

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

CCPD 01-117

MINUTES

OF

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

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

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

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

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

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

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

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

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

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

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

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

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

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


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

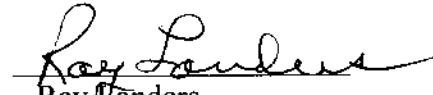
Motion by Shannon Burke and seconded by Bob Hotten.to adopt the Investment Policy
Motion carried unanimously.

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

ATTEST:

APPROVED:


Shannon Bennett, TRMC
Acting Board Secretary


Ray Landers
President

**CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
FISCAL YEAR 2016**

September 30, 2016 PRELIMINARY

Authority for the Deer Park Crime Control Prevention District is provided by Texas Local Government Code, Chapter 36. 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	\$ 2,444,399.86
Accounts Receivable	-
Due To/Due From	166.95
Capital Assets	1,118,379.82
Depreciation	(639,464.00)
Construction-In-Progress	85,072.84
Deferred Outflows (Pension - GASB 68)	35,930.42
Total Assets	<u>\$ 3,044,485.89</u>
<u>Liabilities & Equity</u>	
Payables	\$ 16,935.30
Capital Leases Payable	48,934.14
Net Pension Obligation (GASB 68)	74,055.64
Due To/Due From	-
Total Liabilities	<u>139,925.08</u>
<u>Fund Equity</u>	
Fund Balance	2,655,983.44
Deferred Inflows (Pension - GASB 68)	7,300.31
Revenues Over/(Under) Expenditures	241,277.06
Total Fund Equity	<u>2,904,560.81</u>
Total Liabilities & Equity	<u>\$ 3,044,485.89</u>

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

	Q1 <u>12/31/15</u>	Q2 <u>03/31/16</u>	Q3 <u>06/30/16</u>	Q4 <u>09/30/16</u>	YTD <u>Total</u>	Amended <u>Budget</u>	Remaining <u>Budget</u>
<u>Revenues</u>							
Sales Tax Revenue	\$ 130,881.95	\$ 393,045.71	\$ 409,522.78	\$ 460,100.14	\$ 1,393,550.58	\$ 1,260,000.00	\$ (133,550.58)
Investment Revenue	480.87	525.47	366.01	569.58	1,941.93	-	(1,941.93)
Prior Year Revenue (Reserves)	-	-	-	-	-	2,571,725.00	2,571,725.00
Total Revenue	<u>131,362.82</u>	<u>393,571.18</u>	<u>409,888.79</u>	<u>460,669.72</u>	<u>1,395,492.51</u>	<u>3,831,725.00</u>	<u>2,436,232.49</u>
<u>Expenditures</u>							
Salaries & Benefits	54,293.80	47,540.44	49,333.82	82,600.58	233,768.64	349,673.00	115,904.36
Services	42,284.53	3,370.00	2,400.75	18,111.32	66,166.60	92,740.00	26,573.40
Supplies	64.00	29,887.63	901.63	108,234.08	139,087.34	174,250.00	35,162.66
Other	-	-	-	-	-	-	-
Sub-total Operating Expenditures	<u>96,642.33</u>	<u>80,798.07</u>	<u>52,636.20</u>	<u>208,945.98</u>	<u>439,022.58</u>	<u>616,663.00</u>	<u>177,640.42</u>
Capital Expenditures	<u>49,971.71</u>	<u>23,905.80</u>	<u>340,115.36</u>	<u>301,200.00</u>	<u>715,192.87</u>	<u>3,215,062.00</u>	<u>2,499,869.13</u>
Total Expenditures	<u>146,614.04</u>	<u>104,703.87</u>	<u>392,751.56</u>	<u>510,145.98</u>	<u>1,154,215.45</u>	<u>3,831,725.00</u>	<u>2,677,509.55</u>
Revenue Over/(Under) Expenditures	<u>\$ (15,251.22)</u>	<u>\$ 288,867.31</u>	<u>\$ 17,137.23</u>	<u>\$ (49,476.26)</u>	<u>\$ 241,277.06</u>	<u>\$ -</u>	<u>\$ (241,277.06)</u>

CCPD FY 2015-2016 Sales Tax Revenue Comparison

<u>G/L</u>	<u>Actual</u>		
Oct 2015	\$ -		
Nov 2015	-		
Dec 2015	130,668.90		
Jan 2016	130,881.95		
Feb 2016	141,347.47		
Mar 2016	121,029.34		
Apr 2016	128,214.52		
May 2016	142,313.64		
Jun 2016	138,994.62		
Jul 2016	146,669.87		
Aug 2016	192,621.50		
Sep 2016	120,808.77		
YTD Total	\$ 1,393,550.58	<u>Budget</u>	<u>% of Budget</u>
Annual	\$ 1,393,550.58	\$ 1,260,000.00	110.60%

CCPD Sales Tax Revenue History

<u>Month</u>	<u>FY 2016</u>	<u>FY 2015</u>	<u>FY 2014</u>	<u>FY 2013</u>
Oct	\$ -	\$ -	\$ -	\$ -
Nov	-	-	-	-
Dec	130,668.90	116,792.74	100,928.90	95,422.01
Jan	130,881.95	111,141.87	96,504.69	89,519.24
Feb	141,347.47	139,476.02	113,250.18	99,380.15
Mar	121,029.34	106,445.57	93,943.30	94,062.60
Apr	128,214.52	105,133.86	95,671.88	90,190.39
May	142,313.64	124,611.02	107,184.22	107,584.62
Jun	138,994.62	119,163.37	109,037.34	99,467.67
Jul	146,669.87	131,549.29	100,056.45	93,457.45
Aug	192,621.50	136,548.35	113,778.00	102,868.75
Sep *	120,808.77	442,191.55	318,340.69	303,034.09
Annual	\$ 1,393,550.58	\$ 1,533,053.64	\$ 1,248,695.65	\$ 1,174,986.97
YTD Total	\$ 1,393,550.58	\$ 1,533,053.64	\$ 1,248,695.65	\$ 1,174,986.97

* 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 month of September.