

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

CCPD 01-122

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

SHANNON BURKE	PRESIDENT
SHANNON BENNETT	ACTING BOARD SECRETARY
DONNA TODD	TREASURER
CRAIG O'SULLIVAN	MEMBER
GEORGE PINDER	MEMBER
DIANNA TAYLOR	MEMBER
BOB HOTTEN	MEMBER

1. MEETING CALLED TO ORDER – President Burke called the meeting to order at 5:15 p.m.
2. APPROVAL OF MINUTES - Motion was made by Dianna Taylor and seconded by Bob Hotten to approve the minutes of the special meeting on December 12, 2016. Motion carried unanimously.
3. APPROVAL OF MINUTES - Motion was made by Dianna Taylor and seconded by Bob Hotten to approve the minutes of the regular meeting on October 17, 2016. Motion carried unanimously.
4. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR FY 2016-2017 FIRST QUARTER ENDED DECEMBER 31, 2016 – Acting Treasurer Donna Todd presented the Financial Report (Exhibit A1- A2).

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

5. DISCUSSION OF FY 16 CCPD ACCOUNT OF DISBURSEMENT OF DISTRICT REPORT – Acting Treasurer Donna Todd advised the Board of Chapter 363. Crime Control and Prevention Districts includes Sec. 363.207, “Account of Disbursements of District.” This provision states: “Not later than the 60th day after the last day of each fiscal year, an administrator shall prepare for the Board a sworn statement of the amount of money that belongs to the district and an account of the disbursements of that money.

"We usually email this report every year, but we decided to add it to the agenda just in case someone had a question. Basically, we are satisfying a reporting requirement each year."

1. CONSIDERATION OF AND ACTION ON A QUARTERLY PLAN FOR EXPENDITURES FOR THE PERIOD OF JANUARY 1, 2017 THROUGH MARCH 31, 2017 - Captain Wade Conner advised the Board the expenditure plan is basically the same report from the first quarter. We made some expenditures out of it. I want to draw your attention to OSSI licensing fees. "We had \$74,650 budgeted. They invoiced us \$42,955.28. The Watchguard in-car video systems, we had \$51,409 budgeted and they only invoiced \$29,840. We saved some money. These items will keep going into the each quarter until we purchase them all." (Exhibit B1)

Motion was made by Bob Hotten and seconded by Graig O'Sullivan to accept the expenditures for the period of January 1, 2017 through March 31, 2017. Motion carried unanimously.

2. CONSIDERATION OF AND ACTION ON AUTHORIZING A CHANGE ORDER FOR ADDITIONAL EARTHWORK FOR THE BERMS AT THE POLICE FIRING RANGE AND TRAINING FACILITY - Captain Wade Conner, commented, "In the process of constructing the berms for the firing range, it was discovered that there was not enough soil to complete the work within the scope indicated by G2 Architects. It is believed that there is enough soil on the property that is usable soil for the berms, but the remaining dirt lies outside the boundaries of the scope of work on the property. It is indicated that 2,835 cubic yards of soil are needed to complete the berms and this dirt will be moved from outside the boundaries of the scope. The cost of this work still remains below the contingent amount of \$100,000 already agreed on in contract by the City Council and Crime Control Prevention District Board. The total amount of the change order is \$57,039.78."

Motion was made by George Pinder and seconded by Bob Hotten to approve the change order for additional earthwork for the berms at the Police Firing Range and Training Facility. Motion carried unanimously.

3. ADJOURN - President Burke adjourned the meeting at 5:32 p.m.

ATTEST:

APPROVED:



Shannon Bennett, TRMC  
Acting Board Secretary

Shannon Burke  
President

**CITY OF DEER PARK  
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)  
FISCAL YEAR 2017  
December 31, 2016**

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

**BALANCE SHEET (UNAUDITED)**

<b><u>Assets</u></b>	
Cash	\$ 2,561,152.55
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>\$ 3,161,238.58</u>
<b><u>Liabilities &amp; Equity</u></b>	
Payables	\$ 26,450.77
Capital Leases Payable	-
Net Pension Obligation (GASB 68)	74,055.64
Due To/Due From	290.31
Total Liabilities	<u>100,796.72</u>
<b><u>Fund Equity</u></b>	
Fund Balance	3,092,614.91
Revenues Over/(Under) Expenditures	(32,173.05)
Total Fund Equity	<u>3,060,441.86</u>
Total Liabilities & Equity	<u>\$ 3,161,238.58</u>

**STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)**

	Q1 <u>12/31/16</u>	Q2 <u>03/31/17</u>	Q3 <u>06/30/17</u>	Q4 <u>09/30/17</u>	YTD <u>Total</u>	Amended <u>Budget</u>	Remaining <u>Budget</u>
<b><u>Revenues</u></b>							
Sales Tax Revenue	\$ 144,617.78				\$ 144,617.78	\$ 1,320,000.00	\$ 1,175,382.22
Investment Revenue	285.47				285.47	-	(285.47)
Prior Year Revenue (Reserves)	-				-	2,322,188.00	2,322,188.00
Total Revenue	<u>144,903.25</u>				<u>144,903.25</u>	<u>3,642,188.00</u>	<u>3,497,284.75</u>
<b><u>Expenditures</u></b>							
Salaries & Benefits	68,858.72				68,858.72	445,902.00	377,043.28
Services	38,082.21				38,082.21	93,460.00	55,377.79
Supplies	6.80				6.80	121,420.00	121,413.20
Other - Contingency Fund	-				-	259,062.00	259,062.00
Sub-total Operating Expenditures	<u>106,947.73</u>				<u>106,947.73</u>	<u>919,844.00</u>	<u>812,896.27</u>
Capital Expenditures	<u>70,128.57</u>				<u>70,128.57</u>	<u>2,722,344.00</u>	<u>2,652,215.43</u>
Total Expenditures	<u>177,076.30</u>				<u>177,076.30</u>	<u>3,642,188.00</u>	<u>3,465,111.70</u>
Revenue Over/(Under) Expenditures	<u>\$ (32,173.05)</u>				<u>\$ (32,173.05)</u>	<u>\$ -</u>	<u>\$ 32,173.05</u>

**CCPD FY 2016-2017 Sales Tax Revenue Comparison**

<u>G/L</u>	<u>Actual</u>		
Oct 2016	\$ -		
Nov 2016	-		
Dec 2016	144,617.78		
Jan 2017			
Feb 2017			
Mar 2017			
Apr 2017			
May 2017			
Jun 2017			
Jul 2017			
Aug 2017			
Sep 2017			
YTD Total	<u>\$ 144,617.78</u>	<u>Budget</u>	<u>% of Budget</u>
Annual	<u>\$ 144,617.78</u>	<u>\$ 1,320,000.00</u>	10.96%

**CCPD Sales Tax Revenue History**

<u>Month</u>	<u>FY 2017</u>	<u>FY 2016</u>	<u>FY 2015</u>	<u>FY 2014</u>
Oct	\$ -	\$ -	\$ -	-
Nov	-	-	-	-
Dec	144,617.78	130,668.90	116,792.74	100,928.90
Jan		130,881.95	111,141.87	96,504.69
Feb		141,347.47	139,476.02	113,250.18
Mar		121,029.34	106,445.57	93,943.30
Apr		128,214.52	105,133.86	95,671.88
May		142,313.64	124,611.02	107,184.22
Jun		138,994.62	119,163.37	109,037.34
Jul		146,669.87	131,549.29	100,056.45
Aug		192,621.50	136,548.35	113,778.00
Sep *		415,998.23	442,191.55	318,340.69
Annual	<u>\$ 144,617.78</u>	<u>\$ 1,688,740.04</u>	<u>\$ 1,533,053.64</u>	<u>\$ 1,248,695.65</u>
YTD Total	\$ 144,617.78	\$ 130,668.90	\$ 116,792.74	\$ 100,928.90

\* 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.

**Projected expenditures 2nd<sup>1</sup> Quarter CCPD -2017**

**Crime Prevention Officer position**

One dispatch position, 2 positions not filled at this time due to one dispatcher retirement.

Expenditures for contract with G2 Griggs Group Inc. Action Target and IKLO Construction for services for firing range construction.

Vehicle Registrations for PD Fleet for CCPD purchased vehicles

Reoccurring vehicle rental of approximately \$600 per month

OSHA High Voltage Training for ProAct Member	828.00
OSSI Agency Licensing Fee	
Invoiced \$42,955.28	74,650.00
Cellebrite UFED Annual License Renewal	3,988.00
Watch Guard DVD Burner Supplies/ DVD's & Ink	699.00
Watch Guard DVD Burner for Records	4,554.00
Task Chairs for Dispatch (3)	1,816.00
Radars for Patrol Tahoes (4)	8,723.00
Equipment for new Tahoes (5)	67,041.00
Plastix Plus Cargo Boxes for new Tahoes (5)	12,936.00
New Crossing Guard Radios (25)	13,850.00
Portable Alert System	9,233.00
Watch Guard In-Car Video System (8)	
Invoiced \$29,845.00	51,409.00
Data Lux Computer System for Patrol Tahoes (8)	74,611.00
LPR Hardmounted Devices (4)	68,340.00
Vehicles	
Patrol Tahoes (5) & Ford Taurus (1)	205,796.00

As indicated above we were invoiced \$31,684.72 less than projected for the OSSI Agency Licensing Fee and \$21,564.00 less than projected for the Watch Guard Systems for patrol vehicles.