-2019 ANNUAL BUDGET**

EXPENDITURE SUMMARY

| DESCRIPTION | ACTUAL 16-17 | BUDGET 17-18 | ESTIMATED 17-18 | REQUESTED 18-19 | PROPOSED 18-19 |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel & Related | \$ 356,357 | \$ 693,739 | \$ 329,900 | \$ 686,418 | \$ 686,418 |
| Services | 79,919 | 105,294 | 100,261 | 144,617 | 157,558 |
| Supplies | 108,320 | 180,826 | 166,706 | 208,457 | 208,457 |
| Repairs & Maintenance | - | - | 15,000 | 39,446 | 69,446 |
| Other Operating Expenditures | - | 15,000 | - | - | 14,396 |
| Capital Outlay | 2,157,900 | 447,237 | 519,652 | 829,342 | 829,342 |
| Transition Fund | - | - | - | - | - |
| Total Expenditures | \$ 2,702,495 | \$ 1,442,096 | \$ 1,131,519 | \$ 1,908,280 | \$ 1,965,617 |

PERSONNEL SCHEDULE

| | | | | | |
|---------------------------|---|---|---|---|---|
| Crime Prevention Officer | 1 | 1 | 1 | 1 | 1 |
| Sergeant - Investigations | 1 | 1 | 1 | 1 | 1 |
| Pro-Act Investigators | 0 | 2 | 2 | 2 | 2 |
| Dispatcher | 3 | 3 | 3 | 3 | 3 |

PROGRAM DESCRIPTION

The purpose of this special revenue district is to enhance the capability of law enforcement and to further crime prevention programs in Deer Park.

**CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
2018-2019 ANNUAL BUDGET**

| DESCRIPTION | ACTUAL 16-17 | BUDGET 17-18 | ESTIMATED 17-18 | REQUESTED 18-19 | PROPOSED 18-19 |
|--|-----------------|-----------------|--------------------|--------------------|-------------------|
| <u>4100 PERSONNEL & RELATED</u> | | | | | |
| 4101 Salaries - Full Time | \$ 230,046 | \$ 458,861 | \$ 233,300 | \$ 467,310 | \$ 467,310 |
| 4104 Salaries - Overtime | 12,066 | 20,000 | 19,250 | 20,000 | 20,000 |
| 4106 Social Security/Medicare | 18,436 | 36,304 | 19,100 | 37,035 | 37,035 |
| 4107 TMRS | 36,278 | 69,224 | 36,900 | 70,731 | 70,731 |
| 4108 Health & Life Insurance | 34,920 | 105,852 | 19,550 | 88,632 | 88,632 |
| 4109 Workers Compensation | 1,358 | 3,273 | 1,700 | 2,485 | 2,485 |
| 4114 Section 125 Admin Fee | 56 | 225 | 100 | 225 | 225 |
| 4117 Health Savings Account | - | - | - | - | - |
| 4197 Pension Expense | 23,197 | - | - | - | - |
| Total Personnel & Related | 356,357 | 693,739 | 329,900 | 686,418 | 686,418 |
| <u>4200 SERVICES</u> | | | | | |
| 4231 Equipment Rental | 9,000 | 21,600 | 15,600 | 21,600 | 21,600 |
| 4239 Audit Fee | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 4250 Training & Travel | 18 | 1,410 | 2,500 | 1,970 | 1,970 |
| 4252 Dues & Fees | 297 | 718 | 718 | 10,444 | 10,444 |
| 4279 Software - Other | 68,603 | 79,566 | 79,019 | 103,332 | 116,273 |
| 4290 Contract Labor | - | - | 424 | 5,271 | 5,271 |
| Total Services | 79,919 | 105,294 | 100,261 | 144,617 | 157,558 |
| <u>4300 SUPPLIES</u> | | | | | |
| 4304 Data Processing Supplies | 629 | - | - | - | - |
| 4307 Postage | 7 | 327 | 40 | 327 | 327 |
| 4308 Small Tools & Minor Equipment | 107,684 | 152,128 | 140,889 | 193,965 | 193,965 |
| 4314 Protective Clothing | - | 28,371 | 25,777 | 14,165 | 14,165 |
| Total Supplies | 108,320 | 180,826 | 166,706 | 208,457 | 208,457 |
| <u>4400 REPAIRS & MAINTENANCE</u> | | | | | |
| 4402 Machinery & Equipment | - | - | - | 1,500 | 1,500 |
| 4404 Buildings | - | - | - | 30,088 | 30,088 |
| 4405 Radios | - | - | - | 5,163 | 5,163 |
| 4409 Air Conditioners | - | - | - | 2,695 | 2,695 |
| 4412 Grounds Maintenance | - | - | 15,000 | - | 30,000 |
| Total Repairs & Maintenance | - | - | 15,000 | 39,446 | 69,446 |
| <u>4500 OTHER OPERATING EXP.</u> | | | | | |
| 4511 Salary Contingency | - | 15,000 | - | - | 14,396 |
| Total Other Operating Exp. | - | 15,000 | - | - | 14,396 |

**CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
2018-2019 ANNUAL BUDGET**

| DESCRIPTION | ACTUAL 16-17 | BUDGET 17-18 | ESTIMATED 17-18 | REQUESTED 18-19 | PROPOSED 18-19 |
|-----------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <u>4900 CAPITAL OUTLAY</u> | | | | | |
| 4902 Buildings | 1,126,627 | 65,000 | 188,456 | 479,000 | 479,000 |
| 4904 Machinery & Equipment | 703,850 | 108,503 | 98,907 | 166,163 | 166,163 |
| 4906 Automobiles & Light Trucks | 141,635 | 273,734 | 232,289 | 184,179 | 184,179 |
| 4908 Lease Purchase | 185,788 | - | - | - | - |
| 4941 Consulting Engineer Fee | - | - | - | - | - |
| Total Capital Outlay | <u>2,157,900</u> | <u>447,237</u> | <u>519,652</u> | <u>829,342</u> | <u>829,342</u> |
| TOTAL OPERATING BUDGET | 2,702,495 | 1,442,096 | 1,131,519 | 1,908,280 | 1,965,617 |
| Transition Fund | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL EXPENDITURES | <u>\$ 2,702,495</u> | <u>\$ 1,442,096</u> | <u>\$ 1,131,519</u> | <u>\$ 1,908,280</u> | <u>\$ 1,965,617</u> |

**CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
2018-2019 ANNUAL BUDGET**

| | | | |
|---------------------------------------|--|--------|----------------|
| 4100 - PERSONNEL & RELATED | | | |
| 4101 | Salaries - Full Time | \$ | 467,310 |
| 4104 | Overtime | | 20,000 |
| | Various Benefits (Total) | | 199,108 |
| | TOTAL PERSONNEL | | 686,418 |
| 4200 - SERVICES | | | |
| 4231 | Rental Vehicles for ProAct Team & CID Sergeant | | 21,600 |
| 4239 | Annual Audit | | 2,000 |
| 4250 | Training | | 1,970 |
| | Accreditation Manager Training (on-line) | 675 | |
| | Train & re-certify Investigator in Cellebrite System | 1,295 | |
| 4252 | Dues & Fees | | 10,444 |
| | Vehicle Registrations for PD Fleet | 671 | |
| | LeadsOnline annual subscription | 4,748 | |
| | Lexis Nexis annual subscription | 5,025 | |
| 4279 | Software - Other | | 116,273 |
| | OSSI Agency Licensing Fee | 46,295 | |
| | OSSI Consortium Fee | 30,441 | |
| | Cellebrite UFED Annual License Renewal | 3,999 | |
| | Extended Warranty for Dispatch Equipment | 12,379 | |
| | ADORE Software to convert training files to PDF | 750 | |
| | IA Pro Professional Standards Software | 13,385 | |
| | LPR License Agreement (Vigilant) | 6,000 | |
| | SolarWinds Serv-U License for Records | 3,024 | |
| 4290 | Contract Labor | | 5,271 |
| | Installation of new Modems & Antennas in fleet | 5,271 | |
| | TOTAL SERVICES | | 157,558 |
| 4300 - SUPPLIES | | | |
| 4307 | Postage | | 327 |
| 4308 | Equipment | | 193,965 |
| | Media & Presentation Curtain | 539 | |
| | Modems & Antennas for fleet | 13,047 | |
| | AED Package/ Ambu Bags/ Trauma Kits | 7,700 | |
| | DataLux Tracer systems (5) w/printer, accessories | 30,661 | |
| | Equipment for (5) new Tahoes | 66,706 | |
| | Golden Eagle II Radars (6) | 11,731 | |
| | Laptop Computer for Training Facility | 1,700 | |
| | LED Monitors & Stands for Records (3) | 831 | |
| | Refrigerators (3) for Breakroom, Dispatch & EOC | 3,465 | |
| | Plastics Plus trunk organizers (5) | 12,459 | |
| | Projector for Briefing Room | 800 | |
| | Replace 20 chairs in PD | 8,204 | |
| | Stop Stick (7) | 3,337 | |
| | Wind & water tight storage container | 2,785 | |
| | Equipment for firing range & training facility | 30,000 | |
| 4314 | Protective Clothing | | 14,165 |
| | Riot Gear for new member & repairs to equipment | 2,000 | |
| | SWAT Gas Masks & Filters | 1,413 | |
| | Replace 7 Tactical Carriers | 10,752 | |
| | TOTAL SUPPLIES | | 208,457 |

**CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
2018-2019 ANNUAL BUDGET**

| | | | |
|--|--|---------|----------------------------|
| 4400 - MAINTENANCE | | | |
| 4402 | Equipment Maintenance | | 1,500 |
| | DataLux Tracer maintenance/repairs | 1,500 | |
| 4404 | Building Maintenance | | 30,088 |
| | Paint Sally Port & Juvenile Detainee Cell | 27,762 | |
| | Re-cover lobby furniture at the PD | 2,326 | |
| 4405 | Radio Maintenance | | 5,163 |
| | Tune & align radios not under warranty | 5,163 | |
| 4409 | A/C Maintenance | | 2,695 |
| | HVAC Shutdown to connect AHU-2 & AHU-3 | 2,695 | |
| 4412 | Grounds Maintenance | | 30,000 |
| | Grounds maintenance for the new firing range | 30,000 | |
| TOTAL MAINTENANCE | | | <u>69,446</u> |
| 4500 - OTHER OPERATING EXPENDITURES | | | |
| 4511 | Salary Contingency | | 14,396 |
| | 1.8% salary adjustment per Compensation Study | | |
| | | | <u>14,396</u> |
| 4900 - CAPITAL OUTLAY | | | |
| 4902 | Building | | 479,000 |
| | Gun range remaining construction costs | 414,000 | |
| | Building for weapons cleaning storage at range | 65,000 | |
| 4904 | Specialized Equipment | | 166,163 |
| | Watch Guard In-Car Video System (5) | 32,942 | |
| | Cellebrite | 69,500 | |
| | Crisis Throw Phone | 19,700 | |
| | Replace A/C in EOC & Dispatch | 18,135 | |
| | Replace server/hardware for Higher Ground System | 19,521 | |
| | VHF equipment for Crossing Guard Channel | 6,365 | |
| 4906 | Vehicles | | 184,179 |
| | Patrol Tahoes (5) | 184,179 | |
| TOTAL CAPITAL OUTLAY | | | <u>829,342</u> |
| TOTAL BUDGETED EXPENDITURES | | | <u><u>\$ 1,965,617</u></u> |



Legislation Details (With Text)

File #: DIS 18-147 **Version:** 1 **Name:**
Type: Discussion **Status:** Agenda Ready
File created: 10/11/2018 **In control:** Crime Control District
On agenda: 10/15/2018 **Final action:**
Title: Discussion of CCPD Board of Directors meeting dates for FY 2018-2019.
Sponsors:
Indexes:
Code sections:
Attachments:

| Date | Ver. | Action By | Action | Result |
|------------|------|------------------------|--------|--------|
| 10/15/2018 | 1 | Crime Control District | | |

Discussion of CCPD Board of Directors meeting dates for FY 2018-2019.

Summary:

The CCPD Board of Directors has historically held regular quarterly meetings on the 3rd Monday of the 1st month of each quarter for the months of October, January and April. The exception is July, in which the Board has typically met on the 2nd Monday in order to meet the budget timetable. Also, in the past special meetings have been called in May and June related to the budget. Based on past practice, the meeting dates for FY 2018-2019 are expected to be as follows:

Monday, October 15, 2018 - Regular Meeting

Monday, January 15, 2019 - Regular Meeting

Monday - April 15, 2019 - Regular Meeting

*Monday - May 13, 2019 - Special Meeting (PD submits proposed FY 2019-2020 Budget & Call Public Hearing on Budget)

*Monday, June 10, 2019 - Public Hearing on Budget

*Monday, July 8, 2019 - Regular Meeting & Adopt Budget

* Tentative dates, subject to possible change

Fiscal/Budgetary Impact:

N/A

Discuss the Board of Directors meeting dates for FY 2018-2019.