



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

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

CALL TO ORDER

1. Approval of minutes of regular meeting held on October 15, 2018.

[MIN 19-020](#)

Recommended Action: Approval

Attachments: [CD_MR_101518](#)

NEW BUSINESS

2. Presentation of the Quarterly Financial Report for the FY 2018-2019 First Quarter ending December 31, 2018.

[RPT 19-002](#)

Recommended Action: Accept the quarterly financial report for the FY 2018-2019 first quarter ended December 31, 2018.

Department: Finance Director Todd

Attachments: [CCPD - 2019 1Q Financials](#)

3. Consideration of and action on a quarterly plan for expenditures for the period of January 4, 2019, through March 31, 2019.

[ACT 19-001](#)

Attachments: [ccpd expenditures 1st quarter 2019](#)

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

[DIS 19-010](#)

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

ADJOURN

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.

*Shannon Bennett, TRMC
City Secretary*

*Posted on Bulletin Board
January 18, 2019*

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 19-020 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 1/17/2019 **In control:** Crime Control District
On agenda: 1/21/2019 **Final action:**
Title: Approval of minutes of regular meeting held on October 15, 2018.
Sponsors:
Indexes:
Code sections:
Attachments: [CD_MR_101518](#)

Date	Ver.	Action By	Action	Result
1/21/2019	1	Crime Control District		

Approval of minutes of regular meeting held on October 15, 2018.

Summary:

Fiscal/Budgetary Impact:

Approval

CITY OF DEER PARK

CCPD 1-149

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

GEORGE PINDER	VICE PRESIDENT
DIANNA TAYLOR	MEMBER
SMOKEY MATHER	MEMBER
RAY LANDERS	MEMBER
SHANNON BENNETT	SECRETARY
DONNA TODD	TREASURER

1. MEETING CALLED TO ORDER – Vice President George Pinder called the meeting to order at 5:15 p.m.
2. APPROVAL OF MINUTES OF REGULAR MEETING OF JULY 9, 2018 – Motion was made by Dianna Taylor and seconded by Smokey Mather to approve the minutes of the regular meeting on July 9, 2018. Motion carried unanimously.
3. CONSIDERATION OF AND ACTION ON ELECTION OF OFFICERS FOR 2018-2019 – Motion was made by Dianna Taylor and seconded by Ray Landers to approve the slate of Officers to remain the same. Motion carried unanimously.
4. CONSIDERATION OF AND ACTION ON THE ANNUAL REVIEW AND AN ORDER TO ADOPT THE INVESTMENT POLICY FOR THE DEER PARK CRIME CONTROL AND PREVENTION DISTRICT – Treasurer, Donna Todd gave an overview of the recently updated Investment Policy in accordance with the Texas Public Funds Investment Act, Government Code Ch. 2256 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 Crime Control Prevention District Investment Policy Review. (Exhibit A1)

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

5. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2017-2018 FOURTH QUARTER ENDING SEPTEMBER 30, 2018– Treasurer, Donna Todd presented the Financial Report and highlighted the statement of revenues and expenditures. (Exhibit B1)

Motion was made by Smokey Mather and seconded by Dianna Taylor to approve the FY 2017-18 Crime Control Prevention District Budget and submission to City Council.

6. CONSIDERATION OF AND ACTION ON A QUARTERLY PLAN FOR EXPENDITURES FOR THE PERIOD OF OCTOBER 1, 2018, THROUGH DECEMBER 31, 2018 – Captain Wade Connor presented the list of expenditures to the Board. Captain Connor commented, “Everything we put in the budget is listed and in front of you. There has been no changes. I do want to update you all on the gun range. We are trying to finish up out there. The only problem is that it rains every day. All of the outside stuff has to be on dry ground. The gun range project will have to be put on hold until we get a break in the rain. The building itself is operating and we are having classes there. (Exhibit C1-C2)

Motion was made by Smokey Mather and seconded by Dianna Taylor to accept the Quarterly Plan for expenditures for the period of October 1, 2018 through December 31, 2018 as presented. Motion carried unanimously.

7. 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 2018-2019 on behalf of the District. (Exhibit D1-D4)

Motion was made by Dianna Taylor and seconded by Smokey Mather to amend the agreement for personnel, vehicles, facilities, equipment and investments for FY 2018-2019. Motion carried unanimously.

8. DISCUSSION OF CCPD BOARD OF DIRECTORS MEETING DATES FOR FY 2018-2019 – Assistant City Manager, Gary Jackson gave a brief summary of the meeting dates proposed for the FY 2018-19.
9. ADJOURN – Vice President George Pinder adjourned the meeting at 5:30 p.m.

ATTEST:

APPROVED:

Shannon Bennett, TRMC
Secretary

George Pinder
Vice President



Legislation Details (With Text)

File #: RPT 19-002 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 1/16/2019 **In control:** Crime Control District
On agenda: 1/21/2019 **Final action:**
Title: Presentation of the Quarterly Financial Report for the FY 2018-2019 First Quarter ending December 31, 2018.
Sponsors: Donna Todd
Indexes:
Code sections:
Attachments: [CCPD - 2019 1Q Financials](#)

Date	Ver.	Action By	Action	Result
1/21/2019	1	Crime Control District		

Presentation of the Quarterly Financial Report for the FY 2018-2019 First Quarter ending December 31, 2018.

Summary: Review and discussion of the preliminary and unaudited quarterly financial report for the District's FY 2018-2019 first quarter ended December 31, 2018.

Total Revenue - \$130,214

Total Expenditures - \$281,242, including \$70,217 of capital outlay

Total Assets - \$5,008,414

Note: total revenue includes sales tax revenue collected through October 2018 (sales taxes are deposited two months after collection).

Fiscal/Budgetary Impact:

N/A.

Accept the quarterly financial report for the FY 2018-2019 first quarter ended December 31, 2018.

CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
FISCAL YEAR 2019
December 31, 2018

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	\$ 1,797,752.03
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>\$ 5,008,413.87</u>
<u>Liabilities & Equity</u>	
Payables	\$ 86,874.48
Capital Leases Payable	-
Net Pension Obligation (GASB 68)	171,984.84
Due To/Due From	139.90
Total Liabilities	<u>258,999.22</u>
<u>Fund Equity</u>	
Fund Balance	4,900,442.66
Revenues Over/(Under) Expenditures	(151,028.01)
Total Fund Equity	<u>4,749,414.65</u>
Total Liabilities & Equity	<u>\$ 5,008,413.87</u>

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

	Q1 <u>12/31/18</u>	Q2 <u>03/31/19</u>	Q3 <u>06/30/19</u>	Q4 <u>09/30/19</u>	YTD <u>Total</u>	Adopted <u>Budget</u>	Remaining <u>Budget</u>
<u>Revenues</u>							
Sales Tax Revenue	\$ 129,313.70				\$ 129,313.70	\$ 1,435,200.00	\$ 1,305,886.30
Investment Revenue	900.69				900.69	1,000.00	99.31
Sale of Surplus Material	-				-	10,000.00	10,000.00
Prior Year Revenue (Reserves)	-				-	519,417.00	519,417.00
Total Revenue	<u>130,214.39</u>				<u>130,214.39</u>	<u>1,965,617.00</u>	<u>1,835,402.61</u>
<u>Expenditures</u>							
Salaries & Benefits	100,667.77				100,667.77	686,418.00	585,750.23
Services	81,653.90				81,653.90	157,558.00	75,904.10
Supplies	20,016.58				20,016.58	208,457.00	188,440.42
Repairs & Maintenance	8,687.40				8,687.40	69,446.00	60,758.60
Other - Salary Contingency	-				-	14,396.00	14,396.00
Sub-total Operating Expenditures	<u>211,025.65</u>				<u>211,025.65</u>	<u>1,136,275.00</u>	<u>925,249.35</u>
Capital Expenditures	70,216.75				70,216.75	829,342.00	759,125.25
Total Expenditures	<u>281,242.40</u>				<u>281,242.40</u>	<u>1,965,617.00</u>	<u>1,684,374.60</u>
Revenue Over/(Under) Expenditures	<u>\$ (151,028.01)</u>				<u>\$ (151,028.01)</u>	<u>\$ -</u>	<u>\$ 151,028.01</u>

CCPD FY 2018-2019 Sales Tax Revenue Comparison

<u>G/L</u>	<u>Actual</u>		
Oct 2018	\$ -		
Nov 2018	-		
Dec 2018	129,313.70		
Jan 2019			
Feb 2019			
Mar 2019			
Apr 2019			
May 2019			
Jun 2019			
Jul 2019			
Aug 2019			
Sep 2019			
YTD Total	<u>\$ 129,313.70</u>	<u>Budget</u>	<u>% of Budget</u>
Annual	<u>\$ 129,313.70</u>	<u>\$ 1,435,200.00</u>	9.01%

CCPD Sales Tax Revenue History

<u>Month</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>FY 2017</u>	<u>FY 2016</u>
Oct	\$ -	\$ -	\$ -	\$ -
Nov	-	-	-	-
Dec	129,313.70	144,488.08	144,617.78	130,668.90
Jan		144,324.10	129,898.74	130,881.95
Feb		164,039.91	164,199.36	141,347.47
Mar		113,102.94	103,194.16	121,029.34
Apr		162,426.63	118,942.19	128,214.52
May		148,330.87	168,849.74	142,313.64
Jun		125,780.26	120,858.58	138,994.62
Jul		120,073.33	137,048.43	146,669.87
Aug		131,921.80	133,256.62	192,621.50
Sep *		381,721.90	387,025.09	415,998.23
Annual	<u>\$ 129,313.70</u>	<u>\$ 1,636,209.82</u>	<u>\$ 1,607,890.69</u>	<u>\$ 1,688,740.04</u>
YTD Total	\$ 129,313.70	\$ 1,636,209.82	\$ 1,607,890.69	\$ 1,688,740.04

* 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 #: ACT 19-001 **Version:** 1 **Name:**

Type: Acceptance **Status:** Agenda Ready

File created: 1/4/2019 **In control:** Crime Control District

On agenda: 1/21/2019 **Final action:**

Title: Consideration of and action on a quarterly plan for expenditures for the period of January 4, 2019, through March 31, 2019.

Sponsors:

Indexes:

Code sections:

Attachments: [ccpd expenditures 1st quarter 2019](#)

Date	Ver.	Action By	Action	Result
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Consideration of and action on a quarterly plan for expenditures for the period of January 4, 2019, through March 31, 2019.

Consideration of and action on a quarterly plan for expenditures for the period of January 4, 2019, through March 31, 2019.

Summary:

Approval of quarterly plan for expenditures through CCPD budget

Fiscal/Budgetary Impact:

The 2018-19 CCPD budget was reviewed and approved by the CCPD Board of Directors on July 9, 2018. It was further approved by Deer Park City Council on August 21, 2018. Of the approved items in the budget the attached are expected to be purchased or begin being purchased during the second quarter of the 2018-19 fiscal year.

Attached is the year to date expenditures both paid and pending as well as projected expenditures.

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

SERVICES		BUDGET:	157,558.00
Rental Vehicles for ProAct Team & CID Sergeant			21,600.00
Car Rental - October			-600.00
Car Rental - October			-575.00
Car Rental - October			-600.00
Car Rental - November			-1,175.00
Car Rental - November			-600.00
Car Rental - December			-600.00
Annual Audit			2,000.00
Trainnig			1,970.00
Accreditation Manager Training			
- on line	675.00		
Train & re-certify Investigator on Cellebrite	1,295.00		
Dues & Fees			10,444.00
Leads on Line	4,748.00		
Lexis Nexis	5,025.00		
Lexis Nexis - October			-305.96
Vehicle Registrations for PD			
Fleet	671.00		
Software - Other			116,273.00
OSSI Agency Licensing Fee	46,295.00		
OSSI Agency Licensing Fee			-48,424.11
OSSI Consortium Fee	30,441.00		
Cellebrite UFED Annual License			
Renewal	3,999.00		
Cellebrite UFED Annual License			
Renewal			-3,700.00
Extended Warranty for Dispatch Equipment	12,379.00		
Extended Warranty for Dispatch Equipment			-12,377.93
ADORE Software to convert training files to PDF	750.00		
IA Pro Professional Standards			
Software	13,385.00		
Dell PowerEdge Server for IA			
Pro			-3,213.00 PENDING
IA Pro Proffessional Software &			
Blue			-10,000.00
Anti-virus software for IA Pro & Blue Team field support			-34.99
LPR License Agreement			
(Vigilant)	6,000.00		
SolarWinds Serv-U License for			
Records	3,024.00		
SolarWinds Serv-U License for			
Records			-2,246.25
Contract Labor			5,271.00
Installation of new modems & antennas in fleet	5,271.00		
SERVICES BALANCE			<u>\$73,105.76</u>

SUPPLIES		BUDGET:	208,457.00
Postage		327.00	
Small tools & Minor Equipment		\$193,965.00	
Media & Presentation curtain	539.00		
Modems & Antennas for fleet	13,047.00		
Sierra Wireless Airlink MP70 Modems (5)		-7,400.00	PENDING
AED Package/ Ambu Bags/ Trauma Kits	7,700.00		
AED's & Trauma Kits for Patrol Tahoes		-7,104.80	PENDING
Tourniquet, Halo Chest & Quick Clot for Tahoes		-337.40	PENDING
DataLux Tracer Systems (5) w/printer, DL Swipe, puck	30,661.00		
Equipment for 5 new Tahoes	66,706.00		
Equipment, graphics & installation for 5 patrol Tahoes		-56,835.40	PENDING
Golden Eagle II Radars (6)	11,731.00		
Talon II dash mounted radars (6) & accessories		-11,364.00	
Laptop Computer for Training Facility	1,700.00		
LED Monitors & Stands for Records (3)	831.00		
LED Monitors & Stands for Records (3)		-739.97	
New refrigerators for Employee breakroom, dispatch & EOC	3,465.00		
New refrigerator in Disapctch		-1,107.99	
RETURN unused water line		9.99	
New refrigerators in EOC & employee breakroom		-2,096.00	
Plastix Plus Trunk organizers (5)	12,459.00		
Plastix Plus Trunk organizers (5)		-12,709.40	PENDING
Projector for Briefing Room	800.00		
Replace 20 chairs at PD	8,204.00		
Replace 20 chairs at PD		-7,461.12	PENDING
Stop Stick (7)	3,337.00		
Stop Stick (7)		-3,337.00	
Wind & water tight storage container	2,785.00		
concrete blocks to support storage container		-11.84	
conex box to serve as dry storage at the firing range		-2,785.00	PENDING
Equipment for firing range & training facility	30,000.00		
2 36" drum fans for the firing range		-628.02	
Protective Clothing		14,165.00	
Replace 7 Tactical Carriers	10,752.00		
Replace 7 Tactical Carriers for SWAT		-10,786.37	PENDING
Riot Gear for new member & repairs to equipment	2,000.00		
SWAT Gas Masks & Filters	1,413.00		
SWAT Gas Masks & Filters		-1,427.85	PENDING
SUPPLIES BALANCE			\$82,334.83

Maintenance		BUDGET	69,446.00
Equipment Maintenance			1,500.00
DataLux Tracer maintenance / repairs	1,500.00		
Building Maintenance			30,088.00
Paint Sally port & Juvenile detainee cell	27,762.00		
Re-cover lobby furniture at the PD	2,326.00		
Radio Maintenance			5,163.00
Tune & Align radios not under warranty	5,163.00		
A/C Maintenance			2,695.00
HVAC Shutdown to connect AHU-2 & AHU-3	2,695.00		
Grounds Maintenance			30,000.00
Grounds Maintenance at the Firing Range	30,000.00		
Move/ extend existing fence at firing range			-8,687.40
Repair the irrigation system at firing range			-845.00
MAINTENANCE BALANCE:			59,913.60

PENDING

CAPITAL OUTLAY		BUDGET:	829,342.00
Building - Firing Range			479,000.00
Firing Range remaining construction costs	414,000.00		
Building for weapons cleaning storage at range	65,000.00		
Building for weapons cleaning storage at range			-19,851.00
Specialized Equipment			166,163.00
Watch Guard In-Car Video System (5)	32,942.00		
Watch Guard In-Car Video System (5)			-30,845.00
Cellebrite	69,500.00		
Crisis Throw Phone	19,700.00		
Crisis Throw Phone			-19,692.20
Replace A/C in EOC & Dispatch	18,135.00		
Equipment to install A/C in EOC & Dispatch			-6,550.39
Replace server hardware for Higher Ground System	19,521.00		
Replace server hardware for Higher Ground System			-19,520.75
VHF equipment for Crossing Guard Channel	6,365.00		
Vehicles			184,179.00
Patrol Tahoes (5)	184,179.00		
Patrol Tahoes (5)			-167,434.70
CAPITAL OUTLAY BALANCE			\$565,447.96

PENDING

PENDING

PENDING

Transition Fund		
Salary Incentive Contingency		\$14,396.00

TOTAL REMAINING BALANCE		\$1,401,549.56
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Legislation Details (With Text)

File #: DIS 19-010 **Version:** 1 **Name:**
Type: Discussion **Status:** Agenda Ready
File created: 1/18/2019 **In control:** Crime Control District
On agenda: 1/21/2019 **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
1/21/2019	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 21, 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.