

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 20, 2020 BEGINNING AT 5:15 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

CRAIG O'SULLIVAN	PRESIDENT
GEORGE PINDER	VICE PRESIDENT
DONALD ZUCKERO	MEMBER
SMOKEY MATHER	MEMBER
DIANNA TAYLOR	MEMBER
FLOYD HARVEY	MEMBER
BOB HOTTEN	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. COMMENTS FROM AUDIENCE – No comments received.
3. APPROVAL OF MINUTES OF REGULAR MEETING ON OCTOBER 14, 2019 – Motion was made by Dianna Taylor and seconded by Bob Hotten to approve the minutes of the regular meeting on October 14, 2019. Motion carried unanimously.
4. INTRODUCTION OF NEW MEMBER OF THE CCPD BOARD OF DIRECTORS – President O'Sullivan introduced the newest member Floyd Harvey, and welcomed him to the Board.
5. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2019-2020 FIRST QUARTER ENDED DECEMBER 31, 2019 – Treasurer, Donna Todd gave an overview of the first preliminary and unaudited quarterly financial report detailing the revenues and expenditures for the District's FY 2019-2020 first quarter ended December 31, 2019. (Exhibit A1)

Motion was made by Dianna Taylor and seconded by Floyd Harvey to accept the Quarterly Financial Report for the FY 2019-2020 First Quarter ended December 31, 2019. Motion carried unanimously.

6. CONSIDERATION OF AND ACTION ON A QUARTERLY PLAN FOR EXPENDITURES FOR THE PERIOD OF JANUARY 1, 2020 THROUGH MARCH 31, 2020 – Captain Wade Conner gave an overview of the main purchases for the period and also gave the Board an update of the repairs being done to the berms. Captain Conner updated the Board on the fiber route protection for the RMS/CAD emphasizing that the work has started, the building automation system is moving a little slower than expected but still in progress, the Tahoes have all been purchased and are currently being equipped for use, along with the AR-15 rifles that are being equipped out for tactical purposes. (Exhibit B1-B3)
7. UPDATE ON THE REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES FOR PROGRAMMING AND MASTER PLANNING OF THE NEW EMERGENCY OPERATIONS CENTER – Assistant City Manager Gary Jackson gave an overview of the process on the Request for Qualifications (RFQ) for Architectural Services for Programming and Master Planning of the new Emergency Operations Center budgeted in the FY 2019-2020 CCPD Budget that would include the conceptual design of a new Emergency Operations Center at the Police Department. Five (5) interested vendors sent in Statements of Qualifications (SOQs) and a selection committee was appointed to score and rank the vendors based upon the evaluation criteria in accordance with the RFQ. PGAL, ranked the highest among the vendors, will be notified and a submission for a proposed contract with fees will be requested. This will be limited to the conceptual design only and not building plans.

Board member Donald Zuckero asked, "Will this be for a separate building or would it be part of the Police Station?"

Mr. Jackson responded, "It will be sort of an annex to the Police Department. The EOC is in the front of the building and this would relocate it to a different part of the building. Dispatch will also be relocated as well, so it will be a combined operation of about 7,500 feet which is what the concept was for an additional footprint."

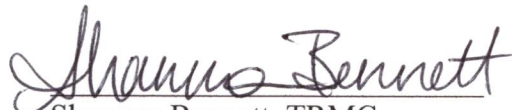
Board member Dianna Taylor asked, "Does this detention pond that is there now, will it be able to take care of any addition that we have?"

Mr. Jackson responded, "The City Engineer and Public Works Director indicated that it was sized for expansion when the detention pond was built. It may potentially have to be dug a little deeper but it is a pumped facility. It will have the capacity, but it may have to be dug a little deeper but not wider."

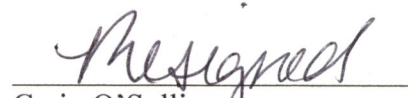
President O'Sullivan commented, "It sounds like you got a lot of great folks looking at this. I just want to make we get it right because this should last us a long time. We have to make sure where we spend our money in good faith to getting it correct. It's probably going to cost us a lot of money and while we got the money, I just want to make sure we get it correct. I appreciate the hard work and let's make sure we are working with the architects to get the design right and we will work on funding the rest of it when it's time."

8. DISCUSSION OF CCPD BOARD OF DIRECTORS MEETING DATES FOR FY 2019-2020
– Assistant City Manager Gary Jackson gave an overview of the tentative meeting dates for FY 2019-2020.
9. ADJOURN – President Craig O’Sullivan adjourned the meeting at 5:30 p.m.

ATTEST:


Shannon Bennett, TRMC
Board Secretary

APPROVED:


Craig O’Sullivan
President

CITY OF DEER PARK
CRIME CONTROL AND PREVENTION DISTRICT (CCPD)
FISCAL YEAR 2020
December 31, 2019

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)

Assets	
Cash	\$ 2,453,279.70
Accounts Receivable	-
Due To/Due From	8.30
Capital Assets	2,022,069.32
Depreciation	(1,350,641.13)
Construction-In-Progress	2,692,429.49
Deferred Outflows (Pension - GASB 68)	9,657.69
Total Assets	\$ 5,826,803.37
Liabilities & Equity	
Payables	\$ 93,750.83
Capital Leases Payable	-
Net Pension Obligation (GASB 68)	99,861.87
Total OPEB Liability	134,013.41
Due To/Due From	1,901.42
Total Liabilities	329,527.53
Fund Equity	
Fund Balance	5,688,302.19
Revenues Over/(Under) Expenditures	(191,026.35)
Total Fund Equity	5,497,275.84
Total Liabilities & Equity	\$ 5,826,803.37

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

	Q1 12/31/19	Q2 03/31/20	Q3 06/30/20	Q4 09/30/20	YTD Total	Adopted Budget	Remaining Budget
Revenues							
Sales Tax Revenue	\$ 163,018.74				\$ 163,018.74	\$ 1,500,000.00	\$ 1,336,981.26
Investment Revenue	1,025.91				1,025.91	2,800.00	1,774.09
Sale of Surplus Material	-				-	5,000.00	5,000.00
Prior Year Revenue (Reserves)	-				-	1,207,773.00	1,207,773.00
Total Revenue	164,044.65				164,044.65	2,715,573.00	2,551,528.35
Expenditures							
Salaries & Benefits	153,910.43				153,910.43	729,854.00	575,943.57
Services	69,856.15				69,856.15	172,112.00	102,255.85
Supplies	98,547.42				98,547.42	297,121.00	198,573.58
Repairs & Maintenance	10,200.00				10,200.00	35,392.00	25,192.00
Other - Salary Contingency	-				-	-	-
Sub-total Operating Expenditures	332,514.00				332,514.00	1,234,479.00	901,965.00
Capital Expenditures	22,557.00				22,557.00	1,481,094.00	1,458,537.00
Total Expenditures	355,071.00				355,071.00	2,715,573.00	2,360,502.00
Revenue Over/(Under) Expenditures	\$ (191,026.35)				\$ (191,026.35)	\$ -	\$ 191,026.35

CCPD FY 2019-2020 Sales Tax Revenue Comparison

<u>G/L</u>	<u>Actual</u>		
Oct 2019	\$ -		
Nov 2019	-		
Dec 2019	163,018.74		
Jan 2020			
Feb 2020			
Mar 2020			
Apr 2020			
May 2020			
Jun 2020			
Jul 2020			
Aug 2020			
Sep 2020			
YTD Total	\$ 163,018.74	Budget	% of Budget
Annual	\$ 163,018.74	\$ 1,500,000.00	10.87%

CCPD Sales Tax Revenue History

<u>Month</u>	<u>FY 2020</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>FY 2017</u>
Oct	\$ -	\$ -	\$ -	\$ -
Nov	-	-	-	-
Dec	163,018.74	129,313.70	144,488.08	144,617.78
Jan	-	127,484.11	144,324.10	129,898.74
Feb	-	151,307.00	164,039.91	164,199.36
Mar	-	128,543.72	113,102.94	103,194.16
Apr	-	135,404.16	162,426.63	118,942.19
May	-	180,386.84	148,330.87	168,849.74
Jun	-	175,976.00	125,780.26	120,858.58
Jul	-	154,921.14	120,073.33	137,048.43
Aug	-	155,830.94	131,921.80	133,256.62
Sep *	-	470,780.71	381,721.90	387,025.09
Annual	\$ 163,018.74	\$ 1,809,948.32	\$ 1,636,209.82	\$ 1,607,890.69
YTD Total	\$ 163,018.74	\$ 129,313.70	\$ 144,488.08	\$ 144,617.78

* 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.

Equipment Rental		43,200
Rental Vehicles for ProAct Team & CID Sergeant	21,600	
IN PROGRESS		
Rental Vehicles for Investigator & ProAct Investigator	14,400	
IN PROGRESS		
Rental Vehicle for CID Lieutenant	7,200	
Annual Audit		2,000
Training		0
Dues & Fees		10,555
Vehicle Registrations for PD Fleet IN PROGRESS	671	
Leads on Line PURCHASED	4,748	
Lexis Nexis (Accurint) IN PROGRESS	5,025	
Increase in Lexis Nexis (Accurint)	111	
Software - Other		110,357
OSSI Agency Licensing Fee (RMS License)PURCHASED	50,795	
RMS license for two investigator computers	3,000	
RMS License for Add'l Property & Evidence Computer	1,500	
OSSI Consortium Fee	30,441	
Cellebrite UFED Annual License Renewal PURCHASED	3,999	
Extended Warranty for Dispatch Equipment	12,379	
PURCHASED		
Increase Extended Warranty for Dispatch	627	
LPR License Agreement (Vigilant)	6,000	
SolarWinds Serv-U License for Records	3,024	
Windows 10, Office Pro, TRAPS for 2 Investigators	728	
Windows 10, Office Pro, TRAPS for Property & Evidence	364	
IA Pro & Blue Team software maintenance	2,000	
PURCHASED		
Contract Labor		6,000
ERAD Enterprise Service - Fraud Detection	6,000	
TOTAL SERVICES		172,112

SUPPLIES

Supplies		0
Postage		327
Equipment		265,892
AED's & trauma kit supplies for 5 patrol Tahoes	7,090	
PURCHASED		
Airlink modems for 5 patrol Tahoes	8,850	
PARTIAL PURCHASED		
Chairs for employee break room & patrol briefing	4,216	
PURCHASED		
Chairs for Dispatch & Records (8) PURCHASED	5,600	
Colt AR-15 rifles w/lighting for SWAT (4) PURCHASED	5,982	
Computers for two open investigator positions	2,660	

Computer for add'l Property & Evidence position	1,330	
DataLux Tracer systems, DL Swipes & printers (5)	30,661	
PARTIAL PURCHASED		
Equipment build out for 5 new patrol Tahoes	92,672	
PARTIAL PURCHASED		
Minor equipment for Tahoes/ flares, lockout tools, etc	1,702	
Kustom Signals dash mounted radars (6) PURCHASED	9,808	
Kustom Signals laser radars (2) PURCHASED	5,400	
Upgrade Cellebrite computer in Investigations	5,322	
PURCHASED		
Laptop for Asst. Chief	1,700	
Motorola APX6000 handheld radios & accessories	23,706	
PURCHASED		
New furniture for PD lobby PURCHASED	7,667	
Office desk for CID office #169	4,200	
Plastix Plus consoles & organizers for 5 patrol Tahoes	13,706	
PURCHASED		
Replace broken scale in Property & Evidence	1,260	
Replace two computer towers in Dispatch	3,560	
PURCHASED		
Replacement parts for handheld radios PURCHASED	5,614	
Tasers (19), batteries & holsters PURCHASED	22,686	
WiFi cameras for ProAct Investigations (5) & SD cards		
PURCHASED	500	
Protective Clothing		30,902
Riot Gear for new member & repairs to equipment	2,000	
SWAT Gas Masks & filters	1,413	
Rifle vests for new officers (9)	6,448	
Gas masks & filters for patrol PURCHASED	21,041	
TOTAL SUPPLIES		297,121

Maintenance

Equipment Maintenance		5,392
Datalux Tracer Maintenance/ Repairs	1,500	
5 Year Warranty for DVD Burner Robot PURCHASED	3,892	
Building Maintenance		0
Radio Maintenance		0
A/C Maintenance		0
Grounds Maintenance		30,000
Grounds Maintenance for firing range IN PROGRESS	30,000	
TOTAL MAINTENANCE		35,392

CAPITAL OUTLAY

Building		594,000
----------	--	---------

Berm reconstruction at the firing range IN PROGRESS	788,789	
Programming Conceptual Phase - EOC IN PROGRESS	30,000	
Building covers and storage at the firing range IN PROGRESS	150,000	
Specialized Equipment		222,861
Fiber route protection for RMS/CAD PURCHASED	56,500	
Building Automation System/ Outside Air Return PURCHASED	97,175	
Evidence locker refrigerator at PD PURCHASED	27,830	
Watch Guard In-Car Video System (5) PURCHASED	41,356	
Vehicles		348,233
Patrol Tahoes (6) PURCHASED	257,037	
Community Patrol Cruiser and Trailer	15,434	
New Vehicle for Chief PURCHASED	37,881	
New Vehicle for Captain PURCHASED	37,881	
Equipment		0
TOTAL CAPITAL OUTLAY		1,165,094