

**NOTICE OF MEETING**  
**(In Compliance With Sec. 551.041, Et Seq., Tex. Gov't Code)**

NOTICE is hereby given that the Board of Directors of the Baytown Crime Control and Prevention District will hold a meeting on January 15, 2008 at 4:30 p.m. in the Council Chamber of the Baytown City Hall, 2401 Market Street, Baytown, Texas to discuss and act upon the items listed on the attached agenda.

Kelvin Knauf, Acting Secretary  
by Leticia Garza, Assistant City Clerk

Posted: January 10, 2008  
Time of Posting: 3:30 p.m.

**AGENDA**

**CALL TO ORDER**

**1. MINUTES**

**a. Approval of the Minutes**

Consider the approval of the minutes of the regular meeting of the Board of the Baytown Crime Control and Prevention District held on October 16, 2007.

**2. REPORTS**

**a. Revenue and Expense Report**

Receive update on revenues and expenditures.

**b. Quarterly Performance Indicators**

Receive and discuss an update on crime statistics, quarterly performance indicators and the status of filling the Police Officer positions.

**3. MANAGER'S REPORT**

**a. Next Meeting Date**

Set the time, date and place for the next CCPD Board meeting.

**4. ADJOURN**

CCP-973

1.a.

**Approval of the Minutes**

**CCPD Agenda**

**Date:** 01/15/2008

**Submitted By:** Lorri Coody, City Clerk's Office

**Presenter:** K Knauf

**Department:** City Clerk's Office

**Agenda Area:** Minutes

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**Information**

**Item**

Consider the approval of the minutes of the regular meeting of the Board of the Baytown Crime Control and Prevention District held on October 16, 2007.

**Preface**

Consider the approval of the minutes of the regular meeting of the Board of the Baytown Crime Control and Prevention District held on October 16, 2007.

**Recommendation**

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**Fiscal Impact**

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**Attachments**

Link: [071016 CCPD Minutes](#)

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF THE  
BAYTOWN CRIME CONTROL AND PREVENTION DISTRICT**

**October 16, 2007**

The regular meeting of the Board of the Baytown Crime Control and Prevention District (CCPD) met on October 16, 2007 at 4:30 p.m., in the Council Chamber of the City of Baytown with the following in attendance:

Thomas P. McLaughlin	Board Member
Gary Cochran	Board Member
Rikki Wheeler	Board Member
Deborah Kaye Gutierrez	Board Member
Carl Brandon	President
Robert D. Leiper	Deputy City Manager
Ignacio Ramirez, Sr.	City Attorney
Lorri Coody	Secretary

Board Members Sheley and Goolsby were absent.

The meeting was opened by Carl Brandon, President with a quorum present at 4:30 p.m.

## **MINUTES**

**Consider the approval of the minutes of the regular meeting of the Board of the Baytown Crime Control and Prevention District held on August 14, 2007.**

Board Member Wheeler moved to approve the minutes as submitted. Board Member McLaughlin seconded the motion. The vote follows:

Ayes: Board Members McLaughlin, Cochran, Gutierrez and Wheeler  
President Brandon

Nays: None

The motion carried.

## **BUSINESS ITEMS**

**Election of officers and appointment of secretary.**

Under Local Government Code 363.103, the Board must elect from its members a President and Vice President and appoint a Secretary. The secretary need not be a director and can be a member of City staff. Each officer of the board serves for a term of one year and vacancies shall be filled for the unexpired term by the board. The current term expired on September 1, 2007. The new term will expire September 1, 2008.

The current officers of the Board are as follows: Carl Brandon, President; Gary Cochran, Vice President; and the City Clerk as Secretary.

President Brandon opened with:

**Nominations for the Office of President**

Board Member Cochran nominated President Brandon for the Office of President.

With no other nominations being made, Board Member Gutierrez seconded the nomination. The vote follows:

Ayes: Board Members McLaughlin, Cochran, Gutierrez and Wheeler  
President Brandon

Nays: None

Carl Brandon was elected as President of the board for the term to expire September 1, 2008.

President Brandon called for:

**Nominations for the Office of Vice President**

Board Member McLaughlin nominated Board Member Cochran for the Office of Vice President.

With no other nominations being made, Board Member Wheeler seconded the nomination. The vote follows:

Ayes: Board Members McLaughlin, Cochran, Gutierrez and Wheeler  
President Brandon

Nays: None

Gary Cochran was elected as Vice President of the board for the term to expire September 1, 2008.

President Brandon called for:

**Nominations for the appointment of a Secretary**

Board Member Cochran nominated the City Clerk for the City of Baytown to be the Board's Secretary.

With no other nominations being made, Board Member Gutierrez seconded the nomination. The vote follows:

Ayes: Board Members McLaughlin, Cochran, Gutierrez and Wheeler  
President Brandon

Nays: None

The City Clerk of the City of Baytown was appointed Secretary of the board for the term to expire September 1, 2008.

## **Proposed Resolutions**

### **Consider Proposed Resolution adopting the Baytown Crime Control and Prevention District's investment policy and strategy in compliance with the Public Funds Investment Act.**

The Proposed Resolution adopts the Baytown Crime Control and Prevention District's investment policy and strategy in compliance with the Public Funds Investment Act. The Public Funds Investment Act governs the investment of government funds in Texas. Under this law, specific parameters are set for Texas local governments, requiring them to adopt an investment policy and to designate an investment officer who is required to attend an approved training course.

With no discussion on this item, Board Member Wheeler moved to approve the resolution as presented. Board Member McLaughlin seconded the motion. The vote follows:

Ayes: Board Members McLaughlin, Cochran, Gutierrez and Wheeler  
President Brandon

Nays: None

The motion carried.

### RESOLUTION NO. 6

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BAYTOWN CRIME CONTROL AND PREVENTION DISTRICT ADOPTING THE BAYTOWN CRIME CONTROL AND PREVENTION DISTRICT'S INVESTMENT POLICY; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

### **Consider Proposed Resolution authorizing the Second Amendment to the Agreement for Patrol Officers, Vehicles and Equipment with the City of Baytown to add back the one patrol officer position that was reprogrammed to a sergeant position in the First Amendment to such agreement.**

The Proposed Resolution authorizes the Second Amendment to the Agreement for Patrol Officers, Vehicles and Equipment with the City of Baytown to add back the one patrol officer position that was reprogrammed to a sergeant position in the First Amendment to such agreement. The agreement provided funds for the City's employment of 14 police officers. Two of these positions were assigned to DOT enforcement and the remaining 12 make up the Hot Spot Team. Through the First Amendment, the City and the CCPD created a sergeants position among the 12-member team to improve supervision and operations to supervise and coordinate the activities of the team in the field. This Second Amendment adds-back this patrol officer's position and maintains the officer level of this team at 12 along with a supervisor. The total sworn officers funded by CCPD after this amendment, if approved, will be 15 -- 14 patrol officers and one sergeant.

With no discussion on this item, Board Member Cochran moved to approve the resolution as presented. Board Member McLaughlin seconded the motion. The vote follows:

Ayes: Board Members McLaughlin, Cochran, Gutierrez and Wheeler  
President Brandon

Nays: None

The motion carried.

#### RESOLUTION NO. 7

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BAYTOWN CRIME CONTROL AND PREVENTION DISTRICT AUTHORIZING AND DIRECTING THE PRESIDENT TO EXECUTE AND THE SECRETARY TO ATTEST TO THE SECOND AMENDMENT TO THE INTERLOCAL AGREEMENT FOR PATROL OFFICERS, VEHICLES AND EQUIPMENT; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

### Reports

#### **Receive quarterly investment report for the period ending September 30, 2007 for the Baytown Crime Control and Prevention District.**

Rhonda Daugherty, Director of Finance for the City of Baytown, gave the Baytown Crime Control and Prevention District's Investment Report for the quarter ending September 30, 2007 is submitted for review in accordance with the Public Funds Investment Act Section 2256-023 (a) and (b). She told the Board, for the Crime Control and Prevention District Fund, investment interest revenue totals \$14,621, for the quarter ending September 30, 2007, which is greater than the expected budget. The District's funds are maintained in a local government investment pool and the average monthly interest rate ranges from 5.16% to 5.28%.

#### **Receive and discuss an update on revenues and expenditures.**

Andrea Deaton, Assistant Finance Director gave the report on the District's revenues and expenditures and Chief Jones gave a brief report on the performance of the police department.

#### **Set the time, date and place for the next CCPD Board meeting.**

The Board selected January 15, 2008 at 4:30 p.m. in the Council Chamber as the next time, date and place for meeting.

### Adjourn.

Board Member Wheeler moved to adjourn the meeting. Board Member Cochran seconded the motion. The vote follows:

Ayes: Board Members McLaughlin, Cochran, Gutierrez, and Wheeler  
President Brandon

Nays:           None

The motion carried.

With no additional business President Brandon adjourned the meeting at 4:58 p.m.

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Kelvin Knauf, Interim Secretary

CCP-924

2.a.

**Revenue and Expense Report**

**CCPD Agenda**

**Date:** 01/15/2008

**Submitted By:** Lorri Coody, City Clerk's Office

**Presenter:** R Daugherty

**Department:** City Clerk's Office

**Agenda Area:** Reports

**Information**

**Item**

Receive update on revenues and expenditures.

**Preface**

**Recommendation**

**Fiscal Impact**

**Fiscal Year:** NA

**Acct Code:** NA

**Source of Funds**  
**(Operating/Capital/Bonds):** NA

**Funds Budgeted Y/N:**

**Amount Needed:** NA

**Fiscal Impact (Additional Information):**

There is no fiscal impact for this item.

**Attachments**

Link: December 07 Report

**Form Routing/Status**

Route Seq	Inbox	Approved By	Date	Status
		lorri.coody	10/31/2007 01:03 PM	CREATED
1		lorri.coody	10/31/2007 01:03 PM	FNL APRV (created from agenda, not routed)
		lorri.coody	10/31/2007 01:06 PM	ROUTING CONTINUED
1	Finance	Leticia Garza	01/09/2008 04:12 PM	APRV
2	City Clerk			NEW

Form Started By:  
lorri.coody

Started On: 10/31/2007 01:03 PM

**City of Baytown**  
**Crime Control and Prevention District (CCPD)**  
**Unaudited Revenue and Expenditure Summary Budget Report**  
**For Period Ended December 31, 2007**

	Fiscal Year 2007-08			Fiscal Year 2006-07		
	Actual @ 12/31/07	Annual Budget	% Actual To Budget	Actual @ 12/31/06	Annual Budget	% Actual To Budget
<b>Beginning Balance</b>	\$ 563,365			\$ -		
Sales Tax	\$ 81,634	\$ 927,700	9%	\$ 63,643	\$ 802,950	8%
Interest	5,839	5,000	117%	221	5,000	4%
<b>TOTAL REVENUES</b>	<u>87,473</u>	<u>932,700</u>	<u>9%</u>	<u>63,864</u>	<u>807,950</u>	<u>8%</u>
Personnel Services	132,837	887,737	15%	6,607	553,358	1%
Supplies	13,059	9,767	134%	-	19,600	0%
Services	1,088	7,570	14%	-	-	0%
Sundry	-	300	0%	-	-	0%
Capital	85,948	93,499	92%	-	168,500	0%
Transfer to General Fund	-	-	0%	955	3,821	25%
<b>TOTAL EXPENDITURES</b>	<u>232,932</u>	<u>998,873</u>	<u>23%</u>	<u>7,562</u>	<u>745,279</u>	<u>1%</u>
<b>EXCESS (DEFICIT) OVER EXPENDITURES</b>	<u>\$ (145,459)</u>	<u>\$ 497,192</u>		<u>\$ 56,301</u>	<u>\$ 62,671</u>	
<b>Estimated Ending Balance</b>	<u>\$ 417,906</u>					

<i>Sales Tax Collections</i>		
Earned/Received	FY 2006-07	FY 2007-08
October/December	\$ 63,643	\$ 81,634
November/January	74,421	-
December/February	122,350	-
January/March	77,853	-
February/April	78,071	-
March/May	80,242	-
April/June	77,354	-
May/July	82,003	-
June/August	102,469	-
July/September	79,912	-
August/October	75,486	-
September/November	95,631	-
Total	<u>\$1,009,436</u>	<u>\$ 81,634</u>
YTD	<u>\$ 63,643</u>	<u>\$ 81,634</u>

CCP-651

2.b.

**Quarterly Performance Indicators  
CCPD Agenda**

**Date:** 01/15/2008

**Submitted By:** Lorri Coody, City Clerk's Office

**Presenter:** B Jones

**Department:** City Clerk's Office

**Agenda Area:** Reports

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**Information**

**Item**

Receive and discuss an update on crime statistics, quarterly performance indicators and the status of filling the Police Officer positions.

**Preface**

**Recommendation**

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**Fiscal Impact**

**Fiscal Year:** NA

**Acct Code:** NA

**Source of Funds** NA  
**(Operating/Capital/Bonds):**

**Funds Budgeted Y/N:**

**Amount Needed:** NA

**Fiscal Impact (Additional Information):**

There is no fiscal impact for this agenda item.

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**Attachments**

Link: 4th Qtr 07 CCPD stats

Link: CCPD Quarterly  
Performance Indicators

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# Memo

To: Byron Jones, Chief of Police  
 From: Roger A. Clifford, Captain  
 Date: January 11, 2008  
 Subject: Quarterly Performance Indicators for CCPD  
 Memo No.: I-2008-1

A key legislative requirement of a proposed Crime Control and Prevention District is the inclusion of a mandatory evaluation of the effectiveness and efficiency of each crime control and prevention strategy. The following strategies were named by the District to enhance Public Safety in Baytown.

1. Twelve (12) Police Officers
2. Two (2) DOT Officers
3. One (1) Police Sergeant
4. Vehicles
5. Mobile Data Terminal (MDT) Program

The required evaluation is accomplished by monitoring specified Performance indicators (named in the original "Crime Prevention and Control District 2006 (CCPD) Strategies and Evaluation" document) on a quarterly basis. Those indicators and their values are listed below:

### Performance Measurement – Targeted Response Team

	4th Quarter 2006	4th Quarter 2007
Adult Arrests	951	1,122
Aggravated Assault	36	33
Auto Theft	102	67
Burglary	215	148

### Performance Measurement – DOT Personnel

	4th Quarter 2006	4th Quarter 2007
Motor Carrier Violations	294	604
Motor Vehicle Inspections	172	419

### Performance Measurement – Laptop Replacement

	4th Quarter 2006	4th Quarter 2007
Maintenance Costs	\$871.67	\$1048.81
Units Replaced	5	13

### Performance Measurement – Overall

	4th Quarter 2006	4th Quarter 2007
Violent Crime	93	71
Property Crime Index	874	747
Total Crime Index	967	818

Subject: [Click **here** and type Subject]

Date: [Click **here** and type Date]

Clearance Rate	17.9%	24%
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The Crime Control District Budget Proposal mandated that all performance comparisons be made to the base year 2006. The above measurements can easily be viewed against their 2006 counterparts.

It should be noted that some of the benefits of the CCPD have yet to be felt. The following status of initiatives is provided:

- Twelve (12) of the fifteen police officers have been hired
  - Seven (7), including the sergeant are on the street
  - One (1) is in the Field Training Program
  - Four (4) are attending Police Academy
- Two (2) patrol officers have been transferred to the DOT unit
- Six (6) officers have been assigned to the Hot Spot Team.
- Six (6) vehicles on hand, waiting on videos cameras.
- Thirteen (13) of 26 laptops released to the field.

Included is the Forth Quarter Activity Report for the CCPD funded positions in the DOT unit.

----- Signed -----

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*Signature*

Roger A. Clifford, Captain

# Baytown Police Department License and Weight Commercial Vehicle Enforcement Unit

## 4<sup>th</sup> Qtr, 2007 Activity Report of the CCPD-funded positions

Activity	Woolcock #64	Davis #142
Level 1 Inspections	30	22
Level 2 Inspections	72	29
Total number of inspections	102	51

Hazardous Material Inspections <small>(Included in above Level 1 and 2)</small>	4	2
Vehicles placed Out of Service	124	65
Driver's placed Out of Service	0	0
DOT Citations issued for Violations	145	60
DOT Warnings issued for Violations	612	244
CVSA Safety Decal issued	1	3

Overweight Citations Issued	45	5
Overweight Warnings	67	12

**Level 2 Inspection-** A walk around inspection of the CMV to see that it meets the requirements of the FMCSR. This includes the above driver check plus a walk around check of the required lighting, load securement, tires, and other related items.

**Level 1 Inspection-** A complete North American Standard Driver/Vehicle check. This includes both above levels with a check of the brake system, frame support, coupling devices, steering, suspension, and related items. The truck is completely gone over, crawling under the truck to check these items. These items must meet the requirements of the FMCSR.

**Haz-Mat Inspection-** A check performed on all CMV stopped carrying Hazardous Material that meet the requirements of the Code of Federal Regulations Chapter 49. Including checking for the proper shipping papers, proper placarding, proper labeling, proper marking, and transported in the approved container/package,

**Out of Service Vehicles** – A CMV stopped for a DOT inspection and found to have a serious problem that is listed in the Commercial Vehicle Safety Alliance (CVSA) OUT OF SERVICE CRITERIA, is placed out of service. These problems only include major safety items such as cracked frames, brake system, load securement problem, tire violation, other safety devices, etc. The vehicle does not proceed until the problem or problems are corrected.

**Out of Service Drivers** – A driver of CMV is required to meet certain criteria to be eligible to drive. If these items are not met, the driver's eligibility is lost. If these items are listed in the CVSA OUT OF SERVICE CRITERIA, the driver is placed out of service until the items are corrected. Again these are only major items, such as no commercial driver's license, violation of CDL restrictions, no/improper CDL endorsements, alcohol/drug violations, log book (hours) violations, etc.

**CVSA Safety Decal** – Commercial Vehicle Safety Alliance (CVSA) is made up of trucking companies, trucking manufacturers, and institutions involved in CMV safety. If a CMV passes a Level 1 inspection with no safety major violations listed on the critical vehicle inspection items, the vehicle is given a CVSA sticker/decal. The sticker/decal is valid for 3 months and if stopped again, even if in another state, it is re-inspected only if it has an obvious safety defect.

CCP-923

3.a.

Next Meeting Date

CCPD Agenda

**Date:** 01/15/2008

**Submitted By:** Lorri Coody, City Clerk's Office

**Presenter:** G Brumback

**Department:** City Clerk's Office

**Agenda Area:** Manager's Report

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**Information**

**Item**

Set the time, date and place for the next CCPD Board meeting.

**Preface**

**Recommendation**

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**Fiscal Impact**

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**Attachments**

*No file(s) attached.*

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