

City of Montgomery

Crime Control and Prevention District Board Meeting Agenda

January 27, 2025 at 6:00 PM
Montgomery City Hall – Council Chambers
101 Old Plantersville Rd. Montgomery, TX 77316

NOTICE IS HEREBY GIVEN that a Meeting of the Crime Control and Prevention District will be held on **Monday, January 27, 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.

CALL TO ORDER

INVOCATION

PLEDGES OF ALLEGIANCE

American Flag

Texas Flag

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.

- 1.** Consideration and possible action on the CCPD Temporary Meeting Minutes of November 19, 2024.
- 2.** Consideration and possible action on the CCPD Regular Meeting Minutes of December 16, 2024.

PUBLIC HEARING

The CCPD will receive comments from the public on the below listed item(s). Speakers will be limited to three (3) minutes each. Persons wishing to participate (speak) during the Public Hearing portion of the meeting must sign-in to participate prior to the meeting being called to order.

REGULAR AGENDA

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

- 3.** Administration of Statement of Officer and Oath of Officer to newly appointed officials for Crime Control and Prevention District for Places 1, 2, 3, 4, 5, 6, and 7.
- 4.** Consideration and possible action to authorize payment for the Public Official Position Schedule Bond No. 67328242 in the amount of \$330.75.
- 5.** Consideration and possible action on the creation of Crime Control and Prevention District Bylaws.
- 6.** Update from the Finance Director.
- 7.** Open Meetings Act Training.
- 8.** Public Information Act Training.

ADJOURNMENT

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: **January 23, 2025 by 5:45 p.m.** 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) 597-3288 at least 24-hours prior to the meeting for further information or for special accommodation.

Crime Control and Prevention District
AGENDA REPORT

Meeting Date: January 27, 2025	Budgeted Amount: N/A
Department: Administration	Prepared By: Ruby Beaven

Subject

Consideration and possible action on the CCPD Temporary Meeting Minutes of November 19, 2024.

Recommendation

Staff recommends approval of the meeting minutes, as presented.

Discussion

The December 16, 2024, agenda had the November minutes listed for approval. However, the date was listed for November 14, 2024, not November 19, 2024. With that being said, the minutes are being brought back for approval with the correct date listed on the agenda.

Please see the accompanying minutes:

CCPD Temporary Meeting Minutes of November 19, 2024.

Approved By

City Secretary & Director of Administrative Services	Ruby Beaven	Date: 01/23/2025
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Crime Control and Prevention District
AGENDA REPORT

Meeting Date: January 27, 2025	Budgeted Amount: N/A
Department: Administration	Prepared By: Ruby Beaven

Subject

Consideration and possible action on the CCPD Regular Meeting Minutes of December 16, 2024.

Recommendation

Staff recommends approval of the meeting minutes, as presented.

Discussion

Please see the accompanying minutes:

CCPD Regular Meeting Minutes of December 16, 2024.

Approved By

City Secretary & Director of Administrative Services	Ruby Beaven	Date: 01/23/2025
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City of Montgomery

Crime Control and Prevention District Meeting Minutes

December 16, 2024 at 6:00 PM
Montgomery City Hall – Council Chambers
101 Old Plantersville Rd. Montgomery, TX 77316

CALL TO ORDER

The Regular Meeting of the Crime Control and Prevention District was called to order by Joel Gordon at 6:00 p.m. on December 16, 2024, 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
Nelson Cox
Michael Ghutzman
Joel Gordon
Sara Countryman
Stan Donaldson
T.J. Wilkerson

INVOCATION

Board Member Donaldson let the invocation.

PLEDGES OF ALLEGIANCE

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

PUBLIC FORUM

No public comments were presented for this meeting.

CONSENT AGENDA

- 1. Consideration and possible action on approval of the minutes from the November 14, 2024 meeting.**
- 2. Adopt a budget year of October 1st through September 30th to align with the City's current Fiscal Year.**

Motion: Board Member Countryman moved to approve the consent agenda, as presented. Board member Donaldson seconded the motion. Motion carried with all present voting in favor.

REGULAR AGENDA

3. Draw lots for seat positions to be numbered 1 through 7.

Montgomery CCPD Board Place Drawing:

- Place 1: Carol Langley
- Place 2: Sara Countryman
- Place 3: Nelson Cox
- Place 4: Stan Donaldson
- Place 5: Joel Gordon
- Place 6: T.J. Wilkerson
- Place 7: Michael Ghutzman

Sec. 363.101. BOARD OF DIRECTORS.

(a) A district is governed by a board of seven directors appointed in the same manner as provided for the selection of temporary directors under Section 363.052(a).

(b) Board members serve staggered two-year terms that expire September 1, except that the initial appointees under this section shall draw lots to determine:

- (1) the three directors to serve terms that expire on September 1 of the first year following creation of the district; and
- (2) the four directors to serve terms that expire on September 1 of the second year following creation of the district.

Montgomery CCPD Board Member Initial Terms Drawing:

	Number Drawn	Expiring Term
Place 1: Carol Langley	#2	09/01/2025
Place 2: Sara Countryman	#3	09/01/2026
Place 3: Nelson Cox	#4	09/01/2025
Place 4: Stan Donaldson	#5	09/01/2026
Place 5: Joel Gordon	#1	09/01/2026
Place 6: T.J. Wilkerson	#6	09/01/2025
Place 7: Michael Ghutzman	#7	09/01/2026

4. Consideration and possible action on the election of the President and Vice President of the board. Each position serves for a term of one calendar year.

Sec. 363.103. OFFICERS. (a) The board shall elect from among its members a president and vice president. (b) Each officer of the board serves for a term of one year.

Motion: Board Member Langley moved to nominate Joel Gordon as President. Board Member Wilkerson seconded the motion. Motion carried with all present voting in favor.

Motion: Board Member Cox moved to nominate Michael Ghutzman as Vice-President. Board Member Countryman seconded the motion. Motion carried with all present voting in favor.

5. Consideration and possible action on the appointment of the secretary and treasurer.

Sec. 363.103. OFFICERS. (a) ... The board shall appoint a secretary. The secretary need not be a director. The person who performs the duties of auditor for the political subdivision shall serve as treasurer for the district. (b) Each officer of the board serves for a term of one year.

Motion: Board Member Langley moved to nominate staff member Corrin Tilley as Secretary. Board Member Donaldson seconded the motion. Motion carried with all present voting in favor.

Motion: Board Member Langley moved to nominate Maryann Carl the City Finance Director as Treasurer. Board Member Donaldson seconded the motion. Motion carried with all present voting in favor.

6. Consideration and possible action on the adoption of the Montgomery Crime Control and Prevention District Vision Statement, Mission Statement, and Strategies.

VISION STATEMENT

The Crime Control and Prevention District Board will work to ensure that funds raised through a proposed quarter-cent Crime Control local sales and use tax are spent on programs and capital purchases that will reduce crime, increase public safety, and maintain and enhance the quality of life in Montgomery.

MISSION STATEMENT

To enhance the Montgomery Police Department’s ability to provide quality service and to work in partnership with the community to reduce crime and to create a safe environment for all. That Mission is accomplished through funding of the Crime Control and Prevention strategies:

STRATEGIES

1. Provide Opportunities for citizens to learn about the city, the department, and the district.
2. Support efforts to reduce crime through enhanced enforcement activities and crime prevention programs.
3. Support efforts to increase the safety of residents and to decrease crime throughout the City of Montgomery neighborhoods.
4. Support efforts to increase the safety of youth and reduce juvenile crime through crime prevention and intervention programs.
5. Support efforts to enhance crime fighting and prevention tools and efforts through diverse recruitment, training, and retention of high-quality officers, technology, equipment, and capital improvements.

Motion: Board Member Countryman moved to adopt the Montgomery Crime Control and Prevention District Vision Statement, Mission Statement, and Strategies as presented. Board Member Donaldson seconded the motion. Motion carried with all present voting in favor.

7. Discuss potential budget and possible update on sales tax data.

Treasurer Carl addressed the Board and stated as far as the budget goes, we are going to go with the preliminary approved budget. We are still expecting this to go into effect January 01, 2025. As far as the sales tax dollars for the CD, we are waiting for legal to give us that final yes. That is the date we go with and if that is the case, we will receive those first funds deposited in March. So, that is the first time that we will have revenues, in theory, it would be the first time we could have any expenses. I will update again if we hear anything different, but that is what we expect to hear back from the attorneys. We have been waiting for the final blessing from them on that.

Discussion was held among the Board Members and Treasurer Carl about the preliminary budget being the one that is in their books. Treasurer Carl stated she believed that it was the one that was voted on. Treasurer Carl went on to explain that this is the beginning budget, and it is a guess right now, so we are going to be tracking in the beginning. We need to see where our revenues will be, and we will be looking at anything that we might be able to shift to the Chief to ease some of the burden on the general fund for the CCPD. So, we will be watching the first year to see.

8. Update on steps to open a bank account for the CCPD.

Treasurer Carl addressed the Board, stating, this is another thing that we are waiting for legal to weigh in on. I have talked with the Auditors, and it is not necessary that the CCPD have its own individualized bank account, because the city operates in a pooled cash environment. We use a system that tracks through fund accounting. In a pooled cash environment, everything is delineated by the

fund. As far as the Auditors are concerned, it is entirely acceptable to continue in that process. Typically, what we would see in a situation like this is that the hierarchy, in this case, the City designates its signers on all transactions from those bank accounts and a check request would come in for payment on any of those items. It is not uncommon for a check request to be signed by the Chief and potentially a member of the CCPD Board. That would be the Board authorization for the expense on that item. That is what I am expecting would be the way unless the Board has some other ideas on that. That is typically what we would see on a board that has money associated with it.

Treasurer Carl stated this is kind of the way that the EDC operates currently. President Gordon inquired about it being easier to run in that type of situation than establishing our own bank account. Treasurer Carl explained it is in respect that the CCPD is a component unit of the City and so it is reflected in our audit as such. If it were established as its own individual entity, it becomes a separation and it is handled a little bit differently and a little bit more cumbersome.

Treasurer Carl stated, when she came into the city a year and a half ago, we had a very large number of bank accounts. We are trying to pull back on that because that just opens us up for a lot of inaccuracies. We are trying not to do that. We do have a very strong fund accounting system specifically designed for governments. We are able to track all that. You will be reported in the audit that we will do for fiscal year 2025. The CCPD will be reported in that audit as a component unit.

Board Member Countryman asked if there is no way for leakage or maybe that CCPD earned \$2 million this year and yet we only recognize 650? Treasurer Carl stated it is handled in the same way that we do right now on the city side. Like when we get the city sales tax, we do an entry where that sales tax comes into one bank account, but it is adjusted in our funds according to a portion of it going to our general fund and a portion of it going to the EDC. Board Member Countryman stated, she has not seen any kind of quote "leakage" or anything funky there so it is trustworthy. Treasurer Carl said we cannot reconcile if it is. Board Member Countryman stated okay and just for transparency just wanted to ask.

Board member Donaldson inquired about it being treated the same as EDC. Treasurer Carl stated, essentially it is. President Gordon stated, we are functioning very similar to it, so I think if that is going to make everybody's life counting the numbers, auditing and all that good stuff a lot simpler I personally think that is the way to go. Interim City Administrator Solomon stated it is an entity of the city which means everything that is approved by you guys has to go to City Council to be approved before anything can happen.

9. Consideration and possible action on establishing meeting intervals and scheduling the next meeting for January 27, 2024 at 6pm.

Motion: Board Member Countryman made a motion to establish the meeting intervals to be the last Monday of each month starting on January 27, 2025, at 6:00 p.m. Vice-President Ghutzman seconded the motion. Motion carried with all present voting in favor.

ADJOURNMENT

Motion: Board Member Countryman made a motion to adjourn the Regular Meeting of the Crime Control and Prevention District at 6:35 p.m. Vice-President Ghutzman seconded the motion. Motion carried with all present voting in favor.

APPROVED:

Joel Gordon, President

ATTEST:

Corinne Tilley, Secretary

DRAFT

Crime Control and Prevention District
AGENDA REPORT

Meeting Date: January 27, 2025	Budgeted Amount: N/A
Department: Administration	Prepared By: Ruby Beaven

Subject

Administration of Statement of Officer and Oath of Officer to newly appointed officials for Crime Control and Prevention District for Places 1, 2, 3, 4, 5, 6, and 7.

Recommendation

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

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.

City Secretary Ruby Beaven will administer the Statement of Officer and Oath of Office to newly appointed officials for Crime Control and Prevention District for Places 1, 2, 3, 4, 5, 6, and 7.

Approved By

City Secretary & Director of Administrative Services	Ruby Beaven	Date: 01/23/2025
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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, Carol Langley, 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: _____
Crime Control and Prevention District Place 1 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: 01/27/2025

Signature of Officer

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, Sara Countryman, 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: _____
Crime Control and Prevention District Place 2 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: 01/27/2025

Signature of Officer

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, Nelson Cox, 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: _____
Crime Control and Prevention District Place 3 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: 01/27/2025

Signature of Officer

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, Stan Donaldson, 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: _____
Crime Control and Prevention District Place 4 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: 01/27/2025

Signature of Officer

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, Joel Gordon, 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: _____
Crime Control and Prevention District Place 5 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: 01/27/2025

Signature of Officer

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, T.J. Wilkerson, 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: _____
Crime Control and Prevention District Place 6 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: 01/27/2025

Signature of Officer

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: _____
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: 01/27/2025

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

This space reserved for office use



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Carol Langley, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Crime Control and Prevention District Place 1 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

Form #2204 Rev 9/2017

This space reserved for office use

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



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Sara Countryman, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Crime Control and Prevention District Place 2 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

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

This space reserved for office use



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Nelson Cox, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Crime Control and Prevention District Place 3 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

Form #2204 Rev 9/2017
Submit to:
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P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None

This space reserved for office use



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Stan Donaldson, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Crime Control and Prevention District Place 4 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

Form #2204 Rev 9/2017

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P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Joel Gordon, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Crime Control and Prevention District Place 5 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

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Submit to:
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P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None

This space reserved for office use



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, T.J. Wilkerson, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Crime Control and Prevention District Place 6 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

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

This space reserved for office use



OATH OF OFFICE

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 Crime Control and 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

Crime Control and Prevention District
AGENDA REPORT

Meeting Date: January 27, 2025	Budgeted Amount: \$330.75
Department: Administration	Prepared By: Ruby Beaven

Subject

Consideration and possible action to authorize payment for the Public Official Position Schedule Bond No. 67328242 in the amount of \$330.75.

Recommendation

Staff recommends approval for payment for the Public Official Position Schedule Bond No. 67328242 in the amount of \$330.75.

Discussion

As indicated below, the Crime Control and Prevention District is required to obtain a \$5,000 bond for each director or officer. At this time, the required Public Official Position Schedule Bond has been secured, effective 01/21/2025 to 01/21/2028, for seven (7) Director positions for the Crime Control and Prevention District (CCPD). The recommendation is to authorize payment for the Public Official Position Schedule Bond No. 67328242 in the amount of \$330.75.

LOCAL GOVERNMENT CODE
TITLE 11. PUBLIC SAFETY
SUBTITLE C. PUBLIC SAFETY PROVISIONS APPLYING TO MORE THAN ONE TYPE
OF LOCAL GOVERNMENT
CHAPTER 363. CRIME CONTROL AND PREVENTION DISTRICTS
SUBCHAPTER C. DISTRICT ADMINISTRATION

Sec. 363.102. FILING OF OFFICER'S BOND.

- a) Before assuming the duties of the office, each director or officer, including a person designated under Section 363.101(c), must execute a bond for \$5,000 payable to the district, conditioned on the faithful performance of the person's duties as director or officer.
- b) The bond shall be kept in the permanent records of the district.
- c) The board may pay for the bonds of the directors or officers with district funds.
- d) The board and the district may issue or sell bonds conditioned on the faithful performance of a person's duties as a director as provided by this section.

Approved By

City Secretary & Director of Administrative Services	Ruby Beaven	Date: 01/23/2025
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Transaction Report & Invoice

CNA Surety
PO Box 957289
St Louis, MO 63195-7289

Principal Information: ID:
Crime Control and Prevention District
101 Old Plantersville Road
Montgomery, TX 77316
Agency Code: 42-21666

Northwoods Ins. Agency, L L C
2001 Timberloch Pl., Ste. 500
The Woodlands, TX 77380

YOU CAN PAY ONLINE BY VISITING ONLINEPAY.CNASURETY.COM

Transaction Description:

Transaction Effective Date: 01/21/2025

Bond/Policy #: 67328242

Written By: Western Surety Company
Description: P.E. Position Schedule (7)
Obligee: Crime Control and Prevention District

Gross Premium Charge: \$330.75
Commission Amount: \$66.15
Net Amount Due: \$264.60

Effective Date: 01/21/2025
Expiration Date: 01/21/2028
Current Penalty: \$35,000.00
Renewal Method:

Change Detail:

Agent: You may remove stub below to use as a billing/credit invoice

CNA Surety

INVOICE

CO.#	BOND/POLICY#	EFFECTIVE DATE	ANNIVERSARY DATE	PROCESS DATE	PENALTY
0601	67328242	01/21/2025	01/21/2028	01/21/2025	\$35,000.00
PRINCIPAL	Crime Control and Prevention District 101 Old Plantersville Road, Montgomery, TX 77316				
RISK STATE	TX	WRITTEN BY Western Surety Company			
DESCRIPTION	P.E. Position Schedule (7)				
OBLIGEE	Crime Control and Prevention District				

AGENCY CODE
42-21666

\$330.75

Your agent is: Northwoods Ins. Agency, L L C
2001 Timberloch Pl., Ste. 500
The Woodlands, TX 77380

mail to

Western Surety Company



Executed In Duplicate

Western Surety Company

PUBLIC OFFICIAL POSITION SCHEDULE BOND

Bond No. 67328242

Name of Insured Crime Control and Prevention District

WESTERN SURETY COMPANY, as Surety, in consideration of an agreed premium is held and firmly bound unto the Obligee, for the faithful discharge of the duties of any Officer or Employee while occupying any position named in the schedule attached, or added thereto by written acceptance of the Surety, while in the service of the Insured, not exceeding the sum specified in said schedule or written acceptance of the Surety as to said position after the

21st day of January, 2025.

This bond is subject to the following expressed conditions:

1. Automatic coverage is granted for the first thirty days' service of any Officer or Employee occupying a newly created position identical with one listed in the schedule of positions, in an equal amount.

Provided, however, that the automatic coverage herein granted shall be void and of no effect from the beginning, unless during the said thirty day period the Insured has requested in writing that the position be added to the schedule, and the Surety by written acceptance has consented thereto.

2. Coverage on any position may be increased or decreased upon written request of the Insured, and agreed to in writing by the Surety.

3. The Surety's liability under this bond shall not be cumulative, and in no event shall the Surety be called upon to pay as a loss hereunder an amount greater than the largest single amount for which the position occupied by any Officer or Employee causing said loss is or has been covered in the schedule, whether said loss occurred during any one or more years. The liability of the Surety for any Officer or Employee occupying more than one position at one time, or at different times, shall not exceed the largest amount of coverage specified for any single position occupied by said Officer or Employee. The liability of the Surety shall never exceed the amount in effect for the position when the act of the Officer or Employee causing the loss shall have occurred. In the event there are more Officers or Employees occupying the position covered in the schedule than are listed therein, the Surety shall be liable for such proportion of the amount of coverage as the number of Officers or Employees listed bears to the number of Officers or Employees actually occupying the position when the loss occurred.

4. Cancellation hereunder is effective, and all liability under this bond shall cease as to the future acts or omissions as to any Officer or Employee on the date specified in written notice given by the Insured to the Surety as to any or all positions or Officers or Employees, or after thirty days' written notice given by the Surety to the Insured of its intent to cancel this bond in its entirety, or as to any Officer or Employee or position.

5. None of the specifications of this bond shall be altered or waived, except in writing by the Surety executed by the Chairman of the Board, its President, Vice President, Secretary, Assistant Secretary or Treasurer.

6. The liability of the Surety hereunder is subject to the terms and conditions of the following or to the following Riders attached thereto:

Dated this 21st day of January, 2025.

WESTERN SURETY COMPANY

By Larry Kasten
Larry Kasten, Vice President Surety

Item 4.

Executed In Duplicate

SCHEDULE OF POSITIONS EFFECTIVE January 21st, 2025
 (If there is more than one position of like classification, list by number, thus: Cashier No. 1, Cashier No. 2)

Number	Position	Location	Amount	Premium
1	director		\$5,000.00	\$17.50*
2	director		\$5,000.00	\$17.50*
3	director		\$5,000.00	\$17.50*
4	director		\$5,000.00	\$17.50*
5	director		\$5,000.00	\$17.50*
6	director		\$5,000.00	\$17.50*
7	director		\$5,000.00	\$17.50*
***** ***** End of Schedule *****				

*Subject to annual earned minimum premium for the bond.

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Crime Control and Prevention District
AGENDA REPORT

Meeting Date: January 27, 2025	Budgeted Amount: N/A
Department: Administration	Prepared By: Corinne Tilley

Subject

Consideration and possible action on the creation of Crime Control and Prevention District Bylaws.

Recommendation

Staff recommends the Board to review the proposed City of Montgomery Crime Control and Prevention District Bylaws and the provided examples of Bylaws from other CCPDs.

Discussion

While the state statute doesn't mandate district bylaws, it allows for their creation to provide structure and clarity. The proposed bylaws are written within the authority given in the state statute.

The proposed bylaws aim to enhance transparency, accountability, and efficiency. It may help streamline decision-making processes and ensure consistent governing practices.

In your packet, you'll find some examples of bylaws from other municipalities with crime control and prevention districts.

The proposed bylaws will adhere to all relevant legal and ethical standards. A vote on approval of the bylaws will take place during February's meeting.

Approved By

Interim City Administrator	Anthony Solomon	Date: 01/23/2025
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CITY OF MONTGOMERY
CRIME CONTROL AND PREVENTION DISTRICT
BYLAWS

ARTICLE I: PURPOSE & POWERS

- Section 1. Purpose. The Crime Control and Prevention District (the "District") of the City of Montgomery (the "City") is established for the purposes set forth in the Crime Control and Prevention District Act, Chapter 363 of the Texas Local Government Code (the "Act").
- Section 2. Powers. In the fulfillment of its purpose, the District shall be governed by the Act, and shall have all the powers set forth and conferred in the Act, and in other applicable law, subject to the limitations prescribed therein and herein.

ARTICLE II: BOARD OF DIRECTORS

- Section 1. Powers, Number and Term.
- (a) The district shall be governed by a Board of Directors (the "Board") consisting of seven members, who shall be appointed by the City Council pursuant to Section 363.052(a).
 - (b) The Board shall exercise oversight and establish the policies of the District, subject to the restrictions imposed by the Act and by these Bylaws.
 - (c) Before assuming the duties of the office, each director or officer must execute a bond for a minimum of \$5,000.00 payable to the District, conditioned on the faithful performance of the person's duties as director or officer.
 - (d) Board members serve staggered two-year terms that expire September 1st.
 - (e) A vacancy in the office of director shall be filled for the unexpired term in the same manner that the vacant position was originally filled.

ARTICLE III: OFFICERS

- Section 1. Titles and Term of Office
- (a) The Board shall elect from among its members a president and vice president. The board shall appoint a secretary. The Finance Director shall serve as treasurer for the district.
 - (b) Each officer of the board serves for a term of one calendar year.

- (c) A vacancy in a board office shall be filled for the unexpired term by the board.

ARTICLE IV: DISTRICT FINANCES

- Section 1. Fiscal Year. The District shall operate on an annual fiscal year beginning October 1st and ending September 30th of the following year.
- Section 2. Annual District Budget. Prior to the commencement of each fiscal year of the District, the Board shall adopt a proposed budget of expected revenues and proposed expenditures for the next ensuing fiscal year. The budget shall contain such classifications and shall be in such form as may be prescribed from time to time by the City Council. The budget shall not be effective until the same has been approved by the City Council.
- (a) The budget may be amended after the beginning of the fiscal year upon approval of the Board and the City Council.
- Section 3. Account of Disbursements. Not later than the 60th day after the last day of each fiscal year, the Finance Director shall prepare for the board a sworn statement of the amount of money that belongs to the district and an account of the disbursements of that money.

ARTICLE V: MEETINGS

- Section 1. Notice of Meetings.
- (a) Regular meetings shall be held at such times and places as shall be designated by the Board. Special meetings of the District shall be held whenever called by the president or by a majority of the directors.
- (b) The secretary shall give notice to each director of each regular or special meeting in accordance with Chapter 551 of the Texas Local Government Code, as amended.
- Section 2. Open Meetings Act. All meetings and deliberations of the Board shall be called, convened, held and conducted, and notice shall be given to the public in accordance with the Texas Open Meetings Act, Chapter 551 of the Texas Local Government Code, as amended.
- Section 3. Voting Requirement. A concurrence of a majority of the members of the Board is necessary in matters relating to the business of the District. A two-thirds majority vote of the Board is required to reject any application for funding available under the Act.

ARTICLE VI: EFFECTIVE DATE, AMENDMENTS

- Section 1. Effective Date. These Bylaws shall become effective upon the adoption of these Bylaws by the Board.

Section 2. Future Amendments to the Bylaws. The Bylaws may only be amended by a two-thirds majority vote of the Board.

PASSED AND APPROVED BY THE CRIME CONTROL AND PREVENTION DISTRICT

BOARD on this ____ day of _____, 2025.

By:

Joel Gordon, President

ATTEST:

Corinne Tilley, CCPD Secretary

APPROVED AS TO FORM AND LEGALITY:

Alan Petrov, City Attorney

DRAFT



Sweeny Police Department

Est. 1909 † Home of the Unknown Soldier
123 N. Oak Street † Sweeny, Texas 77480
Dispatch | 979-548-3111 † Office | 979-548-3112
Brad Caudle, Chief of Police



CCPD BYLAWS

ARTICLE I. NAME AND AFFILIATION

Section A. The name of this organization shall be the Crime Control and Prevention District (CCPD).

Section B. The Board shall be affiliated with and be an advisory council to the City of Sweeny and Sweeny City Council

ARTICLE II. PURPOSE

The purpose of the Board is to act as the directors of the district and staff regarding the ways in which the CCPD's services to small cities can be enhanced, consistent with the League's resources and the needs of the organization as a whole.

ARTICLE III. MEMBERSHIP (LOCAL GOVERNMENT CODE CH 363)

BOARD OF DIRECTORS. (a) A district is governed by a board of seven directors appointed in the same manner as provided for the selection of temporary directors under Section [363.052\(a\)](#).

(b) Board members serve staggered two-year terms that expire September 1, except that the initial appointees under this section shall draw lots to determine:

(1) the three directors to serve terms that expire on September 1 of the first year following creation of the district; and

(2) the four directors to serve terms that expire on September 1 of the second year following creation of the district.

(c) Repealed by Acts 1999, 76th Leg., ch. 1219, Sec. 7(a), eff. Sept. 1, 1999.

(d) A vacancy in the office of director shall be filled for the unexpired term in the same manner that the vacant position was originally filled.

(e) A member of the board is not liable for civil damages or criminal prosecution for any act performed in good faith in the execution of duties as a board member or for an action taken by the board.

ARTICLE IV. TERMS OF OFFICE



Sweeny Police Department

Est. 1909 † Home of the Unknown Soldier
123 N. Oak Street † Sweeny, Texas 77480
Dispatch | 979-548-3111 † Office | 979-548-3112
Brad Caudle, Chief of Police



- A. Members may serve on the board as long as they meet all the requirements of membership. The terms of the board members shall be staggered. (See Membership)
- B. If a member of the board is absent from two consecutive scheduled meetings without being excused by action of the board, the member may be disqualified from serving on the CCPD Board. An absence is excused only if:
- C. the absent member informed any member of the CCPD of his/her absence in advance. If a member of the Board is absent from three consecutive scheduled meetings, the member could be automatically disqualified from serving on the CCPD.

ARTICLE V. OFFICERS

- A. The board shall elect from among its members a president and vice president. The board shall appoint a secretary. The secretary need not be a director. The person who performs the duties of auditor for the political subdivision shall serve as treasurer for the district.
- B. Each officer of the board serves for a term of one year.
- C. A vacancy in a board office shall be filled for the unexpired term by the board.

ARTICLE VI. MEETINGS

- A. The CCPD Board members shall meet not less than three regularly scheduled times during each year.
- B. Notice of meetings shall be posted per Roberts Rules of Order, 72 hours prior to the date of the meeting.

ARTICLE VII. AMENDMENTS TO THE BYLAWS

The bylaws may be amended at any meeting by a two-thirds vote of the members of the board present and voting.

Revision Approved:

**RULES AND PROCEDURES OF
CITY OF LAKE WORTH
CRIME CONTROL AND PREVENTION DISTRICT**

**ARTICLE I
PURPOSE, POWERS**

- Section 1. Purpose. The Crime Control and Prevention District (the "District") of the City of Lake Worth (the "City") is established for the purposes set forth in the Crime Control and Prevention District Act, Chapter 363 of the Texas Local Government Code (the "Act").
- Section 2. Powers. In the fulfillment of its purpose, the District shall be governed by the Act, and shall have all the powers set forth and conferred in the Act, and in other applicable law, subject to the limitations prescribed therein and herein.
- Section 3. Conflict with Act. In the event the provisions of these Rules and Procedures conflict with any provisions of the Act, the provisions of the Act will control.

**ARTICLE II
BOARD OF DIRECTORS**

- Section 1. Powers, Number and Term of Office.
 - (a) A Board of Directors (the "Board") shall exercise oversight and establish the policies of the District, subject to the restrictions imposed by the Act and by these Rules and Procedures.
 - (b) As provided by Section 363.1015, Texas Local Government Code, the Board shall be the City Council members of the City of Lake Worth (the "City Council"), and the term of such directors shall run concurrently with that of such council members.
 - (c) Before assuming the duties of the office, each director or officer must execute a bond for a minimum of \$5,000.00 payable to the District, conditioned on the faithful performance of the person's duties as director or officer.
 - (1) The bond shall be kept in the permanent records of the District.
 - (2) The Board may pay for the bonds of the directors or officers with District funds.

Section 2. Administration. All activities and operations of the District, subject to the paramount authority and policy direction of the Board, including but not limited to staffing, facilities, equipment, programs and services shall be administered and managed solely by the City and be subject to these Rules and Procedures and management of the City under the general supervision and management of the City Manager of the City of Lake Worth (the "City Manager").

Section 3. Notice of Meetings.

- (a) Regular meetings shall be held at such times and places as shall be designated by the Board. Special meetings of the Board shall be held whenever called by the president or by a majority of the directors.
- (b) The secretary shall give notice to each director of each regular or special meeting in accordance with Chapter 551 of the Texas Local Government Code, as amended.

Section 4. Open Meetings Act. All meetings and deliberations of the Board shall be called, convened, held and conducted, and notice shall be given to the public in accordance with the Texas Open Meetings Act, Chapter 551 of the Texas Local Government Code, as amended.

Section 5. Quorum. A majority of the directors shall constitute a quorum for the conduct of the official business of the District.

Section 6. Voting Requirement. A concurrence of a majority of the members of the Board is necessary in matters relating to the business of the District. A two-thirds majority vote of the Board is required to reject any application for funding available under the Act.

Section 7. Conduct of Business.

- (a) At the meetings of the Board, matters pertaining to the business of the District shall be considered in accordance with these Rules and Procedures as from time to time prescribed by the Board.
- (b) At all meetings of the Board, the president of the Board shall preside. The vice-president shall preside in the president's absence.
- (c) The secretary of the District shall act as secretary of all meetings of the Board, but in the absence of the secretary, the presiding officer may appoint any person to act as secretary of the meeting.

Section 8. Compensation of Directors. Directors shall not receive any salary or compensation for their services as directors. However, they shall be

reimbursed for their actual expenses incurred in the performance of their official duties as directors.

- Section 9. City Liaison. The City Manager shall be the primary representative of the City in all Board meetings. All Board directives to the City, whether at an official meeting of the Board or in some other forum, shall be made to the City Manager.

ARTICLE III OFFICERS

Section 1 Titles and Term of office.

- (a) The officers of the District shall be a president and a vice president from the Board. The president of the Board shall preside at all Board meetings. The vice president shall preside in the president's absence. The president shall be the Mayor of the City and the vice president shall be the Mayor Pro Tern. Other officers shall include a chief operating officer, a secretary, a treasurer, and such other officers as the Board may from time to time elect or appoint.
- (b) A vacancy in the officer of any officer other than the president or vice president shall be filled by a vote of a majority of the Board.

- Section 2. Powers and Duties of the Chief Operating Officer. The chief operating officer of the District, subject to the paramount authority of the Board, shall be in general charge of the properties and affairs of the District, and execute all service contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments in the name of the District and subject to these Rules and Procedures and procedures of the City. The City Manager shall be the chief operating officer of the District.

- Section 3. Treasurer. The treasurer shall have the responsibility to see to the handling, custody, and security of all funds and securities of the District in accordance with the Act, these Rules and Procedures, and the general rules and procedures of the City. When necessary or proper, the treasurer may endorse and sign, on behalf of the District, for collection or issuance, checks, notes and other obligations in or drawn upon such bank, banks or depositories as consistent with the Act and these Rules and Procedures. The treasurer shall see to the entry in the books of the District full and accurate accounts of all moneys received and paid out on account of the District. The treasurer shall, at the expense of the District, give such bond for the faithful discharge of his or her duties in such form and amount as the Board or the City Council may require. The Director of Finance of the City shall be the treasurer.

Section 4. Secretary. The secretary shall keep the minutes of all meetings of the Board in books provided for that purpose, shall give and serve all notices, may sign with the chief operating officer in the name of the District, and/or attest the signature thereto, all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments of the District, shall have charge of the corporate books, records, documents and instruments, except the books of account and financial records and securities, and such other books and papers as the Board may direct, all of which shall at all reasonable times be open to public inspection upon application at the office of the District during business hours, and shall in general perform all duties incident to the office of secretary subject to the control of the Board. The City Secretary shall be the secretary.

Section 5. Assistants and Legal Counsel. Any assistant treasurer and any assistant secretaries may, at the option of the Board, be employees of the City and the legal counsel shall be the attorney for the City.

Section 6. Compensation. Officers who are members of the Board shall not receive any salary or compensation for their services, except that they shall be reimbursed for their actual expenses incurred in the performance of their official duties as officers.

**ARTICLE IV
DISTRICT FINANCES**

Section 1. Fiscal Year. The District shall operate on an annual fiscal year beginning October 1st and ending September 30th of the following year.

Section 2. Annual District Budget. Prior to the commencement of each fiscal year of the District, the Board shall adopt a proposed budget of expected revenues and proposed expenditures for the next ensuing fiscal year. The budget shall contain such classifications and shall be in such form as may be prescribed from time to time by the City Council. The budget shall not be effective until the same has been approved by the City Council. The City Manager shall manage, administer, and present the proposed budget in the same manner and control as the other budgets of the City and in accordance with the Act.

(a) Public Hearing. Not later than the 100th day before the date each fiscal year begins, the Board shall hold a public hearing on the proposed annual budget. Any resident of the District is entitled to be present and participate at the hearing.

- (b) Notice of Public Hearing. The Board shall publish notice of the public hearing in a newspaper of general circulation in the District not later than the tenth (10th) day before the date of the hearing.
- (c) Inspection of Proposed Budget. The proposed budget shall be made available for public inspection at least ten (10) days prior to public hearing.
- (d) Adoption of Budget. Not later than the 80th day before the date each fiscal year begins, the Board, after holding the public hearing, may adopt the budget or make any changes in the proposed budget that in its judgment, is in the best interest of the District and the taxpayers.
- (e) City Council Approval. The Board shall submit the budget to the City Council for consideration. The City Council shall hold a public hearing on the proposed budget not later than the 45th day before the beginning of the fiscal year and shall publish notice of said hearing in a newspaper with general circulation in the District not later than the tenth (10th) day before the date of the hearing. Any resident of the District is entitled to be present and participate at the City Council hearing. Not later than the 30th day before the beginning of the fiscal year, the City Council shall approve or reject the budget, but may not amend it. If the City Council rejects the budget, the City Council and the Board shall meet together and approve the budget before the beginning of the fiscal year.
- (f) The budget may be amended after the beginning of the fiscal year upon approval of the Board and the City Council.

Section 3. Books, Records, and Audits.

- (a) The District shall keep and properly maintain, in accordance with generally accepted accounting principles, complete books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs.
- (b) The books, records, accounts and financial statements of the District will be maintained for the District by the accountants, staff and personnel of the Department of Finance of the City.
- (c) The Crime Control and Prevention District shall cause its books, records, accounts, and financial statements to be audited at least once each fiscal year by an outside, independent, auditing and accounting firm at the expense of the District.

Section 4. Management and Investment of District Funds. All District funds, subject to the paramount authority of the Board, shall be deposited, secured and/or invested in the manner provided for the deposit, security and/or investment of the public funds of the City. The accounts, reconciliation, and investment of such funds and accounts shall be performed by the Department of Finance of the City.

Section 5. District Expenditures. All District expenditures shall be made in accordance with the Act, these Rules and Procedures and regulations of the City.

Section 6. Annual Strategic Plan and Evaluation Study. The Chief Operating Officer shall produce and submit an annual strategic plan to the Board. The Chief Operating Officer shall also conduct an annual evaluation study for the Board to assess the impact, efficiency and effectiveness of new or expended programs.

**ARTICLE V
EFFECTIVE DATE, AMENDMENTS**

Section 1. Effective Date. These Rules and Procedures shall become effective upon the occurrence of the following:

- (a) The approval of these Rules and Procedures by the City Council; and
- (b) The adoption of these Rules and Procedures by the Board.

Section 2. Future Amendments to the Rules and Procedures. The Rules and Procedures may only be amended by a majority vote of the Board.

PASSED AND APPROVED BY THE CITY COUNCIL on this 13th day of June, 2017.

CITY OF LAKE WORTH

By: _____
Walter Bowen, Mayor

ATTEST:

Monica Solko, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Drew Larkin, City Attorney

Montgomery Crime Control and Prevention District
AGENDA REPORT

Meeting Date: January 77, 2025	Budgeted Amount: N/A
Department: Finance	Prepared By: Corinne Tilley

Subject

Update from the Finance Director

Discussion

- Update on the legal determination regarding sales tax (ie. MEDC 380 agreements)
- Clarify timing for the District’s funding information
- Any additional questions.

Approved By

Interim City Administrator & Chief of Police	Anthony Solomon	Date: January 23, 2025
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Crime Control and Prevention District
AGENDA REPORT

Meeting Date: January 27, 2025	Budgeted Amount: N/A
Department: Administration	Prepared By: Ruby Beaven

Subject

Open Meetings Act Training

Recommendation

Recommendation for newly appointed officials to complete the Open Meetings Act Training.

Discussion

Members of a governmental body subject to the Open Meetings Act (OMA) are required to participate in education training sessions pursuant to section 551.005 of the Texas Government Code. The training requirement applies to all elected or appointed officials who participate in meetings subject to the OMA. However, it does not apply to public officials who do not conduct business in meetings subject to the OMA.

The law requires that members subject to the OMA complete training within 90 days of taking the oath of office or otherwise assuming the responsibilities of office. The training must include information regarding the:

1. General background of the legal requirements for open meetings;
2. Applicability of the Open Meetings Act to governmental bodies;
3. Procedures and requirements regarding quorums, notice, and recordkeeping under the OMA;
4. Procedures and requirements for holding an open meeting and for holding a closed meeting under the OMA; and
5. Penalties and other consequences for failure to comply with the OMA.

The Office of the Attorney General's training video includes information on each of these elements and satisfies the requirements imposed by section 551.005 of the OMA. A public official may obtain a course completion certificate by following the directions at the end of the training video. The certificate must be maintained by the member's governmental body and made available for public inspection upon request.

<https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources/open-meetings-act-training>

Approved By

City Secretary & Director of Administrative Services	Ruby Beaven	Date: 01/23/2025
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Crime Control and Prevention District
AGENDA REPORT

Crime Control and Prevention District
AGENDA REPORT

Meeting Date: January 27, 2025	Budgeted Amount: N/A
Department: Administration	Prepared By: Ruby Beaven

Subject

Public Information Act Training

Recommendation

Recommendation for newly appointed officials to complete the Public Information Act Training.

Discussion

Texas Government Code section 552.012 requires elected or appointed public officials to complete an open records training course. The training requirement applies to:

1. a member of a multimember governmental body;
2. the governing officer of a governmental body that is headed by a single officer rather than by a multimember governing body; or
3. the officer for public information of a governmental body, without regard to whether the officer is elected or appointed to a specific term.

The law requires that the specified public officials complete the training course within 90 days of taking the oath of office or otherwise assuming the responsibilities of office.

The training course of not less than one and not more than two hours must include information regarding:

1. the general background of the legal requirements for open records and public information;
2. the applicability of the Public Information Act to governmental bodies;
3. procedures and requirements regarding complying with a request for information under the Public Information Act;
4. the role of the attorney general under the Public Information Act; and
5. penalties and other consequences for failure to comply with the Public Information Act.

The Office of the Attorney General’s training video consists of information on each of these elements and satisfies the requirements imposed by Government Code section 552.012. A public official or public information coordinator may obtain a course completion certificate by following the directions in the video upon completion of the training. The certificate must be maintained by the official’s or coordinator’s governmental body and made available for public inspection upon request.

<https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources/public-information-act-training>

Approved By

City Secretary & Director of Administrative Services	Ruby Beaven	Date: 01/23/2025
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