



AGENDA MEMORANDUM

First Reading Ordinance for the Council Meeting of July 19, 2016
Second Reading Ordinance for the City Council Meeting of July 26, 2016

DATE: July 6, 2016
TO: Margie C. Rose, City Manager
FROM: Mike Markle, Chief of Police
mikema@cctexas.com
886-2601

Appropriating abandoned/unclaimed monies from Police Property room

CAPTION:

Ordinance appropriating \$5,573.49 from abandoned/unclaimed monies from the Police Property Room, changing the FY 2015-2016 Operating Budget adopted by Ordinance No.030620 by increasing revenue and expenditures in the General Fund No. 1020 by \$5,573.49 each.

PURPOSE:

Appropriate the funds for use by the Property room to purchase equipment.

BACKGROUND AND FINDINGS:

Under the Texas Code of Criminal Procedure, Article 18.17, all abandoned or unclaimed property and monies in possession of the Police Department that are not evidence or contraband may be delivered to the "person designated by the municipality" for disposition.

Proper procedure requires that notice be sent to the owner by certified mail, giving 90 days to reclaim the property. If no claim is received, the funds are available for city use and deposited directly into the City Treasury. Proper notification methods under the Code of Criminal Procedure were followed and no claims were received by purported owners of the funds. Therefore the monies are now available for city use.

The Police Department will use the funds to assist in the relocation of the overflow property room located at the old police station which is scheduled to be demolished with the new Harbor Bridge project. The new location will be 1502 Brownlee.

ALTERNATIVES:

None

OTHER CONSIDERATIONS:

None

CONFORMITY TO CITY POLICY:

Conforms to all city policies.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Finance

Legal

FINANCIAL IMPACT:

X Operating

☐ Revenue

☐ Capital

☐ Not applicable

Fiscal Year: 2015-2016	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget				
Encumbered / Expended Amount				
This item		5,573.49		5,573.49
BALANCE		5,573.49		5,573.49

Fund(s): Police General Fund

Comments:

RECOMMENDATION:

Staff recommends appropriating the funds.

LIST OF SUPPORTING DOCUMENTS:

Ordinance