



## TOWN OF TROPHY CLUB

1 Trophy Wood Drive  
Trophy Club, Texas 76262

### MEETING AGENDA

### CRIME CONTROL & PREVENTION DISTRICT

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November 14, 2024

6:00 PM

Council Chambers

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#### CALL TO ORDER AND ANNOUNCE A QUORUM

#### PUBLIC COMMENT(S)

*This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to three (3) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email [tdixon@trophyclub.org](mailto:tdixon@trophyclub.org)*

#### REGULAR ITEMS

##### *Board Training*

1. Introduction of members.
2. Consider the appointment of President, Vice President, and Secretary.
3. Board training and overview of the CCPD Board's Roles and Responsibilities.
4. Consider approval of the June 5, 2024, CCPD meeting minutes.
5. Receive Police Department update.

#### FUTURE AGENDA ITEMS

#### ADJOURN

*The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.*

*Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.*

## CERTIFICATION

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: November 06, 2024, at 4:15 p.m., and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

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Julie Swartz, Administrative Assistant

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 6822372900, 48 hours in advance, and reasonable accommodations will be made to assist you.



**CRIME CONTROL & PREVENTION DISTRICT  
COMMUNICATION**

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**MEETING DATE:** November 14, 2024

**FROM:** Tammy Dixon, Town Secretary

**AGENDA ITEM:** Consider the appointment of President, Vice President, and Secretary.

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**BACKGROUND/SUMMARY:** Sec. 363.103 of the Government Code provides that the board shall elect from among its members a president and vice president. The board shall appoint a secretary and the 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.

Each officer of the board serves for a term of one year.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

None

**ACTIONS/OPTIONS:**

Appoint the President, Vice President, and Secretary.



# Board & Commission Orientation/Training

FY 2024-2025

# Purpose/Overview

To provide new and existing members with information to help them perform professionally and effectively.

## General Session Topics to be Covered:

- ✓ Roles
- ✓ Meetings/Agendas
- ✓ Rules/Parliamentary Procedures
- ✓ Attendance
- ✓ Conflict of Interest
- ✓ External Training
- ✓ Town Email
- ✓ Boards & Commissions Manual
- ✓ Questions

*(Some information may not be applicable to the board you serve on)*

# Roles

## Staff Liaison

- ✓ Town Manager assigns staff liaisons
- ✓ Board Members may not direct or manage staff
- ✓ Prepare and distribute meeting calendars, agendas, etc.
- ✓ Ensure board activities adhere to Texas Open Meetings Act.
- ✓ Support staff takes meeting minutes
- ✓ Boards may request staff assistance, but significant work must be approved by the Town Manager

# Roles

## President/Vice President

- ✓ The Board appoints the president and vice president
- ✓ Appointed/Elected each October for one year.
- ✓ President presides over meetings and may vote.
- ✓ Vice President presides in the absence of chair.
- ✓ If both President and Vice President are absent, the board shall appoint one of its members to act as the presiding officer.

# Roles

## Responsibilities

- ✓ Representation
- ✓ Avoidance of Contacts & Individual Discussions
- ✓ Authority of Board Members

# Roles

## Being an Effective Board Member

- ✓ Be prepared
- ✓ Ask Questions
- ✓ Know the law
- ✓ Maintain focus
- ✓ Be courteous
- ✓ Be punctual
- ✓ Active participation
- ✓ Watch/Listen

# Meetings/Agendas

- Meeting: The Texas Open Meetings act defines a “meeting” as any deliberation between a quorum of members of a governmental body at which any public business or public policy is discussed.
- Notice of Meeting
  - Notice of each meeting must be posted 72 hours prior to the meeting.
  - Each agenda must state time, place and provide “full and adequate notice” of the subjects to be considered
- Agenda
  - Call to Order
  - Public Comment (required on all agendas)
    - Law only allows Board to make a factual comment, recite an existing policy, or advise that subject will be placed on agenda at a later date.

# Meetings/Agendas

- Regular Items
- Executive Session
  - All boards, commissions, committees and corporations must consult with the Town Attorney's Office prior to scheduling a closed session.
  - Closed meetings are authorized under the Texas Open Meetings Act only under certain cases
- Adjourn

# Rules/ Parliamentary Procedure

Parliamentary Procedure is a set of rules for conduct at meetings, that allows everyone to be heard & to make decisions without confusion. The Town uses Robert's Rules as a "guide".

*I move to amend a motion by...*

*I move to recess the meeting*

*I move to end debate*

*I move to table*

*Point of privilege*

*Point of order*

*I move to postpone*

*Call the question*



# Attendance

Your attendance at meetings is very important and is documented by your staff liaison. A report is provided to Town Council during the annual appointment/reappointment process for review & consideration.



Applicable to all members – regular or alternate positions.

# Conflict of Interest

Members must carefully review the City Code of Ethics upon appointment. If a Member has a conflict of interest regarding any item that is presented or required to be presented to the body for discussion or approval, the Member must

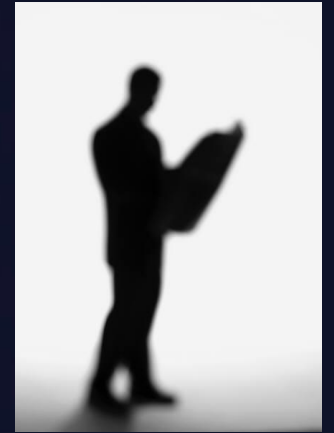
- (1) file a written statement to disclose the conflict of interest to the Chair and remaining Members;
- (2) abstain from any discussion on the matter with City staff or any other Members; and
- (3) recuse themselves from the meeting when the item is being discussed or considered by the body

# External Training Opportunities



Periodically, and if funds are available in the budget, the staff liaison and/or the Town Secretary's Office will make you aware of local training opportunities that would be beneficial in your role as a board member that you may want to take advantage of.

# Media Relations & Social Media Postings



Word of Caution:

Be cautious when communicating with the media or posting information on social media sites using your title so it doesn't give the impression you are making a statement or opinion that is representative of the entire board or commission you serve on.

# Town Email

All board members receive a town e-mail.

- Use of Town Email for Official Business
- Compliance with Texas Public Information Act.
- Texas Open Meetings Act Considerations
- Requests for Information



# BOARD & COMMISSION MANUAL



A new manual was approved on October 28, 2024, by the Town Council. A copy was emailed to each board member.

# Questions



# **Crime Control & Prevention District**

# General Roles and Responsibilities

# Establishment

- The CCPD was created by a community vote and is subject to continuation by voters every 5-20 years.
- Created: Voters approved adoption of sales and use tax and the creation of the Board on May 11, 2013, for five years.
- The Town allocates 1/4 cent of sales and use tax to CCPD. (+/- \$360,500 annually)

# Purpose

- Purpose: To enhance the capability of law enforcement and to further crime prevention programs through the acquisition of personnel, new equipment and technology for the police department. The Board establishes the annual budget and policies, oversees expenditures and evaluates programs funded by the district.

# CCPD Continuation and Elections

- First Continuation Election: May 5, 2018 (5-year term)
- Latest Continuation Election: May 7, 2022 (20-year term)
- Next Scheduled Continuation: 2042

# CCPD Structure and Meetings

- Meeting Frequency: 3-4 times a year, as needed
- Membership: 7 Board members
- Officer Roles: President, Vice President, Treasurer, and Secretary
- Board's Responsibility: The CCPD oversees local safety funding decisions.

# Board Officers' Bond Requirement

- Bond Requirement: Each officer must execute a \$5,000 bond before assuming duties
- Bond Condition: Ensures faithful performance of duties

# Officer Positions and Terms

- Positions: President, Vice President, Treasurer, Secretary
  - Board elects from among its members a president and vice president.
  - Board appoints a secretary (need not be a director)
- Term Length: 1-year term per officer

# Voting Requirements for Decision Making

- General Business: Requires a simple majority vote

# Powers and Duties

- The district may finance all the costs of a crime control and crime prevention program, including the costs for personnel, administration, expansion, enhancement, and capital expenditures in accordance with Chapter 363 of the Government Code.

# Adoption of Budget

- 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.
- Not later than the 80th day before the date each fiscal year begins, the board shall adopt a budget.
- The adopted budget must be submitted to and approved by the Town Council, which must be approved not later than the 45<sup>th</sup> day before the fiscal year begins.



**CRIME CONTROL & PREVENTION DISTRICT  
COMMUNICATION**

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**MEETING DATE:** November 14, 2024

**FROM:** Patrick Arata, Chief of Police

**AGENDA ITEM:** Consider approval of the June 5, 2024, CCPD meeting minutes.

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**BACKGROUND/SUMMARY:** The CCPD held a meeting on June 5, 2024.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

1. June 5, 2024 Minutes

**ACTIONS/OPTIONS:**

Move to approve the June 5, 2024 CCPD meeting minutes.

**MINUTES FROM REGULAR SESSION  
BOARD OF THE CRIME CONTROL AND PREVENTION DISTRICT MEETING  
FOR THE TOWN OF TROPHY CLUB  
LOCATION: 1 TROPHY WOOD DRIVE, TROPHY CLUB, TEXAS  
Wednesday, June 5, 2024 at 6:00 P.M.  
Council Chambers**

The Crime Control and Prevention District Board of the Town of Trophy Club, Texas, met in a Regular Session on Tuesday, May 23, 2023. The meeting was held within the boundaries of the Town and was open to the public.

**STATE OF TEXAS           §  
COUNTY OF TARRANT   §**

**CCPD BOARD MEMBERS PRESENT:**

Leo Daniels, Chairman  
Fred Lohmann, Board Member  
Marc Bartels, Board Member  
Christopher McAllister, Board Member  
Christine Udvar-Hazy, Board Member  
Royce Labor, Board Member

**CCPD BOARD MEMBERS ABSENT:**

Heath Williams, Vice Chairman

**STAFF AND GUEST(S) PRESENT:**

Patrick Arata, Chief of Police  
Brandon Wright, Town Manager  
Julie Swartz, Sr. Administrative Assistant

**CALL TO ORDER AND ANNOUNCE A QUORUM**

Chairman Leo Daniels called the meeting to order and announced a quorum at 6:00 p.m.

**PUBLIC COMMENTS**

*Citizens are allowed four (4) minutes to address the Board regarding an item over which the Board has policy or oversight authority as provided by Texas law, the ethics order, or other policy order.*

Chairman Daniels asked if anyone wished to address the Board. No one addressed the Board.

**REGULAR SESSION**

1. Public hearing open for comments by Chairman Daniels.  
No comments – Public hearing closed at 6:01 p.m.
2. Call for motion to approve 2024-2025 Crime Control and Prevention District budget.  
All Board Members approve, none oppose.

Budget passed by vote 6-0.

Chief Arata noted Town had agreed to cover cost of one of the three Police Department vehicles in the Town 2024-2024 budget.

3. Consider and take appropriate action of the Crime Control and Prevention District minutes from May 16, 2024.

Board Member Labor moved to approve the meeting minutes as presented, Board Member McAllister seconded the motion.

Motion passed by vote 6-0.

**ADJOURN**

Board Member Leo Daniels made a motion to adjourn at 6:03 p.m. Motion seconded by Board Member Marc Bartels.

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**Leo Daniels**  
**Town of Trophy Club**

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**Julie Swartz**  
**Town of Trophy Club**

\*The video of the meeting is posted on the Town’s YouTube page