



City of Montgomery Crime Control and Prevention District Regular Meeting Agenda

May 19, 2025 at 6:00 PM
Montgomery City Hall – Council Chambers
101 Old Plantersville Rd. Montgomery, TX 77316

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Crime Control and Prevention District will be held on **Monday, May 19, 2025 at 6:00 PM** at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas.

Members of the public may view the meeting live on the City's website under Agenda/Minutes and then select **Live Stream Page (located at the top of the page)**. The meeting will be recorded and uploaded to the City's website.

OPENING AGENDA

1. Call Meeting to Order.
2. Invocation.
3. Pledges of Allegiance.

PUBLIC FORUM

The Crime Control and Prevention District (CCPD) will receive comments from the public on any matters within the jurisdiction of the CCPD. Speakers will be limited to three (3) minutes each. Persons wishing to participate (speak) during the Public Forum portion of the meeting must sign-in to participate prior to the meeting. Please note that the Board's discussion, if any, on subjects for which public notice has not been given, are limited to statements of specific factual responses and recitation of existing policy.

CONSENT AGENDA

All Consent Agenda items are considered to be routine by the CCPD and will be enacted by a single motion. There will be no separate discussion on these items unless a Board Member requests an item to be removed and considered separately.

4. Consideration and possible action on the CCPD Regular Meeting Minutes of April 28, 2025.

REGULAR AGENDA

All items on the Regular Agenda are for discussion and/or action.

5. Administration of Statement of Officer and Oath of Office to the newly appointed official for the Montgomery Crime Control and Prevention District for Place 7.
6. Discussion and update on the preliminary FY 25/26 budget.
7. Update from the Finance Director

CLOSING AGENDA

8. Items to consider for placement on future agendas.

Determine the date and time for the next Montgomery Crime Control and Prevention meeting.

9. Adjourn.

I, Ruby Beaven, City Secretary, the Undersigned Authority, do hereby certify that this notice of meeting was posted on the website and bulletin board at City Hall of the City of Montgomery, Texas, a place convenient and readily accessible to the general public at all times. This notice was posted at said locations on the following date and time: **May 16, 2025 by 5:00 PM** and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/s/ Ruby Beaven

City Secretary

This public notice was removed from the official posting board at the Montgomery City Hall on the following:

Date: _____ Time: _____

By: _____
City of Montgomery, Texas

This facility is wheelchair accessible and accessible parking spaces are available. Please contact the City Secretary's office at 936-597-6434 for further information or for special accommodations.

Crime Control and Prevention District
AGENDA REPORT

Meeting Date: May 20, 2025	Budgeted Amount: N/A
Department: Administration	Prepared By: Ruby Beaven

Subject

Consideration and possible action on the CCPD Regular Meeting Minutes of April 28, 2025.

Recommendation

Staff recommend approval of the meeting minutes, as presented.

Discussion

Please see the accompanying minutes:

CCPD Regular Meeting Minutes of April 28, 2025

Approved By

City Secretary & Director of Administrative Services	Ruby Beaven	Date: May 16, 2025
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**Crime Control and Prevention District
Regular Meeting Minutes
April 28, 2025 at 6:00 PM**

OPENING AGENDA

1. Call Meeting to Order.

The Regular Meeting of Crime Control and Prevention District was called to order by Presiding Officer Countryman at 6:04 p.m. on April 28, 2025, at City Hall 101 Old Plantersville Rd. Montgomery, TX and live video streaming.

With the Board Members present a quorum was established.

Present: Carol Langley, Place 1
Sara Countryman, Place 2
Nelson Cox, Place 3
Stan Donaldson, Place 4
TJ Wilkerson, Place 6
Michael Ghutzman, Vice President, Place 7

Absent: Joel Gordon, President Officer, Place 5

2. Invocation.

Board Member Wilkerson gave the invocation.

3. Pledges of Allegiance.

Board Member Countryman led the Pledge of Allegiance and Pledge of Allegiance to the Texas State Flag.

PUBLIC FORUM

No participants at this time.

CONSENT AGENDA

4. Consideration and possible action on the CCPD Regular Meeting Minutes of January 27, 2025.

Motion: Board Member Donaldson made a motion to accept the CCPD Regular Meeting Minutes of January 27, 2025. Board Member Cox seconded the motion. Motion carried with all present voting in favor.

PUBLIC HEARING

REGULAR AGENDA

5. Consideration and possible action on the Financial Report for the period ending March 31, 2025.

Finance Director Carl said this report shows your first deposit. This is the first deposit that was recorded in the month of March for sales tax dollars that were collected back in January. You will also see an item on here where it says interest income. Because you participate in the pool cash environment, you get a portion of that interest deposit. This is your allocation and you will continue to get that based on your balance and your claim on the cash in that general pool. Also, you have no other items on this report. As I explained on the cover sheet, we are going through a general ledger, full conversion of our GL numbers. This is a part of the process that should have been handled at the time the City moved into Tyler Incode product, just to try to get some uniformity. Instead of having a bunch of random numbers all over the place, we are putting it into an order so that we can pull reports and group things to be able to see things on a bigger scale. As a result, they have asked us to enter a limited number of accounts until we complete this conversion. We have done a bunch of informational sessions and got all of our accounts renumbered. We have reset the structure, but that will not actually go live for us until they are estimating the end of May. We will be moving into our test environment at some point in May. We will see how everything is working, make sure the reports are working correctly, and then everything will be converted into our actual Incode system that we use on the regular. Based on that, we do not have all of the expense lines input into Incode right now. You may remember last year that you approved a proposed budget. The only expenditure that we had in this year was potentially for building. We had other line items, but those were shifted over and added to your budget.

Board Member Langley said you said this was money from January sales tax. Finance Director Carl said right. Remember when people go out and spend their dollars, these people spent dollars out in businesses starting January 1st which was the creation when CCPD was eligible to start receiving funds. They spent all their money at the store in January. Those entities then compile the reports submitted to the state, pay their sales tax dollars by the 20th of February, and then the Comptroller does all of their reporting and gathering, and they deposit that money to the City in March. It was around March 10th that we received those monies, and so this is the allocation from that. The thing to keep in mind as well, is that we do have quarterly payers in the City. As a matter of fact, Kroger is a quarterly payer, and so the sales tax that are actually collected in January, February, and March is redeemed to the state in April and paid to us in May. You should see a larger payment in May.

Board Member Countryman asked this \$59,317, when the state sends Montgomery our two percent sales tax, that automatically goes into the CCPD account, or is that something that you have to do and then you transfer it? Finance Director Carl said that is something we

have to do. In this case, remember we have not set up a separate bank account for CCPD. We are operating with them in the fund account system so they are the CCPD. You are fund 880, so when we get those monies deposited and when we make that entry, we actually put it in and set it up as an allocation. We put in the full amount of the deposit. It sends one percent to the City, and it sends a half of a cent to the sales tax in lieu of property tax. It then sends a quarter to MEDC and a quarter to CCPD. That is how the allocation is. We get a big deposit from the state and then when we make that entry, and it divides it up into the correct categories.

Motion: Board Member Langley made a motion to accept the financial report for the period ending March 31, 2025. Board Member Donaldson seconded the motion. Motion carried with all present voting in favor.

6. Discussion of proposed budget amendment

Finance Director Carl said as I mentioned in the previous item, your initial proposed budget had one expense line on it. Plans have changed a little bit along the way. We do not have that expense to consider for this year. Chief and I have been talking and we will continue to talk. We will be bringing forward a budget amendment that is going to better align any projected expenses in this current fiscal year. I know there has been some consideration for things that may be able to come from out of the general fund and into CCPD which we clearly anticipated along the way, but we could not take those items out of the general fund not knowing if the CCPD was going to be voted on. We could not remove those items that were must haves. Now that you all are here, we have this and we can use those funds for that. We will be looking at doing a budget amendment and bringing that forward, but that is what you can expect. Board Member Countryman asked when will you expect to present that? Finance Director Carl said we would like to present that next month, but we have discovered that next month the meeting would fall on Memorial Day. We also have the item of budget planning for this next year. Ideally, we would like to have a budget proposal for Council to consider at a workshop in mid-July. Board Member Countryman said it sounds like a special CCPD meeting in May needs to take place. Chief Solomon said yes. Board Member Donaldson asked in May or June? Board Member Countryman said in May before Memorial Day. Board Member Donaldson asked would it not be better to do it when we get the GL accounts? It says they are not going to be done until the end of May. Finance Director Carl said we can still do it in our Excel environment like we had done for the proposed budget for this year. That will be completely fine. What I do not want to do is, I do not want us to miss the window to be able to have a discussion for you all to be able to workshop it in the CCPD meeting, and look at what expenses we project for this next year. By having you all approve that proposal at the end of June, then it can come to Council for consideration in that workshop setting in July. If they have any feedback or anything, we come back to you then for a meeting at the end of July. Council then needs to approve that proposed budget mid-August so that we meet our posting of 30 days before we have to approve it and be ready to go. The timeline gets backed up a little bit just based on what the tax office requires of us for setting our tax rate, and those two

components work together. Even though in theory we have until September 30th to adopt our budget, we really do not. It gets backed up based on the timeline for the tax office. We want to make sure that you all have enough time to be able to submit for Council to look at it in a workshop, and if they have any concerns, comments, or any additional things to consider, that that will come back to you at the regular meeting in July, and then be able to present that component, the proposed budget. Board Member Countryman asked every year are we going to have this May Memorial Day issue on the last Monday of the month in May and if so, should we already prepare to have it earlier in May? That way we do not get backed up to this whole budgeting because budgeting can be gnarly. Finance Director Carl said yes. The difficult part about all of this is we ideally do not start our budgeting process until we can close March. We are able to close March, that gives us our six months of figures and we are able to do that. Generally, we start giving our worksheets out to department heads the beginning of May, so it is really hard to be able to move that up any earlier. Board Member Countryman said just know that maybe it is the third Monday of the month every May and that is the only one that will deviate from the last Monday. Finance Director Carl said I think that is something that we will have to take a look at and consider. Board Member Langley asked does Council have to approve a budget amendment or only the budget? Finance Director Carl said the budget amendment will have to go to Council for approval as well. It will start with you all and it will be the budget amendment. Then, it will go to Council for the final approval. Board Member Donaldson asked you wanted to bring the budget amendment at the next meeting, right? Finance Director said right. We will look at the calendar and figure out some options that would work for them. Board Member Countryman said we are taking no action tonight. It was just for discussion. They will have to send an email and we will go from there. Finance Director Carl said this is all new. This is our first year going through this cycle.

7. Discussion on Chief Solomon's Plan for the Future of the Montgomery Crime Control and Prevention District.

Chief Solomon said as we talked about the proposed budget that we brought to you when we got started, there is going to be some expenses coming out of that. Those expenses are going to be to pay back the general fund for the advertisement, and also for the election. We spoke to the election people today and they still had not come up with how much that is, so we are waiting on that. As far as once we get the amendment done on the budget, we plan to stick to exactly what we talked about doing once we get into next year's budget. That is to get the equipment, to get the things we need for CCPD. Also, the first thing we had talked about was a building. It looks like that is going to be in that budget as well. If things work out with what we are doing with Jim's Hardware, then that expense will come out of that. We are going to stay on track with exactly what we are doing and if it looks right, it is about \$450,000 we'll have by September if we go with the \$59,000 a month until we get to September. It looks like that would be about \$415,000 so that would be great. At that point when we start to make out next year's budget, we are looking to take at least \$200,000 off that general fund for the City's general fund and use it out of CCPD. Then, you will have to take a look at what we come up with when we bring the budget, and you

will see exactly what we are doing. But, we want to stick to the exact plan when we started talking about CCPD. Each year it should give us more and more relief off of the general fund. We figured that first year would be about \$200,000. Board Member Countryman asked did you say it is 215 or 250, is that 415 or 450? Chief Solomon said 450 or 415. Right now we have to figure that out about seven months. If you take the \$59,000 and take about seven months because that is where we will be when this ends up at that seventh month. That will be about \$415,000 that we will have to start to work with next year without the expense of the advertising that we used to get CCPD off the ground in the election. Board Member Countryman said I think we did a placeholder for \$500,000 so that is good. We were in that neighborhood. Chief Solomon said because when we were projecting that, we projected that from what MECD was getting that year, so that is where we got our projection from. We are real close to that. It looks like sales taxes is doing pretty good, so we might exceed that by the time we start into another year.

CLOSING AGENDA

8. Items to consider for placement on future agendas.

Board Member Countryman said she is assuming the budget and a date in May other than the 31st. By that time in May, we should also have the quarterly report.

Board Member Donaldson asked did we get our articles approved by the attorney? Remember at the last meeting, we were going to use the articles. Chief Solomon said we sent it over to the attorneys for review.

Chief Solomon said you all should take a look at and read through Chapter 363 of the Crime Control Prevention District. It gives you some different things we do with budget. Also, I wanted to bring to your attention that at some point next year, we are going to have to have an audit. I just wanted to bring this to your attention so you can be aware of that when it comes to budget time.

Vice President Ghutzman asked what is the statute that deals specifically with the audit? Chief Solomon said the statute that deals with the audit is 363.202.

Vice President Ghutzman said we will need to add him being sworn in for the future agenda.

It was agreed upon to schedule the next CCPD meeting for May 19th at 6:00 p.m.

9. Adjourn.

Motion: Board Member Donaldson made a motion to adjourn the Regular Meeting of the Montgomery Crime Control and Prevention District at 6:28 p.m. Board Member Wilkerson seconded the motion. Motion carried with all present voting in favor.

APPROVED:

Joel Gordon, President

ATTEST:

Corinne Tilley, Secretary

DRAFT

Montgomery Crime Control and Prevention District
AGENDA REPORT

Meeting Date: 05/19/2025	Budgeted Amount: NONE
Department: Administration	Prepared By: Corinne Tilley

Subject

Administration of Statement of Officer and Oath of Office to the newly appointed official for the Montgomery Crime Control and Prevention District for Place 7.

Discussion

The Statement of Officer form must be executed before taking the Oath of Office.

Article XVI §1, Texas Constitution prescribes an oath that all officers must take before they enter upon the duties of their offices.

Recommendation

Recommendation for the newly appointed official to complete the Statement of Officer form and Oath of Office form and file a copy of the forms with the City of Montgomery City Secretary's Office.

Approved By

City Secretary & Director of Administrative Services	Ruby Beaven	Date: 05/16/2025
Interim City Administrator & Police Chief	Anthony Solomon	Date: 05/16/2025

Form #2201 Rev. 05/2020
Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

Statement

I, Michael Ghutzman, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.


Title of Position to Which Elected/Appointed: _____
Montgomery Crime Control and Prevention District Place 7 Board Member

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: 05/19/2025

Signature of Officer

Form #2204 Rev 9/2017 Submit to: SECRETARY OF STATE Government Filings Section P O Box 12887 Austin, TX 78711-2887 512-463-6334 FAX 512-463-5569 Filing Fee: None	<p style="text-align: right;">This space reserved for office use</p> <div style="text-align: center;"> OATH OF OFFICE</div>
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IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Michael Ghutzman, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Montgomery Crime Control & Prevention District Place 7 Board Member of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Officer



Certification of Person Authorized to Administer Oath

State of _____
County of _____

Sworn to and subscribed before me on this _____ day of _____, 20____.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Printed or Typed Name

Montgomery Crime Control and Prevention District
AGENDA REPORT

Meeting Date: 05/19/2025	Budgeted Amount: NONE
Department: Administration	Prepared By: Corinne Tilley

Subject

Discussion and update on the preliminary FY 25/26 budget.

Discussion

- Budget planning FY 26
- Questions and comments

Recommendation

For discussion only.

Approved By

City Secretary & Director of Administrative Services	Ruby Beaven	Date: 05/13/2025
Interim City Administrator & Police Chief	Anthony Solomon	Date: 05/13/2025

Montgomery Crime Control and Prevention District
AGENDA REPORT

Meeting Date: 05/19/2025	Budgeted Amount: NONE
Department: Administration	Prepared By: Corinne Tilley

Subject

Update from the Finance Director

Discussion

- Financial report
- Share the budget calendar FY 26
- Questions and comments

Recommendation

Accept the Finance Director's financial report

Approved By

City Secretary & Director of Administrative Services	Ruby Beaven	Date: 05/13/2025
Interim City Administrator & Police Chief	Anthony Solomon	Date: 05/13/2025

Tax Rate & Budget Adoption Deadlines

July 25 (Friday)	Tax Rolls Due from Chief Appraiser	
August 7 (Thursday)	Tax Rates Due to City Council	Post on website. No Council action needed.
August 29 (Friday)	Deadline to File Proposed Budget	Must wait 30 days to adopt. Does not require a vote by Council but a vote to approve the Proposed Budget is fine.
September 18 (Thursday)	Last day to Publish Notice of Budget Hearing	Must be 10 days between publication and hearing
September 22 (Monday)	Last day to Approve Proposed Tax Rate	
September 22 (Monday)	Last day to Publish Notice of Tax Rate Hearing	
September 24 (Wednesday)	Last day to Publish Notice of Meeting to Adopt Tax Rate if no hearing is required	
September 28 (Sunday)	Last day for Budget Hearing	
September 29 (Monday)	Last day to Adopt Budget	
September 29 (Monday)	Last day to Adopt Tax Rate	

FY26 Proposed Budget Workshop and Adoption Schedule

May 22 (Thursday)	Budget Workshop w/Council	
June 9 (Monday)	Budget Workshop w/Council	
July 14 (Monday)	Budget Workshop w/Council	
August 7 (Thursday)	Tax Rates Due to City Council	Post on website
August 11 (Monday)	Budget Workshop w/Council	
August 12 (Tuesday)	Meeting on Proposed Tax Rate	Record vote on the Proposed Tax Rate and post on website
August 13 (Wednesday)	File Proposed Budget with City Secretary	Council action not required. Must be posted on website.
September 5 (Friday)	Newspaper Notice must be posted by this date or earlier	
September 15 (Monday)	Budget Hearing & Tax Rate Hearing	
September 15 (Monday)	Adopt Budget & Tax Rate	

FY26 Proposed Budget Calendar

May 1 (Thursday)	Worksheets to Department Heads	
May 8 (Thursday)	Worksheets due to Finance	
May 22 (Thursday)	Budget Workshop w/Council	
June 9 (Monday)	Budget Workshop w/Council	
July 14 (Monday)	Budget Workshop w/Council	
August 7 (Thursday)	Tax Rates Due to City Council	Post on website
August 11 (Monday)	Budget Workshop	
August 12 (Tuesday)	Meeting on Proposed Tax Rate	Record vote on the Proposed Tax Rate and post on website
August 13 (Wednesday)	File Proposed Budget with City Secretary	Council action not required. Must be posted on website.
September 5 (Friday)	Newspaper Notice must be posted by this date or earlier	
September 15 (Monday)	Budget Hearing & Tax Rate Hearing	
September 15 (Monday)	Adopt Budget & Tax Rate	
September 19 (Friday)	Deadline to have Tax Rate to Tax Office	



City of Montgomery, TX

Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 880 - CCPD - Crime Control & Prevention District							
Revenue							
880-00-14070-0000000	Sales Tax	0.00	0.00	50,553.79	109,651.88	109,651.88	0.00 %
880-00-14670-0000000	Interest Income	0.00	0.00	383.02	600.56	600.56	0.00 %
Revenue Total:		0.00	0.00	50,936.81	110,252.44	110,252.44	0.00%
Fund: 880 - CCPD - Crime Control & Prevention District Total:		0.00	0.00	50,936.81	110,252.44	110,252.44	0.00%
Report Total:		0.00	0.00	50,936.81	110,252.44	110,252.44	0.00%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
Fund: 880 - CCPD - Crime Control & Prevention District						
Revenue	0.00	0.00	50,936.81	110,252.44	110,252.44	0.00%
Fund: 880 - CCPD - Crime Control & Prevention District Total:	0.00	0.00	50,936.81	110,252.44	110,252.44	0.00%
Report Total:	0.00	0.00	50,936.81	110,252.44	110,252.44	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
880 - CCPD - Crime Control & Prev	0.00	0.00	50,936.81	110,252.44	110,252.44	0.00%
Report Total:	0.00	0.00	50,936.81	110,252.44	110,252.44	0.00%