

CITY OF DEER PARK

CCPD 1-140

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

CRAIG O'SULLIVAN	VICE PRESIDENT
DONALD ZUCKERO	MEMBER
GEORGE PINDER	MEMBER
DIANNA TAYLOR	MEMBER
RAY LANDERS	MEMBER
BOB HOTTEN	MEMBER
DONNA TODD	TREASURER

1. MEETING CALLED TO ORDER – Vice President Craig O'Sullivan called the meeting to order at 5:15 p.m.
2. PRESENTATION OF A PLAQUE TO SHANNON BURKE IN RECOGNITION OF SERVICE AS A MEMBER OF THE CCPD BOARD OF DIRECTORS, INCLUDING SERVING AS PRESIDENT OF THE BOARD – Vice President, Craig O'Sullivan presented Shannon Burke a plaque of appreciation for her role as a Member and President of the CCPD.

Shannon Burke commented, "Thank you all very much. It was an honor to serve."

3. ELECTION OF PRESIDENT OF THE CCPD AND BOARD OF DIRECTORS – Motion was made by Dianna Taylor and seconded by Bob Hotten to nominate Craig O'Sullivan as President of the CCPD Board of Directors. Motion carried unanimously.
4. APPROVAL OF MINUTES – Motion was made by Ray Landers and seconded by Bob Hotten to approve the minutes of the regular meeting on October 16, 2017. Motion carried unanimously.
5. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2017-2018 FIRST QUARTER ENDING DECEMBER 31, 2017 – Treasurer Donna Todd presented the Financial Report. (Exhibit A)

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

6. 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 City being in compliance with the Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the “Act”), the Board has established an Investment Policy. The Act also requires that the Board, not less than annually, adopt a written instrument stating that it has reviewed the Investment Policy and investment strategies. The written instrument must record any changes made to the policy or strategies. The District’s Investment Policy was last reviewed in October 2016. The District 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.

Mr. O’Sullivan asked, “Is this policy the same as the City’s policy?”

Ms. Todd responded, “Your policy is slightly smaller, but basically all of the provisions are the equivalent to what we have with the City. This is your own policy, it is not the City’s policy.”

Motion was made by George Pinder and seconded by Donald Zuckero to adopt the Investment Policy. Motion carried unanimously.

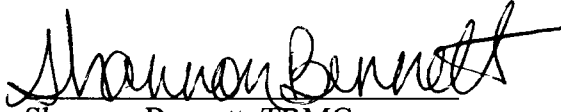
7. CONSIDERATION OF AND ACTION ON A QUARTERLY PLAN FOR EXPENDITURES FOR THE PERIOD OF JANUARY 1, 2018 THROUGH MARCH 31, 2018 – Captain Connor gave an overview of additional expenditures. The purchase of a canine dog with training calculated to \$15,300.00. There were five Tahoes purchased that are gradually being delivered. The process of ordering furniture for the gun range classroom has begun. Lensec will need to hook up the access control for the cameras. The berms are still an issue that will need further attention.

Motion was made by Ray Landers and seconded by Dianna Taylor to accept the quarterly plan for expenditures for the period of January 1, 2018 through March 31, 2018. Motion carried unanimously.

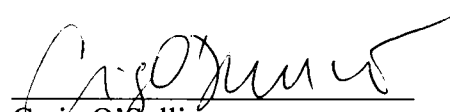
8. DISCUSSION OF PROPOSED FY 2018-2019 CCPD BUDGET SCHEDULE – Assistant City Manager, Gary Jackson, gave an overview of the proposed FY 2018 -2019 Budget schedule. The schedule shows the budget meetings pertaining to the CCPD. The first proposed date will be on May 14, 2018 at 5:15 p.m. The Police Department presents the proposed CCPD Budget to CCPD Board. The Board will schedule a public hearing on the proposed CCPD Budget. On June 11, 2018 at 5:15 p.m. the CCPD Board conducts a public hearing on the proposed CCPD Budget. On July 9, 2018 at 5:15 p.m. the CCPD meeting will be held to adopt the budget. The budget will be submitted to the City Council where a public hearing will be held for the CCPD Budget on August 21, 2018 for approval.

9. ADJOURN – Vice President Craig O’Sullivan adjourned the meeting at 5:33 p.m.

ATTEST:


Shannon Bennett, TRMC
Board Secretary

APPROVED:


Craig O’Sullivan
Vice President

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

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

BALANCE SHEET (UNAUDITED)

<u>Assets</u>	
Cash	\$ 1,235,525.18
Accounts Receivable	-
Due To/Due From	203.37
Capital Assets	1,726,101.50
Depreciation	(1,117,754.16)
Construction-In-Progress	2,512,206.50
Deferred Outflows (Pension - GASB 68)	111,494.20
Total Assets	<u>\$ 4,467,776.59</u>
<u>Liabilities & Equity</u>	
Payables	\$ 85,429.30
Capital Leases Payable	-
Net Pension Obligation (GASB 68)	168,980.39
Due To/Due From	345.22
Total Liabilities	<u>254,754.91</u>
<u>Fund Equity</u>	
Fund Balance	4,401,707.48
Revenues Over/(Under) Expenditures	(188,685.80)
Total Fund Equity	<u>4,213,021.68</u>
Total Liabilities & Equity	<u>\$ 4,467,776.59</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				\$ 144,488.08	\$ 1,366,800.00	\$ 1,222,311.92
Investment Revenue	304.99				304.99	-	(304.99)
Prior Year Revenue (Reserves)	-				-	675,296.00	675,296.00
Total Revenue	<u>144,793.07</u>				<u>144,793.07</u>	<u>2,042,096.00</u>	<u>1,897,302.93</u>
<u>Expenditures</u>							
Salaries & Benefits	55,364.30				55,364.30	693,739.00	638,374.70
Services	64,568.34				64,568.34	105,294.00	40,725.66
Supplies	7,954.86				7,954.86	180,826.00	172,871.14
Other - Salary Contingency	-				-	15,000.00	15,000.00
Sub-total Operating Expenditures	<u>127,887.50</u>				<u>127,887.50</u>	<u>994,859.00</u>	<u>866,971.50</u>
Capital Expenditures	205,591.37				205,591.37	1,047,237.00	841,645.63
Total Expenditures	<u>333,478.87</u>				<u>333,478.87</u>	<u>2,042,096.00</u>	<u>1,708,617.13</u>
Revenue Over/(Under) Expenditures	<u>\$ (188,685.80)</u>				<u>\$ (188,685.80)</u>	<u>\$ -</u>	<u>\$ 188,685.80</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			
Feb 2018			
Mar 2018			
Apr 2018			
May 2018			
Jun 2018			
Jul 2018			
Aug 2018			
Sep 2018			
YTD Total	<u>\$ 144,488.08</u>	<u>Budget</u>	<u>% of Budget</u>
Annual	<u>\$ 144,488.08</u>	<u>\$ 1,366,800.00</u>	10.57%

CCPD Sales Tax Revenue History

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

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