



SOUTHLAKE CRIME CONTROL AND PREVENTION DISTRICT BOARD MEETING MINUTES:
AUGUST 1, 2018

LOCATION: Southlake DPS Headquarters Facility
600 State Street, Fourth Floor – CCPD Board Room
Southlake, Texas 76092

TIME: 6:00 p.m.

CRIME CONTROL AND PREVENTION DISTRICT BOARD MEMBERS PRESENT: President Ken McMillan, William McGuire (*arrived 6:25*), Frank Powers, Richard Sandow (*arrived 6:35*), Craig Sturtevant, MaryGrace Thoennes & Vice-President Robert Williams

CRIME CONTROL AND PREVENTION DISTRICT BOARD MEMBERS ABSENT: All present

STAFF PRESENT: Assistant City Manager Alison Ortowski, Fire Chief Michael Starr, Police Chief James Brandon, Chief Financial Officer/Board Treasurer Sharen Jackson and CCPD Secretary/PD Admin. Secretary Diana Green.

1. CALL TO ORDER: 6:01 PM

- 2. PUBLIC FORUM:** (*This is the Public's opportunity to address the board about non-agenda items. During this proceeding, the Board will not discuss, consider or take action on any items presented. We respectfully ask that anyone stepping forward to speak during public forum limit remarks to three minutes or less.*)

Forum opened. No one was present to address the Board.
Forum closed.

3. CONSIDER:

- 3A. APPROVE THE MINUTES FROM THE MAY 29, 2018 CRIME CONTROL AND PREVENTION DISTRICT BOARD MEETING APPROVED 5-0**

Discussion took place. Revisions were suggested and noted.

Motion: Craig Sturtevant proposed a motion to approve the minutes from the May 29, 2018 CCPD Board meeting with revisions.

Second: Frank Powers

Ayes: 5

Absent: William McGuire & Richard Sandow

- 3B. APPROVAL OF AMENDED FY 2018 CCPD OPERATING BUDGET AND ADOPTION OF FY 2019 CCPD OPERATING. APPROVED 5-0**

Sharen Jackson reviewed the fund summary for the Board. She advised the Board that there would be enough operating funds to last until the end of the fiscal year, September 30, 2018.

Discussion took place on the amended FY 2018 CCPD operating budget.

Sharen explained that due to shifting of one of the school districts, three School Resource Officers would be moved from the CCPD budget which would create an increase in SRO funds.

Discussion took place.
Questions were addressed by Sharen Jackson.

Motion: MaryGrace Thoennes proposed a motion to approve the amended FY 2018 CCPD Operating Budget and approve the adoption of the FY 2019 CCPD Operating Budget.
Second: Robert Williams
Ayes: 5
Absent: William McGuire & Richard Sandow

3C. APPROVE THE FY 2017 CCPD ANNUAL REPORT APPROVED 5-0

The Board complemented Staff on the presentation and content of the report. Sharen Jackson reviewed the Financial Summary on page 21. She informed the Board that expended funds were less than what was anticipated.

Discussion took place.
Questions were addressed by Sharen Jackson and Chief Brandon.

Motion: Robert Williams proposed a motion to approve the FY 2017 CCPD annual report.
Second: Craig Sturtevant
Ayes: 5
Absent: William McGuire & Richard Sandow

3D. RATIFY CHANGE ORDER NUMBERS 1-4, 6, 9, 12-15, 17-21-R1 AND 23 TO CONSTRUCTION SERVICES CONTRACT WITH HCI GENERAL CONTRACTORS IN A TOTAL CUMULATIVE CHANGE ORDER AMOUNT OF \$52,038 FOR A REVISED CONTRACT PRICE OF \$2,013,404 AND ADD ONE HUNDRED (100) CALENDAR DAYS FOR A REVISED TOTAL TIME OF 310 CALENDAR DAYS FOR THE SOUTHLAKE DPS WEST RENOVATION PROJECT. APPROVED 7-0

Chief Starr reviewed the changes to the renovation project. He advised that the project is on budget.

Discussion took place.
Questions were addressed by Chief Starr.

Motion: Robert Williams proposed a motion to approve ratified change order numbers 1-4, 6, 9, 12-15, 17-21-R1 and 23 to construction services contract with HCI General Contractors in a total cumulative change order amount of \$52,038 for a revised contract price of \$2,013,404 and add one hundred (100) calendar days for a revised total time of 310 calendar days for the Southlake DPS West Renovation project.
Second: Robert Williams
Ayes: All

3E. APPROVE PURCHASE OF FURNITURE, FIXTURES AND EQUIPMENT FOR THE DPS WEST RENOVATION PROJECT FROM THE SPENCER GROUP IN AN AMOUNT NOT TO EXCEED \$150,000. APPROVED 7-0

Chief Starr informed the Board that the purchase for furniture, fixtures and equipment will be purchased under a State bid.

Discussion took place.
Questions were addressed by Chief Starr.

Motion: Richard Sandow proposed a motion to approve purchase of furniture, fixtures and equipment for the DPS West renovation project from the Spencer Group in an amount not to exceed \$150,000.
Second: MaryGrace Thoennes
Ayes: All

4. DISCUSSION:

4A. UPDATE ON CRIME CONTROL & PREVENTION DISTRICT SALES TAX
Sharen Jackson reviewed the sales tax report. She informed the Board that she anticipates that the proposed CCPD budget will be met.

Discussion took place.
Questions were addressed by Sharen Jackson.

4B UPDATE ON SCHOOL RESOURCE OFFICER PROGRAM
Chief Brandon advised the Board the summer months are a slow time for the School Resource Officers. However, the SROs are gearing up for the beginning of the new school year.

Discussion took place.
Questions were addressed by Chief Brandon.

5. ADJOURNMENT: 6:53 PM


Ken McMillan, President
Crime Control and Prevention District Board


Diana Green, Secretary
Crime Control and Prevention District Board